

BHARATA MATA COLLEGE OF COMMERCE AND ARTS

Choondy, Aluva, Ernakulam Dist, Kerala - 683112
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**A PROJECT OF THE ARCHDIOCESE OF ERNAKULAM - ANGAMALY
MANAGED BY BHARATA MATA COLLEGE EDUCATIONAL TRUST**



'Excellence and Ethics - In profession and Character'

ACADEMIC HANDBOOK 2019 - 2020

Name : _____

Programme : _____

Roll Number : _____

Semester : _____



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COLLEGE ANTHEM

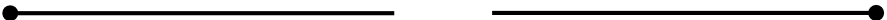
Shining light a-burning bright, that's Bharata
Mata inciting us, inspiring us, that's Bharata
Mata

Par excellence in every sense, that's Bharata
Mata Awakening us, uniting us, that's Bharata
Mata.

For God and Country firm we
stand for trees and breeze and all
the land.

Proud to be her beacon
light In Science and in Art
alike. New frontiers we
explore Holding on to
lights of yore One for all
and all for one Till the
quest for light is won.

Alma Mater, we proclaim
All your glory, all your
fame. Bharata Mata!
Bharata Mata! Bharata
Mata! Bharata Mata!





MOTTO

For God and Country

The Christian ideal of love and service is integrated with service to our Motherland.

VISION

Excellence and Ethics - in Profession and Character

Bharata Mata seeks to become a Centre of excellence by providing its students a comprehensive education with special emphasis on responsible citizenship, secular outlook, moral values and abiding faith in God expressed in active concern for others.

MISSION

BMCCA aims to equip the young generation with personal and professional excellence as well as social commitment to meet the global challenges through continuous teaching-learning-training programmes and value based activities, thereby bringing satisfaction to all the stakeholders of the institution.

Core Values

- Respect for all
- Integrity and Honesty
- Innovation and Creativity
- Relentless passion for newer heights
- Excellence is not a one time achievement, it is a habit.
- Deep seated faith in God and concern for others.

Quality Policy

Our quality policy is to achieve and sustain exemplary standards in educational services by improving the chances of success of students. This is achieved by:

- Predetermined and structured coaching system.
 - Competitive and committed teachers.
 - Effective teaching and evaluation methodologies.
 - Constantly striving to update the quality system as a continuous process to maximize customer satisfaction.
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THE EMBLEM



The College emblem is symbolic of the legacy of the vision and mission of its founders. The emblem is a shield-shaped crest with an imprint of the map of India at the centre and a crown on top. A hand with a burning torch extends to it, dedicating the symbolic torch of learning to 'God and Country'. The crown on top of Bharata Mata symbolizes the heavenly glory and protection of Blessed Virgin Mary - the Heavenly Mother and divine patron of the college, who instils in all her children, a burning desire for true wisdom and consuming love for fellow-beings as well as the rich and regal heritage of Motherland. An Omniscent Eye over the shield denote the all-encompassing protection and love of the Almighty, thus placing the College under His See. It also represents the showers of blessings which dispel the darkness of ignorance, untruth and mortality and which lead to the light of wisdom, truth and crowning glory. A scroll at the bottom of the shield unveils the motto of the College- 'For God and Country'.



BHARATA MATA COLLEGE OF COMMERCE AND ARTS

A Profile

Bharata Mata College of Commerce and Arts, Choondy, Aluva established in 2014 is a private self-financing co-educational Undergraduate College of commerce and arts in the unaided sector, owned and managed by the Archdiocese of Ernakulam-Angamaly. BMCCA Choondy, developed her wings and started her flight under the patronage of His Eminence Cardinal Mar George Alencherry with His Excellency Mar Sebastian Adayanthrath and His Excellency Mar Jose Puthenveetil as co-patrons. The endeavour to start BMCCA was successfully executed through the untiring effort and imagination of Rev Fr. Varghese Kalapparambath, the then corporate manager of Bharata Mata Group of Institutions. The College is affiliated to Mahatma Gandhi University, Kottayam and is recognised by the Govt. of Kerala.

The College is located near Choondy Junction, Aluva and is easily accessible from Aluva, Perumbavoor and Ernakulam. The College caters to the educational dreams and aspirations of socially, educationally and economically marginalized sections of a rural population belonging to different communities across Vazhakkulam, Pookkattupady, Chunagamvely and so on. Started in August 2014, the College has now grown both in student strength and infrastructure. The College has degree programmes in English, Computer Application and Business Administration along with Commerce with specialisation in streams like Finance & Taxation, Computer Application and Marketing. The College looks forward to government decision for starting post graduate courses.

Keeping in mind the lofty vision of the founder of Bharata Mata Group of Institutions, BMCCA strives to serve the people in and around Choondy upholding Christian values without compromising the secular character of the College. As BMCCA enters her fifth year of inception in 2019, she is determined to scale greater heights, as an institution of higher learning for the greater glory of God and Country.



THE MANAGEMENT

Founder Patron

His Eminence Late Joseph Cardinal Parecattil
Former Archbishop of Ernakulam

Patron

His Eminence Mar. George Cardinal Alencherry Archbishop, Archdiocese of Ernakulam - Angamaly Major Archbishop, Syro - Malabar Church

Co - Patrons

His Excellency Mar. Sebastian Adayanthrath
Auxiliary Bishop, Archdiocese of Ernakulam - Angamaly

His Excellency Mar. Jose Puthenveetil
Auxiliary Bishop, Archdiocese of Ernakulam - Angamaly

Executive Director

Rev. Fr. Antony Puthiyaparambil

Assistant Executive Director

Rev. Fr. Sen Kallungal

Principal

Dr. Laly Mathew





THE COLLEGE COUNCIL 2019-2020

Dr. Laly Mathew	Principal
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Dr. Sybila Pius Fernandez	HoD, B.Com - Finance &
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Taxation Mr. Arun George Mampra	HoD, B.Com -
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Computer Applications Ms. Sunita Sebastian	HoD, B.Com -
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Marketing	
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Rev. Fr. Sen Kallungal	HoD, Department of Management
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Ms. Divya R. (Secretary)	HoD, Department of English and Other
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Languages Ms. Merin Ani Mathew	HoD, Department of Computer
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Science	
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Mr. Vishnu Lakshman	HoD, Department of Physical
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Education Ms. Pleassy Paul T.	Staff Secretary
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Dr. Soumya K. M.	Nominated Member & IQAC Co-ordinator
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THE FACULTY

PRINCIPAL

Dr. Laly Mathew M.A., Ph.D.	94460 28459 principal@bmcca.edu.in
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DEPARTMENT OF MANAGEMENT

Rev. Fr. Sen Kallungal MBA	Mathew M.Com, M.Phil
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Prof. Joe Peter M.Com., MFT, PGDMM	
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Mr. Rajamohan S. M.Com., MBA	
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Ms. Manasa Sunny M.Com., MBA, NET	
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Ms. Kochuthresia	
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Asst. Professor
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94958 11845

Asst. Professor

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Asst. Professor

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DEPARTMENT OF ENGLISH AND OTHER LANGUAGES

Ms. Diya R. M.A., B.Ed., SET	HoD, Asst. Prof.	94971 17311 divyajayu@gmail.com
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Mr. Bastin George M.Com.	Asst. Professor	85929 02474 bastin700@gmail.com
Ms. Amala Antony M.Com.	Asst. Professor	94951 05388 amalaantony999@gmail.com



DEPARTMENT OF COMPUTER SCIENCE

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Ms. Bincy Baby MCA, M.Phil.	Lab Instructor	99619 31958 bincy7baby@gmail.com
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DEPARTMENT OF PHYSICAL EDUCATION

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Ms. Misha Sajo BLi.Sc.		79022 90598 mishasajo@gmail.com
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TECHNICAL STAFF

Mr. Thomas K. E.	Accountant	98950 94159
Ms. Reny Sebastian	Office Executive	94977 31417
Mr. Jom Sebastian	System Admin	99477 31417
Mr. Nibin Baby	Office Assistant	96059 21495
Ms. Jaiby Geo	Front Office In Charge	93499 60390
Ms. Beena Joseph	Attender	85929 53664
Ms. Bindu K. L.	Attender	98473 91447
Ms. Mini Kennady	Attender	98479 25561
Ms. Rosily Benny	Attender	94006 72836

TEACHER CO-ORDINATORS OF CAMPUS ACTIVITIES

NAAC	Prof. Joe Peter (Co-ordinator)
IQAC	Dr. Soumya K. M. (Co-ordinator)
Ethics & Discipline Committee	Mr. Rajamohan S. (Co-ordinator)
Admission Committee	Prof. Joe Peter (Co-ordinator) Dr. Sunitha M. S. Ms. Reshma Thomas Ms. Manasa Sunny Ms. Sunita Sebastian
Examination and Grievance Redressal Cell	Prof. N. K. Vijayan (Controller of Examinations)
Public Relations (Website and Media Coverage)	Ms. Maria Joy Ms. Bincy Baby
Staff Secretary	Ms. Pleassy Paul T.
Joint Staff Secretary	Ms. Manasa Sunny
NSS	Dr. Sunitha M. S. Mr. Balagopal P. K.
PTA Secretary	Ms. Reshma Thomas
Alumni Association	Ms. Swapna B. S.
Library Advisory Committee	Ms. Misha Sajo (Co-ordinator) Prof. N. K. Vijayan Mr. Arun George Mampra

STUDENT SUPPORT SERVICES

Academic

Tutorial	Ms. Amala Antony
Mentoring	Ms. Vineetha Parakkal
Bridge Courses and Entry Level Test	Ms. Sadheera
Hydrose Remedial and Advanced Coaching	Ms. Diya



Nandakumar Placement & Training Cell
Peter (Co-ordinator)

Prof. Joe

Civil Service Coaching	Mr. Arun George Mampira
PSC Coaching	Ms. Emil George
Add-on Course	Ms. Emil George
Open Course	Ms. Pleassy Paul T.
Course Plan, Lesson Plan and Result Analysis	Ms. Syamily M. S.
Attendance Monitoring and Grievance Redressal Cell	Mr. Arjun Mohan Ms. Reshma Thomas Ms. Darshana Thambi
LMS Co-ordinator	Ms. Bincy Baby
Feedback	Ms. Rency Antony
Research Promotion Council	Dr. Soumya K. M. (Co-ordinator)

Non - Academic

Counselling Cell	Ms. Sadheera Hydrose
Equal Opportunity Cell	Ms. Anna Anit
Disaster Management Cell	Ms. Vishnu Lakshman (Co-ordinator)
Women Cell	Ms. Darshana Thambi Ms. Shibna K. Mohammed
Internal Compliance Cell	Ms. Maria Joy
Anti-Ragging Committee	Prof. Joe Peter (Co-ordinator)
Anti-Narcotic Cell	Mr. Johan John (Co-ordinator)
Extra-curricular Activities	Ms. Anna Anit
Extension Activities	Ms. Babi Sabu
Outreach Programmes	Ms. Balagopal P. K.

Clubs and Associations

Language Association	Ms. Pleassy Paul T.
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Finance & Taxation Association	Ms. Shibna K. Mohammed Ms. Anju Baby
Computer Application Association	Ms. Shabana K.
K. Marketing Association	Ms. Anna Anit
Management Association	Ms. Manasa
Sunny Computer Science Association	Ms. Syamilly
M. S.	
EDP Club	Ms. Kochuthresia Mathew
Tourism Club	Ms. Swapna B. S. Ms. Divya Nandakumar
Literary & Literacy Club	Ms. Darshana Thambi Dr. Sunitha M. S.
IT Club	Ms. Anitta Devassy
Soft Skill Club	Ms. Sadheera Hydrose
Sahridaya	Ms. Sunita Sebastian
Spiritual Animators	: AICUF : Jesus Youth
	Ms. Reshma Thomas Ms. Babi Sabu
Sports Club	Mr. Vishnu Lakshman

College Union

Returning Officer to Elections	Mr. Rajamohan
S. Staff Advisor	Ms. Diya R.
Arts Club Advisors	Ms. Darshana Thambi Mr. Arjun
	Mohan
Staff Editor to College Magazine	Ms. Maria Joy
Newsletter	Ms. Sangeeta S. Ms. Manasa Sunny
College Handbook	Ms. Reshma Thomas

ACADEMIC PROGRAMMES

Bharata Mata College of Commerce and Arts offers six university approved under-graduate programmes. All programmes have English as Common Course. Details are as follows.

PROGRAMME	CORE	SANCTIONED SEATS
B.Com. Finance and Taxation	Commerce (core) and Sales tax, Income tax, GST as elective	50 + 50
B.Com. Computer Application	Commerce (core) and Computer Application as elective	50 + 50
B.Com. Marketing	Commerce (core) and Marketing as elective	50
B.A. English literature and Communication studies	English Literature and Communication	30
B.B.A.	Business Administration and Management	50
B.C.A.	Computer Application	38

CHOICE BASED CREDIT & SEMESTER SYSTEM

DURATION

The duration of U.G. programmes shall be 6 semesters. The duration of odd semesters shall be from June to October and that of even semesters from November to March. There shall be three days semester break after odd semesters and two months vacation during April and May in every academic year. A student may be permitted to complete the



Programme, on valid reasons, within a period of 12 continuous semesters from the date of commencement of the first semester of the programme.



SCHEME AND SYLLABUS

The U.G. programmes shall include (a) Common courses 1 & 11, (b) Core courses, (c) Complementary Courses, (d) Open Course.

PROGRAMME STRUCTURE

There shall be a maximum of three credits for the open course and remaining one credit should be shifted to choice based course or any other core course.

a	Programme 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.

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

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20 marks for internal evaluation. For all courses (theory & practical), grades are given on a 07-point scale based on the total percentage of marks. (ISA+ESA) as given below:

Percentage of Marks	Grade	Grade Point
90 and above	A+ -Outstanding	10
80 - 89	A-Excellent	9
70 -79	B-Very Good	8
60 - 69	C-Good	7
50-59	D-Satisfactory	6
40-49	E-Adequate	5
Below 40	F-Failure	4

Note: Decimal are to be rounded to the next whole number



Note: A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course. For a pass in a programme, a separate minimum of Grade E is required for all the individual courses. Candidate who secures E grade and above will be eligible for higher studies.

MARKS DISTRIBUTION FOR EXTERNAL EXAMINATION AND INTERNAL EVALUATION

The external examination of all semesters shall be conducted by the University at the end of each semester. Individual evaluation is to be done by continuous assessment. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are given below:

For all courses without practical

- a) Marks of external Examination : 80
- b) Marks of internal evaluation : 20

Components of Internal Evaluation	
Attendance	5
Assignment/ Seminar/viva	5
Test paper(s) [1 or 2] [1 x 10 = 10 or 2 x 5 = 10]	10
Total	20

Note: All the three components of the internal assessment are mandatory

For all courses with practical

- a) Marks of Theory-External Examination : 60
- b) Marks of Theory-Internal Evaluation : 10

Components of Theory - Internal Evaluation	
Attendance	3
Assignment/ Seminar/viva	2
Test paper(s) [1 or 2] [1 x 5 = 5 or 2 x 2.5 = 5]	10
Total	10

- c) Marks of Practical - External Examination : 40 (only in even semesters)
- d) Marks of Practical - Internal Evaluation : 20 (odd and even semesters combined annually)

Components of Practical - Internal Evaluation	
Attendance	4
Record*	10
Lab involvement	6
Total	20

**Marks awarded for record should be related to the number of experiments recorded.*



Components of Project Evaluation	
Internal Evaluation	20
Dissertation (External)	50
Viva-Voce (External)	30
Total	100

ATTENDENCE EVALUATION

For all courses without practical:

Percentage of Attendance	Marks
90 and above	5
85 - 89	4
80 - 84	3
86 - 79	2
75	1

For all courses with practical:

Percentage of Attendance	Marks for theory
90 and above	3
80 - 89	2
75 - 79	1

Percentage of Attendance	Marks for Practical
90 and above	4
85 - 89	3
80 - 84	2
75 - 79	1

Decimals are to be rounded off to the nearest or next whole number.

ASSIGNMENTS

Assignments are to be done from first to sixth semesters. At least one assignment should be done in each semester.

SEMINAR / VIVA

A student shall present a seminar in the fifth semester and appear for viva- voce in the sixth semester.

INTERNAL ASSESSMENT TEST PAPERS

At least one internal test-paper is to be attended in each semester for each course.



The evaluations of all components are to be published and are to be acknowledged by the candidates. All documents of the internal assessments are to be kept in the collage for two years and shall be made available for verification by the University. The responsibility of evaluating the internal assessments is vested on the teachers who teach the course.

EXTERNAL EXAMINATIONS

The external examination of all semesters shall be conducted by the University at the end of each semester.

Only students having a minimum of 75% average attendance for all the courses can register for the examination. Condonation of shortage of attendance to a maximum of 10 days or 50 hours in a semester subject to a maximum of two times during the whole period of the programme may be granted by the University on valid grounds. This condonation shall not be counted for internal assessment. Benefit of attendance may be granted to students attending University / College Union / co-curricular activities by treating them as present for the days of absence, on production of participation / attendance certificates within one week from competent authorities and endorsed by the head of the institution. This is limited to a maximum of 10 days per semester and this benefit shall be considered for internal assessment also.

Those students who are not eligible even with condonation of shortage of attendance shall repeat the course.

There will be no supplementary exams. For reappearance / improvement the students can appear along with the next batch.

A candidate who has not secured minimum marks/credits in internal examinations can re-do the same registering along with the University examination for the same semester, subsequently.

PROJECT

All students are to do a project. This project can be done individually or a group of three students. The projects are to be identified with the help of the supervising teacher. The report of the project in duplicate is to be submitted to the department at the sixth semester and are to be produced before the examiners appointed by the University.



DISTRIBUTION OF COURSES

B.Com. FINANCE AND TAXATION

Semester I			
Course Code	Course Name	Hours per week	Credit
EN1CC01	Common Course - I Fine tune your English	5	4
	Second Language - I	4	4
CO1CRT01	Dimensions and Methodology of Business Studies	3	2
CO1CRT02	Financial Accounting I	5	4
CO1CRT03	Corporate Regulations and Administration	4	3
CO1CMT01	Banking and Insurance	4	3
	TOTAL	25	20

Semester II			
Course Code	Course Name	Hours per week	Credit
EN2CC03	Common Course - II Issues that Matter	5	4
	Second Language - I	4	4
CO2CRT04	Financial Accounting II	5	4
CO2CRT05	Business Regulatory Framework	4	3
CO2CRT06	Business Management	3	3
CO2CMT02	Principles of Business Decisions	4	3
	TOTAL	25	21

Semester III			
Course Code	Course Name	Hours per week	Credit
	Language - English - I	3	3
CO3CRT07	Corporate Accounts - I	5	4
CO3CRT08	Quantitative Techniques for Business - I	5	4
CO3CRT09	Financial Markets and Operations	4	3



CO3CRT10	Marketing Management	3	3
CO3OCT01	Goods and Services Tax	5	4
	TOTAL	25	21



Semester IV			
Course Code	Course Name	Hours per week	Credit
	Language - English - I	3	3
CO4CRT11	Corporate Accounts II	6	4
CO4CRT12	Quantitative Techniques for Business - II	6	4
CO4CRT13	Entrepreneurship Development and Project Management	5	4
CO4OCT01	Financial Services	5	4
	TOTAL	25	19

Semester V			
Course Code	Course Name	Hours per week	Credit
CO5CRT14	Cost Accounting - I	6	4
CO5CRT15	Environment Management and Human Rights	5	4
CO5CRT16	Financial Management	5	4
CO5OCT01	Income Tax - I	5	4
CO5OP01	Fundamentals of Banking and Insurance	4	3
	TOTAL	25	19

Semester VI			
Course Code	Course Name	Hours per week	Credit
CO6CRT17	Cost Accounting - II	6	4
CO6CRT18	Advertisement and Sales Management	4	3
CO6CRT19	Auditing and Assurance	5	4
CO6CRT20	Management Accounting	5	4
CO6OCT01	Income Tax - II	5	4
CO6PR01	Project and Viva		1
	TOTAL	25	20



B.Com. COMPUTER APPLICATION

Semester I			
Course Code	Course Name	Hours per week	Credit
EN1CC01	Common Course - I Fine tune your English	5	4
	Second Language - I	4	4
CO1CRT01	Dimensions and Methodology of Business Studies	3	2
CO1CRT02	Financial Accounting I	5	4
CO1CRT03	Corporate Regulations and Administration	4	3
CO1CMT01	Banking and Insurance	4	3
	TOTAL	25	20

Semester II			
Course Code	Course Name	Hours per week	Credit
EN2CC03	Common Course - II Issues that Matter	5	4
	Second Language - I	4	4
CO2CRT04	Financial Accounting - II	5	4
CO2CRT05	Business Regulatory Framework	4	3
CO2CRT06	Business Management	3	3
CO2CMT02	Principles of Business Decisions	4	3
	TOTAL	25	21

Semester III			
Course Code	Course Name	Hours per week	Credit
	Language - English - I	3	3
CO3CRT07	Corporate Accounts - I	5	4
CO3CRT08	Quantitative Techniques for Business - I	5	4
CO3CRT09	Financial Markets and Operations	4	3
CO3CRT10	Marketing Management	3	3

CO3OCT02	Information Technology for Business	5	3
	TOTAL	25	20





Semester IV			
Course Code	Course Name	Hours per week	Credit
	Language - English - I	3	3
CO4CRT11	Corporate Accounts - II	6	4
CO4CRT12	Quantitative Techniques for Business - II	6	4
CO4CRT13	Entrepreneurship Development and Project Management	5	4
CO4OCT02	Information Technology for Office	5	3
CO340CP01	Practical Examination		2
	TOTAL	25	20

Semester V			
Course Code	Course Name	Hours per week	Credit
CO5CRT14	Cost Accounting - I	6	4
CO5CRT15	Environment Management and Human Rights	5	4
CO5CRT16	Financial Management	5	4
CO5OCT02	Computerized Accounting	5	3
CO5OP01	Fundamentals of Banking and Insurance	4	3
	TOTAL	25	18

Semester VI			
Course Code	Course Name	Hours per week	Credit
CO6CRT17	Cost Accounting - II	6	4
CO6CRT18	Advertisement and Sales Management	4	3
CO6CRT19	Auditing and Assurance	5	4
CO6CRT20	Management Accounting	5	4
CO6OCT02	Software for Business and Research	5	3
CO560CP01	Practical Examination		2
CO6PR01	Project and Viva		1
	TOTAL	25	21

B.Com. MARKETING

Semester I			
Course Code	Course Name	Hours per week	Credit
EN1CC01	Common Course - I Fine tune your English	5	4
	Second Language - I	4	4
CO1CRT01	Dimensions and Methodology of Business Studies	3	2
CO1CRT02	Financial Accounting - I	5	4
CO1CRT03	Corporate Regulations and Administration	4	3
CO1CMT01	Banking and Insurance	4	3
	TOTAL	25	20

Semester II			
Course Code	Course Name	Hours per week	Credit
EN2CC03	Common Course - II Issues that Matter	5	4
	Second Language - I	4	4
CO2CRT04	Financial Accounting II	5	4
CO2CRT05	Business Regulatory Framework	4	3
CO2CRT06	Business Management	3	3
CO2CMT02	Principles of Business Decisions	4	3
	TOTAL	25	21

Semester III			
Course Code	Course Name	Hours per week	Credit
	Language - English - I	3	3
CO3CRT07	Corporate Accounts - I	5	4
CO3CRT08	Quantitative Techniques for Business - I	5	4
CO3CRT09	Financial Markets and Operations	4	3
CO3CRT10	Marketing Management	3	3




CO3OCT05	Customer Relationship Management	5	4
	TOTAL	25	21



Semester IV			
Course Code	Course Name	Hours per week	Credit
	Language - English - I	3	3
CO4CRT11	Corporate Accounts - II	6	4
CO4CRT12	Quantitative Techniques for Business - II	6	4
CO4CRT13	Entrepreneurship Development and Project Management	5	4
CO4OCT05	Services Marketing	5	4
	TOTAL	25	19

Semester V			
Course Code	Course Name	Hours per week	Credit
CO5CRT14	Cost Accounting - I	6	4
CO5CRT15	Environment Management and Human Rights	5	4
CO5CRT16	Financial Management	5	4
CO5OCT05	Marketing Research	5	4
CO5OP01	Fundamentals of Banking and Insurance	4	3
	TOTAL	25	19

Semester VI			
Course Code	Course Name	Hours per week	Credit
CO6CRT17	Cost Accounting - II	6	4
CO6CRT18	Advertisement and Sales Management	4	3
CO6CRT19	Auditing and Assurance	5	4
CO6CRT20	Management Accounting	5	4
CO6OCT05	International Marketing	5	4
CO6PR01	Project and Viva		1
	TOTAL	25	20





B.A. ENGLISH LITERATURE AND COMMUNICATION STUDIES

Semester I			
Course Code	Course Name	Hours per week	Credit
EN1CC01	Common Course - I Fine tune your English	5	4
EN1CS01	English in Informal Situations	4	4
EN1CR01	Methodology for Studying Literature	6	4
EN1CS02	Conversational Skills	4	4
	Sociology	6	4
	TOTAL	25	20

Semester II			
Course Code	Course Name	Hours per week	Credit
EN2CC03	Common Course - II Issues that Matter	5	4
EN2CR02	Introducing Language and Literature	4	4
EN2CS03	Introduction to Communication	6	4
EN2CS04	Business Communication	4	4
	Sociology	6	4
	TOTAL	25	20

Semester III			
Course Code	Course Name	Hours per week	Credit
EN3CS05	Print Media and Journalism	5	4
EN3CR03	Harmony of Prose	5	4
EN3CR04	Symphony of Verse	4	4
EN3CR05	Indian Writing in English	5	4
EN3CM03	Evolution of Literary Movements: The Shapers of Destiny	6	4
	TOTAL	25	20

Semester IV			
Course Code	Course Name	Hours per week	Credit
EN4CS06	Print Media and Journalism - II	5	4
EN4CR05	Modes of Fiction	4	4
EN4CR06	Language and Linguistics	5	4
EN4CR07	Acts on the Stage	5	4
EN4CM04	Evolution of Literary Movements: Cross Currents of Change	6	4
	TOTAL	25	20

Semester V			
Course Code	Course Name	Hours per week	Credit
EN5CREN01	Environmental Science and Human Rights	5	4
EN5CS07	Creative Writing and Translation Studies	6	4
EN5CS08	Mass Communication and Broadcasting Media - Radio	5	4
EN5CS09	Public Relations - I	5	4
EN5CROPG01	English for Careers	4	3
	TOTAL	25	20

Semester VI			
Course Code	Course Name	Hours per week	Credit
EN6CS11	Visual Media - Television and Cinema	5	4
EN6CS12	Public Relations - II	5	4
EN6CS10	Entrepreneurship Development	5	4
EN6CS13	Office Administration and HRM	5	4
EN6CB02	Modern Malayalam Literature in Translation	4	4
EN6PR01	Project	1	2



	TOTAL	25	18
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BACHELOR OF COMPUTER APPLICATION

Semester I			
Course Code	Course Name	Hours per week	Credit
EN1CC01	Common Course I Fine tune your English	5	4
MM1CMT03	Discrete Mathematics I	4	4
ST1CMT01	Basic Statistics and Introductory Probability Theory	4	4
CA1CRT01	Computer Fundamentals and Digital Principles	4	4
CA1CRT02	Methodology of Programming and C Language	4	3
CA1CRP01	Software LAB I	4	2
	TOTAL	25	21

Semester II			
Course Code	Course Name	Hours per week	Credit
EN2CC03	Common Course II Issues that Matter	5	4
	Discrete Mathematics II	4	4
CA2CRT03	Database Management System	4	3
CA2CRT04	Computer Organization and Architecture	4	4
CA2CRT05	Object Oriented Programming Using C++	3	4
CA2CRP02	Software LAB II	5	2
	TOTAL	25	21

Semester III			
Course Code	Course Name	Hours per week	Credit
ST3CMT02	Advanced Statistical Methods	4	4
CA3CRT06	Computer Graphics	4	4
CA3CRT07	Microprocessor and PC Hardware	3	4
CA3CRT08	Operation Systems	4	4
CA3CRT09	Data structures Using C++	4	3
CA3CRP03	Software LAB III	6	2



	TOTAL	25	21
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Semester IV			
Course Code	Course Name	Hours per week	Credit
	Operational Research	4	4
CA4CRT10	Design and Analysis of Algorithms	4	4
CA4CRT11	System Analysis and Software Engineering	4	4
CA4CRT12	Linux Administration	4	4
CA4CRT13	Web Programming Using PHP	3	3
CA5CRP04	Software LAB IV	6	2
	TOTAL	25	21

Semester V			
Course Code	Course Name	Hours per week	Credit
CA5CRT14	Computer Networks	3	4
CA5CRT15	IT and Environment	4	4
CA5CRT16	Java Programming Using LINUX	3	3
CA5OPT02	Computer Fundamentals, Internet and MS Office	4	3
CA5CRP05	Software LAB V	5	2
CA5CRP06	Software Development LAB I (Mini Project)	6	2
	TOTAL	25	18

Semester VI			
Course Code	Course Name	Hours per week	Credit
CA6CRT17	Cloud Computing	4	4
CA6CRT18	Mobile Application Development - Android	4	4
CA6PET01	Data Mining	4	4
CA6CRP07	Software LAB VI and Seminar	6	2
CA6CRP08	Software Development LAB II (Main Project)	7	3



CA6VVT01	Viva-Voce		
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BACHELOR OF BUSINESS ADMINISTRATION

Semester I			
Course Code	Course Name	Hours per week	Credit
EN1CC01	Common Course - I Fine tune your English	5	4
BA1CRT01	Principles and Methodology of Management	6	4
BA1CRT02	Business Accounting	6	4
BA1CMT03	Fundamentals of Business Mathematics	4	4
BA1CMTO4	Fundamentals of Business Statistics	4	4
	TOTAL	25	20

Semester II			
Course Code	Course Name	Hours per week	Credit
EN2CC03	Common Course - II Issues that Matter	5	4
BA2CRT06	Cost and Management Accounting	6	4
BA2CRT07	Business Communication	6	4
BA2CMT08	Mathematics for Management	4	4
BA2CMT09	Statistics for Management	4	4
	TOTAL	25	20

Semester III			
Course Code	Course Name	Hours per week	Credit
BA3CRT11	Human Resource Management	5	4
BA3CRT12	Marketing Management	5	4
BA3CRT13	Research Methodology	5	4
BA3CMT14	Business Laws	5	4
BA3PRP15	Personality Development and Management Skills (Minor Project)	5	4
	TOTAL	25	20



Semester IV			
Course Code	Course Name	Hours per week	Credit
BA4CRT16	Financial Management	5	4
BA4CRT17	Managerial Economics	5	4
BA4CRT18	Entrepreneurship	5	4
BA4CMT19	Basic informatics for Management	5	4
BA4CMT20	Corporate Law	5	4
	TOTAL	25	20

Semester V			
Course Code	Course Name	Hours per week	Credit
BA5CRT21	Organizational Behavior	6	4
BA5OPT22 (a)	Brand Management	4	3
BA5CRT23	Environment Science and Human Rights	5	4
BA5CMT24	Intellectual Property Rights and Industrial Laws	5	4
BA5CRT25	Operations Management	2	2
BA5CRT26	Industrial Relations	3	3
	TOTAL	25	20

Semester VI			
Course Code	Course Name	Hours per week	Credit
BA6OCT27 (b)	Introduction to Retail Management	5	4
BA6OCT28 (a)	Advertisement and Salesmanship	5	4
BA6CRT29	Strategic Management	5	4
BA6CRT30	Communication Skills and Personality development	5	4
BA6PRP31	Management Project	5	4
	TOTAL	25	20

BACHELOR OF PHYSICAL EDUCATION

ACADEMIC HANDBOOK 2019 - 2020

Semester V			
Course Code	Course Name	Hours per week	Credit
PE5OPT01	Physical Health and Life Skill Education	4	3





RULES OF CONDUCT & GENERAL BEHAVIOUR

Our institution aims at moulding competent youngsters to serve God and the country. Through proper supervision and guidance it is ensured that we reach our goal. Certain guidelines are set to affirm a smooth journey to our goal and the students are expected to abide by them since we are together in the pursuit. These regulations are not to curtail your personal freedom but to ensure that our endeavours meet the desired ends.

1. The students are required to be in their classrooms during the class hours from 9.30 a.m. to 3.30 p.m. In case of any emergency the student must obtain special permission from his /her class teacher and HoD to leave the class.
 2. Students should stand in silence wherever they are while the morning prayer is conducted.
 3. Students are to leave the campus after the working hours. Students undergoing sports or other practices may stay until 5 p.m. with the consent and presence of the concerned teacher- in- charge.
 4. The institution is a public place and so will be under police surveillance after 5 p.m. If a student is found engaging in any anti-social activity or under intoxication after 5 p.m., he/she will be dealt with by the police for which the College will not be held responsible.
 5. Students should attend and complete all activities that form part of the curriculum including internal examination, seminars, assignments, records, test papers, model exams etc., , in the stipulated time, failing which they will not be entitled to the marks associated with it.
 6. Students found indulging in malpractices during the internal exams conducted by the college or the semester exams conducted by the University, will undergo serious punishments which include debarring from appearing for further examinations until the ban period is lifted by the University.
 7. The College does not entertain any political, religious or communal activities or distribution of pamphlets or notices of any organization within the campus. Any student found indulging in the same will have to face strict disciplinary action. Unauthorized meetings are not permitted inside the College premises.
 8. Dignified conduct of the student is essential for the smooth functioning and progress of the institution. Undesirable behaviour from
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the part of the student that is not in keeping with the dignity of the institution, willful disregard to instruction and misbehaviour towards teachers will not be entertained.





9. Students will be permitted to enter other classrooms or make announcements or call out another student only with the written permission of the teacher-in-charge counter signed by the Principal.
 10. Prior sanction is to be taken from the Principal for all seminars, fests, talks conducted by the departments and for inviting guests.
 11. Use of mobile phones inside the College building is not permitted (Government Order R.t. No.346/05H.E. dated 01/03/2015).
 12. Loud speakers, blue-tooth speakers and blaring music are disallowed in the campus. Any student found with such gadgets will be strictly dealt with and the equipment will be confiscated.
 13. Students shall use the property of the College with care. Destruction to college property will invite strict disciplinary action and a fine, double the cost of the item or based on the gravity of the wrong doing.
 14. **Students should wear identity cards on all days**, including during their examinations and should submit it for inspection when required.
 15. Duplicate hall tickets and identity cards will be issued on payment of Rs.100/- for the same.
 16. Unauthorized entry of outsiders into the Campus is strictly prohibited. Outsiders are to sign on the guest register for entry. Students shall not bring or entertain outsiders within the campus during working hours and college functions.
 17. Vehicles are to be parked only in the parking area provided. Only two- wheelers of students are allowed to be parked inside the campus.
 18. Vehicles are not allowed to ply through the Campus during College hours. They are to enter before the first bell and exit only during lunch break and after 3.30 p.m.
 19. The College gates will remain closed during the working hours. A student who has an emergency to leave in between is required to get a written permission of the HoD to do so.
 20. A student under suspension from the College is not allowed to enter the campus nor permitted to take part in any activity of the College, including the department study tour, during the suspension period.
 21. **Ragging is a serious criminal offence punishable under Kerala Ragging Prohibition Act 1998, with 2 years imprisonment and a penalty of Rs. 10,000/-**
. As per the Act, if any case of ragging is reported, it will be forwarded to the local police station. The offender will be dismissed from the institution and will not be admitted to any educational institution for a period of 3 years.
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22. **Smoking and use of drugs in any form are strictly prohibited within the College premises.** Smoking or selling of cigarettes, tobacco products and drugs in an area within a radius of 100 yards of the Educational institution is prohibited vide Government Order No.822/05/H. Edu. Dated 12/05/2005.

23. All fees and dues must be remitted on or before the stipulated dates, failing which a fine will be levied and the student may not be permitted to attend classes or appear for examinations. Fees once paid will not be refunded.

24. The College campus is following the Government instructions to undergo green protocol and has been declared as a **plastic free zone**. So it is advised to avoid plastic flex, plastic cups, bags etc. and to avoid littering in the campus.

Attendance & Absenteeism

1. Attendance will be marked at the beginning of each period. Students who come after the attendance is called out will not be eligible for the attendance of the hour.
2. If a student is absent for one period it will be treated as absent for half a day and absence for two or more periods will be treated as absence for one full day. A message intimating the absence of the student will be sent to the parent's mobile number.
3. Absence due to ill health should be intimated to the class teacher as soon as possible and medical certificate should be produced on return to the college.
4. If a student is absent for more than three days consecutively, the parent will be intimated by the class teacher and may be asked to meet the HoD.
5. Absence must be regularized by a leave letter, which is to be submitted to the class teacher.
6. The University norms require a student to have a **minimum of 75% attendance**, in order to be able to appear for the University examinations or to contest in elections. In case a student is unable to meet the minimum attendance required, he/she will not be eligible to write the university examinations.
7. If a student has below 65% attendance he/she will become non-registered and out of rolls from the University.
8. A student who is absent without intimation for more than 10 consecutive working days will have his/her name removed from the rolls.
9. Condonation of shortage of attendance to a maximum of **10 days** in





a semester subject to a maximum of **2 times** during the entire Programme may be granted by the University. This condonation shall not be counted for internal assessment. Medical certificate is compulsory if the leave extends more than 5 days.



10. Benefit of attendance to a maximum of **10** days per semester may be granted to students attending University/ College Union/ Co-curricular activities on production of participation/ attendance certificates, within one week. This benefit shall be considered for internal assessment.

College Uniform


Male Students

- a. Half sleeve shirt and pants with black belt and neatly polished shoes.
- b. Jeans are not permitted instead of pants as uniform.
- c. Regular haircuts or neatly tied-up hair and well groomed beard or moustache is to be ensured.

Female Students

- a. Pants & shirt with three - fourth sleeves and waist coat.
 - b. Black head scarves for those who cover their heads by tradition.
1. Students are required to wear proper uniforms on all days except those special days when colour dress is allowed. Shorts, short tops, tights, miniskirts, flimsy clothes, sleeveless tops and torn jeans are not allowed on those days.
 2. Students are not allowed in the Campus without wearing the uniform, even if on leave.
 3. The uniforms should be properly washed and ironed.
 4. Alteration to the uniform provided from the College such as change of pattern, low waists and tights are not allowed.

Malpractices/Offences in the Examination

1. Possession of any non-permissible material relevant to the examination including electronic gadgets, written matter on paper, calculator, data book, handkerchiefs, socks, other items of clothing, instrument box, identity card, or on any part of the body.
 2. Copying from neighbour's answer scripts and helping neighbours to answer questions.
 3. Resisting handing over non-permissible material brought to the examination hall to the invigilator.
 4. Disobeying the invigilator/other officials or resistance to instruction from authority.
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5. Writing on the question paper (other than name or register no.) or hall ticket and/or passing the same to other student(s) in the examination hall.
6. Changing/replacing roll numbers and answer books or sitting at the wrong seat.
7. Tampering with answer books, removing pages, tampering with the bar code, and writing register no, student name, name of college or other identifiable content in the answer book.
- 8. Disturbances outside the hall or disturbing candidates from outside.**
9. Leaving the examination hall without handing over the question paper, before the time assigned for the examination has ended.
10. The above list is not exhaustive. The issues, if any, will be dealt with by the College/University.

Library Rules

1. The library is open during College hours on all working days.
 2. Strict silence should be observed in the library and the reading room. Group study and discussions are not permitted in the library.
 3. Students should bring their identity cards when they come to the library.
 4. Books will be issued only on production of identity cards.
 5. Books and other personal belongings should not be taken into the library.
 6. All the books should be returned on the due date. Absence from College will not be an excuse for not returning the book on time.
 7. Students can borrow **three** books at a time and keep them for a period of **10 days** without fine. If anybody fails to return the book on time a fine will be imposed at the rate of Rs. 2/-per day for the next 10 days, and thereafter the fine will be doubled.
 8. Lost book has to be reported to the library staff as soon as possible. Lost books will have to be replaced or the cost of the book will be collected. The cost of the lost books will be assessed as multiples for each decade according to the year of publication of the book.
 9. Books and periodicals should be used with care. The members will be held responsible for any damage caused to the books borrowed by them. Pencil marks, ink stains etc. made in the books are also treated as damages. If the book is already damaged the fact should be pointed out to the Librarian at the time of the issue of the book.
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Computer Lab Usage Policy

1. The Computer lab is open from 9.00 am to 4.00 pm on all working days.
2. Students are allowed to enter the LAB only with the assistance of concerned faculty.
3. Students entering the lab other than during the lab hour, need to enter their names in the log book.
4. Users must log out of the system and switch off the monitor when they leave the lab, even if only for a short time.
5. Do not place any book or personal belongings on monitors or any computer equipment. This can interfere with hardware operation and/ or affect proper cooling functions of the equipment.
6. Loading or installation of any file / software/ programs/ games on the hard drive, alteration of system settings or configuration is prohibited.
7. Any software download requires the permission of the System Administrator/ Technical Staff.
8. During regular lab hours, the Internet may be used only for work directly related to class work.
9. Special sanction is to be obtained from the System Administrator for use of removable disks including floppy discs, CDs, USB drives etc.
10. Users should not engage themselves in playing computer games, online bidding, chatting, etc.

Government Order Regarding Ragging

KERALA RAGGING PROHIBITION ACT 1998

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Government Circular Regarding Drugs in Colleges

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KØsc DĀs₁ Sp⁻ns i m.v t_m[hXvlçW çmkp|Ā 2018 \hw_Ā apXĀ kwL
Sn₁n;ip¶¶Xn_Ös₁ « hlp₁ ta[mhnlĀ A Sīb`nc \S]Si kzolet; -XmWv.

dnt_{mĀ} «nse JWvUn | 22³taĀ lemImbnl aÖçSĀ \S;ip¶¶ kµĀ`S
fnsS elcn D]tbmKw Is⁻p¶¶Xn\mbn Cu AhkcSfnĀ a^vXibnepĀ
t]meokv/Flvsskkv DtZymKØcpsS tkh\w Dd_{mjm}³ {}n³kn_ĀamĀ; |
\nĀt[±]iw \Ātl-XmWv. t|mtfP| tlm i ep|fnĀ A[]XoEnX]^{ntim}[ĀĀ CS
bv;jnSbvjv \St⁻ -XpamWv.

kanXnbpsS dnt_{mĀ} «nse JWvUn | 30pĀ ab;ipacp¶¶p am^b^mwK\$Ā]T;
Xm i fmbn t|mtfPp|fnĀ {}thi\w t\Sp¶¶Xmbn kanXī]cmaĀinⁿ«pĀ km | Ncy
- nĀ, ab;ip acp¶¶p tikpambn _ÖapĀhcpw, C⁻c⁻Ā kw i bn i s. Sp¶¶
hy^à lfpw, aā kmaqlyhncp² iān lfpambn _Öw]peĀ⁻p¶¶hcpw tlm^tfPp|
fnepw aāpw |S¶¶ | qSmXncn; m\mbn C⁻c;jm³sc kw_Ön^v ap¶¶dnbn; t|mtfPv A[
IrlĀjv \Ālph³ _Ös₁ t]meokv/Flvsskkv A[|lmonĀĀjv \Āt[±]iw
\Ātl-XmWv.



STUDENT SUPPORT SERVICES

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) is the quality sustenance measure of the Institution. The prime task of the IQAC is to develop a system of conscious, consistent and catalytic improvement in the overall performance of the institution. For this it will channelize all efforts and measures of the Institution towards promoting its holistic academic excellence.

Members

- | | |
|---|---------------------------------|
| 1. Dr. Soumya K. M. (Co-ordinator) | 7. Ms. Anna Alexander |
| 2. Fr. Antony Puthiyaparambil (Exe. Director) | 8. Ms. Anitta Devassy |
| 3. Fr. Sen Kallungal (Asst. Exe. Director) | 9. Ms. Praseetha T. B. |
| 4. Dr. Laly Mathew (Principal) | 10. Mr. S. Santhosh Kumar (PTA) |
| 5. Prof. Joe Peter | 11. Ms. Aiswarya Lekshmi |
| 6. Ms. Sunita Sebastian | 12. Ms. Saffiya Sabir Ahmed |

Ethics and Discipline Committee

Ethics and Discipline Committee is responsible to make sure that discipline as well as code of conduct is properly followed in the College. The objective of this committee is to ensure calm and peaceful academic atmosphere in the campus.

Members

- | | |
|------------------------------------|---------------------------|
| 1. Mr. Rajamohan S. (Co-ordinator) | 4. Ms. Shabana K. K. |
| 2. Ms. Emil George | 5. Ms. Babi Sabu |
| 3. Ms. Johan John | 6. Ms. Shibna K. Mohammed |

National Service Scheme (N.S.S.)

The college has a committed N.S.S. wing. It is a voluntary organization for the students and teachers to involve themselves in rural development programmes and participate in the socio-economic life of the community. The focus is on activities that augment the social awareness of students and mould them into responsible citizens in society. The students are made aware of the plight of the less privileged and disadvantaged sections in society. Volunteers who undergo the prescribed course training are given certificates from the university and are eligible for grace marks in university examinations.

Training and Placement cell

The Placement Cell is aimed at bringing in prospective employers to the College campus for recruitment. It also prepares the students for recruitments,

entrepreneurship or higher studies by providing training through aptitude tests, group discussions and mock interviews.

Members

- | | |
|-----------------------------------|------------------------|
| 1. Prof. Joe Peter (Co-ordinator) | 4. Mr. Bastin George |
| 2. Ms. Pleassy Paul T. | 5. Ms. Praseetha T. B. |
| 3. Ms. Anitta Devassy | |

Examination and Grievance Redressal Cell

The prime responsibility of Examination Cell is to conduct examinations - both Internal and external - in a fair and systematic manner under the directions of the Controller of Examinations. The Exam cell deals mainly with proper verification of student's eligibility for examination, preparation and publication of schedule of examinations, smooth and fair conduct of examinations and arrangement of invigilators. All exam related grievances will be dealt by the cell.

Members

- | | |
|------------------------------|----------------------|
| 1. Prof. N. K. Vijayan (CoE) | 3. Ms. Syamily M. S. |
| 2. Ms. Sangeeta S. | 4. Mr. Johan John |
| 3. Ms. Rency Antony | |

Parent Teacher Association

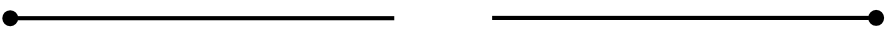
The parents are provided with the opportunity to observe the working of the institution and to give their valuable suggestions for better quality improvement through interaction with the faculty and the management. The PTA executive committee comprises of the parent representatives and the faculty including the Management and the Principal. The committee meets at least twice a year or as needs arise to discuss all matters of interest.

Anti-Ragging Committee

The College has a constituted an Anti-Ragging Committee headed by the Principal and consisting of HoD's of various departments. The committee has representations from the students, parents as well as stakeholders from the local community. College follows a zero-tolerance policy towards ragging.

Anti-Narcotic cell

To check the menus of drugs, tobacco and alcohol, a committee functions in the college under the leadership of senior staff members and student representatives. Awareness classes and activities are conducted by the cell every month against substance abuse.





Members

- | | |
|----------------------------------|--------------------------|
| 1. Mr. Johan John (Co-ordinator) | 5. Dr. Sunitha M. S. |
| 2. Mr. Vishnu Lakshman | 6. Ms. Anna Alexander |
| 3. Mr. Bastin George | 7. Ms. Vineetha Parakkal |
| 4. Prof. Joe Peter | 8. Ms. Anju Baby |

Counselling Service

Counselling service is rendered by trained Counsellors and trained teachers. It is designed to facilitate student achievement, improve student behaviour and attendance and help students who are faced with personal and academic issues.

Tutorial System

Tutorial is an academic based activity which helps to analyze the students on the basis of their academic performance and to assist them in areas where they are weak in a subject. Doubt clearing, explanation and clarification of specific topics are some of the methods included in tutorial system. Each class has two tutors who will supervise, guide and counsel his/her wards.

Mentoring System

Mentoring system is in place in the College to bridge the gap between teachers and students, and to create a better environment in the College where students can approach teachers for both professional and personal guidance. Students will be under the personal guidance of two mentors one of whom will be the class teacher.

Remedial Coaching

Slow and advanced learners are identified after the Entry Level tests conducted at the beginning of the first semester. Remedial coaching is given the slow learners in concerned subjects by respective teachers.

Outreach and Extension Activities

The departments of BMCCA and the NSS are in close contact with the society and local community and extend their expertise and service to the needy and under privileged.

PSC Coaching

The College is providing PSC coaching for the students who aspire for jobs in the Government sector. The coaching will be of sixty hours duration and conducted during Saturdays. It equips the students not only to be job-ready but also to expand the horizons of their knowledge.



Equal Opportunity Cell

An internal committee is constituted for taking care of the day to day needs of the differently abled persons and to create awareness in equal opportunity for the marginalized through various activities as well as for implementation of the schemes existing.

Internal Compliance Cell

BMCCA provides a healthy working environment for its women employees and female students. This cell has been constituted as per the Section Harassment of Women at Workplace (Prevention, Prohibition and Redressal ACT, 2013). Any grievances in this regard may be referred to this cell in writing.

Members

1. Ms. Maria Joy (Co-ordinator)
2. Ms. Darshana Thambi
3. Ms. Shibna K. Mohammed

Disaster Management Cell

It is important for the College community to manage disasters by being prepared in advance. Hence the Disaster Management Cell has been set up. It includes representatives from teachers, non-teaching staff and also students.

Members


- | | |
|---------------------------------------|----------------------------------|
| 1. Ms. Vishnu Lakshman (Co-ordinator) | 5. Ms. Beena Joseph |
| 2. Ms. Sadeera Hydrose | 6. Mr. Akhilraj Rajan (III B.A.) |
| 3. Ms. Smitha John | 7. Mr. Vineeth (III F&T B) |
| 4. Ms. Mini Kennedy | 8. Mr. Sooraj (II CA B) |

Jesus Youth

Jesus Youth caters the spiritual, moral and ethical well-being of the College. Holy Mass is celebrated on the first Friday of every month. All Catholic students are expected to attend an annual retreat during the course of the academic year and spiritual discourses are arranged for non-catholic students during the same time. Prayer meetings are conducted in the College chapel every Friday.

AICUF

In pursuit of moulding efficient people for *God and Country* the institution provides every possible guidance to the students. AICUF is an all Indian organization that helps the students to strengthen leadership qualities. Though a Catholic organization, the community functions with a secular approach and ensures that it assists every single student to





improve their shortcomings.



Women's Cell

Bharata Mata makes sure that all its women members are empowered through the Women's cell which regularly discusses relevant issues of women and topics on society at large. It provides a platform for the rural girls who form the majority of the student community.

College Union

BMCCA takes utmost care to develop leadership and management skills among students. The College Union is intended to promote the social and cultural life of the students, to train them in the rights and duties of citizenship and to provide them with opportunities to develop their personality and skill. All students of the college are the members of the College Union. The leaders are elected through democratic process according to the Parliamentary system. The College Union is guided by staff advisors appointed by the Principal. The policy of the management is to keep party politics off the campus. Hence all student activities are conducted without party politics.

The College Magazine

The College Magazine is an open forum where students can express their views and opinions. It is an outlet for the creative talents of the students. The Student Editor, helped by the Editorial Board and the Staff Editor, brings out the magazine. The magazine showcases the literary, cultural, sports activities and achievements of the students. By writing for the magazine, a student leaves behind an indelible mark for his/her passing through the College.


Add-On Courses

The first year degree students are to choose any one of the add-on courses offered by the College.

1. Certificate course in Tally ERP 9
2. Certificate course in Airport and Airline Operations
3. Certificate course in Fabric Embellishment
4. Certificate course in Digital Photography and Digital Film making
5. Certificate course in Logistics and Supply Chain Management
6. Certificate course in MS Office and Web Designing
7. Certificate Course in Yoga

Newsletter

The yearly newsletter of the College (Spandan), highlights the academic and non-academic proceedings of the year.





Research Promotion Council

This council was constituted to promote and co-ordinate research activities in the College such as weekly paper presentations by the faculty members, promoting publications, conducting seminars etc. The council aims at creating passion among members of faculty and also students for research and innovation.

Members

1. Dr. Soumya K. M. (Co-ordinator)
2. Dr. Sunitha M. S.
3. Ms. Pleassy Paul T.
4. Ms. Vineetha Parakkal
5. Mr. Rajamohan S.
6. Ms. Sadheera Hydrose
7. Ms. Sunita Sebastian

Associations & Clubs

There are different associations working in affiliation to each department. They conduct various activities in connection with their academic programmes to broaden their horizons and to develop initiative and sense of responsibility of the students. Different clubs are functioning in affiliation to each association.

Sports and Games

The physical education and sports are an integral part of our educational programme. The physical education department is committed to providing students with a worthwhile and enjoyable learning environment while providing the necessary knowledge and tools to adhere to a lifetime of activity and better health.

We offer systematic training and coaching for various games throughout the year. In order to give a competitive exposure, BMCCA teams participate in inter- collegiate tournaments and MG university competitions.

Annual Cardinal Parecattil All Kerala Basketball Tournament

The College has been conducting an All Kerala Inter Collegiate Basketball Tournament since 2016 in honor of its founder patron, the late Joseph Cardinal Parecattil. Within a short span the tournament has created a niche among the competitions held for college students in the State.



STUDENT SUPPORT FACILITIES

Library

The college library has a vast collection of books on various subjects and students are expected to make extensive use of it. The library functions from 9.00 am to 4.00 pm on all working days. Internet browsing facility is available in the library.

Computer Lab

A full-fledged computer lab is available to students and staff for training and browsing. All computers on the campus are networked and internet enabled.

There are two computer labs available in the college. A full-time lab instructor will guide students in practical sessions.

Reprographic Centre

Students can buy necessary stationary items from the reprographic centre of the college. Photocopy facility is also available.

College Canteen

The college canteen functions on all working days. It provides meals, snacks, refreshments etc. at subsidized rates.

Chapel

Prayer gives us guidance and solace to face the challenges of each sunrise. The College Chapel provides a divine atmosphere for the students and the staff to listen to their inner voice and seek peace and guidance.

Seminar Hall

The College hosts many events and programmes for enriching the students with various soft and hard skills. The seminar hall provides the infrastructure for the students to execute their programmes and experience the joy of co-ordination.





SCHOLARSHIPS

Name of Scholarship	Eligibilit
Post Metric Scholarship (Christian, Muslim Students)	<ul style="list-style-type: none">• Minimum 50% marks• Income limit 2 lakhs• Rs. 3,000 yearly
C. H. Muhammad Koya Scholarship (First year graduate girl students of Muslim , Latin, Converted Christian community)	<ul style="list-style-type: none">• Minimum 50% marks• Income limit 4.5 lakhs• Rs. 5,000 yearly
Hindi Scholarship	<ul style="list-style-type: none">• Hindi Must be one of the Subject in the present studying course• Rs. 500 monthly

ENDOWMENTS

NSS

Endowment

- For a final year student on the basis of merit and means.
- Not restricted to NSS volunteers.
- Rs. 2,000 and a Certificate of Merit.

FREESHIPS

Fee concessions are given to eligible and needful students.

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ACADEMIC CALENDAR AND COLLEGE ALMANAC 2019-2020

JUNE 2019

Date	Day	Department	Particulars
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		Semester V - Commencement of classes
7	Friday		Academic Retreat for teachers begin
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday		Semester III - Commencement of classes
13	Thursday		
14	Friday	B.Com F&T	Career Guidance Programme for Sem V students
		Jesus Youth	Prayer meeting on all Fridays
15	Saturday		
16	Sunday		
17	Monday		
18	Tuesday		
19	Wednesday	BA	Observation of Reading Day and Distribution of books to students of Govt. LP School Edathala
		BCA	Workshop on Softw are Development for Sem V students by Mr. Anil Kumar- CEO & Sr. Soft. Developer Yu-Ai Soft Solutions
20	Thursday		
21	Friday	Phy. Edu.	Observation of International Yoga Day
		B.Com MKTG	Field trip and Industrial Visit for Sem V students
22	Saturday		
23	Sunday		
24	Monday		Vidyarambham
25	Tuesday	B.Com CA	GST day
			Semester I - Commencement of classes
26	Wednesday		Semester I - Bridge Course
27	Thursday		
28	Friday		FDP – Department wise paper presentation on all Fridays
29	Saturday		



30

Sunday



JULY 2019

Date	Day	Department	Particulars
1	Monday	B.Com F&T	Motivational talk for Sem I students
2	Tuesday		
3	Wednesday	BCA	Extension Activity - MS Office training for non BCA final year students of the College
4	Thursday		Semester I - Entry Level Test
5	Friday	Jesus Youth	Holy Mass
		Anti-Narcotic Cell	Orientation Programme
6	Saturday		
7	Sunday		
8	Monday	B.Com F&T	Industrial visit for Sem V students
9	Tuesday	Placement Cell	Mapping Students
10	Wednesday	BCA	Association Inauguration and Inter Department Gaming Competition
11	Thursday	Placement Cell	Personality Development Class
		Women's Cell	Inauguration
12	Friday	AICUF	Inauguration
		B.Com F&T	Inauguration of Tourism club
13	Saturday		
14	Sunday		
15	Monday	B.Com CA	Extension Lecture on Research Methodology
		B.Com F&T	Association Inauguration
16	Tuesday	BA	Inauguration of Language Association, CHRYSALIS
17	Wednesday	BCA	Inter Department PowerPoint Presentation competition
		B.Com MKTG	Association and Club Inauguration
18	Thursday		
19	Friday	B.Com CA	Association Inauguration
20	Saturday		
21	Sunday		
22	Monday	BBA	Organic Farming at Edathala Panchayath
23	Tuesday		
24	Wednesday	BA	Inter Department Competition
		BBA	Paper Presentation Competition
25	Thursday	BA	Intra Department Literary Competition
26	Friday	B.Com CA	Soft Skill club inauguration
27	Saturday		
28	Sunday		
29	Monday	B.Com F&T	Workshop on Research Report Writing



30	Tuesday	BCA	Inter Department Sudoku competition
		Placement Cell	Career Guidance
31	Wednesday		



AUGUST 2019

Date	Day	Department	Particulars
1	Thursday		
2	Friday	Jesus Youth	Holy Mass
		BBA	Exhibition
3	Saturday		
4	Sunday		
5	Monday	BBA	Environmental Awareness Programme
6	Tuesday	Placement Cell	Opportunities in Banking Sector
7	Wednesday	BA	Intra Department Paper Presentation
8	Thursday	BCA	Inter Department IT Quiz competition
9	Friday	B.Com MKTG	Sahridaya - Sem V students
		B.Com F&T	International Conference
10	Saturday		
11	Sunday		
12	Monday	BBA	Independence Quiz
		Jesus Youth	Motivational talk for Second and Third year students by Dr. Geo Baby - HoD, School of Management Studies, Viswajyothi Engineering College
13	Tuesday		
14	Wednesday	B.Com F&T	Social Outreach Programme (Kudumbasree)
15	Thursday		
16	Friday	BA	Short Film Competition
		B.Com CA	Community Outreach Programme
17	Saturday		
18	Sunday		
19	Monday		
20	Tuesday		
21	Wednesday		Semester III & V - Internal Exam commences
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday		
26	Monday		
27	Tuesday	BCA	Inter Department Photography competition
		B.Com F&T	School Linkage Programme
28	Wednesday		
29	Thursday	B.Com MKTG	Payasam mela
		BBA	Legendaries Part I
30	Friday	BA	Press Visit to Mathrubhumi New spaper



		Anti-Narcotic Cell	Essay writing competition
31	Saturday		



SEPTEMBER 2019

Date	Day	Department	Particulars
1	Sunday		
2	Monday	Jesus Youth	Formal Inauguration of Jesus Youth
3	Tuesday		
4	Wednesday		
5	Thursday	BBA	Inter Department Group Discussion Competition
6	Friday	Jesus Youth	Holy Mass
7	Saturday		Onam Holidays begin
8	Sunday	BA	Observation of World Literacy Day
9	Monday		
10	Tuesday	BBA	Strategist Part I
11	Wednesday		
12	Thursday	Women's Cell	Workshop
13	Friday	BA	Intra Department Drama Competition
		B.Com MKTG	Paper presentation
14	Saturday	BA	Observation of Hindi Diw as
15	Sunday		
16	Monday		
17	Tuesday		
18	Wednesday		Semester I - Internal Exam commences
19	Thursday		
20	Friday		
21	Saturday		
22	Sunday		
23	Monday	BA	Observation of International Day of Sign Language
24	Tuesday		
25	Wednesday		
26	Thursday	BBA	Talk by Young Entrepreneur
27	Friday	BA	Inter Department Competitions
		B.Com F&T	Tourism Day celebration
28	Saturday		
29	Sunday		
30	Monday	BBA	Training programme for housewives in paper making, fabric painting etc.



OCTOBER 2019

Date	Day	Department	Particulars
1	Tuesday	Jesus Youth	Celebration of Rosary month begins
2	Wednesday	BBA	Case Study
3	Thursday	B.Com F&T	Invited talk
		Placement Cell	Opportunities in FMCG Sector
4	Friday	Jesus Youth	Holy Mass
5	Saturday		
6	Sunday		
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		Semester III - University Exam commences
11	Friday		Semester V - University Exam commences
12	Saturday		
13	Sunday		
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday		
21	Monday		
22	Tuesday		
23	Wednesday		Semester I - University Exam commences
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday		
28	Monday		
29	Tuesday		
30	Wednesday		
31	Thursday	Jesus Youth	Valediction of Rosary month

NOVEMBER 2019

Date	Day	Department	Particulars
1	Friday	BA	Kerala Pravi
		Jesus Youth	Holy Mass
		B.Com MKTG	Sahridaya - Sem III students
			Semester IV & VI - Commencement of classes
2	Saturday		
3	Sunday		
4	Monday		
5	Tuesday		
6	Wednesday	Placement Cell	Opportunities in Retail Sector
7	Thursday		
8	Friday	B.Com CA	Inter College Quiz competition
9	Saturday		
10	Sunday		
11	Monday	Phy. Edu.	Inter Department Badminton Championship
12	Tuesday		Semester II - Commencement of classes
13	Wednesday		
14	Thursday		
15	Friday	B.Com MKTG	Sahridaya - Sem I students
		B.Com F&T	Observation of Commerce Day
		B.Com CA	Industrial Visit
16	Saturday	BCA	IT Fest
17	Sunday		
18	Monday		
19	Tuesday	BBA	Entrepreneur's Day Observation
20	Wednesday		
21	Thursday		
22	Friday	Anti-Narcotic Cell	Poster Design Campaign
23	Saturday		
24	Sunday		
25	Monday		
26	Tuesday	BBA	Visit to Startup
27	Wednesday	Phy. Edu.	Inter College Friendly Football match
28	Thursday		
29	Friday		
30	Saturday		



DECEMBER 2019

Date	Day	Department	Particulars
1	Sunday		
2	Monday	B.Com F&T	Social Outreach Programme
3	Tuesday		
4	Wednesday		
5	Thursday	Placement Cell	Opportunities in IT
6	Friday	Jesus Youth	Holy Mass
7	Saturday		
8	Sunday		
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday	Women's Cell	Self Defense class
13	Friday		
14	Saturday		
15	Sunday		
16	Monday		
17	Tuesday		
18	Wednesday	Jesus Youth	Orphanage Visit
19	Thursday	Women's Cell	Street Play
20	Friday	B.Com MKTG	Meet the Guest
21	Saturday		Christmas Holidays begin
22	Sunday		
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		
31	Tuesday	BA	Thunchan Dinam

JANUARY 2020

Date	Day	Department	Particulars
1	Wednesday		
2	Thursday	Phy. Edu.	Teacher's Badminton match
3	Friday	Jesus Youth	Holy Mass
4	Saturday		
5	Sunday		
6	Monday		
7	Tuesday		
8	Wednesday		Semester IV & VI - Internal Exam commences
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday		
13	Monday	B.Com F&T	Paper Presentation Competition
14	Tuesday	BBA	Legendaries Part II
15	Wednesday	B.Com CA	Presentation on Business Plan
16	Thursday	BBA	Career Guidance for Plus Two students at Govt. HSS Edathala
17	Friday	Placement Cell	Preparing for MBA
		BA	GOURMET 2020
18	Saturday		
19	Sunday		
20	Monday	BCA	Intra Department Coding Competition
21	Tuesday	Placement Cell	Class on Resume writing, Communication skills and Tips to face an Interview
22	Wednesday		
23	Thursday		
24	Friday	BA	ETHEREAL 2020
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday	BBA	Video Presentation on Success Stories
		Anti-Narcotic Cell	Awareness through Short Film
31	Friday	B.Com MKTG	Festival of Marketing



FEBRUARY 2020

Date	Day	Department	Particulars
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday	BBA	Strategist Part II
6	Thursday		
7	Friday	Jesus Youth	Holy Mass
		B.Com MKTG	Sahridaya - Sem IV students
8	Saturday	BA	Industrial Visit to Mango Meadows Kottayam as part of Environmental Science Awareness Programme
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday	BCA	Industrial Visit for Sem IV students
14	Friday		
15	Saturday		
16	Sunday		
17	Monday	Phy. Edu.	Basketball Friendly match with BMC Thirukkakkara
18	Tuesday		
19	Wednesday		
20	Thursday	Phy. Edu.	Basketball Tournament
21	Friday		
22	Saturday	Placement Cell	Job Fair
23	Sunday		
24	Monday	BA	Valediction of Association activities
25	Tuesday		
26	Wednesday		Semester II - Internal Exam commences
27	Thursday		
28	Friday		
29	Saturday		

MARCH 2020

Date	Day	Department	Particulars
1	Sunday		
2	Monday		
3	Tuesday		Semester IV - University Exam commences
4	Wednesday		Semester VI - University Exam commences
5	Thursday		
6	Friday	Jesus Youth	Holy Mass
		B.Com MKTG	Sahridaya - Sem II students
7	Saturday		
8	Sunday		
9	Monday	Women's Cell	International Women's Day Celebration
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday		
14	Saturday		
15	Sunday		
16	Monday		
17	Tuesday		Semester II - University Exam commences
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		
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24	Tuesday		
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26	Thursday		
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31	Tuesday		



LEAVE RECORD

Sl. No.	Date	Reason	No. of days	Parent's Signature	Teacher's Signature
1					
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LEAVE RECORD

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TIME TABLE - ODD

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III					
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TIME TABLE - EVEN					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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Hour					



NOTES:



NOTES:

