

MANNANIYA COLLEGE OF ARTS & SCIENCE, PANGODE

MANNANIYA COLLEGE OF ARTS & SCIENCE

PANGODE, KALLARA, THIRUVANANTHAPURAM-695609 (ESTD: 1995)

Mob: 8086090024

(Web: www.mannaniyacollege.ac.in Email: mannaniya@gmail.com)



NAAC Accredited With B+

Managed by

**THE JAMIYAMANNANIYA ISLAMI CHARITABLE SOCIETY
S.V.PURAMP.O., VARKALA, THIRUVANANTHAPURAM**



STUDENT'S HANDBOOK

2023-2024

VISION:

Providing quality education, ensuring skill development training with the aid of technology to augment its potential for a world class leadership by the societal commitment to people and by building acclimate of unity, enthusiasm and hope to work towards the optimum welfare for the maximum number of people so as to develop a better society for the next generation.

MISSION:

- Achieving excellence, developing potential, improving skills, attaining efficiency leading to success.
- Conceptualizing postmodern classroom strategies, to achieve curriculum goals to evolve evaluation strategies.
- Facilitating a context- sensitive, location- specific teaching /learning atmosphere focusing on the local linguistic and socio-cultural particularities.
- Integrating digital technology equipped 'state of the art' infrastructure and learning resources for attaining optimum educational goals.
- Developing a new paradigm that is student- centered, environment friendly and an inclusive learner support system: so as to prepare students to be contributors of knowledge and not just merely recipient soft knowledge.
- Aiming of a core competency development through 'work –based community engagement' and 'community- oriented action research'.

CORE VALUES:

Discipline and determination, Team work and hard work, Academic excellence, Moulding the youth for nation building, Receptiveness to learn from others, Tolerance and courtesy

MANNANIYA COLLEGE OF ARTS & SCIENCE



**A Minority Aided College Affiliated
to the University of Kerala**

PANGODE, KALLARA, THIRUVANANTHAPURAM-695609

STUDENTS HANDBOOK 2022-2023

PHOTO

NAME.....
CLASS.....
ADMISSION NUMBER.....
ROLL NO.....
NAME OF TUTOR.....
NAME OF PARENT.....
HOME ADDRESS.....
.....
.....
EMAIL ID

MOBILE

PRAYER:

In The Name of Allah, The Most Beneficent,
The most Merciful, Praise to be Allah, Lord of The Worlds
The Beneficent, Most Merciful, Owner of the
Day of Judgment.

Thee do We Worship, Thee do We Ask for Help Guide Us to the right Path.

The Path of those on whom Thou Bestowed

Thy Grace, Not (the Path) Of those who earn

Thine Anger, nor those who go astray. (The Holy Quran)

NATIONAL ANTHEM

Jana-Gana-Mana-Adhinayaka Jaya He Bharata -Bhagya-
Vidhata

Pubjab-Sindhu-Gujarat-Maratha Dravida- Utkala-
Banga

Vindhya-Himachala-Yamuna-Ganga Uchchhala- Jaladhi
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

MANNANIYA COLLEGE OF ARTS & SCIENCE



**A Minority Aided College Affiliated
to the University of Kerala**

PROFILE

Mannaniya College of Arts & Science, affiliated to the University of Kerala, is established in 1995. The college situated at Pangode, a remote village in Thiruvananthapuram district, owes its existence to the farsighted vision of Jamiya Mannaniya Islamiya Charitable Society, a congregation of erudite Muslim religious scholars. This co-educational institution is aided by the Government of Kerala and has also been recognized as an Institution with the Minority Status by National Commission for Minority Educational Institutions. The college has been included in the 2(f) and 12(B) Categories of UGC since 2004. The college offers 5UG programs and PG programme under the regular aided scheme. The UG and PG students are admitted to programmes based on the centralized allotment system of the University of Kerala. The college has a well-qualified and dynamic faculty that regularly up skill to enrich teaching, research and outreach processes. The institute has adequate infrastructure facilities to support information and Communication Technology (ICT) based teaching and learning process. The institute strives to improve the socio-economic status of the economically weaker section by providing opportunities of education. Mannaniya College of Arts and Science is committed to provide value-based education by frequently improving the services to produce qualified and competent graduates and to transform itself into a Centre of Global Excellence.

MANAGEMENT

The college is managed by the **Jamiya Mannaniya Islamiya Charitable Society**, a brain child of Dakshina Kerala Jami-yyathul Ulama. The Jami-yyathul Ulama was born out of the strenuous efforts of a group of far sighted Ulamas to form an authentic association for Islamic Scholars of the Southern Kerala in the year 1955. Since then it has been spear heading the renaissance movement of the Muslim community in particular and the people of the state in general. Its headquarters is situated in the historic town of Kollam.

The year 1986 was a turning point in the history of Dakshina Kerala Jami-yyathul Ulama. It was in this year that Jami-yyathul Ulama gave birth to Jamiya Mannaniya Islamiya Charitable Society with the objective of uplifting both educational and socially Muslims and other weaker sections of the society. Since then, the society has been in the fore front in helping the poor and needy and also lending an arm of support to orphans, widows and destitute. In order to translate its objectives and aims into action, the

Mannaniya Society has started a number of institutions in various parts of South Kerala with headquarters in Varkala.

But the long-cherished dream of the founding fathers of the Dakshina Kerala Jamiyyathul Ulama and Mannaniya Charitable Society to enter into the main stream higher education sector of the State was realized only in 1995. The Mannaniya Society and its parent body Jamiyyath became the first of its kind in India to establish an Arts & Science College. Thus the Jamiyyath sets an example to the Islamic reform movement in India. The word Mannaniya is a synonym to the Almighty Allah and it denotes Kindness. By selecting Pangode, an under developed rural area, which is mostly inhabited by the downtrodden of the society, who had been denied the right to education for generations, the Jamiyyath and Mannaniya Society fulfilled its commitment to the weaker sections and realize the spirit of its nomenclature.

THE MANNANIYA INSTITUTIONS

1. Mannaniya Islamic University Arabic College, Varkala
2. Mannaniya Arabic College, Kollam
3. Mannaniya Tharbiyath College for Girls, Mukkunnam, Kadakkal, Kollam Dist.
4. Mannaniya Thahfizul Quran Madrassa, Mukkunnam
5. Mannaniya Public School (C.B.S.E.), Varkala
6. Mannaniya Umar-ulfarook Yatheemkhana, Kollam
7. Mannaniya Yatheemkhana, Pangode
8. Mannaniya Banath Yatheemkhana, Mukkunnam
9. Mannaniya Auditorium, Pangode
10. Mannaniya Shopping Complex, Kollam
11. Mannaniya College of Arts & Science, Pangode

DIRECTOR BOARD OF JAMIYA MANNANIYA CHARITABLE SOCIETY

The management of the college is vested with the Director Board of Jamiya MannaniyaIslamia Charitable Society. The Director Board of the Society consists of,

Chairman: Al-haj,ThodiyoorMuhammadKunjuMoulavi

EdekulangaraP.O.,Karunagapally.Ph:0476-
2660133,9847844744

Secretary: Al-Haj, Kadakkal Abdul Azeez Moulavi

Mubarak Manzil, Mukkunnam, KadakkalP.O.Ph:0474-
2422755(R), 2760794,9847075786

Treasurer: Al-Haj, Aliyarukunju Moulavi

Kallumpurathu House, ThevalakkaraP.O.Ph:0476-2872426

Members:1.Al-Haj.ChelakkulamAbdulBushra

K.M Muhammed MoulaviKhairabad, Vengola,
ErnakulamPh: 8547819488

2. Al-Haj. A.K. Umar Moulavi Darul Surur,
Muttakavu, Nedumpana. P.O, KollamPh:0474-
2562763

3. Al-Haj.Y.M. Haneefa Moulavi

SuroorManzil ,SitharaJn, Kottiyam P.OPh:9447905141

4. Al-Haj. Moulavi Hasan BasariDarulImdad, Decent Mukku,
MaruthikkunnuP.O. ThiruvananthapuramPh:9447582907

4.Al-Haj.EasalQasimy

Basith Manzil, PayippadP.C, Kavala P.O Kottayam,Ph:9947604205

MANAGER

Al-Haj: KadakkalP.K.Abdul Azeez Moulavi

Tel: Office 0474-2760734

Res: 0474-2422755,9847075786

Principal: Prof (. Dr.) P.Nazeer

**Former Director, Departmentof Minority Welfare, Govt. of
Kerala**

drnazeerp@gmail.com

PRINCIPALS'GALLERY

| | |
|----------------------------------|-------------|
| Prof. K.Y. Mohammed Kunju | 1995-2001 |
| Dr. T. Jamal Mohammed | 2001-2003 |
| Dr. M. Abdul Samad | 2003-2010 |
| Dr. Z.A. Azif | 2010-2018 |
| A.H. Badrudeen (I/C) | 2016-2019 |
| Prof. Dr. P. Nazeer | 2019onwards |

ADMINISTRATION OF THE COLLEGE

The internal administration and management of the College is vested with the PRINCIPAL, subject to the general directions and control of the JAMIYA MANNANIYA ISLAMIA CHARITABLE SOCIETY and in accordance with the Act, Statutes, Rules and Regulation of the University of Kerala and the State Government.

THE FACULTY MEMBERS

PRINCIPAL Prof. (Dr). P.Nazeer

Former Director, Department of Minority Welfare, Govt. of Kerala

drnazeerp@gmail.

DEPARTMENT OF ENGLISH

- 1. Dr.K.Jaseedha, M.A.,B.Ed.,Ph.D.** 9447387605
Associate Professor & Head
- 2. Smt. Noufia.S.N, M.A NET** 9656846266
Assistant Professor.
- 3 Juhaina. J.M,MA, B. Ed, SET** 9947585693
Assistant professor on contract

DEPARTMENT OF MALAYALAM

- 3. Dr. Altaf Husain K, MA,Ph.D.** 7592062302
Assistant professor on contract

DEPARTMENT OF HINDI

- 1.Dr.kavitha, MA, ph. D9447734149**
Assistant Professor on contract

DEPARTMENT OF ARABIC

1. **Dr. Anvarshah. S**, M.A,M.Phil,Ph.D.,
Assistant Professor 9526344769

DEPARTMENT OF CHEMISTRY

1. **Dr. Shiji Fazil**, M.Sc,B.Ed,M.Phil,Ph.D 9847608350
Assistant Professor
2. **Dr.Siyad.U**,M.Sc,M.Tech,Ph.D,PDF 9061608846
Assistant Professor
- 3.**Smitha v**, M.Sc 6235682812
Assistant Professor on contract

DEPARTMENT OF PHYSICS

- Dr.Nazimudeen.E.A**,Msc,Mphil,phd,PGDCA9447002826
Assistant Professor on contract

DEPARTMENT OF MATHEMATICS

- Smt.Arya.G.krishan**,M.Sc., B.Ed.SET8848702363
Assistant Professor on contract

DEPARTMENT OF COMMERCE

1. **Sri. M.Hashim**, M.Com.,B .Ed, M.Phil, NET 9895895985
2. **Sri.J.Asseem**, M.Com., B. Ed, NET 9846620228
Assistant Professor
(Head of the TTM Department)
3. **Dr.Mumthas**, M. Com, B.Ed. NET, 9048538210
PhD
Assistant Professor

4. **Dr .J.Jasmin**,M.Com.NET
Assistant Professor 9745228612
5. **Dr.P.Ezreth**, M.Com, MBA,B .Ed, M .Phil, Ph. D,
Assistant Professor 8281915193
6. **Dr. Shijina. A.S**,
M.Com,B.Ed,M.phil,ph.D,MBA,
MTM
Assistant Professor 9447334320
7. **Dr.Naseera Beevi. N**,
M.Com, NET 8129239497
Assistant Professor
8. **Dr. Sini Mol V.N**, 8907451414
M.com,NET, PhD
Assistant Professor
9. **Dr. Sereena. A**, M.com,B.Ed,
NET
Assistant Professor 9048555069
10. **Muhammed Ashraf**, M. Com,
NET, B. Ed,SET,TTC 9633505985
Assistant Professor on contract
11. **Dr. Archa s Nair**.M.com,
ph.D 9496573929
Assistant Professor on contract

DEPARTMENT OF ISLAMIC HISTORY

1. **Prof. Dr. P. Nazeer**, M.A(His.),M.A.(Isl.His.),B.Ed,Ph.D
Principal,(Former Director,Department of Minority Welfare,Govet,of Kerala) 9847602083
2. **Dr.Abdul Hadi. Y.M**, MA, BEd, NET, Ph.D9544161261
Assistant professor on contract
3. **Shahana Shihab**, MA 9072761693
Assistant professor on contract

DEPARTMENT OF HISTORY

1. **Dr. Ardra.S**, MA, Ph.D7034132509
Assistant professor on contract

DEPARTMENT OF PSYCHOLOGY

1. **Dr. Dilshad Bin Ashraf**, M.Sc., Ph.D 9995354778

Assistant Professor

DEPARTMENT OF PHYSICAL EDUCATION

1. **Dr. A.Baiju**,MPEd.,M.Phil,NIS,Ph.D.

Associate Professor

9745240500

DEPARTMENT OF ECONOMICS

1. **Smt. SHANIS** ,MA, B ed

9539261307

Assistant Professor on contract

2. **Smt. Archana Balakrishnan**, MA, NET9745295519

Assistant Professor on contract

3. **Smt. Lekshmi A Vijayan**, MA, UGC NET

9496322726

Assistant Professor on contract

DEPARTMENT OF MEDIA STUDIES

Amjad Bin sharaf,MA in Mass Communication

8111862263

Assistant Professor on contract

ADMINISTRATIVE STAFF

1. **Sri.Mohammed Junayd. A**

7025154341

Jr. Superintendent

2. **Sri. AbdulGafar.A**

9447715183

Head Accountant

9846589649

3. **Sri.AhamedFazil.Y**, Senior Clerk

9447366003

4. **Sri. Mohammed Basheer.A**, L.D.C

9497271385

5. **Sri.Siyad.M**, LD, Computer

Assistant

Cum Typist

9496328531

MINISTERIAL STAFF

1. **Sri. Asharafudeen**, *Lab Assistant*

9496813626

2. **Sri.Jalaludeen A**, *Lab Assistant*

9048085487

3. **Sri.SalimA**,LGS

9961235737

- | | |
|--|------------|
| 4. Sri. Shehin.S , Office attendant | 9746787694 |
| 5. Sri.Shabeer.B , Office attendant | 9645784270 |

LIBRARIAN

- | | |
|--|------------|
| 1. Dr Sofiya A MLISc B.Ed NET PhD <i>UGC Librarian</i> | 9961492893 |
| 2. Sri.Sulfiker.S , <i>Library Assistant</i> | 9447000546 |

THE COLLEGE COUNCIL

It is a statutory body headed by the Principal and comprising of all the Heads of Departments, the Librarian and two elected representatives from the faculty members. A senior faculty member acts as the secretary of the council. It formulates the academic and non-academic programmes and monitors their implementation. This council also takes the decisions regarding internal discipline, conduct of various non-academic activities.

1. Prof.Dr. P. Nazeer (Principal(Chairman)-President)
2. Sri. M.Hashim(HOD of Commerce)
3. Dr. Shiji Fazil (HOD of Chemistry)
4. Dr.JaseedhaK. (HOD of English)
5. Dr.A.Baiju (HOD of Physical Education)
6. Dr.Esreth.P (HOD of Economics @media Studies)
7. Dr. Dilshad Bin Ashraf (IQAC Co-ordinator)
8. Sri.Assem .J(HOD of Tourism and Travel Management)
9. Dr. Abdul Hadi.Y.M(HOD of Islamic History)
10. Smt.Noufia.S.N (Assistant Professor ,Department of English)
11. Sri.Mohammed Junayd (Office superintendent)
12. Dr.Sofiya.A(College Librarian)

COURSES OF STUDY OFFERED BY THE COLLEGE

Part I English

Part II Malayalam / Hindi / Arabic

Part III Optional Subjects

| Course | Core Subjects | Complementary Subjects | |
|--------------------------------|-----------------------------|-----------------------------|-------------------------------|
| B.A | Islamic History | Indian History | Linguistics |
| B. Sc | Chemistry | Physics | Mathematics |
| B.Com | Co-operation | Accountancy | Banking & Business Management |
| B.Com TTM | Commerce | Tourism & Travel Management | Psychology |
| BA Economics and Media Studies | Economics and Media Studies | Informatics | |

MANNANIYA COLLEGE OF ARTS & SCIENCE, PANGODE

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|------------------|------|------|------|
| M.Com Finance | ---- | ---- | ---- |
|------------------|------|------|------|

Details of the First Degree Programme offered by the

| <i>I BA Islamic History</i> | | | |
|--|-------------|---|-------------|
| <i>I Semester</i> | | <i>II Semester</i> | |
| Course Title | Course Code | Course Title | Course Code |
| LanguageCourseI(English –I) | EN1111.1 | LanguageCourseIII(English –II) | EN1211 |
| LanguageCourseII(Addl.Lang.1) | 1111 | LanguageCourseIV(English –III) | EN1212 |
| FoundationCourseI | EN1121 | LanguageCourseV(Addl.Lang.II) | 1211 |
| CoreI-MethodologyofSocialSciencesandMuslimHistoriography | IH1141 | CoreII-HistoryandCultureofPreIslamicArabia | IH1241 |
| Compl.CourseI-Economics | IH1131 | Compl.CourseIII-Economics | IH1231 |
| Compl.CourseII- Indian History | 1132 | Compl. CourseIV Indian History | 1232 |
| <i>II BA Islamic History</i> | | | |
| <i>III Semester</i> | | <i>IV Semester</i> | |
| Course Title | Course Code | Course Title | Course Code |
| LanguageCourseVI(English –IV) | EN1311.1 | LanguageCourseVIII(English –V) | EN1411 |
| LanguageCourseVII(Addl.Lang.III) | 1311 | | |
| FoundationCourse II-Life and Times of Prophet Muhammad | IH1321 | LanguageCourseIX(Addl.Lang.IV) | 1411 |
| CoreCourseIII-PolityandSocietyunderthePious Caliphs | IH1341 | CoreCourseIV-TheUmayyadsofDamascus | IH1441 |
| Compl.CourseV-Economics | IH1331 | Core Course V HistoryandcultureofAbbasiya Khilafath | IH1442 |
| Compl.CourseVI Indian History | 1332 | Compl.CourseVII-Economics | IH1431 |
| | | Compl.CourseVIII-Indian History | 1432 |

| III BA Islamic History | | | |
|--|-------------|--|-------------|
| V Semester | | VI Semester | |
| Course Title | Course Code | Course Title | Course Code |
| Islam in Europe | IH 1541 | West Asia in 19 th and 20 th centuries | IH 1641 |
| Muslim dynasties between 10 th and 15 th centuries | IH 1542 | Muslims and Indian Freedom Strategie | IH 1642 |
| The ottoman and Republic of Turkey (1280-1924) | IH 1543 | Kerala Muslims: History and culture | IH 1643 |
| HISTORY OF Medieval India | IH 1544 | Contemporary Debates on islam | IH 1644 |
| Medieval India under the Mughals | IH 1545 | Major World Religious | IH 1661 |
| Open course Islamic Economics and Banking | IH 1551 | Project | IH 1645 |

| B.Sc | | | |
|--|-------------|---|-------------|
| I Year Chemistry | | | |
| I Semester | | II Semester | |
| Course Title | Course Code | Course Title | Course Code |
| English-I | EN1111 | English-II | EN1211 |
| Additional Language-I | 1111 | English-III | EN1212 |
| Foundation Course-I(English) | EN1121 | Additional Language-II | 1211 |
| Physics-I (Rotational Dynamics and Properties of matter) | PY1131.2 | Foundation Course-II (Chemistry its origin methodology And impacts) | CH1221 |
| Maths-I (Calculus with application in Chemistry-I) | MM1131.2 | Physics-II (Thermal Physics) | PY1231.2 |

| IIB Sc Year Chemistry | | | |
|---|-------------|---|-------------|
| III Semester | | IV Semester | |
| Course Title | Course Code | Course Title | Course Code |
| English IV | EN1311.1 | English V | EN1411.1 |
| Additional language-III | 1311 | Additional Language-IV | 1411 |
| Physics-III (Optics, Magnetism and Electricity) | PY1331.2 | Physics-IV (Atomic Physics, Quantum Mechanics, and Electronics) | PY1431.2 |
| Maths -III (Theory of equation and Vector Analysis) | MM1331.2 | Physics-practical | PY1432.2 |

MANNANIYA COLLEGE OF ARTS & SCIENCE, PANGODE

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|--|-------------|--|----------------|
| Inorganic ChemistryII | CH 1341 | Maths -IV (Complex Analysis ,Fourier SeriesandTransforms) | MM1431.2 |
| | | OrganicChemistry- IChemistryLab-1(Inorganic Qualitative Analysis) | CH1442 |
| III Year BSc Chemistry | | | |
| <i>Semester-V</i> | | <i>Semester- VI</i> | |
| Course Title | Course Code | Course Title | Course Code |
| Physical Chemistry-I | CH1541 | Organic Chemistry-III | CH1641 |
| OrganicChemistry- II | CH1542 | In Organic Chemistry-III | CH1642 |
| Physical Chemistry -II | CH1543 | Physical Chemistry-III | CH1643 |
| Inorganic Volumetric Analysis Lab course-II | CH1544 | Organic Chemistry Experiment Lab Course | CH1644 |
| Physical chemistry Experiment slabcourse-III | CH-1545 | Gravimetry Lab course-V | |
| Open course Environmental Chemistry | CH1551.3 | Polymer Chemistry Elective | CH1645CH1661.3 |
| | | Project and industrial visit | CH1646 |

Appendix - B.ComCo-operation

| 1year | | | |
|--|--------------------|--------------------------------|-------------------|
| <i>I-Semester</i> | | <i>II-Semester</i> | |
| <i>Course Title</i> | <i>Course Code</i> | <i>Course Title</i> | <i>CourseCode</i> |
| English-II | EN1111.1 | English-II | EN1211.2 |
| Addi Language-I | | Addi Language-I | 1211 |
| Methodology and perspectives of Business Education | CO1121 | Informatics and cyber law | CO1221 |
| Environmental studies | CO1141 | Financial accounting | CO1241 |
| Management Concepts and Thoughts | CO1142 | Business Regulatory Frame Work | CO1242 |
| Managerial Economics | CO1131 | Business Mathematics | CO1231 |
| II Year | | | |
| <i>III Semester</i> | | <i>IV Semester</i> | |
| Course Title | Course Code | Course Title | Course Code |

MANNANIYA COLLEGE OF ARTS & SCIENCE, PANGODE

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|-------------------------------|-------------|--|-------------|
| English III | EN1311.2 | English IV | EN1411.2 |
| Entrepreneurship Development | CO1341 | Indian financial markets | CO1441 |
| Advanced Financial Accounting | CO1342 | Banking & Insurance | CO1442 |
| Company Administration | CO1343 | Corporate Accounting | CO1443 |
| Principles of Co-operation | CO1361 | Business Statistics | CO1431 |
| E-Business | CO1331 | Co-operative Management and Administration | CO1461.2 |
| III Year | | | |
| Semester-V | | Semester-VI | |
| Course Title | Course Code | Course Title | Course Code |
| Fundamentals of Income Tax | CO1541 | Auditing | CO1641 |
| Cost Accounting | CO1542 | Applied Costing | CO1642 |
| Marketing Management | CO1543 | Managements Accounting | CO1643 |
| Opencourse-1/2/3 | CO1551 | Management of Foreign Trade | CO1651 |
| Co-operative Legal System | CO1561.2 | Elective co-operative accounting | CO1661.2 |
| Project | | Project | |

B.com TTM

| | | | |
|--|-------------|---|-------------|
| I Year | | | |
| I Semester | | II Semester | |
| Course Title | Course Code | Course Title | Course Code |
| English I | EN1111.1 | English II | EN1211.3 |
| Addi Language-I | 1111 | Addi Language-II | 1211 |
| Methodology and perspectives of Business Education | TT1121 | Informatics and cyber law | TT1221 |
| Environmental studies | TT1141 | Financial accounting | TT1241 |
| Tourism Principles and practices | TT1171 | Emerging trends in tourism | TT1271 |
| Social Psychology | PG1131.1 | Communication And Inter Personal skills | PG.1231.1 |
| II Year | | | |
| III Semester | | IV Semester | |
| Course Title | Course Code | Course Title | Course Code |
| English III | EN1311.3 | English IV | EN1411.3 |
| Management concepts and thought | TT1341 | Business Regulatory Framework | TT1441 |

MANNANIYA COLLEGE OF ARTS & SCIENCE, PANGODE

| | | | |
|-------------------------------|----------|----------------------------|----------|
| Advanced Financial Accounting | TT1342 | Banking & INSURANCE | TT1442 |
| Tourism Marketing | TT1371 | Tourism Product | TT1471 |
| Tourism Regulations | TT1372 | Tour guiding and escorting | TT1472 |
| Personality development | PG1331.1 | Organizational Behavior | PG1431.1 |

B.A ECONOMICS AND MEDIA STUDIES

| III Year | | | |
|--------------------------------|-------------|--|-------------|
| <i>V Semester</i> | | <i>VI Semester</i> | |
| Course Title | Course Code | Course Title | Course Code |
| Entrepreneurship Development | TT1541 | Auditing | TT1641 |
| Cost Accounting | TT1542 | Applied Costing | TT1642 |
| Marketing Management | TT1543 | Management Accounting | TT1643 |
| Sustainable Tourism Management | TT1571 | Travel Agency Tour Operations & Airline Management | TT1671 |
| Hospitality Management | TT1572 | Accounting for Tourism Organisations | TT1672 |
| Open Course | TT1551 | Open Course : Management of foreign Trade | TT1651.2 |
| | Project | | |

B.A ECONOMICS

| I'st year | | | |
|---------------------------------------|--------------------|---------------------|--|
| I Semester | | II Semester | |
| Course Title | Course Code | Course Title | Course Code |
| Language I English I | EN 1111.5 | EN1211 | Language I English II |
| Language II | 1111 | 1212 | Language II |
| Foundation I Basics of Informatics | ECM1121 | ECM1241 | Foundation II Environment |
| Introductory Course in Microeconomics | ECM1141 | ECM1242 | Introductory Course in Macroeconomics |
| Development Economics | ECM1142 | ECM1243 | Print Media Practices – I |
| Fundamentals of Mass Communication | ECM1143 | ECM 1244 | Public Relations and Corporate Communication |
| History of Media | ECM1144 | | |

DETAILS OF B.A ECONOMICS

| II year | | | |
|---|-------------|---|-------------|
| III Semester | | VI Semester | |
| Course title | Course Code | Course Title | Course code |
| Language I English III | EN 13111.5 | Language I English IV | EN1411 |
| Mathematical Methods for Economic Analysis | ECM1341 | Regional Economics | ECM1441 |
| Economic Doctrines | ECM1342 | Public Economics | ECM1442 |
| Monetary Economics | ECM1343 | Sectoral Fallacies and Global Economic Crisis | ECM1443 |
| Print Media Practices II | ECM1344 | Visual Media: Television and Cinema | ECM1444 |
| Theories and Research Methods of Mass Communication | ECM1345 | Broadcasting Media | ECM1445 |
| III year | | | |
| V Semester | | VI semester | |
| Project - Economics | ECM1541 | Statistical Methods for Economic Analysis | ECM1641 |
| Research Methodology | ECM1542 | Economics of International Trade | ECM1642 |
| Political Economy of Sustainability | ECM1543 | Media and Society | ECM1643 |
| Understanding Cinema (open) | ECM1551 | Business Journalism | ECM1644 |
| Media Laws, Ethics and Practices | ECM1544 | Project – Dissertation | ECM1643 |
| Fundamentals of Digital media | ECM1545 | | |

M.COM DEGREE PROGRAMME

| | |
|---|--------|
| Semester I | |
| Business Ethics & Corporate Governance | CO 211 |
| Legal Framework of Business | CO212 |
| Research Methodology | CO213 |
| Planning and Development Administration | CO214 |
| Advanced Corporate Accounting & Reporting | CO215 |
| Semester II | |
| E-Business and Cyber law | CO221 |
| Strategic Management | CO222 |
| Quantitative Techniques & Financial Econometrics | CO223 |
| International Business | CO224 |
| Investment Management | CO225 |
| Semester III | |
| Income Tax Planning and Management | CO231U |
| Security Analysis and Portfolio Management | CO232F |
| International Financial Management | CO233F |
| Strategic Cost and Management Accounting | CO234F |
| Semester IV | |
| Goods and Service tax & customs duty law and practice | CO241W |
| Risk Management and Derivatives | CO242F |
| Accounting Standards | CO243F |
| Management Optimization Techniques | CO244S |
| Project Report | |
| Comprehensive viva | |

CERTIFICATE COURSE IN LIBRARY AND INFORMATION SCIENCE (CLIS)

Adult and continuing education and extension) unit of Kerala University, Thiruvananthapuram. It gives training in the basic principles of library and information science including Fundamental laws, library organization, management and library and information Service. It train persons in the day today work involved in the running of small public and School libraries in the respective routine work of a modern library. The duration of the course shall be six months and it should be considered as part time Course.

Objectives

- i. To give training to the students in the basic principles of Library and Information Science including fundamental laws, library organization, management, library and information services, and library automation.
- ii. To train persons in the day-to-day routine work involved in the running of small public and academic libraries
- iii. To train semi-professional staff of the college and special libraries in their respective routine work of a modern Library.

3. Duration of the course:

The duration of the course shall be **six** months (300 instructional hours including practical's),@50hours per paper.

4. CourseFee:9100-+1500forpracticals

5. Coursestrength:40candidates

6. Course of study. The course of study shall consist of

I. Library Organization and Management

II. Library Classification and Cataloguing (Theory)

III. Library Classification(Practical)

IV. Library Cataloguing (Practical)

V. Information Sources and Services

VI. Basics of Information Technology

VII. Internship

Course coordinator: Dr, Sinimol.V.N, Asst Professor, Dept of Commerce

Another Certificate programme

COLLEGE LIRARY

Our Library plays an integral part in accomplishing academic mission of the college. The Library provides adequate and comfortable physical amenities to support the Teaching Learning activities as well as the Research requirements of the academic community. Library has been effectually functioning in a well-furnished spacious hall, with an area of 2500 square feet with a seating capacity for 100 users. In order to satisfy the varied academic and extracurricular needs of both the student and teaching fraternity, the library provides a large variety of teaching and learning materials. In addition to supporting the new curricular and instructional programmess, library also encourages reading for pleasure, personal growth and sharpening of intellectual curiosity.

The library functions under the adept guidance of an Advisory Committee consisting of nine members and chaired by the principal Prof (Dr) P Nazeer. Its meetings are held promptly in a periodical manner, to review the status or effectiveness and to receive suggestions for improvements, so as to undertake new initiatives, if needed.

Library Staff

| Name | Designation |
|--|--|
| Dr Sofiya A, B.Sc, BEd, MLISc, NET, PhD | College Librarian (UGC) Mobile: 9961492893 E-Mail: sofiyanazeer@gmail.com |

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| Library Assistant |
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Library Services and Facilities

Library offers following services to its users for effective and scientific use of its resources.

- Book Lending Service
Following facilities are offered.
 - Membership registration,
 - Issue /Return/Renewal of Books,
 - Collection and Remittance of overdue charges and fine charges,
 - Reservation of Book,
 - Reminders for overdue books, and
 - Issue of No dues certificates
 - Reference Services
 - Question paper Archives
 - News Archives
 - Reprography(printing & photocopy) Service
 - Online Document Delivery Service
 - OPAC
 - E- Newspaper Clipping Service
 - Library User Orientation (Library Tour)
 - Current Awareness Service
 - Career Support Service
 - Literature Service for Blind
 - Research Assistance
 - Open Access
 - N-List Service
 - Members can be used Online Book Reservation/ Renewal facility by whatsapp or E-Mail mcaslibrary2021@gmail.com
 - In addition to these, Library also provides Information Services to user community including teaching and non-teaching staff by using social media WhatsApp for hasslefree use of library resources named as *MCAS Libray Info*
- The library offers a space to internship programme for the students of Certificate in Library and Information Science (CLISc) conducted by University of Kerala approved by Kerala Public Service Commission.

Library Resources

The Library is a repository of excellent collection of text books, a wide range of reference books such as general and subject encyclopaedias, language and subject dictionaries, self helping and motivational books , books for civil service and other competitive examinations and for general reading. Library subscripts to dailies, Periodicals and journals and holds Separate book collections under *Career Corner* for Competitive Exams, *Walk with a Scholar* and *Scholar Support Programs* are there for the concerned users. The books in the library collection are arranged subject wise according to Dewey Decimal Classification Scheme.

E- Resources

INFLIBNET N-LIST

The college library subscribes to the N- List programme. e. (National Library and Information services Infrastructure for scholarly Content) of INFLIBNET funded by the Ministry of Human Resources Development. This is a College component of the e-ShodhShindhu Consortium. This programme gives more than 6000+ e-journals and more than 31,35,000+ e-books. It covers all subject areas like Humanities, Social Sciences, Chemical Sciences, Biological Sciences, Law, History, Political Sciences, Linguistics, Literature etc. The remote access to the N LIST resources is provided to the users by creating login ID and password.

Technological Infra structure

The library is automated with an Integrated Library Management Software, LIBSOFT with OPAC (Online Public Access Catalogue) facility. Library has Web OPAC and its link <http://mcas.libsoft.org> is provided in the college website. The OPAC enable the users to search books and other materials by author, title, subject, publisher, keyword, call number and accession number. An Internet Browsing Centre attached to the library has a number of computers with Wi-Fi connection and provides searching facilities to both staff and students.

Library Activities

Library and Literary Forum

Coordinator Dr Sofiya A College Librarian(UGC)

Library and Literary Forum (LLF) is a platform to carry out the extension activities of the library with an intention to attract users into the library and make maximum use of resources and services. It is a forum constituted by the librarian as coordinator under the patronage of Principal and with the cooperation of faculty members. The representatives from graduate level students and faculty members together to strength on the Forum to fulfill the following objectives;

- To enhance the maximum utilization of library resources and services provided by the library and fostering reading habits among the students.
- To attract the user community into the library by organising various extension activities like Book Talk and Discussions, Book Reviews, and various Literary competitions.
- To provide an opportunity for the students to exchange their ideas and to discuss about books and authors.

Dr Nazeethath Memorial Best Library User Award (Rs 1001/- with a memento) has been given since last academic year for Best Library User among the members.

Membership

Library offers membership to all enrolled students, faculty members and non teaching staff of the college .

Library Rules

- All the members of the staff and students of the college are the members of Library and entitled borrow of books
- The library will remain open from 9.30 AM to 4.30 PM on all working days including vacation and Saturdays except holidays declared by the Government
- Students should produce their identity card, while entering into the library and books will be issued only on production of identity cards
- All members should be entered their name and signature into the Gate Register kept at the entrance counter, before entering.
- Strict silence should be observed in the library, members shall not bring their personal belongings such as umbrellas, bags, tiffin carriers etc are not allowed to be kept in the library .Smoking, sleeping and indecorous behaviour are prohibited inside the library.
- The use of mobile phone is restricted to academic purpose only.
- Books from Reference Section shall not be taken outside the library
- Sub-lending and transferring of books to other person's name are not allowed.
- No outsider is permitted inside the library without valid permission from the principal
- Number of books a student can borrow at a time from the library

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|---------------------|---------|---------|
| Degree Level | 3 books | 14 days |
| Post Graduate Level | 5 books | 14 days |

- A member of the teaching staff is allowed to borrow **Ten books** at a time from the library

- Members of non-teaching staff are allowed to borrow **Three** books at a time.

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|----------------------|----------|---------|
| Teaching Staff | 10 books | 14 days |
| Non - Teaching staff | 3 books | 14 days |

- Failure to return a book on the due date, entails the member to pay a fine of **One Rupee** per day of delay for each book.
- Book reservation facility is available, members can reserve one book at a time.
- Absence from college will not be accepted as an excuse for not returning the books in time
- All books should be returned in time for the annual stock verification in March every year
- A member of the staff who takes leave must return all the books borrowed from the Library before proceeding on leave
- Disfiguring the pages, scribbling on pages, tearing pages, spoiling and injuring of binding will be held as serious damage to books and in such cases they are either to be replaced by new copies or get bound by borrowers as the case may be.
- No dues Certificate

Each students/Staff obtain No Due Certificate from the Library after returning all the books issued and after paying outstanding dues , if any.

- For loss of books, the following procedures will be followed as per **G.O.1028/A3/93.H.Edn.**

Dated 28/05/1993.

- a) If new edition or copies of the lost books are available with the book suppliers, the book has to be replaced by a new one
- b) If the lost book is not available for replacement the value of the lost book will be realised at the following rates:
 - i. Ten times the face value of the books which are published prior to 1946
 - ii. Six times face value of the books which are published, prior to 1970
 - iii. Three times the face value of the books in all other cases.
- The Librarian may recall any book from any member at any time and the member shall return the same immediately
- In all matters regarding the Library, the decision of the Principal shall be final.

COLLEGE LEVEL CLUBS, CELLS & FORUMS

INTERNAL QUALITY ASSURANCE CELL (IQAC):

Internal Quality Assurance Cell (IQAC) is a body proposed by National Assessment and Accreditation Council (NAAC) for performance evaluation, assessment and accreditation and quality up gradation of the college.

IQAC co-ordinator: Dr. Dilshad Bin Ashraf, Assistant Professor, Department of Psychology

COLLEGE UNION:

The College Union is statutory body that functions as per the rules and regulations of the University of Kerala. The students of the College elect the office bearers the College Union. The tenure of the College Union is one academic year. The College Union consists of Chairman, Vice-Chairman, General Secretary, Joint Secretary, Magazine Editor, General Captain, Arts Club Secretary and two UUCs. Election is conducted in the presidential mode. The College Union coordinates various activities of the students in the campus, including Arts Festival, College Day and a host of other cultural and co- and extracurricular activities. College Union also brings out department magazines and Annual College Magazine.

ANTI-RAGGING COMMITTEE:

As per the directions of the Honourable Supreme Court, the University Grants Commission, the Government of Kerala and the University of Calicut, an Anti-Ragging Committee and an Anti-Ragging Squad has been functioning in the college. The Anti-Ragging Committee consists of the Principal, PTA members, staff members, police officers, members of local body and student representatives.

WOMEN COMPLAINT REDRESSAL CELL

The cell is constituted as per the directive of the UGC to redress the grievances, if any, of the girl students and the women employees of the college.

THE PARENT TEACHER ASSOCIATION:

The Parent Teacher Association (PTA) of the college, with the Principal as its President, a representative of the Parent as Vice President and a faculty member as its Secretary, works with all dedication and interest for the welfare of the students and the institution. The

members of the association often meet to discuss the academic progress and development of the student. PTA has eight executive members, four each from teachers and parents. Dr. Anvarshah, Assistant Professor, Department of Arabic is currently the Secretary of PTA.

UNIVERSITY EXAMINATIONS CELL

The cell, under the supervision of the Principal, conducts the University examinations as per the guidelines of the affiliating University. Mr. Asseem.J, Assistant Professor, Department of Commerce, Dr. Shijina, Assistant Professor, Department of Commerce, Dr. Mumthas, Assistant Professor, Department of Commerce currently hold the charges of the Superintendent and Assistant Superintendent, respectively.

ADMISSION CELL:

The Cell coordinates the centralized admissions to various study programmes of the College. Separate Nodal Officers for under graduate and postgraduate programmes have been appointed for the smooth execution of the admissions. Dr. Shijina .A.S, Assistant professor, Department of commerce

COOPERATIVE STORE:

The Cooperate store of the College provides various stationary items, notebooks, practical record books, assignment books, textbooks and various application forms to the students of the college at lower prices. College Principal is the Ex-Officio President of the Cooperative Store. Mrs. Jasmin, Assistant Professor, Department of Commerce is currently the Secretary.

RETURNING OFFICER TO COLLEGE UNION ELECTION:

Elections to the College Union are conducted in a free and fair manner as per the directives of the affiliating University. A team of teachers headed by a Returning Officer (RO) executes and monitors the elections to the College Union. Dr. Baiju, Associate professor, Department of Physical Education is currently the RO

WALK WITH A SCHOLAR (WWS):

This is a special mentoring programme based on the concept of mentor as a Guide or Friend. It provides guidance, motivation and mental support to students for seeking employment and helps them identify potential areas for higher studies. Dr. Dilshad Bin Ashraf, Assistant professor, Department of Psychology is currently co-ordinator.

ADDITIONAL SKILL ACQUISITION PROGRAMME (ASAP):

ASAP is a Kerala Government sponsored programme to help students to acquire soft skills during their regular study. This programme helps students to acquire proficiency in language, Information technology, service sector and in other areas of their interest. The students get an opportunity to acquire additional skills during their studies that improves their employability.

TUTORIAL & MENTORING SYSTEM:

The college follows a well-structured tutorial & mentoring system. Students are divided into different groups and each group is assigned under the tutorship of a faculty member. The tutor keeps a detailed record of each student, which contains his/her academic and non-academic status. Based on performance grading, students are given continuous tutorial and mentoring supports. Besides, the general weekly tutorial hour provide an opportunity to the students to discuss their problems, both personal and general, with their tutor. Mr.Muhammed Asharaf, Assistant professor, Department of commerce

MUSIC CLUB & CLUB FOR CULTURAL PROGRAMMES:

These clubs, in cooperation with the College Union plan, coordinates the cultural and related activities of the College. The clubs also train the students for the University Zonal Arts competitions and other similar events. The clubs also perform cultural programmes in All India Radio, Ms. Lekshmi Vijayan, Assistant professor on contract, Department of Economics And Media Studies is currently the Coordinator of these two clubs.

SCHOLARSHIPS CELL:

The Scholarship Cell provides guidance and support to students to apply for various governmental, non-governmental, management and alumni sponsored scholarships and e-grants.

Coordinator of the Scholarships Cell.&Dr. Nazeera beevi.N, Assistant professor, Department of commerce the Assistant Coordinator.

COLLEGE RESEARCH FORUM:

The College Research forum (CRF) is responsible for promoting, developing, and reviewing research activities of the College. The CRC contributes to the development of strategies and programs to support and expand comprehensive research agenda of the College. This demands working closely with faculty and management to encourage and

facilitate research and scholarly activities in all academic areas and developing new College-wide research programs. Dr.Sereena , Assistant professor, Department of commerce.

NATIONAL SERVICE SCHEME (NSS):

The aim of N. S. S is to promote national integration, the sense of social responsibility, inculcate discipline and dignity of labour. At present, the college has two units of NSS. These NSS units have so far implemented several noteworthy social works. Mr.Hashim and Dr.Mumthaz Assistant professors, Department of commerce are currently the Programme Officers of the NSS Units.

TOURISM CLUB

The Tourism Club of our college is formed with an objective of creating awareness among the students about Tourism activities and to incorporate the student's strength and potential in the development of tourism in our State. The tourism club was founded in our college in 2002 with the help of the District Tourism Promotion Council to raise tourism awareness among the youth and promote Kerala tourism. The college's Tourism Club is well-functioning, and the club holds seminars and discussions on the importance of tourism in Kerala.**Coordinator : Mr. Asseem. J, Assistant professor, Commerce Department**

HEALTH CLUB:

The club functions under the Department of Physical Education for taking care of the physical and mental fitness of the non-sports students. The club conducts a variety of physical fitness training activities including yoga, reiki, movement education, aerobic and anaerobic exercise and meditation. The club enlists student participation in maintaining a clean and healthy campus by planting more trees, holding seminars, debates and talks on topics related to current environmental problems. The clubs also conduct study tours to eco-tourism centres. The clubs are maintaining an herbal garden in the College with varieties of medicinal plants. The co-coordinator is Dr A.Baiju, Associate professor, Department of Physical Education, Mannaniya College of Arts and Science, Pangode.

MEDIA CLUB:

The Club is a forum to display the media related talents and skills of the students through news pamphlets, brochures, wall magazines, short films, etc. The media club also organizes other events and activities to provide the students with an opportunity to enhance their media-related skills.

ENTREPRENEURSHIP DEVELOPMENT (ED) CLUB:

The ED Club of the College functions in association with the Department of Industries and Commerce, Government of Kerala. The club aims at inculcating entrepreneurial culture among students and nurturing the latent entrepreneurial talents in them. Mrs Jasmine .J, Assistant professor, Department of commerce, Mannaniya College of arts and Science, Pangode.

MINORITY & OBC CELL:

Minority & OBC Cell of the College functions with the objective of empowering the students from religious, linguistic and sexual minority communities in the College. The Cell is keen on protecting the constitutional rights of these students. The activities of the Cell in this regard include support for academic excellence and career development, financial support, guidance and support for various scholarships, academic discussions and deliberations on themes related to minorities and their Social and constitutional rights. The co-ordinator is Asseem.J, Assistant professor, Department of commerce, Mannaniya College of arts and Science, Pangode.

YOGA & MEDITATION CLUB:

The Club functions with the objective of cultivate discernment, awareness, self-regulation and higher in the individual. The club regularly organize invited lectures on yoga, practical yoga sessions, awareness programme and contests to the students to tolerate the potential stress associated with life and to maintain harmony of body and spirit. **is currently the Coordinator Dr.Sinimol.V.N, Assistant professor, Faculty of commerce.**

COLLEGE CALENDAR COMMITTEE:

The College Calendar committee prepares the academic calendar and academic schedule for an academic year. The co-ordinator is Smt.sereena.A, Assistant professor, Department of commerce, Dr.Althaf Hussain .M, Smt. Noufiya,Assistant Professor,Department of English are the assistant co-ordinators of College calender committee

COLLEGE STAFF CLUB:

The College Staff Club is the common forum of the entire staff of the College. The Staff Club organizes common programmes and extends financial and other support to its members. Dr.Siyad Ubaid,Assistant Professor,Department of chemistry, And Dr.Sereena.A, Assistant Professor,Department of Commerce are the co-ordinators of this club.

RULES & REGULATIONS OF THE COLLEGE

The rules and regulation of the College are framed by the Management, the Principal and the College Council in accordance with the rules of the State Government and the affiliating university and the rulings of the Hon. High Court and Supreme Court, from time to time, to ensure a peaceful campus atmosphere. The college community is bound to abide by such rules. The violation of these rules will invoke not only contempt of court but also invite punishment.

WORKING DAYS AND CLASS HOURS

The College works under the five-day system with two sessions – a morning session of three periods and an afternoon session of two periods. There is a lunch break of one hour in between the two sessions. The morning session starts at 10 a. m. and ends at 1p. m. The afternoon session begins at 1.45 p. m. and ends at 3.45p. m.

MANNERS AND CONDUCT.

1. Students must observe strict discipline in the campus; behave with dignity and courtesy to the principal, faculty members, administrative staff, visitors and other students.
2. Students shall always wear identity cards issued by the college and show them as and when demanded by the Principal, teachers and office/security staff.
3. Students should keep with them the textbooks and notebooks require for classes they attend.
4. No student shall leave the classroom during a lecture without the Permission of the teacher.
5. Sitting on any part the veranda, stair case or on trees in the campus is strictly prohibited. Students are not allowed to enter except their own classes without permission of the teachers
6. Smoking, consumption of alcoholic beverages & use of narcotic drugs strictly Prohibited. Criminal proceedings will be taken against those

found under the influence of alcohol or narcotic drugs within the campus

7. Students should keep their vehicle outside the campus or place allotted for it by the principal.

8. Harassments complaints shall be referred to the police Authorities.

9. Students are forbidden to attend or organise any meeting in the college or to Collect money for any purpose without the permission of the Principal. They should not circulate any notice or petition among the students or paste it anywhere in the college premises without the Written sanction of the Principal.

10. Students' political activity is strictly banned in the campus. Students are forbidden to attend meetings other than the official ones.

11. Flags, banners, posters, flag staff, decorative hangings or any such items bearing the emblem or slogan of any student organization should Not be fixed within the campus

12. Cinematic dance and other forms of performances having vulgar & indecent connotations are banned from performing in the campus.

13. Photography/video/audio recording and playing in the campus is strictly Prohibited. Programmes in the college shall be covered only by the persons officially authorised by the Principal.

14. The principal shall have authority to inflict punishment such as fine, Suspension, compulsory issue of TC, etc., to any student according to Discretion.

15. Use the general complaint/suggestion box for complaints, grievance and suggestions. Let the students' representative alone submit mass petitions if any, to the Principal.

16. All students should leave the campus before 3.45 P. M, unless otherwise permitted by the competent authority.

17. The practice of bringing outsiders, without prior permission from the competent authority, into the campus will not be permitted.

18. No celebrations are allowed within the College campus without prior Permission of the Principal.

19. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the Principal, is likely to have an unwholesome influence of his fellow students, shall be from the rolls. The removal shall be either temporary or permanent according to the gravity of the offence.

20. Examination malpractices and examination frauds are a punishable offence. Such cases will be reported immediately to the University.

21. Students who are charged criminal offence or those who are under suspension will not be allowed to enter the college campus without the permission of the Principal
22. Any case of criminal activity or violation of law and order will be reported to the police and they shall register case and initiate action against the offenders
23. Once students are admitted to the college, they are bound by the code of conduct laid down by the college through the college calendar and it is necessary for the proper administration and management of the institution
24. Semester Examination Hall Tickets issued by the University must be kept in safe custody until the end of the programme of study. This may be needed in future for claiming grace marks eligible for achievers in Sports and Arts competitions, NCC & NSS volunteers, differently abled, etc.
25. Students should not keep big amounts in possession and should not wear costly ornaments. The College will in no way be responsible for the loss of any such costly articles.
26. Use of mobile phone within the campus must be restricted to academic purpose only.
27. Law prohibits RAGGING. It is a non-bailable criminal offence and Punishable with rigorous imprisonment up to seven years.
28. In the matter of internal discipline, the decision of the Principal shall be final. The college authorities reserve the rights to amend, repeal or modify any of the above rules

ATTENDANCE AND LEAVE

1. All students must attend the class punctually and regularly.
2. Attendance will be taken at the beginning of each period. Late comers shall enter into Classrooms only with the permission of teachers.
3. Absence for any one period during the day will be considered absence for half a day. No Student shall be absent from a class without applying for leave. If a student is absent for more than 14 days, his/her name will be removed from the roll.
4. If a student requires leave, he/she must apply to the concerned head of department after it is countersigned by both the parent and the tutor.
4. Student, unable to attend the classes on medical or some other reasonable grounds, have to produce application for leave countersigned by parent in time.

5. Students participated in arts, sports, clubs, NSS or other college activities should submit their leave applications duly recommended by the teacher in charge of the programme through tutor.
6. Once the final aggregate attendance statement for the semester is published, no change will be entertained.
7. A student shall be permitted to appear for the semester examination, only if he/she secures not less than 75% attendance in each semester. Attendance shall be maintained by the concerned department. Students with sound medical reasons may avail the condonation of shortage of attendance to a maximum of 9 days in a semester subject to maximum of four times during the whole period of a Degree Programme may be granted by the University.
8. Attendance/Progress/Conduct Certificate (APC) required by the University for the Eligibility to write the examination will not be granted Unless principal satisfied with the progress and conduct of the student.
9. Principal will be recommended for condonation only if the Principal is satisfied that the absence was for reasons beyond the control of the student.
10. Marks/grades for attendance for calculating internal will be given as per the University regulations.

FEE RULES

1. For the first year (UG & PG) students, the fee, including special fees, will be collected on the date of admission.
2. For other students, the fee will be collected in the month of June and November.
4. Absence from the college with or without leave shall not be an excuse for non-payment of fees.

REFUND OF CAUTION DEPOSIT

Students who have completed their respective programmes of study can apply for the refund of caution deposit in the prescribed form at the time of leaving the college. If the claim for refund is not made before the date of reopening of the college for the next academic year, the amount will be forfeited and will be remitted to the Government as per rules. The original receipt issued for remittance of caution deposit is to be produced along with the application form for refund of caution deposit.

INTERNAL EVALUATION

1. The distribution of marks for the internal assessment will be based on the performance in the test paper, assignment, seminar, viva etc. as per the rules of the affiliating university.
2. No student is permitted to absent himself from the test paper without prior permission of the principal. Serious action will be taken for absence from test paper without leave.

ISSUE OF TC AND CONDUCT AND OTHER CERTIFICATES

1. Students have to submit application in the prescribed form for the issue of transfer and conduct certificate at the completion of the course.
2. Conduct certificate, however, will be issued by the principal only with reference to their actual character and conduct during the course.
3. Application for certificates should be made at least two days in advance.
4. No certificate will be issued from the college unless the Principal is satisfied with the reason stated by the applicant for the issuance of such a certificate.
5. Application for Transfer Certificate should be made in the prescribed form.
6. Students should return College Identity Card, Identity Tag and Bus Concession Card at the time of T. C. Application.
7. A service charge of Rs.50 will be charged for every certificate issued, including duplicates, other than the course completion or bonafide student certificat

LEAVE RECORD

ODD SEMESTER

| Sl.No | Date | | Reason | Signature with date | | Remarks |
|-------|------|----|--------|---------------------|-------|---------|
| | From | To | | Parent | tutor | |
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MANNANIYA COLLEGE OF ARTS & SCIENCE, PANGODE

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LEAVE RECORD**EVEN SEMESTER**

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