

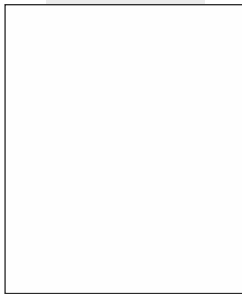


ANVARUL ISLAM ARABIC COLLEGE, KUNIYIL

(Affiliated to the University of Calicut &
Aided by Govt of Kerala)
Accredited by NAAC with B++ Grade
(Included under section 2(f) & 12B of the UGC, Govt. of India)
A Minority Educational Institution)

STUDENT'S HANDBOOK WITH ACADEMIC CALENDER 2023 - 2024

Kuniyil, P.O.Kizhuparamba, Areekode-673639, Malappuram(Dist)
Phone : 0483 - 2858310
E-mail : anvarkuniyil@gmail.com | www.aiacollege.org



Name :.....

Class :.....Roll No.....

Name of the tutor :.....

Name of the guardian :.....

Home Address :.....

.....

.....

Blood group :.....Phone:.....

E-mail :.....

PRAYER

In the name of Allah, the Benevolent,
the Merciful Praise be to Allah,
Lord of the worlds,
The Beneficent, the Merciful.
Owner of the Day of Judgement
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.
Aameen

(THE HOLY QUR-AN- 1:1-7)

PLEDGE

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

THE NATIONAL ANTHEM

Jana-Gana-Mana-Adhinayaka, jaya he
Bharata-bhagya-vidhata.
Punjab-Sindu-Gujarata-Maratha
Dravida-Utkala-Benga
Vindhya-Himachala-Yamuna_ganga
Uchhala-jalad hi-taranga
Tava subha name jage,
Tava subha asisa mage;
Gahe tava jaya-gatha.
Jana-gana-magala-dayaka jaya he
Bharat-bhagya-vidhata.
Jaya he, jaya he, jaya he
Jaja jaya jaya, jaya he.

COLLEGE PROFILE

Anvarul Islam Arabic college was established in the year 1962 at Kuniyil, a rural area in Kizhuparamba village, Eranad Taluk, Malappuram District. It was started with a view to provide a center for higher learning in Arabic language and literature and to attract the Muslim girls to higher education to which they were reluctant at the time. Anvarul Islam Arabic college committee got registration in the year 1975 according to the Societies Registration Act (Reg. No.11of 1975). The committee is socially committed and contributes much for the general awakening of the people and to uplift their educational, social and cultural standard. Special attention is given for women empowerment in all fields.

Anuvarul Islam Arabic College got affiliated to the University of Calicut in 1975 and subsequently started receiving government grant . The college came under the direct payment scheme of the Government of Kerala in 1982. The college got the permanent affiliation from the University of Calicut in 2009.

The college took meticulous and continuous efforts for the propagation and popularization of Arabic language and literature and imparts quality higher education. Hundreds of students who have successfully completed the course area at present working both inside and outside the country. Majority of the students enrolled belong to the backward Community. The course offered by the college are two year Afzal UI Ulama Preliminary, BA Afzal UI Ulama degree in Arabic, B.Com with Islamic Finance (CUCBCSS) and MA Arabic(CUCSS). The College was recognized by the University Grants Commission under the section 2F & 12B of the UGC Act in the year 2010.

MANAGING COMMITTEE

P.P Mohammed	: Manager	9447629169
Abdul Nazir Kolothumthodi	: President	9447179430
P.K Abdurahiman	: Vice Presi	9493624906
K.Ali	: Vice Presi	9495100863
N.Muhammed	: Secretary	9495174062
K.P Ummer	: Jt.secretary	9446458865
P.A Majeed	: Jt.secretary	9495762963
P.P Najeeb Rahman	: Treasurer	9447241232
K.P Kutty Muhammed	: Mmber	9497344957
Dr.K.T Fazalullha	: Member	9446695590
P.P Aboobacker	: Member	9446697210
Abu. P	: Member	8943563809
K.T Ashraf	: Member	9447336643
Gafoor Kurumadan	: Member	9447413546
K.T Rafeeque	: Member	9947823946
P. Muhammed Basheer	: Member	7455651487

Succession List of Principals

M.A Bappu Muahammed	1977-1980
Dr. M. Ummer	1980-1987
Muhammed P V	1987-2010
Jameela M	2010-2016
Abdul Nazir Kolothumthodi (Incharge)	2016-2018
Sakkir babu Kattipparuthy	2018-2023

FACULTY MEMBERS

(Principal In charge)

Dr. Nijad K.K
(Asst. Professor)

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(Asst. Professor)

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Mr. Aleef Shan CM (Asst. Professor on contract)	MA(Arabic) M.Phil 9567796563 aleefshan@gmail.com
Department of English	
Mr. Noushad.M.C (Lecturer)	MA(English),MA (History), B.Ed, PG Diploma in Personal Management & industrial Relations,CPFA 8078053258
Smt. Sahla P (Asst. Professor on contract)	MA(English),B.Ed 8593995742 sahlasaleemp@gmail.com
Department of Commerce	
Dr. Labeeba K (HOD) (Asst. Professor)	M.Com,B.Ed, M.Phil, Ph.D 9447628346 labeebaafi@gmail.com
Mr. Irshad M.K (Asst. Professor)	M.Com,B.Ed,M.Phil,C.F.A With Tally 7902328181 irshadmk1984@gmail.com
Mr. Shaneeb (Asst. Professor on contract)	M.Com,PhD 9744646407 shaneebsp@gamil.com
Department of Malayalam	
Smt. Remya P.O (Asst. Professor on contract)	M.A Malayalam, 9946071104 ramyasreenadh@gmail.com

Administrative Staff

Mr. Najeeb Karangadan	9446933400
Head Accountant najeebkarangadan@gmail.com	
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Sr.Clerk HG yoosufkt@gmail.com	
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LD Typist azeezpp2008@gmail.com	
Mr. Jalaludhen Karangadan	9495887065
Library Assistant jalalke@gmail.com	
Mr. Kamarul Islam.K	9496078944
Office Attendant HG kamarukuni@gmail.com	
Mr. Abdujaleel K.T	9496365116
Office Attendant jalilkt@gmail.com	
Mr. Ashfaque Ameen K.P	9846127048
Office Attendant ashfaqueameen@gmail.com	

COLLEGE COUNCIL

The College council consists of the Principal, Head of Departments and two members elected by the staff. It is an advisory body on internal academic affairs of the college.

College Council	: Mr. Ameer M.K (Secretary)
Examination Chief	
Superintendent	: Mr. Abdul haleem Thangal KP
IQAC Co-ordinator	: Dr. Muhammed Favaz
NSS Programme Officer	: Mr.Asraf Perumbalath

AIA COLLEGE DUTY CHART 2023-24

I Academic & Administration committee

SL.No.	Programme	Name	Charge
1	Discipline Committee	Mr. Ameer MK Mr. Sakkir Babu Kattiparuthy Dr. Labeeba K Mr. Najeeb Karangadan	Convener Asst. Convener Member
2	IQAC	Dr. Mohammed Favas K Dr. Shoukathali CV Mr. Sakkir Babu Kattiparuthy Dr. Labeeba K Mr. Ameer MK	Co-ordinator Asst. Co-ordinator Member Member
3	Admission Committee	Mr. Abdul Haleem Thangal K.P Mr. Mohammed Favas K Mr. Ashraf Perumbalath Mr. Jalaludheen Karangadan	PG Nodel officer UG Nodel officer Preliminary Nodel officer Member
4	NAAC	Mr. Noushad M.C Mr. Abdul Azeez Palliparambar	Co-ordinator Asst. Co-ordinator
5	Library Advisory Committee	Smt. Ameena Saleekka Mr. Khamarul Islma K Mr. Sakkir babu Kattiparuthi Dr. Labeeba K. Mr. Abdul Azeez Pattippe	Co-ordinator Asst. Co-ordinator Member Member Member
6	College Union	Mr. Irshad M.K Dr. Sulaiman P Mr. Aleef Shan CM	Co-ordinator Member Member
7	Alumni	Mr. Sakkir Babu Kattiparuthy Mr. Kamarul Islam K Smt. Shamsiya K.T Mr. Abdu Jaleel K.T	Co-ordinator Asst. Co-ordinator Member Member

SL.No.	Programme	Name	Charge
8	Internal Examination Committee	Smt. Shamsiyya K.T Dr. Labeeba Mr. Junaid C Mr. Jalaludheen Karangadan	Co-ordinator Member
9	Scholarship Committee	Mr. Firos P. Mr. Yoosuf Kolothumthodi	Co-ordinator Asst. Co-ordinator
10	College Calender & Hand Book	Mr. Ameer MK Mr. Abdul Haleem Thangal KP	Co-ordinator Asst. Co-ordinator
11	College Website & Social Media	Dr. Mohammed Favas K. Mr. Abdul Azeez Palliparamban	Co-ordinator Asst. Co-ordinator
12	Time Table	Mr. Abdul Haleem Thangal KP Dr. Labeeba K. Mr. Aleef Shan CM	Co-ordinator Asst. Co-ordinator Member
13	Stock Register	Mr. Yousuf. Kolothumthodi Mr. Abdu Jaleel KT	Co-ordinator Asst. Co-ordinator
14	PTA	Mr. Asraf Perumbalath Mr. Irshad M.K. Mr. Ashfaque Ameen K.P	Co-ordinator Asst. Co-ordinator Member
15	College Maintenance Committee	Mr. Najeeb Karangadan Mr. Yoosuf Kolothumthodi Mr. Jalaludheen Karangadan	Co-ordinator Asst. Co-ordinator Member

II Welfare Committee

SL.No.	Programme	Name	Charge
1	Staff Club	Mr. Firoz P Mr. Noushad M.C Mr. Shaneeb P	Co-ordinator Assit. Co-ordinator
2	Student Store & Cafeteria	Mr. Kamarul Islam K Mr. Yousuf Kolothumthodi	Co-ordinator Assit. Co-ordinator
3	Hostel Administration	Dr. Sulaiman P. Mr. Abdu Jaleel K.T. Smt. Shamsiya K.T Warden	Co-ordinator Asst. Co-ordinator Member Member
4	Uniform	Mr. Nousham M.C. Mr. Irshad M.K. Smt. Shamsiyya K.T	Co-ordinator Assit. Co-ordinator Member
5	Counselling Center	Smt. Shamsiyya K.T Smt. Sahla. P Mr. Aleef Shan	Co-ordinator Asst. Co-ordinator Member
6	IT Club & Smart Class Room	Dr. Shoukathali CV Mr. Junaid C Mr. Shaneeb P	Co-ordinator Asst. Co-ordinator Member
7	First Aid	Mr. AbduJaleel K.T Mr. Kamarul Islam K.	Co-ordinator Assit. Co-ordinator
8	Career Guidance & Placement Cell	Dr. Shoukathali CV Mr. Shaneeb P Dr. Muhammed Favas K	Co-ordinator Asst. Co-ordinator Member
9	Free ship	Mr. Ameer M.K Dr. Labeeba K.	Co-ordinator Assit. Co-ordinator

COLLEGE LEVEL CLUBS & FORUMS

A. Academic Clubs

SL.No.	Programme	Name	Charge
1	Arabic Association	Students Rep. Dr. Sulaiman P Mr. Junaid C	Association Secretary Co-ordinator <small>Assit. Co-ordinator</small>
2	Commerce Association	Students Rep. Mr. Shaneeb P	Association Secretary Co-ordinator
3	English Club	Mr. Noushad Mc Smt. Sahla P Students Rep.	Co-ordinator Assit. Co-ordinator Member
4	Malayalam Club	Smt. Remya P.O Mr. Kamarul Islam Students Rep.	Co-ordinator Assit. Co-ordinator Member
5	Readers Forum	Smt. Ameena Saleekha M Mr. Kamarul Islam Mr. Aleef Shan CM	Co-ordinator Assit. Co-ordinator Member

B. Extra Curricular Clubs

1	Fine Arts Club	Students Rep. Dr. Sulaiman P Mr. Irshad M.K.	Fine Arts Secretary Co-ordinator <small>Assit. Co-ordinator</small>
2	College Magazine	Students Rep. Smt. Remya . P.o Dr. Shoukathali C.V	Students Editor Staff Editor Member
3	Physical Education & Yoga	Students Rep. Mr. Firos P Smt. Shamsiyya K.T All House Captian	General Captian Co-ordinator <small>Assit. Co-ordinator</small> Member

SL.No.	Programme	Name	Charge
4	SIP (Students in Palliative)	Mr. Kamarul Islam K Mr. Abdu Jaleel K.T.	Co-ordinator Assit. Co-ordinator
5	Center for health & Fitness	Mr. Firos P Mr. Jalaludheen Karangadan Mr. Abdul Azeez Palliparamban	Co-ordinator Assit. Co-ordinator Member
6	Blood Donors Forum	Mr. Asraf Perumbalath Mr. Kamarul Islam K	Co-ordinator Assit. Co-ordinator
7	Women Development Cell	Smt. Shamsiyya K.T. Dr. Labeeba K.	Co-ordinator Assit. Co-ordinator
C. Auxiliary Clubs			
1	Bhoomithra Sena Club	Mr. Irshad M.K Mr. Junaid C	Co-ordinator Assit. Co-ordinator
2	ED Club	Mr. Irshad M.K Mr. Noushad M.C	Co-ordinator Assit. Co-ordinator
3	Tourism Club	Mr. Noushad MC Mr. Irshad MK	Co-ordinator Assit. Co-ordinator
4	Yoga Centre	Dr. Nijad K.K. Mr. Najeeb Karangadan	Co-ordinator Assit. Co-ordinator
5	Moral Education & Ethics Committee	Dr. Sulaiman P Mr. Aleef Shan C.M.	Co-ordinator Assit. Co-ordinator

Statutory Committees

SL.No.	Programme	Name	Charge
1	Anti-Ragging.	Mr. Asraf Perumbalath Smt. Shamsiyya K.T	Co-ordinator Assit. Co-ordinator
2	Grievance Redressal Forum	Mr. Irshad M.K. Mr. Noushad M.C	Co-ordinator Assit. Co-ordinator
3	Anti Sexual Harassment	Dr. Labeeba K Smt. Shamsiyya K.T	Co-ordinator Assit. Co-ordinator
4	Minority Welfare & OBC Cell	Dr. Sulaiman P Mr. Irshad M.K. Mr. Aleef Shan CM	Co-ordinator Assit. Co-ordinator Member
5	Internal Complaint Committee (ICC)	Smt. Shamsiyya K.T Dr. Labeeba K	Presiding Officer Co-ordinator
6	SC/ST Cell	Smt. Ameena Saleekha M Mr. Yoosuf Kolothumthodi	Co-ordinator Assit. Co-ordinator



Anvarul Islam Arabic College, Kuniyil

(Affiliated to the University of Calicut and Aided by the Govt. Of Kerala)

Kizhuparamba P.O, Malappuram D.T. Kerala -673639



ACADEMIC CUM EXAMINATION CALENDAR 2023-2024

Semester	Commencement of semester	First Internal Exam	Publication of Internal Exam Result	End of Semester
Sem-I	01/08/23	27/11/23	20/12/23	22/12/23
Sem-II	03/01/24	24/06/24	09/07/24	16/07/24
Sem-III	03/08/23	04/12/23	22/12/23	03/01/24
Sem-IV	04/01/24	24/06/24	09/07/24	18/07/24
Sem-V	01/06/23	04/10/23	20/10/23	26/10/23
Sem-VI	27/10/23	27/02/24	11/03/24	13/03/24
Sem-I	01/08/23	27/11/23	20/12/23	22/12/23
Sem-II	03/01/24	25/06/24	09/07/24	16/07/24
Sem-III	04/08/23	04/12/23	22/12/23	04/01/24
Sem-IV	05/01/24	25/06/24	09/07/24	19/07/24

Preli I year	01/08/23	16/01/24	05/02/24	31/03/24
Preli II Year	01/06/23	04/12/23	05/01/24	15/03/24

Details of Election and other Cultural Activities

1	College Union Elections	As per the university guidelines
2	Anti-Ragging campaign	As per the university guidelines
3	University Union Elections	As per the university guidelines
4	College Level Arts Festival	As per the university guidelines
5	Zonal Arts Festivals	As per the university guidelines
6	Inter Zone Arts Festival	As per the university guidelines

Note: Dates are subject to change due to unforeseen contingencies such as natural calamities, system break down, network/power failure etc. For confirmation of dates/schedules please see University notification/press release/ University website or contact PRC/ PIR/ Enquiry office/ Information centers of the University. Oham and Christmas holidays will be intimated as and when the Govt. issues the calendar for 2020.

COURSES OFFERED

PROGRAMMES

1. Afsal UI Ulama Preliminary
2. B.A (Afsal UI Ulama) in Arabic
3. B.Com with Islamic Finance
4. M.A Arabic

AFZAL-UL-ULAMA PRELIMINARY

(2019 20 Admission onwards)

1. Short Title

1. 1 These Regulations shall be called University of Calicut Regulations for Afzal-ul-Ulama (Preliminary) Course effective from 2019 Admission.

2. Duration

2.1 The Duration of Afzal-ul-Ulama (Preliminary) Course shall be two years.

3. Definitions

3.1 'Course' means the entire course of study and examinations for the award of Afzal-ul-Ulama (Preliminary).

4.A Eligibility for Admission

4.A.1 Candidates seeking admission to the Afzal-ul-Ulama (Preliminary) Course shall be required to have passed or acquired eligibility for higher studies in SSLC examination or any other examination recognized by this University as equivalent there to.

4.A.2 The criteria for selection of students to the course and regulations regarding the reservation of seats shall be as per the rules framed by the Government/University from time to time.

4.A.3 A candidate whose age has exceeded 20 years, shall not be eligible for admission to Regular Scheme.

4.B. Re-admission

4.B.1 There shall be provision for Readmission for the

Candidates seeking re-admission to the Afzal-ul-Ulama (Preliminary) Course.

4.B.2 The Principal can grant readmission to the student, subject to the conditions detailed below and inform the matter of readmission to the Controller of Examinations within one month of such readmission.

4.B.3 This readmission is not to be treated as college transfer.

4.B.4 There should be a gap of at least one year for readmission.

4.B.5 The candidate seeking readmission to a particular year should have registered for the previous year examination.

4.B.6 Readmission shall be taken within two weeks from the date of commencement of the year concerned.

4.C. A candidate who has attended first year Afzal-ul-Ulama (Preliminary) examination as a private registered candidate may be admitted to second year Afzal-ul-Ulama (Preliminary) if there is vacancy in the regular colleges.

5. The Course

5.1 The course shall comprise the study of the following subjects.

Part I	- Arabic
Part II	- English
Part III	- Optional Subjects
Part I	- Arabic

Part I Arabic

For Part I Arabic, there shall be four papers of which papers I & II shall be taught during the first year and papers III & IV shall be taught during the second year. There shall be 2.5 hours duration examinations for each paper conducted at the end of each academic year.

Part II - English

For Part II English, there shall be two papers of which 'Paper I' shall be taught during the first year and 'Paper II'

shall be taught during the second year. There shall be 2.5 hour duration examinations for each paper conducted at the end of each year.

Part III - Optional Subjects

For Part III, there shall be six papers of which paper I, II & III shall be taught during the first year and papers IV, V & VI shall be taught during the second year. There shall be 2.5 hours duration examinations for each paper conducted at the end of each academic year.

Candidates will not be permitted to appear for the examinations after the expiry of 5 years of registration of the course.

6. Evaluation and Grading

6.1 The present grading system shall be revised to mark based indirect grading evaluation system.

6.2 The Boards of studies shall decide the different types of questions to be set and assign their marks. The question paper shall carry the marks assigned to each question.

6.3 Mark system is followed instead of direct grading for each question. For each paper in the year letter grade and grade point are introduced in 10 point indirect grading system as per guidelines given in Annexure I.

6.4 The students can write the external evaluation examination for the papers I, II & III of Part III in the first year, in Malayalam, English or Arabic. The other examinations of papers in Part I and Part III should be written in Arabic only. The papers in Part II should be written in English.

6.5 Candidates joining in the course after passing higher secondary paper will be exempted from appearing for the Part II English examinations.

6.6 Evaluation: The evaluation for each paper shall contain two parts. 1) Internal assessment and 2) External

Evaluation. 20 marks shall be given to the internal assessment. The remaining 80 marks shall be for the external evaluation. The question paper for the SDE/ private candidates will carry 100 marks and there is no internal assessment for them.

6.7 20% of the total marks in each paper are for internal examinations. The marks secured for internal assessment only need to be sent to the University by the colleges concerned. The internal assessment shall be based on a predetermined transparent system involving written tests and Class room participation based on attendance in respect of theory papers. The internal marks for the Distance Education/Private students shall be

6.8 Criteria for Internal Assessment are as follows: Student's attendance, Test Paper, Assignment, and Seminar shall be considered as the criteria for the Internal Assessment. In each paper 20 marks shall be given to Internal assessment. The following distribution pattern shall be adopted for the course.

Components	Marks
Attendance	4
Test Paper	8
Assignment	4
Seminar	4

a) Attendance: The marks for attendance to each paper (internal) may be distributed as:

More than 90%	4
85% to 90%	3
80% to 84%	2
75% to 79%	1
Below 75%	0

Shortage of attendance upto a maximum of 20 days, a year may be condoned by the University on the

recommendation of the Principal that the shortage is due to illness, participation in the University Union activities/extra curricular activities or by attending the meeting of the University bodies: subject to the provisions in University of Calicut Act/Statute.

b) Candidates with unauthorized absence of 15 or more days will not be eligible for appearing for the examinations.

c) Test Paper: For each paper there shall be at least two class tests. The probable dates of the tests shall be announced at least one month earlier. Valued answer scripts shall be returned to the students for perusal within 10 working days from the date of the test.

d) Assignments: Each student shall be required to do an assignment for each paper. Valued assignments shall be returned to the students.

e) Seminar: Students shall be required to present a seminar on a selected topic in each paper.

f) All the records of Internal Assessment shall be kept in the department and shall be made available for verification by the University if necessary.

7. Pass Conditions

7.1 A student is required to pass all papers of Part I, Part II, and Part III in order to be declared as passed in the Afzal-ul-Ulama (Preliminary) Course.

7.2 Appearance for External Examination (EE) and Internal Assessment (IA) is compulsory and no marks shall be awarded to a candidate if he/she is absent from EE/IA or both.

7.3 A student shall be declared to have passed the examination in a paper if he/she obtains minimum P grade in that paper.

7.4 If a candidate is absent (Ab) from the External Examination or he/she scores Grade F in the External

Examination he/she will have to repeat the External Examination. In such case the marks of Internal Examination of the particular paper will stand.

7.5 Revaluation: Revaluation is permissible. Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/ scrutiny/ revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the University.

7.6. Improvement or Re-appearance

7.6.1. There shall be one improvement chance for each paper in order to secure a higher grade.

7.6.2. Improvement chance can be availed during the course or within a year after the course.

7.6.3. A student who desired for improving the performance in a paper of the first year, he/she can appear for the re-examination in the subsequent year. On registering for re-examination, the Internal marks will be carried forward to determine the new grade in the re-examination.

7.6.4. A student who secures a Grade F, I, or Ab, in a paper is permitted to register for re-examination within 14 days after publication of the result or within a minimum period decided by the University, for improving the performance if he/she desires so and can appear for the examination in the subsequent chance.

7.6.5. If a candidate has not secured 'P Grade' after completion of second year of the course, the candidate shall be permitted to reappear for the External Examination of any paper of Part I, II and III in-order to secure a 'P Grade' or higher.

7.6.6. The marks secured in the Internal Examination during the first appearance will be carried forward to determine the new Grade of that paper in the re-examination.

7.6.7. If a candidate fails to appear for the re-examination for improvement after registration, or if there is no change/up in the gradation in the Grade after availing the Improvement chance, the Grade secured in the first appearance will be retained.

7.6.8. There shall be no improvement chance for Grade obtained for Internal Examination.

7.6.9. There shall not be more than one improvement chance for a paper.

7.7. Continuation of the Course

7.7.1. A candidate who has been registered for the examination at the end of the first year shall be permitted to continue the course of study in the second year class irrespective of the results of the first year examinations.

7.8. Monitoring of the Course

7.8.1. Monitoring of the Afzal-ul-Ulama (Preliminary) Course shall be done at three levels. Department Level, College Level and University Level.

- a) Department Level Committee: A committee consisting of Head of the Department and two senior teachers of the Department nominated by Principal of the College shall monitor the evaluation of the course. The complaints regarding evaluation of students if any shall be examined by the Committee.
- b) College Level Committee: A committee consisting of the Principal of the concerned college and two senior teachers of the college nominated by the Principal along with Head of the concerned subject constitute the College Level Committee. The Principal shall be the Chairman and a member nominated by the Principal shall serve as the Convener. This committee shall be responsible for monitoring the Course. The College Level Committee shall be reconstituted every year by the Principal.
- c) University Level Committee: There shall be a University

Level Committee appointed by the Vice-Chancellor, if need be to go into the grievances not settled at the College Level.

COURSE STRUCTURE		
First Year		
Part I Arabic Paper I Paper II	Prose & Functional Arabic Grammar & Morphology	(80+20) 100 Marks (80+20) 100 Marks
Part II English Paper I	English	(80+20) 100 Marks
Part III Optional Subjects		
Paper I	Classical Literature I	(80+20) 100 Marks
Paper II	History of Islam & History of Arabic Literature I	(80+20) 100 Marks
Paper III	Fiqh Literature I	(80+20) 100 Marks
Second Year		
Part I Arabic		
Paper III	Prose, Poetry & Functional Arabic	(80+20) 100 Marks
Paper IV	Grammar & Composition	(80+20) 100 Marks
Part II English Paper II	English	(80+20) 100 Marks
Part III Optional Subjects		
Paper IV	Classical Literature II	(80+20) 100 Marks
Paper V	History of Islam & History of Arabic Literature II	(80+20) 100 Marks
Paper VI	Fiqh Literature II	(80+20) 100 Marks
	Total Marks	1200 Marks

METHOD OF INDIRECT GRADING

Evaluation (both internal and external) is carried out using mark system. The grade on the basis of total internal and external marks will be indicated for each paper, for each part, each year and for the entire course.

Indirect Grading System in 10 point scale is as below:

Ten Point Indirect Grading System

Percentage Of Marks	Grade	Interpretation	Grade Point	Class
95 and above	O	Outstanding	10	First Class with Distinction
85 to below 95	A+	Excellent	9	
75 to below 85	A	Very Good	8	
65 to below 75	B+	Good	7	First Class
55 to below 65	B	Satisfactory	6	
45 to below 55	C	Average	5	Second Class
35 to below 45	P	Pass	4	Third Class
Below 35	F	Failure	0	Fail
Incomplete	I	Incomplete	0	Fail
Absent	Ab	Absent	0	Fail

B.A. Afzal-ul-Ulama in Arabic CBCSS (2019 - 2020 Admission onwards)

Outline of the Common Courses

Course Code	Title of Course	Teaching Hour/week	Teaching Hour/sem	Credit	Sem ester
A01	English	4	72	3	1
AFU1A02	Studies in Arabic Grammar	5	90	3	1
AFU2A03	History of Arabs	5	90	4	2
A04	English	4	72	4	2
A05	English	5	90	4	3
A06	English	5	90	4	4
ARB1A07	Communicative Skills in Arabic	4	72	4	1
ARB2A08	Reading Arabic Literature I	4	72	4	2
ARB3A09	Reading Arabic Literature II	5	90	4	3
ARB4A10	Culture & Civilization	5	90	4	4
	Total Credits			38	

Outline of the Core Courses					
Course Code	Title of Course	Teaching Hour/week	Teaching Hour/sem	Credit	Sem ester
AFU1B01	Fiqh Literature	6	108	5	1
AFU2B02	Applied Grammar and Linguistics	6	108	4	2
AFU3B03	Elements of Arabic Language	5	90	4	3
AFU3B04	History of	4	72	4	3
AFU4B05	Classical literature Part -I	5	90	4	4
AFU4B06	History of Islamic & Umayyad Literature	4	72	4	4
AFU5B07	Hadeeth Literature & Umayyad Literature	5	90	4	5
AFU5B08	Rhetorics and Prosody	5	90	4	5
AFU5B09	History of Medieval Literature	5	90	4	5
AFU5B10	Classical literature Part -II	5	90	4	5
Project	to be continued in 6 th sem	2	36		5
AFU6B11	Modern Prose & Drama	5	90	4	6
AFU6B12	Modern Poetry	5	90	4	6
AFU6B13	History of Modern Arabic Literature	5	90	4	6
AFU6B14	Novel & Short Story	5	90	4	6
AFU6B15 OR AFU6B15	Literary Criticism OR Indian Writings in Arabic	3	54	4	6
AFU6B16	Project	2	36	2	6
	Total Credits				63

Outline of Complementary Courses

Course Code	Title of Course	Teaching Hour/week	Teaching Hour/sem	Credit	Sem ester
AFU1C01	Functional	6	108	4	1
AFU2C02	Commercial Arabic & Media Arabic I	6	108	4	2
AFU3C03	Commercial Arabic & Media Arabic II	6	108	4	3
AFU4C04	Functional Arabic - II	6	108	4	4
	Total Credits			16	

Outline of the Open Courses

Course Code	Title of Course	Teaching Hour/week	Teaching Hour/sem	Credit	Sem ester
AFU1D01	Arabic for Trous & Travels	3	54	3	5
AFU5D02	Arabic language in Kerala	3	54	3	5
AFU5D03	Arabic for Beginners	3	54	3	5

OUTLINE OF THE COURSE SEMESTER - WISE First Semester

Course Code	Title of the Course	No. of Contact Hrs		Credit	Max. Marks		
		Per Week	Per Semester		*IE	**EE	Total
A01	English	4	72	3	20	80	100
AFU1A02	Studies in Arabic Grammar	5	90	3	20	80	100
ARB1A07	Communicative Skills in Arabic	4	72	4	20	80	100
AFU1B01	Fiqh Literature	6	108	5	20	80	100
AFU1C01	Functional Arabic I	6	108	4	20	80	100

Second Semester

Course Code	Title of the Course	No. of Contact Hrs		Credit	Max. Marks		
		Per Week	Per Semester		*IE	**EE	Total
A04	English	4	72	4	20	80	100
AFU2A03	History of Arabs	5	90	4	20	80	100
ARB2A08	Reading Arabic Literature I	4	72	4	20	80	100
AFU2B02	Applied Grammar and Linguistics	6	108	4	20	80	100
AFU2C02	Commercial Arabic & Media Arabic I	6	108	4	20	80	100

Third Semester

Course Code	Title of the Course	No. of Contact Hrs		Credit	Max. Marks		
		Per Week	Per Semester		*IE	**EE	Total
A05	English	5	90	4	20	80	100
ARB3A09	Reading Arabic Literature II	5	90	4	20	80	100
AFU3B03	Elements of	5	90	4	20	80	100
AFU3B04	History of Classical Literature	4	72	4	20	80	100
AFU3C03	Commercial Arabic & Media Arabic II	6	108	4	20	80	100

Fourth Semester

Course Code	Title of the Course	No. of Contact Hrs		Credit	Max. Marks		
		Per Week	Per Semester		*IE	**EE	Total
A06	English	5	90	4	20	80	100
ARB4A10	Culture & Civilization	5	90	4	20	80	100
AFU4B05	Classical Literature Part -I	5	90	4	20	80	100
AFU4B06	History of Islamic & Umayyad Literature	4	72	4	20	80	100
AFU4C04	Functional Arabic II	6	108	4	20	80	100

Fifth Semester

Course Code	Title of the Course	No. of Contact Hrs		Credit	Max. Marks		
		Per Week	Per Semester		*IE	**EE	Total
AFU5B07	Hadith Literature	5	90	4	20	80	100
AFU5B08	Rhetorics and Prosody	5	90	4	20	80	100
AFU5B09	History of Medieval Literature	5	90	4	20	80	100
AFU5B10	Classical Literature Part -II	5	90	4	20	80	100
AFU5D01 OR AFU5D02 OR AFU5D03	Arabic for Trou & Travels OR Arabic Language in Kerala OR Arabic for Beginners	3	54	3	20	80	100
Project	To be continued in 6 th Sem	2	36				

Sixth Semester

Course Code	Title of the Course	No. of Contact Hrs		Credit	Max. Marks		
		Per Week	Per Semester		*IE	**EE	Total
AFU6B11	Modern Prose & Drama	5	90	4	20	80	100
AFU6B12	Modern Poetry	5	90	4	20	80	100
AFU6B13	History of Modern Arabic Literature	5	90	4	20	80	100
AFU6B14	Novel & Short	5	90	4	20	80	100
AFU6B15 OR AFU6B15	Literary Criticism OR Indian Writings in Arabic	3	54	4	20	80	100
AFU6B16	Project	2	36	2	20	80	100
Total				120	3100		

*Internal Exam **External Exam

Project Guidelines:

- 1) Project work may be done either individually or as a group of students not exceeding 5 in number.
- 2) The topic of the project should be on Arabic language and literature and selected subjects.
- 3) Students should be properly oriented on the methodology of conducting a study during the Vth Semester, making use of the hours allotted for the purpose.
- 4) The Project work should be completed by the end of the VI semester and the report should be submitted to the Department before 31st March of the year concerned.

- 5) The project report should be either printed or typed in Arabic.
- 6) The valuation of the project will be done at two stages:
 - a. Internal evaluation (supervising teachers will assess the project and award grades)
 - b. External evaluation (The team will comprise of an external examiner appointed by the University and the HOD of the institution concerned or his nominee).
 - c. A Viva voce related to the project work will also be conducted by the external evaluation team. All candidates should undergo the Viva voce test individually.
 - d. Grades will be awarded to candidates combining the internal grade, external grade and Viva voce grade.
- 7) Length of the project report 25 to 35 pages. The report may be organized in 3 chapters (minimum).
- 8) Project evaluation and the Viva voce should be conducted immediately after the completion of the regular classes /written examination.
- 9) The chairman of the VI semester examination should form and coordinate the evaluation teams and their work.
- 10) The project external evaluation should be completed before the commencement of the centralized valuation.
- 11) External examiners will be appointed by the University from the list of VI semester Board of Examiners in consultation with the Chairman of the Board.
- 12) Students for viva-voce are compulsorily completed the internal evaluation.
- 13) The internal to external is to be taken in the ration of 1:4. Assessment of different components may be done as given below.

**B.Com with Islamic Finance
CBCSS
(2019-2020 Admission onwards)**

1.0 Title of the Programme

This DEGREE shall be called BACHELOR OF COMMERCE (B.Com).

2.0 Eligibility for admission

Any candidate who has passed the Plus Two of the Higher Secondary Board of Kerala or Pre Degree of Calicut University or that of any other University or Board of Examinations in any state recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with not less than 45% marks in aggregate is eligible for admission, However, SC/ST, OBC and other eligible communities shall be given relaxation as per University rules.

3.0 Duration of the programme

The duration of the B.Com programme of study is three academic years with six semesters.

4.0 Medium of Instruction

The medium of instruction and examination shall be English.

5.1 Courses of study

Total number of courses (other than audit courses) for the whole B.Com Programme is 31. It is divided in to courses namely:-

1. Common courses
2. Core courses
3. Complementary courses and
4. Open courses

The course of study leading to the award of B.Com shall comprise the following:-

5.2 Semester I

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BCM1A01(English)	4	3	15	60	75
Common	BCM1A02 (English)	5	3	15	60	75
Common	BCM1A07 (Language)	5	4	20	80	100
Core	BCM1B01 Business Management	6	4	20	80	100
Compl.	BCM1C01 Manageria	5	4	20	80	100
	Total	25	18	90	360	450

Semester II

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BCM2A03 (English)	4	4	20	80	100
Common	BCM2A04 (English)	5	4	20	80	100
Common	BCM2A08 (Language)	5	4	20	80	100
Core	BCM2B02 Financial Accounting	6	4	20	80	100
Compl.	BCM2C02 Marketing Management	5	4	20	80	100
	Total	25	20	100	400	500

Semester III

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BCM3A11 Basic Numerical Methods	5	4	20	80	100
Common	BCM3A12 Professional Business Skills	5	4	20	80	100
Core	BCM3B03-Business regulation	4	4	20	80	100

Core	BCM3B04 Corporate Accounting	6	4	20	80	100
Compl.	BCM3C03 Human Resources Management	5	4	20	80	100
	Total	25	20	100	400	500

Semester IV

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Common	BCM4A13 Entrepreneurship	5	4	20	80	100
Common	BCM4A14 Banking and Insurance	5	4	20	80	100
Core	BCM4B05 Cost Accounting	6	4	20	80	100
Core	BCM4B06 Corporate Regulations	4	4	20	80	100
Compl.	BCM4C04 Quantitative Techniques for Business	5	4	20	80	100
	Total	25	20	100	400	500

Semester V

Course	Title	Contact Hours	Credits	Internal	External	Total Marks
Core	BCM5B07 Accounting for Management	5	4	20	80	100
Core	BCM5B08 Business Research Methods	4	4	20	80	100

Core	BCM5B09 Income Tax Law and Accounts	5	4	20	80	100
Core	BCM5B10 Introduction to Islamic Commercial Banking	4	4	20	80	100
Core	BCM5B11 Fundamentals of Islamic commercial Law	4	4	20	80	100
Open	BCM5D01 Open Course (For students from other Departments)	3	3	15	60	75
	Total	25	23	115	460	575

Semester VI

Course	Title	Contact Hours	Cred- its	Internal	External	Total Marks
Core	BCM6B12 Income Tax and GST	6	4	20	80	100
Core	BCM6B13 Auditing and Corp- Orate Governance	5	4	20	80	100
Core	BCM6B14 Foundations of Islamic Accounting theory & practice	5	4	20	80	100
Core	BCM6B15 Islamic Investment Fund & insurance	5	5	20	80	100
Core Project	BCM6B16 (PR) Three Weeks Project and Viva-Voce	4	2	15	60	75
	Total	25	19	95	380	475

Open Courses (For students from other departments)

1. E- Commerce
2. Basics of Entrepreneurship and Management
3. Basic Accounting

6. Project Report

6.1 For doing the project, the student may choose any topic areas from the subjects he/she has studied.

6.2 The candidate shall prepare and submit a project report to the Department.

6.3 The report shall be in English with not less than 30 pages, printed or typed (A4 size paper, 1.5 line spacing, Times New Roman font, font size 14) and spiral bound.

The project report should be submitted to the Head of the Department one week before the last working day of the sixth semester, duly certified by the Guide.

6.4 Project work shall have the following stages:

- Project proposal presentation
- Field work and data analysis
- Report writing
- Draft project report presentation
- Final project report submission

6.5 The project can be done individually or as a group of three students (maximum) on the same topic and present the report. However, the project supervisor should make sure that each student constructively contributes to the completion of the project. For this purpose the supervisor shall keep a diary in which the chronological record of the students' visit to the supervisor for the project discussions shall be maintained. The work of each student shall be guided by one Faculty member.

6.6 The candidate shall prepare at least two copies of the report; one copy for submission to the Department and another copy for the student which he/she has to bring with him/her at the time of viva voce. More copies may be prepared if the organization or the guide or both ask for.

6.7 Duration of project work: The duration of the project work shall be 3 weeks.

6.8 A certificate showing the duration of the project work shall be obtained from the supervising teacher or from the organization for which the project work was done and it shall be included in the project report.

6.9 Structure of the report

Title page

Declaration of the student

Certificate from the supervising teacher / organization (for having done the project work)

Acknowledgments

Contents:-

Chapter I : Introduction (Organization profile, Research problem, Objectives of the study, Research methodology etc.)

Chapter II : Review of Literature

Chapter III : Theoretical Framework

Chapter IV : Data Analysis

Chapter V : Findings, Suggestions and Conclusion.

Appendix : (Questionnaire, specimen copies of forms, other exhibits etc.)

Bibliography: (books, journal, articles etc. used for the project work).

6.10. Evaluation of project report

The project report shall be subject to internal and external

evaluation. The internal evaluation shall be carried out by the supervising teacher and external evaluation is done jointly by the internal examiner and the external examiners appointed by the University inclusive of Viva-voce examination. The marks should be awarded on the basis of the following:-

1. Evaluation of the Project Report shall be done under Mark System.

Marks secured for the project will be awarded to candidates, combining the internal and external Marks.

2. The internal to external components is to be taken in the ratio 1:4. Assessment of different components may be taken as below:

Interinternal (20% of total)		External (80% of Total)	
Components	% of Marks	Components	% of Marks
Punctuality	20	Relevance of the Problem, Objectives of the study, Research methodology Used, etc,	20
Use of Data	20	Quality of analysis, Statistical Tools used, Findings, Recommendations and Conclusion	30
Scheme /Organization Report	30	Viva-Voce	50
Viva-Voce	30		
Total	100	Total	100

3. Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation.
4. The student should get a minimum of 40 % marks in the aggregate and 40% separately for external for pass in the project.
5. There shall be no improvement chance for the Marks obtained in the Project Report.
6. In an instance of inability of obtaining a minimum of 40% marks, the project work may be re- done and the report may be re-submitted along with subsequent exams through the department, as per the existing rule of the University examinations.

6.11 Viva-Voce

At the end of sixth semester candidate shall attend project based viva voce. The external evaluation of 12 to 15 students per day is to be conducted with one external examine and one internal examiner. The examiners shall consult each other and award the grades according to the same criteria specified in 19.10 for the award of marks.

6.12. Industrial Visit

The fourth semester students of affiliated colleges shall be taken under the supervision of faculty members to business or industrial units so as to enable them to have first-hand knowledge about the location, layout, managerial functions, H R management or any area of study as per curriculum. Study tour to an industrial/business centre will form part of curriculum. The report submitted by the student in this respect shall be considered as one of the assignments of the course Entrepreneurship Development or any other course in the fourth semester.

Common guidelines for B.A and B.Com

.1. Ability Enhancement courses/Audit courses:

These are courses which are mandatory for a programme but not counted for the calculation of SGPA or CGPA. There shall be one Audit course each in the first four semesters. These courses are not meant for class room study. The students can attain only pass (Grade P) for these courses. At the end of each semester there shall be examination conducted by the college from a pool of questions (Question Bank) set by the University. The students can also attain these credits through online courses like SWAYAM, MOOC etc (optional). The list of passed students must be sent to the University from the colleges at least before the fifth semester examination. The list of courses in each semester with credits is given below.

Courses	Credit	Semester
Environment Studies	4	1
Disaster Management	4	2
*Human Rights/Intellectual Property Rights/ Consumer Protection	3	3
*Gender Studies/Gerontology	4	4

* Colleges can opt any one of the courses.

Evaluation of Audit courses:

The examination shall be conducted by the college itself from the Question Bank prepared by the University. The Question paper shall be of 100 marks of 3 hour duration. For SDE/Private students it may be of MCQ/ fill in the blank type questions or Online question paper may be introduced.

Extra credit Activities:

Extra credits are mandatory for the programme. Extra credits will be awarded to students who participate in

activities like NCC, NSS and Swatch Bharath. Those students who could not join in any of the above activities have to undergo Calicut University Social Service Programme (CUSSP). Extra credits are not counted for SGPA or CGPA.

2. Guidelines for the evaluation of project

Every student of a UG degree programme shall have to work on a project of 2 credits under the supervision of a faculty member or shall write a theory course based on Research methodology as per the curriculum. College shall have the liberty to choose either of the above. But SDE/Private Registration students shall write the Research Methodology course instead of project. Board of studies concerned shall prepare the syllabus for the same.

PROJECT EVALUATION

- Evaluation of the project Report shall be done under Mark System.
- The evaluation of the project will be done at two stages:
 - a) Internal Assessment (Supervising teachers will assess the project and award internal Marks)
 - b) External evaluation (External examiner appointed by the university)
 - c) Grade for the project will be awarded to candidates, combining the internal and external marks.
- The internal to external components is to be taken in the ratio 1:4

**Assessment of different components may be taken as below
Internal (20 % of total) External (80% of Total)**

Components	Percentage of internal marks	components
Originality	20	Relevance of the Topic Statement of Objectives
Methodology	20	Reference / Bibliography presentation, quality of analysis/Use of Statistical Tools.
Scheme/ organisation of Report	30	Findings and Recommendations
Viva - Voce	30	Viva-Voce

- External Examiners will be appointed the university from the list of VI semester Board of Examiners in consultation with the Chairperson of the board.
- The chairman of the VI semester examination should form and coordinated the evaluation teams and their work.
- Internal Assessment should be completed 2 weeks before the last working day VI Semester.
- Internal Assessment marks should be published in the department.
- In the case of Courses with practical examinations, project evaluation shall be done along with practical examinations.
- The chairman Board of examinations, may at his discretion on urgent requirements make certain exception in the guidelines for the smooth conduct of the evaluation of project

2. Pass conditions

- Submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. No marks shall be awarded to a candidate if she/ he fails to submit the project report for External evaluation.
- o The student should get a minimum P Grade in aggregate of External and Internal.
- o There shall be no improvement chance for the Marks obtained in the Project Report.
- o In the extent of student failing to obtain a minimum of Pass Grade, the project work may be
- re-done and a new Internal mark may be submitted by the Parent Department. External examination
- may be conducted along with the subsequent batch.

3. Method of Indirect Grading

Evaluation (both internal and external) is carried out using Mark system. The Grade on the basis of total internal and external marks will be indicated for each course, for each semester and for the entire programme.

Indirect Grading System in 10 -point scale is as below:

Ten Point Indirect Grading System

Percentage of Marks (Both Internal & External put together)	Grade	Interpretation	grade points average (G)	Range of grade points	Class
95 and above	O	Outstanding	10	9.5 -10	First Class with Distinction
85 to below 95	A+	Excellent	9	8.5 -9.49	
75 to below 85	A	Very good	8	7.5 -8.49	
65 to below 75	B+	Good	7	6.5 -7.49	First Class
55 to below 65	B	Satisfactory	6	5.5 -6.49	
45 to below 55	C	Average	5	4.5 -5.49	Second Class
35 to below 45	P	Pass	4	3.5 -4.49	Third Class
Below 35	F	Failure	0	0	Fail
Incomplete	I	Incomplete	0	0	Fail
Absent	Ab	Absent	0	0	Fail

Example - 1

SGPA Calculation

Semester I Course Code	Course Name	Grade Obtained	Grade point (g)	credit (c)	credit Point (CxG)
xxxxxxx	Xxxxxxx	A	8	4	32
xxxxxxx	Xxxxxxxxx	C	5	3	15
xxxxxxx	Xxxxxxxxx	A+	9	4	36
xxxxxxx	Xxxxxxxxx	B+	7	3	21
xxxxxxx	Xxxxxxxxx	P	4	3	12
xxxxxxx	Xxxxxxxxx	C	5	4	20

SGPA = $\frac{\text{Sum of the Credit points of all courses in a semester}}{\text{Total Credits in that semester}}$

$$\frac{\text{SGPA} = 32+15+36+21+12+20}{21} = \frac{136}{21}$$

SGPA = 6.476

Percentage of marks of semester I = $(\text{SGPA}/10) \times 100 = 64.76\%$

Note: The SGPA is corrected to three decimal points and the percentage of marks shall be approximated to two decimal points.

Example: 2

Semester I Course Code	Course Name	Grade Optained	Grade point (g)	credit (c)	credit Point (CxG)
xxxxxxx	Xxxxxxx	A	8	4	32
xxxxxxx	Xxxxxxxxx	C	5	3	15
xxxxxxx	Xxxxxxxxx	A+	9	4	36
xxxxxxx	Xxxxxxxxx	B+	7	3	21
xxxxxx*	Xxxxxxxxx	F	0	3	0
xxxxxxx	Xxxxxxxxx	C	5	4	20

*Failed course

Note: In the event a candidate failing to secure 'P' grade in any Course in a semester, consolidation of SGPA and CGPA will be made only after obtaining 'P' grade in the failed Course in the subsequent appearance.

CGPA Calculation

Total Credit points obtained in six semesters

CGPA = -----

Total Credits acquired (120)

Example

$$\text{CGPA} = 136 + 145 + 161 + 148 + 131 + 141 / 120 = 862/120$$

$$\text{CGPA} = 7.183$$

$$\text{Total percentage of marks} = (\text{CGPA}/10) * 100$$

$$\text{Total \% of marks} = (7.183/10) * 100 = 71.83$$

$$\text{CGPA of Core Courses} = \frac{\text{Total Credit points obtained for Core Courses}}{\text{Total Credits acquired for Core Courses}}$$

Similarly CGPA of Complementary courses, Open courses, English Common courses and Additional Language Common courses may be calculated and the respective percentage may be calculated. All these must be recorded in the Final Grade Card.

4. Scheme of Examinations:

The external QP with 80 marks and internal examination is of 20 marks. Duration of each external examination is 2.5 Hrs. The pattern of External Examination is as given below. The students can answer all the questions in Sections A & B. But there shall be Ceiling in each section.

Section A Short answer type	2 marks	15 questions	Ceiling-25
Section B Paragraph/ Problem type	5 marks	8 questions	Ceiling-35
Section C Essay type	10 marks	2 out of 4	2X10=20

5. Internal Assessment

Percentage Distribution of Internal Marks

Components	Marks	Marks %
Attendance With Classroom Participation	4	20 %
Assignment,	4	20%
Seminar	4	20%
Test Paper	8	40%

Split up of marks for test paper

Range of Marks in test Paper	Out of 8 (Maximum internal mark is 20)
Less than 35 %	1
35% - 45 %	2
45% - 55 %	3
55 % - 65 %	4
65% - 85 %	6
85 % - 100 %	8

Range of CRP	Out of 4 (Maximum internal mark is 20)
50 % ≤ - CRP < 75 %	1
75% ≤ - CRP < 85 %	2
85 % and above	4

For the test paper marks. at least one test paper should be conducted. If more test papers are conducted, the mark of the best one shall be taken.

MA ARABIC
CBCSS
2019 - 2020 admission on wards

1. SHORT TITLE

1.1. These regulations shall be called "Regulations for Choice Based Credit Semester System for Post-Graduate Curriculum - 2019 for affiliated Colleges and for SDE / Private Registration" (CBCSS-PG) 2019.

3. DEFINITIONS

- 2.1. 'Academic Committee' means the Committee constituted by the Vice-Chancellor under this regulation to manage and monitor the running of the Post Graduate programmes, under CBCSSPG-2019.
- 2.2. 'Programme' means the entire course of study and Examinations (traditionally referred to as course).
- 2.3. 'Duration of Programme' means the period of time required for the conduct of the programme. The duration of post-graduate programme shall be four semesters.
- 2.4. 'Semester' means a term consisting of a minimum of 90 working days including examination days distributed over a minimum of 18 weeks each of 5 working days.
- 2.5. 'Course' means a segment of the subject matter to be covered in a semester (traditionally referred to as paper). All the courses need not carry the same weightage. The courses should define their learning objectives and learning outcomes. A course may be designed in such a way that it consists of lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- 2.6. 'Core course' means a compulsory course in a subject

- related to a particular PG Programme, which shall be successfully completed by a student to receive the degree.
- 2.7. 'Elective course' means a course, which can be substituted, by equivalent course from the same subject and a minimum number of courses are required to complete the programme.
 - 2.8. Audit Course :These courses are mandatory for which the student can register without earning credits.
 - 3.9. Ability Enhancement Course :This is one among the Audit courses which is mandatory for all programmes but not counted for the calculation of SGPA or CGPA. The object is to enhance the ability and skill in the concerned core area.
 - 2.10. Professional competency Course :This is one among the Audit courses which is mandatory for a programme but not counted for the calculation of SGPA or CGPA. The object is to get professional competency and exposure in the concerned core area.
 - 2.11. 'Readmission' is the act of admitting a student again after leaving the institution.
 - 2.12. 'Improvement course' is a course registered by a student for improving his/her performance in that particular course.
 - 2.13. 'Department' means any teaching Department offering a course of study approved by the University in a college or SDE/Private Registration as per the Statute and Act of the University.
 - 2.14. 'Parent Department' means the Department (or SDE/Private Registration) which offers a particular postgraduate programme.
 - 2.15. 'Department Council' means the body of all teachers of a Department in a College.
 - 2.16. 'Department Coordinator' is a teacher nominated by Department Council to coordinate the continuous

- evaluation undertaken in that Department.
- 2.17. 'Student Advisor' means a teacher/coordinator from the college nominated by the College Council / to look into the matters relating to CBSSPG-2019.
 - 2.18. 'Credit' (C) of a course is a measure of the weekly unit of work assigned for that course.
 - 2.19. 'Letter Grade' or simply 'Grade' in a course is a letter symbol (e.g., A+,A,B+,B, etc (as mentioned in Clause 20.2 of this Regulation) which indicates a particular range of grade points which indicates the broad level performance of a student.
 - 2.20. Grade Point (G) :It is a numerical weightage allotted to each letter grade on a Grading Scale.
 - 2.21. 'Credit point' (P) of a course is the value obtained by multiplying the grade point (G) by the Credit (C) of the course $P=G \times C$.
 - 2.22. 'Semester Grade point average' (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade points shall be rounded off to two decimal places.
 - 2.23. 'Cumulative Grade point average' (CGPA) It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
 - 2.24. SDE means School of Distance Education.
 - 2.25. Words and expressions used and not defined in these regulations but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

3. DURATION OF THE PROGRAMME

- 3.1. The minimum duration for completion of a four semester PG Programme is two years. The maximum period for completion is 4 years.
- 3.2. The duration of each semester shall be 90 working days, inclusive of examinations, spread over five months.
- 3.3. Odd semesters shall be held from June to October and even semesters from November to March subject the academic calendar of the University.

4. PROGRAMME STRUCTURE

- 4.1. Students shall be admitted to post graduate programme offered under any of the faculties of the University.
- 4.2. The programme shall include three types of courses: Core courses, Elective courses and Audit Courses.
- 4.3. Comprehensive Viva-voce and Project Work / Dissertation shall be treated as Core Courses. Project Work is mandatory for all regular programmes and Comprehensive Viva-voce is optional and these shall be done in the end semester. For SDE / Private Registration students both the Project Work and Comprehensive Viva-voce is optional instead they can have two additional theory courses as per the stipulations of the concerned BoS.
- 4.4. Total credit for the programme shall be 80 (eighty), this describes the weightage of the course concerned and the pattern of distribution is as detailed below :
 - 4.4.1. Total Credit for Core Courses shall not be less than 60 (sixty) and not more than 68 (sixty eight).
 - 4.4.2. Total Credit for Elective Course shall not be less than 12 (twelve) and not more than 20 (Twenty).

- 4.4.3. Total Credits for Comprehensive Viva-voce and Project Work combined together shall be 8 (eight) subject to a minimum of 4 (four) credit for Project Work.
- 4.4.4. Total credit in each semester shall vary between 18 to 22
- 4.4.5. No course shall have less than 2 credits and more than 5 credits.
- 4.5. Elective courses shall be spread over either in the Third & Fourth Semesters combined or in any one of these Semesters (III / IV) only subject to the stipulations of the BoS concerned.
- 4.6. Study Tour / Field visit / Industrial visit / Trip for specimen collection may be conducted as a part of the Programme as per the stipulations of the BoS concerned.
- 4.7. Audit Courses: In addition to the above courses there will be two Audit Courses (Ability Enhancement Course & Professional Competency Course) with 4 credits each. These have to be done one each in the first two semesters. The credits will not be counted for evaluating the overall SGPA & CGPA. The colleges shall conduct examination for these courses and have to intimate/ upload the results of the same to the University on the stipulated date during the III Semester. Students have to obtain only minimum pass requirements in the Audit Courses. The details of Audit courses are given below:

Semester	Course Title	Suggested Area	Details
I	Ability Enhancement Course (AEC)	Internship / Seminar presentation /Publications / Case study analysis / Industrial or Practical Training /Community linkage programme / Book reviews etc.	Concerned BoS can design appropriate AEC & PCC and evaluation criteria by considering the relevant aspects in the core area of the faculty under study.
II	Professional Competency Course (PCC)	To test the skill level of students like testing the application level of different softwares such as SPSS/R/ Econometrics / Pythan/Any software relevant to the programme of study / Translations etc	

- 4.8. The required number of credits as specified in the syllabus/regulations must be acquired by the student to qualify for the degree. A student shall accumulate a minimum of 80 credits for the successful completion of the programmes.
- 4.9. For uniform identification a common guideline for Coding various courses are given in the last part of the Appendix.
- 4.10. Courses and Credit distribution summary:

Semester	Course	Teaching Hours	Credit	Total Credit
I	Core Courses (Theory/ Practical)	Teaching hours can be fixed by the concerned BoS for various courses and shall not exceed 25 hours per week @ 5 hours per day.	For Core course total credit can vary from 60 to 68. For Elective Course total credit can vary from 12 to 20 Minimum Credit for one course shall not be less than 2 (two) and shall not exceed 5 (five). The maximum credit for comprehensive Viva-voce and Project Work combined Together shall be 8 (eight) subject to a minimum credit of 4 (four) for Project Work.	Vary from 18 to 22 in each Semester
II	Core Courses (Theory/ Practical)			
III	Core Courses (Theory/ Practical) (ii) Elective Courses (Theory/ Practical)			
IV	Core Courses (Theory / Practical) Including : Comprehensive Viva-voce (Optional) Project Work / Dissertation (ii) Elective Courses (Theory/ Practical)			
Total credit shall be				80
I	Audit Course I Ability Enhancement Course (AEC)	Not coming in the normal work load	4 (Not added for SGPA / CGPA)	4
II	Audit Course II: Professional competency Course (PCC)		4 (Not added for SGPA / CGPA)	4

5. PROJECT WORK / DISSERTATION & COMPREHENSIVE VIVA-VOCE

- 5.1. There shall be a Project work with dissertation and Comprehensive Viva-voce as separate courses relating to the core area under study in the end Semester and included in the Core Courses.
- 5.2. For Regular students, Project work is mandatory for all faculties but Comprehensive Viva-voce is optional. Viva-voce related to Project work shall be one of the criteria for Project Work evaluation provided as per 18.6 of this regulation.
- 5.3. SDE/Private Registration students can opt for either Project Work or one Theory Course. Comprehensive Viva-voce is optional. These shall be in accordance with the decisions and stipulations of the concerned BoS.
- 5.4. If the SDE/Private registration students opt Project Work, it can be done only under the supervision of a working /retired teacher from a Govt /Aided College or a University teacher and prior approval/sanction from the SDE has to be obtained as per the stipulations of the concerned programme curriculum.
- 5.5. The combined Credit for the Project Work and Comprehensive Viva-voce shall not be more than 8 (eight) credits subject to a minimum of 4 (four) credit for Project Work.
- 5.6. All students have to submit a Project Report/Dissertation in the prescribed structure and format as a part of the Project Work undertaken as per the stipulations of the concerned BoS.
- 5.7. There shall be External and Internal evaluation for Project Work and these shall be combined in the proportion of 4:1. In the case of Comprehensive Viva-voce, the conduct of External Viva-voce is mandatory but internal is optional,

subject to the decision and stipulations of the BoS concerned.

- 5.8. Detailed course structure on Project work to be done, Viva-voce and Project Report preparation can be designed by integrating relevant aspects by the concerned Board of Studies of the Programme.
- 5.9. Details of evaluation of Project Work/Dissertation and Comprehensive Viva-voce are given under clause 18 of this regulation.

6. ADMISSION

- 6.1. The admission to all PG programmes shall be as per the rules and regulations of the University.
- 6.2. The eligibility criteria for admission shall be as announced by the University from time to time.
- 6.3. Separate rank lists shall be drawn up for reserved seats as per the existing rules.
- 6.4. The college shall make available to all the admitted students the information regarding all the courses including electives offered with syllabus and credit for the entire course.
- 6.5. There shall be a uniform calendar prepared by the University for the Conduct of the programmes.
- 6.6. There shall be provision for inter collegiate and inter University transfer in the 2nd and 3rd semester within a period of two weeks from the date of commencement of the semesters.
- 6.7. There shall be provision for credit transfer subject to the conditions specified by the Board of Studies concerned.
- 6.8. The SDE shall make available to all students admitted in SDE/Private Registration mode, a Handbook containing the details of the courses offered indicating Core courses, Elective courses, Audit Courses, respective credits, procedures of the Project work to be done and other relevant aspects of the Programme in order to get

a clear idea about the programme under study.

- 6.9. There shall be provision for transfer from Regular stream to SDE/Private registration and SDE/Private Registration to Regular (under the same scheme and syllabus) in the Second and Third Semester within a period of two weeks or the period fixed by the University from the date of commencement of the academic year as per the existing rules and regulations for inter college transfer. Transfer of students from Autonomous colleges to SDE and SDE to Autonomous Colleges is also permitted.
- 6.10. There shall be a uniform calendar prepared by the University for the registration, conduct/schedule of the courses, examinations and publication of results. The University shall ensure that the calendar is strictly followed.

7. READMISSION

- 7.1. There shall be provision for readmission of students.
- 7.2. For readmission, the vacancy should be within the sanctioned strength in the parent college. If there is no vacancy in the junior batch of the parent college, readmission can be taken in another college with the junior batch, if there is vacancy within the sanctioned strength in the concerned college.
- 7.3. This readmission is not to be treated as college transfer.
- 7.4. There should be a gap of at least one semester for readmission.
- 7.5. The candidate seeking readmission to a particular semester should have registered for the previous semester examination.
- 7.6. Readmission shall be taken within two weeks from the date of commencement of the semester concerned.
- 7.7. The Principal can grant readmission to the student, subject to the above conditions, and inform the matter

of readmission to the Controller of Examinations within one month of such readmission.

- 7.8. If change in scheme occurs while readmission, provision for credit transfer will be subject to the common guidelines prepared by Board of Studies/ Faculty concerned.
- 7.9. This provision is applicable to SDE/Private Registration student also irrespective of vacancy and sanctioned strength.

8. REGISTRATION

- 8.1. A student shall be permitted to register for a programme at the time of admission.
- 8.2. A student who registers for a programme shall complete it within 4 years.
- 8.3. The college shall send a list of students registered for each programme in each semester giving the details of courses registered to the university in the prescribed form within 45 days of the commencement of the semester.
- 8.4. Students shall be normally permitted to register for the examination if they have required minimum attendance as per clause 12 of this regulation. If the student has a shortage of attendance in a semester, the student shall be permitted to move to the next semester and can write the examination for the entire courses of the semester in which shortage of attendance occurs as supplementary examination only after the completion of the entire programme. In such cases, a request from the student may be forwarded through the Principal of the college to the Controller of Examinations within two weeks of the commencement of the semester. There will not be any Repeat semester in CBCSSPG 2019.
- 8.5. The students who have attendance within the limit

prescribed as per clause 12 of this regulation, but could not register for the semester examinations, have to apply for token registration, within two weeks of the commencement of the next semester.

9. ATTENDANCE

9.1. The students admitted in the PG programmes in affiliated colleges shall be required to attend at least 75 percent of the total number of classes (theory/practical) held during each semester. The students having less than prescribed percentage of attendance shall not be allowed to appear for the University examination.

9.2. For SDE / Private Registration students, minimum 75% of attendance is required for the courses having mandatory Contact classes insisted by the Programme.

9.3. Condonation of shortage of attendance for a maximum of 9 days (10% of the working days in a semester) in the case of single condonation and 18 days (20% of the working days in a semester) in the case of double condonation in a semester subject to a maximum of two times (for single condonation only) during the whole period of Post Graduate programme may be granted by the University as per the existing procedures.

In the case of double condonation, only one condonation shall be allowed during the entire programme.

9.4. Benefit of condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meeting of the University bodies /Govt. bodies and participation in other extracurricular activities on production of genuine supporting documents, with the recommendation of the Head of the Department concerned.

9.5. A student who is not eligible for such condonation shall be observed the provisions as per clause 11.4 of this

regulation. The principal should intimate the details of these candidates at the commencement of the next semester.

9.6 - Women students can avail maternity leave as per the existing university rules.

10. EXAMINATION

10.1. There shall be University examination at the end of each semester.

10.2. Practical examinations shall be conducted by the University at the end of each semester or at the end of even semesters as prescribed in the curriculum of the particular Programme. The number of examiners and other aspects of the practical examination shall be prescribed by the concerned Boards of Studies of the programmes.

10.3. Project Work / Dissertation shall be evaluated at the end of the programme only. There shall be both Internal and External evaluation for the Project Work. The details of internal evaluation shall be framed by the concerned Boards of Studies.

10.4. Comprehensive Viva-Voce shall be conducted at the end of the programme only. There shall be only External Comprehensive Viva-Voce conducted by the examiners appointed by the University. The details of evaluation shall be framed by the concerned Boards of Studies.

10.5. There shall be one end-semester examination of 3 hours duration for each theory course and the duration of practical course can be decided by the concerned BoS.

11. EVALUATION AND GRADING

11.1. Evaluation: The evaluation scheme for each course shall contain two parts; (a) Internal / Continuous

Assessment (CA) and (b) External / End Semester Evaluation (ESE).

- 11.2. Of the total, 20% weightage shall be given to Internal evaluation / Continuous assessment and the remaining 80% to External/ESE and the ratio and weightage between Internal and External is 1:4.
- 11.3. Primary evaluation for Internal and External shall be based on 6 letter grades (A+, A, B, C, D and E)with numerical values (Grade Points) of 5, 4, 3, 2, 1 & 0 respectively.
- 11.4. Grade Point Average: Internal and External components are separately graded and the combined grade point with weightage 1 for Internal and 4 for external shall be applied to calculate the Grade Point Average (GPA) of each course. Letter grade shall be assigned to each course based on the categorization based on Ten point Scale provided in clause 20.2 of this regulation.
- 11.5. Evaluation of Audit Courses: The examination and evaluation shall be conducted by the college itself either in the normal structure or MCQ model from the Question Bank and other guidelines provided by the University/BoS. The Question paper shall be for minimum 20 weightage and a minimum of 2 hour duration for the examination. The result has to be intimated / uploaded to the University during the Third Semester as per the notification of the University.

12. INTERNAL EVALUATION / CONTINUOUS ASSESSMENT (CA)

- 12.1. This assessment shall be based on a predetermined transparent system involving periodic written tests, assignments, seminars and viva-voce in respect of theory courses and based on tests, lab skill and records/viva in respect of practical courses.
- 12.2. The criteria and percentage of weightage assigned to various components for internal evaluation are as follows :

(a) Theory :

Sl.No	Component	Percentage	Weightage
1	Examination /Test	40%	2
2	Seminars / Presentation	20%	1
3	Assignment	20%	1
4	Attendance	20%	1

(b) Practical :

1	Lab Skill	40%	4
2	Records/viva	30%	3
3	Practical Test	30%	3

(The components and the weightage of the components of the practical (Internal) can be modified by the concerned BOS without changing the total weightage 10.)

- 12.3. Grades shall be given for the internal evaluation are based on the grades A+,A,B,C,D & E with grade points 5,4,3,2, 1 & 0 respectively. The overall grades shall be as per the Ten Point scale provided in clause 20.2 of this regulation.
- 12.4. There shall be no separate minimum Grade Point for internal evaluation.
- 12.5. To ensure transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester shall be published on the notice board before 5 days of commencement of external examination.
- 12.6. There shall not be any chance for improvement of internal marks.
- 12.7. The course teacher shall maintain the academic record of each student registered for the course, which shall be forwarded to the University, through the college Principal, after being endorsed by the Head of the

Department.

- 12.8. For each course there shall be class test/s during a semester. Grades should be displayed on the notice board. Valued answer scripts shall be made available to the students for perusal
- 12.9. Each student shall be required to do assignment/s for each course. Assignments after valuation must be returned to the students. The teacher shall define the expected quality of the above in terms of structure, content, presentation etc. and inform the same to the students. Punctuality in submission is to be considered.
- 12.10. Every student shall deliver Seminar / Presentation as an internal component for every course and must be evaluated by the respective course teacher in terms of structure, content, presentation and interaction. The soft and hard copies of the seminar report are to be submitted to the course teacher.
- 12.11. All the records of Continuous Assessment (CA) must be kept in the college and must be made available for verification by university, if asked for.
- 12.12. There shall be an objective test in the nature of Fill in the blanks / Multiple Choice Questions (MCQ) for awarding internal assessment marks for SDE/Private Registration students.

13. EXTERNAL / END SEMESTER EVALUATION (ESE)

- 13.1. The semester-end examinations in theory courses shall be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation.
- 13.2. After the external evaluation, only Grades are to be entered in the space provided in the answer script for individual questions and calculations need to be done

only up to the Cumulative Grade Point (CGP) and all other calculations including grades are to be done by the University.

- 13.3. Students shall have the right to apply for revaluation or scrutiny as per rules within the time permitted for it.
- 13.4. Photocopies of the answer scripts of the external examination shall be made available to the students for scrutiny on request by them as per rules.
- 13.5. The external evaluation shall be done immediately after the examination preferably in a Centralized Valuation Camp.
- 13.6. The language of writing the examination shall be specified in the separate regulations for the programme by the concerned BoS.

13.7. PATTERN OF QUESTIONS FOR EXTERNAL/ESE :

- 13.7.1. Questions shall be set to assess the knowledge acquired, standard, and application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. Due weightage shall be given to each module based on content/teaching hours allotted to each module.
- 13.7.2. It has to be ensured that questions covering all skills are set. The setter shall also submit a detailed scheme of evaluation along with the question paper.
- 13.7.3. A question paper shall be a judicious mix of short answer type, short essay type /problem solving type and long essay type questions.
- 13.7.4. The question shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, E Grades
- 13.7.5. Weightage: Different types of questions shall be given different weightages to quantify their range given in the following model:

Sl. No.	Type of Questions	Individual weightage	Total Weightage	Number of questions to be answered
1	Short Answer type questions	2	2 x 4 = 8	4 out of 7
2	Short essay/ problem solving type	3	3 x 4 = 12	4 out of 7
3	Long Essay type questions	5	5 x 2 = 10	2 out of 4
		Total	30	18

13.7.6. Questions should be asked as far as possible from all modules following a uniform distribution. However concerned BoS can change the pattern and type of questions subject to the condition that total weightage should be 30.

13.7.7. End Semester Evaluation in Practical Courses shall be conducted and evaluated by both Internal and External Examiners as per the stipulations of the concerned BoS. Duration and other aspects of practical external examinations shall be decided by the Boards of Studies concerned.

14. EVALUATION OF PROJECT WORK / DISSERTATION

14.1. There shall be External and Internal evaluation with the same criteria for Project Work done and the grading system shall be followed as per the specific guidelines and stipulations of the concerned BoS.

14.2. One component among the Project Work evaluation criteria shall be Viva-voce (Project Work related) and the respective weightage shall be 40%.

14.3. Consolidated Grade for Project Work is calculated by combining both the External and Internal in the Ratio of 4:1 (80% & 20%).

- 14.4. Details regarding the conduct of external and internal evaluation, criteria for evaluation and other aspects relating to the same can be taken by the concerned Boards of Studies and shall be specified in the Programme curriculum.
- 14.5. For a pass in Project Work, a student has to secure a minimum of P Grade in External and Internal examination combined. If the students could not secure minimum P Grade in the Project work, they will be treated as failed in that attempt and the students may be allowed to rework and resubmit the same in accordance with the University exam stipulations. There shall be no improvement chance for Project Work.
- 14.6. The External and Internal evaluation of the Project Work shall be done based on the following criteria and weightages as detailed below:

Sl. No	Criteria	% of wightage	Weightage External	Weightage Internal	Remarks
1	Relevance of the topic and Statement of problem	60%	8	2	Concerned Boards of Studies may conveniently divide this criteria in to various relevant categories and can assign suitable titles provided that the total weightage should be 24 and 6 for External and Internal.
2	Methodology & Analysis		8	2	
3	Quality of Report & Presentation		8	2	
	Viva-voce	4%	16	4	Mandatory criteria
	Total Weightage	100%	40	10	

15. CONDUCT OF COMPREHENSIVE VIVA-VOCE

- 15.1. There shall be External and Internal Comprehensive Viva-voce; while the External Conduct of the Viva-voce is mandatory and the Internal conduct of the viva-voce will be optional subject to the decision and stipulation of the concerned BoS.
- 15.2. The concerned Boards of Studies shall design the structure, criteria, details of appointment of Board of examiners (both external and internal) and other relevant aspects of its evaluation.
- 15.3. There shall not be any Comprehensive viva-voce for SDE students.
- 15.4. For a pass in Comprehensive viva-voce, a student has to secure a minimum of D Grade in External and Internal examination combined. If the students could not secure minimum D Grade in the Project work, they will be treated as failed in that attempt and the student may re appear for the same next time in accordance with the University exam stipulations. There shall be no improvement chance for Comprehensive viva-voce.

16. DIRECT GRADING SYSTEM

- 16.1. Direct Grading System based on a 10 - Point scale is used to evaluate the performance (External and Internal Examination of students)
- 16.2. For all courses (Theory & Practical)/Semester/Overall Programme, Letter grades and GPA/SGPA/CGPA are given on the following way :
First Stage Evaluation for both Internal and External done by the Teachers concerned in the following Scale :

Grade	Grade Points
A+	5
A	4
B	3
C	2
D	1
E	0

The Grade Range for both Internal & External shall be :

Letter Grade	Grade Range	Range of Percentage (%)	Merit / Indicator
O	4.25 - 5.00	85.00 -100.00	Outstanding
A+	3.75 - 4.24	75.00 - 84.99	Excellent
A	3.25 - 3.74	65.00 -74.99	Very Good
B+	2.75 - 3.24	55.00 -64.99	Good
B	2.50 - 2.74	50.00 - 54.99	Above Average
C	2.25 - 2.49	45.00 - 49.99	Average
P	2.00 - 2.24	40.00 - 44.99	Pass
F	< 2.00	`Below 40	Fail
I	0	-	Incomplete
Ab	0	-	Absent

'B 'Grade lower limit is 50% and 'B+' Grade lower limit is 55%

16.3. No separate minimum is required for Internal evaluation for a pass, but a minimum P Grade is required for a pass in the external evaluation. However, a minimum P grade is required for pass in a course.

16.4. A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.

16.4.1. Improvement of Course- The candidates who wish to improve the grade / grade point of the external examination of a course/s they have passed already can do the same by appearing in the external examination of the concerned semester along with the immediate junior batch.

16.4.2. Betterment Programme One time- A candidate will be permitted to improve the CGPA of the Programme within a continuous period of four semesters immediately following the completion of the programme allowing only once for a particular semester. The CGPA for the betterment appearance will be computed based on the SGPA secured in the original or betterment appearance of each semester whichever is higher.

16.5. Semester Grade Point Average (SGPA) - Calculation The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses taken by a student. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below:

$$\text{Semester Grade Point Average - SGPA (Sj)} = \frac{\sum (C_i \times G_i)}{C_r}$$

(SGPA= Total Credit Points awarded in a semester / Total credits of the semester)

Where 'Sj' is the jth semester , 'Gi ' is the grade point scored by the student in the ith course 'ci ' is the credit of the ithcourse,'Cr ' is the total credits of the semester .

16.6 Cumulative Grade Point Average (CGPA) - Calculation

$$\text{Cumulative Grade Point Average (CGPA)} = \frac{\sum (C_i \times S_i)}{C_r}$$

(CGPA= Total

Credit points awarded in all semesters/Total

credits of the programme)

Where C_1 is the credit of the 1st semester S_1 is the SGPA of the 1st semester and C_r is the total number of credits in the programme. The CGPA is also calculated in the same manner taking into account all the

Detailed Curriculum Structure and Syllabus - MA Arabic (CBCSS-PG) 2019

courses undergone by a student over all the semesters of a programme. The SGPA and CGPA shall be rounded off to 2 decimal points.

For the successful completion of a semester, a student should pass all courses and score a minimum SGPA of 2.0. However, the students are permitted to move to the next semester irrespective of their SGPA.

17. AWARD OF DEGREE

17.1. The successful completion of all the courses with P Grade shall be the minimum requirement for the award of the degree

18. POSITION CERTIFICATE

18.1. The University publishes list of top 10 positions for each programme after the publication of the programme results. Position certificates shall be issued to candidates who secure positions from 1st to 10th in the list. The position list shall be finalised after the result of revaluation.

18.2. The position list shall be prepared in the order of merit based on the CGPA scored by the students. Grace Grade points awarded to the students shall not be counted for fixing the position.

APPENDIX

Model Calculation of Grade :

Calculation of overall Grade for one Course (GPA) - Theory External
First Phase Evaluation (Done by the concerned Teacher/Examiner) :

I - Theory - External :

Type of Question	Qn. No	Grade Awarded	Grade Point	Weightage	Weighted Grade Point	Calculation
Short Answer type	1.	A+	5	2	10	Overall Grade of the theory paper = Sum of Weighted Grade Points / Sum of the weightage $115/30 = 3.83 = \text{Grade A+}$
	2.	-	-	-	-	
	3.	A	4	2	8	
	4.	C	2	2	4	
	5.	-	-	-	-	
	6.	A	4	2	8	
	7.	-	-	-	-	
Medium Essay type	8.	B	3	3	9	
	9.	A+	5	3	15	
	10.	-	-	-	-	
	11.	-	-	-	-	
	12.	-	-	-	-	
	13.	A	4	3	12	
	14.	B	3	3	9	
Long Essay type	15.	A+	5	5	25	
	16.	-	-	-	-	
	17.	-	-	-	-	
	18.	B	3	5	15	
				30	115	

Note :1) The total weightage for external evaluation is 30, (2) Maximum Weighted Grade Point (WGP) is 150 (30 X 5), (3) Same way all theory courses can be evaluated.

II - Theory-Internal :

Components	Weightage (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Examination /Test	2	A	4	8	WGP/Total weight = $21/5 = 4.40$
Seminars / Presentation	1	A+	5	5	
Assignments	1	A	4	4	
Viva-voce	1	A+	5	5	
Total	5			22	O Grade

Maximum weight for Internal evaluation is 5. Therefore Maximum Weighted Grade Point (WGP) is 25 (5 X 5).

III - Project - External:

Components	Weightage (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Relevance of the topic and Statement of problem	8	A	4	32	WGP/Total weight = 160/40 =4
Methodology & Analysis	8	B	3	24	
Quality of Report & Presentation	8	A+	5	40	
Viva-voce	16	A	4	64	
Total	40			160	A+ Grade

IV - Project - Internal :

Components	Weightage (W)	Grade Awarded	Grade Point (GP)	WGP=W*GP	Overall Grade of the course
Relevance of the topic and Statement of problem	2	A	4	8	WGP/Total weight = 38/10 =3.8
Methodology & Analysis	2	B	3	6	
Quality of Report & Presentation	2	A	4	8	
Viva-voce	4	A	4	16	
Total	10			38	

Second Phase Evaluation (Done by the University) :

V - Theory - Consolidation of Grade (GPA) (Internal + External) :

The external grade awarded for the Course 1 is 'A' with a Grade point of 3.83 and its internal is 'O' with a Grade Point of 4.6. The consolidated grade for the course Course 1 is as follows:

Exam	Weightage	Grade awarded	Grade Points (WGP / TOTAL WEIGHTAGE)	Weighted Grade Point
External	4	A+	3.83	15.32
Internal	1	O	4.40	4.40
Total	5			19.72
Grade of a course (GPA)	GPA=Total weighted Grade Points/Total weight 19.72/5 =3.94 = Grade A+			

VI - Project Work - Consolidation of Grade (GPA) (Internal + External) :

Exam	Weightage	Grade awarded	Grade Points (WGP / TOTAL WEIGHTAGE)	Weighted Grade Point
External	4	A+	4	16
Internal	1	A+	3.8	3.80
Total	5			19.8
Grade of a course (GPA)	GPA=Total weighted Grade Points/Total weight 19.8/5 =3.96 = Grade A+			

Third Stage Evaluation :

CALCULATION OF SGPA (To be done by the University) :

Course code	Title of the course	Credits (C)	Grade Awarded	Course Grade Points (G)	Credit Points (CP=C X G)	SGPA
I – SEMESTER						
001	ARA 1 C 01	5	O	4.45	22.25	SGPA = Total Credit Points /Total Credits = 73.91/20=3.69 A Grade
002	ARA 1 C 02	5	A+	4.12	20.06	
003	ARA 1 C 03	5	A	3.65	18.25	
004	ARA 1 C 04	5	B	2.67	13.35	
		20			73.91	
II – SEMESTER						
005	ARA 2 C 05	5	O	4.65	23.25	SGPA = Total Credit Points /Total Credits = 83.25/20=4.16 A+ Grade
006	ARA 2 C 06	5	A	3.63	18.15	
007	ARA 2 C 07	5	A+	4.14	20.7	
008	ARA 2 C 08	5	A+	4.23	21.15	
		20			83.25	
III – SEMESTER						
009	ARA 3 C 09	5	A+	4.14	20.7	SGPA = Total Credit Points /Total Credits = 83.25/18=3.95 A+ Grade
010	ARA 3 C 10	5	A+	4.23	21.15	
011	ARA 3 E 01	4	O	4.65	18.6	
012	ARA 3 E 02	4	B	2.67	10.68	
		18			71.13	
IV – SEMESTER						
013	ARA 4 C 11	5	A+	4.23	21.15	SGPA = Total Credit Points /Total Credits = 90.23/22=4.10 A+ Grade
014	ARA 4 C 12	5	O	4.65	18.6	
015	ARA 4 E 03	4	A+	4.12	16.48	
016	ARA 4 P 01	5	A+	4.10	20.5	
017	ARA 4 V 01	3	O	4.50	13.5	
		22			90.23	

Fourth Stage Evaluation :

CALCULATION OF CGPA (To be done by the University):

CGPA for the above case:

Semester	Credit of the Semesters	Grade Awarded	Grade point (SGPA)	Credit points
I	20	A	3.69	73.8
II	20	A+	4.16	83.2
III	18	A+	3.95	71.1
IV	22	A+	4.10	90.2
TOTAL	80			318.3

CGPA (Total credit points awarded / Total credit of all semesters) = 318.3 / 80 =3.97

(Which is in between 3.75 and 4.24 in 10-point scale)

Therefore the overall Grade awarded in the programme is - 'A+'

Curriculum Structure
Post Graduate Program in Arabic Language and Literature
Semester 1

Course Code	Course Name	Credit	External Wieghtage	Internal Wieghtage
ARA 1 C 01	Advanced Arabic Structure	5	30	5
ARA 1 C 02	Modern Arabic Poetry	5	30	5
ARA 1 C 03	Linguistics, Rhetoric and Prosody	5	30	5
ARA 1 C 04	Classical Arabic Literature	5	30	5
Total Credit		20		
ARA 1 A 01	Audit Course – Ability Enhancement Course Book Review and Presentation	4	0	30
Total Credit		4		

Semester 2

Course Code	Course Name	Credit	External Wieghtage	Internal Wieghtage
ARA 2 C 05	Modern Arabic Fiction	5	30	5
ARA 2 C 06	History of Contemporary Arab World	5	30	5
ARA 2 C 07	Medieval Arabic Literature	5	30	5
ARA 2 C 08	Arabic Enabled ICT in Academic Writing	5	30	5
Total Credit		20		
ARA 2 A 02	Audit Course – Ability Enhancement Course Translation	4	0	30
Total Credit		4		

Semester 3

Course Code	Course Name	Credit	External Wieghtage	Internal Wieghtage
ARA 3 C 09	Literary Criticism: Theory and Practice	5	30	5
ARA 3 C 10	Creative Writing for Media	5	30	5
ARA 3 E 01	Indian Arabic Literature	4	30	5
ARA 3 E 02	Women's Writing in Arabic			
ARA 3 E 03	Research Methodology	4	30	5
ARA 3 E 04	Modern Approches in Thafseer Literature			
Total Credit		18		

Semester 4

Course Code	Course Name	Credit	External Wieghtage	Internal Wieghtage
ARA 4 C 12	Drama and Interaction Skills	4	30	5
ARA 4 C 13	Advanced Translation and Simultaneous Interpretation	4	30	5
ARA 4 E 05	Islamic Literature in Arabic	3	30	5
ARA 4 E 06	Modern Essay, Biography and Travelogue			
ARA 4 E 07	Classis Works in Arabic	3	30	5
ARA 4 E 08	Modern Arabic Literature in Magrib Countries			
ARA 4 P 01	Dissertation	5	24	6
ARA 4 V 01	Viva Voce	3	16	4
Total Credit		22		

Rules and Regulations

General Rules

1. Students shall always behave with dignity and courtesy.
2. They shall always carry identity Cards.
3. Students shall not engage themselves in action that are offensive to good taste.
4. No meeting or entertainment shall be organized nor any fund collected without the permission of the Principal.
5. No Student shall keep in possession of alcoholic drinks or drugs.
6. Students shall not enter classrooms other than their own.
7. Mobile phones, Cinematic and Fashion Shows shall not be allowed inside the campus.
8. Principal's decision shall be final regarding the conduct of students.
9. No student shall be absent from the class without leave. If a student requires leave for personal reason, he/she must obtain it from the class tutor.
11. In case of hostel students, all applications for leave shall be countersigned by the Warden and submitted to the Chief Warden.
12. Application for sick leave must be supported by a Medical Certificate issued by a competent authority.
13. A student who is absent without leave for 10 consecutive working days or two weeks will be struck off the rolls.
14. The certificate of attendance required by the University for admission to the University Examination will not be granted unless the Principal is satisfied that the student has attended three fourth of the working days in a semester/year.
15. Student shall desist from all forms of disfiguring the classrooms, compound walls, etc.
16. Banners, flags, posters etc. are not allowed inside the campus without permission of the Principal.
17. The ID card is to be produced for collecting the Hall Tickets.
18. The Hall Tickets are to be produced for collecting the Certificates and Mark Lists
19. All the students must wear Uniform as per the instructions given

by the authority time to time.

LIBRARY RULES

1. All students and staff are members of the library.
2. The number of books issued to a Post Graduate student will not be more than five an Under Graduate more Than three and Preliminary Students more than two at a time.
3. General books are issued for a period of two weeks.
4. Members of the teaching staff may borrow up to seven books at a time and it is to be returned within one month.
5. Reference books will not be issued outside the library.
6. A book may be reissued to the same user if there is no other application for it.
7. The Librarian can recall a book at any time.
8. A fine of Rs.1/-for general books will be levied per day if a book is retained beyond the permitted period.
9. Absence from the institute will not be considered as an excuse for delay in returning the books.
10. Current periodicals will be issued in the library.
11. On no account shall a member disfigure library books. If a book is lost, they shall pay the three times of the price of the book.
12. Students must return their “Id card” when leaving the Institute and should obtain “NO DUES CERTIFICATE”

Hostel Rules.

1. Admission to hostel is for one year only and will be subjected to the availability of facility provided by AIAC Hostels committee. Inmates of the hostel should strictly follow the rules framed by the Chief warden.
2. Residents shall observe strictly the study time from 6 am to 8 am and 8 pm to 10.30 pm.
3. Residents of the hostel shall not receive or entertain guests without the prior consent of the warden.
4. They shall not act in any way causing disturbance or dislocation of normal arrangement in the hostel premises.

REGULARITY AND PUNCTUALITY

Students should be regular and punctual in attendance. Late

comers shall be permitted to attend further sessions only after the ratification of genuine reason by the authority.

LEAVE AND ATTENDANCE RULES

1. Students are not permitted to absent themselves without leave. Application for leave in the prescribed form should be submitted sufficiently earlier.
2. Absence without leave for part of a day and full day will be regarded as absence for one day and two days respectively.
3. Absence for 15 consecutive working days will be considered sufficient reason for removal of his / her name from the rolls.
4. Leave may be granted for not more than 10 days at a stretch including holidays in the case of unavoidable reasons (illness etc.), Additional leave may be given on producing certificates from a registered Medical Practitioner.
5. Attendance certificate required by the University for admission to University examinations will not be granted unless the principal is satisfied with conduct and progress of the student. A student shall be considered to have satisfactory attendance to appear the university examination if he / she attends not less than 80% of the total working days for theory classes and attends fully the practice teaching days. No condonation will be there for lack of attendance of practice teaching days. So also, there will be no condonation beyond 10% of the shortage of attendance for theory working days.
6. Absence from class tests or examination without convincing reasons will be treated as breach of discipline.

ISSUE OF CERTIFICATES & DOCUMENTS

1. Application for certificates should be made at least two days in advance.
2. Application for TC can be submitted on completion of the programme.

RESOURCES AND SERVICE

LIBRARY

Library is the soul of any academic institution. The Institute possesses an excellent Library and Information Center. The library has computerized its operations and services with standard

software. The Online Public Access Catalogue enables users to search the books with author, title, document type, subject number & keywords. At the entrance, an impressive display board gives information about new arrivals in the library, current news, tit bits, and the latest information. Library has access to augment learning. The Library offers reprographics services and is equipped with the most modern photocopying machine and offers the facility to students, faculty and staff. Shortly, the library facility will be upgraded to the digital mode.

NSS

The National Service Scheme (NSS) primarily stands for streaming the students for building the nation. The students in all ages have been in the vanguard of progress and social changes. The NSS activities generate a passion for innovation, coupled with idealism and creative fervor. The youth of today faces the challenge of economic development and technology progress with social justice. The students are exposed to frequent interactive programs and personality development seminars. National integration camps, medical surveys and special camps aiming at the all round development are conducted on a regular basis.

BHOOMITHRA SENA

It is functioning in the campus under the Environmental Management Agency, Govt. of Kerala. The Club aims at strengthening the commitment of students towards environmental protection and to sensitize the society on environmental concerns of the local area.

HOSTEL

The Institute provides hostel facility for men and women. Application forms for admission to the hostel are to be submitted at the time of admission. Both the Ladies and Gents Hostels function in the AIAC campus. The Hostel Rent and Mess charges will be levied as per rules. The hostel fee is to be paid in 3 installments in June, October and February. A Caution Deposit of Rs.2000/-is to be paid at the time of admission to the hostel. This amount, after deducting the dues, if any,

to the hostel, will be refunded to the student at the time of vacation the hostel on production of the original CD receipt

WOMEN DEVELOPMENT CELL

Implementation of measures for ensuring the safety of women students and organization of gender sensitization programmes in the campus are the main purposes of WDC. It functions to Share the grievances related to gender sensitization and programmes will be organized in the form of seminars, workshops, exhibitions and other community reach programmes.

CAREER GUIDANCE CELL.

A career guidance center is functioning in the college. The center offers career and course guidance service for students. It conducts NET, SET, TET and PSC coaching classes for the students.

STUDENTS WELFARE & MEANDERING SCHEME

The students of the college are divided at the beginning of the year into groups depending on the strength of the class. Each group is placed under the personal care of a teacher designated as Advisor. The groups will meet formally at regular intervals. They will meet informally in small numbers as often possible. The advisors will exercise strict disciplinary control over their wards. They will closely watch their conduct and progress and maintain continuous contact with the parents as well as the wards. The director of advisory scheme is responsible for the implementation of student welfare schemes at the college

COMPUTER LAB

The college has a well established computer lab. There are twenty System of computer connected to the internet. Arabic software have been installed. The classes provided to the students are according to University syllabus.

ACADEMIC AND ADMINISTRATIVE COMMITTEES

IQAC

The Institute has an internal Quality Assurance Cell (IQAC) for monitoring the quality and standard of its functioning. The IQAC is functioning as a watchdog of the activities. It assesses the performance of each unit and suggest corrective steps wherever necessary. The principal is the Chairman of the IQAC and is composed of 2-3 external experts (academicians, local administrators and /or others) and few members from the teaching and administrative staff nominated by him are the members.

ACADEMIC MONITORING AND EVALUATION CELL

The Academic Monitoring Cell facilitates and co-ordinates the activities for the academic improvement of the students.

ADMISSION COMMITTEE

For monitoring the admission procedure of the A/U Preliminary, UG and PG programmes for the current year, an Admission Committee is constituted.

LIBRARY ADVISORY COMMITTEE

A Library advisory committee functions in the college to advise the Principal on all matters relating to library.

ANTI-RAGGING SQUAD

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness by any student, indulging in rowdy or undisciplined activities which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as adversely affect the psyche of a fresher or a junior student will be treated as ragging.

The Anti-Ragging Squad shall be nominated by the Head of the institute with such representation as considered necessary of the campus community. The squad will have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all time and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot posts. the Squad shall investigate incidents of ragging and make recommendation to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.

GRIEVANCE REDRESS FORUM

Grievance Redress Forum is an appellate body to hear and decide on the matters related to academic, discipline, curricular and co-curricular activities.

ETHICS COMMITTEE

An Ethics Committee has been constituted as per the Govt. order (RT) No.346/05/H.Edn.dt. 1-03-2005 to monitor implementation of the decision banning mobile phone cinematic dance and fashion

show on the campus with the co-operation of the college PTA, staff members, Students' union, management committee, and local authorities.

ACADEMIC CALENDAR COMMITTEE

To chalk out the academic and non-academic programmes for A/U Preliminary, UG and PG courses during the academic year, an Academic Calendar Committee functions in the college. The Committee prepares the Academic Calendar for the year.

ATTENDANCE COMMITTEE

The Attendance Committee functions in the college for recording and monitoring the attendance of the students.

TIME TABLE COMMITTEE

To prepare the time table for the A/U Preliminary, UG and PG courses during the academic year a Time Table committee function in the college.

COLLEGE UNION

All the students of the college shall be the members of the College Union. The College Union Office bearers are elected through College Union Election, as per the rules of University of Calicut. The objectives of the College Union are.

1. To train the students of the college in the duties and rights of citizenship.
2. To promote opportunities for the development of character , leadership efficiency, Knowledge and spirit of service among students.
3. To organize debates, Seminars and such other activities.
4. To promote opportunities for students to organize sports, arts and other cultural activities.

The Returning Officer is entrusted with the duties of College Union Election.

FINEARTS COMMITTEE

This Committee is functioning under the college union. The Fine Arts Committee also organizes fine arts day, talents day etc. for the academic year.

COLLEGE MAGAZINE COMMITTEE

The College magazine will be published at the end of every academic year. The Principal has the option to nominate a few more members.

SPORTS AND GAMES

This Committee is also functioning under the college union. Every student should take part in the college sports and games, either as participants or as an official unless physically unfit and specially exempted by the principal.

ARABIC ASSOCIATION

It is functioning as a part of the college union. All arabic students are the members of this association.

COMMERCE ASSOCIATION

It is functioning as a part of the college union. All Commerce students are the members of this association.

ASSOCIATIONS

PARENT - TEACHER ASSOCIATION

In order to facilitate continuous contact with the parents and teachers and to promote welfare activities, the Parent Teacher Association (PTA) is formed.

ALUMNI ASSOCIATION

The purpose of Association is to foster and perpetuate friendship, contact and co-operation among the old students through informal meetings and through other means. The association seeks to further social, and cultural interests of the college and the alumni.

CLUBS

ENGLISH CLUB

The Department of English co-ordinates the activities of the English Club. The purpose of the Club is to improve the communicative skill of its members. The Club meets periodically, conducts debates on selected topics, and sometimes invite eminent persons for lectures.

TOURISM CLUB

The Tourism Club aims at enlightening students about the importance states, tourism especially of this region. The Club functions in close association with the District Tourism promotion Council and is supervised by a teacher / teachers.

ENTREPRENEURSHIP DEVELOPMENT CLUB

The aim of the Club is to develop entrepreneurship skill of the

students. Students are equipped to find self-employment after they leave the college.

EXTENSION SERVICES

BLOOD DONOR'S FORUM

The College Blood Donor's Forum is one of the active blood donor's forums in the locality, which is affiliated to District Blood Donor's Association, Calicut. The forum publishes a blood group directory of all the students and staff members every year.

COUNSELING CELL

A Counseling Cell functions in the college under qualified and experienced faculty. Counseling service is extended to the students in the college as well as outsiders.

Field Trips / Tours

The college conducts various field trips and tours suiting educational requirement of various categories of students.

SCHEDULE & RATE OF TUITION FEE REMITTANCE

Degree	Instalment	Date			
		Rate	Without ifne	With a fine of Rs. 5/-	With a fine of Rs. 10/-
PG	1.	1050.00	08-06-22	18-06-22	28-06-22
	1.	1890.00	08-06-22	18-06-22	28-06-22

80

RATES OF SPECIAL FEE IN RUPEES

Item	Preliminary		Degree			PG	
	I st	II nd	I st	II nd	III rd	I st	II nd
Admission Fee	30	-	80	-	-	160	-
Library Fee	105	10	105	105	105	105	105
Medical Inspection Fee	2	2	10	10	10	10	10
Calender Fee	5	5	35	35	35	35	35
Magazine Fee	10	10	55	55	55	55	55
Audio-Visual Fee	5	5	30	30	30	30	30
Association Fee	55	55	55	55	55	55	55
Stationary Fee	10	10	55	55	55	55	55
Games Fee	105	105	105	105	105	105	105
S. A. Fund	10	10	10	10	10	10	10
Women's Cell fee	60	50	60	60	60	60	60
University Union Fee	85	85	85	85	85	85	85
Sports Affiliation Fee	280	280	280	280	280	280	280
Matriculation Fee	115	-	115	-	-	115	-
Total	902	627	1080	885	885	1160	885

RATES OF CAUTION DEPOSIT

Preliminary	Rs. 25
Degree	Rs. 360
PG	Rs. 600

Date	Day	JUNE 2023
1	THU	
2	FRI	
3	SAT	Holiday
4	SUN	Holiday
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	Holiday
11	SUN	Holiday
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	Holiday
18	SUN	Holiday
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	Holiday
25	SUN	Holiday
26	MON	
27	TUE	
28	WED	Eidul Azha Holiday
29	THU	
30	FRI	

Date	Day	JULY 2023
1	SAT	Holiday
2	SUN	Holiday
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	Holiday
9	SUN	Holiday
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	Holiday
16	SUN	Holiday
17	MON	Karkkidaka vavu Holiday
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	Holiday
23	SUN	Holiday
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	Muharam
29	SAT	Holiday
30	SUN	Holiday
31	MON	

Date	Day	AUGUST 2023
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	Holiday
6	SUN	Holiday
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	Holiday
13	SUN	Holiday
14	MON	
15	TUE	Independence Day Holiday
16	WED	
17	THU	
18	FRI	
19	SAT	Holiday
20	SUN	Holiday
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	Holiday
27	SUN	Holiday
28	MON	Onam Holiday
29	TUE	Onam Holiday
30	WED	Onam Holiday
31	THU	Onam Holiday

Date	Day	SEPTEMBER 2023
1	FRI	Onam Holiday
2	SAT	Holiday
3	SUN	Holiday
4	MON	
5	TUE	
6	WED	Sree Krishna Jayanthi Holiday
7	THU	
8	FRI	
9	SAT	Holiday
10	SUN	Holiday
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	Holiday
17	SUN	Holiday
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	Sri Narayana Guru Samathi Holiday
23	SAT	Holiday
24	SUN	
25	MON	
26	TUE	
27	WED	Meelad Shareef Holiday
28	THU	
29	FRI	
30	SAT	Holiday

Date	Day	OCTOBER 2023
1	SUN	Holiday
2	MON	Gandhi jayandhi Holiday
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	Holiday
8	SUN	Holiday
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	Holiday
15	SUN	Holiday
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	Holiday
22	SUN	Holiday
23	MON	Mahavami Holiday
24	TUE	Vijayadashami Holiday
25	WED	
26	THU	
27	FRI	
28	SAT	Holiday
29	SUN	Holiday
30	MON	
31	TUE	

Date	Day	NOVEMBER 2023
1	WED	Kerala piravi Day
2	THU	
3	FRI	
4	SAT	Holiday
5	SUN	Holiday
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	Holiday
12	SUN	Holiday
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	Holiday
19	SUN	Holiday
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	Holiday
26	SUN	Holiday
27	MON	
28	TUE	
29	WED	
30		

Date	Day	DECEMBER 2023
1	FRI	
2	SAT	Holiday
3	SUN	Holiday
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	Holiday
10	SUN	Holiday
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	Holiday
17	SUN	Holiday
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	X Mas Holiday
25	MON	X Mas Holiday
26	TUE	X Mas Holiday
27	WED	X Mas Holiday
28	THU	X Mas Holiday
29	FRI	X Mas Holiday
30	SAT	X Mas Holiday
31	SUN	X Mas Holiday

Date	Day	JANUARY 2024
1	MON	
2	TUE	Mannam Jayanthi Holiday
3	WED	
4	THU	
5	FRI	
6	SAT	Holiday
7	SUN	Holiday
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	Holiday
14	SUN	Holiday
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	Holiday
21	SUN	Holiday
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	Republic Day Holiday
27	SAT	Holiday
28	SUN	Holiday
29	MON	
30	TUE	
31	WED	

Date	Day	FEBRUARY 2024
1	THU	
2	FRI	
3	SAT	Holiday
4	SUN	Holiday
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	Holiday
11	SUN	Holiday
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	Holiday
18	SUN	Holiday
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	Holiday
25	SUN	Holiday
26	MON	
27	TUE	
28	WED	

Date	Day	MARCH 2024
1	THU	
2	FRI	
3	SAT	Holiday
4	SUN	Holiday
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	Holiday
11	SUN	Holiday
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	Holiday
18	SUN	Holiday
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	Holiday
25	SUN	Holiday
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	

LEAVE RECORD

SL: NO.	Date	Reason	Signature of Parent Witg Date	Signature of Tutor Witg Date	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

RECORD OF PARTICIPATION IN CO-CURRICULAR ACTIVITIES

SL: NO.	Date	Details of the programme	Signature with Date		
			Student	Lecturer in charge	Tutor
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

RECORD OF C.S.S. ACTIVITIES

SL: NO.	Date	Details of Works	Signature of Tutor With Date	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

**TELEPHONE NUMBERS OF
SISTER INVITATIONS**

- | | |
|-------------------------------------|--------------|
| 1. Kuniyil Humathul Islam Sangam | 9496407754 |
| 2. Al Anvar High School | 0483-2858955 |
| 3. Al Anvar Private ITI | 0483-2859990 |
| 4. Al Anvar Daya poor & Orphan Care | 9495624906 |
| 5. Al Fithrah Islamic Pre-School | 9745677062 |
| 6. Grace Public School | |

UNIVERSITY OF CALICUT

Vice Chancellor	: 0494 2400241
Registrar	: 0494 2400252
Controller of Examinations	: 0494 2400291
N.S.S. Office	: 0494 2401638
Enquiry	: 0494 2400809 , 0494 2400816
Exam Enquiry	: 0494 2401144-227
C.H.M. Koya Library	: 0494 2401144 - 285
Employment Guidance Bureau	: 0495 2303234- 278

OTHER UNIVERSITIES

Kerala University	: 0471- 2306422
M.G. University	: 0481- 2731050
CUSAT	: 0484- 2577290
Kannur University	: 0497- 2782354

NEIGHBOURING COLLEGES

1. E.M.E.A. College Kondotty : 0483 2712030
2. Unity Women's College, Manjeri : 0483 2767142
3. N.S.S. College, Manjeri : 0483 2766136
4. M.E.S. Mampad College : 04931 200387
5. M.E.A.S.S. College Areekode : 0483 2850700
6. SSA College Areekode : 0483 2850236
7. Marthoma College. Chungathra : 04931 230510
8. Govt. College, Malappuram : 0483 2734918
9. P.S.M.O. College, Thirurangadi : 0494 2460335
10. M.A.M.O. College, Makkam : 0495 2297319
11. Farook College, Farooke : 0495 2440660
12. Amal College, Nilambur : 04931 221488
13. J.N. Arts & Science College, Edavanna : 0483 2704771
14. RCSH Mundamparamba : 0483 2757644
15. DUA College Vazhakkad : 0483 2725422
16. Safi, Vazhayoor : 0495 3246110
17. Govt. College, Kondotty : 0483 2728800
18. Anvarul Islam Womens college Mongam : 04832772048
19. MUA College Pulikkal : 04832791048
20. KTM College Karuvarakundu : 04931280096
21. Ansar Arabic College, Valavannur : 04942547037
22. RUA College Ferok : 04952440660
23. Sunniyya Arabic College, chennamangallur : 04952297115
24. Darul Irshad Arabic college, Paral : 04902336004
25. Nusrarul Islam Arabic college, Kadavathoor : 04902390381

OTHER NUMBERS

Police Station, Areekode : 0483 2850222

SBI Areekode : 0483 2850257

Govt. Taluk Hospital Areekode : 0483 2851700

Airport - Karipur : 0483 2710100

Railway Station

Calicut : 0495 2701234

Ferok : 0495 2482280

Tirur : 0494 2242240

Nilambur : 04931 223796

KSRTC

Malappuram : 0483 2734950

Calicut : 0495 2723796

SPACE FOR TIME TABLE

Days	1 9.30-10.30	2 10.30-11.25	3 11.35 - 12.30	4 1.30 - 2.30	5 2.30 - 3.30
MON					
TUE					
WED					
THU					
FRI					