

HDPY COLLEGE OF ARTS AND SCIENCE

MATTUPURAM, MANNAM P O, NORTH PARAVUR, KERALA, PIN- 683526

PHONE:0484-2927759

Website:www.hdpyartsandsciencecollege.in

(Self Financing College)

AFFILIATED TO MAHATMA GANDHI UNIVERSITY

Management-HDPY, Andippillikavu.

HAND BOOK

&

CALENDAR 2022-2023

Name.....

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Class.....No.....Reg

No.....

Address.....

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Phone

No.....

About the College.....

Hindu Dharma Paripalana Yogam is a trust formed under the Travancore Kochi Scientific Charitable Registration Act 1955 and Registered vide ER 57/86, established on 22 January 1986 with its main office near Andipillikkavu Bhagavati Temple. It has been performing as an integral part in the socio-economic development of the backward and under developed area of Andipillikkavu.

In 1990's, when the English School Education has become prominent due to various foreign influences, the people of this area did not have access to it and hence a CBSE school to meet those needs was established in 1994. The school has further grown into a Senior Secondary School and has been functioning well with 100% success in the Board Examinations continuously since inception.

As a further milestone, the Yogam started a B.Ed college in 2005, under the name of HDPY College of Education, at Mattupuram, which was a remote farming village. This institution has largely helped in the development of the area. The college is one of the best institutions affiliated to MG University with the success rate of 100% since its formation.

The HDPY management then decided to apply for an Arts and Science College for the steady advancement of an underprivileged village, with its vast population belonging to the backward classes, towards social and cultural regeneration. However, with immense pleasure, HDPY college of Arts and Science has got approval in July 2022 from the concerned authorities for starting new Self Financing Arts and Science College at Mattupuram.

Vision

Our Vision- "Moulding an Enlightened society established on a persistent tracking of Excellence, a refined outlook on life, a Crave for moral values as well as a determined faith in self."

Mission

Our Mission-

To provide an environment

- * That clears the way for the holistic development of the individual.
- * That qualifies the students to play a crucial role in the nation-building process and contribute to the progress of humanity.
- * That spreads knowledge beyond academia.

OFFICE BEARERS OF THE HDPY

Phone : 0484-2927759

PRESIDENT : SRI . THAMBIM M

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SECRETARY : SRI . P T SANTHOSH KUMAR

PH : 9746920259

MANAGER : SRI . P T SANTHOSH KUMAR

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FACULTY AND STAFF

PRINCIPAL

Dr: Cibi Komalan M.Sc.,M.Phil, Ph.D

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COMMERCE

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ADMINISTRATIVE STAFF

Hima K Mohan

Mob.No 7356718298

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CLUBS

TEACHERS IN CHARGE

Celebration Committee : Amrithakrishna

Nikhila V N

Quiz Club : Nivya K G

News letter and Magazine : Reshma M D

Anti-Narcotic Club : Aswani T V

Life Skill & Health Club : Reshma M D

Aswani T V

Library : Nivya K G

Grievance & Redressal Committee : Amrithakrishna

Reshma M D

Anti ragging : Aswani T V

Admission Committee : Dr. Cibi Komalan

Smt. Reshma M D

Smt. Nivya K G

Smt. Hima K Mohan.

Discipline Committee & Anti Harassment cell : Smt. Aswani T V

RTI : Smt. Reshma M D

Purchase Committee : Smt. Nivya K G

PTA

COURSES OF STUDY

I UG COURSE (3 Years – 6 Semesters)

1. B A Economics (Foreign Trade)
2. B.Com Finance and Taxation

COURSE STRUCTURE AND COURSE CODE OF CBCSS UG COURSES

1. COMMON COURSES

English for BA Model II and B.com Model II

Semester 1	EN1CC01	Fine-Tune Your English
Semester 2	EN2CC03	Issues That Matter Writing and Presentation Skills
Semester 3	EN3CC05	Literature and/as Identity
Semester 4	EN4CC06	Illuminations

Hindi for BA Model II

Semester 1 Drama and Long Poem

Semester 2

Hindi for B.Com Model II

Semester 1 Prose, Commercial Correspondence and Translation

Semester 2

Malayalam for BA Model II

Semester 1 Kadha, Noval

Semester 2

Malayalam for B.Com Model II

Semester 1 Kadha, Kavitha, Natakam

Semester 2

B.COM MODELII Finance & TAXATION

Semester 1

Core-1 CO1CRT01 Dimensions & Methodology of Business Studies

Core-2 CO1CRT02 Financial Accounting 1

Core-3 CO1CRT03 Corporate Regulation and administrations.

Complimentary Course-1 CO1CMT01 Banking & Insurance

Semester 2

Core-4 CO2CRT04 Financial Accounting II

Core-5 CO1CRT05 Business & Regulatory Frame Work

Core-6 CO1CRT06 Business Management

Complimentary Course -2 CO2CMT02 Principles of Business Decisions.

Semester-3

Core-7 CO3CRT07 Corporate Accounts-1

Core-8 CO3CRT08 Quantitative Techniques for Business-1

Core-9 CO3CRT09 Financial Markets & Operations.

Core-10 CO3CRT10 Marketing Management

Optional-1 CO3OCT01 Goods & Services Tax

Semester-4

Core-11 CO4CRT11 Corporate Accounts-II

Core -12 CO4CRT12 Quantitative Techniques for Business-II

Core-13 CO4CRT13 Entrepreneurship Development & Project Management

Optional-2 CO4OCT01 Financial Services

Semester-5

Core-14 CO5CRT14 Cost Accounting -1

Core-15 CO5CRT15 Environment Management & Human Rights

Complimentary Course CO5CMT07 E-Commerce

Optional 3 CO5OCT01 Income Tax-1

Open Course-EC5OPT01

Semester 6

Core-16 CO6CRT17 Cost Accounting-II

Core-17 CO6CRT18 Advertisement And Sales management

Core-18 CO6CRT20 Management Accounting

Complimentary Course CO6CMT09 Income Tax- Assessment & Planning

Optional-4 CO6OCT01 Income Tax-II

CO6PR01 Project & Viva

BA MODEL-II FOREIGN TRADE

Semester 1

Core-1 EC1CRT01 Perspective & Methodology of Economics-1

Core-2 EC1CRT02 Micro Economics-1

Complimentary-1 Introduction to Computers-Theory

Introduction to computers- Lab

Semester -2

Core-3 EC2CRT03 Micro Economics-II

Core-4 EC2CRT04 Macro Economics-1

Complimentary-2 MS Office Packages-Theory

MS Office Packages-Lab

Semester-3

Core-5 EC3CRT05 Macro Economics-II

Core-6 EC3CRT06 Economics of Development

Complimentry-3 Database Concepts & MS -Access-Theory

Database Concepts & MS -Access-Lab

Vocational-1 International Trade –Theory &Practice

Semester-4

Core-7 EC4CRT07 Public Finance

Core-8 EC4CRT08 Quantitative Techniques-I

Complimentry-4 Visual Programming Techniques-Theory

Visual Programming Techniques-Lab

Vocational-II International Business

Semester-5

Open Course

Core-9 EC5CRT09 Introductory Econometrics

Core-10 EC5CRT10 Environmental Economics

Vocational-III International Banking

Vocational-4 Foreign Trade Financing Documentation & Procedures

Semester-6

Core-11 EC6CRT11 Indian Economy

Core-12 EC6CRT12 Quantitative Economics-2

Vocational 5 International Marketing

Vocational 6 Shipping & Insurance Practices & Procedures

Choice Based Course

On the Job Training / Project Field Visit

Rules for Admission for various Undergraduate Programmes

1. College admissions are strictly based on university norms.
2. Centralized Allotment Process (CAP) for the general merit admission of UG course as introduced by the M.G University
3. Application for the admission to Management Quota can be obtained from the Management office on payment of Rs. 100/- for UG Programmes
4. The selected candidates will be enrolled for the course on payment of the Ist installment of fees and submission of the certificates.
5. No change of optional or second language will be allowed after admission.
6. Qualifying certificate and mark list once deposited will not be returned except when the student leaves the college. Hence they are advised to keep sufficient numbers of attested copies of these documents.
7. Fees once remitted shall not be refunded.

Documents required during Admission

1. Print out of the online application from the CAP
2. The Allotment memo (Fee Receipt)
3. Date of birth proof
4. TCand Conduct Certificate
5. Mark List
6. Caste Certificate SC/ST
7. Community and Non creamy layer certificate (SEBC)
8. Income and Asset Certificate (EWS)
9. For Bonus Marks –Relevant Certificate
10. Eligibility and Migration if applicable

**REGULATIONS FOR UNDER GRADUATE PROGRAMMES UNDER CHOICE BASED
CREDIT SYSTEM 2017**

PROGRAMME STRUCTURE

Model II BA/B.Com

Programme Duration	6 Semesters
Total credits required for successful completion of the programme	120
Credits required from Common Course I	16
Credits required from Common Course I	8
Credits required from Core+ Complimentary + Vocational Courses+Project	93
Open Course	3
Minimum attendance required	75%

Examinations

The evaluation of each course shall contain two parts:

- (i) Internal In-Semester Assessment (ISA)
- (ii) External End semester Assessment (ESA)

Both the internal and external marks are to be rounded to the next integer.

All papers (theory & Practical) grades are given on 10 –point scale based on the total percentage of marks (ISA+ESA) are given below.

Percentage of Marks	Grade	Grade Point
95 and above	S Out standing	10
85 to below 95	A+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5

35 to below 45	D Pass	4
below 35	F Failure	0
	Ab Absent	0

Credit Point & Credit Point Average

Credit Point (CP) of a Paper is Calculated using the formula

$$CP = C \times GP \text{ where } C \text{ is the Credit \& GP is Grade Point}$$

Semester Grade Point Average (SGPA) of a Semester is Calculated using the formula

$SGPA = TCP/TC$ where TCP is the total credit point of that programme & TC is the total credit of that category of that course

Grade Point Average (GPA) of different category of courses is calculated using the formula
TCP/TC

Grades for the different Courses, Semesters & Overall programmes are given based on the corresponding CPA as showed below

GPA	Grade
9.5 and above	S Outstanding
8.5 to below 9.5	A+ Excellent
7.5 to below 8.5	A Very Good
6.5 to Below 7.5	B+ Good
5.5 to below 6.5	B Above Average
4.5 to below 5.5	C Satisfactory
3.5 to below 4.5	D Pass
Below 3.5	F Failure

**MARK DISTRIBUTION FOR EXTERANAL EXAMINATION AND INTERNAL
EVALUVATION**

For all courses without practical

Marks of External Examination: 80

Marks of Internal Evaluation: 20

Components of Internal Evaluation of Theory	Marks
Attendance	5
Assignment/seminar/viva	5
Text Papers(2x5=10)	10
Total	20

For all courses with practical total marks for external evaluation is 60 and total marks for internal evaluation is 15

For all Courses with Practical

Marks of External Examination: 60

Marks of internal evaluation: 15

Components of Internal Evaluation Theory	Marks
Attendance	5
Assignment/seminar/viva	2
Text Papers(2x4=8)	8
Total	15

For practical examination total marks for External evaluation is 40 and for Internal evaluation is 10

Components of Internal Evaluation Practical	Marks
Attendance	2
Text Papers(1x4=4)	4
Record	4
Total	10

For Project

Marks for external evaluation: 80

Marks for internal evaluation: 20

Components of Internal Evaluation of Project	Marks
Dissertation (External)	50
Viva-voce (External)	30
Total	80

Marks for dissertation may include study tour and report if proposed in the syllabus

Components of Internal Evaluation of Project	Marks
Punctuality	5
Experimentation/data collection	5
Knowledge	5
Report	5
Total	20

Attendance evaluation of all papers

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

(Decimals are to be rounded to the next higher whole number)

ASSIGNMENTS

Assignments are to be done from first to fourth semester at least one assignment should be done in each semester for all courses.

SEMINAR/VIVA

A student shall present *a seminar in the fifth semester* for each paper and appear for *viva* was the *sixth semester* for each course

INTERNAL ASSESMENT TEXT PAPERS

Two text papers are to be conducted in each semester for each course. The result is to be published and get acknowledged by the student. All documents of internal assessments are to be kept in the college for one year and shall be made available for verification by the university. The responsibility of evaluating and keeping the answer scripts are vested on the who teachers in the course.

PATTERN OF THE QUESTION PAPER

Without Practical

Sl. No.	Pattern	Marks	Choice of Questions	Total Marks
1	Short answer/problem type	2	10/12	20
2	Short Essay/Problem	5	6/9	30
3	Essay/Problem	15	2/4	30
Total				80

With Practical

Sl. No.	Pattern	Marks	Choice of Questions	Total Marks
1	Short answer/problem type	1	10/12	10
2	Short Essay/Problem	5	6/9	30
3	Essay/Problem	10	2/4	20
Total				60

MARKS CUM GRADE CARD

The university under its seal shall issue to the students a **MARKS CUM GRADE CARD** on completion of each programme.

RANK CERTIFICATE

The university publishes rank list top 10 candidates for each programmer after the publication of sixth semester results. **Rank certificate** will be issued the candidates who secure positions from 1st from 3rd in the rank list. Candidates who secured positions from 4th to 10th in the rank list shall be issued **Position certificate** indicating their position in the rank list.

ANTI-RAGGING CELL

Anti ragging cell is constituted to preserve a culture of ragging free environment in the college campus .The main objectives are

1. To make aware of the indiscipline activity of the student
2. To prevent the occurrence of ragging by the continues and vigil observation
3. Seriously and strictly deal with the incidents of ragging
4. Generate a disciplined and cram atmosphere in the campus
5. To pass the clear message among the students that no act of ragging shall tolerated and any act of ragging shall not go un noticed and unpunished.

SCHOLERSHIPS

1. Higher education scholarship

Eligibility

For ST students plus two pass

For SC students science subjects with 45% marks for all other subjects 40 % marks.

2. Prime minister's Predhibha Dhana Sahayam

Income should be less than 2.5 lakhs

ENDOWMENTS AND PRIZES

1. Cash award instituted by the HDPY management for the toppers in the final year university examination
2. Prof. M S Komalan Memorial cash award instituted by the family members for the overall Champion in sports and games.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell (IQAC) is established in the college for as a quality sustenance measure. IQAC works towards developing a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the college. The IQAC cell of HDPY College was established on 01-07-2022 and is an indispensable component of the institution's structure.

The IQAC strives to effectuate the objectives of quality enrichment and escalation. It endeavors to deliver noteworthy and pertinent inputs for creating avenues which would lead to academic excellence and perfection. The IQAC seeks to unfold techniques and processes for

assuring prompt, dynamic and avant-garde performance of academic, administrative and financial tasks as well as optimization and integration of modern methods of teaching, learning and evaluation. The Cell ensures the adequacy, maintenance and functioning of the support structure. It aims to develop quality benchmarks/parameters for various academic and administrative activities of the institution as well as suggest measures to calibrate improvements and initiatives in the different programmers of the college.

The IQAC spearheads the conduct of the internal and external Academic Audit of the departments, which promotes quality, accountability and transparency. Such Academic Audits facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

The IQAC coordinates with the Office of the Dean of Academic Affairs the process of restructuring the syllabus to create a progressive curriculum that is in tune with the demands of the time.