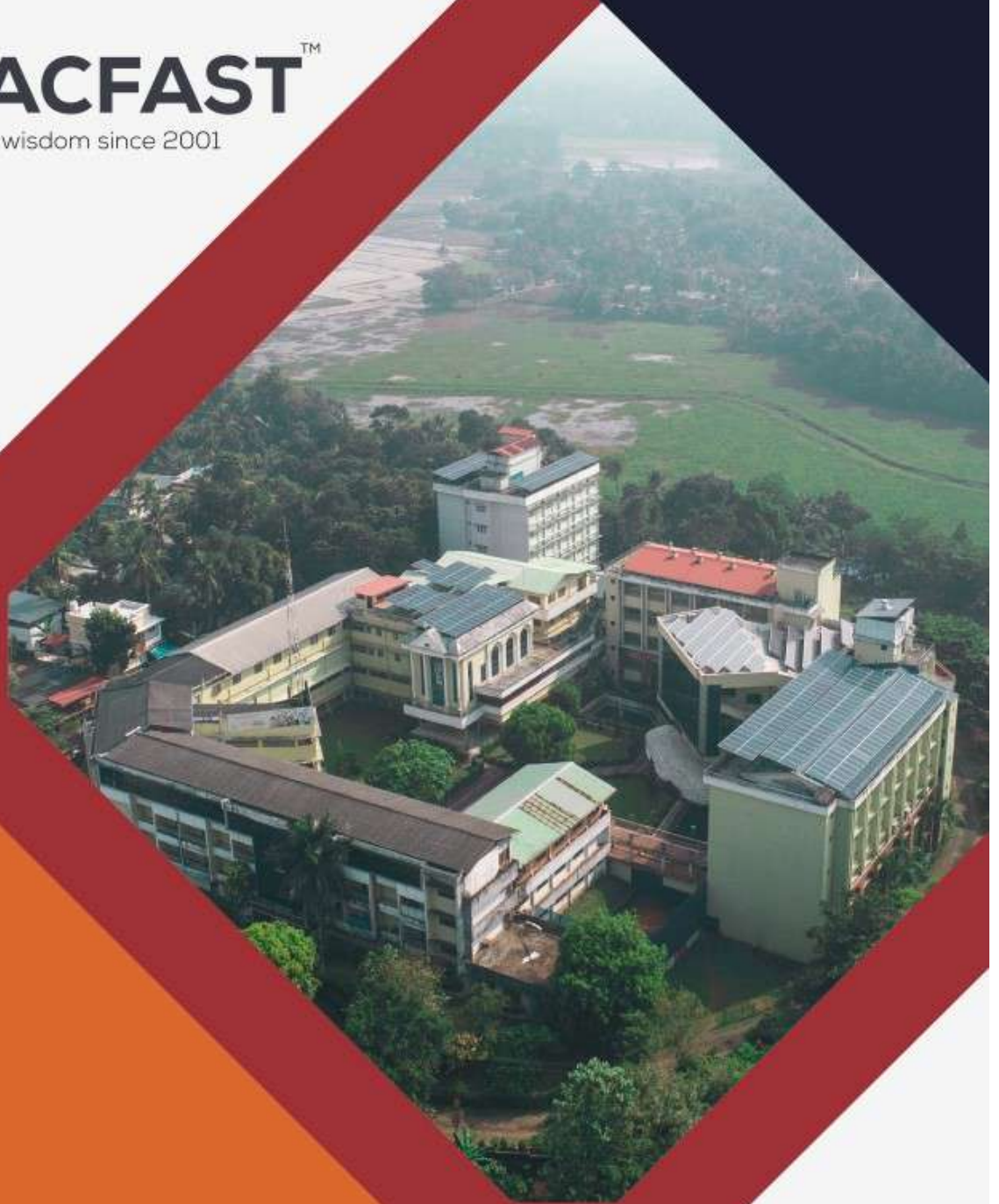




MACFAST™

Igniting wisdom since 2001



Student Handbook & Academic Calendar

2020-21



Outbound
Experiential
Learning



MACFAST Innovation &
Corporate Synergy



Consistent
Placement
Records



Green
WiFi
Campus



ISO 9001:2015
Certified Institution



Entrepreneurship
Development
Council

Student Handbook & Academic Calendar

Name:

Department:

Batch:

Address:

.....PIN.....

Phone:

Email:

Blood group:

IN CASE OF EMERGENCY, CONTACT

Name:

Address:

Phone:

PRAYER

We give you praise, Lord
For everything that is new and beautiful
For everything which holds promise of future and gives life its meaning.

Bless us as we start our new day at MACFAST along with our friends, teachers and well-wishers. Help us to make the best of every opportunity that comes our way and lead us always to a new beginning wherever we miss the point. May the steps we take today in your name be life-long blessings.

Thank you Lord, for showing us new openings every now and then direct our steps to working together and learning from each other. Make us listen to others more carefully wherever we should. Give us the appropriate words when we have to speak and continue reminding us wherever it is better not to speak.

Strengthen our good will to respect each other.
Help us to be patient with ourselves and others time and again.
We are grateful to you, Lord, for our friends, teachers, parents and well-wishers.
Bless our college through your healing presence and constant protection.
We promise to follow the directions of all those above us.
To take utmost care for the environment of this beautiful place.
And, to lavishly contribute our share to the serenity of its ambience.
Be with us each day of our stay on campus and also when we travel.
Keep us always and everywhere safe in your arms.

We are fully aware of your love constantly shown to us through the dedicated people who train and nurture us. Bless all those who care for us day and night.

Give us, O Lord, the vision to see the new paths you open for us, grant us the courage to follow always your way. Enable us to bring your life and love to others around us through the gifts and talents you bestow on us every day of our life.

Amen.

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1. INTRODUCTION

1.1 About MACFAST

Mar Athanasios College For Advanced Studies Tiruvalla (MACFAST) is a premier post graduate research institute, established in 2001 with the objective of moulding eminent professionals over the years to confront the challenging demands of the corporate world and the world of science & technology. MACFAST is affiliated to Mahatma Gandhi University, Kottayam and approved by All India Council for Technical Education (AICTE), New Delhi. The college is owned and managed by the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla, founded by His Grace Dr.Geevarghese Mar Timotheos, (Former Metropolitan Archbishop of the Malankara Catholic Archdiocese of Tiruvalla). As visualized by its founders, the college has grown steadily over the years with nine postgraduate programmes in Management, Computer Science & Biosciences and positioned its identity as a multidisciplinary institution in the higher education segment of the state. Within a very short span of its existence, MACFAST has emerged as a trendsetter in education and has turned into a benchmark for others to emulate with its unparalleled hallmark of academic brilliance and social commitment. The college is located in Tiruvalla, an active commercial township in the Central Travancore region of Kerala. The two adjacent campuses together bring an idyllic character in shape and the atmosphere around pitches an ambience of solitude, inevitable for intellectual pursuit. The acronym of Mar Athanasios College For Advanced Studies Tiruvalla – MACFAST is also interpreted as: “Moulding Attitude with Commitment for Futuristic Action towards Sustainable Transformation”. The best faculty members combined with the state-of-the art infrastructure enable the optimal progres-

sion of the students through scientific temper and dedication towards excellence. A research journal titled Journal of Science, Technology and Management (JSTM), has also been initiated in 2008. MACFAST owns an on-campus Community Radio Station. Radio MACFAST 90.4 is a prime oncampus Community Radio in the state and 46th in the country. The college has reached yet another acme by decorating a position of first solar powered campus in Kerala. The continuous zeal for academic excellence and social commitment has led to the accreditation of MACFAST with CGPA of 3.08 on four-point scale at 'A' Grade by the National Assessment and Accreditation Council (NAAC) in 2016. The college is an ISO 9001:2015 certified institution. It has got the fame of the only private self-financing college from Kerala to be listed in the National Institutional Ranking Framework (NIRF) Rankings 2020 (Rank Band 151-200). In the year 2018, the college got recognized by Department of Scientific and Industrial Research (DSIR) Govt. of India for the contributions in the field of research, publications and projects. MACFAST also promotes academic and cultural interchange in the areas of exchange, teaching, research, transfer and other activities with Government, semi-government, national and international institutions. The college has signed MoUs with CSIR-CFTRI Govt. of India, ICAR-CIFT Govt. of India, IIIT Allahabad, Sami Labs Ltd. Mysore, national and international campuses of AMITY university. The college also ensures credible academic performance, in the form of 100 percentage results. The college offers 9 Post Graduate Programmes.

Programmes offered in the Campus
MBA
MCA
M.Sc Bioinformatics
M.Sc Biochemistry
M.Sc Food Technology & Quality Assurance
M.Sc Plant Biotechnology
M.Sc Biotechnology
M.Sc Phytomedical Science & Technology
M.Sc Bionanotechnology

1.2 Governance

1.2.1 Vision and Mission

VISION

To be a global icon in quality education, research, innovation, and entrepreneurship for a sustainable future.

MISSION

To provide a conducive learning environment that nurtures and develops young people as value driven, professionally competent and responsible global citizens

2. GENERAL INFORMATION

Principal cum Director : Fr. Dr. Cherian J Kottayil

Academic Administrator : Prof. Varghese Abraham

Station Director, Radio MACFAST 90.4 : Mr. Radhakrishnan Kuttoor

CONTACT NUMBERS

Principal	(0469) 2730300
Academic Administrator	(0469) 2730307
College Reception	(0469) 2730301
HOD, Biosciences	(0469) 2730310
HOD, MBA	(0469) 2730323
HOD MCA	(0469) 2730313
Office of Corporate Relations	(0469) 2730308
College Office & Administration	(0469) 2730309
Accounts	(0469) 2730319
Hostel Warden (Women's)	(0469) 2730326
Hostel Warden (Men's)	(0469) 2730326

3. CODE OF CONDUCT

MACFAST creates and sustains a conducive environment for students to develop themselves, personally responsible, culturally sensitive and socially committed professionals. Aiming high at such a goal, the college provides the following supreme guidelines to all its students. As the proverbial saying goes on, it is the spirit of the law that matters, and not its letter. All students are expected to follow these guidelines.

3.1 Academics

1. Attendance is an essential component of a student's academic performance. We insist on 100% attendance for all subjects.
2. Daily attendance is marked on an hourly basis in the college register for administrative purposes.
3. Punctuality is to be strictly adhered, latecomers will not be allowed to enter classroom.
4. Suitable action may be taken for absenteeism, considering the situation and its frequency.
5. Anticipatory leave may be granted by the HOD in very exceptional cases.
6. Walking in and out of the classroom, when the session is in progress, is to be avoided.
7. Students are discouraged from loitering during class hours.
8. Students are permitted to go for extracurricular activity of any kind during class hours only with the prior permission from the HOD.
9. Students of one department shall negotiate with students of other departments for any sort of activities, through their respective HODs.
10. Leave letters are to be submitted as far as possible, sufficiently early.
11. Medical leave has to be substantiated with a Medical Certificate.

12. Parents/Guardians will be briefed regularly on student's general behavior, class performance, academic progress and other necessary details whenever required.
13. In addition to the field projects, internships and the like prescribed by the University, the College organizes tailor made programmes for special training as part of MACFAST Industry Interface (MII) for the students. These programs are mandatory for the concern students.
14. Assignments have to be submitted on time. Late submission will be with prior permission from the concerned faculty.
16. All students are expected to follow the guidelines given in the 'Examination Ethics' displayed in front of the examination hall.
17. All kinds of malpractices are viewed by the College as blatant violations of examination ethics and may be reported to higher authorities and University.
18. Genuine grievances of students regarding the internal evaluation of any can be raised to the concerned faculty member or HOD.
19. If a teacher happens to be late to arrive in the classroom, the class leader has to report the same to the HOD without any delay.
20. Performance of the students will be assessed at regular intervals through internal examinations and evaluation and informed to the parents.

3.2 Campus Etiquette

1. All students are required to carry their College ID card always on College premises. They will be allowed to enter the College campus only when they produce the ID card to the Security personnel at the gate.
2. College uniform is the formal wear with black shoes and black belt. Except on Wednesdays, uniform is mandatory including on festive days, formal functions, and at all examinations.

3. Casual wears on campus need to be decent, socially acceptable and collectively respectful.
4. English is the self-imposed campus language of communication. It is enforced with a particular intention of improving the self-confidence and communication skills of the students.
5. Profane, vulgar and offensive words/language has to be strictly avoided.
6. Students are permitted to enter the faculty room/cabin only with the permission from the concerned faculty member.
7. Classrooms should not be used for having lunch. Lobby can be used as dining hall.
8. The use of mobile phones must be with discretion and only for academic or other absolutely necessary situations during class hours.
9. Mobile phone usage is strictly prohibited in Examination Halls, Class rooms, Auditoriums, Library, Computer Lab and other Labs. In case of urgent needs while in class permission of the teacher concerned is to be taken before use.
10. Government of Kerala has banned obscene cinematic dances and fashion shows to be held on college campuses.
11. MACFAST zealously promotes an eco-friendly, green and clean environment. All students are solicited to actively cooperate.
12. Students may receive visitors on campus only with prior permission.

3.3 Relationships

1. MACFAST promotes mature and healthy relationships on campus with a specific objective of developing mutual trust and respect among students. Disagreements need to be handled in a mature manner; respect for the person holding opposing views and agreement to disagree should be strived for.

2. Interpersonal relations with students should be matured and decent and with mutual respect.

3.4 Hostel Life

1. Training at MACFAST is residential. Students are required to stay in the respective hostels.
2. Admission to the hostels has to be secured at the entry point.
3. Hostel Wardens allot rooms to the students and would oversee the life and activities in the hostels.
4. Wardens in consultation with the Hostel Committee decide on all internal matters, like room allotments, general discipline and Mess.
5. Room rents and mess fees have to be regularly remitted to the office, as directed and monitored by the Wardens.
6. The College Management reserves its rights to accept or refuse application for hostel accommodation and to revise the hostel fee and mess fee from time to time.
7. 'No dues' certificate from the Warden is a necessary condition for issuing all College documents, like Mark list, Transfer Certificate etc.
8. All students are earnestly solicited not to waste electricity by leaving switches on, when not needed, and water, by keeping the taps and shower unnecessarily open.
9. Smoking is strictly forbidden on all hostel, and in the campus premises.
10. Keeping or consuming liquor will call for expulsion from the hostel and College.
11. Inter hostel visits (Men to Women's Hostel and vice versa) are strictly prohibited.
12. Hostel rooms and other facilities have to be always kept clean and tidy.
13. Deliberate damage done to the hostel properties including furniture will invite heavy fines.

14. Students going out of the college for emergency reasons should get written permission from the respective HOD and warden.
15. Permission from the Principal is required for sending any matter to the press by the students for publication.
16. Party politics is not permitted on campus. No group meetings shall be organized by students on College premises.
18. All Hardware equipment's, e.g. wireless access points, networking cables and switches, are college property and must not be handled by the students themselves.
19. Permanent rooms are not permitted to the students. Every year there is a change in the rooms as well as roommates.

3.5 Actions Encouraged by the College

1. All official correspondence is expected to be done using MACFAST Email-IDs.
2. All students and staff will be given MACFAST Email-IDs.
3. Facilities given must be used for educational purposes only.
4. All students & faculty members are encouraged to visit our official website macfast.org, macfast.ac.in for day to day information related to the college from 'Infocus' & 'Quick-links'.

The various portals included in the college website are Admission, Research, Online Tests, Study Archive, Library, Journal, Faculty Members, MII and Alumni.

3.6 Actions discouraged at MACFAST

1. Using official email-IDs for personal correspondence are discouraged.
2. Username/password provided for internet use should not be shared with others.
3. Downloading of illegal contents such as pirated, copyrighted materials for personal or commercial purposes are prohibited.

4. Using search engines like Google for illegal content search is strictly prohibited.

3.7 Rules for using laptops at MACFAST

1. Students are themselves responsible for the safety and protection of their Laptops, and the College will not be responsible for any loss caused as a result of accident or theft. Lockers with charging facilities are available for students to keep laptops after use.
2. It is the responsibility of the students to install proper Anti Virus software for the protection of their data.
3. Removable media such as Thumb Drives, CDs and DVDs must be checked for viruses before use.
4. During classes you may only use software as instructed by the teacher
5. Students may not use the computer network to send offensive messages to other users.
6. Students must not use anyone else's password.
7. Students must not tamper with work belonging to another student.

3.7 Rules for using the internet

The following actions are not permitted:

1. Purposely viewing pornographic or socially unacceptable material such as violent or inappropriate sites.
2. Sending harassing or abusive email messages.
3. Sending or displaying offensive pictures.
4. Using the Internet during class time for purposes other than academics.
5. Using the College network to engage in any commercial transactions such as purchasing articles, gambling etc.
6. Transmission of any material in violation of state, national, or international regulations - including, but not limited to:

copyrighted material, threatening, harassing or obscene, pornographic material, or material protected by copyright law.

7. Downloading games and playing games during class hours.
8. Students need to login with their own id and password for availing the internet.
9. Any other issue which is deemed inappropriate by the College administration.

Any violation of the above mentioned rules or causing damage to the college network (software or hardware) or accessing or entering unacceptable information on the internet (including email) will result in students being referred to the Ethics Committee of the college and appropriate action will be taken. When college rules are broken, students will have to show just cause as to why their privileges should be reinstated.

Note: Regular checks of students' use of the college network will be conducted.

3.8 MACFAST library rules

1. Silence must be strictly observed in and around the library.
2. Students on entering the library should record their details in the Visitors Register.
3. All type of combined studies and group discussions are prohibited in the library
4. Those who need guest user membership (outsiders) have to obtain prior permission from Principal of the college, along with a reference from higher authority of the respective institution.
5. Students visiting the library should show their identity card to the library staff without which library services may be refused to them.
6. Students are not allowed to take any books into the library

- stack room (One note book may be taken into the reading room).
7. Use of laptops other than for academic purpose is strictly prohibited in the library.
 8. Students are expected to co-operate with the Staff/ Student Library Assistant who is in charge of the section.
 9. Any complaints regarding the library services and Staff/ Student Library Assistant should be first informed to the Librarian.
 10. Each student will be given three borrowers card and one overnight reference issue card. One book at a time may be borrowed against each card. When the book is returned to the library, the cards will be given back.
 11. Students are expected to take care for the safety of any card issued to them. The student to whom card is issued will be responsible for all the books borrowed against the card by anybody.
 12. Whenever a student has to get a 'no dues' certificate from the library he/she has to surrender all library books, all four cards issued and college identity card to the library.
 13. To borrow books from the library, students should find out the required book with the help of online catalogue or with the assistance of library staff. Then handover the book along with the borrowers card and identity card to library staff to imprint the due date label and issue the book.
 14. Members must, on receiving the books, examine them and report to the library staff any damage found therein. If they fail to do so, they will be held responsible for any damage detected afterwards. The person will have to pay thrice the amount cost of the material for replacing the same.
 15. A book borrowed should be returned on or before the date last marked on its date label. An overdue charge of Rs.1 will be levied for each day. Maximum amount of due

- to library will be Rs. 50. All the service will be suspended to the user when the maximum limit is reached.
16. The books taken for overnight reference should be returned on the next working day as soon as the library opens. Otherwise an over dues charge of two rupees for each hour will be levied from the defaulter. Those who fail frequently to return overnight reference will have to face disciplinary action taken.
 17. Those who borrow books from the library are not expected to make any markings or underlining in the books and periodicals belonging to the library. Tearing of pages from books/ any damage caused to any library belonging will be viewed as serious matter.
 18. When a borrowed book is lost by a member he/she must report the matter to the librarian immediately, fill in the necessary form and get back his/her card. Otherwise he/she will have to pay not only the cost of replacing the book, but also the fine accumulated until the card is returned.
 19. The librarian can refuse to issue the same book to same user repeatedly if it is necessary material for others.
 20. The maximum loan period for a particular book will be 28 days (the students have to renew the book on or before 14th day of issue). CDROM and other materials will be issued for overnight use only.
 21. Project Reports, Thesis etc. will not be issued in any circumstances.
 22. Photocopying of the reports, thesis etc. will not be allowed in any circumstances.
 23. Rare books, books of very high cost, art book, etc. may not be issued for use outside the library.
 24. The librarian can recall from a borrower any book at any time.
 25. Any type of mis-behavior inside the library toward Staff/ Students Library Assistants/ fellow user will be viewed seriously.
 26. All services (including book bank) of the library may be sus-

- pended to any one violating the rules of the library.
27. Faculty members are supposed to renew the books issued to them once in a month.
 28. Students can make use of D-Space, NDL; Study archives services, for online study materials.
 29. Students should return the book bank within 7 days after the semester exams.
 30. All public holidays and college holidays will be holiday for the library also.

Library Timings

Working Hours	:	8.00 am - 9:45 pm
Saturdays	:	8.00 am – 9:45pm
Book Issue	:	Monday – Friday (8.00am – 6:30 pm)
Saturdays	:	8:30 am – 01:00pm

3.9 Computer lab rules

1. The students have to come prepared from the first day of each semester with programmes up to the first four practical as per the syllabus.
2. The students are prohibited from using their thumb drive/CDs/DVDs without the permission of the staff.
3. While using the terminals assigned to them, the students are not permitted to enter into other areas in the hard disk either to read or damage or copy it. Violation of this guideline will be viewed seriously, even amounting to termination of the candidature in the course.
4. The students should not indulge in any type of discussion with their classmates in the Lab. Silence is to be maintained in the Lab.
5. In case of any doubt, the students are directed to contact the Staff-in-charge.
6. The students are instructed to avoid damage of any kind to

the computer hardware. Damage caused, if any, has to be rectified by either paying the cost of instruments or actual replacement of the same brand of instrument that is damaged. The cost may be adjusted from the caution deposit and any amount over and above has to be paid.

7. Playing computer games and visiting non-technical sites are strictly prohibited in the Lab.
8. Students are expected to keep the Lab in order. Chairs should be pushed back in place while leaving the Lab.
9. Foot wear and other belongings should be left outside the Lab.
10. Students are not permitted to enter the Server Room.
11. Students are not permitted to enter the Computer lab with any food items.
12. Mishandling any equipment's must reported to the LAB-in-charge or the System Administrator promptly.
13. CD/DVD writing facilities can be availed of with prior permission.
14. Group study is strongly discouraged in the Lab. Conference rooms are available for the same.
15. Timing: 9am to 5pm (Monday to Friday) and 9am to 1pm (Saturday).

3.10 Bioscience laboratory general rules

1. All biosciences lab facilities are open for students 24x7 with prior permission from the Head and concerned faculty members.
2. Students using the lab after normal working hours and during holidays are requested to submit the lab usage forms available at the department. Hostellers should get permission from hostel wardens also.
3. Students should enter in the log books kept in labs before doing experiments.
4. Damage caused to instruments / breakage of glassware's

- should be reported to the concerned lab staff and faculty member.
5. It is the duty of the student who leaves the lab last to check whether all instruments/ lights/AC which are not in use are in switched off mode and gas regulators, water taps, windows and doors are closed properly. The student has to hand over the key to the security desk.
 6. It is the duty of the students to make sure that the labs are kept clean and neat.
 7. Always wear lab coat while working in the lab. Wear gloves and mask while handling toxic chemicals.
 8. Never use mouth pipetting for dispensing chemicals.
 9. Never misplace chemicals or instruments kept in each lab.
 10. During practical sessions students have to submit the rough record to the concerned teacher and get it signed.
 11. Fair record of the practicals should be submitted within one week of time.
 12. Continuous evaluation of the students shall be made by concerned teacher regarding the lab involvement for submitting internal marks to University.
 13. Students doing projects should maintain their daily work book properly.
 14. Eatables are not allowed in the lab area.
 15. In case of any accidents please use first aid medicines kept in each lab and report to the teacher concerned to seek medical attention.
 16. Never dispose toxic chemicals in the sink.
 17. Before leaving the lab wash your hands properly with liquid detergent.

Additional Instructions for using Plant Tissue Culture Lab

1. Before entering the sterile area, wear a new coat/apron provided exclusively for use in that area.
2. Transfer sterilized glassware/instruments/media from

- non-sterile area to a sterile area only through the inlet hatch window.
3. Transfer the used glass ware, equipments and plants for hardening only through the outlet hatch window.
 4. Use a trolley for carrying media/glassware from the store to the work area and from inoculation room to growth room.
 5. Autoclave the contaminated cultures as such without opening the culture vessels.
 6. Check cross-ventilation in order to prevent contamination by air currents.

Additional Instructions for the Microbiology Lab

1. Use the laminar flow chamber for microbiological work.
2. Wipe the work area with 70% alcohol.
3. Do not overcrowd the work area with glassware and other items.
4. Handle all microbial cultures with great care, as they are potentially dangerous.
5. If the culture is spilled, cover the area with disinfectant and subsequently wash with water.
6. Place used petriplates, broth cultures and glass wares only in the discard tray.
7. Place all solid wastes (paper, cotton, etc.) in the waste-bin.
8. After use, all contaminated materials should be sterilized by autoclaving.
9. Leave glassware after sterilization in disinfectant/ chromic acid solution overnight. Subsequently wash thoroughly with water. Air dry or dry in an oven for reuse.
10. The used culture media after sterilization can be poured down to the sink and flushed with plenty of water.
11. Wash hands thoroughly with soap and water before leaving the lab.
12. Do not switch off the refrigerator/incubator.

Additional instructions for using Food Processing Lab

1. Those who are entering the lab should wear hair caps/ Bouffant caps. Students are always required to wear aprons/ lab coats while in the lab. 2. Wash your hands properly before and after handling food.
2. Food products should be prepared in a healthy and hygienic environment. Never cough or sneeze into the food being prepared.
3. It is highly advisable for those who are suffering from air borne illness or other contagious diseases, and those with fresh or unhealed or open cuts/wounds on their hands to avoid using the food lab.
4. Personal hygiene must be strictly observed. Nails should always be kept clean and trimmed. Men are advised to shave or use beard snoods while women should avoid wearing artificial fingernails/ nail polish and should tie long hair back.
5. Students should restrict themselves from wearing loose and dangling jewellery or other fancy ornaments, rings, accessories or heavy cosmetics, lest they fall into the dishes being prepared.
6. No eating is allowed unless for food tasting and sensory evaluation purposes.
7. Do not leave the stove unattended during cooking. Switch of gas and electrical switches after each practical.
8. Use a separate chopping board when cutting raw and cooked food. Throw food waste and other rubbish in the bin provided and remember to empty the bin on a daily basis to keep away rodents and other pests.
9. Students are required to clean the sink and work area thoroughly after each practical session.
10. Never store or use toxic chemicals and other substances like insecticides, rodenticides or ant sprays inside the lab.
11. The refrigerator, freezer and cupboards in the lab should be used for storing items pertaining to practicals and other experiments concerning food processing only.

4. HOSTEL RULES

Hostel is a 'home away from home'. Love, concern and unity make a home quite different from a mere house. The warden and the wards make the hostel a home. Hence, family spirit and fellowship must always be maintained in the hostel. Order is heaven's first law. There must be order at home. So we give the following guidelines, observing which strictly, will make the hostel a real 'home away from home'.

4.1 Code of Conduct – St. Thomas Men's Hostel

1. This hostel is your second home and be at home as a member of MACFAST family.
2. Bring your parent / guardian at the time of admission.
3. Ragging in any form is strictly prohibited.
4. Pay the fee for every six months in advance. Delay in payment will result in fine.
5. Adhere to the hostel timings strictly.
6. Smoking, consumption of liquor/ drugs etc., are strictly prohibited inside and outside the campus and may result in dismissal of the inmates.
7. Hostel accommodation is provided primarily for attending the classes on time. Hence, inmates are not expected to remain in the hostel during class hours, without the written permission of the warden.
8. Avoid absconding classes and absenting without valid reasons. The reason for absence, if any, should be intimated to the warden in writing, in advance.
9. Make necessary entries in the registers, when inmates go out for various purposes.
10. The gates of the hostel will be closed at 7 PM and, thereafter, entry/exit is permitted only on prior permission from the warden.
11. The inmates can use the college library from 8.30 PM to

- 9.45 PM, with special permission, and they should turn up to the hostel before 10 PM.
12. Visitors are permitted only up to 6 PM. However, visitors are not to be taken to the rooms of inmates.
 13. Don't take any food items to the rooms, either from the mess or from outside.
 14. Wash and clean your rooms, toilets and wash basins regularly and keep them clean and tidy. Personal hygiene should be maintained. (Common areas will be cleaned by the cleaning staff.)
 15. Maintain discipline and decorum, both inside and outside the hostel. Unruly behavior should be avoided and basic courtesy should be observed. Responsible behavior is expected from all.
 16. Avoid shouting, howling, littering etc.
 17. Don't cause any loss or damage to hostel properties.
 18. Don't paste, nail or write anything on the walls or any other places.
 19. Dress properly inside the hostel.
 20. Don't spread washed clothes on the railings or window bars for drying. Keep them at the areas provided for the same.
 21. Switch off lights at 11 PM, and maintain absolute silence thereafter.
 22. Utmost economy should be observed in the use of power, water and other utilities.
 23. As far as possible avoid sitting in other rooms for long. In any case sitting in other rooms is not permitted after 10 PM.
 24. Don't remain in the rooms allotted to others and do not exchange rooms without prior permission from the concern authority.
 25. Don't sit on the compound walls of the hostel or adjacent compounds.
 26. Always remember that maintaining good relationship with

others is the secret of happiness.

27. Hand over the keys to the caretaker when you go home or when you leave the hostel for more than one day.
28. Clear the dues and hand over the keys to the caretaker when you vacate the hostel.
29. Keep your personal properties securely and management will not be responsible for any loss of properties.
30. All facilities available in the hostel are for the use of inmates; for BONAFIDE use.
31. The above rules are indicative and not exhaustive.

4.2 Code of Conduct -Women's Hostel

1. This hostel is your second home and be at home as a member of MACFAST family.
2. The parent/guardian should accompany the student at the time of admission.
3. Ragging in any form is strictly prohibited.
4. Hostel accommodation is provided primarily for attending the classes on time. So, inmates are not expected to remain in the hostel during class hours, without the written permission of the warden.
5. If anyone wants to stay in the hostel during class hours, due to sickness or other reasons, she should intimate the warden and get her permission.
6. Loss or damage of hostel property will be recovered from the concerned persons who cause such losses.
7. Inmates of each room will clean the room and keep it in a neat and tidy manner. Bathroom, wash basin, dining hall and other common places are to be kept neat, clean and hygienic, and the inmates will take utmost care of this.
8. Inmates will observe discipline and decorum both inside and outside the hostel.
9. Unruly words and behavior need to be avoided. Basic courtesy is to be observed always. Responsible behavior is ex-

- pected from all the inmates. Please avoid shouting, howling etc. under any circumstances.
10. Food should not be taken to rooms.
 11. Room rent should be paid at the beginning of each semester.
 12. Mess fee can be paid in advance on monthly basis. Delay in payment will leads to fine.
 13. Deduction of mess fee is eligible, if the student is absent on due prior permission for more than 10 consecutive days.
 14. College timings are from 8:30 am to 4:45 pm.
 15. Mess timings should be adhered strictly.
 16. Mess timing is as follows
 - Breakfast : 8:00 am - 8:30 am
 - Lunch : 1:10 pm - 1:30 pm
 - Tea: 4:45pm - 5:15 pm
 - Dinner: 8:00pm - 8:30 pm
 17. There will be strict silence during study time and prayer time. During other times, the inmates will talk and behave in a decent and disciplined manner befitting of the status of mature professional P. G. students.
 18. During study time, the rooms should not be locked.
 19. The students are restricted to visit or spend time in rooms allotted to others after 9.30 pm.
 20. No entry for day scholars into hostel shall be allowed under any circumstances. In case of emergency, the day scholars can directly contact the warden and seek further guidance.
 21. All students are expected to participate in the common evening prayer. It is advisable for Catholic students to attend the Holy Mass every day.
 22. Inmates should not stay back in the campus after 6 pm. In case of any necessity, (e.g., library visit, work in lab) prior permission should be taken from the Hostel warden.
 23. After dinner the inmates are expected to go back to their rooms by 9 pm. Permitted students visiting the library and laboratory can stay back till 9:45 pm.

24. After dinner, students may walk around between main building and administrative block. They are not supposed to go to the front area and gate without proper reason.
25. The permitted time for outing on Saturdays will be from 2:30pm to 5:30pm. The out pass procedure must be followed as usual to get the permission to leave the campus. Students can visit nearby stores/ATM on Wednesdays between 5 pm to 6 pm with prior intimation.
26. Any movement outside the hostel must be registered in detail in the Movement Register.
27. Only those students who are allowed by their parents in written requests will be permitted to receive visitors. Such visits are restricted to Saturdays and Sundays and the timing will be 8:00 am to 6:00 pm. No visitors are allowed after 6:00 pm. Visitors are not allowed to enter the hostel. Meetings are allowed only in the Visitors Room.
28. Saturday and Sunday can be used for Religious visits provided the students produce a written letter from their parents or a message to the warden from the registered mobile number of parents.
29. Out pass can be obtained from the HOD during the class hours and it should be intimated to the warden. During other times permission is to be obtained from the warden.
30. After regular classes students are permitted to go to library only on given timings: 5:00 p.m. - 9:45 p.m.
31. Students who are going home should strictly entrust their room keys to the Warden.
32. Students will be provided vegetarian or non- vegetarian food.
33. Students should be dressed modestly.
34. Any complains, suggestions and cleanliness matter is to be brought to the notice of the hostel committee.
35. Strict silence shall be observed in hostel after 9:30 pm. Care should be taken at all times to ensure that music/loud talking is NOT disturbing outsiders living nearby. Any man-

- ner of festivities and noise making celebrations will not be entertained after 9:30 pm.
36. Please switch off the lights by 11PM and maintain absolute silence thereafter. Utmost economy should be observed in the use of power, water and other utilities, as they are national properties.
 37. No electrical appliances are allowed inside the hostel.
 38. Safekeeping of valuables (laptops, bags, clothes, etc.) is the responsibility of the inmates. Hostel will not be responsible for the loss of valuables. Safekeeping of valuables of day scholars are strictly prohibited in the hostel. Articles (laptops, bags, clothes, etc.) of day scholars are strictly prohibited in the hostel.
 39. No clothes lines are allowed either in the room or dormitories. Clothes can be dried in the places provided for the same. Nothing should be pasted, nailed or written on the walls anywhere.
 40. The above rules are indicative and not exhaustive. The Warden is empowered to enforce whatever rules and regulations as required to overcome any situation or contingency.
 41. Those who violate the rules and regulations are liable to be expelled beside such other disciplinary action as deem fit.

5. MACFAST CORPORATE RELATIONS

The Training and Placement Cell of the MACFAST College has an integral role in the recruitment, and the Cell is provided with complete infrastructure support. Training programmes are organized throughout the year to prepare students to face the recruitment process. Students are also guided in improving skills to meet industry needs.

T&P organizes programmes in personality development, interpersonal and communication skills, career planning and career mapping, group discussions and mock interviews. It works through a close knit organization and has a structure which conveys information to the students at the fastest possible rate. This institution aims to create a corporate friendly atmosphere in the college campus and to train & prepare the students, to face the rigors of professional world.

MACFAST Campus Placement Policy for Students

The mandatory placement policy guidelines are as follows:

- I. At the beginning of the first year and final year, students will be counselled to chalk out their career plan- whether to pursue higher education or to seek an employment.
- II. All the students shall attend the placement training providing by the college. Also for Add on/specialized training, all eligible students shall attend the training.
Placement officer & in charge, placement coordinators & HOD's of each Department's will design individual Department's Placement Trainings.
- III. Placement Officer will communicate about the placement details through emails/notice boards/social media sites or any other media depends up on the circumstances. Students are themselves responsible to read and understand placement events and notices displayed.
- IV. The students who wish to apply to a particular company/

organization are required to submit their willingness to the Training and Placement Office before the specified deadline. No late entries will be entertained under any circumstances. It is obligatory on the part of these students to attend the interviews.

- V. All the students shall sit in the respective Department's Pre Placement Talks (PPT's) conducted by various Companies. After the ppt the eligible registered students shall continue the placement process.
- VI. Students are allowed to take maximum of two offers plus a dream company. Students are allowed to take further offers only after all the remaining registered students got placed.
- VII. It is not feasible and advisable for placement office to fix, dictate, negotiate or bargain for compensation Packages on your behalf. However, wherever & whenever possible, placement office will endeavor to get salary indication from the recruiter. As and when available, it will be communicated through notice. Placement office will in general try and maximize the benefit for students according to the situation and credential of the students. If salary package is not disclosed by the company the students are encouraged to discuss about it preferably at PPT stage.
- VIII. If a student is accepting any other job other than offered or not joining the company because of personal reasons, he/she must give a letter of regret to the company, which offered the first job. The matter must be informed to the training and placement office simultaneously.
- IX. The students selected through campus interview will complete all the necessary formalities (e.g. medical test) asked by the employer and will join the organization within stipulated time frame. He/ she will keep the T & P Cell update regarding his/ her progress in the Company. T & P Cell, in turn, will obtain regular feedback from the employer re-

garding the performance of selected students.

- X. The Placement Committee has the authority and right to change, add, delete, or modify these rules. This will in general be done if situation calls for. In such case new rules will be published through notice board and come in to vogue as per the time specified in the notice.

Student Code of Conduct:

- a) All post job-offer communication between student and Company should be Channelized only through the placement cell.
- b) Direct communication with the company officials is Not allowed
- c) It is Mandatory for the students to register for the company, to participate in the companies process
- d) Attendance in PPT is mandatory after registration, to be eligible for further Placement process.
- e) Students proceeding after the PPT for the next step in the selection process of a Company cannot quit in between. If a student quits in between then he/she will be debarred & will not be allowed to appear in any other future placement event.
- f) Any kind of misbehavior/complaints reported by the company officials will be taken seriously & if proven the student will be debarred from future campus placements.

Students will be considered ineligible for placement activities if any of the below mentioned is true:

- If students have not cleared the tuition fee dues
- Students who have less than 80% attendance
- Students who fail to achieve 100% attendance target in pre-placement training
- Student registers to attend a company's interview and on the day of interview doesn't turn up

- If there is a misbehaviour / indiscipline on the part of the student during the interview process

Ineligible student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria's as approved by the recruitment committee.

6.ACADEMIC CALENDAR 2020-2021

June 2020 – May 2021

JUNE 2020

Date	Day	Activities
June 1	Mon	Regular activities (All classes in online mode) Commencement of S3 classes (Online) Submission of draft Report of Summer Project (soft copy) of S4 MBA
June 2	Tue	Regular activities
June 3	Wed	Regular activities
June 4	Thu	Regular activities
June 5	Fri	Regular activities Submission of final Report of Summer Internship of S3 MBA (2019-21) batch
June 6	Sat	
June 7	Sun	
June 8	Mon	Regular activities Result Publication of First Internal Examination of Second Semester of MCA 2019-2022 batch Seminar Evaluation of fifth Semester of MCA 2018-2020 Direct, L.E & MCA 2017-2020 Regular batches commences
June 9	Tue	Regular activities
June 10	Wed	Regular activities Result Publication of Third Semester Second Internal Examination of MCA 2018-2021 & MCA 2019-2021 Submission of final Report of Summer Project for S4 MBA (2018-20)
June 11	Thu	Regular activities
June 12	Fri	Regular activities S4 MBA (2018-20) University Examinations resumes
June 13	Sat	Zero-Semester Programme (Online) for S1 MBA

June 14	Sun	
June 15	Mon	Regular activities Commencement of Fifth Semester MCA Degree Model Examination of MCA 2018-2020 Direct, L.E& MCA 2017-2020 Regular Commencement of Third semester online class for M.Sc. programmes
June 16	Tue	Regular activities
June 17	Wed	Regular activities
June 18	Thu	Regular activities MBA+ Final Grading & Evaluation of S4 MBA (2018-20)
June 19	Fri	Regular activities Commencement of S2 MBA (2018-20) University Examinations MBA+ Final Grading & Evaluation of S4 MBA (2018-20)
June 20	Sat	End of S4 MBA University Examinations (2018-20)
June 21	Sun	
June 22	Mon	Regular activities Project &Comprehensive Viva Voce (Internal Assessment) for S4 MBA
June 23	Tue	Regular activities Commencement of Fourth Semester University Examination of M.Sc. programmes (2018-2020)
June 24	Wed	Regular activities Commencement of Online Induction-cum-Foundation Program for S1 MBA (2019-2021)
June 25	Thu	Regular activities
June 26	Fri	Regular activities
June 27	Sat	
June 28	Sun	
June 29	Mon	Regular activities Online Yes Plus for S1 MBA (Batch 1) commences Project & Comprehensive Viva Voce (External) for S4 MBA
June 30	Tue	Regular activities

JULY 2020

Date	Day	Activities
July 1	Wed	Regular activities Result Publication of Fifth Semester Model examination of MCA 2018-2020 Direct, L.E & MCA 2017-2020 Regular
July 2	Thu	Regular activities End of Online Classes Second Semester of MCA 2019-2022 Batch
July 3	Fri	Regular activities
July 4	Sat	
July 5	Sun	
July 6	Mon	Regular activities Online Yes Plus for S1 MBA (Batch 2)
July 7		
Tue		Regular activities
July 8	Wed	Regular activities
July 9	Thu	Regular activities
July 10	Fri	Regular activities End of S2 MBA University Examinations
July 11	Sat	
July 12	Sun	
July 13	Mon	Regular activities Commencement of Model Examination for Third Semester of MCA 2018-2021& MCA 2019-2021 S3 classes resume (online)
July 14	Tue	Regular activities
July 15	Wed	Regular activities Completion of Induction-cum-Foundation Programme of S1 MBA
July 16	Thu	Regular activities Commencement of S1 MBA regular classes (online/offline)
July 17	Fri	Regular activities
July 18	Sat	
July 19	Sun	
July 20	Mon	KarkkadaVavu; Holiday
July 21	Tue	Regular activities

		Commencement of Model Examination for second Semester of MCA 2019-2022 Batch
July 22	Wed	Regular activities
July 23	Thu	Regular activities
July 24	Fri	Regular activities
July 25	Sat	
July 26	Sun	
July 27	Mon	Regular activities Commencement of fifth semester University Examination of MCA 2018-2020 Direct, L.E & MCA 2017-2020 Regular Commencement of Third semester First internal examinations of M.Sc. programmes
July 28	Tue	Regular activities
July 29	Wed	Regular activities
July 30	Thu	Regular activities Result Publication of Third Semester model Examination of MCA 2018-2021& MCA 2019-2021
July 31		
Fri		Bakrid; Holiday

AUGUST 2020

Date	Day	Activities
August 1	Sat	
August 2	Sun	
August 3	Mon	Regular activities
		Result Publication of Second Semester Model Examination of MCA 2019-2022 batch
August 4	Tue	Regular activities
August 5	Wed	Regular activities 1st IAT for S3 MBA (Class tests) commences
August 6	Thu	Regular activities Admission 2020- Certificate Verification commences for Department of Computer Applications
August 7	Fri	Regular activities
August 8	Sat	

August 9	Sun	
August 10	Mon	Regular activities
August 11	Tue	Regular activities
August 12	Wed	Regular activities
August 13	Thu	Regular activities MII @ Kochi for S3 MBA (Advaita) commences
August 14	Fri	Regular activities MII @ Kochi for S3 MBA (Advaita)
August 15	Sat	Independence Day; Holiday
August 16	Sun	
August 17	Mon	Regular activities Commencement of Sixth Semester of MCA 2018-2020 Direct & L.E, MCA 2017-2020
August 18	Tue	Regular activities
August 19	Wed	Regular activities Commencement of Third Semester of MCA 2019-22
August 20	Thu	Regular activities MII @ Kochi for S3 MBA (Morpheus) commences
August 21	Fri	Regular activities MII @ Kochi for S3 MBA (Morpheus)
August 22	Sat	
August 23	Sun	
August 24	Mon	Regular activities Commencement of Third Semester university Degree Examination of MCA 2019-21(L.E) & MCA 2018-2021 Commencement of fourth semester of MCA 2019-21(L.E) & MCA 2018-2021
August 25	Tue	Regular activities Placement Training (Aptitude test) S3 MBA commences
August 26	Wed	Regular activities Placement Training (Aptitude test) S3 MBA
August 27	Thu	Regular activities Placement Training (Aptitude test) S3 MBA
August 28	Fri	Ayyankali Jayanthi; Holiday
August 29	Sat	Muhram; Holiday

August 30	Sun	
August 31	Mon	Thiruvonam: Holiday

SEPTEMBER 2020

Date	Day	Activities
September 1	Tue	Third Onam; Holiday
September 2	Wed	Regular activities Tech Talk –Radio Programme by Department of Computer Applications Admission for MCA 2020 - Verification of Certificates & Uniform Measurement
September 3	Thu	Regular activities
September 4	Fri	Regular activities First Review –S6 Main Project of MCA 2018-2020 Direct & L.E., MCA 2017-2020 Batch Commencement Mini Project Fourth Semester of MCA 2019-21(L.E) & MCA 2018-2021 Regular
September 5	Sat	
September 6	Sun	
September 7	Mon	Regular activities
September 8	Tue	Regular activities
September 9	Wed	Regular activities
September 10	Thu	SreeKrishna Jayanthi; Holiday
September 11	Fri	Regular activities
September 12	Sat	
September 13	Sun	
September 14	Mon	Regular activities Commencement of S3 MBA IAT-cum- Model exam
September 15	Tue	Regular activities
September 16	Wed	Regular activities
September 17	Thu	Regular activities S1 MBA PTA Meeting with Progress Report Analysis
September 18	Fri	Regular activities S1 MBA PTA Meeting with Progress Report Analysis

September 19	Sat	
September 20	Sun	
September 21	Mon	SreeNarayanaguru Samadhi; Holiday
September 22	Tue	Regular activities Commencement of third semester second internal examinations of M.Sc. Programmes
September 23	Wed	Regular activities
September 24	Thu	Regular activities
September 25	Fri	Regular activities Completion of S3 MBA IAT-cum- Model exam
September 26	Sat	
September 27	Sun	
September 28	Mon	Regular activities
September 29	Tue	Regular activities
September 30	Wed	Regular activities In case of non-declaration of S3 MBA University examinations, commencement of S4 MBA classes

OCTOBER 2020

Date	Day	Activities
October 1	Thu	Regular activities First Review of Mini Project of MCA 2019-21(L.E) & MCA 2018-2021 Regular
October 2	Fri	Gandhi Jayanthi; Holiday
October 3	Sat	
October 4	Sun	
October 5	Mon	Regular activities
October 6	Tue	Regular activities
October 7	Wed	Regular activities Commencement of S3 MBA University Examinations (as per University calendar)
October 8	Thu	Regular activities
October 9	Fri	Regular activities Tech Talk –Radio Programme by DCA
October 10	Sat	
October 11	Sun	
October 12	Mon	Regular activities
October 13	Tue	Regular activities
October 14	Wed	Regular activities
October 15	Thu	Regular activities
October 16	Fri	Regular activities Commencement of First Internal Examination of Third Semester of MCA 2019-2022 Batch International Conference by Department of Management Studies
October 17	Sat	
October 18	Sun	
October 19	Mon	Regular activities
October 20	Tue	Regular activities
October 21	Wed	Regular activities Second Review – S6 Main Project of MCA 2018-2020 Direct & L.E, MCA 2017-2020 Batch

October 22	Thu	Regular activities
October 23	Fri	Regular activities
October 24	Sat	Mahanavami; Holiday
October 25	Sun	
October 26	Mon	Vijayadashami; Holiday
October 27	Tue	Regular activities Commencement of 3rd IAT-cum-Model Exam for S1 MBA
October 28	Wed	Regular activities
October 29	Thu	Nabi Dinam; Holiday
October 30	Fri	Regular activities
October 31	Sat	

NOVEMBER 2020

Date	Day	Activities
November 1	Sun	
November 2	Mon	Regular activities Commencement of fourth semester theory classes (2019-2021) of M.Sc. programmes Soft Skill Development and Aptitude Training commences for S4 M.Sc. programmes by Corporate Relations
November 3	Tue	Regular activities
November 4	Wed	Regular activities Soft Skill Development and Aptitude Training for S4 M.Sc. programmes
November 5	Thu	Regular activities Completion of 3rd IAT-cum-Model exam for S1 MBA
November 6	Fri	Regular activities First Internal Examination of fourth semester MCA 2019-21(L.E) & MCA 2018-2021 Regular Viva Voce - Internal Assessment for S1 MBA

November 7	Sat	
November 8	Sun	
November 9	Mon	Regular activities Start of Android class for MCA 2019-21(L.E) & MCA 2018-2021 Regular Second Review of Mini project of MCA 2019-21 (L.E) & MCA 2018-2021 Regular In case of non-declaration of S1 University examinations, commencement of S2 MBA classes
November 10	Tue	Regular activities Result publication of first internal examination of fourth semester MCA 2019-21(L.E) & MCA 2018-2021 Regular
November 11	Wed	Regular activities
November 12	Thu	Regular activities
November 13	Fri	Regular activities Completion of S3 MBA University Examinations (according to University calendar)
November 14	Sat	
November 15	Sun	
November 16	Mon	Regular activities
November 17	Tue	Regular activities Commencement of S1 MBA University Examinations
November 18	Wed	Regular activities Orientation and Commencement of S4 MBA Classes
November 19	Thu	Regular activities
November 20	Fri	Regular activities Third Review of Mini project of MCA 2019-21(L.E) & MCA 2018-2021 Regular
November 21	Sat	
November 22	Sun	

November 23	Mon	Regular activities
November 24	Tue	Regular activities
November 25	Wed	Regular activities
November 26	Thu	Regular activities
November 27	Fri	Regular activities Commencement of training on Dining Etiquettes for S4 MBA
November 28	Sat	Training on Dining Etiquettes for S4 MBA
November 29	Sun	
November 30	Mon	Regular activities

DECEMBER 2020

Date	Day	Activities
December 1	Tue	Regular activities
December 2	Wed	Regular activities MCA 2020-2022 Batch Inauguration (Online meeting)
December 3	Thu	Regular activities Commencement of MCA 2020-2022 Batch Orientation Programme and Bridge Course
December 4	Fri	Regular activities
December 5	Sat	
December 6	Sun	
December 7	Mon	Regular activities Placement Training of 4thSemester of MCA 2019-21(L.E) & MCA 2018-2021 Regular batches Orientation and Commencement of S2 MBA Classes Commencement of OEL for S2 MBA (Batch1)
December 8	Tue	Regular activities OEL for S2 MBA (Batch1)
December 9	Wed	Regular activities OEL for S2 MBA (Batch1) Commencement of OEL for S2 MBA (Batch2)
		for the Third Semester of MCA 2019-2022 Batch

December 10	Thu	Regular activities OEL for S2 MBA (Batch2)
December 11	Fri	Regular activities OEL for S2 MBA (Batch2)
December 12	Sat	Placement Training (GD & Interview) commences for S4 MBA
December 13	Sun	
December 14	Mon	Regular activities Placement Training for S4 MBA Internal practical exams for Fourth semester M.Sc. programmes
December 15	Tue	Regular activities
December 16	Wed	Regular activities
December 17	Thu	Regular activities MCA 2020-2022 Batch Orientation Programme concludes
December 18	Fri	Regular activities
December 19	Sat	
December 20	Sun	
December 21	Mon	Regular activities
December 22	Tue	Regular activities
December 23	Wed	Regular activities
December 24	Thu	Regular activities
December 25	Fri	Christmas; Holiday
December 26	Sat	
December 27	Sun	
December 28	Mon	Regular activities Inauguration of MSc Bionanotechnology programme and 20-22 batch of seven M.Sc. programmes
December 29	Tue	Regular activities Commencement of Orientation programme for S1 Biosciences students
December 30	Wed	Regular activities
December 31	Thu	Regular activities Commencement of. Net Training Class

JANUARY 2021

Date	Day	Activities
January 1	Fri	New Year Day
January 2	Sat	
January 3	Sun	
January 4	Mon	Regular activities Commencement of fifth semester lab examination of MCA 2018-2020 Direct & L.E, MCA 2017-2020 Batch
January 5	Tue	Regular activities
January 6	Wed	Regular activities
January 7	Thu	Regular activities
January 8	Fri	Regular activities Mock Placement Interview for 2019-21 MBA Batch
January 9	Sat	Regular activities Mock Placement Interview for 2019-21 MBA Batch
January 10	Sun	
January 11	Mon	Regular activities Fifth semester lab examination of MCA 2018-2020 Direct & L.E, MCA 2017-2020 Batch concludes First semester classes in online mode commences for the 2020-22 M.Sc. batch
January 12	Tue	Regular activities
January 13	Wed	Regular activities Commencement of sixth semester project evaluation & viva voce examination of MCA 2018-2020 Direct & L.E, MCA 2017-2020 Batch
January 14	Thu	Regular activities
January 15	Fri	Regular activities Commencement of second internal examination of third semester MCA 2019-2022 batch
January 16	Sat	
January 17	Sun	
January 18	Mon	Regular activities Commencement of Website Project of MCA 2020-2022 Batch Third Semester MSc Model exams commences

January 19	Tue	Regular activities
January 20	Wed	Regular activities Mini Project Final Evaluation of MCA 2018-2021& MCA 2019-2021
January 21	Thu	Regular activities
January 22	Fri	Regular activities
January 23	Sat	
January 24	Sun	
January 25	Mon	Regular activities Commencement of first semester First Internal Examination of MCA 2020-2022 Batch Commencement of 1st IAT for S2 MBA Second semester MSc PGCSS University exams commence
January 26	Tue	Republic Day; Holiday
January 27	Wed	Regular activities Placement Training Class for the Third Semester of MCA 2019-2022 batch
January 28	Thu	Regular activities
January 29	Fri	Regular activities Placement Training (Aptitude test) for S2 MBA
January 30	Sat	Placement Training (Aptitude test) for S2 MBA
January 31	Sun	

FEBRUARY 2021

Date	Day	Activities
February 1	Mon	Regular activities
February 2	Tue	Regular activities Website Project – First Review of DCA commences
February 3	Wed	Regular activities
February 4	Thu	Regular activities
February 5	Fri	Regular activities Website Project – First Review of DCA concludes
February 6	Sat	
February 7	Sun	

February 8	Mon	Regular activities Result Publishing of First Internal Examination of MCA
February 9	Tue	Regular activities Commencement of S4 MBA University Examination (Tentative)
February 10	Wed	Regular activities
February 11	Thu	Regular activities
February 12	Fri	Regular activities
February 13	Sat	
February 14	Sun	
February 15	Mon	Regular activities Website Project – Second Review of DCA commences Commencement of S4 MBA IAT/Model exam
February 16	Tue	Regular activities
February 17	Wed	Regular activities
February 18	Thu	Regular activities
February 19	Fri	Regular activities
February 20	Sat	Website Project – Second Review of DCA concludes
February 21	Sun	
February 22	Mon	Regular activities
February 23	Tue	Regular activities
February 24	Wed	Regular activities
February 25	Thu	Regular activities
February 26	Fri	Regular activities S4 MBA IAT/Model exam concludes
February 27	Sat	Viva Voce - Internal Assessment for S4 MBA
February 28	Sun	

MARCH 2021

Date	Day	Activities
March 1	Mon	Regular activities
March 2	Tue	Regular activities
March 3	Wed	Regular activities Model Examination of fourth semester of MCA 2018-2021& MCA 2019-2021
March 4	Thu	Regular activities
March 5	Fri	Regular activities Website Project – Final Review commences of MCA 2020-2022 Batch
March 6	Sat	
March 7	Sun	
March 8	Mon	Regular activities Commencement of Second Internal Examination of MCA 2020-2022 Batch
March 9	Tue	Regular activities Commencement of S4 MBA University Examination (Tentative)
March 10	Wed	Regular activities Website Project – Final Review concludes for MCA 2020-2022 Batch
March 11	Thu	Maha Shivaratri; Holiday
March 12	Fri	Regular activities
March 13	Sat	
March 14	Sun	
March 15	Mon	Regular activities Commencement of S2 MBA IAT/Model exam First Semester (2020-22) internal exam for S1 M.Sc. Programmes Commencement of Third Semester PGCSS University Examination of M.Sc. programmes (2019-2021 batch)

March 16	Tue	Regular activities Result Publication of fourth semester model examination of MCA 2018-2021& MCA 2019-2021
March 17	Wed	Regular activities
March 18	Thu	Regular activities
March 19	Fri	Regular activities
March 20	Sat	
March 21	Sun	
March 22	Mon	Regular activities Commencement of first semester Model Examination of MCA 2020-2022 Batch
March 23	Tue	Regular activities
March 24	Wed	Regular activities Result Publishing of Second Internal Examination of MCA 2020-2022 Batch Completion of S2 MBA IAT/Model exam
March 25	Thu	Regular activities Mock Viva for S2 MBA
March 26	Fri	Regular activities
March 27	Sat	
March 28	Sun	
March 29	Mon	Regular activities Bridge Course – Examination for DCA
March 30	Tue	Regular activities Result Publishing of first semester Model Examination of MCA 2020-2022 Batch
March 31	Wed	Regular activities First Semester End of MCA 2020-2022 Batch

APRIL 2021

Date	Day	Activities
April 1	Thu	Maundy Thursday; Holiday
April 2	Fri	Good Friday; Holiday
April 3	Sat	
April 4	Sun	Easter Sunday
April 5	Mon	Regular activities Commencement of S4 MBA Research Project
April 6	Tue	Regular activities
April 7	Wed	Regular activities
April 8	Thu	Regular activities Internal Mark Publication of First Semester of MCA 2020-2022 batch
April 9	Fri	Regular activities
April 10	Sat	
April 11	Sun	
April 12	Mon	Regular activities
April 13	Tue	Regular activities
April 14	Wed	Vishu; Holiday
April 15	Thu	Regular activities
April 16	Fri	Regular activities Last working day of third semester class of MCA 2019-2022 batch
April 17	Sat	
April 18	Sun	
April 19	Mon	Regular activities Internal Examinations commences for S1 M.Sc. programmes 2020-22 batch (offline/ online)
April 20	Tue	Regular activities
April 21	Wed	Regular activities
April 22	Thu	Regular activities
April 23	Fri	Regular activities
April 24	Sat	
April 25	Sun	
April 26	Mon	Regular activities

		PTA Meeting for S1 MCA Batch
April 27	Tue	Regular activities
April 28	Wed	Regular activities Commencement of fourth semester University examination of MCA 2018-2021 & MCA 2019-2021 batches
April 29	Thu	Regular activities
April 30	Fri	Regular activities Commencement of first semester university examination of MCA 2020-2022 batch

MAY 2021

Date	Day	Activities
May 1	Sat	Commencement of second semester of MCA 2020-2022 Batch
May 2	Sun	
May 3	Mon	Regular activities Commencement of fifth semester of MCA 2018-2021 & MCA 2019-2021
May 4	Tue	Regular activities
May 5	Wed	Regular activities
May 6	Thu	Regular activities
May 7	Fri	Regular activities
May 8	Sat	
May 9	Sun	
May 10	Mon	Regular activities
May 11	Tue	Regular activities
May 12	Wed	Seminar of MCA 2018-2021 & MCA 2019-2021
May 13	Thu	Ramsan; Holiday
May 14	Fri	Regular activities
May 15	Sat	
May 16	Sun	
May 17	Mon	Regular activities
May 18	Tue	Regular activities

May 19	Wed	Regular activities
May 20	Thu	Regular activities
May 21	Fri	Regular activities
May 22	Sat	
May 23	Sun	
May 24	Mon	Regular activities
May 25	Tue	Regular activities
May 26	Wed	Regular activities
May 27	Thu	Regular activities
May 28	Fri	Regular activities
May 29	Sat	Regular activities
May 30	Sun	Regular activities
My 31	Mon	Regular activities Completion of First semester classes of M.Sc. programmes (2020-22 batch)



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