NISH

NATIONAL INSTITUTE OF SPEECH & HEARING

(An autonomous organisation under the Social Justice Department, Government of Kerala)

Accredited as Excellent Institution by RCI | ISO 9001:2015 Certified | Accredited by NAAC with A Grade

CODE OF ETHICS

Vision

An institution of excellence in education, research and services with an inclusive environment for people of all abilities to achieve their full potential.

Objectives

1. Provide the best **inclusive** and **integrated** educational environment for PwD (and people of all abilities) to access higher education, to enable them to have successful and fulfilled lives.
2. Create and prepare a pool of **world-class professionals** in select liberal arts, science and technology, and in disability studies and services - researchers, practitioners, educators, rehabilitators.
3. Carry out **cutting-edge research** in disabilities: in prevention, screening and detection, early intervention, assistive technologies, education, rehabilitation, and integration into society.
4. Provide **prevention**, **screening**, **detection**, **extension** and **outreach programs**, and key **intervention models** in disability services on and off campus.
5. Provide leadership in formulating **policies for PwD**.
6. Inspire and be a **catalyst** for other institutions in the field of higher education, specifically in disability studies, rehabilitation sciences, and disability services; set and ensure compliance to standards of excellence in education in such institutions seeking affiliation for programs in disability studies and rehabilitation sciences.

Purpose

Code of Ethics provides guidelines for the conduct for all the students and staff at National Institute of Speech and Hearing, Trivandrum. Members are expected to be models of academic excellence and personal integrity. This code expresses these ideals and expectations.

- To ensure high professional and ethical standards in all our activities with a view of best interest for its stakeholders.
- To promote these ideals because they are committed towards the social wellbeing
- To ensure no student/employee will be misguided by a sense of loyalty or profitability to ignore moral decency or disobey any applicable law.

1. To Work Towards Clients Welfare

- To ensure high professional and ethical standards
- Maintaining confidentiality
- Do not misrepresent his/her professional qualifications.

- Always act in the best interest of your client (correct information to the client, appropriate referrals)
- To accept responsibility in making decisions consistent with the safety, health, and welfare of the public
- To disclose promptly factors that might endanger the public or the environment
- Informed choices

2. Punctuality

- Employee attendance at work is expected to be punctual.
- Instances of lateness should be explained by the employee concerned to his/her higher authority , who will monitor the situation and take action as appropriate in accordance with the institutions capability or disciplinary procedure.
- It is the responsibility of management to approve any variations (including any short-term variations) to an individual's normal hours of work. Individuals should not vary their normal hours of work without prior approval.
- Absence should be intimated in advance, unless a last minute emergency and the record for the absence should be submitted to the concerned authority.

3. Ownership of Responsibility

- Work undertaken should be completed with responsibility
- Owning up to your words, actions and deeds no matter the outcomes

4. Equality

- To treat fairly all persons
- Do not engage in acts of discrimination based on race, religion, gender, disability, age, national origin, sexual orientation, gender identity, or gender expression
- To assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

5. To Resolve Conflict of Interest

- To avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist
- To be honest and realistic in stating claims or estimates
- To seek, accept, and offer honest criticism of the work, to acknowledge and correct errors, and to credit properly the contributions of other

6. Encroachment of Others Rights

- To avoid injuring others, their property, reputation, or employment by false or malicious activities
- Give due acknowledgement to the contribution of others
- Do not involve in plagiarism

7. Documentation of Professional Work

- Document the professional work appropriately to ensure accountability and meet legal or organizational requirements.

- Should recognize and acknowledge the clients' rights to access documented information about themselves.
- Information should be documented in a manner that is sensitive and comprehensible given the person's abilities.
- Create, maintain, disseminate, store, retain and dispose of records and data relating to their research, practice and other work in accordance with legal requirements, organizational policy and this Code of Ethics

8. Will not to be Involved in Illegal Activities
- To reject bribery in all its forms
- Not to pass/sanction any bill based on your personal relationships
- Not to use substances that will be harmful for human being

9. To Work Towards Improving Our Skills
- To improve the understanding of theoretical and clinical knowledge, its appropriate application, and potential consequences
- To maintain and improve our competence and to undertake tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations
- To attend workshops, seminar, conferences etc to upgrade our existing knowledge
- Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

10.   Research and Publication
- Obtaining approval prior to conducting research, from relevant committees, boards or organizations.
- Design, implement and report research adhering to the professional standards and research protocols of the approving committee, board or organization
- Resolve any ethical issue that is unclear via consultation with appropriate committees, boards or organizational management.
- Plan and conduct research in a manner consistent with Federal and State laws and regulations as well as professional standards governing the conduct of research

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CODE OF CONDUCT AND ETHICS AT NISH

I. Code of Conduct and Ethics for Students:

A well-prescribed code of conduct is followed for all students and especially those who attend clinics and therapy sessions which has been uploaded on NISH website. Other general instructions on the same have been provided in the Students Handbook.

Link to it on website: http://nish.ac.in/docs/Code_of_conduct_students.pdf (Available in "Academics")

II.   Code of Conduct for Teachers and Staff:

There is a strong Code of Ethics and Conduct organ working in NISH in the name of **Ethics and Excellence Committee** chiefly focussing on staff since 2016 which aims at excellence in education, research and services with an inclusive environment for people of all abilities to achieve their full potential.

Its objectives are listed below:

1. Provide the best **inclusive** and **integrated** educational environment for PwD (and people of all abilities) to access higher education, to enable them to have successful and fulfilled lives.
2. Create and prepare a pool of **world-class professionals** in select liberal arts, science and technology, and in disability studies and services - researchers, practitioners, educators, rehabilitators.
3. Carry out **cutting-edge research** in disabilities: in prevention, screening and detection, early intervention, assistive technologies, education, rehabilitation, and integration into society.
4. Provide **prevention**, **screening**, **detection**, **extension** and **outreach programs**, and key **intervention models** in disability services on and off campus.
5. Provide leadership in formulating **policies for PwD**.
6. Inspire and be a **catalyst** for other institutions in the field of higher education, specifically in disability studies, rehabilitation sciences, and disability services; set and ensure compliance to standards of excellence in education in such institutions seeking affiliation for programs in disability studies and rehabilitation sciences.

   Link to it on website http://nish.ac.in/docs/Code_of_Ethics.pdf (Available in "About us")

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CODE OF CONDUCT AND ETHICS

PRINCIPLES AND STANDARDS WITH RESPECT TO ACADEMIC INTEGRITY

Students are expected to show academic integrity which includes honesty, trustworthiness, fairness, respect and responsibility and to behave as mature persons. All students are expected to conduct themselves, both on and off campus, in a manner which demonstrates the stature of NISH, its faculty and staff, fellow students and property. NISH expects good, responsible behavior from its students. They should be responsible towards their learning and general conduct. Where necessary, and in the event of misconduct, NISH has the authority to take disciplinary action. Every person at NISH has a responsibility to report misconduct. Persistent or serious misconduct will be dealt with punishments as determined on an individual basis

Cases of repeated or serious misconduct may result in one, or any combination of the following:
➢ Admonition/warning by faculty
➢ Fines
➢ Suspension from College for a stipulated period
➢ Expulsion from the College

All money paid as discipline fines will be passed to the students unit. Any bill for damages will be used to restore the area/item damaged to its original condition.
The principles and standards are set forth to establish expectations for ethical behavior in the learning environment
1. Mutual respect b/w students, faculty and staff;
2. Pursuit of studies with honesty and integrity;
3. Respect for College and personal property;
4. Compliance with all rules and regulations;

Academic misconduct shall include the following, though not limited to:
1. Cheating in an examination
2. Recurring absence from class
3. Perpetual late coming
4. Late submission of class work, assignments, project reports, etc
5. Copying Assignments/Plagiarism
6. Misuse of computers and other networks
7. Failure to abide by the direction of a member of academic staff

Non-academic misconduct shall include:

1. Ragging
2. Committing or attempting to commit robbery or theft
3. Misappropriation, unauthorized possession, and/or destruction of College property
4. Use, possession, or sale of alcoholic beverages, intoxicants of any kind or any drugs
5. Possession or use of materials and articles that are harmful on campus
6. Smoking in campus
7. Improper dress code
8. Misuse of camera mobile phones inside the campus
9. Disruptive behavior or wilful disobedience
10. Any other bad behavior

Most cases of non-academic misconduct are lawfully punishable. Any student caught committing any minor non-academic misconduct will be admonished once. In case of a 2nd instance, he/she will face disciplinary action including suspension or expulsion from the college itself. Unlawful acts will be informed to the law enforcement authorities.

These standards are intended to promote responsible student conduct and effective learning.

CASES OF ACADEMIC MISCONDUCT
Cheating in Examination

Copying or allowing another student to copy from one's paper or answer sheet during examination is not allowed. If caught either way, that paper of the examination of these student/students will be cancelled immediately and the student /students shall be sent out of the examination in any of the following semester/s, he/she will be forced to face severe disciplinary action including debarring.

Repeated Absence from Class without Valid Reason

Attendance is mandatory for students and unauthorized absence from class will not be allowed unless it is medical reasons. Leave should be informed to the class coordinators through proper intimation from parents/guardian or through leave letters. Any absence that is not applied as above will be seen as an unauthorized absence. If a student is absent for medical reasons written verification will be needed from a medical professional.

Perpetual Late Coming

Arriving punctually to class is important responsibility of the students. The students are expected to be in college from start to end of class. They will not be allowed to come late or leave early. In case of urgent matters the students are required to get the permission of their concerned class coordinator and/or head of department. No one will be permitted to enter any class/lab/studio after 5 minutes from the start of a class/session. The faculty may dismiss the student from the class or activity for the present and/or following class session. The faculty shall then inform the concerned Class coordinator and/or Head of Department. The student will not be eligible for attendance for the day. Repeated acts of misconduct for 3 times or more, may result in more serious actions such suspension or expulsion from college. The faculty in charge has the freedom to enforce any reasonable rules in class so as to ensure discipline.

Late Submission of Assignment/Classwork

Since assignments carry weightage towards the final result, students must pay full attention in doing this exercise.

So all the students are advised to ensure the timely submission of all their assignments.

All assignments submitted must have a Title (cover page). The title page must display the following;

➢ Name

➢ Students Roll Number

➢ Date of submission

➢ Assignment Number

➢ Name of Course

➢ Semester

➢ Subject name and code

➢ Total number of pages in the assignment (for eg: Total number of pages:5)

Submission of Record Books

The record books for practical sessions should be submitted on the given date and time. Otherwise the students will not be allowed into the laboratory/workshop/studio. The record books should be properly covered and labelled. The students should see to it that their rough records are corrected before they submit their fair records. Record books submitted within one day after the specified deadline will be allowed to sit for the lab/studio sessions.

For the semester examination the students should submit bonafide Record Books prescribed form practical examinations, duly certified by the Head of the Department. Otherwise the candidates will not be permitted to appear for the practical examinations. However, in genuine cases where the students could not submit the records books, they may be permitted to appear for the practical examinations, provided the concerned Head of the Department of the Institute certifies that the candidate has performed the experiments prescribed for the course. For such candidates who do not submit Record Books, zero (0) marks will be awarded for record books.

Copying of Assignments/Plagiarism

Plagiarism, i.e., the use of reference materials without giving credit to the original owner/author will be strictly dealt with. If copying is noticed, the assignment of such students will be given zero marks.

Misuse of Computers and/or other Lab Facilities

Computer and network facilities are provided to students primarily for educational use.

Misuse such as

a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose;

b. Unauthorized transfer to a file;

c. Unauthorized use of another person's identification and password;

d. Use of computing facilities to interfere with the work of another student, faculty member or college official;

e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons;

f. Use of computing facilities to interfere with normal operation of the college computing system;

g. Use of computing facilities for student's personal benefit;

Shall be counted as misconduct.

Such student/students will be admonished once. In further cases of computer misuse, the head of department will be notified who in turn will determine the course of any disciplinary action.

CASES OF NON-ACADEMIC MISCONDUCT

Ragging

Ragging in any form is strictly forbidden inside the campus. The University Grants Commission has banned ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. Any form of ragging, if reported, is liable for punishment under penal law.

Theft

Theft of College property or the property of others is a serious violation. Students who are found responsible for theft/attempt at theft will be liable for serious action and possible suspension/expulsion.

Misappropriation, Unauthorized possession and Destruction of College property

NISH expects students to be careful and responsible in the use of facilities such as library, photocopier, telephone, fax, networks etc. Students need permission to use such general facilities from the concerned in charge. NISH reserves the right to terminate access at any time to anyone whose use of its resources violates or threatens system or network security, performance etc.

Damage, vandalism or defacement of College property or property of another staff or student of NISH or campus visitor by a student or students may result in disciplinary action as well as the responsible student/students being held financially responsible for the cost of repair or replacement.

Use of Alcoholic Beverages, Intoxicants or Drugs

Students are prohibited from the sale, distribution, use and possession of illegal drugs, alcoholic beverages, or intoxicants of any kind on campus. Misconduct related to the use of alcohol/drugs for the 1st time will result in warning. The parents/guardian will be notified by the concerned class coordinator. Further acts of misconduct will result in suspension/expulsion from college. Possession and/or sale of drugs is a legal offence and carry severe punishment.

Possession of Harmful Materials

The unauthorized use or possession of fireworks, firearms, or other weapons, explosives, or any type of ammunition on NISH premises is prohibited.

Smoking

NISH is committed to maintaining a healthy environment for everyone on the campus. So smoking is strictly prohibited within the college premises Smoking on Campus is a punishable offence.

Dress Code

Dress and personal appearance should be neat and appropriate.

Use of Mobile Phones and/or Other Electronic Devices

Use of camera mobile phones is prohibited inside the campus as per the Kerala University directions. If camera, mobile phones or other electronic devices are used to record voices, make offensive calls or take still or moving pictures unauthorized inside the campus, the same would be confiscated and will not be returned. Such items will be kept under the custody of the head of the institution and will be returned only on the final day of the student leaving the college. All mobile phones are to be put in silent mode inside the classrooms/labs/studios. The classroom teacher will have the authority to set the rules regarding mobile phone usage inside the classroom.

Any other bad behaviour from the students will be treated as misconduct and will be dealt with appropriate punishment.

Repeated acts of academic/non-academic misconduct after admonitions and fines may result in serious disciplinary action such as suspension or expulsion from college.

RULES & REGULATIONS TO BE FOLLOWED BY STUDENTS IN THE AUDIOLOGY & SLP CLINICS

➢ Students should wear their identity cards & lab coats in clinics

➢ Each student should maintain strict discipline in the clinic

➢ Each student should have a clinical diary along with the Performa for entering the client details & the same along with journal has to be submitted for their internal & external clinical practical examinations

➢ The Preforma & clinical diary should be signed by the supervisor within 3 days. If not signed they will not be considered when calculating the client contact hours ➢ Client details should be entered by the respective clinicians in the respective

registers & staff initials should be put before logging out from the clinic ➢ While testing in audiology clinic only tester & observers should be there in tester room & if needed a 2ⁿᵈtester in the patient room

➢ Otoscopic examination should be done prior to audiological evaluations & especially before tests involving probes & ear tips

➢ Extreme care should be taken while dealing with the instruments in the audiology clinic

➢ Daily calibration of instruments should be done prior to audiological testing for the day

➢ The electrodes, ear tips, probes & speculums used for audiological evaluations should be sanitized & kept in place after each testing

➢ The programming shoes, cables, batteries & hearing aids should be issued by entering in the issue register & should be replaced after tests with staff initials ➢ Student clinicians should take interest in explaining the test procedures to the clients &/or to their parents before starting the test procedure

➢ Each student will be assigned a therapy room & shall be responsible for the resources & activities in that room

➢ The room in-charge should take up the responsibility to keep their respective room neat & clean

● Furniture in the room should not be misplaced or carried to another room

 ● Lights & fans should be switched off when not in use

 ● The play materials should not be scattered in the room

➢ Room in-charge is supposed to check all the above before leaving the speech therapeutics department; if not a fine of Rs. 500 would be charged from the corresponding room in charge

➢ In cases where, the 2 room in-charges have cases simultaneously, one of the clinicians can utilize the vacant rooms (rooms from 21 I B onwards) after entering in the room allocation register

➢ In cases where one of the clinicians has a case, the other room in-charge can utilize the common room (Room no: 205) provided they don't have a case during that session

➢ In all other cases, the 2 room in-charges are supposed to be at their respective rooms. The room in-charges are not allowed to interchange rooms.

➢ Room numbers should be given to the patient prior to examination ➢ Therapy kit along with OPME kit & personal file (with supervisor signed reports & its copies, clinical diary, attendance sheets) should be carried by the clinicians during their postings & should produce it whenever they are asked to

➢ Punctuality should be maintained in clinics & submitting reports

➢ Break time from clinics can be availed only after informing the particular day's clinic in charge for a maximum of 15 minutes.Reporting late may lead to consequences as mentioned in Sl no: 10 in the rules mentioned below

Sl. No	Conduct	Corrective measures	
		1st lapse	2nd lapse
1	Reporting late in clinics	Clinical hours are deducted depending on time of reporting	A day's clinical attendance is withheld, but the student is supposed to carry out the assigned clinical duties

2	Absence without making alternative arrangements for the assigned cases	Deduction of clinical hours equal to the sessions lost to the patient from the next day(s) of posting	A day's clinical attendance is withheld, but the student is supposed to carry out the assigned clinical duties
3	Initiating therapy session without consent of concerned supervisor	Clinical hours equal to sessions taken without supervisor consent are deducted	Clinical attendance will be deducted by the supervisor to maximum of 5 days & the student clinician has to compensate for the same by taking extra sessions for the patient
4	Failure in submission of daily report	Oral warning is issued	Deduction of multiple hours equal to no: of sessions taken without daily report
5	Failure in timely submission of Pre-therapy, lesson plan & progress reports	Oral warning is issued	For Pre-therapy late submission=deduction of 3 sessions. For lesson plan late submissions=deduction of 5 sessions For progress report, late submissions=deduction of 8 sessions by the supervisor
6	Cancellation of cases without knowledge of supervisor/staffs in therapy	2 days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the student have to carry out the assigned clinical duties
7	Handover of assigned cases to others without supervisor's consent	2 days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the student have to carry out the assigned clinical duties
8	Use of mobile phone in clinics	Oral warning is issued	A fine of imposed Rs. 500 is

9	Mishandlings of therapy materials belonging to institute	Oral warning is issued	A fine of imposed Rs. 100 is
10	Moving out of clinics during posting time without intimating the concerned staff in prior	Oral warning is issued	Clinical attendance for 5 days week will be withheld, but the student have to carry out the assigned clinical duties at the clinic
11	Tampering/damaging the institute properties such as furniture, instruments, computers etc.	Cost of the damaged property will be levied from the Caution Deposit. Information is passed to parents	
12	Ragging in clinics	As per discretion of Head of Department, Anti-ragging committee & Executive Director, legal action is initiated	

GUIDELINES FOR STUDENTS ENTITLEMENT

These guidelines have been issued by the University Grants Commission (UGC) in order to help students, teachers, administrators and institutions understand what the minimum entitlements of the students are. These guidelines apply to all colleges and universities in the country (this expression includes every institution of higher education even if it is not called college/university) without any exception. It shall be mandatory for every college/university to publish the present Guidelines in full in its Prospectus and also post it on the homepage of its website.

Fulfilment of these entitlements imposes obligations on educational institutions, administrators, policy makers, teachers and students themselves. If these obligations are not met, a student can approach the Grievance Redressal Authority or the Ombudsman. Any serious or persistent violation of these Guidelines can be brought to the notice of the University Grants Commission and can be the basis of punitive action against the offender.

Some of the provisions stated here are already covered by existing laws or Rules and Regulations of the UGC. But the students shall continue to enjoy all the rights under existing laws, rules and regulations which may not have been mentioned in these Guidelines.

1. Admission

1.1 An announcement or advertisement for any course of study must clearly specify whether the degree granted is notified by the UGC and other relevant statutory authorities [Under Section 22 of the UGC Act, latest list available at the UGC website] and whether the university that awards the degree figures in the list of universities maintained by the UGC available at the UGC website].

1.2 A student seeking admission is entitled to a document (usually called 'Prospectus') that specifies the curricula including syllabi, names and academic profile and status of the faculty,

mode and frequency of evaluation, duration of the course, academic calendar, comprehensive information about fees or charges of any kind and refund rules. The information given in the prospectus should not be changed to the disadvantage of the student during the course of study; any change if necessary must be communicated to each student individually spelling out reasons for such a change.

1.3 The prospectus must spell out exactly the process and criteria for admissions. This includes weightage given to previous academic performance, entrance examination and interview. The syllabi and format of the entrance examination must be spell out. The final scores of each candidate who appeared for entrance examination including all the components and the entire waiting list must be made public.

1.4 Information about any reservation or quota for any category, the eligibility criteria for these reservations/quotas, certificate required for seeking admission under these must be stated clearly in the prospectus.

1.5 The student must not be asked to produce documents which have not been mentioned in the prospectus. While the institution can ask the student to produce the original documents (such as School Leaving Certificate, Mark sheet, Caste certificate) for verification, they cannot retain any original document of any student. [As notified by UGC on 23ʳᵈ April 2007, E No. I-3/2007(CPP II)]

2. Quality of Teaching and Learning

2.1 It is the responsibility of the college/university to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in all the languages allowed by the institution as medium of instruction or examination.

2.2 The students who begin with a difficulty due to social handicap or a shift in the medium of instruction are entitled to special support to bridge the gap.

2.3 The students are entitled to availability and presence of qualified teacher, fulfilment of the specified number of teaching days and contact hours for each course and completion of syllabus on time.[UGC Regulations on Minimum Qualification of Teachers….2010]

2.4 The students are entitled to reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-sources), laboratories and ICT facilities in the languages permitted as medium of instruction or examination.

2.5 The students are entitled to fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process. The students are entitled to a copy of their answer scripts after the declaration of results.

2.6 The students are entitled to timely conduct of examination and declaration of results as specified in the academic calendar in the prospectus. They shall be entitled to the award of degree within 180 days of the declaration of results.

2.7 The students are entitled to give regular feedback on the quality of teaching, student services and institutional infrastructure. The college/university shall establish mechanisms for seeking this feedback regularly and taking student feedback into account for review and improvement.

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Clinical Rules and Regulations (BASLP and MASLP Programme)

Attendance

1. **Posting** for each semester **as per the schedule**
2. Class coordinators needs to **uploaded the Clinical schedule in the ASLP dashboard** (link to be shared to the Clinical Coordinator) and share it in their google classroom
3. **Clinical posting** for the student clinician begins at **9:00 am (Forenoon batch)** and **1:30pm (afternoon batch)**, punctuality should be maintained w.r.t clinical reporting time.
4. Students **reporting late** for the clinical posting need to **report to the class coordinato**r and take **prior approval**, permission to be given only if there is a valid reason. Class coordinator to inform the op personal.
5. **Attendance to be marked in the google sheet/registe**r kept in the respective Departments within 15 minute of reporting.
6. **Clinical attendance** to be **reviewed by the class coordinators at the end of each month,** corrective measures to be taken for those having shortage of attendance.
7. **Leave** of the student clinicians should be **inform**ed through email to the **class co-ordinator at least one day prior** (except in case of emergency) and other faculty members (incharges, social worker and supervisor), where in the students have their clinical postings

Documentation of Client Contact Hours

1. Student clinician needs to **maintain the client contact hours in the online doc** shared with them.
2. Online documentation of the **client contact hour** based on the time taken for each assessment needs to be **updated** by the student clinician after the clinical posting, **within three working days**. The document should be verified by the concerned faculty within a week.
3. Students having **shortage** for client contact hours can do **compensation posting** on Saturday, only after seeking the permission of their class coordinators.
4. **Class coordinators** need to f**orward the list of the students coming for the clinical compensation** to each department by Thursday evening, with a cc to Clinical coordinator.

Clinical Guidelines: Diagnostics Departments

1. **Professional code** to be strictly adhered
2. **Ethical practices** needs to be followed

3. **College bags** are **not permitted in the department**, it needs to be kept in the classroom allocated to them, valuable to be kept in the lockers provided in the classroom. Interns to maintain their bags in the shelf allocated to them in the clinics.
4. **Clinical supervisors or the concerned faculty member** will **assign the clients** to the student clinician, sessions to be taken only after discussing the cases with the concerned faculty.
5. Student clinician to carry out the assessment under the **supervision of the clinical supervisors/faculty** and need to get the reports signed by the concerned supervisors

Clinical Guidelines: Department of Speech Therapy

1. Points 1 to 3 mentioned in clinical guidelines for diagnostic dept. is applicable here also.
2. Every student clinician is allocated with a therapy room and a cupboard to store their therapy material. Therapy materials need to be labelled and stacked neatly in the cupboard allocated to them, no plastic covers are permitted to be used for this purpose.
3. Each student clinician should have their own set of OPME kit and therapy materials (appropriate for their clients).
4. Each student clinician will be assigned a clinical supervisor by the concerned faculty member in speech therapeutics, student clinicians should take the therapy sessions only after discussing it with the concerned supervisor, failing which they will have to face the consequences as stipulated in the rules mentioned in Table.
5. Timely submission of all the reports (pre therapy - PT, lesson plan - LP, daily report - DR, Progress Report - PR and summary report - SR) to their concerned supervisor via online doc shared with them, is mandatory.
6. Following are the stipulated time frame for the entry of the doc
   - DR should be submitted one day prior to the commencement of the therapy posting.
   - PT and Lesson plan should be submitted within the first two sessions.
7. Parents should be explained about the activities that will be carried out in each session along with its rationale prior to starting the session, at the end of the session they should be given feedback on how they can carry those activities in their home environment.
8. PR and the next LP to be prepared and submitted after 8 therapy sessions.
9. This needs to be done three times (three lesson plans), following which the client should be referred for speech language evaluation to know the current status.
10. The client can continue with their speech therapy sessions if needed, else can be discharged after meeting the supervisor, with the report.
11. Clients who attain the skills should be discharged as and when needed, after meeting the supervisors (they need not wait for all three terms to be completed).
12. All the reports submitted need to be approved by the supervisors within three to four days of submission (except DR that needs to be approved before the session commences). and the cells need to be protected, to avoid further editing.

13. Student clinician should not contact the clients over the telephone unless permitted by the supervisor/social worker. Permission for the same should be obtained through mail correspondence only.

14. Student clinician needs to ensure the following before leaving their therapy rooms:
- Maintaining the furnitures and neatly stacking their therapy materials, in the space provided to them.
- Turning off the lights and fans, when not in use.
- Avoid littering the therapy rooms

* 15 minutes break from clinical postings can be availed, after writing in the movement register. Student clinician needs to get the movement register signed on their return, from the clinic in charge / social worker or faculty posted on that day. Reporting late may lead to consequences as stipulated in the rules mentioned below.

Table: 1 Details of the conduct and the corrective actions

S No	Conduct	Corrective measures	
		First lapse	**Seconds lapse**
1	Reporting late	Clinical hours corresponding to the time delay will be deducted	One day clinical attendance will be deducted, and the student clinician needs to complete the assigned clinical duties of that day.
2	Absence without intimation	Deduction of client contact hours equal to the sessions lost by clients	Three hours of CCH will be deducted and the the student has to take the compensatory sessions
3	Initiating therapy session without consent of concerned supervisor	Clinical hours equal to sessions taken without supervisor's consent are deducted	Clinical attendance will be deducted by the supervisor to maximum of 5 days and the student clinician has to compensate for the same by taking **extra** sessions for the patient
4	Failure in submission of daily report	Oral warning is issued	Deduction of multiple hours equal to no: of sessions taken without daily report
5	Failure in timely submission of pre-therapy, lesson plan and progress reports.	Oral warning is issued	Deduction of sessions for late submissions • Pre-therapy:3 sessions • Lesson plan: 5 sessions • Progress report: 8 sessions
6	Cancellation of cases without knowledge of supervisor/staffs in therapy	Two days' clinical attendance is withheld.	Clinical attendance for a week will be withheld, but the students have to carry out the assigned

			clinical duties.
7	Handover of assigned cases to others without supervisor's consent	Two days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the students have to carry out the assigned clinical duties.
8	Use of mobile phone in clinics	Oral warning is issued	A fine of Rs.500 is imposed
9	Mishandling of institutes clinical materials	Oral warning is issued	A fine of Rs.100 is imposed
10	Moving out of clinics during posting time without intimating the concerned staff in prior	Oral warning is issued	Clinical attendance for 5 days will be deducted
11	Tampering/damaging the institute properties such as furniture, instruments, computers etc.	Cost of the damaged property will be levied from the Caution Deposit and parents will be intimated regarding the same.	
12	Ragging in clinics	Legal actions will be executed as per the discretion of Head of the Institute and the Anti-ragging committee	

NISH

We are here because, we care

STUDENT HANDBOOK 2020-21

- B.Sc. (CS)(HI)
- BFA (HI)
- B.Com. (HI)
- HEFP
- DISLI
- DECSE-HI
- BASLP

"Be the
CHANGE
you wish to see in
the world."

- Mahatma Gandhi

Contents

NISH: IMPORTANT PHONE NUMBERS

Front Office	:	0471 2944 666 / 2944 601/ 2596 919
Social Worker	:	0471 2944 638 / 2944 622
Administrative Officer	:	0471 3066 640 / 904 892 0238
Finance Officer	:	0471 2944 637 / 984 713 3155
Head, ASLP	:	0471 2944 676 /709 069 0938
Head, Psychology	:	0471 2944 614 / 984 614 6340
Coordinator, EIP	:	0471 2944 626 / 994 715 5471
Coordinator, Degree (HI)	:	0471 2944 618 / 984 624 1024
Coordinator, Academic and Intervention Programs		0471 2944 602 / 944 679 5454
Executive Director	:	0471 2944 600 / 984 706 0016

KSRTC BUS TIMING (From EAST FORT to NISH)

Dep. Time	Route	Arvl.Time
07.45 am	Pattom, Kesavadasapuram	: 08.20 am
07.35 am	Kannammoola, Medical College	: 08.35 am
03.30 pm	Kannammoola, Medical College	: 04.30 pm
03.45 pm	Pattom, Medical College	: 04.30 pm

HELPLINE NUMBERS

Police Control Room	: 100/0471-2331 843
Crime Stopper	: 1090/0471-2461 090
Traffic Helpline	: 1099
Highway Helpline	: 9846 100 100
Women Helpline	: 1091
Anti-Ragging Helpline	: 1800 1805522
Railway Helpline	: 9846200 100
PSC Information	: 155 300
Tourist Information	: 1800425 4747
Child Helpline	: 1098

NEAREST HOSPITALS

Govt. Medical College (5 km)	Ph: 0471-2444 270
General Hospital (8.5 km)	Ph: 0471-2307 874
KIMS, Kumarapuram (4.2 km)	Ph: 0471-2447 676, 2446 535
Lords Hospital, Anayara (4.3 km)	Ph: 0471-3045 I11
Cosmopolitan, Murinjapalam (6 km)	Ph: 0471-2448 182,2449 188
SUT, Pattom (7 km)	Ph: 0471-2446 220,2444 304

IMPORTANT TRANSPORT MODES IN TRIVANDRUM

RAIL

Thampanoor, Trivandrum Central Station (10.34 km)	Ph: 0471-2321 622
Pettah (7.39 km)	Ph: 0471-2470 181
Kochuveli (4.18 km)	Ph: 0471-2500646
Kazhakkuttam (7.69 km)	Ph: 0471-2321 622

AIR

International Airport (6.8 km)	Ph: 0471-2501 591
Domestic Airport (6.9 km)	Ph: 0471-2500 298

ROAD

Central Bus Stand, Thampanoor (10.6 km)	Ph: 0471-2323 886
City Bus Stand, East Fort (9.8 km)	Ph: 0471-2463 029

NEAREST FACILITIES

POST OFFICES   : Kottamukku (2.4 km)

                  Medical college (5 km)

BANK and ATM   : SBT ATM in NISH

                  SBT Kottamukku, Akkulam, ATM available (2.4 km)

                  SBI Bypass nearby Infosys, ATM available (1.6 km)

                  SBT ATM in Prasanth Nagar (2.9 km)

TAXI   : Mango Cabs: 0471-3279 327,9995 166 066, 9995 5466066

                  Cel Cabs : 60609090

USEFUL WEBSITES

- University of Kerala   : http://www.keralauniversity.ac.in/
- Kerala University of Health Sciences : http://kuhs.ac.in/results.htm
- Rehabilitation Council of India   : http://www.rehabcouncil.nic.in/
- National Handicapped Finance and Development Corporation   : http://www.nhfdc.nic.in/
- Social Justice Dept.,Govt.of Kerala : http://swd.kerala.gov.in/
- Ministry of Social Justice and Empowerment   : http://www.socialjustice.nic.in/
- Railway enquiry   : http://enquiry.indianrail.gov.in/ntes/

NISH

National Institute of Speech and Hearing (NISH) was set up in March 1997 as a society by the Government of Kerala, to serve persons with disabilities. The primary focus till now has been children and adults with speech and hearing impairment, providing services to help them lead meaningful and productive lives and to help them integrate into mainstream society. The Institute has built up necessary basic infrastructure and is currently functioning from its own campus at Akkulam. The various programs at NISH include:

- Audiology Clinics
- Early Intervention Programme
- Neuro-developmental Science Clinics
- Speech Language Science Clinics
- Speech Language Services
- Ear mould Fabrication Lab
- AVT Program for Cochlear Implant Recipients
- Early Intervention Program for Young Deaf and Hard of Hearing children

Allied services which include the services of

- ENT doctor
- Psychologist
- Physiotherapist
- Occupational Therapist

Academic Programs for the Deaf and Hard of Hearing

- Bachelor of Fine Arts-BFA (HI)
- Bachelor of Computer Science-B.Sc. Computer Science (HI)
- Bachelor of Commerce-B.Com. (HI)

Other Academic Programs

- Bachelor of Audiology and Speech Language Pathology-BASLP
- Master of Science (Audiology) - M.Sc. (Aud)
- Master of Science (Speech-Language Pathology) - M.Sc. (SLP)
- Diploma in Early Childhood Special Education (DECSE)
- Diploma in Indian Sign Language and Interpreter Course (DISLI)

Our vision is to be the principal institution in India for integrating people with disabilities into mainstream society

The range of services will be

- Higher Education
- Preparation of professionals
- Research
- Policy formulation for services and rehabilitation

PROGRAMS AND SERVICES AT NISH

PROGRAMS AND SERVICES	PERSON IN CHARGE	LOCATION/ ROOM No.	PHONE (0471-)
Academic Programs			
ASLP	Dr. Vinitha Mary George	120 (Dhyan)	2944 676
Degree(HI)	Ms Raji Gopal	205(Thejas)	2944 618
BSc Computer Science (HI)*	Ms. Raji N.R.	205 (Thejas)	2944 610
BFA (HI)*	Mr. Rakesh P.S.	012 (Thejas)	2944 624 / 630
B.Com (HI)*	Mr. Sukesh Chandran B R	206 (Thejas)	2944 682
HEFP*	Ms. Chithra Prasad	206 (Thejas)	2944 682
DECSE (HI)	Ms. Sindhu.I.V	G19 (Dhyan)	2944 626
DISLI	Ms. Raji Gopal	205(Thejas)	2944 618
Physical Education	Mr. Vikranth C K	104 (Thejas)	2944 674
Administration and Finance			
Administrative Officer	Ms. Soja Oliver	103 (Thejas)	2944 640
Finance Officer	Mr. Gopakumar G	103 (Thejas)	2944 637
HR In-charge	Ms. Bini Mahesh	103 (Thejas)	2944 641
Asst. Administration	Ms. Sherin Joy	103 (Thejas)	2944 642
Asst. Finance	Mr. Krishnaprasad	103 (Thejas)	2944 639
Audiology and Speech Language Services			
Services Speech Language Diagnostics Audiology appointments Speech Language Intervention Parent Awareness Programs appointments	Social Workers Ms. Saranya R.V Mr. Jismon Mathew Ms. Parvathy B.S. Mr. Joby Jose Ms. Anupa K Ms Rejitha L	122 (Dhyan) 205 (Dhyan) Help Desk	2944 616 2944 606 2944 627 2944 601 2944 622 2596 919 2596 920 2944 638 2944 690
Hearing Screening Unit	Ms. Saumya Sundaram	208(Dhyan)	2944 650
Clinical Audiology	Ms. Lekha.S. Nair	208(Dhyan)	2944 650
Hearing Aid Trial and Programming	Ms.Arya Chand/ Sreeba Sreedhar	122/213 (Dhyan)	2944 651/25
Cochlear Implant	Ms. Jeena/Ms.Sita/Ms. Asha	116, 117 (Dhyan)	2944 647 / 646
Vestibular Unit	Ms.Arya Chand/Ms.Sreeba	213(Dhyan)	2944 651/25
Audiology - Higher potentials	Ms. Saumya Sundaram	122(Dhyan)	2944 651
Ear mould Lab	Mr. Dharma Kumar, Ms. Neethu P	G15, G16 (Dhyan)	2944 613
Speech Language Diagnostics	Ms. Arya SS	122 (Dhyan)	2944 657
Speech Language Intervention	Ms. Rejitha	102 (Dhyan)	2944 638
Camps (Audiology and Speech)	Ms. Manju S./ Ms. Rejitha	114 (Dhyan)	2944 648/38
AAC	Ms. Sangeetha	G29 (Dhyan)	2944 625/31
Speech Science Lab	Ms. S. Manju.	114 (Dhyan)	2944 648
Fluency Unit	Ms. Preethy Susan Reni/ Ms. Jiby Mariam Babu	103 (Dhyan)	2944 631
Speech sound disorders Unit	Ms. Arya SS/ Ms. Jiby Mariam Babu	122/103 (Dhyan)	2944 632/31
Adult neuro communication disorders Unit	Ms. Arya SS/Ms. Preethy Susan Reni	122/103 (Dhyan)	2944 632/31
Voice Care Unit	Ms. S. Manju.	114 (Dhyan)	2944 648
Unit for Resonance Disorders	Ms. S. Manju.	114 (Dhyan)	2944 648
Patient Help Desk	Ms. Rejitha.L	102 (Dhyan)	2944 638

Neurodevelopmental Sciences (NDS)			
Family Assisted Social and Sensory Skill Development (FAST)	Dr. Suja K. Kunnath Ms. Lakshmi S. Mohan Ms. Veena Mohan Ms. Arya Manoharan	G24	2944 603
		G26	2944 634
School Transition Program for Autism and Related Disorders (STAR)	Ms. Lakshmi S. Mohan Ms.Veena Mohan	G27	2944 634
Computer Assisted Learning Program (CALP)	Ms.Veena Mohan	G28	2944 634
Picture Assisted Communication Training (PACT)	Ms. Veena Mohan	G28	2944 634
Social Enhancement Action group (SEA)	Ms. Lakshmi S. Mohan Ms.Veena Mohan	G26	2944 634

Allied Services			
Psychology	Dr.Anne Varghese	101	2944 614
ENT	Dr. Padmaja Mulloth	118 (Dhyan)	2944 633
Physiotherapy	Ms. Shyni M T	G22	2944 649
Occupation Therapy	Ms. Neethu Thampi	G22	2944 649
Nurse	Ms Mini Mathew	118 (Dhyan)	2944 633
Department of New Initiatives			
HOD	Shirly G	305	2944 678
Research and Projects Consultancy Centre			
Praveena Davis		405(Thejas)	2944 680
Review Authority for Research (RAR)			
Dr.Anne Varghese		101	2944 614
Early Intervention and Extension Programs			
Early Intervention Programs (HI) In Charge	Ms. Sindhu I V	G19	2944 626 / 605
Auditory-Verbal Programme	Ms. Neetha M N	G19	2944 626/605
Pre-School	Ms. Sushama I	G19	2944 626 / 605
Extension Services	Ms. Divya P S	G14	2944 605
IT Services			
System Admn.	Mr. Shaji S.V	G17 (Dhyan)	2944 617
Library and Information Centre			
Librarian	Mr. Tomy Varghese	601 (Thejas)	2944 612
Asst. Librarian	Ms.Athira L.S		
Centre for Communication and Media Development (CCMD)			
Communication and Awareness Creation	Ms Sapna K.	012 (Thejas)	2944 630
Digital Media and Graphics Development	Ms Swapna P Pishon Fernandez	012 (Thejus)	2944 630
Academics and News (ISL)	Ms Silvy Maxi Mena	206 (Thejas)	2944 682
Common Services			
Canteen	Administrative Officer	Amruth	2944 623
Computer Lab-1	Ms. Neena M	Room no. 406	2944 679
Computer Lab-2	Ms. Parvathy Pavithran	Room no. 406	2944 679
Hearing Aid Repairs	Mr. Rahul	Front Desk- Dhyan	2944 644
Photocopy Room	Ms. Dhanya/Fabitha.	Room no. G23	2944 655
Fax	Thejas	Front Desk	2944 699
Security	Dhyan		2944 636
Security	Thejas		2944 696

Faculty and Staff		
Dept. of ASLP		
Name	**Qualification**	**Function**
Dr. Vinitha Mary George	PhD, MASLP	Senior Lecturer and Head
Jeena Mary Joy	MASLP	Asst. Professor
Praveena Davis	MASLP	Asst. Professor and Head RPCC
Manju Subrahmanian	MASLP	Asst.Professor
Saumya Sundaram	MASLP	Asst. Professor
Arya Chand	MSc(Audiology)	Sr.Lecturer/Sr.Audiologist
Arya S.S	MASLP	Lecturer/Audiologist
Asha Manoharan	MSc(Audiology)	Lecturer/Audiologist
Hasna Fathima	MSc(Audiology)	Lecturer/Audiologist
Jiby Mariam	MASLP	Speech Language Pathologist
Lekha S Nair	MASLP	Audiologist
Sangeetha G S	MSc (SLP)	Lecturer/Speech Language Pathologist
Sita Sreekumar	MASLP	Sr.Lecturer/Sr.Audiologist
Sreebha Sreedhar S	MASLP	Sr.Lecturer/Sr.Audiologist
Lameez Akbar	MASLP	Audiologist
Preethi Reni	MASLP	Speech Language Pathologist
Mini Mathew	BSc (Nsg), MA(PSY), NCLEX-RN, IELTS	Nurse
DECSE		
Daisy Sebastian	MA, M.Ed. (HI), UGC-NET, DTYHI, PGCAVT	Coordinator, Academics, Clinics and Intervention Programs.
Sindhu.I.V	MSW, MEd, DTY (HI)	Co ordinator DECSE, Head of Program Sections- EIP
Aswathy Dinesh	MA.DTYDHH, B.Ed (SPI.Edn)	Faculty DECSE, Preschool teacher Grade III -EIP
Maya Devi S B	MA, B.Ed , DTYHI	Faculty - DECSE ,-Preschool teacher Grade II -EIP
Dept. of Psychology		
Dr. Anne Varghese	MPhil, PG Diploma in Counselling, PhD, UGC-NET	Head - Allied, Chief Psychologist, Asst. Professor
Jumin Mary Joseph	MA, MPhil (Learning Disabilities) SET	Psychologist, Faculty - ASLP, DTYHI
Anju V J	MA, MPhil (Learning Disabilities)	Psychologist, Faculty - ASLP, DTYHI
DEGREE (HI)		
Higher Education Foundation Programme (HEFP)/DISLI		
Raji Gopal	MA,M.Ed,UGC- NET DTYHI,ISL A, ISL B, ISL C	Coordinator-Degree(HI) and DISLI ; Senior Lecturer -English
Chithra Prasad A N	MA , M.Ed, UGC- NET DTY (HI),PGDCP, ISL 'A', ISL B, ISL C	Incharge (HEFP) , Senior Lecturer-English
Silvy Maxi Mena	MA Eng. , PGDJ and PR,ISL 'A', ISL B	Lecturer - English
Dr. Anu Mukund	MA Eng., MA Pub. Ad., M.Ed. Eng, UGC NET with JRF, SET (Eng.), Ph.D.(Education)	Lecturer - English
Lisha C	MSc Mathematics, BEd	Lecturer-Mathematics
Nisha M.V.	MA, M. Phil B.Ed	Lecturer - English

Prasanth.R.L	M.Sc,DTY(HI),PGDM,ISL A, ISL B, ISL C	Lecturer
Sherin Rahman	MA , BEd, SET,UGC- NET	Lecturer - English
Satya Sundar Das	BA, ISL A, B and C	ISL Teacher
Sandeep Krishnan	HSE ,ISLA, B and 'C'	ISL Teacher
Santhi	DISLI	Sign language interpreter
Arun Yadav	BCom, ISL A, B and C	ISL teacher
Dept. of Computer Science		
Raji N R	B.Tech,MCA,MBA,ISL-A, ISL B	Asst.professor, In Charge, BSc (Computer Science)(HI)
Neena M	B.Tech, MCA, PGDFM, ISL:A,ISL B, UGC- NET(Computer Science)	Senior Lecturer --Computer Science
Parvathy Pavithran	B.Tech, MCA, UGC-NET(Computer Science)	Senior Lecturer --Computer Science
Roshni V N	BSc Mathematics, MCA ISL 'A'	Lecturer -Computer Science
Sarun Simon	B.Sc (Computer Science)	Computer Lab Assistant
Shinchu Soman	M.Sc (Computer Science)	Computer Lab Assistant
Dept. of Fine Arts		
Rakesh P S	MFA(Sculpture), UGC-NET	In charge and Sr. Lecturer-Fine Arts
Shiju R V Nair	MFA (Visual Communication), PGDip. in Journalism	Lecturer- Fine Arts
Anu J. Rajan	BFA (Painting)	Lecturer- Fine Arts
Dept. of Commerce		
Bhavana. U. B	M. Com, DCAP	In Charge and Lecturer - Commerce
Sukesh Chandran.B.R	M. Com, B.Ed, SET	Lecturer, Commerce
Aarathy R	M. Com, ICAI (Intermediate), DCA, UGC-NET	Lecturer-Commerce
Simna K.P	M. Com, B. Ed, SET	Lecturer-Commerce
Library and Information Centre		
Tomy Varghese	B Sc.,DCA, MLib., UGC-NET	Librarian
Athira L S	MLISc., UGC-NET	Asst. Librarian
Dept. of Physical Education		
Vikranth C. K.	B.P.E , M.P.Ed,M.B.A	Physical Education Instructor
Centre for Communication and Media Development (CCMD)		
Swapna P.	MVC, PGDMMT, ISL-A	Sr Graphic Artist, Faculty-Computer Graphics/Multimedia lab

STUDENTS UNION

Objectives:

· To train the students of the College in the duties, responsibilities and rights of citizenship.

· To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among the students.

· To organize debates, seminars, work squads, tours and similar other activities.

· To encourage sports, arts and other cultural, educational and recreational activities.

· To work for the general welfare of the student community.

Union Fund: The College Union shall institute a fund called union fund. A prescribed fee shall be collected from the members towards union activities along with the first instalment of the tuition fees at the beginning of each academic year and shall credit the same to the Union fund.The funds of the Union shall be deposited in an approved bank and accounts shall be operated by the Executive Director who is the Ex-Officio president of the Union.

Membership: All students of the college shall be ordinary members of the union and shall have the right to vote and contest in the elections of the union unless they are otherwise disqualified.

Term: The term of the union shall generally be 1 year from the date on which the union assumes office or till the date of the election of the union in the subsequent year whichever is earlier. However, a member or an officer bearer will cease to be the same if he or she ceases to be a student of the college. However, this will not apply to the University Union Councillor who will be governed by the constitution of the University Union.

Responsibilities

● **The Chairman** shall ordinarily preside over all meetings of the Union council and executive committee and shall coordinate the activities of the Union.

● **The Vice-Chairman** shall act as Chairman in the absence of the latter and assist the Chairman in the discharge of his duties

- **The General Secretary** shall issue notices for meetings and functions of the Union and keep the minutes and he shall generally be in charge of the conduct of all Union activities. The General Secretary shall take steps to carry out the decisions of the Executive Committee and shall be the custodian of all records relating to the Union.

- **Arts Club Secretary** shall be responsible for promoting the artistic talents of the students and will organize activities and functions for this purpose.

- **Magazine Editor** shall be responsible for the publication of the College annual magazine with the help of the Magazine Committee.

- **Secretary for sports** shall be nominated by the Executive Committee from among the students of the College. He shall organize activities in the field of sports and games, with the help and co-operation of the General Athletic Committee constituted by the Principal.

- **The University Union Councillor** shall be elected by the students who will represent the students of the College in the University Union.

  The Executive Director will be the ex-officio president of the Union and shall have authority to suspend any or all activities of the Union with the prior approval of the Vice Chancellor.

  The **Staff Advisor** shall be nominated by the President from among the teaching staff of the college.

Eligibility criteria for candidates

- The candidate should have attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.

- Students doing courses under Kerala University can only participate in the election.

- Candidates contesting for various posts shall have no back papers.

- The candidate must be a regular or full time student of the college/University.

- The candidate shall not have a previous criminal record, that is to say he/she should not have been tried and/ or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.

- Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where course often range between 4 to 5 years.

STUDENT CLUBS

Gravity Club

The motto of Gravity club is **"the force that binds us"**.

The club was formed to encourage integrated activities for the students on campus. NISH has a diverse population. Out of about 300 students, two third attend the Degree **(HI)** program that admits only deaf and hard of hearing students. The remaining are hearing students attending Audiology and Speech Language degree and post-graduate program.

Bhoomitra Sena Club

Bhoomitra Sena Club has been started under the state plan scheme for the colleges of the state for strengthening the commitment of students towards environmental protection. This program is intended to take up environmental extension at the grass root level especially in the vicinity of the participating colleges.

Okinawa GojuRyu Self Defence Club

The aim of this club is to teach self-defence techniques to the students to protect themselves in dangerous situations. The different methods used in Karate are taught in the classes. The session is done on Fridays from 3:50 pm to 4:50 pm. Students are being taught rejuvenation techniques using Yoga also. There are civic sense classes in the club activities.

Cultural Club

The Cultural Club provides guidance, inspiration and opportunity to students to participate in individual and group cultural events. As part of club activities, workshops and film festivals are also conducted.

NISH LIBRARY AND INFORMATION SERVICES

'A key resource in our journey of innovation and excellence.'

Academic libraries play a pivotal role in the higher education arena. Classroom-oriented teaching takes a qualitative transformation towards knowledge-oriented learning. Libraries have undergone a paradigm shift in the new century with the use of digital and internet resources to become the backbone of the information source. Libraries act as the primary facilitator of learning and knowledge dissemination.

The NISH library holds a varied collection of books, national and international journals, online journals, standards, newspapers, periodicals, magazines, electronic resources such as CDs and DVDs, etc. The library holds around 3000 national and international books covering every field of interest relevant to the curriculum, scheme and syllabus. Resources are mainly related to audiology, speech, language, voice, communication disorders, autism, education, psychology, disabilities and rehabilitation, fine-arts, computer science, and commerce.

Library functions are automated with integrated library management software. Besides its traditional formats of delivery, the library has the following provisions and services:

Given below are certain points to ponder

1) Library timing: The Library remains open 8.15 to 5.15 on all working days including Saturdays except for Sundays and NISH Holidays.

Also, the library is fully functional during the study holidays and on vacations.

2) Borrowing privileges

Patron Category	No. books	Duration
Faculty/ Staff	Three	15 days
HI Students	Two	Seven days
ASLP	Two	Two days
DECSE and DISLI	one	Two days

Books are renewable for once more, provided there are no valid reservations. Lapses will attract fines. Fines will not be applicable for a suffixed holiday/s. Relaxations during short-holidays will be intimated in advance. Refer to the Library rules for details.

3) **Digital repository:** An open source digital repository 'DSpace' has been instituted, which comprises the institution's academic outputs like projects, theses, dissertations etc. This makes easy retrieval of resources for digital reference. Previous question papers, CCs, Dissertations etc. dating back several years are available.

Links:

- DSpace http://192.168.10.27:8080/xmlui/
- Question papers: http://192.168.10.27:8080/xmlui/handle/123456789/276
- Clinical Conference Reports: http://192.168.10.27:8080/xmlui/handle/123456789/972

- MASLP Dissertations: http://192.168.10.27:8080/xmlui/handle/123456789/262

4) **Digital Library:** Thirty international e-journal titles covering relevant topics of academic and research interest are included in its collection. NISH has been subscribing to e-journals and e-books through NLIST initiative under the UGC- INFLIBNET consortium.

Link to Online Journals: http://192.168.10.27:8080/xmlui/handle/123456789/643

Link to NLIST: http://192.168.10.27:8080/xmlui/handle/123456789/642

5) Plagiarism checking software: The Library has implemented an industry standard plagiarism checking software 'Turnitin' in order to eliminate the potential threat of misappropriation of academic writing. Instructor privilege has been given to a few faculties, as per the License Agreement.

Others may request the Library for a similarity check on their assignments, technical/ academic writings, dissertations, theses etc. and its report.

6) Academic writing platform: The library has acquired and managed a cloud-based online writing platform called '*APA StyleCentral*' for facilitating scholarly writing needs complying with the Academic writing standard- *APA Style*. *(Access to the above resources has been set up across the institutional LAN.)*

7) Library Rules:

7.1. Library Timing: The Library remains open 8.15 to 5.15 on all working days including Saturdays except for Sundays and NISH Holidays. Also, the library is fully functional during the study holidays and on vacations.

7.2. Membership and Admission: Membership of the Library is restricted to students and staff of NISH. Admission to the Library is permitted only to members. However, others who are desirous of utilizing the Library facilities may do so with the permission of the Executive Director.

7.3. Loan Privilege and Period of Loan

Student Category	No. of Books	Period of Loan
Diploma	1	2 Days
UG and PG ASLP	2	2 Days
DEGREE HI	2	7 Days

7.4. Issue and Return of Books: The Library operations and management is equipped with an integrated Library software. Transactions are automated. Employment no. and Admission

no. in the case of Staff and students respectively act as their Library Membership No. Patrons are requested to wear their ID Cards positively while entering the Library.

7.5. Overdue Charges: If the book is not returned on or before the due date, an overdue charge of Rs5/-will be levied for each day beyond the due date. Retention of books for long periods without satisfactory reason will lead to cancellation of membership and further action as the Librarian may decide

7.6. Library Materials -not for Circulation: Reference books, Dissertations, CDs/DVDs, Loose issues and bound volumes of journals are not meant for issue.

7.7. Loss of Books

- For a foreign book: Replace the book with a new one bearing all bibliographic details identical to the lost one; or the cost of the book converted as per current conversion rate of the foreign currency plus 200% of the price, will be recovered.
- For an Indian book: The printed price of the book plus 200% of the cost will be recovered.
- Periodicals: Same as above

7.8. Internet Facility: Internet facility is available for Academic purposes only; for registered users of the Library.

7.9. Code of Conduct

- Strict silence must be observed inside the Library.
- Books are for the posterity; should be handled with care.
- Writing or underlining in books, periodicals, etc. is forbidden. The person in whose name a book/s is issued shall be held responsible for the care of the same. He/ She will have to bear the compensation for any damage, mutilations or loss.

7.10. General

- All personal belongings such as text books, note books, files, bags, food-stuffs, water bottles, umbrellas etc. should be kept in the property counter. However, calculators, tabs, laptops (without cover) and plain paper for taking notes may be brought inside the Library.
- Making/ attending phone calls inside the Library is barred.
- Books in issued status shall not be taken inside the Library.
- All the members of the Library are requested to observe the above guidelines in letter and spirit.
- The Librarian reserves the right to implement appropriate disciplinary measures to upkeep the smooth functioning of the Library.
- Library Rules are liable to change/ update from time to time.

PHYSICAL EDUCATION

To create, maintain and develop high quality Physical Education and sports culture among the students of the organization.

Students are trained to take part in inter-collegiate tournaments , state, national and international competitions in athletics, football, cricket, shuttle badminton, basketball, table tennis,volleyball and chess.

The following facilities are available at NISH:

- Basketball court
- Badminton court
- Volleyball court
- Football field
- Table tennis
- Chess

Cash Prize from NISH: For those students who win medals at the national level sports meet conducted by National Sports Council or other agencies recognized by the Department of Sports And Youth Affairs.

Level of competition	Position	Cash Prize
International and National	I (Gold)	5000/-
International and National	II (Silver)	3000/-
International and National	III (Bronze)	2000/-

Not exceeding Rs. 10,000/- for each student.

CAFETERIA/KIOSK

A Cafeteria service is operating on a daily basis in the Amruth building for serving breakfast, lunch, tea, snacks etc exclusively for NISH staff, Students and clients visiting NISH. Also a tea/coffee and snacks kiosk each in Dhyan and Thejas building is also operational on a daily basis. The service timings of Cafeteria and kiosk are as below.

Timing

➢ Breakfast:8.00 am to 10.00 am

➢ Lunch:12.00 pm to 2.00 pm

➢ Kiosk : 8.30 am to 5.15 pm

GENERAL GUIDELINES FOR STUDENTS

PRINCIPLES AND STANDARDS WITH RESPECT TO ACADEMIC INTEGRITY

Students are expected to show academic integrity which includes honesty, trustworthiness, fairness, respect and responsibility and to behave as mature persons. All students are expected to conduct themselves, both on and off campus, in a manner which demonstrates the stature of NISH, its faculty and staff, fellow students and property. NISH expects good, responsible behaviour from its students. They should be responsible towards their learning and general conduct. Where necessary, and in the event of misconduct, NISH has the authority to take disciplinary action. Every person at NISH has a responsibility to report misconduct. Persistent or serious misconduct will be dealt with punishments as determined on an individual basis.

Cases of repeated or serious misconduct may result in one, or any combination of the following:

- ➢ Admonition/warning by faculty
- ➢ Fines
- ➢ Suspension from College for a stipulated period
- ➢ Expulsion from the College

All money paid as discipline fines will be passed to the students unit. Any bill for damages will be used to restore the area/item damaged to its original condition.

The principles and standards are set forth to establish expectations for ethical behaviour in the learning environment

1. Mutual respect b/w students, faculty and staff;
2. Pursuit of studies with honesty and integrity;
3. Respect for College and personal property;
4. Compliance with all rules and regulations;

Academic misconduct shall include the following, though not limited to:

1. Cheating in an examination
2. Recurring absence from class
3. Perpetual late coming

4. Late submission of class work, assignments, project reports, etc

5. Copying Assignments/Plagiarism

6. Misuse of computers and other networks

7. Failure to abide by the direction of a member of academic staff

Non-academic misconduct shall include:

1. Ragging

2. Committing or attempting to commit robbery or theft

3. Misappropriation, unauthorized possession, and/or destruction of College property

4. Use, possession, or sale of alcoholic beverages, intoxicants of any kind or any drugs

5. Possession or use of materials and articles that are harmful on campus

6. Smoking in campus

7. Improper dress code

8. Misuse of camera mobile phones inside the campus

9. Disruptive behaviour or wilful disobedience

10. Any other bad behaviour

Most cases of non-academic misconduct are lawfully punishable. Any student caught committing any minor non-academic misconduct will be admonished once. In case of a 2nd instance, he/she will face disciplinary action including suspension or expulsion from the college itself. Unlawful acts will be informed to the law enforcement authorities.

These standards are intended to promote responsible student conduct and effective learning.

CASES OF ACADEMIC MISCONDUCT

Cheating in Examination

Copying or allowing another student to copy from one's paper or answer sheet during examination is not allowed. If caught either way, that paper of the examination of these student/students will be cancelled immediately and the student /students shall be sent out of the examination in any of the following semester/s, he/she will be forced to face severe disciplinary action including debarring.

Repeated Absence from Class without Valid Reason

Attendance is mandatory for students and unauthorized absence from class will not be allowed unless it is medical reasons. Leave should be informed to the class coordinators through proper intimation from parents/guardian or through leave letters. Any absence that is not applied as above will be seen as an unauthorized absence. If a student is absent for medical reasons written verification will be needed from a medical professional.

Perpetual Late Coming

Arriving punctually to class is important responsibility of the students. The students are expected to be in college from start to end of class. They will not be allowed to come late or leave early. In case of urgent matters the students are required to get the permission of their concerned class coordinator and/or head of department. No one will be permitted to enter any class/lab/studio after 5 minutes from the start of a class/session. The faculty may dismiss the student from the class or activity for the present and/or following class session. The faculty shall then inform the concerned Class coordinator and/or Head of Department. The student will not be eligible for attendance for the day. Repeated acts of misconduct for 3 times or more, may result in more serious actions such suspension or expulsion from college. The faculty in charge has the freedom to enforce any reasonable rules in class so as to ensure discipline.

Late Submission of Assignment/Classwork

Since assignments carry weightage towards the final result, students must pay full attention in doing this exercise.

So all the students are advised to ensure the timely submission of all their assignments.

All assignments submitted must have a Title (cover page). The title page must display the following;

> ➢ Name
> ➢ Students Roll Number
> ➢ Date of submission
> ➢ Assignment Number
> ➢ Name of Course
> ➢ Semester
> ➢ Subject name and code
> ➢ Total number of pages in the assignment (for eg: Total number of pages:5)

Submission of Record Books

The record books for practical sessions should be submitted on the given date and time. Otherwise the students will not be allowed into the laboratory/workshop/studio. The record books should be properly covered and labelled. The students should see to it that their rough records are corrected before they submit their fair records. Record books submitted within one day after the specified deadline will be allowed to sit for the lab/studio sessions.

For the semester examination the students should submit bonafide Record Books prescribed form practical examinations, duly certified by the Head of the Department. Otherwise the candidates will not be permitted to appear for the practical examinations. However, in genuine cases where the students could not submit the records books, they may be permitted to appear for the practical examinations, provided the concerned Head of the Department of the Institute certifies that the candidate has performed the experiments prescribed for the course. For such candidates who do not submit Record Books, zero (0) marks will be awarded for record books.

Copying of Assignments/Plagiarism

Plagiarism, i.e., the use of reference materials without giving credit to the original owner/author will be strictly dealt with. If copying is noticed, the assignment of such students will be given zero marks.

Misuse of Computers and/or other Lab Facilities

Computer and network facilities are provided to students primarily for educational use. Misuse such as

a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose;

b. Unauthorized transfer to a file;

c. Unauthorized use of another person's identification and password;

d. Use of computing facilities to interfere with the work of another student, faculty member or college official;

e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons;

f. Use of computing facilities to interfere with normal operation of the college computing system;

g. Use of computing facilities for student's personal benefit;

Shall be counted as misconduct.

Such student/students will be admonished once. In further cases of computer misuse, the head of department will be notified who in turn will determine the course of any disciplinary action.

CASES OF NON-ACADEMIC MISCONDUCT

Ragging

Ragging in any form is strictly forbidden inside the campus. The University Grants Commission has banned ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. Any form of ragging, if reported, is liable for punishment under penal law.

Theft

Theft of College property or the property of others is a serious violation. Students who are found responsible for theft/attempt at theft will be liable for serious action and possible suspension/expulsion.

Misappropriation, Unauthorized possession and Destruction of College property

NISH expects students to be careful and responsible in the use of facilities such as library, photocopier, telephone, fax, networks etc. Students need permission to use such general facilities from the concerned in charge. NISH reserves the right to terminate access at any time to anyone whose use of its resources violates or threatens system or network security, performance etc.

Damage, vandalism or defacement of College property or property of another staff or student of NISH or campus visitor by a student or students may result in disciplinary action as well as the responsible student/students being held financially responsible for the cost of repair or replacement.

Use of Alcoholic Beverages, Intoxicants or Drugs

Students are prohibited from the sale, distribution, use and possession of illegal drugs, alcoholic beverages, or intoxicants of any kind on campus. Misconduct related to the use of alcohol/drugs for the 1st time will result in warning. The parents/guardian will be notified by the concerned class coordinator. Further acts of misconduct will result in suspension/expulsion from college. Possession and/or sale of drugs is a legal offence and carry severe punishment.

Possession of Harmful Materials

The unauthorized use or possession of fireworks, firearms, or other weapons, explosives, or any type of ammunition on NISH premises is prohibited.

Smoking

NISH is committed to maintaining a healthy environment for everyone on the campus. So smoking is strictly prohibited within the college premises Smoking on Campus is a punishable offence.

Dress Code

Dress and personal appearance should be neat and appropriate.

Use of Mobile Phones and/or Other Electronic Devices

Use of camera mobile phones is prohibited inside the campus as per the Kerala University directions. If camera, mobile phones or other electronic devices are used to record voices, make offensive calls or take still or moving pictures unauthorisedly inside the campus, the same would be confiscated and will not be returned. Such items will be kept under the custody of the head of the institution and will be returned only on the final day of the student leaving the college. All mobile phones are to be put in silent mode inside the classrooms/labs/studios. The classroom teacher will have the authority to set the rules regarding mobile phone usage inside the classroom.

Any other bad behaviour from the students will be treated as misconduct and will be dealt with appropriate punishment.

Repeated acts of academic/non-academic misconduct after admonitions and fines may result in serious disciplinary action such as suspension or expulsion from college.

RULES & REGULATIONS TO BE FOLLOWED BY STUDENTS IN THE AUDIOLOGY & SLP CLINICS

➢ Students should wear their identity cards & lab coats in clinics
➢ Each student should maintain strict discipline in the clinic
➢ Each student should have a clinical diary along with the Proforma for entering the client details & the same along with journal has to be submitted for their internal & external clinical practical examinations
➢ The Proforma & clinical diary should be signed by the supervisor within 3 days. If not signed they will not be considered when calculating the client contact hours
➢ Client details should be entered by the respective clinicians in the respective registers & staff initials should be put before logging out from the clinic
➢ While testing in audiology clinic only tester & observers should be there in tester room & if needed a 2nd tester in the patient room
➢ Otoscopic examination should be done prior to audiological evaluations & especially before tests involving probes & ear tips
➢ Extreme care should be taken while dealing with the instruments in the audiology clinic
➢ Daily calibration of instruments should be done prior to audiological testing for the day
➢ The electrodes, ear tips, probes & speculums used for audiological evaluations should be sanitized & kept in place after each testing
➢ The programming shoes, cables, batteries & hearing aids should be issued by entering in the issue register & should be replaced after tests with staff initials
➢ Student clinicians should take interest in explaining the test procedures to the clients &/or to their parents before starting the test procedure
➢ Each student will be assigned a therapy room & shall be responsible for the resources & activities in that room
➢ The room in-charge should take up the responsibility to keep their respective room neat & clean
  ● Furniture in the room should not be misplaced or carried to another room
  ● Lights & fans should be switched off when not in use
  ● The play materials should not be scattered in the room
➢ Room in-charge is supposed to check all the above before leaving the speech therapeutics department; if not a fine of Rs. 500 would be charged from the corresponding room in charge
➢ In cases where, the 2 room in-charges have cases simultaneously, one of the clinicians can utilize the vacant rooms (rooms from 21 I B onwards) after entering in the room allocation register
➢ In cases where one of the clinicians has a case, the other room in-charge can utilize the common room (Room no: 205) provided they don't have a case during that session
➢ In all other cases, the 2 room in-charges are supposed to be at their respective rooms. The room in-charges are not allowed to interchange rooms.
➢ Room numbers should be given to the patient prior to examination
➢ Therapy kit along with OPME kit & personal file (with supervisor signed reports & its copies, clinical diary, attendance sheets) should be carried by the clinicians during their postings & should produce it whenever they are asked to
➢ Punctually should be maintained w.r.t clinics & reports

➢ Break time from clinics can be availed only after informing the particular day's clinic in charge for a maximum of 15 minutes. Reporting late may lead to consequences as mentioned in Sl no: 10 in the rules mentioned below

Sl. No	Conduct	Corrective measures	
		1st lapse	2nd lapse
1	Reporting late in clinics	Clinical hours are deducted depending on time of reporting	A day's clinical attendance is withheld, but the student is supposed to carry out the assigned clinical duties
2	Absence without making alternative arrangements for the assigned cases	Deduction of clinical hours equal to the sessions lost to the patient from the next day(s) of posting	A day's clinical attendance is withheld, but the student is supposed to carry out the assigned clinical duties
3	Initiating therapy session without consent of concerned supervisor	Clinical hours equal to sessions taken without supervisor consent are deducted	Clinical attendance will be deducted by the supervisor to maximum of 5 days & the student clinician has to compensate for the same by taking extra sessions for the patient
4	Failure in submission of daily report	Oral warning is issued	Deduction of multiple hours equal to no: of sessions taken without daily report
5	Failure in timely submission of pretherapy, lesson plan & progress reports	Oral warning is issued	For pretherapy late submission=deduction of 3 sessions For lesson plan late submissions=deduction of 5 sessions For progress report late submissions=deduction of 8 sessions by the supervisor
6	Cancellation of cases without knowledge of supervisor/staffs in therapy	2 days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the student have to carry out the assigned clinical duties
7	Handover of assigned cases to others without supervisor's consent	2 days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the

			student have to carry out the assigned clinical duties
8	Use of mobile phone in clinics	Oral warning is issued	A fine of Rs. 500 is imposed
9	Mishandlings of therapy materials belonging to institute	Oral warning is issued	A fine of Rs. 100 is imposed
10	Moving out of clinics during posting time without intimating the concerned staff in prior	Oral warning is issued	Clinical attendance for 5 days week will be withheld, but the student have to carry out the assigned clinical duties at the clinic
11	Tampering/damaging the institute properties such as furniture, instruments, computers etc.	Cost of the damaged property will be levied from the Caution Deposit. Information is passed to parents	
12	Ragging in clinics	As per discretion of Head of Department, Anti-ragging committee & Executive Director, legal action is initiated	

GUIDELINES FOR STUDENTS ENTITLEMENT

These guidelines have been issued by the University Grants Commission (UGC) in order to help students, teachers, administrators and institutions understand what the minimum entitlements of the students are. These guidelines apply to all colleges and universities in the country (this expression includes every institution of higher education even if it is not called college/university) without any exception. It shall be mandatory for every college/university to publish the present Guidelines in full in its Prospectus and also post it on the homepage of its website.

Fulfilment of these entitlements imposes obligations on educational institutions, administrators, policy makers, teachers and students themselves. If these obligations are not met, a student can approach the Grievance Redressal Authority or the Ombudsman. Any serious or persistent violation of these Guidelines can be brought to the notice of the University Grants Commission and can be the basis of punitive action against the offender.

Some of the provisions stated here are already covered by existing laws or Rules and Regulations of the UGC. But the students shall continue to enjoy all the rights under existing laws, rules and regulations which may not have been mentioned in these Guidelines.

1. **Admission**

   1.1 An announcement or advertisement for any course of study must clearly specify whether the degree granted is notified by the UGC and other relevant statutory authorities [Under Section 22 of the UGC Act, latest list available at the UGC website] and whether the university that awards the degree figures in the list of universities maintained by the UGC available at the UGC website].

   1.2 A student seeking admission is entitled to a document (usually called 'Prospectus') that specifies the curricula including syllabi, names and academic profile and status of the faculty, mode and frequency of evaluation, duration of the course, academic calendar, comprehensive information about fees or charges of any kind and refund rules. The information given in the prospectus should not be changed to the disadvantage of the student during the course of study; any change if necessary must be communicated to each student individually spelling out reasons for such a change.

   1.3 The prospectus must spell out exactly the process and criteria for admissions. This includes weightage given to previous academic performance, entrance examination and interview. The syllabi and format of the entrance examination must be spell out. The final scores of each candidate who appeared for entrance examination including all the components and the entire waiting list must be made public.

   1.4 Information about any reservation or quota for any category, the eligibility criteria for these reservations/quotas, certificate required for seeking admission under these must be stated clearly in the prospectus.

   1.5 The student must not be asked to produce documents which have not been mentioned in the prospectus. While the institution can ask the student to produce the original documents (such

as School Leaving Certificate, Mark sheet, Caste certificate) for verification, they cannot retain any original document of any student. [As notified by UGC on 23rd April 2007, E No. I-3/2007(CPP II)]

2. Quality of Teaching and Learning

2.1 It is the responsibility of the college/university to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in all the languages allowed by the institution as medium of instruction or examination.

2.2 The students who begin with a difficulty due to social handicap or a shift in the medium of instruction are entitled to special support to bridge the gap.

2.3 The students are entitled to availability and presence of qualified teacher, fulfilment of the specified number of teaching days and contact hours for each course and completion of syllabus on time.[UGC Regulations on Minimum Qualification of Teachers….2010]

2.4 The students are entitled to reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-sources), laboratories and ICT facilities in the languages permitted as medium of instruction or examination.

2.5 The students are entitled to fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process. The students are entitled to a copy of their answer scripts after the declaration of results.

2.6 The students are entitled to timely conduct of examination and declaration of results as specified in the academic calendar in the prospectus. They shall be entitled to the award of degree within 180 days of the declaration of results.

2.7 The students are entitled to give regular feedback on the quality of teaching, student services and institutional infrastructure. The college/university shall establish mechanisms for seeking this feedback regularly and taking student feedback into account for review and improvement.

3. Fee Structure

BASLP

Fee Item	General Seat	Payment Seat
Tuition Fee	42,500 per year	81,750 per year
Caution Deposit	10,000/-	10,000/-

Special Fees	1st Year	2nd Year	3rd Year	4th Year
Total	27,605/-	25,605/-	25,605/-	35,605/-

DECSE

Fee Item	General Seat
Tuition Fee	13,500 (payable at the time of admission)
Special Fees	5,000 (payable at the time of admission)
Caution Deposit(refundable)	1,500

DISLI (two years)

Fee Item	First year	Second year
Tuition Fee	10,000	10,000
Educational tour	2,000	
Caution Deposit(refundable)	5,000	
Library	1,000	
Graduation ceremony	1,000	
Total fees payable at the time of admission	19,000	10,000

*Likely to change

DEGREE (HI)

Fee Item	General Seat
Tuition Fee	6,000/- per semester
Caution Deposit (refundable)	Rs. 2,000/- (payable at the time of admission). Refundable on completion of course

HEFP

Fee Item	General Seat
Tuition Fee	6,000/- per semester
Caution Deposit (refundable)	Rs. 2,000/- (payable at the time of admission). Refundable on completion of course

4. Scholarships

NISH Scholarship fund is to provide financial support for academically brilliant but financially needy students at NISH. The scholarship fund is raised from willing donors either through corpus funds created by them or by one time or regular contributions. The scholarship committee is constituted by the Executive Director and consists of HODs of the different academic programs at NISH. The committee was formulated on 6.09.2012.

Members

a. Executive Director, Chairperson, Scholarship Committee
b. Ms. Daisy Sebastian-Coordinator, Scholarship Committee
c. HOD, ASLP Department
d. HOD, Degree (HI) Program
e. HOD, Early Intervention Program

4. Infrastructure

4.1 The students are entitled to access to appropriate resources including classrooms, libraries, laboratories and other academic facilities necessary for quality education. (UGC rules and regulations for fitness of universities and colleges for Grants under section 12 B of the UGC Act 1956, Private University Regulation, Deemed university Regulation).

4.2 The students are entitled to reasonable access to sports and recreation facilities, avenues for literary, aesthetic and other extracurricular pursuits.

4.3 The students are entitled to reasonable attention to medical and health requirements including free and periodic health check-up and treatment/hospitalization in case of medical emergencies.

4.4 The students are entitled to reasonable access to adequate, clean and hygienic hostel/residence accommodation that provides basic amenities including recreational facilities. Such accommodation should be affordable and must not be utilized by the institution for profit making. Accommodation meant for students must not be encroached upon by the institution for any other purpose.

4.5 Students with disability are entitled to access to all schemes, facilities and services in the university without discrimination. The college/university shall strive towards a universal design of learning based curriculum that can address the needs of broadcast possible range of students by minimizing barriers and maximizing learning for all students. The college/university shall provide barrier free access, special library resources [including Braille and ICT resources], provisions for sign language interpreter/transcriber, the required equipment and electronic resources and the required relaxation in examination to all students with disability. [Person with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995, UGCD.O.No.F-6-1/2006(CPPII),F.No.6-1/2012(SCT]

5. The students are entitled to non-discriminatory treatment (in the sense of absence of harassment, victimization or exclusion) in every aspect of institutional functioning. Any discrimination based on case, gender, creed, colour, race, religion, place of birth, political conviction, language and disability shall be prohibited.

5.1 In particular, institutions shall not discriminate against students belonging to Scheduled Caste and Scheduled Tribes and racial profiling of students from any region of ethnic group.(UGC(Promotion of Equity in Higher Educational Institutions)Regulations, 2012]

5.2 The students are entitled to protection from sexual harassment by complaining to the Gender Sensitization Committees against Sexual Harassment. It is mandatory for each college/university to constitute and publicize this committee as per the Guidelines and norms laid down by the Hon'ble Supreme Court [Vishaka and Others Vs.State of Rajasthan and Others(JT 1997(7)SC384]

5.3 All students are entitled to protection from ragging in any form[UGC(Curbing the Menace of Ragging)Regulation, 2009]

6. As democratic citizens, the students are entitled to freedom of thought and expression within and outside their institution. The college university must allow space for free exchange of ideas and public debate so as to foster a culture of critical reasoning and questioning. College/university authorities must not impose unreasonable, partisan or arbitrary restrictions on organizing seminars, lectures and debates that do not otherwise violate any law.

7. The students are entitled to forming associations and unions, directly electing their representatives to Students Unions and having their representatives on the college/university decision making bodies including internal quality assessment, grievance committees, Gender Sensitization Committees against Sexual Harassment and the Academic/Executive council. Universities/colleges shall evolve mechanisms for adequate consultations with students' representatives before taking any major decisions affecting the students.

8. The students are entitled to full and correct information about any institution of higher education in which they study or propose to study. Therefore, every college/university must disclose the following information on its website and prospectus: status of the institution, its affiliation, accreditation rating, physical assets and amenities, membership of governing bodies

and minutes of the meetings of bodies like Academic/Executive council, sources of income and the financial situation and any other information about its functioning necessary for a student to make a fully informed choice.[Section 4(I) of Right to Information Act 2005].

9. The students are entitled to redressal of their grievance by the Grievance Redressal Committee of the institution within 10 days of making a representation. If they are not satisfied, they are also entitled to an appeal to the Ombudsman of the University concerned for redressal within 30 days.[UGC(Grievance Redressal)Regulations, 2012]

10. The UGC may issue instructions for proper implementation of these Guidelines.

NOTICE ON PREVENTION OF SEXUAL HARASSMENT

It has been directed by the University of Kerala to display boards specifying what sexual harassment implies and what the duties of the committee to address sexual harassment, are. If any of the students or staff face any problem of sexual harassment as defined below, you are requested to contact the complaint committee at once.

What does Sexual Harassment refer to?

Sexual Harassment refers to any uninvited and unwelcome verbal or physical behaviour of a sexual nature especially by a person in authority toward a subordinate (as an employee or student).
It includes

- ➢ Physical contact and advances

- ➢ A demand or request for sexual favours

- ➢ Sexually colored remarks

- ➢ Showing pornography

- ➢ Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Committee to Address Sexual Harassment at NISH (CASH-NISH)

- ➢ Prevent or deter acts of sexual harassment

- ➢ Provide the procedures for the resolution, settlement or prosecution of acts of sexual

   harassment by taking all the steps required

CASH-NISH Committee Members

1. Ms. Daisy Sebastian,Coordinator -Academic and Intervention Programs (Chairperson)
2. Ms. Raji Gopal, Coordinator - DHI, (Convenor)
3. Dr. Anne Varghese, Head - Allied Services
4. Ms. Anu Rajan, Faculty - Degree (HI)
5. Mr. Gopakumar G, Finance Officer
6. Adv. Elsamma Prayikalam , Representative of NGO- SAKHI
7. Dr. Vinitha George, Head- ASLP
8. Ms. Raji N.R., Incharge- BSc CS
9. Ms. Soja Oliver - Administrative Officer

MEASURES TAKEN TO CURB THE MENACE OF RAGGING AT NISH

1. What constitutes ragging?

- ➢ Any conduct by any student or students whether by words spoken or written or by any act,

  which has the effect of threatening, teasing, treating or handling with rudeness a fresher or any other student.

- ➢ Forcing any of the students for completing academic task

- ➢ Financial extortion

- ➢ Any act of physical abuse including all its variants-sexual abuse, homosexual assaults,

  stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to the health of a person

- ➢ Any act that prevents, disrupts or disturbs the regular academic activity of other students.

2. Anti-Ragging Policy of NISH

Ragging in any form is strictly forbidden inside the campus. The University Grants Commission has banned ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. Any form of ragging if reported is liable for punishment under penal law and NISH will follow UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 to award punishment. Ragging is a cognizable offence and NISH will hard over the culprit to law enforcement personnel.

3. To curb ragging

In order to curb the menace of Ragging at NISH, an anti-ragging committee has been constituted as enlisted below. Anyone with genuine grievance are asked to approach the committee member/the Executive Director/National Anti-ragging helpline.

4. National Anti-Ragging Helpline

Phone: 1800-180-5522, Email: helpline@antiragging.in

5. Anti-Ragging Committee Member

Sl. No.	Structure of the Cell	Name	Phone No:

1	Head of the Institution	Chairman	Dr. K G Satheesh Kumar, Executive Director, NISH	9847060016
2	Representative of Police Administration	Member	Sreekaryam Police station, SI	
3	Representative of local media	Member	Ms. Sreedevi Pillai	
4	Representative of NGO	Member	Ms. Sheena	
5	Representative of non-teaching staff	Member	Ms. Athira L.S, Asst. Librarian	944 647 7623
6	Representative of Administration	Member	Ms. Soja Oliver, Administrative Officer	904 892 0238
7	Representative of Faculty Members	Secretary	Ms. Sherin Rehman, Degree (HI)	984 624 1024
8	Representative of Faculty Members	Convener	Ms. Jiby Mariam Babu, Faculty ASLP	944 779 8473
9	Teacher Associate	Member	Mr. Arun Gopal EIP	
10	Parents of two first year students	Member		
11	Representative	Member	Two first year students	
12	Chairman, college union	Member		
13	Vice Chairman, college union	Member		

AFFIDAVIT BY THE STUDENT

I, …………………………………………………………………….. (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms…………………………………………… having been admitted to…………………………………………….(name of institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this…………………..day of………………………………month of………………………………..year.

Signature of deponent   Name:

VERIFICATION

Verified that the contents of this are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at…………………………… (place) on this the………………………………… (day) of……………………….. (month),…………………………(year).

Signature of deponent:

Solemnly affirmed and signed in my presence on this the…………………………………… (day) of……………………….. (month),…………………………(year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

1) Mr./Mrs./Ms……………………………………………… (full name of parent/guardian) father/mother/guardian of, …………………………………………………………………………….. (full name of student with admission/registration/enrolment number), having been admitted to……………………………………………(name of institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) a) I hereby solemnly aver and undertake that My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this…………………..day of………………………………month of………………………………..year.

Signature of deponent   Name:

                                        Address:

                                        Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at……………………………… (place) on this the…………………………………… (day) of……………………….. (month),…………………………(year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the…………………………………… (day) of……………………….. (month),…………………………(year) after reading the contents of this affidavit.

OATH COMMISSIONER

STUDENTS' GRIEVANCE REDRESSAL CELL (SGRC)-NISH

The aim of SGRC is to provide a safe, fair and harmonious learning and work environment in the campus and also to develop a responsive and accountable attitude among the students and members of the staff. A Students' Grievance Redressal Committee (SGRC) handles the function of redressing the grievances. The members are selected by the students themselves.

SGRC ensures an effective mechanism for redressal of varied issues faced by the students and also promote cordial Student-Student relationship and Student-teacher relationship. The students can register and report their grievance in the SGRC link in NISH website, www.nish.ac.in/others/sgrcor they can submit a signed hard copy of the grievance in person to any of the Committee members of Students' Grievance Redressal Cell. They can also meet the members to discuss their problems or contact them via email or over the phone at any time.

E-mail or over the phone at any time.

Members of NISH-SGRC	Phone Number	E mail
Ms. Daisy Sebastian, Coordinator, Academic & Intervention Programs	944-679-5454	Daisy@nish.ac.in
Ms. Silvy Maxi Mena, Faculty member, Dept. of HEFP	984-718-5925	silvy@nish.ac.in
Ms. Rakesh R.S In Charge, Dept. of Fine Arts	940-039-2693	rakesh@nish.ac.in
Ms Sreebha Sreedhar , Faculty member, Dept. of ASLP	812-907-1648	sreebhasreedhar@nish.ac.in
Anu Prasad , BASLP 3rd sem student		anupra.bs18@nish.ac.in
Najna Thaha, B.Com VII sem student		najnat.bm17@nish.ac.in

GRIEVANCES OF DALIT STUDENTS AGAINST CASTE DISCRIMINATION

The aim of the cell is to ensure equity and equal opportunities to all the students and also to help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination. Grievances of SC/ST students can be lodged on NISH website. Grievances will be handled by the Executive Director directly.

ACADEMIC CALENDARS

BASLP Academic Calendar

Wed Aug 25, 2021

8:30am - 9:30am CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Thu Aug 26, 2021

4pm - 5pm Mentor Mentee Interaction
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Wed Sep 1, 2021

All day
Commencement of BASLP-Third Semester (2019 admission) Theory Examinations
Wed Sep 1, 2021
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

8:30am - 9:30am CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

8:30am - 9:30am Monthly Assembly
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Wed Sep 8, 2021

8:30am - 9:30am CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Mon Sep 13, 2021

All day
Cpmmencement of BASLP-Third Semester (2019 admission) Practical Examinations
Mon Sep 13, 2021
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Wed Sep 15, 2021

8:30am - 9:30am CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Wed Sep 22, 2021

8:30am - 9:30am CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

BASLP Academic Calendar

Wed Sep 29, 2021

8:30am - 9:30am   CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Thu Sep 30, 2021

4pm - 5pm   Mentor Mentee Interaction
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Wed Oct 6, 2021

8:30am - 9:30am   CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

8:30am - 9:30am   Monthly Assembly
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Wed Oct 13, 2021

8:30am - 9:30am   CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Wed Oct 20, 2021

8:30am - 9:30am   CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Wed Oct 27, 2021

8:30am - 9:30am   CC/JC
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Thu Oct 28, 2021

4pm - 5pm   Mentor Mentee Interaction
Calendar: BASLP Academic Calendar
Created by: Praveena Davis

Academic Calendar-BOT

Course: BOT

Academic Year: 2020-2021

BOT Academic Calendar for the AY 2020-2021	
Date	**Events**
4th Jan 2021	BOT- Induction Program and commencement of Program
16th Feb 2021	Online classes commencement- as per KUHS, Term 1
22nd Feb 2021	Students On-campus Starting - as per KUHS
23rd Feb 2021 -28th March 2021	Term 1 (for classes refer to the term wise lecture schedule)
29th March to 9th April 2021	1st Internal Assessment Exam
12th April 2021-20th July 2021	Term 2 (Classes as per the Lecture Schedule)
21th July 2021- 6th August 2021	2nd Internal Assessment Exam
21st July 2021 - 19th Oct 2021	3rd Term (Classes as per the Lecture Schedule)
19th Oct 2021	End of Course
20th Oct 2021 to 29th Oct 2021	3rd Internal Assessment Exam
1st Nov 2021 - 12th Nov 2021	Mock Exam
13 Nov 2021 to 21 Nov 2021	Tentative- Study holidays (Final exam)
22nd Nov 2021- 10th Dec 2021	Tentative- Final University Exam Starts

NISH

	Event	Date & Day
April 2021		
	S4 ,S6 & S8 Classes reopen after Christmas holidays	April 26,2021
	Registration for S4 ,S6 & S8 starts	April 26,2021
May 2021		
	S8 Project Topic Finalization & Proposal Submission	May 7,2021 Friday
	Publication of S3,S5,S7 results	May 19,2021 Wednesday
	PT Meeting	May 20,2021 Thursday
	Induction Program	May 21,2021 Friday
	Internal Assessment 1 for S4 , S6,S8 begins S4 - Communicative English II S6 - Communicative English IV S8-Software Testing & Documentation	May 24, 2021 Monday
	Internal Assessment 1 for S4 , S6,S8 S4 – Mathematics II S6 - RDBMS S8-Software Testing & Documentation lab	May 25, 2021 Tuesday
	Internal Assessment 1 for S4 , S6,S8 S4 – Digital Electronics S6 - .NET Programming S8-Project –First Evaluation SRS, Screen design Submission	May 26, 2021 Wednesday
	Last Date for Registration for S4 , S6 & S8 without fine	May 26, 2021 Wednesday

	Internal Assessment 1 for S4 , S6,S8 S4 – Programming in C S6 – RDBMS LAB	May 27, 2021 Thursday
	Internal Assessment 1 for S4 , S6,S8 S4 – Programming Lab S6-.NET Programming Lab	May 28, 2021 Friday
	Internal Assessment 1 for S4 , S6,S8 S4 – PC Software I Lab S6-Computer Graphics Lab	May31,2021 Monday
June 2021		
	Submission of IA1 marks & Attendance of S4 ,S6 & S8 to respective Class Coordinators	June 9, 2021 Wednesday
	Submission of IA1 marks of S4 ,S6 & S8 to HOD by Class Coordinators	June 11, 2021 Friday
	Publication of IA1 marks of S4 ,S6 & S8 by HOD	June 15, 2021 Tuesday
	Internal Assessment 2 for S4 , S6 & S8 begins S4 - Communicative English II S6 - Communicative English IV S8-Software Testing & Documentation	June 23, 2021 Wednesday
	Internal Assessment 2 for S4 , S6 & S8 S4 – Mathematics II S6 - RDBMS S8-Software Testing & Documentation Lab	June 24, 2021 Thursday
	Internal Assessment 2 for S4 , S6 & S8 S4 – Digital Electronics S6 - .NET Programming S8- Project –Second Evaluation DFD, ER Diagram, Database Design	June 25, 2021 Friday
	Internal Assessment 2 for S4 & S6 S4 – Programming in C S6 – RDBMS LAB	June 28,2021 Monday
	Internal Assessment 2 for S4 & S6 S4 – Programming Lab S6-.NET Programming Lab	June 29,2021 Tuesday
	Internal Assessment 2 for S4 & S6 S4 – PC Software I Lab S6-Computer Graphics Lab	June 30,2021 Wednesday
July 2021		
	Workshop organized by S6 and S8 students	July 15,2021 Monday [Tentative Date]

	Submission of IA2 marks of S4 ,S6 & S8 to respective Class Coordinators	July 12, 2021 Monday
	Submission of IA2 marks of S4 ,S6 & S8 to HOD by Class Coordinators	July 13, 2021 Tuesday
	Internal Assessment 3 for S4 , S6 & S8 begins S4 - Communicative English II S6 - Communicative English IV S8-Software Testing & Documentation	July14, 2021 Wednesday
	Publication of IA2 marks of S4 ,S6 & S8 by HOD	July 15, 2020 Thursday
	Internal Assessment 3 for S4 , S6 & S8 S4 – Mathematics II S6 - RDBMS S8-Software Testing & Documentation Lab	July15, 2021 Thursday
	S8 Project - Draft Report to be submitted by students to respective Guide	July16, 2021 Friday
	Internal Assessment 3 for S4 , S6 & S8 S4 – Digital Electronics S6 - .NET Programming S8-Project-Third Evaluation	July16, 2021 Friday
	Internal Assessment 3 for S4 & S6 S4 – Programming in C S6 – RDBMS LAB	July19, 2021 Monday
	Internal Assessment 3 for S4 & S6 S4 – Programming Lab S6-.NET Programming Lab	July21, 2021 Wednesday
	Farewell to S8	*To be scheduled later
	Internal Assessment 3 for S4 & S6 S4 – PC Software I Lab S6-Computer Graphics Lab	July22, 2021 Thursday
	Submission of IA3 marks of S4 , S6 & S8 to respective Class Coordinators	July22, 2021 Thursday
	Last date for submission of Internal Assessments of S4 , S6 & S8 by class coordinators to HOD	July 23, 2021 Friday
	S8 - Project Submission Date and Viva-Voce	July 23, 2021 Friday
	Submission of Project Report of S8	July 26 , 2021 Monday
	Project Presentation – S8	July 27-29, 2021

	Publication of IA marks of S4 , S6 & S8 by HOD	July 30,2021 Friday
	Last date for submission of final Attendance of S4 , S6 & S8 by class coordinators to HOD	July 30,2021 Friday
August 2021		
	Semester Examination by University - S4 S6 & S8	* As per University schedule

Sd-

Executive Director   In Charge
NISH   BSc (CS) (HI)

April 2021

NISH

	Event	Date & Day
April 2021		
	S4 & S6 Classes reopen after holidays	April 26,2021
	Registration for S4 & S6 starts	April 26,2021
May 2021		
	Publication of S3,S5 results	May 19,2021 Wednesday
	Webinar by Museum of Art & Photography, Bangaluru	May 21,2021 Wednesday
	Internal Assessment 1 for S4 , S6 begins S4 - Communicative English II S6 - Communicative English IV	May 24, 2021 Monday
	Last Date for Registration for S4 , S6 & S8 without fine	May 26, 2021 Wednesday
	Internal Assessment 1 for S4 , S6 S4 – Nature Study S6 - Creative Painting	May 31, 2021 Monday
June 2021		
	Internal Assessment 1 for S4 , S6 S4 – Still Life S6 – Pottery	June 01, 2021 Tuesday
	Internal Assessment 1 for S4 , S6 S4 – Life Study S6 – Photography	June 02, 2021 Wednesday
	Internal Assessment 1 for S4 , S6 S4 – Creative Painting S6 – Nature Study	June 03, 2021 Thursday
	Internal Assessment 1 for S4 , S6 S4 – Creative Sculpture S6 – Still Life	June 04, 2021 Friday
	Internal Assessment 1 for S4 , S6 S4 – Typography S6-. Computer Graphics	June 07, 2021 Monday
	Internal Assessment 1 for S4 , S6 S4 – Art History/ Aesthetics S6- Life Study	June 08, 2021 Tuesday

	Internal Assessment 1 for S4 , S6 S4 – Design & Colour S6-Art History/ Aesthetics	June 09, 2021 Wednesday
	Internal Assessment 1 for S4 , S6 S4 – Computer Graphics S6-Serigraphy	June 10, 2021 Thursday
	Internal Assessment 1 for S6 S6-Graphic Design	June 11, 2021 Friday
	Submission of IA1 marks & Attendance of S4 & S6 to respective Class Coordinators	June 15, 2021 Tuesday
	Submission of IA1 marks of S4 & S6 to HOD by Class Coordinators	June 17, 2021 Thursday
	Publication of IA1 marks of S4 & S6 by HOD	June 21, 2021 Monday
	Water Colour Workshop	June 21, 2021 Monday
	Internal Assessment 2 for S4 & S6 begins S4 - Communicative English II S6 - Communicative English IV	June 23, 2021 Wednesday
July 2021		
	Internal Assessment 2 for S4 , S6 S4 – Nature Study S6-Art History/ Aesthetics	July 05, 2021 Monday
	Internal Assessment 2 for S4 , S6 S4 – Still Life S6 – Pottery	July 06, 2021 Tuesday
	Internal Assessment 2 for S4 , S6 S4 – Life Study S6 – Photography	July07, 2021 Wednesday
	Internal Assessment 2 for S4 , S6 S4 – Creative Painting S6 – Nature Study	July 08, 2020 Thursday
	Internal Assessment 2 for S4 , S6 S4 – Creative Sculpture S6 – Still Life	July 09, 2020 Friday
	Internal Assessment 2 for S4 , S6 S4 – Typography S6-. Computer Graphics	July 12, 2021 Monday
	Internal Assessment 2 for S4 , S6 S6- Life Study	July 13, 2021 Tuesday
	Internal Assessment 3 for S4 , S6 & S8 begins S4 - Communicative English II S6 - Communicative English IV	July14, 2021 Wednesday

	Internal Assessment 2 for S4 , S6 S4 – Design & Colour S6 - Creative Painting	July14, 2021 Wednesday
	Internal Assessment 2 for S4 , S6 S4 – Computer Graphics S6-Serigraphy	July 15, 2020 Thursday
	Internal Assessment 2 for S6 S4 – Art History/ Aesthetics S6-Graphic Design	July 16, 2020 Friday
	Workshop	July 19, 2021 Tuesday
	Submission of IA2 marks of S4 & S6 to respective Class Coordinators	July 20, 2021 Tuesday
	Submission of IA2 marks of S4 & S6 to HOD by Class Coordinators	July 21, 2021 Wednesday
	Publication of IA2 marks of S4 & S6 by HOD	July 23, 2020 Friday
	Last date for submission of final Attendance of S4 , S6 & S8 by class coordinators to HOD	July 30,2021 Friday
August 2021		
	Semester Examination by University - S4 & S6	* As per University schedule

Sd-

Executive Director   In Charge
NISH   BFA (HI)

April 2021

NISH

	Event	Date & Day
Academic Calendar April 2021 - B.Com (HI) Semesters IV, VI & VIII		
April 2021		
	S4 ,S6 & S8 Classes reopen	April 26,2021
May 2021		
	Project finalisation	May 10, 2021 Monday
	Publication of S3,S5,S7 results	
	Internal Assessment 1 for S4 , S6,S8 begins S4 - Communicative English II S6 - Communicative English IV S8- Capital Market	May 24, 2021 Monday
	Internal Assessment 1 for S4 , S6,S8 S4 Businesses Finance and Policy S6 - Auditing S8- Income Tax II	May 25, 2021 Tuesday
	Internal Assessment 1 for S4 , S6,S8 S4 Forms of Business Organisation S6 - Cost Accounting S8- Management Accounting	May 26, 2021 Wednesday
	Internal Assessment 1 for S4 , S6,S8 S4 Principles of Marketing S6 - Financial Services S8- Investment Management	May 27, 2021 Thursday
	Internal Assessment 1 for S4 , S6,S8 S4 Businesses Statistics S6 E-commerce S8 - Corporate Social Responsibility	May 28, 2021 Friday
	Internal Assessment 1 for S4 , S6,S8 S4 Fundamentals of Business Economics S6- Computerised Accounting S8 - Project Evaluation	May 31, 2021 Monday

	Evaluation of online classes	May31,2021 Monday
June 2021		
	Submission of IA1 marks & Attendance of S4 ,S6 & S8 to respective Class Coordinators	June 9, 2021 Wednesday
	Submission of IA1 marks of S4 ,S6 & S8 to HOD by Class Coordinators	June 11, 2021 Friday
	Publication of IA1 marks of S4 ,S6 & S8 by HOD	June 15, 2021 Tuesday
	Internal Assessment 2 for S4 , S6,S8 begins S4 - Communicative English II S6 - Communicative English IV S8- Capital Market	June 23, 2021 Wednesday
	Internal Assessment 2 for S4 , S6,S8 S4 Businesses Finance and Policy S6 - Auditing S8- Income Tax II	June 24, 2021 Thursday
	Internal Assessment 2 for S4 , S6,S8 S4 Forms of Business Organisation S6 - Cost Accounting S8- Management Accounting	June 25, 2021 Friday
	Internal Assessment 2 for S4 , S6,S8 S4 Principles of Marketing S6 - Financial Services S8- Investment Management	June 28,2021 Monday
	Internal Assessment 2 for S4 , S6,S8 S4 Businesses Statistics S6 E-commerce S8 - Corporate Social Responsibility	June 29,2021 Tuesday
	Internal Assessment 2 for S4 , S6,S8 S4 Fundamentals of Business Economics S6- Computerised Accounting S8 - Project Evaluation	June 30,2021 Wednesday
July 2021		
	Submission of IA2 marks of S4 ,S6 & S8 to respective Class Coordinators	July 12, 2021 Monday
	Submission of IA2 marks of S4 ,S6 & S8 to HOD by Class Coordinators	July 13, 2021 Tuesday

	Internal Assessment 3 for S4 , S6,S8 begins S4 - Communicative English II S6 - Communicative English IV S8- Capital Market	July14, 2021 Wednesday
	Internal Assessment 3 for S4 , S6,S8 S4 Businesses Finance and Policy S6 - Auditing S8- Income Tax II	July 15, 2020 Thursday
		July15, 2021 Thursday
		July16, 2021 Friday
		July16, 2021 Friday
		July19, 2021 Monday
		July20, 2021 Tuesday
	Internal Assessment 3 for S4 , S6,S8 S4 Fundamentals of Business Economics S6- Computerised Accounting S8 - Project Evaluation	July21, 2021 Wednesday
	Farewell to S8	*To be scheduled later
	Submission of IA3 marks of S4 , S6 & S8 to respective Class Coordinators	July22, 2021 Thursday
	Last date for submission of Internal Assessments of S4 , S6 & S8 by class coordinators to HOD	July 23, 2021 Friday
	Submission of Project Report of S8	July 26 , 2021 Monday
	Publication of IA marks of S4 , S6 & S8 by HOD	July 30,2021 Friday

	Last date for submission of final Attendance of S4 , S6 & S8 by class coordinators to HOD	July 30,2021 Friday
August 2021		
	Semester Examination by University - S4 S6 & S8	* As per University schedule

Sd-

Executive Director   In Charge
NISH   BSc (CS) (HI)

April 2021

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
JANUARY 2021		
1	FRI	
2	SAT	
3	SUN	
4	MON	Induction Program commences
5	TUE	Induction Program
6	WED	Induction Program
7	THU	Class commences-Introduction/Meeting with faculty members
8	FRI	Observation -Parents Induction Program
9	SAT	
10	SUN	
11	MON	Class observation begins
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	Republic Day-Holiday
27	WED	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
28	THU	
29	FRI	
30	SAT	
31	SUN	
FEBRUARY 2021		
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
MARCH 2021		
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	Sivarathri(Holiday)
12	FRI	
13	SAT	
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	Submission of attendance report for the month of January & February to RCI
APRIL 2021		
1	THU	Maundy Thursday
2	FRI	Good friday(Holiday)
3	SAT	
4	SUN	
5	MON	
6	TUE	Kerala Assembly Election- Holiday
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	
12	MON	
13	TUE	
14	WED	Vishu(Holiday)
15	THU	
16	FRI	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	Dispatch of list of admitted students to the respective NIs by RCI
27	TUE	
28	WED	Announcement of Schedule for conduct of internal Examinations (Theory & Practical) of Semester-I by all the NIs
29	THU	Opening and Closing of online link for Enrolment of admitted students by the respective NIs
30	FRI	
MAY 2021		
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	
9	SUN	
10	MON	
11	TUE	
12	WED	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
13	THU	Ramzan-Holiday
14	FRI	
15	SAT	
16	SUN	
17	MON	Redactions/extra classes
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	Internal assessment I- T01
25	TUE	Internal assessment I- T02
26	WED	Internal assessment I- T03
27	THU	Internal assessment I- T04
28	FRI	Internal assessment I- T05
29	SAT	
30	SUN	
31	MON	Submission of attendance report for the Month of March, April & May, 2021
JUNE 2021		
1	TUE	IA-I-VIVA--P01
2	WED	IA-I-VIVA--P02
3	THU	IA-I-VIVA--P03
4	FRI	IA-I-VIVA--P04
5	SAT	
6	SUN	
7	MON	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	IA I result publishing
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	Submission of grivences (if any) on IA 1
29	TUE	
30	WED	Parents Meeting
JULY 2021		
1	THU	
2	FRI	
3	SAT	
4	SUN	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
5	MON	Re Assessment/Re Examination-I A I-Theory
6	TUE	Re Assessment/Re Examination-I A I-Theory
7	WED	Re Assessment/Re Examination-I A I-Theory
8	THU	Re Assessment/Re Examination-I A I-Theory
9	FRI	Re Assessment/Re Examination-I A I-Theory
10	SAT	
11	SUN	
12	MON	Re Assessment/Re Examination-I A I-Practical
13	TUE	Re Assessment/Re Examination-I A I-Practical
14	WED	Re Assessment/Re Examination-I A I-Practical
15	THU	Re Assessment/Re Examination-I A I-Practical
16	FRI	Re Assessment/Re Examination-I A I-Practical
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	Bakrid
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	
AUGUST 2021		

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	
15	SUN	
16	MON	Submission of Online Application form for External Theory Examinations November, 2021 by the TTIs to the respective NIs
17	TUE	
18	WED	
19	THU	Commences Onam Holidays
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
29	SUN	
30	MON	Sreeekrishna Jayanthi(Holiday)
31	TUE	Reopens after Onam Holidays
SEPTEMBER 2021		
1	WED	Submission of attendance report for the Month of June, July &August, 2021
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	Revision of all papers commences
7	TUE	
8	WED	Final Submission of Practical works-Paper I
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	Final Submission of Practical works-Paper IV
18	SAT	
19	SUN	
20	MON	
21	TUE	Guru samadi(Holiday)
22	WED	
23	THU	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
24	FRI	Final Submission of Practical works-Paper II
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
OCTOBER 2021		
1	FRI	Final Submission of Practical Works-Paper III
2	SAT	
3	SUN	
4	MON	Internal assessment II- T01
5	TUE	Internal assessment II- T02
6	WED	Internal assessment II- T03
7	THU	Internal assessment II- T04
8	FRI	Internal assessment II- T05
9	SAT	
10	SUN	
11	MON	IA-I-VIVA--P01
12	TUE	IA-I-VIVA--P02
13	WED	IA-I-VIVA--P03
14	THU	Maha Navami
15	FRI	Vijaya Dashmi
16	SAT	
17	SUN	
18	MON	IA-I-VIVA--P04
19	TUE	Milad-i-Sherif
20	WED	

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	Reslut publishing -IA II
26	TUE	
27	WED	
28	THU	
29	FRI	Re Assessment/Re Examination-I A II-Theory
30	SAT	
31	SUN	
NOVEMBER 2021		
1	MON	Re Assessment/Re Examination-I A II-Theory
2	TUE	Re Assessment/Re Examination-I A II-Theory
3	WED	Re Assessment/Re Examination-I A II-Theory
4	THU	Deepavali
5	FRI	Re Assessment/Re Examination-I A II-Theory
6	SAT	
7	SUN	
8	MON	Re Assessment/Re Examination-I A II-Practical
9	TUE	Re Assessment/Re Examination-I A II-Practical
10	WED	Re Assessment/Re Examination-I A II-Practical
11	THU	Re Assessment/Re Examination-I A II-Practical
12	FRI	Submission of attendance report for the Month of September & October 2021
13	SAT	
14	SUN	
15	MON	Display of attendance on the notice boards. Defaulters should contact course coordinators

ACADEMIC CALENDAR -DECSE-2020-21

Date	Day	Acadmic Activities
16	TUE	Study leave/Preparatory leave
17	WED	
18	THU	Publishing Final I A mark
19	FRI	
20	SAT	
21	SUN	
22	MON	Model Exam
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	

ACADEMIC CALENDAR

The following Academic Calendar is followed for the DISLI Course for the academic year 2020 -2022

Commencement of 1st semester	
January, 2021	04/01/2021,05/01/2021,06/01/2021-Induction program for admitted Students Teaching portions DISLI P1 - Unit 1Basic Visual Expressive Skills – Greetings and Introductions, Simple Adjectives Pronouns, Nouns. DISLI T1 – Unit1 Models of deafness and the associated terminology DISLI T2 - Unit1 History of Deafness
February, 2021	Teaching portions DISLI P1 - Unit 1Basic Visual Expressive Skills –, Basic Direct Communication, Basic Picture Stories. Unit 2 Basic Communication Skills: Level 1- Verbs, Sentences, Kinship terms. DISLI T1 – Unit 2 Understanding the context DISLI T2 – Unit 2 Concept of Culture and the Deaf community
March, 2021	Teaching portions DISLI P1 - Unit 2 Basic Communication Skills: Level 1- Body parts, Health and Aliments norms, English Manual Alphabet, Number and Numerals, Food, Profession & work terms, Money, Measures, Calendar items, Time, Direction. DISLI T1 – Unit 3 Communication : Meaning, Scope, Types and Options DISLI T2 – Unit 3 Concept of Identity and the D/deaf ● Dispatch of list of admitted students to the respective Nls by RC ● Submission of attendance report for the Month of January & February, 2021 .
April, 2021	Teaching portions DISLI P1 - Unit 2 Basic Communication Skills: Level 1- Short Stories , Interrogatives, Unit 3 Basic Communication Skills: Level 2- Negation, Festivals, Social Life, Nature Weather.

	DISLI T1 – Unit 4 Communication Options and Opportunities DISLI T2 – Sign Languages ● Opening and Closing of online link for Enrolment of admitted students by the respective Nls ● Announcement of Schedule for conduct of internal Examinations (Theory & Practical) of Semester-l by all the Nls
May, 2021	<u>Teaching portions</u> DISLI P1 - Unit 3 Basic Communication Skills: Level 2-Animals, Location, Place Names, Languages, Transportation. Unit 4 Basic Communication Skills: simple technical terms DISLI T1 – Unit 5 Overview of Language DISLI T2 – Deaf Community and Society ● Submission of attendance report for the Month of March, April & May, 2021 ● Conduct of internal Examinations (Theory & Practical) of Semester-l ● Redactions/extra classes
June, 2021	<u>Teaching portions</u> DISLI P1 – Revision DISLI T1 - Revision DISLI T2 – Revision ● Reassessment/Re-exam for internal theory Semester-l
Commencement of 2nd semester	
July, 2021	Final 1st semester examination <u>Teaching portions</u> DISLI P2 - Unit 3 Basic Communication Skills: Level 2-Animals, Location, Place Names, Languages, Transportation. Unit 4 Basic Communication Skills: simple technical terms DISLI T3 – Unit 5 Overview of Language
August, 2021	● Submission of attendance report for the Month of June, July &August, 2021 ● Submission of Online Application form for External Theory Examinations November, 2021 by the TTls to the respective Nls ● Announcement of schedule for submission of Online Application form for External Theory Examinations November, 2021 <u>Teaching portions</u>

	DISLI P2 – Unit 1 Advanced Communication Skills: Grammar –, polysemy and homonymy Unit 2 Advanced Communication Skills- Signing abstract concepts, Locations, Repeated, Alternating and Unrealized actions, plural actions and objects, Expressing movement, Role play. DISLI T3 – Unit 2 Time and Space in ISL Unit 3 Structure of ISL : Sentences
September, 2021	Teaching portions DISLI P2 – Unit 2 Advanced Communication Skills –Signing picture stories, jokes, sign elocution. Unit 3 Advanced Communication Skills: Technical signs – High School Terms, computer Science, ITI, Commerce, Corporate, Idioms and phrases. DISLI T3 – Unit 3 Structure of ISL : Sentences Unit 4 Other Linguistic Aspects of ISL ● Submission of attendance report for the Month of June, July &August, 2021 ● Announcement of Schedule for conduct of internal Examinations (Theory & Practical) of Semester-lI ● Submission of proposed list of Exam Centers, CLOs and CS to the Council by all respective Nls for approval
October, 2021	Teaching portions DISLI P2 – Unit 3 Advanced Communication Skills: Technical signs – Corporate, English – Idioms and Phrases Unit 4: Advanced Communication Skills – Regional Variations DISLI T3 – Unit 5 Sociolinguistics and Multilingualism ● Conduct of internal Examinations (Theory & Practical) of Semester-ll ● issuance of Schedule for conduct of External Practical Examinations ● Submission of internal & External (Theory and Practical) marks both in soft and hard copy by the TTls to their respective Nls under intimation to the Council. ● Dispatch of Examination Kits to all Examination Centre(s) under intimation to the Council ● issuance of Hall Tickets by the National institutes for Theory Examinations.
November, 2021	01/11/21 to 22/11/21 Field Work I ● Display of attendance on the notice boards. Defaulters should contact course coordinators ● Conduct of Term End Theory Examination for all Certificate and Diploma Level Courses November-2021

December, 2021	01/12/21 Seminar Presentation for all the papers 03/12/21 to 10/12/21 Second Semester Model Examination 10/12/21 Closing of second semester 11/12/21 to 14/12/21 Preparatory leave 15/12/21 to 20/12/21 Second Semester Final Examination 21/12/21 to 30/12/21 Yearly Vacation
Commencement of 3rd semester	
January, 2022	Teaching portions DISLI P3 – Unit 1 Listening and signing comprehension skills: Listening comprehension (Voice): Level 1 single participant setting, Level 2 Multi participant setting Signing Comprehension (voice): Level 1 single participant setting, Level 2 Multi participant setting DISLI T4 – Unit 1: Interpreting : the concept, Unit 2: Role, Responsibilities & Specialization Distribution of Assignment topics Educational tours/visit/field work
February, 2022	Teaching portions Unit 2: Basic Skills: Basic annotation of signed data, Expressive skills, Basic tactile interpreting, Note taking. DISLI T4 – Unit 2: Role, Responsibilities & Specialization, Unit 3: Code of Ethics
March, 2022	Teaching portions DISLI P3 – Unit 3: Interpreting skills (Basic) : Sign to voice and voice to sign (short sentences and phrases) voice to sign (short Paragraphs and stories) DISLI T4 – Unit 4: Interpreting in India, Unit 5 : Social Overview Submission of Assignment Midterm exam Display of attendance on the notice boards. Defaulters should contact course coordinators.

April, 2022	<u>Teaching portions</u> DISLI P3 – Unit 3: Interpreting skills (Basic) : Sign to voice (short Paragraphs and stories) Unit 4 : Field Work I DISLI T4 – Unit 5 : Social Overview 08/4/21 to 23/4/21 Field Work I 28/4/21 Submission of field report - I
May, 2022	02/5/21 to 20/5/21 Field Work II 26/5/21 Submission of field report II 27/5/21 Display of attendance on the notice boards. Defaulters should contact course coordinators.
June, 2022	01/6/21 to 07/6/21 Third Semester Model Examination 01/6/21 to 07/6/21 Third Semester Model Examination 07/6/21 Closing of Third semester 08/6/21 to 13/6/21 Preparatory leave 14/6/210 to 19/6/21 Third Semester Final Examination 21/6/21 Commencement of fourth semester Teaching portions DISLI P4 – Unit 1: Interpreting Skills (Advanced) – Relay Interpreting, Telephone Interpreting Video Interpreting.
Commencement of 4th semester	
July, 2022	<u>Teaching portions</u> DISLI P4 – Unit 1: Interpreting Skills (Advanced) –Team & Class room Interpreting Unit 2: Prosody Skills – Prosody skills while direct Interpreting and Reverse Interpreting
August, 2022	<u>Teaching portions</u> DISLI P4 – Unit 2: Prosody Skills – Prosody skills while relay Interpreting , Interpreting movies/theatre/ poetry 10/08/22 Display of attendance on the notice boards. Defaulters should contact course coordinators. 15/08/22 to 02/08/22 Supervised Practical sessions in secondary school/ University/Court/Hospitals/Clinics/Corporate Interpreting
September, 2022	03/09/22to 19/09/22 Field Work – Independent Interpreting 24/09/22 to 26/09/22 Midterm 30/09/22 to 07/09/22 Regular classes and orientation of Internship

October, 2022	01/10/22 Report of Supervised and Independent Interpreting 08/10/22 to 21/10/22 Internship
November, 2022	01/11/22 Report of Supervised and Independent Interpreting 08/11/22 to 21/11/22 Internship 24/11/22 Display of attendance on the notice boards. Defaulters should contact course coordinators. 24/11/22 to 31/11/22 Submission of Internship Report and Revision for exam
December, 2022	01/12/22 to 07/12/22 Fourth semester Model examination 07/12/22 Closing of fourth semester 0812/22 to 1312/22 Preparatory leave 1412/22 to 19/12/22 Fourth semester Final examination

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NATIONAL INSTITUTE OF SPEECH & HEARING

Accredited as Excellent Institution by RCI | ISO 9001:2015 Certified | Accredited by NAAC with A-Grade

NISH Road, Sreekariyam P. O., Thiruvananthapuram 695 017
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Phone: ++91-471- 2944 601, 2596 919   Fax: ++91-471- 2944 699

NISH

We are here because, we care

STUDENT HANDBOOK 2019-20

- B.Sc. (CS)(HI)
- BFA (HI)
- B.Com. (HI)
- HEFP
- DISLI
- DECSE-HI
- BASLP

"Be the
 CHANGE
 you wish to see in
 THE WORLD."

- Mahatma Gandhi

Contents

NISH: IMPORTANT PHONE NUMBERS

Front Office	:	0471 2944 666 / 2944 601/ 2596 919
Social Worker	:	0471 2944 638 / 2944 622
Administrative Officer	:	0471 3066 640 / 904 892 0238
Finance Officer	:	0471 2944 637 / 984 713 3155
Head, ASLP	:	0471 2944 676 /709 069 0938
Head, Psychology	:	0471 2944 614 / 984 614 6340
Coordinator, EIP	:	0471 2944 626 / 994 715 5471
Coordinator, Degree (HI)	:	0471 2944 618 / 984 624 1024
Coordinator, Academic and Intervention Programs		0471 2944 602 / 944 679 5454
Executive Director	:	0471 2944 600 / 984 706 0016

KSRTC BUS TIMING (From EAST FORT to NISH)

Dep. Time	Route	Arvl.Time
07.45 am	Pattom, Kesavadasapuram	: 08.20 am
07.35 am	Kannammoola, Medical College	: 08.35 am
03.30 pm	Kannammoola, Medical College	: 04.30 pm
03.45 pm	Pattom, Medical College	: 04.30 pm

HELPLINE NUMBERS

Police Control Room	: 100/0471-2331 843
Crime Stopper	: 1090/0471-2461 090
Traffic Helpline	: 1099
Highway Helpline	: 9846 100 100
Women Helpline	: 1091
Anti-Ragging Helpline	: 1800 1805522
Railway Helpline	: 9846200 100
PSC Information	: 155 300
Tourist Information	: 1800425 4747
Child Helpline	: 1098

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NEAREST HOSPITALS

Govt. Medical College (5 km)	Ph: 0471-2444 270
General Hospital (8.5 km)	Ph: 0471-2307 874
KIMS, Kumarapuram (4.2 km)	Ph: 0471-2447 676, 2446 535
Lords Hospital, Anayara (4.3 km)	Ph: 0471-3045 I11
Cosmopolitan, Murinjapalam (6 km)	Ph: 0471-2448 182,2449 188
SUT, Pattom (7 km)	Ph: 0471-2446 220,2444 304

IMPORTANT TRANSPORT MODES IN TRIVANDRUM

RAIL

Thampanoor, Trivandrum Central Station (10.34 km)	Ph: 0471-2321 622
Pettah (7.39 km)	Ph: 0471-2470 181
Kochuveli (4.18 km)	Ph: 0471-2500646
Kazhakkuttam (7.69 km)	Ph: 0471-2321 622

AIR

International Airport (6.8 km)	Ph: 0471-2501 591
Domestic Airport (6.9 km)	Ph: 0471-2500 298

ROAD

Central Bus Stand, Thampanoor (10.6 km)	Ph: 0471-2323 886
City Bus Stand, East Fort (9.8 km)	Ph: 0471-2463 029

NEAREST FACILITIES

POST OFFICES   : Kottamukku (2.4 km)

                      Medical college (5 km)

BANK and ATM   : SBT ATM in NISH

                      SBT Kottamukku, Akkulam, ATM available (2.4 km)

                      SBI Bypass nearby Infosys, ATM available (1.6 km)

                      SBT ATM in Prasanth Nagar (2.9 km)

TAXI   : Mango Cabs: 0471-3279 327,9995 166 066, 9995 5466066

                      Cel Cabs : 60609090

USEFUL WEBSITES

- University of Kerala   : http://www.keralauniversity.ac.in/
- Rehabilitation Council of India   : http://www.rehabcouncil.nic.in/
- National Handicapped Finance and
- Development Corporation   : http://www.nhfdc.nic.in/
- Ministry of Social Justice and

  Empowerment   : http://www.socialjustice.nic.in/
- Railway enquiry   : http://enquiry.indianrail.gov.in/ntes/

NISH

National Institute of Speech and Hearing (NISH) was set up in March 1997 as a society by the Government of Kerala, to serve persons with disabilities. The primary focus till now has been children and adults with speech and hearing impairment, providing services to help them lead meaningful and productive lives and to help them integrate into mainstream society. The Institute has built up necessary basic infrastructure and is currently functioning from its own campus at Akkulam. The various programs at NISH include:

- Audiology Clinics
- Early Intervention Programme
- Neuro-developmental Science Clinics
- Speech Language Science Clinics
- Speech Language Services
- Ear mould Fabrication Lab
- AVT Program for Cochlear Implant Recipients
- Early Intervention Program for Young Deaf and Hard of Hearing children

Allied services which include the services of

- ENT doctor
- Psychologist
- Physiotherapist
- Occupational Therapist

Academic Programs for the Deaf and Hard of Hearing

- Bachelor of Fine Arts-BFA (HI)
- Bachelor of Computer Science-B.Sc. Computer Science (HI)
- Bachelor of Commerce-B.Com. (HI)

Other Academic Programs

- Bachelor of Audiology and Speech Language Pathology-BASLP
- Diploma in Early Childhood Special Education (DECSE)
- Diploma in Indian Sign Language and Interpreter Course (DISLI)

Our vision is to be the principal institution in India for integrating people with disabilities into mainstream society

The range of services will be

- Higher Education
- Preparation of professionals
- Research
- Policy formulation for services and rehabilitation

PROGRAMS AND SERVICES AT NISH

PROGRAMS AND SERVICES	PERSON IN CHARGE	LOCATION/ ROOM No.	PHONE (0471-)
Academic Programs			
ASLP	Dr. Vinitha Mary George	120 (Dhyan)	2944 676
Degree(HI)	Ms Raji Gopal	205(Thejas)	2944 618
BSc Computer Science (HI)*	Ms. Raji N.R.	205 (Thejas)	2944 610
BFA (HI)*	Mr. Rakesh P.S.	012 (Thejas)	2944 624 / 630
B.Com (HI)*	Mr. Sukesh Chandran B R	206 (Thejas)	2944 682
HEFP*	Ms. Chithra Prasad	206 (Thejas)	2944 682
DECSE (HI)	Ms. Sindhu.I.V	G19 (Dhyan)	2944 626
DISLI	Ms. Raji Gopal	205(Thejas)	2944 618
Physical Education	Mr. Vikranth C K	104 (Thejas)	2944 674
Administration and Finance			
Administrative Officer	Ms. Soja Oliver	103 (Thejas)	2944 640
Finance Officer	Mr. Gopakumar G	103 (Thejas)	2944 637
HR In-charge	Ms. Bini Mahesh	103 (Thejas)	2944 641
Asst. Administration	Ms. Sherin Joy	103 (Thejas)	2944 642
Asst. Finance	Mr. Krishnaprasad	103 (Thejas)	2944 639
Audiology and Speech Language Services			
Services	Social Workers	122 (Dhyan)	2944 616
Speech Language Diagnostics Audiology appointments Speech Language Intervention Parent Awareness Programs appointments	Ms. Saranya R.V Mr. Jismon Mathew Ms. Parvathy B.S. Mr. Joby Jose Ms. Anupa K Ms Rejitha L	205 (Dhyan) Help Desk	2944 606 2944 627 2944 601 2944 622 2596 919 2596 920 2944 638 2944 690
Hearing Screening Unit	Ms. Saumya Sundaram	208(Dhyan)	2944 650
Clinical Audiology	Ms. Lekha.S. Nair	208(Dhyan)	2944 650
Hearing Aid Trial and Programming	Ms.Arya Chand/ Sreeba Sreedhar	122/213 (Dhyan)	2944 651/25
Cochlear Implant	Ms. Jeena/Ms.Sita/Ms. Asha	116, 117 (Dhyan)	2944 647 / 646
Vestibular Unit	Ms.Arya Chand/Ms.Sreeba	213(Dhyan)	2944 651/25
Audiology - Higher potentials	Ms. Saumya Sundaram	122(Dhyan)	2944 651
Ear mould Lab	Mr. Dharma Kumar, Ms. Neethu P	G15, G16 (Dhyan)	2944 613
Speech Language Diagnostics	Ms. Arya SS	122 (Dhyan)	2944 657
Speech Language Intervention	Ms. Rejitha	102 (Dhyan)	2944 638
Camps (Audiology and Speech)	Ms. Manju S./ Ms. Rejitha	114 (Dhyan)	2944 648/38
AAC	Ms. Sangeetha	G29 (Dhyan)	2944 625/31
Speech Science Lab	Ms. S. Manju.	114 (Dhyan)	2944 648
Fluency Unit	Ms. Preethy Susan Reni/ Ms. Jiby Mariam Babu	103 (Dhyan)	2944 631
Speech sound disorders Unit	Ms. Arya SS/ Ms. Jiby Mariam Babu	122/103 (Dhyan)	2944 632/31
Adult neuro communication disorders Unit	Ms. Arya SS/Ms. Preethy Susan Reni	122/103 (Dhyan)	2944 632/31
Voice Care Unit	Ms. S. Manju.	114 (Dhyan)	2944 648
Unit for Resonance Disorders	Ms. S. Manju.	114 (Dhyan)	2944 648
Patient Help Desk	Ms. Rejitha.L	102 (Dhyan)	2944 638

Neurodevelopmental Sciences (NDS)			
Family Assisted Social and Sensory Skill Development (FAST)	Dr. Suja K. Kunnath Ms. Lakshmi S. Mohan Ms. Veena Mohan Ms. Arya Manoharan	G24	2944 603
		G26	2944 634
School Transition Program for Autism and Related Disorders (STAR)	Ms. Lakshmi S. Mohan Ms.Veena Mohan	G27	2944 634
Computer Assisted Learning Program (CALP)	Ms.Veena Mohan	G28	2944 634
Picture Assisted Communication Training (PACT)	Ms. Veena Mohan	G28	2944 634
Social Enhancement Action group (SEA)	Ms. Lakshmi S. Mohan Ms.Veena Mohan	G26	2944 634
Allied Services			
Psychology	Dr.Anne Varghese	101	2944 614
ENT	Dr. Padmaja Mulloth	118 (Dhyan)	2944 633
Physiotherapy	Ms. Shyni M T	G22	2944 649
Occupation Therapy	Ms. Neethu Thampi	G22	2944 649
Nurse	Ms Mini Mathew	118 (Dhyan)	2944 633
Department of New Initiatives			
HOD	Shirly G	305	2944 678
Research and Projects Consultancy Centre			
Praveena Davis		405(Thejas)	2944 680
Review Authority for Research (RAR)			
Dr.Anne Varghese		101	2944 614
Early Intervention and Extension Programs			
Early Intervention Programs (HI) In Charge	Ms Sushama I	G19	2944 626 / 605
Auditory-Verbal Programme	Ms. Neetha M N	G19	2944 626/605
Pre-School	Ms. Sapna K.	G19	2944 626 / 605
Extension Services	Ms. Sushama I.	G14	2944 605
IT Services			
System Admn.	Mr. Shaji S.V	G17 (Dhyan)	2944 617
Library and Information Centre			
Librarian	Mr. Tomy Varghese	601 (Thejas)	2944 612
Asst. Librarian	Ms.Athira L.S		
Centre for Communication and Media Development (CCMD)			
Communication and Awareness Creation	Ms Sapna K.	G19 (Dhyan)	2944 626
Digital Media and Graphics Development	Ms Swapna P	012 (Thejus)	2944 630
Academics and News (ISL)	Ms Silvy Maxi Mena	206 (Thejas)	2944 682
Common Services			
Canteen	Administrative Officer	Amruth	2944 623
Computer Lab-1	Ms. Neena M	Room no. 406	2944 679
Computer Lab-2	Ms. Parvathy Pavithran	Room no. 406	2944 679
Hearing Aid Repairs	Mr. Rahul	Front Desk-Dhyan	2944 644
Photocopy Room	Ms. Dhanya/Fabitha.	Room no. G23	2944 655
Fax	Thejas	Front Desk	2944 699
Security	Dhyan		2944 636
Security	Thejas		2944 696

Faculty and Staff		

Dept. of ASLP

Name	Qualification	Function
Dr. Vinitha Mary George	PhD, MASLP	Senior Lecturer and Head
Jeena Mary Joy	MASLP	Asst. Professor
Praveena Davis	MASLP	Asst. Professor and Head RPCC
Manju Subrahmanian	MASLP	Asst.Professor
Saumya Sundaram	MASLP	Asst. Professor
Arya Chand	MSc(Audiology)	Sr.Lecturer/Sr.Audiologist
Arya S.S	MASLP	Lecturer/Audiologist
Asha Manoharan	MSc(Audiology)	Lecturer/Audiologist
Hasna Fathima	MSc(Audiology)	Lecturer/Audiologist
Jiby Mariam	MASLP	Speech Language Pathologist
Lekha S Nair	MASLP	Audiologist
Sangeetha G S	MSc (SLP)	Lecturer/Speech Language Pathologist
Sita Sreekumar	MASLP	Sr.Lecturer/Sr.Audiologist
Sreebha Sreedhar S	MASLP	Sr.Lecturer/Sr.Audiologist
Lameez Akbar	MASLP	Audiologist
Preethi Reni	MASLP	Speech Language Pathologist
Mini Mathew	BSc (Nsg), MA(PSY), NCLEX-RN, IELTS	Nurse

DECSE

Daisy Sebastian	MA, M.Ed. (HI), UGC-NET, DTYHI, PGCAVT	Coordinator, Academics, Clinics and Intervention Programs.
Sindhu.I.V	MSW, MEd, DTY (HI)	Co ordinator DECSE, Faculty- EIP
Aswathy Dinesh	MA.DTYDHH, B.Ed (SPl.Edn)	Faculty DECSE, Faculty -EIP
Maya Devi S B	MA, B.Ed , DTYHI	Faculty - DECSE ,Faculty-EIP

Dept. of Psychology

Dr. Anne Varghese	MPhil, PG Diploma in Counselling, PhD, UGC-NET	Head - Allied, Chief Psychologist, Asst. Professor
Jumin Mary Joseph	MA, MPhil (Learning Disabilities) SET	Psychologist, Faculty - ASLP, DTYHI
Anju V J	MA, MPhil (Learning Disabilities)	Psychologist, Faculty - ASLP, DTYHI

DEGREE (HI)

Higher Education Foundation Programme (HEFP)/DISLI

Raji Gopal	MA,M.Ed,UGC- NET DTYHI,ISL A, ISL B	Coordinator-Degree(HI) and DISLI ; Senior Lecturer -English
Chithra Prasad A N	MA , M.Ed, UGC- NET DTY (HI),PGDCP, ISL 'A', ISL B	Incharge (HEFP) , Senior Lecturer- English
Silvy Maxi Mena	MA Eng. , PGDJ and PR,ISL 'A' level, ISL B	Lecturer - English
Dr. Anu Mukund	MA Eng., MA Pub. Ad., M.Ed. Eng, UGC NET with JRF, SET (Eng.), Ph.D. (Special Education - Learning Disability)	Lecturer - English
Lisha C	MSc Mathematics, BEd	Lecturer-Mathematics
Nisha M.V.	MA, M. Phil B.Ed	Lecturer - English
Prasanth.R.L	M.Sc,DTY(HI),PGDM,ISL A, ISL B	Lecturer
Sherin Rahman	MA , BEd, SET,UGC- NET	Lecturer - English

Tinku Anna Thomas	MA , M. Phil , B Ed , SET	Lecturer - English
Sandeep Krishnan	HSE ,ISL 'C'	ISL Teacher
Santhi	DISLI	Sign language interpreter
Arun Yadav	BCom, ISL A, B and C	ISL teacher
Dept. of Computer Science		
Raji N R	B.Tech,MCA,MBA,ISL-A	Asst.professor, In Charge, BSc (Computer Science)(HI)
Neena M	B.Tech, MCA, PGDFM, ISL:A,UGC- NET(Computer Science)	Senior Lecturer --Computer Science
Parvathy Pavithran	B.Tech, MCA, UGC NET(Computer Science)	Senior Lecturer --Computer Science
Roshni V N	BSc Mathematics, MCA ISL 'A'	Lecturer -Computer Science
Linesh Paul	DSS,BCA	Computer Lab Assistant
Sarun Simon	B.Sc (Computer Science)	Computer Lab Assistant
Shinchu Soman	M.Sc (Computer Science)	Computer Lab Assistant
Dept. of Fine Arts		
Rakesh P S	MFA(Sculpture), UGC-NET	In charge and Lecturer Fine Arts
Shiju R V Nair	BFA (Applied Art), PGDip. in Journalism	Lecturer- Fine Arts
Anu J. Rajan	BFA (Painting)	Lecturer- Fine Arts
Dept. of Commerce		
Bhavana. U. B	M. Com, DCAP	In Charge and Lecturer - Commerce
Sukesh Chandran.B.R	M. Com, B.Ed, SET	Lecturer, Commerce
Aarathy R	M. Com, ICAI (Intermediate), DCA	Faculty
Simna K.P	M. Com, B. Ed, SET	Faculty
Library and Information Centre		
Tomy Varghese	B Sc.,DCA, MLib., UGC-NET	Librarian
Athira L S	MLISc., UGC-NET	Asst. Librarian
Dept. of Physical Education		
Vikranth C. K.	B.P.E , M.P.Ed,M.B.A	Physical Education Instructor
Centre for Communication and Media Development (CCMD)		
Swapna P.	BA, PGDMMT, ISL-A	Sr Graphic Artist, Faculty-Computer Graphics/Multimedia lab

STUDENTS UNION

Objectives:

- · To train the students of the College in the duties, responsibilities and rights of citizenship.

- · To promote opportunities for the development of character, leadership, efficiency, knowledge and spirit of service among the students.

- · To organize debates, seminars, work squads, tours and similar other activities.

- · To encourage sports, arts and other cultural, educational and recreational activities.

- · To work for the general welfare of the student community.

Union Fund: The College Union shall institute a fund called union fund. A prescribed fee shall be collected from the members towards union activities along with the first instalment of the tuition fees at the beginning of each academic year and shall credit the same to the Union fund.The funds of the Union shall be deposited in an approved bank and accounts shall be operated by the Executive Director who is the Ex-Officio president of the Union.

Membership: All students of the college shall be ordinary members of the union and shall have the right to vote and contest in the elections of the union unless they are otherwise disqualified.

Term: The term of the union shall generally be 1 year from the date on which the union assumes office or till the date of the election of the union in the subsequent year whichever is earlier. However, a member or an officer bearer will cease to be the same if he or she ceases to be a student of the college. However, this will not apply to the University Union Councillor who will be governed by the constitution of the University Union.

Responsibilities

- **The Chairman** shall ordinarily preside over all meetings of the Union council and executive committee and shall coordinate the activities of the Union.
- **The Vice-Chairman** shall act as Chairman in the absence of the latter and assist the Chairman in the discharge of his duties

- **General Secretary** shall issue notices for meetings and functions of the Union and keep the minutes and he shall generally be in charge of the conduct of all Union activities. The General Secretary shall take steps to carry out the decisions of the Executive Committee and shall be the custodian of all records relating to the Union.

- **Arts Club Secretary** shall be responsible for promoting the artistic talents of the students and will organize activities and functions for this purpose.

- **Magazine Editor** shall be responsible for the publication of the College annual magazine with the help of the Magazine Committee.

- **Secretary for sports** shall be nominated by the Executive Committee from among the students of the College. He shall organize activities in the field of sports and games, with the help and co-operation of the General Athletic Committee constituted by the Principal.

- **The University Union Councillor** shall be elected by the students will represent the students of the College in the University Union.

    The Executive Director will be the ex-officio president of the Union and shall have authority to suspend any or all activities of the Union with the prior approval of the Vice Chancellor.

    The **Staff Advisor** shall be nominated by the President from among the teaching staff of the college.

Eligibility criteria for candidates

- The candidate should have attained the minimum percentage of attendance as prescribed by the University or 75% attendance, whichever is higher.

- Students doing courses under Kerala University can only participate in the election.

- Candidates contesting for various posts shall have no back papers.

- The candidate must be a regular or full time student of the college/University.

- The candidate shall not have a previous criminal record, that is to say he/she should not have been tried and/ or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.

- Under graduate students between the ages of 17 and 22 may contest elections. This age range may be appropriately relaxed in the case of professional colleges, where course often range between 4 to 5 years.

STUDENT CLUBS

Gravity Club

The motto of Gravity club is**-"the force that binds us".**

The club was formed to encourage integrated activities for the students on campus. NISH has a diverse population. Out of about 300 students, two third attends the Degree **(HI)** program that admits only deaf and hard of hearing students. The remaining are hearing students attending Audiology and Speech Language degree and post-graduate program.

Bhoomitra Sena Club

Bhoomitra Sena Club has been started under the state plan scheme for the colleges of the state for strengthening the commitment of students towards environmental protection. This program is intended to take up environmental extension at the grass root level especially in the vicinity of the participating colleges.

Okinawa GojuRyu Self Defence Club

The aim of this club is to teach self-defence techniques to the students to protect themselves in dangerous situations. The different methods used in Karate are taught in the classes. The session is done on Fridays from 3:50 pm to 4:50 pm. Students are being taught rejuvenation techniques using Yoga also. There are civic sense classes in the club activities.

Cultural Club

The Cultural Club provides guidance, inspiration and opportunity to students to participate in individual and group cultural events. As part of club activities, workshops and film festivals are also conducted.

NISH LIBRARY AND INFORMATION SERVICES

'A key resource in our journey of innovation and excellence.'

Academic libraries play a pivotal role in the higher education arena. Classroom-oriented teaching takes a qualitative transformation towards knowledge-oriented learning. Libraries have undergone a paradigm shift in the new century with the use of digital and internet resources to become the backbone of the information source. Libraries act as the primary facilitator of learning and knowledge dissemination.

The NISH library holds a varied collection of books, national and international journals, online journals, standards, newspapers, periodicals, magazines, electronic resources such as CDs and DVDs, etc. The library holds around 3000 national and international books covering every field of interest relevant to the curriculum, scheme and syllabus. Resources are mainly related to audiology, speech, language, voice, communication disorders, autism, education, psychology, disabilities and rehabilitation, fine-arts, computer science, and commerce.

Library functions are automated with integrated library management software. Besides its traditional formats of delivery, the library has the following provisions and services:

Given below are certain points to ponder

1)   Library timing: The Library remains open 8.15 to 5.15 on all working days including Saturdays except for Sundays and NISH Holidays.
 Also, the library is fully functional during the study holidays and on vacations.

 2) Borrowing privileges

Patron Category	No. books	Duration
Faculty/ Staff	Three	15 days
HI Students	Two	Seven days
ASLP	Two	Two days
DECSE and DISLI	one	Two days

 * *Books are renewable for once more, provided there are no valid reservations. Lapses will attract fines. Fines will not be applicable for a suffixed holiday/s. Relaxations during short-holidays will be intimated in advance. Refer to the Library rules for details.*

 3) **Digital repository:** An open source digital repository 'DSpace' has instituted, which is comprised of institution's academic outputs like projects, theses, dissertations etc. This makes easy retrieval of resources for digital reference. Previous question papers, CCs, Dissertations etc. dating back several years are available.

Links:

- DSpace http://192.168.10.27:8080/xmlui/
- Question papers: http://192.168.10.27:8080/xmlui/handle/123456789/276
- Clinical Conference Reports: http://192.168.10.27:8080/xmlui/handle/123456789/972
- MASLP Dissertations: http://192.168.10.27:8080/xmlui/handle/123456789/262

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4) **Digital Library:** Thirty international e-journal titles covering relevant topics of academic and research interest are included in its collection. NISH has been subscribing to e-journals and e-books through NLIST initiative under the UGC- INFLIBNET consortium.

Link to Online Journals: http://192.168.10.27:8080/xmlui/handle/123456789/643

Link to NLIST: http://192.168.10.27:8080/xmlui/handle/123456789/642

5) Plagiarism checking software: The Library has implemented an industry standard plagiarism checking software 'Turnitin' in order to eliminate the potential threat of misappropriation academic writing. Instructor privilege has been given to a few faculties, as per the License Agreement.

Others may request the Library for a similarity check on their assignments, technical/ academic writings, dissertations, theses etc. and its report.

6) Academic writing platform: The library has acquired and managing a cloud-based online writing platform called '*APA StyleCentral'* for facilitating scholarly writing needs complying with the Academic writing standard- *APA Style. (Access to the above resources has been set up across the institutional LAN.)*

7) Library Rules:

7.1. Library Timing: The Library remains open 8.15 to 5.15 on all working days including Saturdays except for Sundays and NISH Holidays. Also, the library is fully functional during the study holidays and on vacations.

7.2. Membership and Admission: Membership of the Library is restricted to students and staff of NISH. Admission to the Library is permitted only to members. However, others who are desirous of utilizing the Library facilities may do so with the permission of the Executive Director.

7.3. Loan Privilege and Period of Loan

Student Category	No. of Books	Period of Loan
Diploma	1	2 Days
UG and PG ASLP	2	2 Days
DEGREE HI	2	7 Days

7.4. Issue and Return of Books: The Library operations and management is equipped with an integrated Library software. Transactions are automated. Employment no. and Admission no. in the case of Staff and students respectively act as their Library Membership No. Patrons are requested to wear their ID Cards positively while entering the Library.

7.5. Overdue Charges: If the book is not returned on or before the due date, an overdue charge of Rs5/-will be levied for each day beyond the due date. Retention of books for long periods without satisfactory reason will lead to cancellation of membership and further action as the Librarian may decide

7.6. Library Materials -not for Circulation: Reference books, Dissertations, CDs/DVDs, Loose issues and bound volumes of journals are not meant for issue.

7.7. Loss of Books

- For a foreign book: Replace the book with a new one bearing all bibliographic details identical to the lost one; or the cost of book converted as per current conversion rate of the foreign currency plus 200% of the price, will be recovered.
- For an Indian book: The printed price of the book plus 200% of the cost will be recovered.
- Periodicals: Same as above

7.8. Internet Facility: Internet facility is available for Academic purposes only; for registered users of the Library.

7.9. Code of Conduct

- Strict silence must be observed inside the Library.
- Books are for the posterity; should be handled with care.
- Writing or underlining in books, periodicals, etc. is forbidden. The person in whose name a book/s is issued shall be held responsible for the care of the same. He/ She will have to bear the compensation for any damage, mutilations or loss.

7.10. General

- All personal belongings such as text books, note books, files, bags, food-stuffs, water bottles, umbrellas etc. should be kept in the property counter. However, calculators, tabs, laptops (without cover) and plain paper for taking notes may be brought inside the Library.
- Making/ attending phone calls inside the Library is barred.
- Books in issued status shall not be taken inside the Library.
- All the members of the Library are requested to observe the above guidelines in letter and spirit.
- The Librarian reserves the right to implement appropriate disciplinary measures to upkeep the smooth functioning of the Library.
- Library Rules are liable to change/ update from time to time.

PHYSICAL EDUCATION

To create, maintain and develop high quality Physical Education and sports culture among the students of the organization.

Students are trained to take part in inter-collegiate tournaments , state, national and international competitions in athletics, football, cricket, shuttle badminton, basketball, table tennis,volleyball and chess.

The following facilities are available at NISH:

- Basketball court
- Badminton court
- Volleyball court
- Football field
- Table tennis
- Chess

Cash Prize from NISH: For those students who win medals at the national level sports meet conducted by National Sports Council or other agencies recognized by the Department of Sports And Youth Affairs.

Level of competition	Position	Cash Prize
International and National	I (Gold)	5000/-
International and National	II (Silver)	3000/-
International and National	III (Bronze)	2000/-

Not exceeding Rs. 10,000/- for each student.

CAFETERIA/KIOSK

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A Cafeteria service is operating on a daily basis in the Amruth building for serving breakfast, lunch, tea, snacks etc exclusively for NISH staff, Students and clients visiting NISH. Also a tea/coffee and snacks kiosk each in Dhyan and Thejas building is also operational on a daily basis. The service timings of Cafeteria and kiosk are as below.

Timing

➢ Breakfast:8.00 am to 10.00 am

➢ Lunch:12.00 pm to 2.00 pm

➢ Kiosk : 8.30 am to 5.15 pm

GENERAL GUIDELINES FOR STUDENTS

PRINCIPLES AND STANDARDS WITH RESPECT TO ACADEMIC INTEGRITY

Students are expected to show academic integrity which includes honesty, trustworthiness, fairness, respect and responsibility and to behave as mature persons. All students are expected to conduct themselves, both on and off campus, in a manner which demonstrates the stature of NISH, its faculty and staff, fellow students and property. NISH expects good, responsible behaviour from its students. They should be responsible towards their learning and general conduct. Where necessary, and in the event of misconduct, NISH has the authority to take disciplinary action. Every person at NISH has a responsibility to report misconduct. Persistent or serious misconduct will be dealt with punishments as determined on an individual basis.

Cases of repeated or serious misconduct may result in one, or any combination of the following:

- ➢ Admonition/warning by faculty
- ➢ Fines
- ➢ Suspension from College for a stipulated period
- ➢ Expulsion from the College

All money paid as discipline fines will be passed to the students unit. Any bill for damages will be used to restore the area/item damaged to its original condition.

The principles and standards are set forth to establish expectations for ethical behaviour in the learning environment

1. Mutual respect b/w students, faculty and staff;
2. Pursuit of studies with honesty and integrity;
3. Respect for College and personal property;
4. Compliance with all rules and regulations;

Academic misconduct shall include the following, though not limited to:

1. Cheating in an examination
2. Recurring absence from class

3. Perpetual late coming

4. Late submission of class work, assignments, project reports, etc

5. Copying Assignments/Plagiarism

6. Misuse of computers and other networks

7. Failure to abide by the direction of a member of academic staff

Non-academic misconduct shall include:

1. Ragging

2. Committing or attempting to commit robbery or theft

3. Misappropriation, unauthorized possession, and/or destruction of College property

4. Use, possession, or sale of alcoholic beverages, intoxicants of any kind or any drugs

5. Possession or use of materials and articles that are harmful on campus

6. Smoking in campus

7. Improper dress code

8. Misuse of camera mobile phones inside the campus

9. Disruptive behaviour or wilful disobedience

10. Any other bad behaviour

Most cases of non-academic misconduct are lawfully punishable. Any student caught committing any minor non-academic misconduct will be admonished once. In case of a 2nd instance, he/she will face disciplinary action including suspension or expulsion from the college itself. Unlawful acts will be informed to the law enforcement authorities.

These standards are intended to promote responsible student conduct and effective learning.

CASES OF ACADEMIC MISCONDUCT

Cheating in Examination

Copying or allowing another student to copy from one's paper or answer sheet during examination is not allowed. If caught either way, that paper of the examination of these student/students will be cancelled immediately and the student /students shall be sent out of the examination in any of the following semester/s, he/she will be forced to face severe disciplinary action including debarring.

Repeated Absence from Class without Valid Reason

Attendance is mandatory for students and unauthorized absence from class will not be allowed unless it is medical reasons. Leave should be informed to the class coordinators through proper intimation from parents/guardian or through leave letters. Any absence that is not applied as above will be seen as an unauthorized absence. If a student is absent for medical reasons written verification will be needed from a medical professional.

Perpetual Late Coming

Arriving punctually to class is important responsibility of the students. The students are expected to be in college from start to end of class. They will not be allowed to come late or leave early. In case of urgent matters the students are required to get the permission of their concerned class coordinator and/or head of department. No one will be permitted to enter any class/lab/studio after 5 minutes from the start of a class/session. The faculty may dismiss the student from the class or activity for the present and/or following class session. The faculty shall then inform the concerned Class coordinator and/or Head of Department. The student will not be eligible for attendance for the day. Repeated acts of misconduct for 3 times or more, may result in more serious actions such suspension or expulsion from college. The faculty in charge has the freedom to enforce any reasonable rules in class so as to ensure discipline.

Late Submission of Assignment/Classwork

Since assignments carry weightage towards the final result, students must pay full attention in doing this exercise.

So all the students are advised to ensure the timely submission of all their assignments.

All assignments submitted must have a Title (cover page). The title page must display the following;

- ➢ Name
- ➢ Students Roll Number
- ➢ Date of submission
- ➢ Assignment Number
- ➢ Name of Course
- ➢ Semester
- ➢ Subject name and code
- ➢ Total number of pages in the assignment (for eg: Total number of pages:5)

Submission of Record Books

The record books for practical sessions should be submitted on the given date and time. Otherwise the students will not be allowed into the laboratory/workshop/studio. The record books should be properly covered and labelled. The students should see to it that their rough records are corrected before they submit their fair records. Record books submitted within one day after the specified deadline will be allowed to sit for the lab/studio sessions.

For the semester examination the students should submit bonafide Record Books prescribed form practical examinations, duly certified by the Head of the Department. Otherwise the candidates will not be permitted to appear for the practical examinations. However, in genuine cases where the students could not submit the records books, they may be permitted to appear for the practical examinations, provided the concerned Head of the Department of the Institute certifies that the candidate has performed the experiments prescribed for the course. For such candidates who do not submit Record Books, zero (0) marks will be awarded for record books.

Copying of Assignments/Plagiarism

Plagiarism, i.e., the use of reference materials without giving credit to the original owner/author will be strictly dealt with. If copying is noticed, the assignment of such students will be given zero marks.

Misuse of Computers and/or other Lab Facilities

Computer and network facilities are provided to students primarily for educational use. Misuse such as

a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose;

b. Unauthorized transfer to a file;

c. Unauthorized use of another person's identification and password;

d. Use of computing facilities to interfere with the work of another student, faculty member or college official;

e. Use of computing facilities to send obscene or abusive messages, or to defame or intentionally harm other persons;

f. Use of computing facilities to interfere with normal operation of the college computing system;

g. Use of computing facilities for student's personal benefit;

Shall be counted as misconduct.

Such student/students will be admonished once. In further cases of computer misuse, the head of department will be notified who in turn will determine the course of any disciplinary action.

CASES OF NON-ACADEMIC MISCONDUCT

Ragging

Ragging in any form is strictly forbidden inside the campus. The University Grants Commission has banned ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. Any form of ragging, if reported, is liable for punishment under penal law.

Theft

Theft of College property or the property of others is a serious violation. Students who are found responsible for theft/attempt at theft will be liable for serious action and possible suspension/expulsion.

Misappropriation, Unauthorized possession and Destruction of College property

NISH expects students to be careful and responsible in the use of facilities such as library, photocopier, telephone, fax, networks etc. Students need permission to use such general facilities from the concerned in charge. NISH reserves the right to terminate access at any time to anyone whose use of its resources violates or threatens system or network security, performance etc.

Damage, vandalism or defacement of College property or property of another staff or student of NISH or campus visitor by a student or students may result in disciplinary action as well as the responsible student/students being held financially responsible for the cost of repair or replacement.

Use of Alcoholic Beverages, Intoxicants or Drugs

Students are prohibited from the sale, distribution, use and possession of illegal drugs, alcoholic beverages, or intoxicants of any kind on campus. Misconduct related to the use of alcohol/drugs for the 1st time will result in warning. The parents/guardian will be notified by the concerned class coordinator. Further acts of misconduct will result in suspension/expulsion from college. Possession and/or sale of drugs is a legal offence and carry severe punishment.

Possession of Harmful Materials

The unauthorized use or possession of fireworks, firearms, or other weapons, explosives, or any type of ammunition on NISH premises is prohibited.

Smoking

NISH is committed to maintaining a healthy environment for everyone on the campus. So smoking is strictly prohibited within the college premises Smoking on Campus is a punishable offence.

Dress Code

Dress and personal appearance should be neat and appropriate.

Use of Mobile Phones and/or Other Electronic Devices

Use of camera mobile phones is prohibited inside the campus as per the Kerala University directions. If camera, mobile phones or other electronic devices are used to record voices, make offensive calls or take still or moving pictures unauthorisedly inside the campus, the same would be confiscated and will not be returned. Such items will be kept under the custody of the head of the institution and will be returned only on the final day of the student leaving the college. All mobile phones are to be put in silent mode inside the classrooms/labs/studios. The classroom teacher will have the authority to set the rules regarding mobile phone usage inside the classroom.

Any other bad behaviour from the students will be treated as misconduct and will be dealt with appropriate punishment.

Repeated acts of academic/non-academic misconduct after admonitions and fines may result in serious disciplinary action such as suspension or expulsion from college.

GUIDELINES FOR STUDENTS ENTITLEMENT

These guidelines have seen issued by the University Grants Commission (UGC) in order to help students, teachers, administrators and institutions understand what the minimum entitlements of the students are. These guidelines apply to all colleges and universities in the country (this expression includes every institution of higher education even if it is not called college/university) without any exception. It shall be mandatory for every college/university to publish the present Guidelines in full in its Prospectus and also post it on the homepage of its website.

Fulfilment of these entitlements imposes obligations on educational institutions, administrators, policy makers, teachers and students themselves. If these obligations are not met, a student can approach the Grievance Redressal Authority or the Ombudsman. Any serious or persistent violation of these Guidelines can be brought to the notice of the University Grants Commission and can be the basis of punitive action against the offender.

Some of the provisions stated here are already covered by existing laws or Rules and Regulations of the UGC. But the students shall continue to enjoy all the rights under existing laws, rules and regulations which may not have been mentioned in these Guidelines.

1. **Admission**

   1.1 An announcement or advertisement for any course of study must clearly specify whether the degree granted is notified by the UGC and other relevant statutory authorities [Under Section 22 of the UGC Act, latest list available at the UGC website] and whether the university that awards the degree figures in the list of universities maintained by the UGC available at the UGC website].

   1.2 A student seeking admission is entitled to a document (usually called 'Prospectus') that specifies the curricula including syllabi, names and academic profile and status of the faculty, mode and frequency of evaluation, duration of the course, academic calendar, comprehensive information about fees or charges of any kind and refund rules. The information given in the prospectus should not be changed to the disadvantage of the student during the course of study; any change if necessary must be communicated to each student individually spelling out reasons for such a change.

   1.3 The prospectus must spell out exactly the process and criteria for admissions. This includes weightage given to previous academic performance, entrance examination and interview. The syllabi and format of the entrance examination must be spell out. The final scores of each candidate who appeared for entrance examination including all the components and the entire waiting list must be made public.

   1.4 Information about any reservation or quota for any category, the eligibility criteria for these reservations/quotas, certificate required for seeking admission under these must be stated clearly in the prospectus.

   1.5 The student must not be asked to produce documents which have not been mentioned in the prospectus. While the institution can ask the student to produce the original documents (such

as School Leaving Certificate, Mark sheet, Caste certificate) for verification, they cannot retain any original document of any student. [As notified by UGC on 23rd April 2007, E No. I-3/2007(CPP II)]

2. Quality of Teaching and Learning

2.1 It is the responsibility of the college/university to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in all the languages allowed by the institution as medium of instruction or examination.

2.2 The students who begin with a difficulty due to social handicap or a shift in the medium of instruction are entitled to special support to bridge the gap.

2.3 The students are entitled to availability and presence of qualified teacher, fulfilment of the specified number of teaching days and contact hours for each course and completion of syllabus on time.[UGC Regulations on Minimum Qualification of Teachers….2010]

2.4 The students are entitled to reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-sources), laboratories and ICT facilities in the languages permitted as medium of instruction or examination.

2.5 The students are entitled to fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process. The students are entitled to a copy of their answer scripts after the declaration of results.

2.6 The students are entitled to timely conduct of examination and declaration of results as specified in the academic calendar in the prospectus. They shall be entitled to the award of degree within 180 days of the declaration of results.

2.7 The students are entitled to give regular feedback on the quality of teaching, student services and institutional infrastructure. The college/university shall establish mechanisms for seeking this feedback regularly and taking student feedback into account for review and improvement.

3. Fee Structure

BASLP

Fee Item	General Seat	Payment Seat
Tuition Fee	42,500 per year	81,750 per year
Caution Deposit	10,000/-	10,000/-

Special Fees	1st Year	2nd Year	3rd Year	4th Year
Total	27,605/-	25,605/-	25,605/-	35,605/-

DECSE

Fee Item	General Seat
Tuition Fee	12,500 (payable at the time of admission)
Special Fees	3,000 (payable at the time of admission)
Caution Deposit(refundable)	1,500

DISLI (two years)

Fee Item	First year	Second year
Tuition Fee	10,000	10,000
Educational tour	2,000	2,000
Caution Deposit(refundable)	5,000	
Library	1,000	1,000
Total fees payable at the time of admission	18,000	13,000

*Likely to change

DEGREE (HI)

Fee Item	General Seat
Tuition Fee	6,000/- per semester
Caution Deposit (refundable)	Rs. 2,000/- (payable at the time of admission). Refundable on completion of course

HEFP

Fee Item	General Seat
Tuition Fee	6,000/- per semester
Caution Deposit (refundable)	Rs. 2,000/- (payable at the time of admission). Refundable on completion of course

4. Scholarships

NISH Scholarship fund is to provide financial support for academically brilliant but financially needy students at NISH. The scholarship fund is raised from willing donors either through corpus funds created by them or by one time or regular contributions. The scholarship committee is constituted by the Executive Director and consists of HODs of the different academic programs at NISH. The committee was formulated on 6.09.2012.

Members

a. Dr. K.G. Satheesh Kumar, Chairperson, Scholarship Committee
b. Ms. Daisy Sebastian-Coordinator, Scholarship Committee
c. HOD, ASLP Department
d. HOD, Degree (HI) Program
e. HOD, Early Intervention Program

4. Infrastructure

4.1 The students are entitled to access to appropriate resources including classrooms, libraries, laboratories and other academic facilities necessary for quality education. (UGC rules and regulations for fitness of universities and colleges for Grants under section 12 B of the UGC Act 1956, Private University Regulation, Deemed university Regulation).

4.2 The students are entitled to reasonable access to sports and recreation facilities, avenues for literary, aesthetic and other extracurricular pursuits.

4.3 The students are entitled to reasonable attention to medical and health requirements including free and periodic health check-up and treatment/hospitalization in case of medical emergencies.

4.4 The students are entitled to reasonable access to adequate, clean and hygienic hostel/residence accommodation that provides basic amenities including recreational facilities. Such accommodation should be affordable and must not be utilized by the institution for profit making. Accommodation meant for students must not be encroached upon by the institution for any other purpose.

4.5 Students with disability are entitled to access to all schemes, facilities and services in the university without discrimination. The college/university shall strive towards a universal design of learning based curriculum that can address the needs of broadcast possible range of students by minimizing barriers and maximizing learning for all students. The college/university shall provide barrier free access, special library resources [including Braille and ICT resources], provisions for sign language interpreter/transcriber, the required equipment and electronic resources and the required relaxation in examination to all students with disability. [Person with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995, UGCD.O.No.F-6-1/2006(CPPII),F.No.6-1/2012(SCT]

5. The students are entitled to non-discriminatory treatment (in the sense of absence of harassment, victimization or exclusion) in every aspect of institutional functioning. Any discrimination based on case, gender, creed, colour, race, religion, place of birth, political conviction, language and disability shall be prohibited.

5.1 In particular, institutions shall not discriminate against students belonging to Scheduled Caste and Scheduled Tribes and racial profiling of students from any region of ethnic group.(UGC(Promotion of Equity in Higher Educational Institutions)Regulations, 2012]

5.2 The students are entitled to protection from sexual harassment by complaining to the Gender Sensitization Committees against Sexual Harassment. It is mandatory for each college/university to constitute and publicize this committee as per the Guidelines and norms laid down by the Hon'ble Supreme Court [Vishaka and Others Vs.State of Rajasthan and Others(JT 1997(7)SC384]

5.3 All students are entitled to protection from ragging in any form[UGC(Curbing the Menace of Ragging)Regulation, 2009]

6. As democratic citizens, the students are entitled to freedom of thought and expression within and outside their institution. The college university must allow space for free exchange of ideas and public debate so as to foster a culture of critical reasoning and questioning College/university authorities must not impose unreasonable, partisan or arbitrary restrictions on organizing seminars, lectures and debates that do not otherwise violate any law.

7. The students are entitled to forming associations and unions, directly electing their representatives to Students Unions and having their representatives on the college/university decision making bodies including internal quality assessment, grievance committees, Gender Sensitization Committees against Sexual Harassment and the Academic/Executive council. University/colleges shall evolve mechanisms for adequate consultations with students' representatives before taking any major decisions affecting the students.

8. The students are entitled to full and correct information about any institution of higher education in which they study or propose to study. Therefore, every college/university must disclose the following information on its website and prospectus: status of the institution, its affiliation, accreditation rating, physical assets and amenities, membership of governing bodies and minutes of the meetings of bodies like Academic/Executive council, sources of income and the financial situation and any other information about its functioning necessary for a student to make a fully informed choice.[Section 4(I) of Right to Information Act 2005].

9. The students are entitled to redressal of their grievance by the Grievance Redressal Committee of the institution within 10 days of making a representation. If they are not satisfied, they are also entitled to an appeal to the Ombudsman of the University concerned for redressal within 30 days.[UGC(Grievance Redressal)Regulations, 2012]

10. The UGC may issue instructions for proper implementation of these Guidelines.

NOTICE ON PREVENTION OF SEXUAL HARASSMENT

It has been directed by the University of Kerala to display boards specifying what sexual harassment implies and what the duties of the committee to address sexual harassment, are. If any of the students or staff face any problem of sexual harassment as defined below, you are requested to contact the complaint committee at once.

What does Sexual Harassment refer to?

Sexual Harassment refers to any uninvited and unwelcome verbal or physical behaviour of a sexual nature especially by a person in authority toward a subordinate (as an employee or student).
It includes

- ➢ Physical contact and advances
- ➢ A demand or request for sexual favours
- ➢ Sexually colored remarks
- ➢ Showing pornography
- ➢ Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature

Committee to Address Sexual Harassment at NISH (CASH-NISH)

- ➢ Prevent or deter acts of sexual harassment
- ➢ Provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all the steps required

CASH-NISH Committee Members

1. Ms. Daisy Sebastian,Coordinator -Academic and Intervention Programs (Chairperson)
2. Ms. Raji Gopal, Coordinator - DHI, (Convenor)
3. Dr. Anne Varghese, Head - Allied Services
4. Ms. Anu Rajan, Faculty - Degree (HI)
5. Mr. Gopakumar G, Finance Officer
6. Adv. Elsamma Prayikalam , Representative of NGO- SAKHI
7. Dr. Vinitha George, Head- ASLP
8. Ms. Raji N.R., Incharge- BSc CS
9. Ms. Soja Oliver - Administrative Officer

MEASURES TAKEN TO CURB THE MENACE OF RAGGING AT NISH

1. What constitutes ragging?

➢ Any conduct by any student or students whether by words spoken or written or by any act, which has the effect of threatening, teasing, treating or handling with rudeness a fresher or any other student.

➢ Forcing any of the students for completing academic task

➢ Financial extortion

➢ Any act of physical abuse including all its variants-sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to the health of a person

➢ Any act that prevents, disrupts or disturbs the regular academic activity of other students.

2. Anti-Ragging Policy of NISH

Ragging in any form is strictly forbidden inside the campus. The University Grants Commission has banned ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging. Any form of ragging if reported is liable for punishment under penal law and NISH will follow UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 to award punishment. Ragging is a cognizable offence and NISH will hard over the culprit to law enforcement personnel.

3. To curb ragging

In order to curb the menace of Ragging at NISH, an anti-ragging committee has been constituted as enlisted below. Anyone with genuine grievance are asked to approach the committee member/the Executive Director/National Anti-ragging helpline.

4. National Anti-Ragging Helpline

Phone: 1800-180-5522, Email: helpline@antiragging.in

5. Anti-Ragging Committee Member

Sl. No.	Structure of the Cell		Name	Phone No:
1	Head of the Institution	Chairman	Dr. K G Satheesh Kumar, Executive Director, NISH	9847060016
2	Representative of Police Administration	Member	Sreekaryam Police station, SI	
3	Representative of local media	Member	Ms. Sreedevi Pillai	

4	Representative of NGO	Member	Ms. Sheena	
5	Representative of non-teaching staff	Member	Ms. Athira L.S, Asst. Librarian	944 647 7623
6	Representative of Administration	Member	Ms. Soja Oliver, Administrative Officer	904 892 0238
7	Representative of Faculty Members	Secretary	Ms. Sherin Rehman, Degree (HI)	984 624 1024
8	Representative of Faculty Members	Convener	Ms. Jiby Mariam Babu, Faculty ASLP	944 779 8473
9	Teacher Associate	Member	Mr. Arun Gopal EIP	
10	Parents of two first year students	Member		
11	Representative	Member	Two first year students	
12	Chairman, college union	Member		
13	Vice Chairman, college union	Member		

AFFIDAVIT BY THE STUDENT

I, ………………………………………………………………………….. (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms…………………………………………… having been admitted to…………………………………………(name of institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this…………………..day of………………………………month of………………………………..year.

Signature of deponent   Name:

VERIFICATION

Verified that the contents of this are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at……………………………… (place) on this the………………………………… (day) of……………………….. (month),…………………………(year).

Signature of deponent:

Solemnly affirmed and signed in my presence on this the…………………………………… (day) of……………………….. (month),…………………………(year) after reading the contents of this affidavit.

OATH COMMISSIONER

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AFFIDAVIT BY PARENT/GUARDIAN

1) Mr./Mrs./Ms………………………………………… (full name of parent/guardian) father/mother/guardian of, …………………………………………………………………………….. (full name of student with admission/registration/enrolment number), having been admitted to……………………………………………(name of institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) a) I hereby solemnly aver and undertake that My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this…………………..day of……………………………month of………………………………..year.

Signature of deponent   Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at……………………………… (place) on this the…………………………………… (day) of……………………….. (month),…………………………(year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the…………………………………… (day) of……………………….. (month),…………………………(year) after reading the contents of this affidavit.

OATH COMMISSIONER

STUDENTS' GRIEVANCE REDRESSAL CELL (SGRC)-NISH

The aim of SGRC is to provide a safe, fair and harmonious learning and work environment in the campus and also to develop a responsive and accountable attitude among the students and members of the staff. A Students' Grievance Redressal Committee (SGRC) handles the function of redressing the grievances. The members are selected by the students themselves.

SGRC ensures an effective mechanism for redressal of varied issues faced by the students and also promote cordial Student-Student relationship and Student-teacher relationship. The students can register and report their grievance in the SGRC link in NISH website, www.nish.ac.in/others/sgrcor they can submit a signed hard copy of the grievance in person to any of the Committee members of Students' Grievance Redressal Cell. They can also meet the members to discuss their problems or contact them via email or over the phone at any time.

E-mail or over the phone at any time.

Members of NISH-SGRC	Phone Number	E mail
Ms. Daisy Sebastian, Coordinator and Academic Intervention Programs	944-679-5454	Daisy@nish.ac.in
Ms. Silvy Maxi Mena, Dept. of HEFP	984-718-5925	silvy@nish.ac.in
Ms. Rakesh R.S In Charge, Dept. of Fine Arts	940-039-2693	rakesh@nish.ac.in
Staff, ASLP		
Student, ASLP		
Student, DHI		

GRIEVANCES OF DALIT STUDENTS AGAINST CASTE DISCRIMINATION

The aim of the cell is to ensure equity and equal opportunities to all the students and also to help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination. Grievances of SC/ST students can be lodged on NISH website. Grievances will be handled by the Executive Director directly.

RULES AND REGULATIONS TO BE FOLLOWED BY STUDENTS IN AUDIOLOGY AND SLP CLINICS

- ➢ Students should wear their identity cards and lab coats in clinics
- ➢ Each student should maintain strict discipline in the clinic
- ➢ Each student should have a clinical diary along with the Proforma for entering the client details and the same along with journal has to be submitted for their internal and external clinical practical examinations
- ➢ The Proforma and clinical diary should be signed by the supervisor within 3 days. If not signed they will not be considered when calculating the client contact hours
- ➢ Client details should be entered by the respective clinicians in the respective registers and staff initials should be put before logging out from the clinic
- ➢ While testing in audiology clinic only tester and observers should be there in tester room and if needed a 2ⁿᵈ tester in the patient room
- ➢ Otoscopic examination should be done prior to audiological evaluations and especially before tests involving probes and ear tips
- ➢ Extreme care should be taken while dealing with the instruments in the audiology clinic
- ➢ Daily calibration of instruments should be done prior to audiological testing for the day
- ➢ The electrodes, ear tips, probes and speculums used for audiological evaluations should be sanitized and kept in place after each testing
- ➢ The programming shoes, cables, batteries and hearing aids should be issued by entering in the issue register and should be replaced after tests with staff initials
- ➢ Student clinicians should take interest in explaining the test procedures to the clients and/or to their parents before starting the test procedure
- ➢ Each student will be assigned a therapy room and shall be responsible for the resources and activities in that room
- ➢ The room in-charge should take up the responsibility to keep their respective room neat and clean
    - Furniture in the room should not be misplaced or carried to another room
    - Lights and fans should be switched off when not in use
    - The play materials should not be scattered in the room
- ➢ Room in-charge is supposed to check all the above before leaving the speech therapeutics department; if not a fine of Rs. 500 would be charged from the corresponding room in charge
- ➢ In cases where, the 2 room in-charges have cases simultaneously, one of the clinicians can utilize the vacant rooms (rooms from 21 I B onwards) after entering the room allocation register
- ➢ In cases where one of the clinicians has a case, the other room in-charge can utilize the common room (Room no: 205) provided they don't have a case during that session

- ➢ In all other cases, the 2 room in-charges are supposed to be at their respective rooms. The room in-charges are not allowed to interchange rooms.
- ➢ Room numbers should be given to the patient prior to examination
- ➢ Therapy kit along with OPME kit and personal file (with supervisor signed reports and its copies, clinical diary, attendance sheets) should be carried by the clinicians during their postings and should produce it whenever they are asked to
- ➢ Punctually should be maintained w.r.t clinics and reports
- ➢ Break time from clinics can be availed only after informing the particular day's clinic in charge for a maximum of 15 minutes. Reporting late may lead to consequences as mentioned in Sl no: 10 in the rules mentioned below

Sl. No	Conduct	Corrective measures	
		1st lapse	2nd lapse
1	Reporting late in clinics	Clinical hours are deducted depending on time of reporting	A day's clinical attendance is withheld, but the student is supposed to carry out the assigned clinical duties
2	Absence without making alternative arrangements for the assigned cases	Deduction of clinical hours equal to the sessions lost to the patient from the next day(s) of posting	A day's clinical attendance is withheld, but the student is supposed to carry out the assigned clinical duties
3	Initiating therapy session without consent of concerned supervisor	Clinical hours equal to sessions taken without supervisor consent are deducted	Clinical attendance will be deducted by the supervisor to maximum of 5 days and the student clinician has to compensate for the same by taking extra sessions for the patient
4	Failure in submission of daily report	Oral warning is issued	Deduction of multiple hours equal to no: of sessions taken without daily report
5	Failure in timely submission of pretherapy, lesson plan and progress reports	Oral warning is issued	For pretherapy late submission=deduction of 3 sessions

			For lesson plan late submissions=deduction of 5 sessions For progress report late submissions=deduction of 8 sessions by the supervisor
6	Cancellation of cases without knowledge of supervisor/staff in therapy	2 days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the students have to carry out the assigned clinical duties
7	Handover of assigned cases to others without supervisor's consent	2 days' clinical attendance is withheld	Clinical attendance for a week will be withheld, but the students have to carry out the assigned clinical duties
8	Use of mobile phone in clinics	Oral warning is issued	A fine of Rs. 500 is imposed
9	Mishandlings of therapy materials belonging to institute	Oral warning is issued	A fine of Rs. 100 is imposed
10	Moving out of clinics during posting time without intimating the concerned staff in prior	Oral warning is issued	Clinical attendance for 5 days a week will be withheld, but the students have to carry out the assigned clinical duties at the clinic
11	Tampering/damaging the institute properties such as furniture, instruments, computers etc.	Cost of the damaged property will be levied from the Caution Deposit. Information is passed to parents	
12	Ragging in clinics	As per discretion of the Head of Department, Anti-ragging committee and Executive Director, legal action is initiated	

ACADEMIC CALENDAR - BASLP			
Date	**Day**	**YEAR**	Event
17-Jun	MONDAY	2019	Study Holidays
25-Jun	TUESDAY	2019	University Examinations
12-Jul	FRIDAY	2019	semester break
17-Jul	WEDNESDAY	2019	fifth sem starts
18-Jul	THURSDAY	2019	2
19-Jul	FRIDAY	2019	3
22-Jul	MONDAY	2019	4
23-Jul	TUESDAY	2019	5
24-Jul	WEDNESDAY	2019	6
25-Jul	THURSDAY	2019	7
26-Jul	FRIDAY	2019	8
29-Jul	MONDAY	2019	9
30-Jul	TUESDAY	2019	10
31-Jul	WEDNESDAY	2019	11
01-Aug	THURSDAY	2019	12
02-Aug	FRIDAY	2019	13
05-Aug	MONDAY	2019	14
06-Aug	TUESDAY	2019	15
07-Aug	WEDNESDAY	2019	16
08-Aug	THURSDAY	2019	17
09-Aug	FRIDAY	2019	18
12-Aug	MONDAY	2019	19
13-Aug	TUESDAY	2019	20
14-Aug	WEDNESDAY	2019	21
15-Aug	THURSDAY	2019	22
16-Aug	FRIDAY	2019	23
19-Aug	MONDAY	2019	24
20-Aug	TUESDAY	2019	25
21-Aug	WEDNESDAY	2019	Assembly/CC/JC
22-Aug	THURSDAY	2019	27
23-Aug	FRIDAY	2019	28
26-Aug	MONDAY	2019	29
27-Aug	TUESDAY	2019	30
28-Aug	WEDNESDAY	2019	Assembly/CC/JC
29-Aug	THURSDAY	2019	32
30-Aug	FRIDAY	2019	33
02-Sep	MONDAY	2019	34
03-Sep	TUESDAY	2019	35
04-Sep	WEDNESDAY	2019	Assembly/CC/JC
05-Sep	THURSDAY	2019	37
06-Sep	FRIDAY	2019	38
09-Sep	MONDAY	2019	ONAM HOLIDAYS
10-Sep	TUESDAY	2019	HOLIDAY
11-Sep	WEDNESDAY	2019	HOLIDAY
12-Sep	THURSDAY	2019	HOLIDAY

13-Sep	FRIDAY	2019	HOLIDAY
16-Sep	MONDAY	2019	39
17-Sep	TUESDAY	2019	40
18-Sep	WEDNESDAY	2019	Assembly/CC/JC
19-Sep	THURSDAY	2019	42
20-Sep	FRIDAY	2019	43
23-Sep	MONDAY	2019	Internal assessment commences
24-Sep	TUESDAY	2019	45
25-Sep	WEDNESDAY	2019	Assembly/CC/JC
26-Sep	THURSDAY	2019	47
27-Sep	FRIDAY	2019	48
30-Sep	MONDAY	2019	49
01-Oct	TUESDAY	2019	50
02-Oct	WEDNESDAY	2019	HOLIDAY
03-Oct	THURSDAY	2019	51
04-Oct	FRIDAY	2019	52
07-Oct	MONDAY	2019	HOLIDAY
08-Oct	TUESDAY	2019	HOLIDAY
09-Oct	WEDNESDAY	2019	Assembly/CC/JC
10-Oct	THURSDAY	2019	55
11-Oct	FRIDAY	2019	56
14-Oct	MONDAY	2019	57
15-Oct	TUESDAY	2019	58
16-Oct	WEDNESDAY	2019	Assembly/CC/JC
17-Oct	THURSDAY	2019	60
18-Oct	FRIDAY	2019	61
21-Oct	MONDAY	2019	62
22-Oct	TUESDAY	2019	63
23-Oct	WEDNESDAY	2019	Assembly/CC/JC
24-Oct	THURSDAY	2019	65
25-Oct	FRIDAY	2019	66
28-Oct	MONDAY	2019	67
29-Oct	TUESDAY	2019	68
30-Oct	WEDNESDAY	2019	Assembly/CC/JC
31-Oct	THURSDAY	2019	70
01-Nov	FRIDAY	2019	Internal assessment
04-Nov	MONDAY	2019	72
05-Nov	TUESDAY	2019	73
06-Nov	WEDNESDAY	2019	Assembly/CC/JC
07-Nov	THURSDAY	2019	75
08-Nov	FRIDAY	2019	76
11-Nov	MONDAY	2019	77
12-Nov	TUESDAY	2019	78
13-Nov	WEDNESDAY	2019	79
14-Nov	THURSDAY	2019	HOLIDAY
15-Nov	FRIDAY	2019	80 (submission of corrected marks)v(Remedial starts)

18-Nov	MONDAY	2019	81 (Viva-Audiology)
19-Nov	TUESDAY	2019	82 (Viva SP)
20-Nov	WEDNESDAY	2019	Assembly/CC/JC
21-Nov	THURSDAY	2019	84
22-Nov	FRIDAY	2019	85
25-Nov	MONDAY	2019	86
26-Nov	TUESDAY	2019	87
27-Nov	WEDNESDAY	2019	Assembly/CC/JC
28-Nov	THURSDAY	2019	89
29-Nov	FRIDAY	2019	90 (Signing of IA)
02-Dec	MONDAY	2019	Sixth Semester begins
03-Dec	TUESDAY	2019	2
04-Dec	WEDNESDAY	2019	Assembly/CC/JC
05-Dec	THURSDAY	2019	4
06-Dec	FRIDAY	2019	5
09-Dec	MONDAY	2019	6
10-Dec	TUESDAY	2019	7
11-Dec	WEDNESDAY	2019	Assembly/CC/JC
12-Dec	THURSDAY	2019	9
13-Dec	FRIDAY	2019	10
16-Dec	MONDAY	2019	11
17-Dec	TUESDAY	2019	12
18-Dec	WEDNESDAY	2019	Assembly/CC/JC
19-Dec	THURSDAY	2019	14
20-Dec	FRIDAY	2019	15
23-Dec	MONDAY	2019	study holidays
24-Dec	TUESDAY	2019	study holidays
25-Dec	WEDNESDAY	2019	study holidays
26-Dec	THURSDAY	2019	study holidays
27-Dec	FRIDAY	2019	study holidays
30-Dec	MONDAY	2019	study holidays
31-Dec	TUESDAY	2019	study holidays
01-Jan	WEDNESDAY	2020	study holidays
02-Jan	THURSDAY	2020	study holidays
03-Jan	FRIDAY	2020	University Exam
06-Jan	MONDAY	2020	University Exam
07-Jan	TUESDAY	2020	University Exam
08-Jan	WEDNESDAY	2020	University Exam
09-Jan	THURSDAY	2020	University Exam
10-Jan	FRIDAY	2020	University Exam
13-Jan	MONDAY	2020	University Exam
14-Jan	TUESDAY	2020	University Exam
15-Jan	WEDNESDAY	2020	University Exam
16-Jan	THURSDAY	2020	semester break
17-Jan	FRIDAY	2020	semester break
20-Jan	MONDAY	2020	classes starts
21-Jan	TUESDAY	2020	17

22-Jan	WEDNESDAY	2020	Assembly/CC/JC
23-Jan	THURSDAY	2020	19
24-Jan	FRIDAY	2020	20
27-Jan	MONDAY	2020	21
28-Jan	TUESDAY	2020	22
29-Jan	WEDNESDAY	2020	Assembly/CC/JC
30-Jan	THURSDAY	2020	24
31-Jan	FRIDAY	2020	25
03-Feb	MONDAY	2020	26
04-Feb	TUESDAY	2020	27
05-Feb	WEDNESDAY	2020	Assembly/CC/JC
06-Feb	THURSDAY	2020	29
07-Feb	FRIDAY	2020	30
10-Feb	MONDAY	2020	31
11-Feb	TUESDAY	2020	32
12-Feb	WEDNESDAY	2020	Assembly/CC/JC
13-Feb	THURSDAY	2020	34
14-Feb	FRIDAY	2020	35
17-Feb	MONDAY	2020	36
18-Feb	TUESDAY	2020	37
19-Feb	WEDNESDAY	2020	Assembly/CC/JC
20-Feb	THURSDAY	2020	39
21-Feb	FRIDAY	2020	HOLIDAY
24-Feb	MONDAY	2020	40(IA)
25-Feb	TUESDAY	2020	41
26-Feb	WEDNESDAY	2020	Assembly/CC/JC
27-Feb	THURSDAY	2020	43
28-Feb	FRIDAY	2020	44
02-Mar	MONDAY	2020	45
03-Mar	TUESDAY	2020	46
04-Mar	WEDNESDAY	2020	Assembly/CC/JC
05-Mar	THURSDAY	2020	48
06-Mar	FRIDAY	2020	49
09-Mar	MONDAY	2020	50
10-Mar	TUESDAY	2020	51
11-Mar	WEDNESDAY	2020	Assembly/CC/JC
12-Mar	THURSDAY	2020	53
13-Mar	FRIDAY	2020	54
16-Mar	MONDAY	2020	55
17-Mar	TUESDAY	2020	56
18-Mar	WEDNESDAY	2020	Assembly/CC/JC
19-Mar	THURSDAY	2020	58
20-Mar	FRIDAY	2020	59
23-Mar	MONDAY	2020	60
24-Mar	TUESDAY	2020	61
25-Mar	WEDNESDAY	2020	Assembly/CC/JC
26-Mar	THURSDAY	2020	63

27-Mar	FRIDAY	2020	64
30-Mar	MONDAY	2020	65
31-Mar	TUESDAY	2020	66
01-Apr	WEDNESDAY	2020	Assembly/CC/JC
02-Apr	THURSDAY	2020	68
03-Apr	FRIDAY	2020	69
06-Apr	MONDAY	2020	Internal assessment
07-Apr	TUESDAY	2020	71
08-Apr	WEDNESDAY	2020	72
09-Apr	THURSDAY	2020	HOLIDAY
10-Apr	FRIDAY	2020	HOLIDAY
13-Apr	MONDAY	2020	73
14-Apr	TUESDAY	2020	HOLIDAY
15-Apr	WEDNESDAY	2020	74
16-Apr	THURSDAY	2020	75
17-Apr	FRIDAY	2020	76
20-Apr	MONDAY	2020	77(viva audio)
21-Apr	TUESDAY	2020	78 (Viva-SP)
22-Apr	WEDNESDAY	2020	79
23-Apr	THURSDAY	2020	80
24-Apr	FRIDAY	2020	81
27-Apr	MONDAY	2020	82
28-Apr	TUESDAY	2020	83
29-Apr	WEDNESDAY	2020	84
30-Apr	THURSDAY	2020	85
01-May	FRIDAY	2020	HOLIDAY
04-May	MONDAY	2020	86
05-May	TUESDAY	2020	87
06-May	WEDNESDAY	2020	88
07-May	THURSDAY	2020	89
08-May	FRIDAY	2020	90
11-May	MONDAY	2020	Study Holidays
12-May	TUESDAY	2020	Study Holidays
13-May	WEDNESDAY	2020	Study Holidays
14-May	THURSDAY	2020	Study Holidays
15-May	FRIDAY	2020	Study Holidays
18-May	MONDAY	2020	Study Holidays
19-May	TUESDAY	2020	Study Holidays
20-May	WEDNESDAY	2020	Study Holidays
21-May	THURSDAY	2020	University exam
22-May	FRIDAY	2020	University exam
25-May	MONDAY	2020	University exam
26-May	TUESDAY	2020	University exam
27-May	WEDNESDAY	2020	University exam
28-May	THURSDAY	2020	University exam
29-May	FRIDAY	2020	University exam
01-Jun	MONDAY	2020	University exam

02-Jun	TUESDAY	2020	University exam
03-Jun	WEDNESDAY	2020	University exam
04-Jun	THURSDAY	2020	University exam
05-Jun	FRIDAY	2020	University exam
08-Jun	MONDAY	2020	University exam
09-Jun	TUESDAY	2020	University exam
10-Jun	WEDNESDAY	2020	University exam
11-Jun	THURSDAY	2020	University exam
12-Jun	FRIDAY	2020	University exam
15-Jun	MONDAY	2020	University exam
16-Jun	TUESDAY	2020	University exam
17-Jun	WEDNESDAY	2020	University exam
18-Jun	THURSDAY	2020	University exam
19-Jun	FRIDAY	2020	
22-Jun	MONDAY	2020	
23-Jun	TUESDAY	2020	
24-Jun	WEDNESDAY	2020	
25-Jun	THURSDAY	2020	
26-Jun	FRIDAY	2020	
29-Jun	MONDAY	2020	
30-Jun	TUESDAY	2020	
01-Jul	WEDNESDAY	2020	internship begins

ACADEMIC CALENDAR 2019-20 (DHI, HEFP, DECSE, DISLI)

- Public holidays marked in the Government of Kerala calendar and those declared by the Government and District Collector from time to time will be holidays for the students.

- Hartal days are not holidays.

NISH							
Academic Calendar 2019-20 – DHI, HEFP, DECSE, DISLI							
Events							**Date & Day**
HEFP	**Preparatory -I**	**BCS- lll ,V & VII sem**	**BFA-III sem**	**B.Com III, V & VII sem**	**DECSE**	**DISLI**	**June 2019**
	Class commences Induction Program Day 1						June 24,2019 Monday
	Induction Program Day 2						June25, 2019 Tuesday
	Induction Program Day 3						June 26,2019 Wednesday
	Induction Program Day 4						June27, 2019 Thursday

HEFP	Preparatory-I	BCS- lll ,V & VII sem	BFA-III sem	B.Com III, V & VII sem	DECSE	DISLI	
	Induction Program Day 5						June28,2019 Friday
HEFP	**Preparatory-I**	**BCS- lll ,V & VII sem**	**BFA-III sem**	**B.Com III, V & VII sem**	**DECSE**	**DISLI**	**July 2019**
					Commencement of class-Induction Program Day 1	Commencement of class Induction Program Day 1	July 8, 2019, Monday
					Induction Program Day 2	Induction Program Day 2	July 9, 2019, Tuesday
Commencement of Classes for HEFP Induction Programme Day 1		Commencement of Classes for S3 Registration for S3 starts	Commencement of Classes for S3 Registration for S3 starts	Commencement of Classes for S3 Registration for S3 starts			July 15, 2019 Monday
Induction Programme Day 2							July 16, 2019 Tuesday
Induction Programme Day3							July 17, 2019 Wednesday

HEFP	Preparatory-I	BCS- lll ,V & Vll sem	BFA-III Sem	B.Com- III, V & VII sem	DECSE	DISLI	July 31, 2019 Wednesday
		Last date for remitting fee without fine- S3	Last date for remitting fee without fine- S3	Last date for remitting fee without fine- S3			**August 2019**
	Internal Assessment & Assignment 1 English Comprehension						August 5,2019 Monday
	Internal Assessment &Assignment 1 English Writing& Grammar						August6,2019 Tuesda**y**
	Internal Assessment &Assignment 1 Mathematics						August7,,2019 Wednesday
	Internal Assessment &Assignment 1 Indian Sign Language						August8,,2019 Thursday
Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	August 7, 2019 Wednesday

		Commencement of Classes for S5,S7 Registration for S5,S7 starts		Commencement of Classes for S5,S7 Registration for S5,S7 starts			-
-		Last date for remitting fee without fine-S5,S7		Last date for remitting fee without fine-S5,S7			-
*			Water Colour Workshop				*
Gravity Club Activity- Quiz on Independence day	Gravity Club Activity- Quiz on Independence day	Gravity Club Activity- Quiz on Independence day	Gravity Club Activity- Quiz on Independence day	Gravity Club Activity- Quiz on Independence day	Gravity Club Activity- Quiz on Independence day	Gravity Club Activity- Quiz on Independence day	August 15,2019 Thursday
			World Photography Day Activity- Photography Competition				August 19,2019 Monday
Assessment 1 English							August 26,2019 Monday
Assessment 1 Mathematics							August 27,2019 Tuesday
Assessment 1 Logic							August 28, 2019 wednesday

Gravity Club Activity – Night Camp	Gravity Club Activity – Night Camp	Gravity Club Activity – Night Camp	Gravity Club Activity – Night Camp	Gravity Club Activity – Night Camp	Gravity Club Activity – Night Camp	Gravity Club Activity – Night Camp	August 30,2019 Friday [Tentative Date]
	IEDC Workshop	IEDC Workshop	IEDC Workshop	IEDC Workshop			Date to be declared later
	College Union Election	College Union Election	College Union Election	College Union Election			*
HEFP	**Preparatory-I**	**BCS- lll ,V & VII sem**	**BFA-III sem**	**B.Com- III, V & VII sem**	**DECSE**	**DISLI**	**September 2019**
Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	September 4, 2019 Wednesday
Onam celebration	Onam celebration	Onam celebration	Onam celebration	Onam celebration	Onam celebration	Onam celebration	September 5, 2019 Thursday [Tentative Date]
Onam Holidays begins	Onam Holidays begins	Onam Holidays begins	Onam Holidays begins	Onam Holidays begins	Onam Holidays begins	Onam Holidays begins	As per University Calendar, Tentatively on September 6, 2019
Class starts after Onam holidays	Class starts after Onam holidays	Class starts after Onam holidays	Class starts after Onam holidays	Class starts after Onam holidays	Class starts after Onam holidays	Class starts after Onam holidays	As per University Calendar, Tentatively on September 16, 2019

						Internal Assessment 1 begins	September 17
Assessment2 Engish	Internal Assessment & Assignment 2 English Comprehension	Internal Assessment 1 for S3 ,S5 & S7 begins S3 – Communicative English I S5 - Communicative English III S7 - Communicative English V	Internal Assessment 1 for S3 begins S3 - Communicative English I	Internal Assessment 1 for S3 ,S5 & S7 begins S3 – Communicative English I S5 - Communicative English III S7 - Communicative English V		Internal Assessment 1 contd	September 18, 2019 Wednesday
Assessment 2 Mathematics	Internal Assessment & Assignment 2 English Writing& Grammar	Internal Assessment 1 for S3 ,S5 & S7 S3 – Mathematics I S5 – Object Oriented Programming Using C++ S7- Java Programming	Internal Assessment 1 for S3 S3 – Creative Painting-I	Internal Assessment 1 for S3 ,S5 & S7 S3 – Business Environment S5 - Software for Office Management S7- Methods and Techniques of Cost Accounting			September 19, 2019 Thursday
Assessment 2 Logic	Internal Assessment & Assignment 2 Mathematics	Internal Assessment 1 for S3 ,S5 & S7 S3 – Computer Fundamentals S5 - Operating System S7-Computer Networks	Internal Assessment 1 for S3 S3 – Creative Sculpture-I	Internal Assessment 1 for S3 ,S5 & S7 S3 – Financial Accounting I S5 – Human Resource Management			September 20, 2019 Friday

				S7 – Income Taxes - I			
	Internal Assessment & Assignment 2 Indian Sign Language	Internal Assessment 1 for S3 ,S5 & S7 S3 – Introduction to Operating System S5 - PC Software II Lab S7-Java Programming Lab	Internal Assessment 1 for S3 S3 – Calligraphy and Lettering	Internal Assessment 1 for S3 ,S5 & S7 S3 – Principles of Management S5 – Financial Accounting - II S7 - Practical Banking		Publication of IA 1 results	September 23, 2019 Monday
		Internal Assessment 1 for S3 ,S5 & S7 S3 – Internet Technologies and Web Programming using HTML S5 - OOP Lab S7 - Elective Lab	Internal Assessment 1 for S3 S3 – Computer Application	Internal Assessment 1 for S3 ,S5 & S7 S3 – Business Mathematics S5 – Entrepreneurship & Project Management S7 – Corporate Accounting		Field visit	September 24, 2019 Tuesday
25,		Internal Assessment 1 for S3 ,S5 & S7 S3 – IT and Web Programming using HTML - Lab S5 – OS Lab S7 - Computer Graphics II Lab	Internal Assessment 1 for S3 S3 – Fundamentals of Visual Arts	Internal Assessment 1 for S3 & S5 S3 – Software for Office management - I S5 – Business Regulatory Framework			September 25, 2019 Wednesday

HEFP	Preparatory-I	BCS- lll ,V & Vll sem	BFA-III sem	B.Com- III, V & VII sem	DECSE	DISLI	
World Deaf Day	World Deaf Day	World Deaf Day	World Deaf Day	World Deaf Day	World Deaf Day	World Deaf Day	September 26, 2019 Wednesday
Gravity Club Activity	Gravity Club Activity	Gravity Club Activity	Gravity Club Activity	Gravity Club Activity	Gravity club Activity EIP-Induction Program- Observation	Gravity Club Activity	September 28, 2019 Saturday [Tentative Date]
			Journey for Learning – Visit Place- Art galleries in Trivandrum & College of Fine Arts.				*
HEFP	**Preparatory-I**	**BCS- lll ,V & Vll sem**	**BFA-III sem**	**B.Com- III, V & VII sem**	**DECSE**	**DISLI**	**October 2019**
		Submission of IA1 marks & Attendance of S3 , S5 & S7 to HOD by class coordinators	Submission of IA1 marks & Attendance of S3 to HOD by class coordinators	Submission of IA1 marks & Attendance of S3 , S5 & S7 to HOD by class coordinators		Awareness programs	October 4, 2019 Friday
Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	October 9, 2019 Wednesday

			Drawing & Painting Workshop				*
		Publication of IA1 marks of S3, S5 & S7 by HOD	Publication of IA1 marks of S3 by HOD	Publication of IA1 marks of S3, S5 & S7 by HOD			October 11, 2019 Friday
		Internal Assessment 2 for S3 ,S5 & S7 begins S3 – Communicative English I S5 - Communicative English III S7 - Communicative English V		Internal Assessment 2 for S3 ,S5 & S7 begins S3 – Communicative English I S5 - Communicative English III S7 - Communicative English V			October 21, 2019 Monday
		Internal Assessment 2 for S3 ,S5 & S7 S3 – Mathematics I S5 – Object Oriented Programming Using C++ S7- Java Programming		Internal Assessment 2 for S3 ,S5 & S7 S3 – Business Environment S5 - Software for Office Management S7- Methods and Techniques of Cost Accounting			October 22, 2019 Tuesday
		Internal Assessment 2 for S3 ,S5 & S7		Internal Assessment 2 for S3 ,S5 & S7			October 23, 2019 Wednesday

		S3 – Computer Fundamentals S5 - Operating System S7-Computer Networks		S3 – Financial Accounting I S5 – Human Resource Management S7 – Income Taxes - I			
		Internal Assessment 2 for S3 ,S5 & S7 S3 – Introduction to Operating System S5 - PC Software II Lab S7-Java Programming Lab	Short film festival & Competition	Internal Assessment 2 for S3 ,S5 & S7 S3 – Principles of Management S5 – Financial Accounting - II S7 - Practical Banking			October 24, 2019 Thursday
Assessment 3 English	Internal Assessment & Assignment 3 English Comprehension	Internal Assessment 2 for S3 ,S5 & S7 S3 – Internet Technologies and Web Programming using HTML S5 - OOP Lab S7 - Elective Lab		Internal Assessment 2 for S3 ,S5 & S7 S3 – Business Mathematics S5 – Entrepreneurship & Project Management S7 – Corporate Accounting			October 28, 2019 Monday
Assessment 3 Mathematics	Internal Assessment & Assignment 3 English Writing & Grammar	Internal Assessment 2 for S3 ,S5 & S7		Internal Assessment 2 for S3 & S5			October 29, 2019 Tuesday

		S3 – IT and Web Programming using HTML - Lab S5 – OS Lab S7 - Computer Graphics II Lab		S3 – Software for Office management - I S5 – Business Regulatory Framework			
Assessment 3 Logic	Internal Assessment & Assignment 3 Mathematics						October 30,2019 Wednesday
	Internal Assessment & Assignment 3 Indian Sign Language						October 31 , 2019 Thursday
HEFP	**Preparatory-I**	**BCS- lll ,V & VII sem**	**BFA-IIIsem**	**B.Com- III, V & VII sem**	**DECSE**	**DISLI**	**November 2019**
Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	Assembly	November 6, 2019 Wednesday
		Submission of IA2 marks & Attendance of S3 ,S5 & S7 to HOD by class coordinators		Submission of IA2 marks & Attendance of S3 ,S5 & S7 to HOD by class coordinators		School visit	November 8, 2019 Friday
			Journey for Learning – Visit				*

			Place-Padmanabhapuram pace & Chitaral			
		CS workshop organized by S7 students					November 12, 2019 [Tentative Date]
		Publication of IA2 marks of S3 ,S5 & S7 by HOD		Publication of IA2 marks of S3 ,S5 & S7 by HOD			November 13, 2019 Wednesday
					Pre-school field trip- Participation & report submission		November 15, 2019 Friday
						Internal Assessment 2 begins	November 16
						IA 2 contd	November 17
		Sports day					To be declared later
		Internal Assessment 3 for S3 ,S5 & S7 begins S3 – Communicative English I	Internal Assessment 2 for S3 begins S3 – Communicative English I	Internal Assessment 3 for S3 ,S5 & S7 begins S3 – Communicative English I		Visit to deaf employed organisations, start ups	November 20, 2019 Wednesday

		S5 - Communicative English III S7 - Communicative English V		S5 - Communicative English III S7 - Communicative English V			
		Internal Assessment 3 for S3 ,S5 & S7 S3 – Mathematics I S5 – Object Oriented Programming Using C++ S7- Java Programming	Internal Assessment 2 for S3 S3 – Creative Painting-I	Internal Assessment 3 for S3 ,S5 & S7 S3 – Business Environment S5 - Software for Office Management S7- Methods and Techniques of Cost Accounting			November 21, 2019 Thursday
		Internal Assessment 3 for S3 ,S5 & S7 S3 – Computer Fundamentals S5 - Operating System S7-Computer Networks	Internal Assessment 2 for S3 S3 – Creative Sculpture-I	Internal Assessment 3 for S3 ,S5 & S7 S3 – Financial Accounting I S5 – Human Resource Management S7 – Income Taxes - I		Observation at Polytechnic college	November 22, 2019 Friday
		Announcement of Semester Exam Time table for S3, S5 & S7		Publication of IA2 marks of S3 ,S5 & S7 by HOD			November 22, 2019 Friday
Assessment 4 English	Assignment 4 English Comprehension	Internal Assessment 3 for S3 ,S5 & S7	Internal Assessment 2 for S3	Internal Assessment 3 for S3 ,S5 & S7	EIP Parent-Teachers meeting- Observation &		November 25, 2019 Monday

		S3 – Introduction to Operating System S5 - PC Software II Lab S7-Java Programming Lab	S3 – Calligraphy and Lettering	S3 – Principles of Management S5 – Financial Accounting - II S7 - Practical Banking	Report submission		
Assessment 4 Maths	Assignment 4 English Writing &Grammar	Internal Assessment 3 for S3 ,S5 & S7 S3 – Internet Technologies and Web Programming using HTML S5 - OOP Lab S7 - Elective Lab	Internal Assessment 2 for S3 S3 – Computer Application	Internal Assessment 3 for S3 ,S5 & S7 S3 – Business Mathematics S5 – Entrepreneurship & Project Management S7 – Corporate Accounting	Preschool Parent-Teachers meeting- Observation & Report submission		November 26, 2019 Tuesday
Assessment 4 Logic	Assignment 4 Mathematics	Internal Assessment 3 for S3 ,S5 & S7 S3 – IT and Web Programming using HTML - Lab S5 – OS Lab S7 - Computer Graphics II Lab	Internal Assessment 2 for S3 S3 – Fundamentals of Visual Arts	Internal Assessment 3 for S3 ,S5 & S7 S3 – Software for Office management - I S5 – Business Regulatory Framework			November 27, 2019 Wednesday
	Assignment 4 Indian Sign Language						November 28 ,2019 Thursday

HEFP	Preparatory-I	BCS- III ,V & VII sem	BFA-III sem	B.Com-III, V & VII sem	DECSE	DISLI	December 2019
	Semester exam English Comprehension				Internal Assessment 1 Theory-T01-Early Intervention leading to integration		December 2, 2019 Monday
World Disabled Day	World Disabled Day Semester Exam English Writing & Grammar	World Disabled Day	World Disabled Day	World Disabled Day	World Disabled Day Internal Assessment 1 T02-Curriculum & Teaching techniques	World Disabled Day	December 3, 2019 Tuesday
Assessment 5 English	Semester Exam Mathematics	Last date for submission of Internal Assessment 3 & final Attendance of S3 & S5 by teachers to HOD	Last date for submission of Internal Assessment 2 of S3 by teachers to HOD	Last date for submission of Internal Assessment 3 & final Attendance of S3 & S5 by teachers to HOD	Internal Assessment 1 T03-Language acquisition		December 4, 2019 Wednesday
Assessment 5 Mathematics	Semester Exam Indian Sign Language	Publication of IA3 marks of S3 ,S5 & S7 by HOD Assembly	Publication of IA2 marks of S3 by HOD Assembly	Publication of IA3 marks of S3 ,S5 & S7 by HOD Assembly	Internal Assessment 1 T04-Audiology & Speech		December 5, 2019 Thursday

Assessment 5 Logic		Publication of final Internal Assessment & Attendance of S3,S5 & S7 by HOD	Publication of final Internal Assessment & Attendance of S3 by HOD	Publication of final Internal Assessment & Attendance of S3,S5 & S7 by HOD	Internal Assessment 1 T05-Child Development & Child Psychology		December 6, 2019 Friday
					Internal I -Practical examination/ Viva		December 9 to 13, 2019
		Last date for submission of Skill Matrix by teachers to HOD		Last date for submission of Skill Matrix by teachers to HOD			
		Publication of Skill Matrix					
		S3 ,S5 & S7 Semester Examination conducted by NISH	S3 Semester Examination conducted by NISH	S3 ,S5 & S7 Semester Examination conducted by NISH			December 4 to 21, 2019{Tentative Date]
						End Semester Exam	December 16, 17 & 18 (tentative dates)
Christmas celebration	Christmas celebration	Christmas celebration	Christmas celebration	Christmas celebration	Christmas Celebration	Christmas celebration	December 20, 2019 Friday

					Christmas Holidays		December 21 to 29,2019
					Reopens after Christmas Holiday		December 30, 2019
	Christmas Holidays + Semester Break	Christmas Holidays + Semester Break	Christmas Holidays + Semester Break	Christmas Holidays + Semester Break			As per University Calendar, Tentatively on December 23, 2019
HEFP	**Preparatory-II**	**BCS- ΙV,VΙ & VIΙΙ sem**	**BFA-IV sem**	**B.Com-I, V & VII sem**	**DECSE**	**DISLI**	**January 2020**
					Model Nursery school visit		January 6th, 2020
Classes reopen after Christmas holidays	Classes reopen after Christmas holidays	Classes reopen after Christmas holidays	Classes reopen after Christmas holidays	Classes reopen after Christmas holidays			January 08, 2020 Wednesday
	Publication of results of S1	Publication of results of S3 ,S5 & S7		Publication of results of S3 ,S5 & S7		Field visit	January 08, 2020 Wednesday
		S1, S3, S5 Supplementary Examinations (Old Scheme) S3, S5 Supplementary Examinations (2013 Scheme.)		S1, S3, S5 Supplementary Examinations (2013 Scheme.)			

HEFP	Preparatory	BCS- lll ,V & VII sem	BFA-III, IX sem	B.Com-III, V & VII sem	DECSE	DISLI	February 2020
					Special school visit		February 4, Tuesday 2020
Assessment 6 English	Internal Assessment& assignment 1 Business English					Internal assessment 1 begins	February 10, Monday 2020
Assessment	Internal Assessment& assignment 1 English writing & Grammar					IA 1 contd	February 11, Tuesday 2020
	Internal Assessment& assignment 1 Mathematics						February 12, Wednesday 2020
	Internal Assessment& assignment 1 Indian Sign language						February 13, Thursday 2020
						Student organised workshop	February 15

HEFP	Preparatory	BCS- lll ,V & VII sem	BFA	B.Com	DECSE	DISLI	March 2020
					Internal Assessment II Theory- T01-Early Intervention leading to integration		March 31 Monday, 2020
					Internal Assessment II T02-Curriculum & Teaching techniques	Internal assessment 2 begins	April 1, Tuesday 2020
					Internal Assessment II T03- Language acquisition	IA 2 contd	April 2 Wednesday, 2020
					Internal Assessment II T04- audiology & Speech		April 3 Thursday,2020
					Internal Assessment II T05-Child Development & Child Psychology		April 4 Friday,2020
					Internal II- Viva/Practical		April 7 to 10,2020

HEFP	Preparatory	BCS- lll ,V & VII sem	BFA	B.Com	DECSE	DISLI	**April 2020**
HEFP	Preparatory	BCS- lll ,V & VII sem	BFA	B.Com	DECSE	DISLI	**May 2020**
						* End Semester Exam	

* To be declared later

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