



# **ST ALPHONSA COLLEGE OF ARTS AND SCIENCE**



An Institution run by the Syro Malabar Catholic Diocese of Thuckalay  
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Soosaipuram, Karinkal, Kanyakumari District, Tamilnadu - 629 157

Website : [www.stalphonsa.edu.in](http://www.stalphonsa.edu.in) , E-mail : [office@stalphonsa.edu.in](mailto:office@stalphonsa.edu.in)

Ph: 04651 – 255540

**STUDENT HANDBOOK  
AND  
ACADEMIC CALENDAR  
2022 - 2023**

## PERSONAL MEMORANDA

Name: \_\_\_\_\_

Degree: \_\_\_\_\_ Department: \_\_\_\_\_

Department No.: \_\_\_\_\_ Enrolment No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Student Status: Day Scholar ( ) / Hosteller ( )

If Hosteller, Name and Address of the Hostel:

\_\_\_\_\_  
\_\_\_\_\_

Transportation Usage: Route Bus ( ) / College Bus ( )

If College Bus, Route No. \_\_\_ Boarding Point: \_\_\_\_\_

Present Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Pin Code \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Parent/ Guardian Contact No(s): \_\_\_\_\_

**DECLARATION OF THE PARENT / GUARDIAN**

To

The Principal  
St. Alphonsa College of Arts & Science  
Soosaipuram, Karinkal – 629157  
Kanyakumari District

I have read / heard all the rules and regulations of  
the College given in the handbook and agree to abide them  
and co-operate with you in the interest of my  
son/daughter.

Signature of the Parent /

Guardian

Full Name of the Parent / Guardian: \_\_\_\_\_

Occupation of the Parent / Guardian: \_\_\_\_\_

Contact No(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pin Code \_\_\_\_\_

Date: \_\_\_\_\_

**COLLEGE ANTHEM (கல்லூரிப் பண்)**

புதியன செய்திட புதுயுகம் படைத்திட  
புவிதனில் நாம் பிறந்தோம்  
புதியநல் இலக்குடன் புதுப்புதுக் கனவுடன்  
புனித அல்போன்சா வந்தோம்...

புனித அல்போன்சா கல்லூரி  
புகழிடம் என்றானத் தாயின் மடி

கல்வியே நம்அக விழிதிறக்கும்  
கடமையே வாழ்வின் விழிதிறக்கும்  
கல்லூரி நாம் காணும் ஞானக்கடல்  
கற்கும் பாடங்கள் உண்மைத்தேடல்  
கருத்தானப் பயிற்சிகள் கலைஞராக்கும்  
கடவுளின் பூமியில் இமயமாக்கும்

புனித அல்போன்சா .....

அன்பையும் அறிவையும் அள்ளித்தரும்  
அருங்குணப் பண்பையும் அகம்நிறைக்கும்  
அன்றாட வாழ்க்கையே ஒரு பாடம்  
அதில் வரும் அனுபவமும் திருவேதம்  
அயராத முயற்சியே நம்வளர்ச்சி  
அடைந்திடின் வாழ்வின் பெரும் மகிழ்ச்சி

புனித அல்போன்சா .....

### தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நில மடந்தை எழிலொழுகும்  
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமதில்  
தெக்கணமும் அதில்சிறந்த திராவிட நல்திருநாடும்  
தக்கசிறு பிறைநுதலும் தரித்தநறும் திலகமுமே  
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ் மணக்க இருந்தபெரும்  
தமிழணங்கே! தமிழணங்கே!  
உன்சீர் இளமை திறம்வியந்து செயல்மறந்து  
வாழ்த்துதுமே! வாழ்த்துதுமே!! வாழ்த்துதுமே!!!

### NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he  
Bharata-bhagya-vidhata  
Panjaba-Sindhu-Gujarata Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
uchala-jaladhi-taranga  
Tava Subha name jage, tava subha asisa mage,  
gahe tava jaya-gatha.  
Jana-gana-mangala-dayaka jaya he  
Bharata-bhagya-vidhata  
Jaya he, Jaya he, Jaya he,  
jaya jaya jaya jaya he.

### NATIONAL PLEDGE

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

## PRAYERS

### OUR FATHER

Our Father who art in heaven,  
Hallowed be thy Name.  
Thy kingdom come.  
Thy will be done,  
On earth as it is in heaven.  
Give us this day our daily bread.  
And forgive us our trespasses,  
As we forgive those who trespass against us.  
And lead us not into temptation,  
But deliver us from evil.  
Amen.

### HAIL MARY

Hail Mary, full of Grace,  
the Lord is with you.  
Blessed art you among women  
and blessed is the fruit of your womb, Jesus.  
Holy Mary, Mother of God,  
pray for us sinners,  
now and at the hour of our death.  
Amen.

**PRAYER TO ST. ALPHONSA**

Oh! St. Alphonsa, you have been graciously chosen from our midst to be united with Jesus Christ, our Saviour, in the mystery of His passion, Death and Resurrection.

You have grown to the heights of holiness and have been crowned with Heavenly Glory. Help us in our trials and tribulations.

Oh, daughter of sufferings, obtain for us the grace to lead a holy life, following your example - in total submission to the Will of God.

Be with us, transforming all our sorrows into a holy sacrifice in union with Christ Crucified, in reparation for our sins, for the Sanctification and the Salvation of the whole World. Amen.

**PRAYER BEFORE CLASS**

Oh ! my God, we praise and thank you  
for all that you have been to us.  
Make us study well to grow in wisdom and love.

**PRAYER AFTER CLASS**

God our Father, grant that we may  
remember what we learned.  
Forgive us our shortcomings  
and give us the courage to follow  
always your goodness,  
love and service and the path of truth.

## **ST. ALPHONSA, PATRON OF OUR COLLEGE**

St. Alphonsa was born on 19 August 1910 as the fourth child of Joseph and Mary Muttathupadath, in the parish of Kudamaloor, Kottayam district in the state of Kerala. She was baptized on 27 August 1910. Her baptismal name was Anna and her pet name Annakutty. Her mother passed away three months after her birth.

Annakutty started her schooling at Arpookara and left for Muttuchira Government School for pursuing her studies from the fourth class under the immediate supervision of her maternal aunt, Annamma Muricken. The aunt brought her up with affection and also with strictness. Her one ambition was that the child should be brought up as a respectable housewife for a deserving bridegroom. Annakutty had a vision of St. Theresa of Liseux whose life inspired her to become a religious. She therefore did not yield to any marriage proposal. Finally, when she was almost compelled to be betrothed at the Church, she extricated herself from it by voluntary burning of her foot placing it on ash pit of burning husks. Against such determined resistance, the aunt succumbed to her desire and permitted her to join a convent.

Annakutty joined Clarist Convent at Bharananganam in 1927 on the feast of Pentecost. She received the postulant veil on 2 August 1928 with the name Alphonsa. Her vestition was on 19 May 1930. Later she joined the St. Theresa's School, Chenganacherry for higher studies, on completing which she engaged in teaching for a period of one year at Vakakkad. Sr. Alphonsa entered the novitiate on 12 August 1935. During this period, she had a severe attack of hemorrhage and it was feared that she would have to be sent back. But on the ninth day of novena held by her and the community seeking intercession of Fr. Kuriakose Elias Chavera, she was miraculously cured. She completed the novitiate and made the solemn profession of her religious vows on 12 August 1936.



Sr. Alphonsa continued to experience repeated spells of sickness and pain. She was on a bed of thorns torn and tortured by excruciating pain and prolonged agony.

She always rejoiced in the lord and magnified Him. She longed to suffer even more for her own sanctification and that of the world.

She constantly advised her companions and novices to accept suffering cheerfully citing the Biblical references to the grain of wheat which has to fall down and decay for raising new sprouts; it has to be in the ground in order to be turned into hosts for transformation as the body of Our Lord. She also reminded them of the grapes which have to be crushed for yielding wine to become the blood of the Lord.

Her death (28 July 1946) was unnoticed by the public. The funeral was simple and thinly attended. But soon the school children, who loved her received favours through her intercession. Her tomb at Bharananganam turned into a great centre of pilgrimage attracting people from far and near.

His Excellency Cardinal Tisserant inaugurated the diocesan process for her beatification on 2 December 1953. The long diocesan and subsequent apostolic processes bore fruit when on 9 November 1984 the Holy Father officially declared that she had practiced the Christian virtues heroically. A miracle wrought through her intercession was also formally approved by the Pope on 6 July 1985.

Providence has been pleased to bestow on this generation the grace to see a daughter of the soil, a seed of the ancient Christian community of Kerala and India, beatified (8 February 1986) in her homeland by the Supreme Pontiff during his visit to this chosen land.

Sr. Alphonsa was declared as Saint by Pope Benedict XVI on Sunday, 12 October 2008.

St. Alphonsa is the Patron Saint of the College and she continues to intercede for the students of the College to grow up into good and God fearing human beings in addition to their excellent academic performance.

On April 29, 1955, the Holy Father Pius XII by the Bull "Multorum Fidelium" extended the territory of the Diocese of Changanacherry beyond the river Pamba in Kerala upto Kanyakumari, the southernmost boundary of India. From that day the Bishop of Changanacherry sent priests to be pastors of the Syro-Malabar faithful who have settled in different parts of the extended area. Among the parishes and mission stations instituted by these priests, there were the five Catholic communities of Arukani, Pathukani, Netta, Penu and Anamukham in the district of Kanyakumari. The faithful of these communities were mainly Syro-Malabar Catholics who had migrated from Central Kerala. From 1960 priests from the Archdiocese of Changanacherry started mission work in the area of the Kanyakumari District. As a result of this missionary work, people by and large got converted to Catholic faith. The missionaries trained them in Syro-Malabar Liturgy and spirituality. These activities gradually helped to organise areas into parishes and mission stations mainly in the Vilavancode and Kalkulam Taluks in Kanyakumari District. From 1967 the priests from the Congregation of Mary Immaculate (C.M.I.) also joined the Syro-Malabar mission work in Kanyakumari District.

Religious Sisters came forward together with the Diocesan and C.M.I priests to start convents and auxiliary mission services. Their service dates back to 1965 when a convent of the Sacred Heart Sisters was founded at Manjalummood, which was later, shifted to Mukkoottukal. The Bishops who have contributed to the mission work in

Kanyakumari District upto the formation of the diocese are Archbishop Mar Mathew Kavukatt, Archbishop Mar Antony Padiyara and Archbishop Mar Joseph Powathil.

The Diocese of Thuckalay was erected by the Papal Bull "Apud Indorum" on November 11, 1996. It was erected separating the area of the Archdiocese of Changanacherry that extended over to the state of Tamilnadu. This Diocese is granted jurisdiction over the whole Kanyakumari District and the Taluk of Shenkottai of Tirunelveli District. The then Vicar General of the Archdiocese of Changanacherry, Very Rev. Fr. George Alencherry was appointed the first bishop of the new Eparchy on December 18, 1996. Very Rev. Fr. George Alencherry was ordained Bishop on February 2, 1997. Bishop Mar George Alencherry was elected as the Major Archbishop of Syro Malabar Church; as a result, Rev. Fr. Philip Kodianthara was appointed as the eparchial administrator of the Diocese. On August 24, 2012, Rev. Fr. George Rajendran, SDB, was declared as the next Bishop of the Diocese, whose Episcopal Ordination and Installation took place on September 16, 2012 at Sacred Heart Church, Padanthalumoodu.

## **OUR COLLEGE**

The Diocese of Thuckalay, since its erecting, has been pondering over the thought of extending its educational outreach in the field of higher education. Mar George Alencherry, the first bishop of the Diocese, had been trying to find an appropriate location for the establishment of an institution for higher education. Several locations were explored and inspected with the help of priests and lay leaders of the Diocese. The new Bishop of the Diocese, Mar George Rajendran, SDB did not let down the aspirations of the priests, religious and faithful of the Diocese and carried the dream forward and took the decision to establish the institute of higher education in Soosaipuram, Karinkal and named it as St. Alphonsa College of Arts and Science. All efforts were made for the rapid construction of the College. Finally, on 30 June 2014, St. Alphonsa College of Arts and Science was founded with 148 students in four departments – Commerce, English, Physics and Mathematics, in a glittering ceremony, which began with seeking of Divine Blessings through Holy Mass.

Presently, St. Alphonsa College of Arts and Science, Soosaipuram, Karinkal consists of a pulsating and an interwoven community where academic curiosity and creativity prosper.

The present building of the College was inaugurated on 17 January 2016 in an event attended by several dignitaries and participated enthusiastically by the students of the College.

## OUR VISION

### **Educate, Empower, and Excel**

- To impart effective, quality higher education to equip the youth for personal achievement and national development.

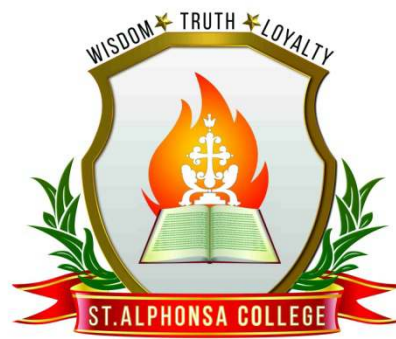
## OUR MISSION

- To mould the young generation with cutting-edge skills allied to personal, spiritual and social values so that they become personally equipped and are transformed into socially committed citizens.

## OUR MOTTO

- WISDOM, TRUTH AND LOYALTY

## OUR EMBLEM



## COURSES

The College offers the following UG and PG courses:

<b>UG Courses</b>	<b>PG Courses</b>
BA English Literature	MA English Literature
B Com	M Com
BSc Mathematics	MSc Mathematics
BSc Physics	MSc Physics
BSc Computer Science	MSc Computer Science
BSc Chemistry	<b>Research Centre</b>
	Commerce

## COURSE STRUCTURE

(With effect from the Academic Year 2016-2017 onwards)

(As per the Rules & Regulations prescribed by Manonmaniam Sundaranar University, Tirunelveli)

### COURSE STRUCTURE AND REGULATION FOR UG AND PG PROGRAMMES

#### CHOICE BASED CREDIT SYSTEM

The university provides Choice Based Credit System for the students admitted in UG and PG courses from 2012.

#### DURATION OF THE COURSE:

The prescribed course of study for PG course is 2 years (4 - Semesters) and for UG courses 3 years (6 - Semesters)

#### STRUCTURE OF THE PROGRAMME :

Each programme has different types of courses, viz., theory courses such as Core / Allied / Elective / Skill-Based / Non-Major Elective / Social Value Education / Research Methodology, etc. Others include Practicals / Laboratory Courses / Theory Courses with Laboratory Component / Project Work (Mini or Major) / Fieldwork / Personality and Character Development Courses (NCC / NSS / NSO / YRC). The Course structure with the number of Courses per Semester / Credit Assignment and Contact Hours per Week for each course in each category of UG and PG Degree programmes are provided.\*

\* Refer: [www.msuniv.ac.in](http://www.msuniv.ac.in) / Academic / Academic Affairs

**MANAGEMENT**

His Excellency  
**Mar George Rajendran, SDB** *Chairman*  
Bishop of Thuckalay

**Very Rev. Fr. Thomas Powathuparampil** *Manager*  
Vicar General, Diocese of Thuckalay

**Very Rev. Fr. Antony Jose** *Secretary and Correspondent*

**Dr. S. Isias** *Principal*

**Rev. Dr. Michael Arockiasamy SDB** *Director of Academics*

**GOVERNING BODY**

<b>Sl.No</b>	<b>Name</b>	<b>Designation</b>
1	His Excellency Mar George Rajendran, SDB	Chairman
2	Rev. Fr. Thomas Powathuparampil	Manager
3	Rev. Fr. Antony Jose	Secretary and Correspondent
4	Rev. Fr. Johnsilal Arackaparampil	Treasurer
5	Dr. S. Isias	Principal
6	Rev. Dr. Michael Arockiasamy SDB	Director
7	Adv. Justinaar Raj	Member
8	Dr. C. Rajian	Member
9	Mr. Augustin Tharappal	Member

**STANDING COMMITTEE OF GOVERNING BODY**

<b>Sl.No</b>	<b>Name</b>	<b>Designation</b>
1	His Excellency Mar George Rajendran, SDB	Chairman
2	Rev Fr Thomas Powathuparampil	Manager
3	Rev Fr Antony Jose	Secretary and Correspondent
4	Dr S Isias	Principal
5	Adv. Justinaar Raj	Member

## Faculty Details

### Faculty of Tamil

Dr. P. S. Rajesh  
Dr. S. Angel Jayalet Rani  
Mrs. N. S. Abitha

Assistant Professor & Head  
Assistant Professor  
Assistant Professor

### Faculty of Malayalam

Mr. Pankajakshan

Assistant Professor

### Faculty of English

Rev. Dr. Michael Arockiasamy SDB  
Dr. R. Pranesh Kumar  
Mrs. M. Aksha Immaculate  
Mrs. T. Anisha Dominic Tiffany  
Mrs. T. M. Jalaja Mary  
Mrs. Sharmistha Purkayastha  
Mr. V. Niranjana Prasath  
Mrs. V. V. Sibitha  
Dr. V. S. Bindhu  
Mrs. B. E. Benitta Linjo Pozhil  
Mrs. E. Adlin Sharmi

Director of Academics  
Assistant Professor & Head  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor

### Faculty of Commerce

Dr. R. Sivanesan  
Dr. N. Jemila Dani  
Dr. D. Mary Prema  
Dr. M. Subala  
Dr. C. Selvaraj  
Dr. R. Paulmoni  
Dr. P. Jenoba  
Ms M. Reshma

Assistant Professor & Head  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor

### Faculty of Chemistry

Dr. M. Jeeba Jeeva Rani  
Mrs. J. Mary Vasantham  
Dr. B. Jini Kumari  
Dr. A. Anita

Assistant Professor & Head  
Assistant Professor  
Assistant Professor  
Assistant Professor

### Faculty of Computer Science

Dr. S. Sanjith  
Dr. S. Immaculate Shyla  
Mrs. R. Jasmine Immaculate Shelly  
Dr. C. Thinkal Dayana  
Mr. J. John Britto  
Mrs. T. L. Shiny  
Mrs. J. Jesila Mol  
Mrs. G. Linda Rose

Assistant Professor & Head  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor

### Faculty of Mathematics

Dr. A. Subitha  
Mrs. M. Asha Mary  
Dr. D. Stalin  
Dr. M. Anusha Devi  
Dr. V. K. Kalai Vani  
Dr. P. S. Stem Edilber  
Mrs. R. L. Babisha Julit  
Mrs. J. Remya

Assistant Professor & Head  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor  
Assistant Professor



**Faculty of Physics**

Dr. P. H. Sudharlin Paul  
 Dr. M. N. Audline Jini  
 Dr. R. Shabu  
 Dr. S. Ajitha  
 Dr. J. T. Anandhi  
 Dr. A. Amala Rani  
 Dr. V. Doni Pon

Assistant Professor & Head  
 Assistant Professor  
 Assistant Professor  
 Assistant Professor  
 Assistant Professor  
 Assistant Professor

**Faculty of Physical Education**

Mr. A. P. Seelan  
 Mrs. P. Anisha

Physical Director & Head  
 Physical Director

**Librarian**

Rev. Sr. Ajitha V Aattuchalil

**Counsellor**

Rev. Sr. C. J. Vincy

<b>Non Teaching Staff Details</b>
-----------------------------------

Mrs. D. Jaya Suresh	Superintendent
Mr. R. Panneer Selvam	Public Relation Officer
Rev. Sr. Thresiamma Chacko	Accountant
Mr. R. Jose Anish	Junior Assistant
Mrs. T. Ancy Noyal	Junior Assistant
Mr. G. Godwin Thatheyus	Office Assistant
Mr. D. Sajin	Office Assistant
Mrs. T. Agnes Mary	Receptionist
Mrs. P. Helen Mary	Lab Asst in Chemistry
Mr. R. Jenish	Lab Asst in Computer Science
Ms T. Shalini	Lab Asst in Physics
Mr. D. Sugin	Electrician
Mr. G. Shjan	Driver
Mr. S. Venu Gopal	Driver
Mr. K. Stephen Raj	Driver
Mr. S. Sahaya Britto	Driver
Mr. S. Albert Raj	Driver
Mrs. Y. Bella Mary	Support Staff
Mrs. Y. Leela	Support Staff
Mrs. M. Mary Asheela	Support Staff
Mrs. P. Sarasam	Support Staff
Mrs. S. Louis Mary	Support Staff
Mrs. C. Maria Selvi	Support Staff
Mr. P. Chandran	Security

## Committees

### Academic Committee

Chairperson	:	Principal
Advisor	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Co-ordinator	:	Dr. A. Amala Rani
Members	:	Dr. R. Sivanesan
	:	Dr. D. Mary Prema
	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. V. S. Bindhu
	:	Dr. S. Sanjith
	:	Dr. S. Immaculate Shyla
	:	Dr. A. Subitha
	:	Dr. P. Anusha Devi
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. B. Jini Kumari
	:	Mrs. D. Jaya Suresh

### Admission Committee

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Co-ordinator	:	Mrs. M. Aksha Immaculate
Members	:	Dr. R. Sivanesan
	:	Dr. R. Paulmoni
	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Shabu
	:	Dr. R. Pranesh Kumar
	:	Dr. S. Sanjith
	:	Dr. A. Subitha
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. B. Jini Kumari
	:	Dr. P. S. Rajesh
	:	Mrs. J. Jesila Mol
	:	Mr. A. P. Seelen
	:	Mrs. D. Jaya Suresh
	:	Mr. R. Panneer Selvam

### Alumni Association

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Co-ordinator	:	Mrs. N. S. Abitha
President	:	Mr. Jinu Denis, Alumnus
Vice President	:	Mr. Abix, Alumnus
Secretary	:	Mrs. Bernad Shajilin, Alumnus
Joint Secretary	:	Mrs. Ancy Noyal, Alumnus
Treasurer	:	Mr. Jeevan Joy, Alumnus
Members	:	Dr. N. Jemila Dani
	:	Mrs. M. Aksha Immaculate
	:	Dr. M. N. Audline Jini
	:	Mrs. J. Mary Vasantham
	:	Mrs. M. Asha Mary
	:	Dr. S. Immaculate Shyla
	:	Mrs. D. Jaya Suresh
	:	Mr. R. Paneer Selvam

**Anti-Ragging Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Dr. R. Sivanesan  
Members : Tasildhar, Killiyur  
: Inspector of Police, Karungal  
: Adv Justinaar Raj  
: Dr. S. Angel Jeyalet Rani  
: Dr. P. H. Sudharlin Paul  
: Dr. P. Anusha Devi  
: Dr. M. Jeba Jeeva Rani  
: Dr. S. Sanjith  
: Jinu Daniel, II MCom  
: Sangwin Rini, III BA

**Attendance Committee**

Chairman : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Dr. R. Sivanesan  
Members : Dr. P. H. Sudharlin Paul  
: Dr. R. Pranesh Kumar  
: Dr. M. Jeba Jeeva Rani  
: Dr. S. Sanjith  
: Dr. A. Subitha  
: Dr. P. S. Rajesh  
: Mrs. D. Jaya Suresh

**Canteen Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Mr. A. P. Seelan  
Members : Dr. D. Stalin  
: Dr. V. Doni Pon  
: Dr. S. Angel Jeyalet Rani  
: Mrs. P. Anisha  
: Mrs. J. Jesila Mol  
: Mr. R. Paneer Selvam

**Career Guidance and Placement Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Dr. R. Sivanesan  
Members : Dr. A. Anita  
: Dr. R. Shabu  
: Dr. D. Stalin  
: Dr. S. Angel Jeyalet Rani  
: Mrs. T. M. Jalaja Mary  
: Mrs. T. L. Shiny

**College Magazine Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Mrs. Sharmistha Purkayastha  
Members : Mr. V. Niranjana Prasath  
: Dr. A. Subitha  
: Dr. M. Jeba Jeeva Rani

	:	Dr. C. Selvaraj
	:	Dr. S. Ajitha
	:	Mrs. G. Linda Rose
	:	Mrs. D. Jaya Suresh
	:	Mr. R. Paneer Selvam
	:	Mr. D. Sajin
	:	Mr. R. Jenish
<b>College Website Committee</b>		
Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Convener	:	Dr. S. Immaculate Shyla
Members	:	Mrs. R. Jasmine Immaculate Shelly
	:	Mrs. T. L. Shiny
	:	Mrs. J. Jesila Mol
	:	Dr. R. Paulmoni
	:	Dr. A. Anita
	:	Mr. V. Niranjan Prasath
	:	Dr. R. Shabu
	:	Mrs. T. Anisha Dominic Tiffany
<b>Council of Heads</b>		
Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Convener	:	Dr. R. Sivanesan
Members	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. S. Sanjith
	:	Dr. A. Subitha
	:	Dr. P. S. Rajesh
	:	Mrs. M. Aksha Immaculate
	:	Mrs. D. Jaya Suresh
<b>College Development Committee</b>		
Chairperson	:	Correspondent & Secretary
Convener	:	Principal
Co-Convener	:	Rev. Dr. Michael Arockiasamy SDB
Members	:	Dr. R. Sivanesan
	:	Dr. P. H. Sudharlin Paul
	:	Mrs. M. Aksha Immaculate
	:	Mr. R. Paneer Selvam
<b>Examination Committee</b>		
Chairperson	:	Principal
Chief Superintendent	:	Dr. R. Sivanesan
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Members	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. S. Sanjith
	:	Dr. A. Subitha
	:	Dr. P. S. Rajesh
	:	Mrs. D. Jaya Suresh
<b>Feedback Committee</b>		
Chairperson	:	Principal
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Advisor	:	Secretary & Correspondent
Convener	:	Dr. S. Ajitha

Members	:	Mrs. B. E. Benitta Linjo Pozhil
	:	Mrs. G. Linda Rose
<b>Fine Arts Committee</b>		
Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Convener	:	Mrs. Sharmistha Purkayastha
Co-Convenors	:	Dr. P. Jenoba
	:	Mrs. J. Mary Vasantham
Members	:	Dr. P. H. Sudharlin Paul
	:	Dr. V. K. Kalai Vani
	:	Dr. A. Amala Rani
	:	Mrs. T. Anisha Dominic Tiffany
	:	Mrs. T. M. Jalaja Mary
	:	Mr. P. S. Stem Edilber
	:	Dr. P. S. Rajesh
	:	Mrs. E. Adlin Sharmi
	:	Dr. C. Selvaraj
	:	Mrs. T. L. Shiny
	:	Dr. M. Jeba Jeeva Rani
	:	Mrs. G. Linda Rose
<b>First Aid Committee</b>		
Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Convener	:	Mrs. J. Mary Vasantham
Members	:	Rev. Sr. C. J. Vincy
	:	Rev. Sr. Ajitha V Aattuchalil
	:	Mrs. P. Anisha
	:	Mrs. P. Helen Mary
<b>Grievance and Redressal Cell</b>		
Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Convener	:	Mrs. J. Mary Vasantham
Members	:	Dr. R. Sivanesan
	:	Mrs. V. V. Sibitha
<b>Grievance and Redressal Cell for Women Employees</b>		
Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Convener	:	Mrs. M. Aksha Immakulate
Members	:	Dr. A. Subitha
	:	Dr. N. Jemila Dani
	:	Dr. S. Immaculate Shyla
	:	Rev. Sr. C. J. Vincy
<b>ICT Committee</b>		
Chairman	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Director of Academics	:	Rev. Dr. Michael Arockiasamy SDB
Convener	:	Dr. S. Sanjith
Members	:	Dr. C. Thinkal Dayana
	:	Mrs. G. Linda Rose
	:	Dr. R. Pranesh Kumar
	:	Mr. R. Paneer Selvam

**IQAC**

Chairperson : Principal  
Manager : Very Rev. Fr. Thomas Powathuparampil  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Coordinator : Dr. D. Mary Prema  
Members : Dr. R. Sivanesan  
: Dr. M. N. Audline Jini  
: Dr. M. Anusha Devi  
: Dr. S. Immaculate Shyla  
: Mrs. V. V. Sibitha  
: Dr. B. Jini Kumari  
: Dr. J. T. Anandhi  
: Mrs. D. Jaya Suresh

**Library Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Rev. Sr. Ajitha  
Members : Dr. R. Paulmoni  
: Dr. M. Jeba Jeeva Rani  
: Dr. R. Shabu  
: Dr. V. K. Kalai Vani  
: Dr. S. Angel Jeyalet Rani  
: Mrs. J. Remya  
: Mrs. P. Anisha  
: Mrs. T. Ancy Noyal

**Mentoring Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Rev. Sr. C. J. Vincy  
Members : Dr. S. Immaculate Shyla  
: Mrs. Sharmistha Purkayastha  
: Ms M. Reshma

**National Service Scheme (NSS)**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Programme Officer : Dr. R. Paulmoni  
Members : Mrs. M. Aksha Immaculate  
: Dr. P. S. Stem Edilber  
: Mrs. T. L. Shyni  
: Mrs. E. Adlin Sharmi  
: Mrs. J. Jesila Mol

**Physical Arrangement Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Mr. R. Paneer Selvam  
Members : Mr. Jose Anish  
: Mr. G. Godwin Thatheyus  
: Mr. R. Jenish  
: Mr. D. Sugin  
: Mr. G. Shjan  
: Mr. S. Venu Gopal  
: Mr. K. Stephen Raj

: Mr. S. Sahaya Britto  
 : Mr. S. Albert Raj  
**Prevention and Sexual Harassment Committee**  
 Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Dr. M. Subala  
 Members : Dr. R. Sivanesan  
 : Dr. D. Stalin  
 : Dr. A. Amala Rani  
 : Dr. S. Angel Jayalet Rani  
 : Mr. A. P. Seelan  
 : Mrs. P. Anisha  
 : Michael Abish, III BSc Computer Science  
 : R.G. Geroley, III BSc Mathematics  
**PTA Committee**  
 Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Dr. P. H. Sudharlin Paul  
 Members : Dr. R. Sivanesan  
 : Mrs. N. S. Abitha  
 : Mrs. M. Aksha Immaculate  
 : Mrs. M. Asha Mary  
**Public Relation and Documentation Committee**  
 Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Mr. R. Paneer Selvam  
 Members : Dr. P. S. Rajesh  
 : Dr. V. S. Bindhu  
 : Mrs. R. L. Babisha Julit  
 : Mr. D. Sajin  
**Red Ribbon Club (RRC)**  
 Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Programme Officer : Dr. C. Selvaraj  
 Members : Dr. M. Jeba Jeeva Rani  
 : Mrs. N. S. Abitha  
 : Mrs. R. L. Babisha Julit  
 : Ms M. Reshma  
 : Mrs. G. Linda Rose  
**Research Forum**  
 Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Dr. R. Sivanesan  
 Members : Dr. P. H. Sudharlin Paul  
 : Dr. R. Pranesh Kumar  
 : Dr. S. Sanjith  
 : Dr. A. Subitha  
 : Dr. P. Anusha Devi  
 : Dr. M. Subala  
 : Dr. S. Ajitha  
 : Dr. M. N. Audline Jini  
 : Dr. J. T. Anandhi

**Science Forum**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Dr. P. H. Sudharlin Paul  
Members : Dr. M. Jeba Jeeva Rani  
: Dr. S. Sanjith  
: Dr. A. Subitha

**Youth Red Cross (YRC)**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Programme Officer : Dr. C. Selvaraj  
Members : Dr. M. Jeba Jeeva Rani  
: Mrs. N. S. Abitha  
: Mrs. R. L. Babisha Julit  
: Ms M. Reshma  
: Mrs. G. Linda Rose

**Sports Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Mr. A. P. Seelan  
Co-Convener : Ms. P. Anisha  
Members : Dr. P. S. Rajesh  
: Dr. R. Shabu  
: Dr. R. Paulmoni  
: Dr. V. K. Kalai Vani

**Students Council**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Dr. P. H. Sudharlin Paul  
Student Chairperson : Elected Student  
Student Vice Chairperson : Elected Student  
Secretary : Elected Student  
Treasurer : Elected Student  
Joint Secretary : Elected Student  
Members : Dr. R. Sivanesan  
: Dr. R. Paulmoni  
: Mrs. R. L. Babisha Julit  
: Mrs. N. S. Abitha  
: Elected Student  
: Elected Student  
: Elected Student

**Students Discipline Committee**

Chairperson : Principal  
Secretary & Correspondent : Very Rev. Fr. Antony Jose  
Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
Convener : Mr. A. P. Seelan  
Members : Dr. P. H. Sudharlin Paul  
: Dr. R. Pranesh Kumar  
: Dr. M. Jeba Jeeva Rani  
: Dr. S. Sanjith  
: Dr. A. Subitha  
: Dr. P. S. Rajesh  
: Mrs. P. Anisha



**Students Hand Book and Calendar**

Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Dr. R. Sivanesan  
 Members : Dr. P. S. Rajesh  
 : Mrs. D. Jaya Suresh  
 : Mr. R. Panner Selvam

**Students Scholarship Committee**

Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Mr. R. Paneer Selvam  
 Members : Mrs. D. Jaya Suresh  
 : Dr. J. T. Anandhi  
 : Mrs. B. E. Benitta Linjo Pozhil  
 : Mrs. T. M. Jalaja Mary  
 : Mr. D. Sajin

**Students Welfare Committee**

Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Dr N. Jemila Dani  
 Members : Dr. V. S. Bindhu  
 : Mrs. N. S. Abitha  
 : Ms M. Reshma

**Transport Committee**

Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Mr. R. Paneer Selvam  
 Members : Mr. G. Shjan  
 : Mr. S. Venu Gopal  
 : Mr. K. Stephen Raj  
 : Mr. S. Sahaya Britto  
 : Mr. S. Albert Raj

**Women's Forum**

Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Mrs. M. Aksha Immaculate  
 Members : Dr. S. Immaculate Shyla  
 : Rev. Sr. Ajitha V Aattuchalil  
 : Mrs. P. Anisha  
 : Dr. A. Anita  
 : Dr. N. Jemila Dani  
 : Dr. V. K. Kalai Vani

**Worship and Liturgy**

Chairperson : Principal  
 Secretary & Correspondent : Very Rev. Fr. Antony Jose  
 Director of Academics : Rev. Dr. Michael Arockiasamy SDB  
 Convener : Sr. Ajitha V Aattuchalil  
 Members : Dr. N. Jemila Dani Mrs. Helen Mary  
 : Mrs. N. S. Abitha  
 : Mrs. T. M. Jalaja Mary  
 : Mr. R. Panner Selvam  
 : Mrs. P. Helen Mary

## **RULES AND REGULATIONS**

1. The Management reserves the right to grant admission to students and its decisions shall be final and binding.
2. Wearing of College Identity Cards is compulsory, while the students are in the College Campus.
3. No student is to represent the College for any event outside the College Campus without being sent or directed by the College.
4. The College makes all efforts to inform the parents / guardians through the registered number when the students are to attend any event outside the College. The parents / guardians are requested to call the College / faculty in-charge and ascertain facts, in case of any doubt.
5. All students attending events outside the College are expected to carry oneself in a befitting manner with discipline and decorum.
6. The students are asked to converse strictly in English language within the College campus, except during Part I class hours.
7. The parents / guardians are encouraged to visit the College to discuss about the performance and progress of their ward on College working days.
8. The students shall be notified on important information / events / programmes of the College and the students are expected to give timely information to their parents / guardians.

### **Academic Hours**

1. Each Semester consists of a minimum of 90 working days, excluding days of semester examinations and other

activities. These 90 days are divided into 15 weeks, each week consisting of 6 days, named as A, B, C, D, E and F.

2. The regular class hours are from 8:50 AM to 2:15 PM. The students who opt to attend Student Enrichment Academy (SEA) Programme will attend skill development activities from 2:15 to 3:15 PM.
3. The first bell of the day is rung at 8:50 AM and there will be a prayer / assembly at 8:55 AM, followed by the first hour of class at 9:00 AM.
4. There will be a warning bell five minutes before the commencement of classes for each session, while the students are to go to their respective classes and take their seats and be ready for the classes.
5. The students are expected to remain strictly in silence within the classroom in between the class hours, while waiting for the faculty or in cases of the faculty being busy with other duties or absent from duties. The students are not allowed to leave the classroom during the class hours.
6. No student should leave the classroom during class hours without the permission of the faculty.
7. The students have to move swiftly in silence, when there is a need to shift classrooms.
8. Only the short break and the lunch break may be used for visiting washrooms and for drinking water.
9. Emergency needs and situations are to be brought to the notice of the faculty immediately.
10. Late comers should strictly get a permission slip from the principal to enter into the class.

**Dress Code and Etiquette**

11. Students are expected to attend the College neatly dressed adhering to approved etiquette.

12. The students are to wear College uniform on all days (Except Wednesday) of the College.
13. The students should not alter the College uniform at any circumstance.
14. If any student alters the College uniform, the student will be penalised and shall be instructed to buy new one(s).
15. Male students are prohibited from wearing round necked T-Shirts, T-Shirts with images, icons, words, cargo trousers with multi-pockets and hangings, jeans, caps, wrist bands, ear-rings, keep long beard, long and untrimmed hair.
16. Female students are prohibited from wearing leggings, mini skirts, T-Shirts, short tops, jeans, shorts, sleeveless shirts / tops, cargo pants, sleeveless blouses, skin tight pants, high heeled shoes, wrist bands, fancy hair clips and ear-rings.
17. The students are to wear plain black socks and shoes, neatly polished.
18. The girls are to keep only pony-tailed hair, neatly tied with a black hair band; hair clips or pins are not permitted.
19. The students are not allowed to colour their hair.
20. The dress code for Sports and Games shall be individual sports uniform with canvas shoes.
21. The students are to keep their nails trimmed and clean.
22. The students are not allowed to consume any kind of edible or chewable in the class hours.

**Attendance and Leave**

23. University and College rules require REGULAR ATTENDANCE for both theory and practical hours. Attendance is noted for each period at the commencement of the class.

24. A student who is not in the class when attendance is taken shall be marked absent. If a student absents oneself even for one hour, (s)he shall lose attendance for that entire session.
25. For attending pre-planned events and programmes, prior permission for leave needs to be taken. In case of emergency situations of illness, etc., the parent / guardian / warden of the hostel has to inform of the absence to the faculty in-charge over telephone by 9:00 AM.
26. Only the Leave application format available in the College Office shall be used for applying for leave. The leave application signed by the student and one's parent / guardian / warden of the hostel should be submitted in advance or on the first day of his / her return to the College after the leave to the faculty in-charge. The student has to explain the reason for absence to the faculty in-charge and then take the leave application for approval of the Head of the Department and submit the same to the faculty in-charge. No student is allowed to attend class without getting the leave approved. In case of absence on medical reasons, the student should produce a medical certificate from a registered medical practitioner.
27. The students must look at the absentee list put up on the College notice board every day; if anyone is marked absent by mistake, then he/she should approach for rectification by obtaining a correction slip issued by the concerned faculty and countersigned by the Head of the Department.
28. Periodic intimation will be given to the parent / guardian of the student for information and suitable action. The attendance of every student will be summed up at the end of each semester. In case of a student taking more than three days of leave consecutively, the parents / guardians

will have to accompany the student when he / she returns to the College after such leave.

29. No student is allowed to take leave during Tests or Assignments or exempted from them. It is compulsory to prepare well and write all internal tests and model examinations.
30. Fee concession holders and scholarship holders should have minimum 90% attendance as per Government Order.
31. To appear for the University Semester Examinations, the University rules require a minimum of 75% attendance.

**General Rules to Student**

32. Students are strictly not permitted to carry Mobile Phones, Tab, Cameras, iPods, MP3 Players, or any other gadget to the College.
33. Students have to wear the Identity Cards issued by the College throughout their stay in the campus. Entry to the campus will be allowed only on production of Identity Cards to the security personnel at the College gate(s).
34. Any loss of Identity Card has to be reported immediately to the College office and application for new Identity Card needs to be submitted with the required fees.
35. Students of one class are not allowed to enter into any other class without prior permission from the faculty.
36. Students shall make every endeavour to keep the College buildings, facilities and campus clean. Students are requested to use the dust bin and should not throw anything in the classroom or corridor or keep waste or personal things inside the desk.
37. The students are not allowed to lean on to the walls or place their feet on them.
38. Students are not allowed to sit in the railings or on the steps of staircases.

39. Students are forbidden from writing, scribbling, painting on the walls, desks or any other facility of the College.
40. The students are not allowed to shift furniture or fittings in the classroom, library or any other facility in the College without being directed to do so by teachers or other staff of the College.
41. Students found guilty of damaging, destroying College property shall be penalised and asked to replace the same at their own cost.
42. Smoking is strictly prohibited inside the College campus as per Government Order.
43. Students found using drugs or liquor or any other contraband material shall be dismissed immediately.
44. Students should not participate in political or communal activities.
45. Students and parents shall co-operate with every activity of the College during and outside the College hours.
46. The students are not allowed to whistle, hoot or howl during College functions or events.
47. The vehicles / two wheelers are to be parked only in the allotted parking lots. The parking timings are to be followed. It is compulsory to submit copies of vehicle documents and driving license to the College.
48. Students found guilty of using foul language or behaving rudely towards the staff members or fellow students will be expelled from the College.
49. Students are advised to read notices put on the notice board. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.
50. Eve-teasing and ragging are banned in the campus. If any student indulges in eve-teasing and ragging, criminal action will be initiated against that student.

51. Students are permitted to the College office during the Morning Interval / Lunch Break / after 2.15 PM for official work and payment of fees.

**Issue of certificates**

- Transfer Certificates will be issued to students who leave the Institution, only after all the dues are paid.
- Certificate (Transfer, conduct, etc.) will be issued within a week from the date of application.

**52. Under Tamil Nadu Educational rules**

- a. The Principal is empowered to inflict the following punishments in the interest of students of the institution:
  - Fine
  - Loss of attendance
  - Loss of term certificate
  - Suspension and
  - Expulsion
- b. The power to take disciplinary action against a student is inherent with the Principal.

**FEES AND SCHOLARSHIPS**

**COLLEGE FEES**

The Management of the College reserves the right to collect the fees at the rate at the time of admission and to increase the fees for the course of study at the beginning of the academic year, if necessary.

The parents / guardians are to make timely payment of prescribed fees to the College Office.

For payment of Semester Examination fees, the directions given by the affiliating University shall be informed and notified to the students and the students are expected to follow the online procedure on time. At completion of the online registration and payment of examination fees, a copy of the payment slip shall be submitted to the faculty in-charge in the College.



## **SCHOLARSHIPS**

The College facilitates, recommends and helps the students to avail Government Scholarships such as Post Matric scholarships for Minority students, Maulana Azad National Fellowship for Minority Students, etc.

## **CAMPUS FACILITIES AND STUDENT AMENITIES**

### **CAMPUS**

The campus is beautifully laid out, and developed with landscaped gardens and excellent facilities for sports and games. The College is impressively housed in large building, with well-furnished classrooms, well-equipped laboratories, library, conference hall, multimedia hall, etc. for various departments.

### **COLLEGE LIBRARY**

The College has a spacious central library, holding an excellent collection of latest books, magazines, journals, and periodicals in different subject areas. In addition, the major departments such as Commerce, Chemistry, Computer Science, English, Mathematics and Physics, have separate departmental libraries with a fine stack of books for academic enrichment and for HRD, Science Aptitude, General Knowledge and Competitive Examinations are also available in the library.

#### **Library Rules**

1. Every student must possess a Reader's Card while making use of the library and produce the same to the library staff on entering the library.
2. Strict discipline and silence must be maintained in the library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
3. One book will be issued against one Reader's Card for specific number of days only.
4. Reference material should not be taken outside the library.
5. Books for overnight reading will be issued at specific time on the discretion of the librarian and the same must be returned before 9:00 AM next day.

6. Newspapers and periodicals are issued against library cards for reading in the library only.
7. When books are issued, students should check pages of the book in front of the librarian in order to identify missing pages and report the same to the librarian before leaving the counter. On returning the book(s), if pages are found missing, the last borrower of the book shall be held accountable for the missing pages and shall accordingly pay for the purchase of the latest edition of the same book or double the cost of the book, whichever is higher.
8. Students are required to handle books and reading materials very carefully. Marking library books with pencil or ink or spoiling the same in any other way will be viewed very seriously. In such cases, the last reader will be held responsible unless (s)he shows the librarian at the time of issuing the book the previous marks or damages. In the event of damage of any kind, the last reader will be liable to compensate for the damage and pay for the purchase of the latest edition of the same book.
9. Late return of books shall attract a fine of Rs. 10/- per day for the first week and Rs 20/- per day for the second week.
10. In case a reader loses a book, (s)he should pay for the purchase of the latest edition of the same book.
11. Membership card is not transferable. Students must not lend their Reader's Card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.
12. The College Leaving Certificate or Transfer Certificate will be issued to students only after (s)he has returned all the Library books and cleared all library dues.

13. Reader's Card must be renewed every semester / year as notified.
14. First year students should get their Reader's Card issued from the Library by the prescribed date. No Reader's Card will be issued to any student after this date.
15. In case a student loses one's Reader's Card, the student should report the loss of Card immediately to the librarian and apply for a duplicate card on the prescribed form available at the library by paying the prescribed fees for duplicate Reader's Card.

**ADMINISTRATIVE OFFICE**

The Administrative office of the College is named in memory of Msgr Philip Kodianthara. It functions on all working days between 9:00 AM to 5:00 PM.

**College Office Hours**

***For Students***

10:50 to 11:00 AM; 12:00 to 12:30 PM;  
02:15 to 3:00 PM

***For Parents / Guardians***

10:00 AM to 12:30 PM; 2:00 to 5:00 PM

**ALUMNI ASSOCIATION**

All the students who have studied at St Alphonsa College of Arts and Science are members of the St Alphonsa College Alumni Association and are encouraged to involve themselves in the programmes conducted by the Association for them. Every student who leaves the College is registered in the association and later (s)he can become a member by paying Rs. 250/-. Periodic meetings of the Alumni are held in the campus for various groups divided according to their professions. The Alumni Association functions under the Management, Alumni Director, Staff members and other office bearers.

**CANTEEN**

A canteen, with enough seating capacity, is available on the campus. It serves nutritious and tasty vegetarian and non-vegetarian food.

**HOSTEL**

Hostel facility is provided for students. There is a separate hostel within the campus for female students with all the required amenities.

**LABORATORIES**

The College has state of the art laboratories for Chemistry, Physics and Computer Science. The well-equipped laboratories assist the students to gain knowledge and skills through experiments.

**MENTORING**

The College is organizing a systematic mentoring of students in order to ensure personalized assistance for achieving all round development in them. The students are guided to face the challenges of life for attaining their full potential.

**SICK ROOM**

In case of a student being suddenly indisposed, the concerned student or another student has to bring it to the immediate attention of a faculty in the department.

The student may be shifted to the Sick Room and having ascertained the nature of illness, the matter shall be brought to the notice of the Head of the Department and the Principal. No student shall be allowed to be in the Sick Room for more than an hour.

The College shall make arrangement to inform the parents / guardians through the registered mobile number. The parents / guardians are to come in person and take the student back home. Whenever necessary, the student shall be taken to the Government Primary Health Centre, Karungal.

**ACADEMIC CALENDAR 2022-23**  
**(ODD SEMESTER)**

Date	Day	July 2022	Day Order
1	Friday		
2	Saturday		
3	Sunday		
4	Monday		
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday	Bakrid	
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday		
18	Monday	Reopening of Classes for II PG	A
19	Tuesday		B
20	Wednesday		C
21	Thursday		D
22	Friday		E
23	Saturday		F
24	Sunday		
25	Monday	Reopening of Classes for II & III UG	A
26	Tuesday		B
27	Wednesday	St Alphonsa Feast Day Celebrations	C
28	Thursday	St Alphonsa Feast / Vavubali	
29	Friday		D
30	Saturday		E
31	Sunday		

Date	Day	August 2022	Day Order
1	Monday		F
2	Tuesday		A
3	Wednesday	Inauguration of I UG	B
4	Thursday		C
5	Friday		D
6	Saturday		E
7	Sunday		
8	Monday		F
9	Tuesday	Muharrum	
10	Wednesday		A
11	Thursday		B
12	Friday	International Youth Day / Independence Day Competitions and Celebrations	C
13	Saturday		
14	Sunday		
15	Monday	Independence Day	
16	Tuesday		D
17	Wednesday		E
18	Thursday		F
19	Friday	Krishna Jayanthi	
20	Saturday		
21	Sunday		
22	Monday	Commencement of I CIA	A
23	Tuesday	Inauguration of Commerce Association	B
24	Wednesday	Three Day Workshop – Dept of Computer Science / Inauguration of Mathematika Association	C
25	Thursday		D
26	Friday		E
27	Saturday	Industrial Visit – Dept. of Commerce	F
28	Sunday		
29	Monday	National Sports Day	A
30	Tuesday	Inauguration of Physics Forum	B
31	Wednesday	Ganesh Chaturthi	

Date	Day	September 2022	Day Order
1	Thursday		C
2	Friday		D
3	Saturday	Interaction in an Old Age Home – Dept of Maths	E
4	Sunday		
5	Monday	Movie Week – Dept of English	F
6	Tuesday	Inter-School Science Exhibition – Dept of Chemistry	A
7	Wednesday	Onam Celebration	B
8	Thursday	International Literacy Day – By NSS	C
9	Friday		D
10	Saturday		
11	Sunday		
12	Monday		E
13	Tuesday		F
14	Wednesday	Workshop for UG students – Dept of English	A
15	Thursday	Two Day National Workshop – Dept of Commerce	B
16	Friday		C
17	Saturday		
18	Sunday		
19	Monday		D
20	Tuesday		E
21	Wednesday	Inter-School Competition – Dept of English	F
22	Thursday	Industrial Visit – Dept of Chemistry	A
23	Friday	Association Inauguration – Department of Computer Science	B
24	Saturday	Blood Donation Camp – YRC	C
25	Sunday		
26	Monday	Commencement of II CIA	D
27	Tuesday	Workshop for PG students – Dept of English	E
28	Wednesday	Guest Lecture – Dept of Physics	F
29	Thursday	World Heart Day – By NSS	A
30	Friday		B



Date	Day	October 2022	Day Order
1	Saturday	Plastic Free Awareness Programme - By NSS	C
2	Sunday	Gandhi Jayanti	
3	Monday		
4	Tuesday	Ayutha Pooja	
5	Wednesday	Vijaya Dashami	
6	Thursday		D
7	Friday		E
8	Saturday	Industrial Visit – Dept of Maths	F
9	Sunday	Milad-un-Nabi	
10	Monday	First Aid Awareness Programme – YRC	A
11	Tuesday	ALFEST Competition (Inter-collegiate)	B
12	Wednesday		C
13	Thursday	National Disaster Day – By NSS	D
14	Friday	National Seminar – Dept of Commerce	E
15	Saturday	Exposure to Old Age Home – Dept of Computer Science / Global Hand Washing Day & Youth Awakening Day – By NSS	
16	Sunday		
17	Monday	Inter-College Paper and Poster presentation – Dept of Chemistry	F
18	Tuesday	IGNITE – 2k22 – Science Exhibition – Dept of Physics	A
19	Wednesday		B
20	Thursday	Alphonsian Trophy	C
21	Friday	Alphonsian Trophy	D
22	Saturday		E
23	Sunday		
24	Monday	Diwali	
25	Tuesday		F
26	Wednesday		A
27	Thursday		B
28	Friday	English Day	C
29	Saturday		D
30	Sunday		
31	Monday	Guest Lecture for III UG – Dept of English National Unity Day – By NSS	E

<b>Date</b>	<b>Day</b>	<b>November 2022</b>	<b>Day Order</b>
1	Tuesday	Awareness Programme – Dept of Computer Science	F
2	Wednesday		A
3	Thursday		B
4	Friday		C
5	Saturday		D
6	Sunday		
7	Monday	Commencement of III CIA	E
8	Tuesday		F
9	Wednesday		A
10	Thursday		B
11	Friday		C
12	Saturday		D
13	Sunday		
14	Monday		E
15	Tuesday		F
16	Wednesday	Last working day for all UG & PG	A
17	Thursday		
18	Friday	Commencement of University Examinations	
19	Saturday	National Constitution Day	
20	Sunday		
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		
25	Friday		
26	Saturday		
27	Sunday		
28	Monday		
29	Tuesday		
30	Wednesday		

**ACADEMIC CALENDAR 2022-23**  
**(EVEN SEMESTER)**

<b>Date</b>	<b>Day</b>	<b>December 2022</b>	<b>Day Order</b>
1	Thursday	World AIDS Day – By NSS	
2	Friday		
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday	World Human Rights Day – By NSS	
11	Sunday		
12	Monday	Commencement of Even Semester Classes	A
13	Tuesday		B
14	Wednesday		C
15	Thursday		D
16	Friday		E
17	Saturday		F
18	Sunday		
19	Monday		A
20	Tuesday	Inter-College Competition – Dept of English	B
21	Wednesday		C
22	Thursday	Christmas Day Celebration / National Mathematics Day	D
23	Friday	Christmas & New Year Vacation	
24	Saturday		
25	Sunday		
26	Monday	NSS Camp	
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
31	Saturday		

<b>Date</b>	<b>Day</b>	<b>January 2023</b>	<b>Day Order</b>
1	Sunday	New Year's Day	
2	Monday		E
3	Tuesday		F
4	Wednesday		A
5	Thursday		B
6	Friday		C
7	Saturday	Exposure to Senior Citizen Home – Dept of Commerce	D
8	Sunday		
9	Monday		E
10	Tuesday	Seminar – Department of Chemistry	F
11	Wednesday	National Seminar – Dept of English	A
12	Thursday	National Youth Day – NSS	B
13	Friday	Pongal Celebration	C
14	Saturday	Pongal Holiday	
15	Sunday	Pongal Holiday	
16	Monday	Thiruvalluvar Day	
17	Tuesday	Guest Lecture – Mathematics	D
18	Wednesday	Guest Lecture – Commerce	E
19	Thursday		F
20	Friday	Commencement of I CIA	A
21	Saturday		B
22	Sunday		
23	Monday		C
24	Tuesday	Alcreatica (Inter-Departmental Competitions)	D
25	Wednesday		E
26	Thursday	Republic Day	
27	Friday	International Seminar – Dept of Physics	F
28	Saturday		A
29	Sunday		
30	Monday		B
31	Tuesday		C

Date	Day	February 2023	Day Order
1	Wednesday		D
2	Thursday		E
3	Friday		F
4	Saturday	Health and Hygiene - YRC	A
5	Sunday		
6	Monday	Career Guidance and Enhancing Employability Skill Training – NSS	B
7	Tuesday		C
8	Wednesday		D
9	Thursday		E
10	Friday	Visit to Science Centre – Dept of Physics / National Seminar – Department of Mathematics	F
11	Saturday		
12	Sunday		
13	Monday		A
14	Tuesday		B
15	Wednesday	National Conference – Dept of Commerce	C
16	Thursday		D
17	Friday	National Conference – Dept of Computer Science	E
18	Saturday		F
19	Sunday		
20	Monday	Commencement of II CIA	A
21	Tuesday		B
22	Wednesday		C
23	Thursday		D
24	Friday	Inter-School Competition – Dept of Mathematics	E
25	Saturday		F
26	Sunday		
27	Monday	Science Day Celebration – Dept of Physics	A
28	Tuesday	Science Day Celebration – Dept of Chemistry	B

Date	Day	March 2023	Day Order
1	Wednesday		C
2	Thursday	Theatre Workshop – Dept of English	D
3	Friday	ALPHICS - 2023	E
4	Saturday	ALPHICS - 2023	F
5	Sunday		
6	Monday		A
7	Tuesday		B
8	Wednesday	International Women's Day	C
9	Thursday		D
10	Friday		E
11	Saturday	Awareness Programme – YRC	F
12	Sunday		
13	Monday		A
14	Tuesday	International Mathematics Day	B
15	Wednesday	World Consumer Day – NSS	C
16	Thursday	Inter-Department Drama Competition – Dept of English	D
17	Friday	ALCOM Festival – Dept of Commerce	E
18	Saturday		F
19	Sunday		
20	Monday		A
21	Tuesday		B
22	Wednesday	World Water Day / Telugu New Year	
23	Thursday		C
24	Friday		D
25	Saturday	Awareness Programme on CA/ACA/ICWA - Commerce	E
26	Sunday		
27	Monday	Commencement of III CIA	F
28	Tuesday		A
29	Wednesday		B
30	Thursday		C
31	Friday		D

<b>Date</b>	<b>Day</b>	<b>April 2023</b>	<b>Day Order</b>
1	Saturday		E
2	Sunday		
3	Monday	Valediction of Mathematika Association	F
4	Tuesday	Valediction of Commerce Association	A
5	Wednesday	English Literary Association Valediction	B
6	Thursday	Release of Young Writer's Book – Dept of Computer Science	C
7	Friday	Graduation Day / World Health Day – NSS	D
8	Saturday	Annual Day	E
9	Sunday		
10	Monday	Last working day for all UG/PG students	F
11	Tuesday		
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday		
17	Monday		
18	Tuesday		
19	Wednesday		
20	Thursday		
21	Friday		
22	Saturday		
23	Sunday		
24	Monday		
25	Tuesday		
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday		



**TIME TABLE (ODD SEMESTER)**

**CLASS :**

**D.NO:**

Day Order	I 9.00 AM - 9.55 AM	II 9.55 AM - 10.50 AM	Interval ( 10.50 AM 11.05 AM)	III 11.05 AM - 12.00 PM	Lunch Break (12.00 PM - 12.35 PM)	IV 12.35 PM - 01.25 PM	V 01.25 PM - 02.15 PM	SEA 2.15 PM - 3.15 PM
A								
B								
C								
D								
E								
F								

\* **SEA** - Students Enrichment Academy classes conducted between 2.15 pm to 3.15 pm.

**TIME TABLE (EVEN SEMESTER)**

**CLASS :**

**D.NO:**

Day Order	I 9.00 AM - 9.50 AM	II 9.50 AM - 10.40 AM	III 10.40 AM - 11.30 PM	Break (11.30 PM - 12.10 PM)	IV 12.10 PM - 01.00 PM	V 01.00 PM - 01.50 PM	Break (1.50 PM - 2.00 PM)	SEA 02.00 PM - 3.00 PM
A								
B								
C								
D								
E								
F								

\* **SEA** - Students Enrichment Academy classes conducted between 2.00 pm to 3.00 pm.

**NOTES**

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