



# **ST ALPHONSA COLLEGE**

## **OF ARTS AND SCIENCE**



(Accredited with B++ Grade D Cycle by NAAC)

An Institution run by the Epw Mission Catholic Diocese of Thoothukudi

(Affiliated to Macecrumun Sudhakar University, Thiruvananthapuram)

Soculapuzam, Kariakal, Kanyakumari District, Tamilnadu - 626 157

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

Ph: 04651 - 255540, 290760, 9444968133

**STUDENT HANDBOOK  
AND  
ACADEMIC CALENDAR  
2024 - 2025**

## 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): \_\_\_\_\_

Personal Number: \_\_\_\_\_

## DECLARATION OF THE PARENT / GUARDIAN

To

The Principal  
St. Alphonsa College of Arts & Science  
Socasaipuram, Karinkal - 629157  
Kanyakumari District  
principal@stalphonsa.edu.in

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 (ဆရာတို့၏ သီချင်း)**

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ယုံကြည် ဆရာတို့၏ သီချင်း

### ഇന്ത്യയുടെ പാട്ട്

ഇന്ത്യ എവിടെ ഓരോ വർഷങ്ങളിൽ  
ഇന്ത്യ എവിടെയെല്ലാം പാട്ടുണ്ട് അപ്പോൾ  
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### NATIONAL ANTHEM

Jana-gana-manta-adhinayaka jaya he  
Ekarata-bhagya-vidhata  
Panjab-Sindh-Gujarata-Maratha  
Eratida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
utkala-jaladhi-taranga  
Tava Subha name jage, tava subha asis mage,  
gane tava jaya-gatha.  
Jana-gana-mangala-Dayaika jaya he  
Ekarata-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,  
Elected are 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 Kundamloor, 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 Muriacken. 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 Lisieux 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 Eleramanganam in 1927 on the feast of Pentecost. She received the postulant veil on 2 August 1928 with the name Alphonsa. Her veitution was on 19 May 1930. Later she joined the St. Theresa's School, Chengamacherry for higher studies, on completing which she engaged in teaching for a period of one year at Valakkad. St. 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. Kurialackal Elias Chavers, she was miraculously cured. She completed the novitiate and made the solemn profession of her religious vows on 12 August 1936.



St. 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 loaves 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 1964 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 1965.

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.

St. 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.

## SYRO MALABAR CATHOLIC DIOCESE OF THUCKALAY

On April 29, 1955, the Holy Father Pius XII by the Bull 'Maltorum 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, Pethukani, Netta, Penna and Anamukham in the district of Kanyakumari. The faithful of these communities were mainly Syro-Malabar Catholics who had migrated from Central Kerala. From 1950 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 organize areas into parishes and mission stations mainly in the Nilavancode 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 Marjalamood, which was later, shifted to Mulkoottikal. The Bishops who have contributed to the mission work in

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

The Diocese of Thiruvananthapuram was erected by the Papal Bull "Apud Indiarum" 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 Alancherry was appointed the first bishop of the new Eparchy on December 18, 1996. Very Rev. Fr. George Alancherry was ordained Bishop on February 2, 1997. Bishop Mar George Alancherry 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 Episcopical 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 Soosipuram, 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 145 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, Soosipuram, 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



## Programmes

The College offers the following UG and PG Programmes:

UG Programmes	PG Programmes
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 Data Science	<b>Research Centres</b>
BSc Chemistry	Commerce & Physics

**Diploma Courses:**

1. Computerised Financial Accounting
2. Foreign Trade and Export-Import Documentation

## PROGRAMME STRUCTURE

(With effect from the Academic Year 2021-2022 onwards)

(As per the Rules & Regulations prescribed by Maharashtra Stateboard University, Mumbai)

### 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 Programmes.

#### STRUCTURE OF THE PROGRAMME:

The university has implemented new syllabus based on TAMS-CHE model with effect from the academic year 2023-24. Each programme has different types of courses, viz. theory courses such as Core / Allied / Elective / Non-Major Elective / Skill-Based / Neem Mudhalkar / Value Education / Research Methodology, etc. Others include Practicals / Laboratory Courses / Theory Courses with Laboratory Component / Project Work (Minor or Major) / Fieldwork / Personality and Character Development Courses (NOC / HNS / ERC / YRC). The Course structure with the number of Programmes per Semester / Credit Assignment for each programme in each category of UG and PG Degree are provided. \*

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

## MANAGEMENT

His Excellency

**Mar George Rajendran, SDB**

Bishop of Thuckalay

*Chairman*

**Very Rev. Fr. Thomas Powathuparampil**

Vicar General, Diocese of Thuckalay

*Manager*

**Very Rev. Fr. Antony Jose**

*Secretary and Correspondent*

**Rev. Dr. Michael Arockiasamy SDB**

*Principal*

**Rev. Fr. Ajin Jose**

*Campus Minister*

### GOVERNING BODY

Sl.No	Name	Designation
1	His Excellency Mar George Rajendran SDB	Chairman
2	Rev. Fr. Thomas Powathuparampil	Manager
3	Rev. Fr. Antony Jose	Secretary and Correspondent
4	Rev. Dr. Michael Arockiasamy SDB	Principal
5	Rev. Fr. Johnnal Arackaparampil	Treasurer
6	Rev. Fr. Ajin Jose	Campus Minister
7	Adv. Justinias Raj	Member
8	Dr. C. Rajan	Member
9	Mr. Augustine Theerappal	Member

### STANDING COMMITTEE OF GOVERNING BODY

Sl.No	Name	Designation
1	His Excellency Mar George Rajendran SDB	Chairman
2	Rev. Fr. Thomas Powathuparampil	Manager
3	Rev. Fr. Antony Jose	Secretary and Correspondent
4	Rev. Dr. Michael Arockiasamy SDB	Principal
5	Adv. Justinias Raj	Member

## Faculty Details

### Faculty of Tamil

Dr. Rajesh P B  
 Dr. P. Angel Jayalekshmi  
 Dr. N. S. Akshay

Assistant Professor & Head  
 Assistant Professor  
 Assistant Professor

### Faculty of Malayalam

Mr. M. Pradeepkiran

Assistant Professor

### Faculty of English

Rev. Dr. Michael Anthonymony BEd  
 Dr. R. Pradeep Kumar  
 Rev. Fr. Ajith Jose  
 Ms. M. Akshaya Innocentiate  
 Ms. T. Anisha Dhanraj Tiffany  
 Dr. V. E. Hoodha  
 Ms. V. V. Shikha  
 Ms. T. M. Jeeja Mary  
 Ms. Adiline Jaramba Mary S  
 Dr. O. S. Jeevika Joshi  
 Ms. Jaya Peethala  
 Dr. K. Akshay

Principal  
 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. Srivastava  
 Dr. H. Jeeva Devi  
 Dr. M. Sujitha  
 Dr. C. Sakshari  
 Dr. R. Poojamma  
 Dr. M. Sathya  
 Dr. P. Sangeetha

VP, Associate Professor & Head  
 Assistant Professor  
 Assistant Professor  
 Assistant Professor  
 Assistant Professor  
 Assistant Professor  
 Assistant Professor

### Faculty of Mathematics

Dr. P. B. Sreeniwasan  
 Dr. V. K. Kalavathi  
 Dr. M. L. Rohitha Jothi  
 Dr. J. Rameya  
 Dr. B. Arun Williams  
 Dr. M. Mohitha

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

### Faculty of Physics

Dr. P. H. Sankaranarayanan  
 Dr. M. H. Anitha Devi  
 Dr. S. Ajitha  
 Dr. V. Deepa Poo  
 Dr. C. S. Siju  
 Dr. S. K. Ramani  
 Dr. J. Sangeetha

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

### Faculty of Chemistry

Dr. M. Jeeva Jeeva Devi  
 Dr. A. Anitha  
 Dr. S. Jothi Kumar  
 Ms. J. Mary Vasantham

Assistant Professor & Head  
 Assistant Professor  
 Assistant Professor  
 Assistant Professor



**Faculty of Computer Science**

Dr. A. Bood  
 Mr. K. Josephs Immaculate Shady  
 Dr. Salimic Evelyn Sauram  
 Mr. Malina E.  
 Ms. Socha Devi E

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

**Faculty of Data Science**

Dr. S. Eaglam Sasa  
 Ms. Aniga Marjara A

Assistant Professor & Head  
 Assistant Professor

**Faculty of Physical Education**

Dr. A. P. Solesin  
 Ms. F. Anisha

Physical Director & Head  
 Physical Director

**Librarian**

Rev. Sr. Ajitha V Astachelli SABB

Librarian

**Counsellor**

Rev. Sr. Princy Rajkhal CHF

Counsellor

<b>Non-Teaching Staff Details</b>
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Ms. D. Jaya	Superintendent
Er. R. Pannar Selvam	Public Relation Officer
Rev. Sr. Theodosius Chacko SABB	Accountant
Mr. K. Jona Anish	Junior Assistant & Typist
Ms. O Arlene George	Junior Assistant
Mr. D. Sojan	Office Assistant
Mr. G. Gudevan Theodoros	Office Assistant
Ms. T. Agnes Mary	Examination
Ms. P. Helen Mary	Lab Asst in Chemistry
Mr. R. Jenick	Lab Asst in Computer Science
Ms. T. Shalini	Lab Asst in Physics
Ms. M. Mary Saba Em	Library Assistant
Mr. G. Shajan	Cleaner
Mr. S. Venu Deyal	Cleaner
Mr. S. Stephen Raj	Cleaner
Mr. S. Sakaya Sista	Cleaner
Mr. S. Sakaya Albert Raj	Cleaner
Ms. Y. Balin Mary	Support Staff
Ms. Y. Leela	Support Staff
Ms. M. Mary Akshala	Support Staff
Ms. F. Saravani	Support Staff
Ms. E. Hema Salm	Support Staff
Ms. C. Ajitha	Support Staff
Ms. A. Mary Anitha	Support Staff
Mr. S. Theodoros	Garbage
Mr. Anandakrishnan	Security

## Committees

### Collega Committee

<ul style="list-style-type: none"> <li>Manager</li> <li>Secretary &amp; Correspondent</li> <li>Principal</li> <li>Associate Professor</li> <li>Assistant Professor</li> <li>Office Superintendent</li> <li>University Representative</li> </ul>	<ul style="list-style-type: none"> <li>Rev. Fr. Thomas Peratturparambil</li> <li>Rev. Fr. Anthony Jose</li> <li>Rev. Dr. Michael Arackalandy</li> <li>Dr. R. Srinivasan</li> <li>Dr. R. Premach Kumar</li> <li>Mr. D. Jaya</li> <li>Dr. B. Anthea</li> </ul>
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### Council of Heads

<ul style="list-style-type: none"> <li>Chairperson</li> <li>Secretary &amp; Correspondent</li> <li>Comptroller Minister</li> <li>Co-ordinator</li> <li>Staff Secretary</li> <li>Members</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Rev. Fr. Anthony Jose</li> <li>Rev. Fr. Ajay Jose</li> <li>Dr. R. Srinivasan</li> <li>Mr. M. Akhilar Innocentiate</li> <li>Dr. P. H. Sudhartha Paul</li> <li>Dr. R. Premach Kumar</li> <li>Dr. M. Jaba Jeeva Rom</li> <li>Dr. A. Sreed</li> <li>Dr. B. Beghla Easa</li> <li>Dr. P. B. Scott Edilker</li> <li>Dr. Rajesh P B</li> <li>Dr. A. P. Basim</li> <li>Dr. R. Pinner Selvam</li> </ul>
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### Academic Council

<ul style="list-style-type: none"> <li>Chairperson</li> <li>Advisor</li> <li>Comptroller Minister</li> <li>Co-ordinator</li> <li>Members</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Rev. Fr. Anthony Jose</li> <li>Rev. Fr. Ajay Jose</li> <li>Dr. V. S. Sridhar</li> <li>Dr. R. Srinivasan</li> <li>Dr. M. Sridhar</li> <li>Dr. R. Premach Kumar</li> <li>Dr. P. H. Sudhartha Paul</li> <li>Dr. B. K. Ramani</li> <li>Dr. A. Sreed</li> <li>Dr. B. Beghla Easa</li> <li>Dr. P. B. Scott Edilker</li> <li>Dr. M. Sridhar</li> <li>Dr. M. Jaba Jeeva Rom</li> <li>Dr. Rajesh P B</li> <li>Mr. M. Akhilar Innocentiate</li> </ul>
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### Examination Committee

<ul style="list-style-type: none"> <li>Chairperson</li> <li>Chief Superintendent</li> <li>Members</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Dr. R. Srinivasan</li> <li>Dr. P. H. Sudhartha Paul</li> <li>Dr. R. Premach Kumar</li> <li>Dr. M. Jaba Jeeva Rom</li> <li>Dr. A. Sreed</li> <li>Dr. P. B. Scott Edilker</li> <li>Dr. Rajesh P B</li> <li>Mr. D. Jaya</li> </ul>
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## **IQAC**

Chairperson :  
Manager:  
Secretary & Correspondent:  
Campus Minister:  
Coordinator:  
Members:

Principal  
Very Rev. Fr. Thomas Perumburam  
Rev. Fr. Anthony Jose  
Rev. Fr. Ajay Jose  
Ms. V. V. Srinitha  
Dr. R. Srinivasan  
Ms. T. Anusha Dhanraj Tibbani  
Dr. B. Jini Karmani  
Dr. S. K. Ramani  
Ms. Anigo Marjori A  
Dr. M. Subala  
Dr. M. Mohitha  
Dr. M. N. Archana Devi  
Ms. G. Jaya

## **Admission Committee**

Chairperson :  
Secretary & Correspondent:  
Campus Minister:  
Co-ordinator:  
Members:

Principal  
Rev. Fr. Anthony Jose  
Rev. Fr. Ajay Jose  
Ms. M. Archana Innocentiate  
Heads of Departments  
Dr. R. Paulose  
Dr. C. S. Eija  
Dr. J. Ramya  
Dr. B. Jini Karmani  
Dr. Rajesh P S  
Dr. A. P. Basan  
Ms. D. Jaya  
Dr. R. Poojaee Balman

## **Alumni Association**

Chairperson:  
Secretary & Correspondent:  
Campus Minister:  
Co-ordinator:

President  
Vice President  
Secretary  
Joint Secretary  
Treasurer  
Executive Member  
Members:

Principal  
Rev. Fr. Anthony Jose  
Rev. Fr. Ajay Jose  
Dr. F. H. Subhoobik Paul  
Dr. V. S. Hoodha  
Mr. C. D. Sarman Jay  
Ms. C. Divya  
Ms. S. Sneha Roy  
Ms. R. Malinika Mol  
Ms. A. Anusha Margaret  
Ms. R. G. Jersey  
Heads of Departments

## **Library Committee**

Chairperson  
Secretary & Correspondent  
Convener  
Co-Convener  
Members:

Principal  
Rev. Fr. Anthony Jose  
Rev. Sr. Athina  
Ms. M. Mary Balin Eza  
Dr. M. Jacob James Rom  
Dr. S. Arin Williams  
Ms. S. Archana Jeyaram Mary  
Dr. S. Angel Joyal Rom  
Dr. J. Ramya  
Dr. M. Radhika  
Ms. P. Anusha  
Ms. G. Archana George

### Fine Arts Committee

Chairperson :  
Secretary & Correspondent  
Compos. Minister  
Convener  
Co-Convener

Members

Principal  
Rev. Fr. Anthony Jones  
Rev. Fr. Ajay Jones  
Dr. O. B. Jamuna Jothi  
Ms. J. Mary Vasanthani  
Dr. R. L. Sathya Jain  
Dr. J. Beena  
Dr. C. B. Eya  
Mr. T. M. Jagan Mary  
Dr. K. Akish  
Dr. V. Balramj  
Dr. M. Radhika  
Dr. B. Begum Soos  
Mr. R. Gomathi Sannakulana Shally  
Dr. P. B. Suresh Sathar  
Dr. M. Jaba Jeeva Rani  
Dr. Rajesh P S  
Dr. S. Jagan Jayalaxmi Rani

### Sports Committee

Chairperson :  
Secretary & Correspondent  
Compos. Minister  
Convener  
Co-Convener  
Members

Principal  
Rev. Fr. Anthony Jones  
Rev. Fr. Ajay Jones  
Dr. A. P. Beena  
Ms. P. Anitha  
Dr. Rajesh P S  
Dr. V. Easa Foa  
Dr. R. Paulraj  
Dr. V. K. Kishor Vasa  
Dr. B. Begum Soos  
Ms. Jaya Prabhala

### Website Committee

Chairperson :  
Secretary & Correspondent  
Compos. Minister  
Convener  
Co-Convener  
Members

Principal  
Rev. Fr. Anthony Jones  
Rev. Fr. Ajay Jones  
Mr. Mathan. K  
Mr. Anigo Marjora. S  
Dr. K. Akish  
Dr. M. H. Anitha Jini  
Dr. P. Beena  
Dr. M. Mahiba  
Dr. A. Anitha  
Ms. P. Anitha  
Mr. R. Anish & Mr. R. Jeeva

### Magazines Committee

Chairperson :  
Secretary & Correspondent  
Compos. Minister  
Convener  
Co-Convener  
Members

Principal  
Rev. Fr. Anthony Jones  
Rev. Fr. Ajay Jones  
Dr. O. B. Jamuna Jothi  
Dr. K. Akish  
Dr. M. H. Anitha Jini  
Dr. P. Beena  
Dr. M. Mahiba  
Mr. Anigo Marjora. A  
Dr. A. Anitha  
Dr. R. Ponnar Balram  
Mr. D. Saja & Mr. R. Jeeva

**Research Forum**

Chairperson  
 Secretary & Correspondent  
 Co-Chair  
 Members

Principal  
 Rev. Fr. Antony Josa  
 Dr. R. Prasad Kumar  
 Dr. R. Srinivasan  
 Dr. M. Sakin  
 Dr. P. H. Sudhakar Paul  
 Dr. M. H. Aquilino Jind  
 Dr. S. Ajitha  
 Dr. S. S. Eya  
 Dr. V. K. Kalai Vani  
 Dr. V. B. Sankar

**Science Forum**

Chairperson  
 Secretary & Correspondent  
 Co-Chair  
 Members

Principal  
 Rev. Fr. Antony Josa  
 Dr. A. Soodi  
 Dr. P. H. Sudhakar Paul  
 Dr. M. Jaba Jeeva Ram  
 Dr. S. Sathya Easa

**First Aid Committee**

Chairperson  
 Secretary & Correspondent  
 Campus Minister  
 Co-Chair  
 Co-Chair  
 Members

Principal  
 Rev. Fr. Antony Josa  
 Rev. Fr. Ajay Josa  
 Dr. P. Soodi  
 Ms. M. Mary Helen Bos  
 Sr. Agatha V. Annuchilli  
 Ms. P. Anitha  
 Ms. P. Helen Mary

**MT Committee**

Chairman  
 Secretary & Correspondent  
 Campus Minister  
 Co-Chair  
 Members

Principal  
 Rev. Fr. Antony Josa  
 Rev. Fr. Ajay Josa  
 Dr. J. Sanyal  
 Ms. Sushila Devi. S  
 Dr. S. L. Sathish Jalin  
 Ms. Jaya Preethika  
 Dr. R. Ponnar Selvan

**Mentoring Committee**

Chairperson  
 Secretary & Correspondent  
 Campus Minister  
 Co-Chair  
 Co-Chair

Principal  
 Rev. Fr. Antony Josa  
 Rev. Fr. Ajay Josa  
 Sr. Feincy Raphael CDF  
 Ms. T. M. Julia Mary

**Anti-Drug Committee**

Chairperson  
 Secretary & Correspondent  
 Campus Minister  
 Co-Chair  
 Members

Principal  
 Rev. Fr. Antony Josa  
 Rev. Fr. Ajay Josa  
 Dr. C. S. Eya  
 Dr. R. Paulson  
 Dr. S. Angel Joydhat Ram  
 Dr. S. Ajitha  
 Ms. Jaya Preethika  
 Ms. J. Mary Vasantham  
 Ms. Sushila Devi. S  
 Dr. A. P. Basini

**Anti-Begging Committee**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener :	Dr. A. Anish
Co-Convener :	Dr. M. Jaba Jeeva Rami
Members :	Teacher, Killiyar
	Inspector of Police, Karungal
	Adv. Justice Raj
	Dr. R. Braganza
	Dr. P. H. Sudhartha Paul
	Dr. R. Prasad Kumar
	Dr. P. Anisha
	C. Vidya, II M.A English
	C. Datta Chandra, III B.Sc. CBC

**Prevention of Sexual Harassment Committee**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener :	Dr. M. Jaba Jeeva Rami
Members :	Dr. R. Braganza
	Dr. P. H. Sudhartha Paul
	Dr. R. Prasad Kumar
	Dr. B. Angel Joseph Rami
	Dr. A. P. Basim
	Ms. P. Anshu
	E. S. Edwin, I M.Sc. Media
	A. F. Calista, III B.COM

**Grievance and Redressal Cell**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener :	Ms. J Mary Vincentiam
Members :	Dr. R. Braganza
	Ms. V. V. Sreelak

**Grievance and Redressal Cell for Women Employees**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener :	Ms. Jaya Prabha
Members :	Dr. M. H. Adhina Jari
	Dr. H. Jeeva Devi
	Dr. Emily Regional CHP
	Dr. Ajitha V. Kottarathil BBS
	Dr. V. K. Helen Vasa

**Feedback Committee**

Chairperson :	Principal
Advisor :	Secretary & Correspondent
Convener :	Dr. B. Ajitha
Members :	Ms. Adhina Jeeva Mary S
	Dr. Sabinia Ercia Saramon
	Dr. Rajesh P S
	Ms. T. M. Jolaja Mary
	Dr. P. Basim
	Ms. P. Helen Mary
	Ms. M. Mary Salin Sc

**National Service Scheme (NSS)**

Chairperson :  
 Secretary & Correspondent  
 Campus Minister  
 Programme Officer 1  
 Programme Officer 2  
 Members :

Principal  
 Rev. Fr. Antony Jose  
 Rev. Fr. Ajay Jose  
 Dr. H. Paulose  
 Dr. B. Arun Williams  
 Dr. J. Beena  
 Ms. T. Annita Dominic Tiffney  
 Dr. R. L. Eshika John  
 Dr. Sabina Evelyn Susanna  
 Dr. E. S. Abitha

**Youth Red Cross (YRC)**

Chairperson :  
 Secretary & Correspondent  
 Campus Minister  
 Programme Officer 1  
 Programme Officer 2  
 Members :

Principal  
 Rev. Fr. Antony Jose  
 Rev. Fr. Ajay Jose  
 Dr. C. Sabaraj  
 Mr. Mathan. K.  
 Ms. T. M. Jolaja Mary  
 Ms. Jaya Preethika  
 Ms. Shalini Devi. S  
 Dr. E. Jini Kumar

**Red Ribbon Club (RRC)**

Chairperson :  
 Secretary & Correspondent  
 Campus Minister  
 Programme Officer 1  
 Programme Officer 2  
 Members :

Principal  
 Rev. Fr. Antony Jose  
 Rev. Fr. Ajay Jose  
 Dr. C. Sabaraj  
 Mr. Mathan. K.  
 Ms. T. M. Jolaja Mary  
 Ms. Jaya Preethika  
 Dr. J. Ramya  
 Dr. B. Angel Joyalini Ram

**Students Enrichment Academy (SEA)**

Chairperson :  
 Secretary & Correspondent  
 Co-ordinator  
 Co-ordinator  
 Members :

Principal  
 Rev. Fr. Antony Jose  
 Dr. F. H. Sathidevi Paul  
 Dr. B. K. Ramani  
 Dr. E. Srinivasan  
 Dr. P. B. Sathi Edilizer  
 Dr. A. Sural  
 Dr. B. Rajan Eiza  
 Dr. R. Praveen Kumar  
 Dr. K. Aksh  
 Dr. M. Racheen  
 Dr. V. S. Eshika  
 Dr. P. Seena  
 Dr. A. P. Bealan

**Classical Literary Club (CLC)**

Chairperson :  
 Secretary & Correspondent  
 Campus Minister  
 Co-ordinator  
 Members :

Principal  
 Rev. Fr. Antony Jose  
 Rev. Fr. Ajay Jose  
 Dr. B. Arun Williams  
 Dr. B. Angel Joyalini Ram  
 Ms. T. Annita Dominic Tiffney  
 Dr. S. Ajtha  
 Dr. Sabina Evelyn Susanna  
 R. S. Sangeeta Rani, II M.A English

Student Ambassadors :

**University Management Information System (UMIS)**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener & Nodal Officer :	Dr. R. Srinivasan
Co-Convener :	Mr. R. Jose Akkath

**Entrepreneurship Development Cell (EDC)**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener :	Ms. Jaya Pradeepa
Co-Convener :	Dr. P. Sanku

**All India Catholic University Federation (AICUF)**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener :	Dr. P. B. Senthil Kumar
Members :	Dr. Rajesh P B
	Dr. G. S. Jeyamma Jeyin
	Dr. M. Eshwar

**Stans Madhavan Upskilling Program**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener & NPOC :	Dr. V. Devi Poo
Co-Convener :	Ms. Adina Jeyamma Mary B
Members :	Head of Departments
	Mr. R. Jose Akkath

**Career Guidance and Placement Cell**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener :	Dr. V. Devi Poo
Co-Convener :	Dr. R. Srinivasan
Members :	Dr. E. Akkath
	Dr. C. Balraj
	Dr. A. Anitha
	Dr. V. K. Emini Vani
	Dr. T. M. Jeyamma Mary
	Ms. R. Jayamma International Health
	Dr. B. Angel Joyalst Flori

**Value Education Committee**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Campus Minister :	Rev. Fr. Ajay Jose
Convener :	Dr. H. Jennita Devi
Co-Convener :	Ms. T. M. Jeyamma Mary
	Ms. M. Akshita International

**Students Welfare Committee**

Chairperson :	Principal
Secretary & Correspondent :	Rev. Fr. Antony Jose
Convener :	Dr. J. Sanku
Members :	Dr. H. Jennita Devi
	Dr. V. S. Sanku
	Dr. V. S. Akitha
	Dr. J. Remya
	Mr. Susha Devi B



### Students Scholarship Committee

Chairperson  
Secretary & Correspondent  
Campus Minister  
Counselor  
Co-Counselor  
Members

Principal  
Rev. Fr. Antonio Josa  
Rev. Fr. Agn Josa  
Dr. R. Piusan Salvan  
Dr. M. Racheo  
Dr. M. Babilin  
Ms. T. Assita Demone Tiffney  
Ms. T. M. Jelaja Mary  
Mr. D. Bagn

### Women Welfare Committee

Chairperson  
Secretary & Correspondent  
Campus Minister  
Counselor  
Members

Principal  
Rev. Fr. Antonio Josa  
Rev. Fr. Agn Josa  
Dr. M. Racheo  
Dr. Princy Raphael CNF  
Ms. M. Alodia Inmaculata  
Dr. B. Angel Joylat Rom  
Dr. V. E. Galin Van  
Ms. B. Adline Jarana Mary  
Dr. R. L. Scribe Julia

### Fadhanao Ferao Scheme

Chairperson  
Secretary & Correspondent  
Campus Minister  
Counselor  
Co-Counselor

Principal  
Rev. Fr. Antonio Josa  
Rev. Fr. Agn Josa  
Dr. M. Racheo  
Mr. D. Bagn

### Students Council

Chairperson  
Secretary & Correspondent  
Campus Minister  
Counselor  
Student Chairperson  
Student Vice Chairperson  
Secretary  
Treasurer  
Joint Secretary  
Members

Principal  
Rev. Fr. Antonio Josa  
Rev. Fr. Agn Josa  
Ms. M. Alodia Inmaculata  
Elected Student  
Elected Student  
Elected Student  
Elected Student  
Elected Student  
Dr. R. Brumason  
Dr. P. H. Sadihocka Paul  
Dr. R. Pransak Kumar  
Dr. J. Seena  
Elected Student  
Elected Student  
Elected Student  
Elected Student

### PTA Committee

Chairperson  
Secretary & Correspondent  
Campus Minister  
Counselor  
Members

Principal  
Rev. Fr. Antonio Josa  
Rev. Fr. Agn Josa  
Dr. P. H. Sadihocka Paul  
Dr. R. Brumason  
Dr. V. E. Galin Van  
Ms. D. E. Abria  
Ms. M. Alodia Inmaculata  
Ms. R. Jacinta Inmaculata Shelly  
Dr. A. Seena

**Campus Ministry**

Chairperson :	Principal
Secretary & Correspondent	Rev. Fr. Antony Jose
Convener	Rev. Fr. Ajay Jose
Co-Convener:	Fr. Ajith V. Kottarakkall SAE8
Members	Fr. Frincy Raphael CBF Fr. Theodosius Chacko SAE8 Dr. N. Joseph David Dr. J. S. Anish

**Students Discipline Committee**

Chairperson	Principal
Secretary & Correspondent	Rev. Fr. Antony Jose
Campus Minister	Rev. Fr. Ajay Jose
Convener	Dr. A. P. Basilio
Co-Convener:	Mr. P. Anish
Members	Heads of Departments

**Public Relation and Documentation Committee**

Chairperson :	Principal
Secretary & Correspondent	Rev. Fr. Antony Jose
Campus Minister	Rev. Fr. Ajay Jose
Convener	Dr. R. Ponnusai Selvam
Members	Dr. P. S. Rajesh Dr. R. Paulosest Mr. D. Sajan

**Physical Arrangement Committee**

Chairperson	Principal
Secretary & Correspondent	Rev. Fr. Antony Jose
Campus Minister	Rev. Fr. Ajay Jose
Convener	Dr. R. Ponnusai Selvam
Members	Mr. R. Jose Anish Mr. D. Gaudens Theobayus Mr. R. Joseph Mr. D. Sajan Mr. S. Vasis Gopal Mr. K. Rajinikan Raj Mr. S. Sagarin Britto Mr. S. Albert Raj

**Guests Committee**

Chairperson	Principal
Secretary & Correspondent	Rev. Fr. Antony Jose
Campus Minister	Rev. Fr. Ajay Jose
Convener	Dr. A. P. Basilio
Members	Dr. V. S. Eusebio Mr. M. Ramesh Mr. P. Anish Dr. R. Ponnusai Selvam

**Transport Committee**

Chairperson	Principal
Secretary & Correspondent	Rev. Fr. Antony Jose
Campus Minister	Rev. Fr. Ajay Jose
Convener	Dr. R. Ponnusai Selvam
Members	Mr. D. Sajan Mr. S. Vasis Gopal Mr. K. Rajinikan Raj Mr. S. Sagarin Britto Mr. S. Albert Raj

## 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 children / ward on College working days.
8. All the parents / guardians have to come with their wards for the Parent-Teacher Meeting scheduled by the College.
9. 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.
10. A student once enrolled for a programme is expected to complete the same.

## Academic Hours

11. 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.
12. The regular class hours are from 9:20 AM to 3:20 PM. The Student Enrichment Academy (SEA) which involves skill development activities will be held from 2:25 to 3:20 PM.
13. The first bell of the day is rung at 9:20 AM and there will be a prayer / assembly at 9:25 AM, followed by the first hour of class at 9:30 AM. All the students are expected to be punctual for the classes and programmes.
14. 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.
15. The students are expected to remain strictly in silence within the classroom in between the class hours, while waiting for the faculty or in case of the faculty being busy with other duties or absent from duties.
16. No student should leave the classroom during class hours without the permission of the faculty.
17. The students have to move swiftly in silence, when there is a need to shift classrooms.
18. Only the short break and the lunch break may be used for visiting washrooms and for drinking water.
19. Emergency needs and situations are to be brought to the notice of the faculty immediately.
20. Late comers should strictly get a permission slip from the Principal to enter into the class.

## Dress Code and Etiquette

21. Students are expected to attend the College neatly dressed adhering to approved etiquette.
22. The students are to wear College uniform on all days of the College. A fine may be levied for the lack of proper uniform.
23. The students should not alter the College uniform at any circumstance.
24. If any student alters the College uniform, the student will be penalised and shall be instructed to buy new one(s).
25. If the College allows colour dress on special days, the students are expected to be in simple and formal dress and properly groomed in the college premises.
26. Male students are prohibited from wearing T-Shirts, cargo trousers with multi-pockets and hangings, jeans, caps, wrist bands, and ear-rings.
27. Female students are prohibited from wearing leggings, mini skirts, T-Shirts, short tops, jeans, sleeveless shirts / tops, cargo pants, sleeveless blouses, skin tight pants, high heeled shoes, wrist bands, fancy hair clips and ear-rings.
28. The students are to wear plain black socks and shoes, neatly polished.
29. The girls are to keep only pony-tailed hair, neatly tied with a black hair band; hair clips or pins are not permitted.
30. The boys are prohibited to keep long beard and untrimmed hair.
31. The students are not allowed to colour their hair.
32. The dress code for Sports and Games shall be individual sports uniform with canvas shoes.
33. The students are to keep their nails trimmed and clean.
34. The students are not allowed to consume any kind of edible or chewable in the class hours.

## Attendance and Leave

35. 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.
36. 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.
37. 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 9:30 AM.
38. 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.
39. 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.

40. 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.
41. 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.
42. Fee concession holders and scholarship holders should have minimum 90% attendance as per Government Order.
43. To appear for the University Semester Examinations, the University rules require a minimum of 75% attendance.

#### **General Rules to Students**

44. Students are strictly not permitted to carry Mobile Phones, Tab, Camera, iPads, iPods, MP3 Players, Smart Watch, or any other gadget to the College.
45. 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).
46. 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.
47. Students of one class are not allowed to enter into any other class without prior permission from the faculty.
48. 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.

49. The students are not allowed to lean on to the walls or place their feet on them.
50. Students are not allowed to sit in the railings or on the steps of staircases.
51. Students are forbidden from writing, scribbling, painting on the walls, desks or any other facility of the College.
52. 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.
53. Students found guilty of damaging, destroying College property shall be penalised and asked to replace the same at their own cost.
54. Smoking is strictly prohibited inside the College campus as per Government Order.
55. Students found using drugs or liquor or any other contraband material shall be dismissed immediately.
56. Students should not participate in political or communal activities.
57. Students and parents shall co-operate with every activity of the College during and outside the College hours.
58. The students are not allowed to whistle, hoot or howl during College functions or events.
59. 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 licence to the College.
60. Students found guilty of using foul language or behaving rudely towards the staff members or fellow students will be expelled from the College.
61. 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.



62. Eye-teasing and ragging are banned in the campus. If any student indulges in eye-teasing and ragging, criminal action will be initiated against that student.
63. Students are permitted to the College office during the Morning Interval / Lunch Break / after 3.20 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.

#### **54. 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.

### **FEEES 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 Metric scholarships for Minority students, Maulana Azad National Fellowship for Minority Students, SC/ST Scholarship, Central Sector Scheme, Pudhural Penna Scheme, Tamil Pudhalvan Scheme, Beedi Workers Scholarship, 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 English, Commerce, Mathematics, Physics, Chemistry, Computer Science and Data Science, have separate departmental libraries with a fine stock of books for academic enrichment and for HRD. Science Aptitude, General Knowledge and Competitive Examinations are also available in the library.

#### **Library Rules**

1. Absolute silence must be maintained in and around the library. Loud consultation, animated conversation, etc. are strictly prohibited.
2. The library will remain open between 8:45 a.m. and 4:15 p.m. on all working days.
3. The library is fully computerized with Koha Software. Searching, issuing, and returning of books are done through computers.

4. The staff and students must sign the register which is at the entrance of the library before using the same.
5. All the personal belongings are to be kept at the property counter, outside the library.
6. The process of borrowing a book from the library is simple. Each student is issued three borrower's cards. As a rule, only one book is issued on a single card. The reader must surrender his/her card when a book is issued and take back the card when the book is returned.
7. Borrower's cards are not transferable and must be renewed every semester/year as notified.
8. The lending period for students is 14 days and the staff is one semester. Late return of books shall attract a fine of Rs. 10/- per-week.
9. Any damage or loss of the library books/ documents will require a replacement of new copy of the latest edition within the due date. If it is not available in the market, two times the current price of the book and the fine up to the date on which the book is replaced are to be paid.
10. When books are issued, the borrowers shall examine the books and point out to the librarian, any damage or defect or mutilation in the books taken. The borrowers will be held responsible for any damage seen at the time of return.
11. Reference materials, newspapers and periodicals are not to be taken outside the library.
12. Use of mobile phones or any other gadgets are strictly prohibited inside the library. If any student is found violating the rule will lose the library membership for certain period and the gadgets will be handed over to the Principal for further action.

13. No refreshments or foodstuff of any kind shall either be carried or consumed anywhere inside the library. And the library is strictly prohibited for any kind of practices.
14. All the library arrears should be cleared by the students before they receive their hall tickets for semester exams as well as before obtaining the Transfer Certificate.
15. No class shall enter the library without the accompanying substitute teachers. If any meeting is arranged in the library, prior permission must be obtained from the Librarian.

### **ADMINISTRATIVE OFFICE**

The Administrative office of the College is named in memory of Mary Philip Kodianthara. It functions on all working days between 8:45 AM to 4:15 PM.

#### **College Office Hours**

##### **For Students**

08:45 to 09:30 AM; 01:00 to 01:30 PM;  
08:30 to 04:15 PM

##### **For Parents / Guardians**

10:00 AM to 01:00 PM; 2:00 to 4:00 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 in the College 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 Physics, Chemistry, Computer Science and Data 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 challenge of life for attaining their full potential.

## **INFIRMARY**

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 Infirmary 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 Infirmary 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 2024-25**  
**(ODD SEMESTER)**

Date	Day	June 2024	Day Order
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday	Fast Day of the Correspondent & Secretary	
14	Friday	Orientation Programme for staff	
15	Saturday	Working Day for Staff	
16	Sunday		
17	Monday	Fast Day	
18	Tuesday	Working Day for Staff	
19	Wednesday	College Reopens for UG II, III & PG II	A
20	Thursday	Commencement of Classes for UG I Bridge Course for I UE Begins	B
21	Friday	International Yoga Day	C
22	Saturday		
23	Sunday		
24	Monday		D
25	Tuesday		E
26	Wednesday		F
27	Thursday		A
28	Friday		B
29	Saturday		
30	Sunday		

Date	Day	July 2024	Day Order
1	Monday		C
2	Tuesday	Conclusion of Bridge Course	D
3	Wednesday	Fest of St. Thomas, Apostles of India	
4	Thursday	Orientation for First UG Students	E
5	Friday	Sanctus Messa	F
6	Saturday		
7	Sunday		
8	Monday	SEA Programme Begins Orientation for First Years - Fashion Show	A
9	Tuesday		B
10	Wednesday	India Youth Programme	C
11	Thursday	CHEMFEST-2024	D
12	Friday	Library Essentials for First UG Students	E
13	Saturday	USDT FULLBRIGHT Fellowship (Training for English Dept Faculty)	
14	Sunday		
15	Monday		F
16	Tuesday		A
17	Wednesday	Muharram	
18	Thursday		B
19	Friday		C
20	Saturday		
21	Sunday		
22	Monday		D
23	Tuesday	Drug Awareness	E
24	Wednesday		F
25	Thursday		A
26	Friday		B
27	Saturday		
28	Sunday	Fest of St. Agnes, Patron of our College	
29	Monday	Commencement of Classes for I PG	C
30	Tuesday		D
31	Wednesday	Inauguration of CS & DS Associations	E



Date	Day	August 2024	Day Order
1	Thursday	Commencement of ICIA	F
2	Friday		A
3	Saturday		
4	Sunday		
5	Monday	Commencement of Classes for I PG	B
6	Tuesday		C
7	Wednesday	Inauguration of Physics Association	D
8	Thursday	Inauguration of Mathematics Association	E
9	Friday	Inauguration of Commerce Association	F
10	Saturday		
11	Sunday		
12	Monday	International Youth Day	A
13	Tuesday		B
14	Wednesday	Independence Day Competitions and Celebration	C
15	Thursday	Independence Day	
16	Friday	Inauguration of English Literary Association	D
17	Saturday	Home Visit - English Dept.	
18	Sunday		
19	Monday	Birthday of St. Alphonsa	E
20	Tuesday	Inter-School Competitions - Maths Dept.	F
21	Wednesday	Workshop on Content Writing - Eng. Dept.	A
22	Thursday		B
23	Friday	Workshop on Sensor Based Electronic Automation - Physics Dept.	C
24	Saturday		
25	Sunday		
26	Monday	Annual Sports	
27	Tuesday		B
28	Wednesday	One Day Workshop on IoT - CS & DS	E
29	Thursday	National Sports Day	F
30	Friday	Industrial Visit - Physics Dept.	A
31	Saturday		

Date	Day	September 2024	Day Order
1	Sunday		
2	Monday		E
3	Tuesday	Mega Science Exhibition – Inter-School	C
4	Wednesday	Commencement of II CIA	D
5	Thursday	National Teachers' Day	E
6	Friday	Awareness about Education – Tamil Dept. Home Visit – Maths Dept.	F
7	Saturday	Vikramaditya Chattruhal	
8	Sunday	International Literacy Day	
9	Monday		A
10	Tuesday	Event for School Students – Commerce	B
11	Wednesday	Industrial Visit – CBC	C
12	Thursday		D
13	Friday	ALCREATICA – Fine Arts Day	E
14	Saturday	ALCREATICA – Fine Arts Day Crism Celebrations	F
15	Sunday		
16	Monday	Miss Us Quiz	
17	Tuesday	Workshop on Creative Writing – Eng. Dept.	A
18	Wednesday		B
19	Thursday		C
20	Friday	Home Visit – Physics Dept.	D
21	Saturday	International Day of Peace	
22	Sunday		
23	Monday	PTA – Science Departments	E
24	Tuesday	PTA – Arts & Commerce Departments	F
25	Wednesday		A
26	Thursday		B
27	Friday	Industrial Visit – Chemistry Dept.	C
28	Saturday		
29	Sunday		
30	Monday	Anti Drug Awareness	D

Date	Day	October 2024	Day Order
1	Tuesday	Industrial Visit – Maths Dept. Industrial Visit – Commerce Dept.	E
2	Wednesday	Charity Events	F
3	Thursday		F
4	Friday		A
5	Saturday		
6	Sunday		
7	Monday	Commencement of III CIA	B
8	Tuesday		C
9	Wednesday	Alphonstan Trophy	D
10	Thursday	Alphonstan Trophy	E
11	Friday	Ayazul Peace	
12	Saturday	Vijaya Dussehra	
13	Sunday		
14	Monday	Guest Lecture – Commerce Dept.	F
15	Tuesday		A
16	Wednesday		B
17	Thursday	Sambal Mass	C
18	Friday	Literary Fest – Inter-School Competitions	D
19	Saturday		
20	Sunday		
21	Monday	Commencement of Model Exams for IUG	E
22	Tuesday		F
23	Wednesday		A
24	Thursday		B
25	Friday		C
26	Saturday		
27	Sunday		
28	Monday		D
29	Tuesday		E
30	Wednesday		F
31	Thursday	Day Off	

Date	Day	November 2024	Day Order
1	Friday	At Satta Day / Partition Day	
2	Saturday	At Satta Day	
3	Sunday		
4	Monday	Commencement of University Exam	
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday		
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday		
15	Friday		
16	Saturday		
17	Sunday		
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday		
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		

**ACADEMIC CALENDAR 2024-25**  
**(EVEN SEMESTER)**

Date	Day	December 2024	Day Order
1	Sunday		
2	Monday		
3	Tuesday		
4	Wednesday	Commencement of Eyan Semester Classes	A
5	Thursday		B
6	Friday	Seminar Meeting	C
7	Saturday		
8	Sunday		
9	Monday		D
10	Tuesday		E
11	Wednesday		F
12	Thursday		A
13	Friday		B
14	Saturday		
15	Sunday		
16	Monday		C
17	Tuesday		D
18	Wednesday		E
19	Thursday		F
20	Friday		A
21	Saturday	Pre-Christmas Observations	B
22	Sunday	Christmas & New Year Vacation	
23	Monday		
24	Tuesday		
25	Wednesday	Christmas Day	
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		
31	Tuesday		

Date	Day	January 2025	Day Order
1	Wednesday	New Year's Day	
2	Thursday		C
3	Friday	Home Visit – Commerce Dept.	D
4	Saturday		
5	Sunday		
6	Monday	Workshop – Maths Dept.	E
7	Tuesday		F
8	Wednesday	Guest Lecture – English Dept. Guest Lecture – Chemistry Dept.	A
9	Thursday		B
10	Friday	Arts Competition for School Children Tamil Dept.	C
11	Saturday	Festival Celebrations	D
12	Sunday	National Youth Day	
13	Monday		
14	Tuesday	Festival	
15	Wednesday	Thiruvalluvar Day	
16	Thursday	Green Theme	
17	Friday	Commencement of I C&A	E
18	Saturday		F
19	Sunday		
20	Monday		A
21	Tuesday		B
22	Wednesday	Guest Lecture – Commerce Dept.	C
23	Thursday	International Conference – Physics	D
24	Friday	International Conference – Physics	E
25	Saturday	National Voters' Day	
26	Sunday	Republic Day	
27	Monday		F
28	Tuesday	St Thomas Aquinas Library Day	A
29	Wednesday		B
30	Thursday	Inter-Departmental Activity - Chemistry	C
31	Friday	National Conference – English Dept.	D

Date	Day	February 2025	Day Order
1	Saturday		
2	Sunday		
3	Monday		E
4	Tuesday		F
5	Wednesday	Guest Lecture – English Dept.	A
6	Thursday		B
7	Friday	Sports Day - ALPHICS	C
8	Saturday	Sports Day - ALPHICS	D
9	Sunday		
10	Monday		E
11	Tuesday	Thiruvarambalam	
12	Wednesday	National Conference – English Dept.	F
13	Thursday	Conference & Intercollegiate Day – Maths Dept.	A
14	Friday	Conference & Intercollegiate Day – Maths Dept.	B
15	Saturday	Word Competition Day	
16	Sunday		
17	Monday	Commencement of II CIA	C
18	Tuesday		D
19	Wednesday	National Conference – Commerce Dept.	E
20	Thursday		F
21	Friday	International Mother Language Day Seminar by Family Dept.	A
22	Saturday	Educational Tour Vellore Region	
23	Sunday		
24	Monday		B
25	Tuesday		C
26	Wednesday	Maha Shivaratri	D
27	Thursday		E
28	Friday	National Science Day	F



Date	Day	March 2025	Day Order
1	Saturday	Emancipation Day Week Ends	
2	Sunday		
3	Monday	Ash Monday	A
4	Tuesday		B
5	Wednesday	Ash Wednesday	C
6	Thursday		D
7	Friday		E
8	Saturday	International Women's Day	
9	Sunday		
10	Monday		F
11	Tuesday		A
12	Wednesday		B
13	Thursday		C
14	Friday	International Day of Mathematics	D
15	Saturday		
16	Sunday		
17	Monday	Commencement of 16 CIA	E
18	Tuesday		F
19	Wednesday		A
20	Thursday		B
21	Friday	Guest Lecture on Startup Initiatives - CMC	C
22	Saturday		
23	Sunday		
24	Monday	Guest Lecture on Research - Maths Dept.	D
25	Tuesday		E
26	Wednesday		F
27	Thursday	World Drama Day	A
28	Friday		B
29	Saturday	SACFIESTA - College Annual Day	C
30	Sunday	Telugu New Year's Day	
31	Monday	February	

Date	Day	April 2025	Day Order
1	Tuesday		D
2	Wednesday		E
3	Thursday		F
4	Friday		A
5	Saturday		
6	Sunday		
7	Monday		B
8	Tuesday		C
9	Wednesday		D
10	Thursday	Malayalam Jayanthi	
11	Friday		E
12	Saturday		F
13	Sunday	Pani Durgam	
14	Monday	Tamil New Year's Day/ Dr. Ambedkar Jayanthi	A
15	Tuesday		B
16	Wednesday		C
17	Thursday	Maundy Thursday	
18	Friday	Good Friday	
19	Saturday	Holy Saturday	
20	Sunday	Easter Sunday	
21	Monday		D
22	Tuesday		E
23	Wednesday		F
24	Thursday		A
25	Friday		B
26	Saturday		
27	Sunday		
28	Monday	Commencement of University Exams	C
29	Tuesday		D
30	Wednesday		E

### TIMETABLE (ODD SEMESTER)

CLASS:

D.NO:

Day Order	I 9.30 AM - 10.20 AM	II 10.20 AM - 11.10 AM	Interval (11.10 AM - 11.30 AM)	III 11.30 AM - 12.10 PM	IV 12.10 PM - 01.00 PM	Interval (01.00 PM - 1.35 PM)	V 01.35 PM - 02.25 PM	SEA 02.25 PM - 03.20 PM
A								
B								
C								
D								
E								
F								

\* SEA - Students Enrichment Academy classes conducted between 2.25 pm to 3.20 pm.

### TIMETABLE (EVEN SEMESTER)

CLASS:

D.NO:

Day Order	I 9.30 AM - 10.20 AM	II 10.20 AM - 11.10 AM	Interval (11.10 AM - 11.30 AM)	III 11.30 AM - 12.10 PM	IV 12.10 PM - 01.00 PM	Interval (01.00 PM - 1.35 PM)	V 01.35 PM - 02.25 PM	SEA 02.25 PM - 03.20 PM
A								
B								
C								
D								
E								
F								

\* SEA - Students Enrichment Academy classes conducted between 2.25 pm to 3.20 pm.

## NOTES

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