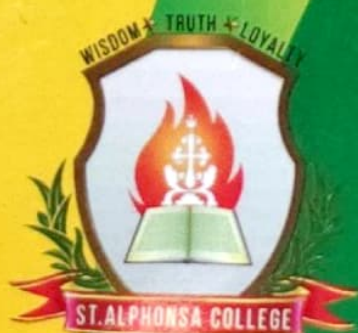




St Alphonsa College

OF ARTS AND SCIENCE

An Institution run by the Syro Malabar Catholic Diocese of Thuckalay
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Soosaipuram, Karinkal Post, Kanyakumari District - 629 157, Tamilnadu



**STUDENT HANDBOOK
AND
ACADEMIC CALENDAR
2017 - 2018**



WISDOM, TRUTH AND LOYALTY

Theme of 2017- 18

Conceive Believe Achieve



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 (P.O), Kanyakumari Dist, Tamilnadu - 629 157

Website : www.stalphonsa.edu.in E-mail : stalphons2014@gmail.com

Ph: 04651 – 255540

**STUDENT HANDBOOK
AND
ACADEMIC CALENDAR
2017 - 2018**

PERSONAL MEMORANDA

Name _____

Degree _____ Department _____

Department No _____ Register No. _____

Hostel No _____ Date of Birth _____

Vehicle No _____

Student Status : Day Scholar / Hosteller

Present Address

_____ Pin Code _____

Parent/ Guardian Signature _____

Parent / Guardian Name : _____

Parent/ Guardian Contact No. _____

DECLARATION OF THE PARENTS / 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 hand book 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:

Address:

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 நாம்காணும் 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
அடைந்திழன் வாழ்வின் பெரும் மகிழ்ச்சி

புனித அல்போன்சா...

தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நில மடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமதில்
தெக்கணமும் அதில் சிறந்த திராவிட நல் திருநாடும்
தக்க சிறு பிறைநுதலும் தரித்த நறும் திலகமுமே
அத்திலக வாசனை போல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ் மணக்க இருந்தபெரும் தமிழணங்கே !
தமிழணங்கே !

உன் சீர் இளமை திறம் வியந்து செயல் மறந்து
வாழ்த்துதுமே ! வாழ்த்துதுமே ! வாழ்த்துதுமே !!!

NATIONAL ANTHEM

Jana Gana Mana Adhinaayaka Jayahe
Bharata Bhagya Vidhatha
Panjab Sindhu Gujarata Marata,
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga,
Uchala Jaladhi Tharanga
Tava Shubha Name Jage
Tava Shubh Ashisha Mage
Gahe Tava Jaya gatha
Jana Gana Mangala Dhayaka Jayahe
Bharatha Bhagya Vidhatha
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

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 short comings
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 19th 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 27th 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 onwards under the immediate supervision of her maternal aunt, Annamma Muricken. The aunt brought her up extremely with affection, but also equally strictly. 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 her foot placing it on ash pit of burning husks. Against such determine 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 veil postulant on 2nd August 1928 with the name Alphonsa. Her vestition was on 19th 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 12th 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 12th August 1936.

Sr. Alphonsa continued to have her 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 (28th 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 2nd December 1953. The local 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 6th 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 (8th 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, 12th 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 "Multorum Fidelium" extended the territory of the Diocese of Changanacherry beyond the river Pamba in Kerala up to Kanyakumari, the southernmost boundary of India. From that day the Bishop of Changanacherry sent priests to be pastors of the Syro-Malabar faithful who had 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 onwards 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 and by these developed into parishes and mission stations mainly in the Vilavancode and Kalkulam Taluks in Kanyakumari District. From 1967 onwards 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 service. 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 up to 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 Fr. George Alencherry was appointed the first bishop of the new Eparchy. The establishment of the diocese and the appointment of the first Bishop were promulgated on December 18, 1996. Very Rev. Fr. George Alencherry was ordained Bishop on February 2, 1997. 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, 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 establishment, 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 June 31, 2014, St. Alphonsa College of Arts and Science was founded with 148 students in four departments, such as 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, is situated in a very pulsating, interwoven community where academic curiosity and creativity prosper. The present building was inaugurated on January 17, 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 skill 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:

UG Courses

- BA English Literature
- B Com
- BSc Mathematics
- BSc Chemistry
- BSc Computer Science
- BSc Physics

PG Courses

- MA English Literature
- M Com
- MSc Mathematics

COURSE STRUCTURE

(With effect from the academic year 2016-2017)

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

COURSE STRUCTURE AND REGULATION FOR UG AND PG PROGRAMMES

CHOICE BASED CREDIT SYSTEM (CBCS)

The university has opted for 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 course is 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 is presented in different Tables separately.*

a) For all UG Degree programmes

Common course structure for different category of UG degree programmes are given separately in different tables as given below:

- Table : CS-01 : B.A. English Literature
- Table : CS-02 : B.Com.
- Table : CS-03 : B.Sc. Chemistry and Physics
- Table : CS-04 : B.Sc. Mathematics
- Table : CS-05 : B.Sc. Computer Science

TABLE CS - 01 : COMMON COURSE STRUCTURE FOR B.A. ENGLISH LITERATURE

Semester	Pl.I /II/ III/ IV/ V	Sub. /Pr. No.	Subject status	Subject Title	Hrs. per week	Cre dits	Marks				
							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot.
I	I	1	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	2	Language	English	6	3	25	75	100	30	40
	III	3	Core-1		5	5	25	75	100	30	40
	III	4	Core-2		5	5	25	75	100	30	40
	III	5	Allied-I		6	5	25	75	100	30	40
	IV	6	Common	Environmen tal Studies	2	2	25	75	100	30	40
II	I	7	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	8	Language	English	6	3	25	75	100	30	40
	III	9	Core-1		5	5	25	75	100	30	40
	III	10	Core-2		5	5	25	75	100	30	40
	III	11	Allied-I		6	5	25	75	100	30	40
	IV	12	Common	Value-Based Education/ சமூக ஒழுக்கங்களும் பண்பாட்டும் விழுமியங்களும் / Social Harmony	2	2	25	75	100	30	40
III	I	13	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	14	Language	English	6	3	25	75	100	30	40
	III	15	Core-1		6	5	25	75	100	30	40
	III	16	Allied - II		6	5	25	75	100	30	40
	III	17	Skill-Based		4	4	25	75	100	30	40
	IV	18	Non-Major Elective		2	2	25	75	100	30	40
IV	I	19	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	20	Language	English	6	3	25	75	100	30	40
	III	21	Core-1		6	5	25	75	100	30	40
	III	22	Allied -II		6	5	25	75	100	30	40
	III	23	Skill-Based		4	4	25	75	100	30	40
	IV	24	Non-Major Elective		2	2	25	75	100	30	40
V	V	-	Extension Activity	NCC, NSS, YRC, YWF		1					
	III	25	Core-1		7	5	25	75	100	30	40
	III	26	Core-2		7	5	25	75	100	30	40
	III	27	Major Elective-I		6	5	25	75	100	30	40
	III	28	Major Elective-II		6	5	25	75	100	30	40
	IV	29	Skill-Based subject (Common)	Personality Development/ Effective Communication/ Youth Leadership	4	4	25	75	100	30	40
VI	III	30	Core-1		6	5	25	75	100	30	40
	III	31	Core-2		6	5	25	75	100	30	40
	III	32	Core-3		6	5	25	75	100	30	40
	III	33	Core-4		6	5	25	75	100	30	40
	IV	34	Major Elective		6	5	25	75	100	30	40

TABLE CS - 02 : COMMON COURSE STRUCTURE FOR B.COM

Semester	Ptl/II/I II/IV/V	Sub No.	Subject status	Subject Title	Hrs/ week	Cre dits	Marks				
							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot.
I	I	1	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	2	Language	English	6	3	25	75	100	30	40
	III	3	Core-1		5	4	25	75	100	30	40
	III	4	Core-2		5	4	25	75	100	30	40
	III	5	Allied-I		6	5	25	75	100	30	40
	IV	6	Common	Environmental Studies	2	2	25	75	100	30	40
II	I	7	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	8	Language	English	6	3	25	75	100	30	40
	III	9	Core-1		5	4	25	75	100	30	40
	III	10	Core-2		5	4	25	75	100	30	40
	III	11	Allied-I		6	5	25	75	100	30	40
	IV	12	Common	Value-Based Education/ சமூக ஒழுக்கங்களும் பண்பாட்டும் விழுங்கியங்களும் / Social Harmony	2	2	25	75	100	30	40
III	I	13	Core-1		6	4	25	75	100	30	40
	II	14	Core-2		6	4	25	75	100	30	40
	III	15	Core-3		6	4	25	75	100	30	40
	III	16	Allied - II		6	5	25	75	100	30	40
	III	17	Skill-Based		4	4	25	75	100	30	40
	IV	18	Non-Major Elective		2	2	25	75	100	30	40
IV	I	19	Core-1		6	4	25	75	100	30	40
	II	20	Core-2		6	4	25	75	100	30	40
	III	21	Major Elective		6	5	25	75	100	30	40
	III	22	Allied - II		6	5	25	75	100	30	40
	III	23	Skill-Based		4	4	25	75	100	30	40
	IV	24	Non-Major Elective		2	2	25	75	100	30	40
	V		Extension Activity	NCC,NSS, YRC,YWF		1					
V	I	25	Core-1		7	5	25	75	100	30	40
	II	26	Core-1		7	5	25	75	100	30	40
	III	27	Core-3		7	6	25	75	100	30	40
		28	Major Elective		6	5	25	75	100	30	40
	IV	29	Skill-Based (Common)	Personality Development/ Effective Communication / Youth Leadership	4	4	25	75	100	30	40
VI	III	30	Core-1		6	5	25	75	100	30	40
	III	31	Core-2		6	5	25	75	100	30	40
	III	32	Core-3		6	5	25	75	100	30	40
	III	33	Core-4		6	5	25	75	100	30	40
	IV	34	Major Elective		6	5	25	75	100	30	40

TABLE CS - 03 : COURSE STRUCTURE FOR B.Sc.CHEMISTRY AND PHYSICS

MINISTRY AND PHYSICS												
Sem	Ptl/I I/III /IV/ V	Sub No.	Subject status	Subject Title	Hrs/ week	Cre dits	Marks					
							Maximum			Passing minimum		
							Int.	Ext.	Tot.	Ext.	Tot.	
I	I	1	Language	Tamil/Other Language	6	3	25	75	100	30	40	
	II	2	Language	English	6	3	25	75	100	30	40	
	III	3	Core-1		4	4	25	75	100	30	40	
		4	Core-2		4	4	25	75	100	30	40	
		5	Major Practical-I		2	-	25	75	100	30	40	
		6	Allied-I		4	4	25	75	100	30	40	
		7	Allied Practical-I		2	-	25	75	100	30	40	
	IV	8	Common	Environmental Studies	2	2	25	75	100	30	40	
II	I	9	Language	Tamil/Other Language	6	3	25	75	100	30	40	
	II	10	Language	English	6	3	25	75	100	30	40	
	III	11	Core-1		4	4	25	75	100	30	40	
	III	12	Core-2		4	4	25	75	100	30	40	
		13	Major Practical-I		2	2	25	75	100	30	40	
		14	Allied-I		4	4	25	75	100	30	40	
		15	Allied Practical-I		2	2	25	75	100	30	40	
	IV	16	Common	Value-Based Education/ சமூக ஒழுக்கங்களும் பண்பாட்டு விழுமியங்களும் / Social Harmony	2	2	25	75	100	30	40	
III	I	17	Language	Tamil/Other Language	6	3	25	75	100	30	40	
	II	18	Language	English	6	3	25	75	100	30	40	
	III	19	Core-1		4	4	25	75	100	30	40	
		20	Major Practical-I		2	-	25	75	100	30	40	
		21	Allied Practical-II		4	4	25	75	100	30	40	
		22	Allied Practical-I		2	-	25	75	100	30	40	
		23	Skill-Based		4	4	25	75	100	30	40	
	IV	24	Non-Major Elective		2	2	25	75	100	30	40	
IV	I	25	Language	Tamil/Other Language	6	3	25	75	100	30	40	
	II	26	Language	English	6	3	25	75	100	30	40	
	III	27	Core-1		4	4	25	75	100	30	40	
		28	Major Practical-I		2	2	25	75	100	30	40	
		29	Allied - II		4	4	25	75	100	30	40	
		30	Allied Practical-II		2	2	25	75	100	30	40	
		31	Skill-Based		4	4	25	75	100	30	40	
	IV	32	Non-Major Elective		2	2	25	75	100	30	40	
V		Extension Activity	NCC,NSS, YRC,YWF		1							

V	I	33	Core-1		4	4	25	75	100	30	40
	II	34	Core-2		4	4	25	75	100	30	40
	III	35	Elective-1		5	5	25	75	100	30	40
		36	Elective-2		5	5	25	75	100	30	40
		37	Practical-1		3	-	25	75	100	30	40
		38	Practical-2		3	-	25	75	100	30	40
		39	Practical-3		2	-	25	75	100	30	40
	IV	40	Skill-Based (Common)	Personality Development/ Effective Communication / Youth Leadership	4	4	25	75	100	30	40
VI	I	41	Core-1		6	4	25	75	100	30	40
	II	42	Core-2		6	4	25	75	100	30	40
	III	43	Core-3		5	4	25	75	100	30	40
		44	Elective-1		5	5	25	75	100	30	40
		45	Practical-1		3	4	25	75	100	30	40
		46	Practical-2		3	4	25	75	100	30	40
		47	Practical-3		2	4	25	75	100	30	40

TABLE CS - 04 : COURSE STRUCTURE FOR B.Sc. MATHEMATICS

Sem	PtI/II /II I/IV /V	Sub No.	Subject status	Subject Title	Hrs/week	Credits	Marks				
							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot.
I	I	1	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	2	Language	English	6	3	25	75	100	30	40
	III	3	Core-1		5	5	25	75	100	30	40
		4	Core-2		5	5	25	75	100	30	40
		5	Allied-I		6	5	25	75	100	30	40
	IV	6	Common	Environmental Studies	2	2	25	75	100	30	40
II	I	7	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	8	Language	English	6	3	25	75	100	30	40
	III	9	Core-1		5	5	25	75	100	30	40
		10	Core-2		5	5	25	75	100	30	40
		11	Allied-I		6	5	25	75	100	30	40
	IV	12	Common	Value-Based Education/ சமூக ஒழுக்கங்களும் பண்பாட்டு விழுமியங்களும் / Social Harmony	2	2	25	75	100	30	40
III	I	13	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	14	Language	English	6	3	25	75	100	30	40
	III	15	Core-1		6	5	25	75	100	30	40
		16	Allied-II		6	5	25	75	100	30	40
		17	Skill-Based		4	4	25	75	100	30	40
	IV	18	Non-Major Elective		2	2	25	75	100	30	40

IV	I	19	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	20	Language	English	6	3	25	75	100	30	40
	III	21	Core-1		6	5	25	75	100	30	40
		22	Allied-II		6	5	25	75	100	30	40
		23	Skill-Based		4	4	25	75	100	30	40
	IV	24	Non-Major Elective		2	2	25	75	100	30	40
	V		Extension Activity	NCC,NSS,YRC ,YWF		1					
V	I	25	Core 1		7	5	25	75	100	30	40
	II	26	Core 1		7	5	25	75	100	30	40
	III	27	Major Elective I		6	5	25	75	100	30	40
		28	Major Elective -II		6	5	25	75	100	30	40
	IV	29	Skill-Based subject (Common)	Personality Development/ Effective Communication /Youth Leadership	4	4	25	75	100	30	40
VI	I	30	Core 1		6	5	25	75	100	30	40
	II	31	Core 2		6	5	25	75	100	30	40
	III	32	Core 3		6	5	25	75	100	30	40
		33	Core-4		6	5	25	75	100	30	40
	IV	34	Major Elective		6	5	25	75	100	30	40

TABLE CS - 05 : COURSE STRUCTURE FOR B.SC.COMPUTER SCIENCE

Sem	PtI/I I/III /IV/ V	Sub No.	Subject status	Subject Title	Hrs/ week	Cre dits	Marks				
							Maximum			Passing minimum	
							Int.	Ext.	Tot.	Ext.	Tot
I	I	1	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	2	Language	English	6	3	25	75	100	30	40
	III	3	Core-1		6	4	25	75	100	30	40
		4	Major Practical-I		4	4	25	75	100	30	40
		5	Allied-I		4	2	25	75	100	30	40
		6	Allied Practical-I		2	2	25	75	100	30	40
	IV	7	Common	Environmental Studies	2	2	25	75	100	30	40
II	I	8	Language	Tamil/Other Language	6	3	25	75	100	30	40
	II	9	Language	English	6	3	25	75	100	30	40
	III	10	Core-1		6	4	25	75	100	30	40
		11	Major Practical-I		4	4	25	75	100	30	40
		12	Allied-I		4	4	25	75	100	30	40
		13	Allied Practical-I		2	2	25	75	100	30	40
	IV	14	Common	Value-Based Education/ சமூக ஒழுக்கங்களும் பண்பாட்டு விழுமியங்களும் / Social Harmony	2	2	25	75	100	30	40

III	I	15	Core-1		6	4	25	75	100	30	40
		16	Core-2		6	4	25	75	100	30	40
		17	Practical		6	4	25	75	100	30	40
		18	Allied-II		4	2	25	75	100	30	40
		19	Practical		2	-	25	75	100	30	40
		20	Skill-Based		4	4	25	75	100	30	40
	IV	21	Non-Major Elective		2	2	25	75	100	30	40
IV	III	22	Core-1		6	4	25	75	100	30	40
	III	23	Practical		6	4	25	75	100	30	40
		24	Elective		6	5	25	75	100	30	40
		25	Allied-II		4	4	25	75	100	30	40
		26	Practical		2	2	25	75	100	30	40
		27	Skill-Based		4	4	25	75	100	30	40
	IV	28	Non-Major Elective		2	2	25	75	100	30	40
V	V		Extension Activity	NCC,NSS, YRC,YWF		1					
	I	29	Core-1		4	4	25	75	100	30	40
	II	30	Core-2		4	4	25	75	100	30	40
	III	31	Core-3		4	4	25	75	100	30	40
		32	Practical		8	4	25	75	100	30	40
		33	Elective		6	5	25	75	100	30	40
	IV	34	Skill-Based subject (Common)	Personality Development/ Effective Communication /Youth Leadership	4	4	25	75	100	30	40
VI	III	35	Core-1		4	4	25	75	100	30	40
	III	36	Core-2		4	4	25	75	100	30	40
	III	37	Core-3		4	4	25	75	100	30	40
	III	38	Core-4		4	4	25	75	100	30	40
		39	Practical-1		8	4	25	75	100	30	40
		40	Elective		6	5	25	75	100	30	40

The following are the compulsory / Common / Optional papers in Part-IV / V for all UG courses:

S.No.	Semester	Part-IV/V	Subject Status	Title of the Subject
1	I	IV	Compulsory	Environmental Studies
2	II	IV	Common	Value-Based Education / சமூக ஒழுக்கங்களும் பண்பாட்டு விழுமியங்களும் / Social Harmony
3	IV	IV	Common	NCC/NSS/YWF/YRC
4	V	V	Common (Skill-Based)	Personality Development / Effective Communication / Youth Leadership

• **Allied subjects** will be either from the same department or from the other departments.

• **Skill-based courses** may be either from the major department or from the Allied related department.

• In the case of the subject of **Environmental Studies**, out of the two hours, one hour may be allotted for teaching and one hour may be allotted for the Field work such as work in Environmental affected areas.

• In case of **Value-based Education**, out of the two hours, one hour may be allotted for the Field work such as activities in Adult/Women literacy etc.

• **In Part V**, Extension activities such as NCC, NSS, etc. Cross, Youth Welfare will be taken into account for one credit. This shall not be included for the percentage of marks. The name of the activity should be mentioned in the Mark Sheet at the end of IV semester. Attendance is compulsory for each activity and separate certificate will be issued from the University.

• There is no Project work course for the UG programme.

a) For all PG Degree programmes

The common course structure for different categories of PG degree programmes is given separately in different tables as given below:

(i) Table CS - 06 : M.A. English Literature

(ii) Table CS - 07: M.Com. and M.Sc Mathematics

TABLE CS - 06 : COURSE STRUCTURE FOR M.A. ENGLISH LITERATURE

Sem.	Sub No.	Subject status	Subject Title	Hrs/ week	Credits	Marks				
						Maximum			Passing minimum	
						Int.	Ext.	Tot.	Ext.	Tot.
I	1	Core-1		6	4	25	75	100	38	50
	2	Core-2		6	4	25	75	100	38	50
	3	Core-3		6	4	25	75	100	38	50
	4	Core-4		6	4	25	75	100	38	50
	5	Elective		6	5	25	75	100	38	50
	6	Core-1		6	5	25	75	100	38	50
	7	Core-2		6	5	25	75	100	38	50
	8	Core-3		6	5	25	75	100	38	50
	9	Core-4		6	5	25	75	100	38	50
	10	Elective		6	4	25	75	100	38	50
III	11	Core-1		6	5	25	75	100	38	50
	12	Core-2		6	5	25	75	100	38	50
	13	Core-3		6	5	25	75	100	38	50
	14	Research Methodology		6	5	25	75	100	38	50
	15	Elective		6	5	25	75	100	38	50
IV	16	Core-1		6	4	25	75	100	38	50
	17	Core-2		6	4	25	75	100	38	50
	18	Core-3		6	4	25	75	100	38	50
	19	Core-4		6	4	25	75	100	38	50
	20	Project		6	4	25	75	100	38	50

TABLE CS - 07: COURSE STRUCTURE FOR M.COM. AND M.SC. MATHEMATICS

S. No.	Sub Pr. No.	Subject status	Subject Title	Hrs/ week	Credits	Marks				
						Maximum			Passing minimum	
						Int.	Ext.	Tot.	Ext.	Tot.
I	1	Core-1		8	5	25	75	100	38	50
	2	Core-2		8	5	25	75	100	38	50
	3	Core-3		7	5	25	75	100	38	50
	4	Elective		7	5	25	75	100	38	50
II	5	Core-1		6	5	25	75	100	38	50
	6	Core-2		6	5	25	75	100	38	50
	7	Core-3		6	5	25	75	100	38	50
	8	Core-4		6	5	25	75	100	38	50
	9	Elective		6	5	25	75	100	38	50
III	10	Core-1		6	5	25	75	100	38	50
	11	Core-2		6	5	25	75	100	38	50
	12	Core-3		6	5	25	75	100	38	50
	13	Core-4		6	5	25	75	100	38	50
	14	Research Methodology		6	5	25	75	100	38	50
IV	15	Core-1		8	5	25	75	100	38	50
	16	Core-2		8	5	25	75	100	38	50
	17	Core-3		8	5	25	75	100	38	50
	18	Project		6	5	25	75	100	38	50

SCHEME OF CONTINUOUS INTERNAL ASSESSMENT (CIA) AND UNIVERSITY EXAMINATIONS:

- Performance in each course of study shall be evaluated based on the basis of (i) Continuous Internal Assessment throughout the semester and the (ii) University Examinations at the end of each semester of the programme.

- The University examinations shall be conducted in the month of November during odd semester and in the month of April during even semester.

- A candidate who has already appeared for an examination in a subject of a semester and also passed in the same is not entitled to reappear in the same subject for improvement of marks / grades.

- Each course, i.e. Theory or Laboratory / Practicals or Mini or Major Project work / Dissertation or Field work shall be evaluated for a maximum of 100 marks.

- For each course, Theory or Laboratory / Practicals or Mini or Major Project work / Dissertation or Field work, the Continuous Internal Assessment component will carry a maximum of 25 marks and the End semester University examination will carry a maximum of 75 marks. Thus, there is a total of 100 marks for each course / subject.

- The marks secured in CIA(in total only) may be rounded off to the nearest integer.

- Malpractice in any form in the examination is liable to stringent punishment.

i) FOR THEORY COURSES:

- The CIA component for a theory course may include tests seminar/ assignment parts.
- There is no minimum marks for passing the CIA components and for the CIA in total.
- There shall be no provision for improvement of CIA components.
- There shall be three compulsory periodical tests in semester.
- Each test is conducted for about one and half unit of the syllabus in each course. The duration of each test is one hour.
- There shall be two tests in a working day-one in the forenoon and the other in the afternoon.
- Each test carries a maximum of 25 marks and shall be converted as required.

The question paper pattern for each test of every theory papers is given below:

Section	Type of Questions	Max. Marks
Part A	Objective Type-5 Qns.	5 X 1 = 5
Part B	Problem-5 Qns.	5 X 2 = 10
Part C	Descriptive or Analytical-1Qns.	1 X 10 = 10
Total Marks		25

- The duration of the University examination for each theory course is 3 hours.

The question paper pattern for the end-semester examination of each theory paper is given below:

Section	Type of Questions	Max. Marks
Part A	Objective type -10 Qns. (2 from each unit)	10 X 1 = 10
Part B	Unit-wise choice – Either(a) or (b) type – 5 Problems Qns	5 X 5 = 25
Part C	Unit-wise choice - Either(a) or (b) type-5 Descriptive or analytical Qns.	5 X 8 = 40
Total Marks		75

- There will be a special supplementary examination for those candidates who have failed in only one subject in the entire course.

ii) FOR LABORATORY / PRACTICALS COURSES:

For all UG and PG Courses

- There is no minimum marks for passing the Continuous Internal Assessment (CIA) Components and for the CIA in total.

External examiners for the End-semester Examination of the Practicals Courses:

- External examiners from other institutions shall be appointed along with Course teacher / Internal examiners.

Evaluation of Practicals / Laboratory courses:

The continuous internal assessment of Practicals component during the Course and in the end-semester examinations shall be carried out as follows:

Continuous Internal Assessment (Max. : 25 marks)				End- Semester Examination (Max. : 75 marks)		
Experimental Performance	Record	Test	Total	Internal Examiner (Course Teacher)	External Examiner (from outside the Institution)	Total
(Max.)	(Max.)	(Max.)	(Max.)	(Max.)	(Max.)	(Max.)
15	5	5	25*	37.5	37.5	75*

* The marks secured may be rounded off to its nearest integer.

- The duration of the University examination for each Laboratory/ Practicals course may be three / four hours.

• Continuous Internal Assessment for the theory courses with Laboratory component shall be as follows: The maximum marks for Internal Assessment shall be 25 in case of theory courses with Laboratory components.

• If there is a theory course with Laboratory component, there shall be three tests: The first two tests will be for theory portions and the third test will be for the laboratory component. Marks of the best theory test and laboratory test shall be considered for the internals.

• A minimum of 40% of marks is required for passing in the University examinations in each Laboratory/ Practicals course in UG degree programmes.

- A minimum of 40% of marks is required for passing in the overall component, i.e. out of the total marks in the CL component and the University examination for each Laboratory Practicals course in UG degree programmes.

- A minimum of 50% of marks is required for passing in the University examinations in each Laboratory/ Practicals course in PG degree programmes.

- A minimum of 50% of marks is required for passing in the overall component, i.e. out of the total marks in the CL component and the University examination for each Laboratory Practicals course in PG degree programmes.

iii) For UG and PG Project / Dissertation Work(Major Project / Field Work etc.

- The duration of the project work shall be for a period of one semester.

- Project work shall be carried out under the supervision of teacher in the department concerned.

- The project work shall be allotted to individual students. candidate may, in certain cases, be permitted to work on project in an Industrial / Research Organization, on the recommendations of the Head of his / her Department. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.

iv) PROJECT THESIS FORMAT:

- There are guidelines or the prescribed format and specifications for the preparation of a Project Thesis / Report / Dissertation of all the Programmes. The broad guidelines for the same are outlined in the Annexure-C2. In general, the thesis should report, in an organized fashion, an account of original research work of the student leading to the discovery of new facts, techniques or correlation of facts already known (analytical, experimental, hardware-oriented etc.) and demonstrating quality so as to make a definite contribution to the advancement of knowledge and the student's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised. The Project Report / Thesis shall be prepared according to the approved guidelines and in the format specified. The Report / Thesis duly signed by the Supervisor(s) shall be submitted to the respective Head of the Department.

- Last Date for submission of Project Report / Thesis / Dissertation is in the **last week of April in every academic year.**

- If a candidate fails to submit the project report on or before the specified deadline, he / she is deemed to have failed in the Project work and shall re-register the same in a subsequent semester.

v) External Examiners:

- External examiners from other institutions shall be appointed along with Course teachers / Internal examiners.

vi) Evaluation of the Project/ Dissertation / Field Work :

- The assessment of Project component during the Course and in the End semester examinations shall be carried out as follows:

CIA (Max.:25marks)				End- Semester Examination(Max.:75marks)				
Marks for Reviews (Average of the best two of the three compulsory Reviews) (Max.:25marks)				Marks for Thesis Evaluation (Max.: 25marks)		Marks for Viva-Voce Exam. (with Dept. Faculty Member /Course students) (Max.:50marks)		Total
Review I (Max.)	Review II (Max.)	Review III (Max.)	Average of the best Two (Max.)	Project Supervisor (Max.)	External (from outside the Institution) (Max.)	Project Supervisor (Max.)	External (from outside The Institution) (Max.)	(Max.)
25	25	25	25*	12.5	12.5	25	25	75*

*** The marks secured may be rounded off to its nearest integer.**

- There is no minimum marks for passing the Continuous Internal Assessment (CIA) components and for the CIA in total.

- A minimum of 50 % of marks is required for passing in the University examinations in Project/Dissertation / Field Work course.

- A minimum of 50 % of marks is required for passing in the overall component, i.e out of the total marks in the CIA component and the University examination which includes marks for Project / Field Work thesis / Dissertation evaluation an Viva-voce examination for the Project / Dissertation / Field work course.

vii) Group Project:

- If Project work is prescribed for the UG Degree, the same may be allotted to a group of students.

viii) Individual Project:

- In all PG Degree Programmes semesters II, IV and respectively, project work shall be allotted only to individual students.

ix) Minimum Credit Requirements to do the Project Work:

- If a candidate has not earned the requisite minimum credit by clearing 50% of the total papers, he/ she will not be permitted to do the Project Work. In such a case, the candidate can carry out project work in a subsequent semester, only after fulfilling the above criteria.



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Vicar General, Diocese of Thuckalay

Manager

Rev Fr Thomas Powathuparampil

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8	Dr P Anusha Devi	Mathematics
9	Mrs Jaya Suresh	Office Superintendent

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Ms N S Abitha MA MPhil BEd

Co-ordinator & Asst Profess

Asst Profess

Asst Profess

FACULTY OF MALAYALAM

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Rev Fr Toji Parampil MA

Head & Asst Profess

Profess

Asst Profess

Asst Profess

Asst Profess

Asst Profess

Asst Profess

Asst Profess

Asst Profess

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Ms D Mary Prema MCom MPhil SET
Mr M Sugin Raj MCom MPhil NET MB A SET
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Mr C John Samuel MCom MPhil SET
Dr M Subala MCom MPhil PhD
Rev Fr Dency Varghese MBA

Head & Asst Profess

Asst Profess

Asst Profess

Asst Profess

Asst Profess

Asst Profess

Asst Profess

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Head & Asst Professor ✓

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Asst Professor ✓

Ms S Immaculate Shyla MCA MPhil

Asst Professor

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Ms M Asha Mary MSc BEd MPhil

Asst Professor

Ms VG Smilin Shali MSc MPhil PGDCA

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Ms Anthony Limi MSc MPhil

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 ✓ Mr S Jose Ivin Raj
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 ✓ Mr G Shajan
 ✓ Mr T Suresh Kumar
 ✓ Mr S Venugopal
 Mr Stephen Raj
 Mr Justus
 Ms M Mary Asheela
 Ms Y Leela
 Ms Y Bella Mary
 Ms P Sarasam
 Ms S Louis Mary
 Mr S Thangaraj
 Mr P Chandran
 Mr T Thangappan

Public Relations Officer
 Office Superintendent
 Office Accountant
 Lab Asst in Chemistry
 Lab Asst in Physics
 Junior Assistant
 Receptionist
 Office Assistant
 Driver
 Driver
 Driver
 Driver
 Driver
 Driver
 Support Staff
 Support Staff
 Support Staff
 Support Staff
 Support Staff
 Gardener
 Security
 Security



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Principal
Secretary & Correspondent
Admission Officer
All the HODs
Public Relations Officer
Office Superintendent

Alumni Association

Principal
Secretary & Correspondent
Dr R Sivanesan

Members:

Dr PH Sudharlin Paul
Ms M Aksha Immaculate
Alumni President
Alumni Treasurer

Co-ordinator

Ms M Asha Mary
Mr R Panneer Selvam
Alumni Secretary

Anti - Ragging Committee

Principal & Chairman	: Dr S Isias
Secretary & Correspondent	: Rev Fr Antony Jose
Representative from NGO	: Adv. Justinaar Raj
Representative of Civil Administration	: Thasildhar, Vilavancode Taluk
	Inspector of Police, Karinkal

Members:

Dr R Sivanesan	Ms D Mary Prema
Ms M Aksha Immaculate	Dr P Anusha Devi
Mr K Raveendaran	Mr A Kumaresan
Mr G Borgia Crusu Venthana	Ms R Jeba
Mr AP Seelan	Ms A Misphindamiya
Mr R Panneer Selvam	

Students' Representative:

Ms NP Archana, III BA English

Career Guidance and Placement Cell

Principal
Secretary & Correspondent
Dr Anusha Devi

Members:

Dr CC Thomas
Dr PH Sudharlin Paul
Mr A Kumaresan

Co-ordinator
Dr R Sivanesan
Mr G Borgia Crusu Venthana
Ms VG Smilin Shali

College Website Committee

Principal
Secretary & Correspondent
Mr G Borgia Crusu Venthana

Members:

Mr A Kumaresan
Ms Anthony Limi
Ms S Immaculate Shyla

Co-ordinator
Mr P Mathan Kumar
Dr A Ferdinand Christopher

College Magazine Committee

Principal
Secretary & Correspondent
Ms Aksha Immaculate

Members:

Dr CC Thomas
Dr R Sivanesan
Mr K Raveendran
Mr P Mathan Kumar

Co-ordinator
Dr PH Sudharlin Paul
Ms T Anisha Dominic Tiffan
Mr Pankajakshan
Ms Anthony Limi

Ms Sharmistha Purkayastha Mr R Panneer Selvam

Examination Committee

Principal
Dr R Sivanesan

Members:

Dr PH Sudharlin Paul
Ms VG Smilin shali
Ms D Jeya Suresh

Co-ordinator
Ms NS Abitha
Mr A Kumaresan

First Aid Committee

Principal

Secretary & Correspondent

Ms Misphindam

Co-ordinator

Members:

Dr N Seema Mole

Mr A P Seelan

Mr R Panneer Selvam

Sr. Mersamma Mathew

Ms J Mary Vasantham

Grievance and Redress Cell

Principal

Secretary & Correspondent

Dr N Seema Mole

Co-ordinator

Members:

Dr P Anusha Devi

Ms R Jeba

Mr K Raveendran

Mr R Panneer Selvam

National Service Scheme (NSS)

Principal

Secretary & Correspondent

Mr A Kumaresan

Co-ordinator

Members:

Ms NS Abitha

Ms V Jeneba Rose

Library Committee

Principal

Sr Ajitha V Aattuchalil, Librarian

Co-ordinator

Members:

Sr Mersamma Mathew, Accountant

Ms J Dhivya

Mr P Libin raj

Ms R Jeba

Ms N Jemila Dani

Mr P Mathan Kumar

Ms Anthony Limi

Mr M Joseph Jawahar Peppy

Prevention of Sexual Harassment Committee

Principal & Chairman

Secretary & Correspondent

Representative from NGO

Representative of Civil Administration : Thasildhar,
Vilavancode Taluk
Inspector of Police, Karinkal

Members:

Mr A P Seelan

Mr A Kumaresan

Mr M Suginraj

Mr R Panneer Selvam

Dr N Seema Mole

Ms T Anisha Dominic Tiffani

Ms A Misphim Damiya

Students' Representative:

Ms NP Archana, III BA English.

Physical Arrangement Committee

Mr R Panneer Selvam

Co-ordinator

Members:

Mr R Bibin

Mr R Jose Anish

Ms M Mary Asheela

Ms Y Bella Mary

Ms S Louis Mary

Mr G Shajan

Mr S Venugopal

Mr Justus

Ms P Helen Mary

Mr S Jose Ivin Raj

Ms Y Leela

Ms P Sarasam

Mr Y Raju

Mr T Suresh Kumar

Mr Stephen Raj

Public Relations and Documentation

Principal

Secretary & Correspondent

Mr R Panneer Selvam

Co-ordinator

Members:

Ms M Aksha Immaculate

Mr P Mathan Kumar

Parents Teachers Association

Principal

Secretary & Correspondent

Dr R Sivanesan

Co-ordinator

Members:

Dr PH Sudharlin Paul

Ms T Anisha Dominic Tiffany

Ms J. Mary Vasantham

Mr R Panneer Selvam

Ms M Asha Mary

Ms S Immaculate Shyla

Mr C John Samuel

Students Discipline Committee

Principal

Secretary & Correspondent

Mr A P Seelan

Co-ordinator

Members:

Dr R Sivanesan

Dr MN Audline Jini

Ms T M Jalaja Mary

Mr G Borgia Crusu Venthana

Mr V Niranjan Prasath

Dr P Anusha Devi

Mr K Raveendran

Mr A Kumaresan

Ms A Misphindamiya

Students Scholarships

Principal

Secretary & Correspondent

Mr R Panneer Selvam

Co-ordinator

Members:

Mr P Mathan Kumar

Ms T Anisha Dominic Tiffany

Students Handbook & Calendar Committee

Principal

Secretary & Correspondent

Dr PH Sudharlin Paul

Co-ordinator

Members:

Dr CC Thomas

Ms M Aksha Immaculate

Mr P Mathan Kumar

Dr R Sivanesan

Ms M Asha Mary

Ms Sharmistha Purkayastha

STUDENTS ENRICHMENT ACADEMY (SEA)

Principal
Secretary & Correspondent

Chairman
Director

I) HRD Academy

Ms D Mary Prema

Members:

Dr P Anusha Devi
Mr A Kumaresan

Ms J Dhivya Silvester
Mr G Borgia Crusu Venthan

Co-ordinator

II) Science Aptitude Development

Dr PH Sudharlin Paul

Members:

Dr P Anusha Devi
Mr G Borgia Crusu Venthan

Mr A Kumaresan
Mr P Libin raj

Co-ordinator

III) Sports and Games Academy

Mr A P Seelan

Members:

Ms A Misphin Damiya
Mr P Mathan Kumar

Dr N Seema Mole
Ms S Immaculate Shyla

Co-ordinator

IV) Fine Arts and Cultural Academy

Ms M Asha Mary

Members:

Dr N Seema Mole
Ms D Mary Prema
Mr P Mathan Kumar
Ms J. Mary Vasantham
Ms NC Jerushalit

Mr K Raveendran
Ms TM Jalaja Mary
Ms R Jeba
Mr V Niranjan Prasath

Co-ordinator

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 students are in the College Campus.
3. No student is to represent the College for any event outside College Campus without being sent or directed by the College.
4. All students attending events outside the College are expected to carry oneself in a befitting manner with discipline and decorum.

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 9:20 AM to 4:00 PM.
3. The first bell of the day is rung at 9:20 AM and there will be prayer / assembly at 9:25 AM, followed by the first hour of class at 9:30 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 attention 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 of College except on Wednesdays.
13. The students should not alter the College uniform at any circumstances.
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.

Attendance and Leave

22. 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.
23. 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.
24. For attending pre-planned events and programmes, 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.
25. 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.
26. 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.

27. 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.

28. No student is allowed to take leave during Tests or Assignments or exempted from them.

29. Fee concession holders and scholarship holders should have minimum 90% attendance as per Government Order.

30. To appear for the University Semester Examinations, the University rules require a minimum of 75% attendance.

General Rules to Student

31. Students are strictly not permitted to carry Mobile Phones, Tab, Cameras, iPods, MP3 Players, or any other gadget to the College.

32. 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).

33. 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.

34. Students of one class are not allowed to enter into any other class without prior permission from the faculty.

35. 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.

36. The students are not allowed to lean on to the walls or place their feet on them.

37. Students are not allowed to sit in the railings or on the steps of staircases.
38. Students are forbidden from writing, scribbling, painting on the walls, desks or any other facility of the College.
39. Students found guilty of damaging, destroying College property shall be penalised and asked to replace the same at their own cost.
40. Smoking is strictly prohibited inside the College campus per Government Order.
41. Students found using drugs or liquor or any other contraband material shall be dismissed immediately.
42. Students should not participate in political or communal activities.
43. Students and parents shall co-operate with every activity of the College during and outside the College hours.
44. No activities or functions shall be taken up by the students in the College without obtaining prior permission from the College authorities.
45. Students found guilty of using foul language or behaving rudely towards the staff members or fellow students will be expelled from the College.
46. 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.
47. 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.

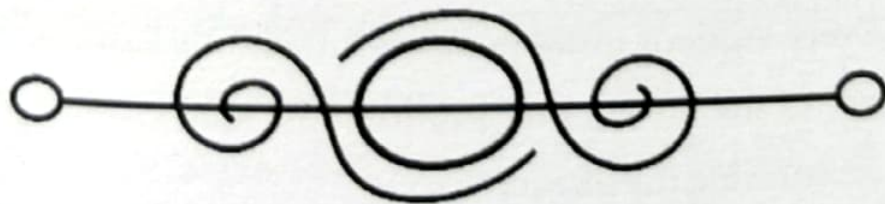
48. Students are permitted to the College office during the Intervals / Lunch Break / after 4:00 PM for official work and payment of fees.

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.

49. 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 fee for the course of study at the beginning of the academic year, necessary.

SCHOLARSHIPS

The College facilitates, recommends and helps the students to avail Government Scholarships such as Post Matric scholarship 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 stock of books for academic enrichment and 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 library privileges may be withdrawn.

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 Library books and cleared all library dues.
13. Reader's Card must be renewed every semester / year 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.

ALUMNI ASSOCIATION

All the students who have studied at St Alphonsa College 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

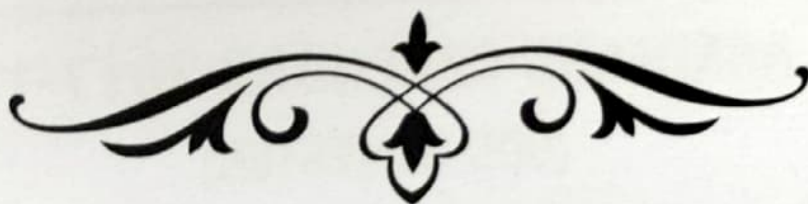
A canteen, with enough seating capacity, is available on the campus. It serves nutritious and tasty vegetarian and non-vegetarian food.

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.



ACADEMIC CALENDAR 2017-18
(ODD SEMESTER)

DATE	DAY	JUNE 2017	DAY ORDER
1	Thursday	Global Day of Parents	
2	Friday		
3	Saturday		
4	Sunday		
5	Monday	World Environment Day	
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday	-	-
11	Sunday	-	-
12	Monday	World Day against child labour	
13	Tuesday		
14	Wednesday	World blood donor day	
15	Thursday		
16	Friday		
17	Saturday	-	-
18	Sunday	-	-
19	Monday	College reopens for UG II & III Years	A
20	Tuesday	International Day of yoga	B
21	Wednesday	Inauguration of UG I Year & Bridge Course	C
22	Thursday		D
23	Friday		E
24	Saturday		F
25	Sunday	-	-
26	Monday	Ramzan-Holiday	-
27	Tuesday		A
28	Wednesday		B
29	Thursday		C
30	Friday		D

DATE	DAY	JULY 2017	DAY ORDER
1	Saturday	-	-
2	Sunday	-	-
3	Monday	St. Thomas Day	-
4	Tuesday		E
5	Wednesday		F
6	Thursday		A
7	Friday	Spiritual Service	B
8	Saturday	-	-
9	Sunday	-	-
10	Monday		C
11	Tuesday	World population Day	D
12	Wednesday		E
13	Thursday		F
14	Friday		A
15	Saturday	-	-
16	Sunday	-	-
17	Monday	I – CIA Test	B
18	Tuesday	I – CIA Test	C
19	Wednesday	I – CIA Test	D
20	Thursday	I – CIA Test / Inauguration of PG I Year	E
21	Friday	I – CIA Test	F
22	Saturday	I – CIA Test	A
23	Sunday	-	-
24	Monday	I – CIA Test	B
25	Tuesday		C
26	Wednesday		D
27	Thursday	St. Alphonsa Day Celebrations	E
28	Friday	St. Alphonsa Feast Day - Holiday	-
29	Saturday	-	-
30	Sunday	International Day of Friendship	-
31	Monday		F

DATE	DAY	AUGUST 2017	DAY ORDER
1	Tuesday		
2	Wednesday		A
3	Thursday		B
4	Friday		C
5	Saturday	Spiritual Service	D
6	Sunday		E
7	Monday	-	-
8	Tuesday		F
9	Wednesday		A
10	Thursday		B
11	Friday		C
12	Saturday	International Youth day	D
13	Sunday	-	E
14	Monday	Krishna Jayanthi -Holiday	-
15	Tuesday	Independence Day -Holiday	-
16	Wednesday		F
17	Thursday		A
18	Friday		B
19	Saturday	-	-
20	Sunday	-	-
21	Monday		C
22	Tuesday		D
23	Wednesday		E
24	Thursday	II - CIA Test	F
25	Friday	Vinayakar Chathurthi-Holiday	-
26	Saturday	II - CIA Test	A
27	Sunday	-	-
28	Monday	II - CIA Test	B
29	Tuesday	II - CIA Test / National Sports Day	C
30	Wednesday	II - CIA Test	D
31	Thursday	II - CIA Test	E

DATE	DAY	SEPTEMBER 2017	DAY ORDER
1	Friday	II - CIA Test / Spiritual Service	F
2	Saturday	Bakrid-Holiday	-
3	Sunday	-	-
4	Monday		A
5	Tuesday	Teachers' Day Celebrations / Fine Arts Day	B
6	Wednesday	Fine Arts Day	C
7	Thursday		D
8	Friday	International literacy day	E
9	Saturday		F
10	Sunday	-	-
11	Monday		A
12	Tuesday		B
13	Wednesday		C
14	Thursday		D
15	Friday		E
16	Saturday	International Day for the Preservation of the Ozone Layer	-
17	Sunday	-	-
18	Monday		F
19	Tuesday		A
20	Wednesday		B
21	Thursday	International Day of Peace	C
22	Friday		D
23	Saturday		-
24	Sunday	-	-
25	Monday		E
26	Tuesday		F
27	Wednesday	World Tourism Day	A
28	Thursday		B
29	Friday	Ayutha Pooja-Holiday	-
30	Saturday	Vijaya Dhasami -Holiday	-

DATE	DAY	OCTOBER 2017	DAY ORDER
1	Sunday	Muharam	—
2	Monday	Gandhi Jayandhi-Holiday	—
3	Tuesday	III-CIA Test	C
4	Wednesday	III-CIA Test	D
5	Thursday	III-CIA Test	E
6	Friday	III-CIA Test / Spiritual Service	F
7	Saturday	—	—
8	Sunday	—	—
9	Monday	III-CIA Test	A
10	Tuesday	III-CIA Test	B
11	Wednesday	III-CIA Test / International Day of the Girl Child	C
12	Thursday		D
13	Friday		E
14	Saturday	Children's Day	—
15	Sunday	International Day of Rural Women	—
16	Monday	Model Examination	F
17	Tuesday	Model Examination	A
18	Wednesday	Deepavali-Holiday	—
19	Thursday	Model Examination	B
20	Friday	Model Examination	C
21	Saturday	Model Examination	D
22	Sunday	—	—
23	Monday	Model Examination	E
24	Tuesday	United Nations Day / Model Examination	F
25	Wednesday	Semester Examination Study Leave	
26	Thursday	Semester Examination Study Leave	
27	Friday	Semester Examination Study Leave	
28	Saturday	—	—
29	Sunday	—	—
30	Monday	Semester Examination Study Leave	
31	Tuesday	Semester Examination Study Leave	

DATE	DAY	NOVEMBER 2017	DAY ORDER
1	Wednesday	Semester Examination Begins (Tentative)	
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday		
6	Monday	World Tsunami Awareness Day	
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday	World Science Day for Peace and Development	
11	Saturday		
12	Sunday		
13	Monday		
14	Tuesday	National Children's Day	
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday		
20	Monday	'Universal Childrens Day	
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		

ACADEMIC CALENDAR 2017-18
(EVEN SEMESTER)

DATE	DAY	DECEMBER 2017	DAY ORDER
1	Friday	World AIDS Day / Spiritual Service	
2	Saturday	—	-
3	Sunday	International Day of Persons with Disabilities	-
4	Monday		
5	Tuesday	World Soil Day	
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday	International Anti-Corruption Day	
10	Sunday	Human Rights Day	
11	Monday	College reopens for even semesters	A
12	Tuesday		B
13	Wednesday		C
14	Thursday		D
15	Friday		E
16	Saturday	—	-
17	Sunday	—	-
18	Monday		F
19	Tuesday		A
20	Wednesday		B
21	Thursday		C
22	Friday	National Mathematics Day / Pre-X'mas Celebrations	D
23	Saturday	Christmas Holidays Begin	-
24	Sunday	—	-
25	Monday	—	-
26	Tuesday	—	-
27	Wednesday	—	-
28	Thursday	—	-
29	Friday	—	-
30	Saturday	—	-
31	Sunday	—	-

DATE	DAY	JANUARY 2018	DAY ORDER
1	Monday	New Year - Holiday	—
2	Tuesday		E
3	Wednesday		F
4	Thursday	Educational Tour - UG III Years	A
5	Friday	Spiritual Service / Educational Tour - UG III Years	B
6	Saturday	Educational Tour - UG III Years	C
7	Sunday	—	—
8	Monday		D
9	Tuesday		E
10	Wednesday		F
11	Thursday		A
12	Friday	National Youth Day	B
13	Saturday	Graduation Day	C
14	Sunday	—	—
15	Monday		D
16	Tuesday	Thiruvallur Day - Holiday	—
17	Wednesday	Uzhavar Tirunal - Holiday	—
18	Thursday	I - CIA Test	E
19	Friday	I - CIA Test	F
20	Saturday	I - CIA Test / World Day of Social Justice	A
21	Sunday	International Mother Language Day	—
22	Monday	I - CIA Test	B
23	Tuesday	I - CIA Test	C
24	Wednesday	I - CIA Test	D
25	Thursday	I - CIA Test / National Voters day	E
26	Friday	Republic Day - Holiday	—
27	Saturday	Educational Tour - UG II Years & PG I Years	—
28	Sunday	—	—
29	Monday		F
30	Tuesday		A
31	Wednesday		B

DATE	DAY	FEBRUARY 2018	DAY ORDER
1	Thursday	Spiritual Service	C
2	Friday	Annual Sports Meet	D
3	Saturday	Annual Sports Meet	E
4	Sunday	World Cancer Day	—
5	Monday		F
6	Tuesday		A
7	Wednesday		B
8	Thursday		C
9	Friday		D
10	Saturday	—	—
11	Sunday	—	—
12	Monday		E
13	Tuesday		F
14	Wednesday		A
15	Thursday		B
16	Friday		C
17	Saturday	—	—
18	Sunday	—	—
19	Monday		D
20	Tuesday		E
21	Wednesday		F
22	Thursday		A
23	Friday		B
24	Saturday	—	—
25	Sunday	—	—
26	Monday	II - CIA Test	C
27	Tuesday	II - CIA Test	D
28	Wednesday	National Science Day / II - CIA Test	E

DATE	DAY	MARCH 2018	DAY ORDER
1	Thursday	II - CIA Test	F
2	Friday	II - CIA Test / Spiritual Service	A
3	Saturday	II - CIA Test / World Wildlife Day	B
4	Sunday	—	—
5	Monday	II - CIA Test	C
6	Tuesday		D
7	Wednesday		E
8	Thursday	International Women's Day Celebrations	F
9	Friday		A
10	Saturday		B
11	Sunday	—	—
12	Monday		C
13	Tuesday		D
14	Wednesday		E
15	Thursday		F
16	Friday		A
17	Saturday	Annual Day	B
18	Sunday	—	—
19	Monday		C
20	Tuesday	International Day of Happiness	D
21	Wednesday	International Day of Forests	E
22	Thursday	World Water Day	F
23	Friday		A
24	Saturday	—	—
25	Sunday	—	—
26	Monday		B
27	Tuesday		C
28	Wednesday		D
29	Thursday	Mahavirar Jayanthi - Holiday	—
30	Friday	Good Friday - Holiday	—
31	Saturday	—	—

DATE	DAY	APRIL 2018	DAY ORDER
1	Sunday	Easter Sunday	
2	Monday	III - CIA Test	E
3	Tuesday	III - CIA Test	F
4	Wednesday	III - CIA Test	A
5	Thursday	III - CIA Test	B
6	Friday	III - CIA Test / International Day of Sport for Development and Peace	C
7	Saturday	III - CIA Test / World Health Day	D
8	Sunday	—	—
9	Monday	III - CIA Test	E
10	Tuesday	Model Examination	F
11	Wednesday	Model Examination	A
12	Thursday	Model Examination	B
13	Friday	Model Examination	C
14	Saturday	Model Examination	D
15	Sunday	—	—
16	Monday	Model Examination	E
17	Tuesday	Model Examination	F
18	Wednesday		
19	Thursday		
20	Friday		
21	Saturday		
22	Sunday	International Mother Earth Day	
23	Monday	English Language Day	
24	Tuesday		
25	Wednesday	Semester Examination Study Leave	
26	Thursday	Semester Examination Study Leave	
27	Friday	Semester Examination Study Leave	
28	Saturday	World Day for Safety and Health at Work	
29	Sunday		
30	Monday		

TIME TABLE (ODD SEMESTER)

CLASS :

D.NO:

DAY ORDER	I 9.30 AM – 10.25 AM	II 10.25 AM – 11.20 AM	Interval (11.20 AM 11.35 AM)	III 11.35 AM – 12.30 PM	Lunch Break (12.30 PM – 1.10 PM)	IV 1.10 PM – 2.05 PM	V 2.05 PM – 3.00 PM	SEA 3.00 PM – 4.00 PM
A								
B								
C								
D								
E								
F								

* SEA – Students Enrichment Academy classes conducted between 3.00 pm to 4.00 pm.

TIME TABLE (EVEN SEMESTER)

CLASS :

D.NO:

DAY ORDER	I 9.30 AM – 10.25 AM	II 10.25 AM – 11.20 AM	Interval (11.20 AM 11.35 AM)	III 11.35 AM – 12.30 PM	Lunch Break (12.30 PM – 1.10 PM)	IV 1.10 PM – 2.05 PM	V 2.05 PM – 3.00 PM	SEA 3.00 PM – 4.00 PM
A								
B								
C								
D								
E								
F								

* SEA – Students Enrichment Academy classes conducted between 3.00 pm to 4.00 pm.

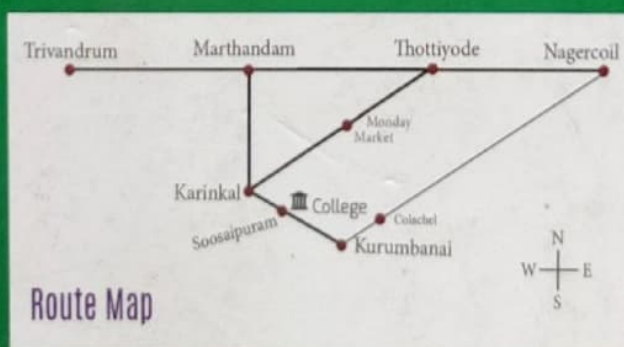
NOTES

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STUDENT LEARNING OUTCOMES (SLO'S)

- ☞ Love of God – Love of fellow beings –
Protecting the Environment
- ☞ Academic Excellence
- ☞ Skill Development
- ☞ Leadership
- ☞ Quality Perception
- ☞ Employability
- ☞ Moral and Sustainability – 'Concern for others'
- ☞ Self – Confidence
- ☞ Critical & Analytical Ability –
Aesthetic Responsiveness
- ☞ Communicating Ability
- ☞ Team Spirit



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St Alphonsa College **OF ARTS AND SCIENCE**

An Institution run by the Syro Malabar Catholic Diocese of Thuckalay

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Soosaiapuram, Karinkal Post, Kanyakumari District - 629 157, Tamilnadu

