



ST ALPHONSA COLLEGE OF ARTS AND SCIENCE

An Institution run by the Syro Malabar Catholic Diocese of Thuckalay

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Soosaipuram, Karinkal, Kanyakumari District, Tamilnadu - 629 157



**STUDENT HANDBOOK AND
ACADEMIC CALENDAR
2019 - 20**



OUR VISION

EDUCATE, EMPOWER AND EXCEL

Theme of the Academic Year 2019 - 20

**Dream and Dare to
Design your
Destiny**



ST ALPHONSA COLLEGE OF ARTS AND SCIENCE



An Institution run by the Syro Malabar Catholic Diocese of Thuckalay

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Soosalpuram, Karinkal, Kanyakumari District, Tamilnadu - 629 157

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

Ph: 04651 – 255540

**STUDENT HANDBOOK
AND
ACADEMIC CALENDAR
2019 - 2020**

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 PARENT / GUARDIAN

To

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

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

Signature of the Parent / Guardian

Full Name of the Parent / Guardian:

Occupation of the Parent / Guardian:

Address:

Date :

COLLEGE ANTHEM (கல்லூரிப் பண்)

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

புனித அல்போன்சா கல்லூரி
புகழிடம் என்றானத் தாயின் மடி

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

புனித அல்போன்சா

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

புனித அல்போன்சா

தமிழ்த்தாய் வாழ்த்து

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

Annakutty joined Clarist Convent at Bharananganam in 1927 on the feast of Pentecost. She received the postulant veil on 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 experience repeated spells of sickness and pain. She was on a bed of thorns torn and tortured by excruciating pain and prolonged agony.

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

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

Her death (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 long diocesan and subsequent apostolic processes bore fruit when on 9th 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 upto Kanyakumari, the southernmost boundary of India. From that day the Bishop of Changanacherry sent priests to be pastors of the Syro-Malabar faithful who have settled in different parts of the extended area. Among the parishes and mission stations instituted by these priests, there were the five Catholic communities of Arukani, Pathukani, Netta, Penu and Anamukham in the district of Kanyakumari. The faithful of these communities were mainly Syro-Malabar Catholics who had migrated from Central Kerala. From 1960 priests from the Archdiocese of Changanacherry started mission work in the area of the Kanyakumari District. As a result of this missionary work, people by and large got converted to Catholic faith. The missionaries trained them in Syro-Malabar Liturgy and spirituality. These activities gradually helped to organise areas into parishes and mission stations mainly in the Vilavancode and Kalkulam Taluks in Kanyakumari District. From 1967 the priests from the Congregation of Mary Immaculate (C.M.I.) also joined the Syro-Malabar mission work in Kanyakumari District.

Religious Sisters came forward together with the Diocesan and C.M.I priests to start convents and auxiliary mission services. Their service dates back to 1965 when a convent of the Sacred Heart Sisters was founded at Manjalummood, which was later, shifted to Mukkoottukal. The Bishops who have contributed to the mission work in Kanyakumari District upto the formation of the diocese are Archbishop Mar Mathew Kavukatt, Archbishop Mar Antony Padiyara and Archbishop Mar Joseph Powathil.

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

OUR COLLEGE

The Diocese of Thuckalay, since its erecting, has been pondering over the thought of extending its educational outreach in the field of higher education. Mar George Alencherry, the first bishop of the diocese, had been trying to find an appropriate location for the establishment of an institution for higher education. Several locations were explored and inspected with the help of priests and lay leaders of the Diocese. The new Bishop of the Diocese, Mar George Rajendran, SDB did not let down the aspirations of the priests, religious and faithful of the Diocese and carried the dream forward and took the decision to establish the institute of higher education in Soosaipuram, Karinkal and named it as St. Alphonsa College of Arts and Science. All efforts were made for the rapid construction of the College. Finally, on 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 skills allied to personal, spiritual and social values so that they become personally equipped and are transformed into socially committed citizens.

OUR MOTTO

- WISDOM, TRUTH AND LOYALTY

OUR EMBLEM



COURSES

The College offers the following UG and PG courses:

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

COURSE STRUCTURE

(With effect from the academic year 2016-2017 onwards)

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

COURSE STRUCTURE AND REGULATION FOR UG AND PG PROGRAMMES

CHOICE BASED CREDIT SYSTEM

The university 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 courses 3 years (6 - Semesters)

STRUCTURE OF THE PROGRAMME :

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

* Refer: [www.msuniv.ac.in/Academic/Academic Affairs](http://www.msuniv.ac.in/Academic/Academic%20Affairs)

MANAGEMENT

His Excellency,

Bishop Mar George Rajendran, SDB

Chairman

Rev Fr Thomas Powathuparampil

Vicar General, Diocese of Thuckalay

Manager

Rev Fr Antony Jose

Secretary and Correspondent

Dr S Isias

Principal

GOVERNING BODY

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

STANDING COMMITTEE OF GOVERNING BODY

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

RULES AND REGULATIONS

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

Academic Hours

1. Each Semester consists of a minimum of 90 working days, excluding days of semester examinations and other activities. These 90 days are divided into 15 weeks, each week consisting of 6 days, named as A, B, C, D, E and F.
2. The regular class hours are from 9:20 AM to 4:00 PM.
3. 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.
4. There will be a warning bell five minutes before the commencement of classes for each session, while the students are to go to their respective classes and take their seats and be ready for the classes.
5. The students are expected to remain strictly in silence within the classroom in between the class hours, while waiting for the faculty or in cases of the faculty being busy with other duties or absent from duties. The students are not allowed to leave the classroom during the class hours.
6. No student should leave the classroom during class hours without the permission of the faculty.
7. The students have to move swiftly in silence, when there is a need to shift classrooms.
8. Only the short break and the lunch break may be used for visiting washrooms and for drinking water.
9. Emergency needs and situations are to be brought to the notice of the faculty immediately.
10. Late comers should strictly get a permission slip from the principal to enter into the class.

Dress Code and Etiquette

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

Attendance and Leave

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

28. Periodic intimation will be given to the parent / guardian of the student for information and suitable action. The attendance of every student will be summed up at the end of each semester. In case of a student taking more than three days of leave consecutively, the parents / guardians will have to accompany the student when he / she returns to the College after such leave.
29. No student is allowed to take leave during Tests or Assignments or exempted from them. It is compulsory to prepare well and write all internal tests and model examinations.
30. Fee concession holders and scholarship holders should have minimum 90% attendance as per Government Order.
31. To appear for the University Semester Examinations, the University rules require a minimum of 75% attendance.

General Rules to Student

32. Students are strictly not permitted to carry Mobile Phones, Tab, Cameras, IPods, MP3 Players, or any other gadget to the College.
33. Students have to wear the Identity Cards issued by the College throughout their stay in the campus. Entry to the campus will be allowed only on production of Identity Cards to the security personnel at the College gate(s).
34. Any loss of Identity Card has to be reported immediately to the College office and application for new Identity Card needs to be submitted with the required fees.
35. Students of one class are not allowed to enter into any other class without prior permission from the faculty.

36. Students shall make every endeavour to keep the College buildings, facilities and campus clean. Students are requested to use the dust bin and should not throw anything in the classroom or corridor or keep waste or personal things inside the desk.
37. The students are not allowed to lean on to the walls or place their feet on them.
38. Students are not allowed to sit in the railings or on the steps of staircases.
39. Students are forbidden from writing, scribbling, painting on the walls, desks or any other facility of the College.
40. The students are not allowed to shift furniture or fittings in the classroom, library or any other facility in the College without being directed to do so by teachers or other staff of the College.
41. Students found guilty of damaging, destroying College property shall be penalised and asked to replace the same at their own cost.
42. Smoking is strictly prohibited inside the College campus as per Government Order.
43. Students found using drugs or liquor or any other contraband material shall be dismissed immediately.
44. Students should not participate in political or communal activities.
45. Students and parents shall co-operate with every activity of the College during and outside the College hours.
46. The students are not allowed to whistle, hoot or howl during College functions or events.
47. The vehicles / two wheelers are to be parked only in the allotted parking lots. The parking timings are to be followed.

It is compulsory to submit copies of vehicle documents and driving license to the College.

48. Students found guilty of using foul language or behaving rudely towards the staff members or fellow students will be expelled from the College.
49. Students are advised to read notices put on the notice board. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.
50. Eve-teasing and ragging are banned in the campus. If any student indulges in eve-teasing and ragging, criminal action will be initiated against that student.
51. Students are permitted to the College office during the Morning Interval / Lunch Break / after 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.

52. Under Tamil Nadu Educational rules

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

FEES AND SCHOLARSHIPS

COLLEGE FEES

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

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

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

SCHOLARSHIPS

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

CAMPUS FACILITIES AND STUDENT AMENITIES

CAMPUS

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

COLLEGE LIBRARY

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

Library Rules

1. Every student must possess a Reader's Card while making use of the library and produce the same to the library staff on entering the library.
2. Strict discipline and silence must be maintained in the library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
3. One book will be issued against one Reader's Card for specific number of days only.
4. Reference material should not be taken outside the library.
5. Books for overnight reading will be issued at specific time on the discretion of the librarian and the same must be returned before 9:30 AM next day.
6. Newspapers and periodicals are issued against library cards for reading in the library only.
7. When books are issued, students should check pages of the book in front of the librarian in order to identify missing pages and report the same to the librarian before leaving the counter. On returning the book(s), if pages are found missing, the last borrower of the book shall be held accountable for the missing pages and shall accordingly pay for the purchase of the latest edition of the same book.
8. Students are required to handle books and reading materials very carefully. Marking library books with pencil or ink or spoiling the same in any other way will be viewed very seriously. In such cases, the last reader will be held responsible unless (s)he shows the librarian at the time of issuing the book the previous marks or damages. In the event of damage of any kind, the last reader will be liable to

compensate for the damage and pay for the purchase of the latest edition of the same book.

9. Late return of books shall attract a fine of Rs. 10/- per day for the first week and Rs 20/- per day for the second week.
10. In case a reader loses a book, (s)he should pay for the purchase of the latest edition of the same book.
11. Membership card is not transferable. Students must not lend their Reader's Card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.
12. The College Leaving Certificate or Transfer Certificate will be issued to students only after (s)he has returned all the Library books and cleared all library dues.
13. Reader's Card must be renewed every semester / year as notified.
14. First year students should get their Reader's Card issued from the Library by the prescribed date. No Reader's Card will be issued to any student after this date.
15. In case a student loses one's Reader's Card, the student should report the loss of Card immediately to the librarian and apply for a duplicate card on the prescribed form available at the library by paying the prescribed fees for duplicate Reader's Card.

ADMINISTRATIVE OFFICE

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

College Office Hours

For Students

9:00 to 9:20 AM; 11:20 to 11:30 AM;

12:25 to 1:05 PM; 4:00 to 4:30 PM

For Parents / Guardians

10:00 AM to 12:20 PM; 2:00 to 4:30 PM

ALUMNI ASSOCIATION

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

CANTEEN

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

HOSTEL

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

LABORATORIES

The College has state of the art laboratories for Chemistry, Physics and Computer Science. The well-equipped laboratories

assist the students to gain knowledge and skills through experiments.

MENTORING

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

SICK ROOM

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

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

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

ACADEMIC CALENDAR 2019-20
(ODD SEMESTER)

DATE	DAY	JUNE 2019	DAY ORDER
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday	Ramzan	
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		
14	Friday		
15	Saturday		
16	Sunday		
17	Monday	College reopens for UG II, III & PG II Years	A
18	Tuesday		B
19	Wednesday	Inauguration of UG I Year	C
20	Thursday		D
21	Friday	International Yoga Day	E
22	Saturday		
23	Sunday		
24	Monday		F
25	Tuesday		A
26	Wednesday		B
27	Thursday		C
28	Friday		D
29	Saturday		
30	Sunday		

DATE	DAY	JULY 2019	DAY ORDER
1	Monday	Inauguration of PG I Year	E
2	Tuesday		F
3	Wednesday	St. Thomas Day - Holiday	
4	Thursday		A
5	Friday		B
6	Saturday		
7	Sunday		
8	Monday		C
9	Tuesday		D
10	Wednesday		E
11	Thursday		F
12	Friday	Inauguration of Literary Club Submission of Questions for CIA-I	A
13	Saturday		
14	Sunday		
15	Monday		B
16	Tuesday		C
17	Wednesday	CIA Test - I	D
18	Thursday	CIA Test - I	E
19	Friday	CIA Test - I	F
20	Saturday	CIA Test - I	A
21	Sunday		
22	Monday	CIA Test - I	B
23	Tuesday	CIA Test - I	C
24	Wednesday	CIA Test - I	D
25	Thursday	Inauguration of Commerce Association	E
26	Friday		F
27	Saturday	St. Alphonsa Day Celebrations	A
28	Sunday	St. Alphonsa Day Celebrations	
29	Monday		B
30	Tuesday		C
31	Wednesday	Inauguration of Computer Science Association	D

DATE	DAY	AUGUST 2019	DAY ORDER
1	Thursday		E
2	Friday		F
3	Saturday	Industrial Visit - Commerce Department	
4	Sunday		
5	Monday		A
6	Tuesday	Inauguration of Mathematika Association	B
7	Wednesday		C
8	Thursday		D
9	Friday		E
10	Saturday		
11	Sunday		
12	Monday	Bakrid - Holiday	
13	Tuesday		F
14	Wednesday		A
15	Thursday	Independence Day	
16	Friday	Alfest Inter-School Sports Meet	B
17	Saturday	Alfest Inter-School Sports Meet & Inter-College Competitions	C
18	Sunday		
19	Monday	Birthday of St. Alphonsa - Holiday	
20	Tuesday	Computer Science District Level Seminar Submission of Questions for CIA-II	D
21	Wednesday		E
22	Thursday	Inter-School Science Exhibition by Science Forum	F
23	Friday	Krishna Jayanthi	
24	Saturday	Industrial Visit - Mathematics & Commerce Departments	
25	Sunday		
26	Monday	CIA Test - II	A
27	Tuesday	CIA Test - II	B
28	Wednesday	CIA Test - II	C
29	Thursday	CIA Test - II	D
30	Friday	CIA Test - II	E
31	Saturday	CIA Test - II	F

DATE	DAY	SEPTEMBER 2019	DAY ORDER
1	Sunday		
2	Monday	Vinayakar Chathurthi	
3	Tuesday	CIA Test - II	A
4	Wednesday		B
5	Thursday	Teachers' Day	C
6	Friday		D
7	Saturday		E
8	Sunday		
9	Monday		F
10	Tuesday	Muharram	
11	Wednesday	Onam - Holiday	
12	Thursday		A
13	Friday		B
14	Saturday		
15	Sunday		
16	Monday		C
17	Tuesday		D
18	Wednesday		E
19	Thursday	English Day Celebration	F
20	Friday	Industrial Visit - Computer Science	A
21	Saturday		
22	Sunday		
23	Monday		B
24	Tuesday		C
25	Wednesday		D
26	Thursday	Three days National Workshop - Commerce Department	E
27	Friday	Industrial Visit - Science Forum Industrial Visit - English Department	F
28	Saturday		
29	Sunday		
30	Monday		A

DATE	DAY	OCTOBER 2019	DAY ORDER
1	Tuesday		B
2	Wednesday	Gandhi Jayanthi	
3	Thursday		C
4	Friday	Submission of Questions for CIA-III	D
5	Saturday	Orphanage Visit - Mathematics Department	
6	Sunday		
7	Monday	Ayutha Pooja	
8	Tuesday	Vijaya Dasami	
9	Wednesday		E
10	Thursday		F
11	Friday	CIA Test - III	A
12	Saturday	CIA Test - III	B
13	Sunday		
14	Monday	CIA Test - III	C
15	Tuesday	CIA Test - III	D
16	Wednesday	CIA Test - III	E
17	Thursday	CIA Test - III	F
18	Friday	CIA Test - III	A
19	Saturday		
20	Sunday		
21	Monday		B
22	Tuesday		C
23	Wednesday		D
24	Thursday		E
25	Friday		F
26	Saturday		
27	Sunday	Deepavali	
28	Monday		A
29	Tuesday		B
30	Wednesday		C
31	Thursday		D

DATE	DAY	NOVEMBER 2019	DAY ORDER
1	Friday	Study Leave	
2	Saturday		
3	Sunday		
4	Monday	Commencement of University Examination	
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		
9	Saturday		
10	Sunday	Milad-un-Nabi	
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 2019-20
(EVEN SEMESTER)

DATE	DAY	DECEMBER 2019	DAY ORDER
1	Sunday		
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday		
9	Monday		
10	Tuesday	College reopens for Even Semesters	A
11	Wednesday		B
12	Thursday		C
13	Friday		D
14	Saturday		E
15	Sunday		
16	Monday		F
17	Tuesday		A
18	Wednesday		B
19	Thursday		C
20	Friday	Fine Arts Day	D
21	Saturday	Fine Arts Day	E
22	Sunday		
23	Monday	Pre-X'mas Celebrations	F
24	Tuesday	Christmas Holidays Begin	
25	Wednesday	Christmas	
26	Thursday		
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		
31	Tuesday		

DATE	DAY	JANUARY 2020	DAY ORDER
1	Wednesday	New Year's Day	
2	Thursday		A
3	Friday		B
4	Saturday		C
5	Sunday		
6	Monday		D
7	Tuesday		E
8	Wednesday	Workshop on Python - Comp. Sc.	F
9	Thursday		A
10	Friday		B
11	Saturday	Submission of Questions for CIA-I	C
12	Sunday		
13	Monday		D
14	Tuesday	Pongal Holiday	
15	Wednesday	Pongal Holiday	
16	Thursday	Thiruvalluvar Day	
17	Friday	Uzhavar Tirunal	
18	Saturday		
19	Sunday		
20	Monday	CIA Test - I	E
21	Tuesday	CIA Test - I	F
22	Wednesday	CIA Test - I	A
23	Thursday	CIA Test - I	B
24	Friday	CIA Test - I	C
25	Saturday	CIA Test - I	D
26	Sunday	Republic Day	
27	Monday	CIA Test - I	E
28	Tuesday	National Level Workshop - Mathematics Department	F
29	Wednesday		A
30	Thursday	National Conference - English Department	B
31	Friday		C

DATE	DAY	FEBRUARY 2020	DAY ORDER
1	Saturday		D
2	Sunday		
3	Monday		E
4	Tuesday		F
5	Wednesday		A
6	Thursday		B
7	Friday		C
8	Saturday	Visit to a Home for the Physically Challenged - Commerce Department	
9	Sunday		
10	Monday		D
11	Tuesday		E
12	Wednesday		F
13	Thursday		A
14	Friday		B
15	Saturday		C
16	Sunday		
17	Monday		D
18	Tuesday	Industrial Visit - English Department	E
19	Wednesday	Submission of Questions for CIA-II	F
20	Thursday		A
21	Friday	Shivratri	
22	Saturday		B
23	Sunday		
24	Monday	CIA Test - II	C
25	Tuesday	CIA Test - II	D
26	Wednesday	CIA Test - II	E
27	Thursday	CIA Test - II	F
28	Friday	CIA Test - II	A
29	Saturday	CIA Test - II	B

DATE	DAY	MARCH 2020	DAY ORDER
1	Sunday		
2	Monday	CIA Test - II	C
3	Tuesday		D
4	Wednesday	National Conference - Commerce Department	E
5	Thursday		F
6	Friday	Annual Day	A
7	Saturday		
8	Sunday		
9	Monday		B
10	Tuesday		C
11	Wednesday		D
12	Thursday		E
13	Friday		F
14	Saturday		A
15	Sunday		
16	Monday		B
17	Tuesday		C
18	Wednesday		D
19	Thursday		E
20	Friday		F
21	Saturday		
22	Sunday		
23	Monday		A
24	Tuesday		B
25	Wednesday	Ugadi	
26	Thursday	Submission of Questions for CIA-III	C
27	Friday		D
28	Saturday		
29	Sunday		
30	Monday		E
31	Tuesday	CIA Test - III	F

DATE	DAY	APRIL 2020	DAY ORDER
1	Wednesday	CIA Test - III	A
2	Thursday	CIA Test - III	B
3	Friday	CIA Test - III	C
4	Saturday	CIA Test - III	D
5	Sunday		
6	Monday	Mahaveer Jayanthi	
7	Tuesday	CIA Test - III	E
8	Wednesday	CIA Test - III	F
9	Thursday		
10	Friday	Good Friday	
11	Saturday		
12	Sunday	Easter	
13	Monday	Dr. B. R. Ambedkar's Birthday	
14	Tuesday	Tamil New Year's Day	
15	Wednesday		A
16	Thursday		B
17	Friday		C
18	Saturday		
19	Sunday		
20	Monday		D
21	Tuesday		E
22	Wednesday		F
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday		
27	Monday	Commencement of University Examination	
28	Tuesday		
29	Wednesday		
30	Thursday		

DATE	DAY	MAY 2020	DAY ORDER
1	Friday	May Day	
2	Saturday		
3	Sunday		
4	Monday		
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		
31	Sunday		

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

NOTES

STUDENT LEARNING OUTCOMES (SLO's)

-  Love of God – Love of fellow being - 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

தரமாய் கற்று வளமாய் வாழ..!



ST ALPHONSA COLLEGE OF ARTS AND SCIENCE



An Institution run by the Syro Malabar Catholic Diocese of Thuckalay

(Affiliated to Manoniam Sundaranar University, Tirunelveli)

Soosaipuram, Karinkal, Kanyakumari District, Tamilnadu - 629 157



04651 -255540

Email : stalphons2014@gmail.com

Website: www.stalphonsa.edu.in



94449 68133

94449 68233