



# **ST ALPHONSA COLLEGE**

## **OF ARTS AND SCIENCE**

(Accredited by NAAC with B++)

An Institution run by the Syro Malabar Catholic Diocese of Thuckalay

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)

Soosaipuram, Karinkal - Kanyakumari Dist, Tamil Nadu – 629 157

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

Ph: 04651 – 255540, 290760, 9444968133



### **STUDENT HANDBOOK AND ACADEMIC CALENDAR 2023 - 2024**



## PERSONAL MEMORANDA

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

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

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

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

Student Status: \_\_\_\_\_ Day Scholar ( ) / Hosteller ( )

If Hosteller, Name and Address of the Hostel:

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

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

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

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

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

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

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

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

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

## DECLARATION OF THE PARENT / GUARDIAN

To

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

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

Signature of the Parent / Guardian

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

## PERSONAL MEMORANDA

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

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

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

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

Student Status: \_\_\_\_\_ Day Scholar ( ) / Hosteller ( )

If Hosteller, Name and Address of the Hostel:

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

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

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

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

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

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

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

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

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

## DECLARATION OF THE PARENT / GUARDIAN

To

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

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

Signature of the Parent / Guardian

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

## COLLEGE ANTHEM (கல்லூரிப் பண்)

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

புனித அல்போன்சா கல்லூரி  
புகழிடம் என்றானத் தாயின் மடி

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

புனித அல்போன்சா .....

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

புனித அல்போன்சா .....

## தமிழ்த்தாய் வாழ்த்து

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

## NATIONAL ANTHEM

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

## NATIONAL PLEDGE

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



## **PRAYERS**

### **OUR FATHER**

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

### **HAIL MARY**

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

### **PRAYER TO ST. ALPHONSA**

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

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

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

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

### **PRAYER BEFORE CLASS**

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

### **PRAYER AFTER CLASS**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **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 five Catholic communities of Arukani, Pathukani, Netta, Penu and Anamukham in the district of Kanyakumari. The faithful of these communities were mainly Syro-Malabar Catholics who had migrated from Central Kerala. From 1960 priests from the Archdiocese of Changanacherry started mission work in the area of the Kanyakumari District. As a result of this missionary work, people by and large got converted to Catholic faith. The missionaries trained them in Syro-Malabar Liturgy and spirituality. These activities gradually helped to organise areas into parishes and mission stations mainly in the Vilavancode and Kalkulam Taluks in Kanyakumari District. From 1967 the priests from the Congregation of Mary Immaculate (C.M.I.) also joined the Syro-Malabar mission work in Kanyakumari District.

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

The Bishops who have contributed to the mission work in Kanyakumari District upto the formation of the diocese are Archbishop Mar Mathew Kavukatt, Archbishop Mar Antony Padiyara and Archbishop Mar Joseph Powathil.

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

## **OUR COLLEGE**

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

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

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

## OUR VISION

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

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

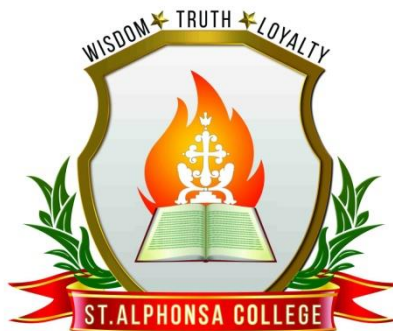
## OUR MISSION

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

## OUR MOTTO

- WISDOM, TRUTH AND LOYALTY

## OUR EMBLEM





## COURSES

The College offers the following UG and PG Programmes:

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

## COURSE STRUCTURE

(With effect from the Academic Year 2021-2022 onwards)  
(As per the Rules & Regulations prescribed by Manonmaniam Sundaranar University, Tirunelveli)

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

#### CHOICE BASED CREDIT SYSTEM

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

#### TANSCHÉ Model

The university has implemented new syllabus by following TANSCHÉ model for all the UG and PG programmes with effect from the academic year 2023-24.

#### STRUCTURE OF THE PROGRAMME:

Each programme has different types of courses, viz., theory courses such as Core / Allied / Elective / Non-Major Elective / Skill-Based / Naan Mudhalvan Skill Enhancement / 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 / RRC / YRC). The Course structure with the number of Courses per Semester / Credit Assignment and Contact Hours per Week for each course in each category of UG and PG Degree programmes are provided.\*

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

## MANAGEMENT

His Excellency

**Mar George Rajendran, SDB**

Bishop of Thuckalay

*Chairman*

**Very Rev. Fr. Thomas Powathuparampil**

Vicar General, Diocese of Thuckalay

*Manager*

**Very Rev. Fr. Antony Jose**

*Secretary and Correspondent*

**Rev. Dr. Michael Arockiasamy SDB**

*Principal*

**Rev. Fr. Ajin Jose**

*Campus Minister*

### GOVERNING BODY

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

### STANDING COMMITTEE OF GOVERNING BODY

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

## Faculty Details

### Faculty of Tamil

Dr. Rajesh P S	Assistant Professor & Head
Dr. S. Angel Jayalet Rani	Assistant Professor
Ms. N. S. Abitha	Assistant Professor

### Faculty of Malayalam

Mr. M. Pankajakshan	Assistant Professor
---------------------	---------------------

### Faculty of English

Rev. Dr. Michael Arockiasamy SDB	Principal
Dr. R. Pranesh Kumar	Assistant Professor & Head
Rev. Fr. Ajin Jose	Assistant Professor
Ms. M. Aksha Immaculate	Assistant Professor
Ms. T. Anisha Dominic Tiffany	Assistant Professor
Dr. V. S. Bindhu	Assistant Professor
Ms. V. V. Sibitha	Assistant Professor
Ms. T. M. Jalaja Mary	Assistant Professor
Dr. D. Bobby	Assistant Professor
Dr. G. S. Rejani	Assistant Professor
Ms. G. S. Jemima Jorin	Assistant Professor
Ms. Adline Jereena Mary S	Assistant Professor

### Faculty of Commerce

Dr. R. Sivanesan	Associate Professor & Head
Dr. N. Jemila Dani	Assistant Professor
Dr. M. Subala	Assistant Professor
Dr. C. Selvaraj	Assistant Professor
Dr. R. Paulmoni	Assistant Professor
Ms. M. Reshma	Assistant Professor
Dr. P. Besmi	Assistant Professor

### Faculty of Chemistry

Dr. M. Jeba Jeeva Rani	Assistant Professor & Head
Dr. A. Anita	Assistant Professor
Dr. B. Jini Kumari	Assistant Professor
Ms. J. Mary Vasantham	Assistant Professor

### Faculty of Computer Science

Dr. A. Sanal	Assistant Professor & Head
Ms. R. Jasmine Immaculate Shelly	Assistant Professor
Ms. Shiny T L	Assistant Professor
Dr. S. Beghin Bose	Assistant Professor
Ms. Salinda Eveline Suniram	Assistant Professor
Mr. A. Pravin	Assistant Professor

### Faculty of Mathematics

Dr. A. Subitha	Assistant Professor & Head
Dr. V. K. Kalai Vani	Assistant Professor
Dr. P. S. Stem Edilber	Assistant Professor
Dr. R. L. Babisha Julit	Assistant Professor
Dr. J. Remya	Assistant Professor
Dr. S. Arun Williams	Assistant Professor
Ms. M. Mahiba	Assistant Professor

### Faculty of Physics

Dr. P. H. Sudharlin Paul  
Dr. M. N. Audline Jini  
Dr. S. Ajitha  
Dr. J. T. Anandhi  
Dr. V. Doni Pon  
Dr. C. S. Biju  
Dr. S. K. Remmi

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

### Faculty of Physical Education

Dr. A. P. Seelan  
Ms. P. Anisha

Physical Director & Head  
Physical Director

### Librarians

Rev. Sr. Ajitha V Aattuchalil  
Ms. M. Mary Selin Bai

Librarian  
Assistant Librarian

### Counsellor

Rev. Sr. C. J. Vincy

### Non Teaching Staff Details

Ms. D. Jaya  
Dr. R. Panneer Selvam  
Rev. Sr. Thresiamma Chacko  
Mr. R. Jose Anish  
Ms. G Ashmi George  
Mr. D. Sajin  
Mr. G. Godwin Thatheyus  
Ms. T. Agnes Mary  
Ms. P. Helen Mary  
Mr. R. Jenish  
Ms T. Shalini  
Mr. J. Sujin  
Mr. G. Shajan  
Mr. S. Venu Gopal  
Mr. K. Stephen Raj  
Mr. S. Sagaya Britto  
Mr. S. Albert Raj  
Ms. Y. Bella Mary  
Ms. Y. Leela  
Ms. M. Mary Asheela  
Ms. P. Sarasam  
Ms. S. Louis Mary  
Ms. C. Maria Selvi  
Mr. S. Thankaraj  
Mr. P. Chandran

Superintendent  
Public Relation Officer  
Accountant  
Junior Assistant & Typist  
Junior Assistant  
Office Assistant  
Office Assistant  
Receptionist  
Lab Asst in Chemistry  
Lab Asst in Computer Science  
Lab Asst in Physics  
Electrician  
Driver  
Driver  
Driver  
Driver  
Driver  
Support Staff  
Support Staff  
Support Staff  
Support Staff  
Support Staff  
Support Staff  
Gardener  
Security

## Committees

### Academic Council

Chairperson	:	Principal
Advisor	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Co-ordinator	:	Dr. G. S. Rejani
Members	:	Dr. R. Sivanesan
	:	Dr. M. Subala
	:	Dr. P. H. Sudharlin Paul
	:	Dr. S. K. Remmi
	:	Dr. R. Pranesh Kumar
	:	Dr. A. Sanal
	:	Dr. S. Beghin Bose
	:	Dr. A. Subitha
	:	Ms. M. Mahiba
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. B. Jini Kumari
	:	Dr. Rajesh P S
	:	Ms. D. Jaya

### Admission Committee

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Co-ordinator	:	Ms. M. Aksha Immaculate
Members	:	Dr. R. Sivanesan
	:	Dr. R. Paulmoni
	:	Dr. P. H. Sudharlin Paul
	:	Dr. C. S. Biju
	:	Dr. R. Pranesh Kumar
	:	Dr. A. Sanal
	:	Dr. S. Beghin Bose
	:	Dr. A. Subitha
	:	Dr. P. S. Stem Edilber
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. B. Jini Kumari
	:	Dr. Rajesh P S
	:	Dr. A. P. Seelen
	:	Ms. D. Jaya
	:	Dr. R. Panneer Selvam

### Council of Heads

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. R. Sivanesan
Members	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. A. Sanal
	:	Dr. A. Subitha
	:	Dr. Rajesh P S
	:	Dr. A. P. Seelan
	:	Ms. M. Aksha Immaculate
	:	Ms. D. Jaya
	:	Dr. R. Panneer Selvam

## **IQAC**

Chairperson	:	Principal
Manager	:	Very Rev. Fr. Thomas Powathuparampil
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Coordinator	:	Ms. V. V. Sibitha
Members	:	Dr. R. Sivanesan
	:	Ms. T. Anisha Dominic Tiffany
	:	Dr. B. Jini Kumari
	:	Dr. S. K. Remmi
	:	Dr. M. Mahiba
	:	Dr. M. Subala
	:	Dr. P. S. Stem Edilber
	:	Dr. M. N. Audline Jini
	:	Dr. D. Bobby
	:	Ms. D. Jaya

## **Alumni Association**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Co-ordinators	:	Dr. P. H. Sudharlin Paul
	:	Dr. V. S. Bindhu
President	:	Mr. C. D. Jeevan Joy
Vice President	:	Ms. C. Divya
Secretary	:	Ms. S. Breeza Roy
Joint Secretary	:	Ms. R. Ruhisha Mol
Treasurer	:	Ms. A. Anisha Margaret
Executive Member	:	Ms. R. G. Jeroley
Members	:	Dr. R. Sivanesan
	:	Dr. R. Pranesh Kumar
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. A. Subitha
	:	Ms. Shiny T L
	:	Dr. A. P. Seelan
	:	Dr. R. Panneer Selvam

## **College Development Committee**

Chairperson	:	Correspondent & Secretary
Convener	:	Principal
Co-Convener	:	Rev. Fr. Ajin Jose
Members	:	Dr. R. Sivanesan
	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Ms. M. Aksha Immaculate
	:	Dr. R. Panneer Selvam

## **College Website Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. A. Sanal
Co-Convener	:	Mr. A. Pravin
Members	:	Dr. D. Bobby
	:	Ms. Salinda Evelin Suniram
	:	Dr. P. Besmi
	:	Ms. M. Mahiba
	:	Dr. A. Anita
	:	Ms. T. Anisha Dominic Tiffany
	:	Ms. P. Anisha

### **College Magazine Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. D. Bobby
Members	:	Dr. G. S. Jemima Jorin
	:	Ms. M. Mahiba
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. P. Besmi
	:	Dr. S. K. Remmi
	:	Mr. A. Pravin
	:	Ms. D. Jaya
	:	Dr. R. Panneer Selvam
	:	Mr. D. Sajin
	:	Mr. R. Jenish

### **Library Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Convener	:	Rev. Sr. Ajitha
Co-Convener	:	Ms. M. Mary Selin Bai
Members	:	Dr. P. Besmi
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. S. Arun Williams
	:	Ms. S. Adline Jereena Mary
	:	Dr. S. Angel Jeyalet Rani
	:	Ms. J. Remya
	:	Ms. P. Anisha
	:	Ms. G. Ashmi George

### **Research Forum**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Convener	:	Dr. R. Pranesh Kumar
Members	:	Dr. R. Sivanesan
	:	Dr. M. Subala
	:	Dr. P. H. Sudharlin Paul
	:	Dr. M. N. Audline Jini
	:	Dr. S. Ajitha
	:	Dr. J. T. Anandhi
	:	Dr. A. Subitha
	:	Dr. V. K. Kalai Vani
	:	Dr. V. S. Bindhu

### **Science Forum**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Convener	:	Dr. P. H. Sudharlin Paul
Members	:	Dr. M. Jeba Jeeva Rani
	:	Dr. A. Sanal
	:	Dr. A. Subitha

### **ICT Committee**

Chairman	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. A. Sanal
Members	:	Mr. A. Pravin
	:	Dr. S. K. Remmi
	:	Dr. R. Pranesh Kumar
	:	Dr. R. Panneer Selvam

**Examination Committee**

Chairperson	:	Principal
Chief Superintendent	:	Dr. R. Sivanesan
Members	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. A. Sanal
	:	Dr. A. Subitha
	:	Dr. Rajesh P S
	:	Ms. D. Jaya

**Mentoring Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Rev. Sr. C. J. Vincy
Co-Convener	:	Ms. Shiny T L

**Sports Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. A. P. Seelan
Co-Convener	:	Ms. P. Anisha
Members	:	Dr. Rajesh P S
	:	Dr. V. Doni Pon
	:	Dr. R. Paulmoni
	:	Dr. V. K. Kalai Vani
	:	Dr. G. S. Rejani
	:	Dr. S. Beghin Bose

**Fine Arts Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Ms. G. S. Jemima Jorin
Co-Convenors	:	Ms. J. Mary Vasantham
	:	Dr. R. L. Babisha Julit
Members	:	Mr. A. Pravin
	:	Dr. P. H. Sudharlin Paul
	:	Dr. M. N. Audline Jini
	:	Ms. T. M. Jalaja Mary
	:	Ms. S. Adline Jereena Mary
	:	Dr. C. Selvaraj
	:	Ms. M. Reshma
	:	Ms. Shiny T L
	:	Dr. P. S. Stem Edilber
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. Rajesh P S
	:	Dr. S. Angel Jayalet Rani

**First Aid Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Ms. J. Mary Vasantham
Co-Convener	:	Ms. M. Mary Selin Bai
Members	:	Rev. Sr. Ajitha V Aattuchalil
	:	Ms. P. Anisha
	:	Ms. P. Helen Mary



**Career Guidance and Placement Cell**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. D. Bobby
Co-Convener	:	Dr. R. Sivanesan
Members	:	Dr. V. Doni Pon
	:	Dr. C. Selvaraj
	:	Dr. A. Anita
	:	Dr. V. K. Kalai Vani
	:	Dr. T. M. Jalaja Mary
	:	Dr. S. Angel Jeyalet Rani
	:	Ms. R. Jasmine Immaculate Shelly

**Anti-Ragging Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. A. Anita
Co-Convener	:	Dr. M. Jeba Jeeva Rani
Members	:	Tasildhar, Killiyur
	:	Inspector of Police, Karungal
	:	Adv Justinaar Raj
	:	Dr. R. Sivanesan
	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. P. Anisha
	:	R. Keerthana, II M.Sc. Maths
	:	S. Shanlee, III BCOM

**Prevention of Sexual Harassment Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. M. Jeba Jeeva Rani
Members	:	Dr. R. Sivanesan
	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. S. Angel Jayalet Rani
	:	Dr. A. P. Seelan
	:	Ms. P. Anisha
	:	P. Aswini, II M.A. English
	:	M. Allan, III B.Sc. CSC

**Grievance and Redressal Cell**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Ms. J Mary Vasantham
Members	:	Dr. R. Sivanesan
	:	Ms. V. V. Sibitha

**Grievance and Redressal Cell for Women Employees**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Ms. M. Aksha Immakulate
Members	:	Dr. A. Subitha
	:	Dr. N. Jemila Dani
	:	Dr. G. S. Rejani
	:	Rev. Sr. C. J. Vincy

**National Service Scheme (NSS)**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Programme Officer	:	Dr. R. Paulmoni
Members	:	Ms. M. Aksha Immaculate
	:	Dr. S. Arun Williams
	:	Ms. Shyni T L
	:	Ms. T. M. Jalaja Mary
	:	Dr. J. T. Anandhi

**Youth Red Cross (YRC)**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Programme Officer	:	Dr. C. Selvaraj
Members	:	Ms. N. S. Abitha
	:	Dr. R. L. Babisha Julit
	:	Dr. S. Beghin Bose
	:	Ms. Adline Jereena Mary S
	:	Ms. Salinda Evelin Suniram

**Red Ribbon Club (RRC)**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Programme Officer	:	Dr. C. Selvaraj
Members	:	Ms. N. S. Abitha
	:	Dr. R. L. Babisha Julit
	:	Ms. Adline Jereena Mary S
	:	Dr. J. Remya

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

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. P. S. Stem Edilber
Members	:	Dr. Rajesh P S
	:	Dr. P. Besmi
	:	Dr. S. Arun Williams

**Students Council**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. A. Subitha
Student Chairperson	:	Elected Student
Student Vice Chairperson	:	Elected Student
Secretary	:	Elected Student
Treasurer	:	Elected Student
Joint Secretary	:	Elected Student
Members	:	Dr. R. Sivanesan
	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Ms. M. Mahiba
	:	Elected Student
	:	Elected Student
	:	Elected Student
	:	Elected Student

**Students Enrichment Academy (SEA)**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Convener	:	Dr. P. H. Sudharlin Paul
Co-convener	:	Dr. S. K. Remmi
Members	:	Dr. R. Sivanesan
	:	Dr. P. S. Stem Edilber
	:	Dr. A. Sanal
	:	Dr. R. Pranesh Kumar
	:	Dr. D. Bobby
	:	Dr. R. Paulmoni
	:	Dr. V. S. Bindhu
	:	Dr. P. Besmi
	:	Ms. M. Reshma
	:	Dr. S. Beghin Bose
	:	Dr. A. P. Seelan
	:	Ms. P. Anisha

**Naan Mudhalvan Upskilling Program**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener & SPOC	:	Dr. V. Doni Pon
Co-Convener	:	Ms. Adline Jereena Mary S
Members	:	Dr. R. Sivanesan
	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. M. Jeba Jeeva Rani
	:	Dr. A. Subitha
	:	Dr. A. Sanal
	:	Mr. R. Jose Anish

**University Management Information System (UMIS)**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener & Nodal Officer	:	Dr. R. Sivanesan
Co-Convener	:	Mr. R. Jose Anish

**Students Discipline Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. A. P. Seelan
Members	:	Dr. Sivanesan
	:	Dr. P. H. Sudharlin Paul
	:	Dr. R. Pranesh Kumar
	:	Dr. A. Subitha
	:	Dr. Rajesh P S
	:	Ms. P. Anisha

**Value Education Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. N. Jemila Dani
Co-Conveners	:	Ms. T. M. Jalaja Mary
	:	Ms. M. Aksha Immaculate

**Students Welfare Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. N. Jemila Dani
Members	:	Dr. V. S. Bindhu
	:	Ms. N. S. Abitha
	:	Dr. J. Remya
	:	Dr. V. Doni Pon

**Students Scholarship Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. R. Paneer Selvam
Members	:	Ms. D. Jaya
	:	Dr. M. Subala
	:	Ms. T. Anisha Dominic Tiffany
	:	Ms. T. M. Jalaja Mary
	:	Mr. D. Sajin

**Women Welfare Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Ms. M. Aksha Immaculate
Members	:	Rev. Sr. C. J. Vincy
	:	Dr. N. Jemila Dani
	:	Dr. S. Angel Jayalet Rani
	:	Dr. V. K. Kalai Vani
	:	Ms. G. S. Jemima Jorin

**Campus Ministry**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Rev. Sr. Ajitha V Aattuchalil
Members	:	Rev. Sr. C. J. Vincy
	:	Rev. Sr. Thresiamma Chacko
	:	Dr. N. Jemila Dani
	:	Dr. P. Besmi
	:	Ms. N. S. Abitha
	:	Ms. T. M. Jalaja Mary
	:	Ms. P. Helen Mary
	:	Ms. M. Mary Selin Bai

**Public Relation and Documentation Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. R. Panneer Selvam
Members	:	Dr. P. S. Rajesh
	:	Dr. D. Bobby
	:	Dr. S. Arun Williams
	:	Dr. J. T. Anandhi
	:	Ms. Salinda Evelin Suniram
	:	Mr. D. Sajin

**Feedback Committee**

Chairperson	:	Principal
Advisor	:	Secretary & Correspondent
Convener	:	Dr. S. Ajitha
Members	:	Ms. Adline Jereena Mary S
	:	Ms. Salinda Evelin Suniram

**PTA Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. P. H. Sudharlin Paul
Members	:	Dr. R. Sivanesan
	:	Dr. S. Arun Williams
	:	Ms. N. S. Abitha
	:	Ms. M. Aksha Immaculate
	:	Ms. Shiny T L
	:	Dr. A. Anita

**Physical Arrangement Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. R. Panneer Selvam
Members	:	Mr. R. Jose Anish
	:	Mr. G. Godwin Thatheyus
	:	Mr. R. Jenish
	:	Mr. D. Sujin
	:	Mr. G. Shajan
	:	Mr. S. Venu Gopal
	:	Mr. K. Stephen Raj
	:	Mr. S. Sagaya Britto
	:	Mr. S. Albert Raj

**Canteen Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. A. P. Seelan
Members	:	Ms. M. Reshma
	:	Dr. V. Doni Pon
	:	Dr. S. Angel Jeyalet Rani
	:	Ms. P. Anisha
	:	Dr. J. Remya
	:	Dr. R. Panneer Selvam

**Transport Committee**

Chairperson	:	Principal
Secretary & Correspondent	:	Very Rev. Fr. Antony Jose
Campus Minister	:	Rev. Fr. Ajin Jose
Convener	:	Dr. R. Panneer Selvam
Members	:	Mr. G. Shajan
	:	Mr. S. Venu Gopal
	:	Mr. K. Stephen Raj
	:	Mr. S. Sagaya Britto
	:	Mr. S. Albert Raj

## **RULES AND REGULATIONS**

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

## **Academic Hours**

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 3:20 PM. The Student Enrichment Academy (SEA) which involves skill development activities will be held from 2:25 to 3:20 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. If the College allows colour dress on special days, the students are expected to be in simple and formal dress and properly groomed in the college premises.
16. Male students are prohibited from wearing T-Shirts, cargo trousers with multi-pockets and hangings, jeans, caps, wrist bands, and ear-rings.
17. Female students are prohibited from wearing leggings, mini skirts, T-Shirts, short tops, jeans, sleeveless shirts / tops, cargo pants, sleeveless blouses, skin tight pants, high heeled shoes, wrist bands, fancy hair clips and ear-rings.
18. The students are to wear plain black socks and shoes, neatly polished.
19. The girls are to keep only pony-tailed hair, neatly tied with a black hair band; hair clips or pins are not permitted.
20. The boys are prohibited to keep long beard and untrimmed hair.
21. The students are not allowed to colour their hair.
22. The dress code for Sports and Games shall be individual sports uniform with canvas shoes.
23. The students are to keep their nails trimmed and clean.
24. The students are not allowed to consume any kind of edible or chewable in the class hours.



## **Attendance and Leave**

25. 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.
26. 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.
27. 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 9:20 AM.
28. 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.
29. 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.

30. 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.
31. 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.
32. Fee concession holders and scholarship holders should have minimum 90% attendance as per Government Order.
33. To appear for the University Semester Examinations, the University rules require a minimum of 75% attendance.

### **General Rules to Students**

34. Students are strictly not permitted to carry Mobile Phones, Tab, Cameras, IPads, iPods, MP3 Players, Smart Watch, or any other gadget to the College.
35. 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).
36. 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.
37. Students of one class are not allowed to enter into any other class without prior permission from the faculty.
38. 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.

39. The students are not allowed to lean on to the walls or place their feet on them.
40. Students are not allowed to sit in the railings or on the steps of staircases.
41. Students are forbidden from writing, scribbling, painting on the walls, desks or any other facility of the College.
42. 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.
43. Students found guilty of damaging, destroying College property shall be penalised and asked to replace the same at their own cost.
44. Smoking is strictly prohibited inside the College campus as per Government Order.
45. Students found using drugs or liquor or any other contraband material shall be dismissed immediately.
46. Students should not participate in political or communal activities.
47. Students and parents shall co-operate with every activity of the College during and outside the College hours.
48. The students are not allowed to whistle, hoot or howl during College functions or events.
49. 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.
50. Students found guilty of using foul language or behaving rudely towards the staff members or fellow students will be expelled from the College.
51. 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.

52. 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.
53. Students are permitted to the College office during the Morning Interval / Lunch Break / after 3.20 PM for official work and payment of fees.

***Issue of certificates***

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

**54. Under Tamil Nadu Educational rules**

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

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

5. All the personal belongings are to be kept at the property counter, outside the library.
6. The process of borrowing a book from the library is simple. Each student is issued three borrower's cards. As a rule, only one book is issued on a single card. The reader must surrender his/her card when a book is issued and take back the card when the book is returned.
7. Borrower's cards are not transferable and must be renewed every semester/year as notified.
8. The lending period for students is 14 days and the staff is one semester. Late return of books shall attract a fine of Rs. 10/- per week.
9. Any damage or loss of the library books/ documents will require a replacement of new copy of the latest edition within the due date. If it is not available in the market, two times the current price of the book and the fine up to the date on which the book is replaced are to be paid.
10. When books are issued, the borrowers shall examine the books and point out to the librarian, any damage or defect or mutilation in the books taken. The borrowers will be held responsible for any damage seen at the time of return.
11. Reference materials, newspapers and periodicals are not to be taken outside the library.
12. Use of mobile phones or any other gadgets are strictly prohibited inside the library. If any student is found violating the rule will lose the library membership for certain period and the gadgets will be handed over to the Principal for further action.
13. No refreshments or foodstuff of any kind shall either be carried or consumed anywhere inside the library. And the library is strictly prohibited for any kind of practices.

14. All the library arrears should be cleared by the students before they receive their hall tickets for semester exams as well as before obtaining the Transfer Certificate.
15. No class shall enter the library without the accompanying substitute teachers. If any meeting is arranged in the library, prior permission must be obtained from the librarian.

## **ADMINISTRATIVE OFFICE**

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

### **College Office Hours**

#### ***For Students***

08:45 to 09:20 AM; 01:00 to 01:30 PM;

03:20 to 04:15 PM

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

10:00 AM to 01:00 PM; 2:00 to 4:00 PM

## **ALUMNI ASSOCIATION**

All the students who have studied at St Alphonsa College of Arts and Science are members of 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.

## **INFIRMARY**

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

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

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



**ACADEMIC CALENDAR 2023-24**  
**(ODD SEMESTER)**

Date	Day	June 2023	Day Order
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday		
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		
16	Friday	<b>Orientation Programme for Staff</b>	
17	Saturday	<b>Orientation Programme for Staff</b>	
18	Sunday		
19	Monday	College Reopens for UG II, III & PG II Year Students	A
20	Tuesday		B
21	Wednesday	<b>Inauguration &amp;</b> Commencement of Classes for UG I Year	C
22	Thursday	<b>Bridge Course for I UG Begins</b> (Spoken English & Basics of Computer)	D
23	Friday		E
24	Saturday		
25	Sunday		
26	Monday		F
27	Tuesday		A
28	Wednesday		B
29	Thursday	Bakrid	
30	Friday		C

<b>Date</b>	<b>Day</b>	<b>July 2023</b>	<b>Day Order</b>
1	Saturday	<b>Conclusion of Bridge Course</b>	D
2	Sunday		
3	Monday	Feast of St. Thomas, Apostle of India	
4	Tuesday	Academic Committee Meeting	E
5	Wednesday		F
6	Thursday		A
7	Friday	Sanctus Massa	B
8	Saturday		
9	Sunday		
10	Monday		C
11	Tuesday		D
12	Wednesday		E
13	Thursday		F
14	Friday		A
15	Saturday		B
16	Sunday		
17	Monday		C
18	Tuesday	Inauguration of NSS	D
19	Wednesday	Orientation Programme for YRC & RRC	E
20	Thursday		F
21	Friday		A
22	Saturday		
23	Sunday		
24	Monday		B
25	Tuesday		C
26	Wednesday	Inauguration of Physics & Chemistry Associations	D
27	Thursday		E
28	Friday	St Alphonsa Feast Day Celebrations	F
29	Saturday	Muharram / Job Fair	
30	Sunday		
31	Monday		A

<b>Date</b>	<b>Day</b>	<b>August 2023</b>	<b>Day Order</b>
1	Tuesday	<b>Commencement of I CIA</b>	B
2	Wednesday	<b>Inauguration &amp; Commencement of Classes for PG I Year</b>	C
3	Thursday	Inauguration of Commerce Association	D
4	Friday		E
5	Saturday		
6	Sunday		
7	Monday	Inauguration of Mathematika Association	F
8	Tuesday	Inauguration of AICUF	A
9	Wednesday	Inter-School Science Exhibition (Physics, Chemistry) Inauguration of English Literary Association	B
10	Thursday	Webinar – Translation Studies – English Inauguration of Association & Guest Lecture on Data Science – CSC	C
11	Friday	National Workshop - Commerce Dept.	D
12	Saturday	International Youth Day	
13	Sunday		
14	Monday	Independence Day Competitions and Celebration	E
15	Tuesday	Independence Day	
16	Wednesday	Workshop on ELT – English	F
17	Thursday	Inter-Departmental Workshop - CSC	A
18	Friday	Heart Awareness Programme – NSS & YRC	B
19	Saturday	Birthday of St. Alphonsa	C
20	Sunday		
21	Monday	Blood Donation Camp – YRC, RRC & NSS	D
22	Tuesday		E
23	Wednesday		F
24	Thursday	ALFEST – Inter-School Sport Meet	A
25	Friday	ALFEST – Inter-School Sports & Inter-College Competitions	B
26	Saturday		
27	Sunday		
28	Monday	Onam Celebrations	C
29	Tuesday	Onam/ National Sports Day	
30	Wednesday		D
31	Thursday		E

Date	Day	September 2023	Day Order
1	Friday	Literary Stroll – English Dept.	F
2	Saturday		A
3	Sunday		
4	Monday	<b>Commencement of II CIA</b>	B
5	Tuesday	National Teacher's Day	C
6	Wednesday	Krishna Jayanthi	
7	Thursday	Guest Lecture – Commerce Dept.	D
8	Friday		E
9	Saturday		
10	Sunday		
11	Monday	Extension Activity – Mathematics Dept.	F
12	Tuesday		A
13	Wednesday	International Literacy Day - NSS	B
14	Thursday	International Conference - Physics & Chemistry	C
15	Friday	International Conference - Physics & Chemistry	D
16	Saturday		E
17	Sunday	Vinayakar Chaturthi	
18	Monday	PTA – Science Departments	F
19	Tuesday	PTA – English & Commerce	A
20	Wednesday	Organ Donation Awareness – YRS & RRC	B
21	Thursday	General Body Meeting	C
22	Friday	Sanctus Massa	D
23	Saturday		
24	Sunday		
25	Monday	English Day	E
26	Tuesday	Guest Lecture on IoT – CSC	F
27	Wednesday	Industrial Visit – Physics, Chemistry & CSC	A
28	Thursday	Milad-un-Nabi	
29	Friday	Industrial Visit – Commerce Dept.	B
30	Saturday	Industrial Visit – Mathematics Dept.	C

Date	Day	October 2023	Day Order
1	Sunday		
2	Monday	Gandhi Jayanthi	
3	Tuesday		D
4	Wednesday	Workshop - Physics	E
5	Thursday	<b>Alphonsian Trophy</b>	F
6	Friday	<b>Alphonsian Trophy</b>	A
7	Saturday		
8	Sunday		
9	Monday	Manuscript Magazine Launch - English	B
10	Tuesday	<b>Commencement of III CIA</b>	C
11	Wednesday	First-Aid Training – YRC & RRC	D
12	Thursday		E
13	Friday	National Disaster Day - NSS	F
14	Saturday		
15	Sunday		
16	Monday		A
17	Tuesday		B
18	Wednesday	<b>Commencement of Practical Exams</b>	C
19	Thursday		D
20	Friday		E
21	Saturday		F
22	Sunday		
23	Monday	Ayudha Pooja	
24	Tuesday	Vijaya Dasami	
25	Wednesday		A
26	Thursday		B
27	Friday	Sanctus Massa	C
28	Saturday		
29	Sunday		
30	Monday		D
31	Tuesday		E

Date	Day	November 2023	Day Order
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday		
6	Monday	<b>Commencement of University Exams</b>	
7	Tuesday		
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Deepavali	
13	Monday		
14	Tuesday	Children's Day	
15	Wednesday		
16	Thursday		
17	Friday	International Students Day	
18	Saturday	National Constitution Day – NSS	
19	Sunday	International Men's Day	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday	National Flag Day	

**ACADEMIC CALENDAR 2023-24**  
**(EVEN SEMESTER)**



Date	Day	December 2023	Day Order
1	Friday		
2	Saturday		
3	Sunday		
4	Monday		
5	Tuesday		
6	Wednesday	Commencement of Even Semester Classes	A
7	Thursday		B
8	Friday	Sanctus Massa	C
9	Saturday		D
10	Sunday	World Human Rights Day	
11	Monday		E
12	Tuesday	National Mathematics Day Celebration – Mathematics	F
13	Wednesday		A
14	Thursday		B
15	Friday		C
16	Saturday		D
17	Sunday		
18	Monday	Minorities Rights Day	E
19	Tuesday		F
20	Wednesday	<b>ALCREATICA – Fine Arts Day</b>	A
21	Thursday	<b>ALCREATICA – Fine Arts Day</b>	B
22	Friday	Pre-Christmas Celebrations / National Mathematics Day	C
23	Saturday	Christmas & New Year Vacation	
24	Sunday		
25	Monday	<b>Christmas Day</b>	
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday		

Date	Day	January 2024	Day Order
1	Monday	New Year's Day	
2	Tuesday		D
3	Wednesday		E
4	Thursday	Eye Care Awareness Camp –YRC & RRC	F
5	Friday	Inter-Departmental Workshop - CSC	A
6	Saturday		
7	Sunday		
8	Monday		B
9	Tuesday	Guest Lecture – Chemistry Dept.	C
10	Wednesday	Guest Lecture – Mathematics Dept.	D
11	Thursday	One Day Cleaning Drive - NSS	E
12	Friday	Guest Lecture - Physics	F
13	Saturday	Pongal Celebrations	A
14	Sunday		
15	Monday	Pongal	
16	Tuesday	Thiruvalluvar Day	
17	Wednesday	Uzhavar Thirunal	
18	Thursday	Workshop – Mathematics Dept.	B
19	Friday	<b>Commencement of I CIA</b>	C
20	Saturday		D
21	Sunday		
22	Monday	Competition for School Children - English	E
23	Tuesday		F
24	Wednesday	ALCOM FEST 2024 – Commerce Dept.	A
25	Thursday	General Body Meeting	B
26	Friday	Republic Day	
27	Saturday		
28	Sunday		
29	Monday		C
30	Tuesday	Library Day	D
31	Wednesday		E

Date	Day	February 2024	Day Order
1	Thursday		F
2	Friday	National Conference – English	A
3	Saturday		
4	Sunday		
5	Monday	Guest Lecture on Top IT Skills – CSC	B
6	Tuesday		C
7	Wednesday		D
8	Thursday	<b>Sports Day – ALPHICS 2024</b>	E
9	Friday	<b>Sports Day – ALPHICS 2024</b>	F
10	Saturday		
11	Sunday		
12	Monday	Ash Monday	A
13	Tuesday	National Seminar & Inter-Collegiate Competitions – Mathematics Dept.	B
14	Wednesday	Ash Wednesday	C
15	Thursday	Career Guidance and Employability Skills Training - NSS	D
16	Friday	National Conference – Commerce	E
17	Saturday		F
18	Sunday		
19	Monday	<b>Commencement of II CIA</b>	A
20	Tuesday		B
21	Wednesday		C
22	Thursday		D
23	Friday		E
24	Saturday		
25	Sunday		
26	Monday		F
27	Tuesday	Awareness Programme on Natural Farming – YRC & RRC	A
28	Wednesday	National Science Day Celebrations (Physics & Chemistry)	B
29	Thursday	National Conference – CSC Dept.	C

Date	Day	March 2024	Day Order
1	Friday		D
2	Saturday		
3	Sunday		
4	Monday		E
5	Tuesday		F
6	Wednesday		A
7	Thursday		B
8	Friday	International Women's Day	C
9	Saturday	<b>College Annual Day</b>	D
10	Sunday		
11	Monday		E
12	Tuesday	Road Safety Awareness Rally – YRC, RRC & NSS	F
13	Wednesday	Workshop on Resume Preparation - CSC	A
14	Thursday	International Mathematics Day Celebration – Maths Dept.	B
15	Friday	Awareness Programme on Health & Hygiene – YRC & RRC	C
16	Saturday	Educational Excursion Week Begins	
17	Sunday		
18	Monday	Job Fair	D
19	Tuesday		E
20	Wednesday		F
21	Thursday		A
22	Friday		B
23	Saturday	Educational Excursion Week Ends	
24	Sunday	Palm Sunday	
25	Monday		C
26	Tuesday	One Day Retreat	D
27	Wednesday	Sanctus Massa	E
28	Thursday	Maundy Thursday	
29	Friday	Good Friday	
30	Saturday	Holy Saturday	
31	Sunday	<b>Easter Sunday</b>	

Date	Day	April 2024	Day Order
1	Monday		F
2	Tuesday	<b>Commencement of III CIA</b>	A
3	Wednesday		B
4	Thursday		C
5	Friday		D
6	Saturday	World Health Day - NSS	E
7	Sunday		
8	Monday	<b>Commencement of Practical Exams</b>	F
9	Tuesday	Telugu New Year's Day	
10	Wednesday	Ramzan	
11	Thursday		A
12	Friday		B
13	Saturday		C
14	Sunday	Tamil New Year's Day/ Dr. Ambedkar Jayanthi	
15	Monday		D
16	Tuesday		E
17	Wednesday		F
18	Thursday		A
19	Friday		B
20	Saturday		
21	Sunday	Mahaveer Jayanthi	
22	Monday		C
23	Tuesday		D
24	Wednesday	Valediction of Associations & Farewell	E
25	Thursday		F
26	Friday		A
27	Saturday		
28	Sunday		
29	Monday	<b>Commencement of University Exams</b>	
30	Tuesday		

### TIMETABLE (ODD SEMESTER)

**CLASS:**

**D.NO:**

Day Order	I 9.30 AM – 10.20 AM	II 10.20 AM – 11.10 AM	Interval (11.10 AM – 11.20 AM)	III 11.20 AM – 12.10 PM	IV 12.10 PM – 01.00 PM	Lunch Break (01.00 PM – 1.35 PM)	V 01.35 PM – 02.25 PM	SEA 02.25 PM – 03.20 PM
A								
B								
C								
D								
E								
F								

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

### TIMETABLE (EVEN SEMESTER)

**CLASS:**

**D.NO:**

Day Order	I 9.30 AM – 10.20 AM	II 10.20 AM – 11.10 AM	Interval (11.10 AM – 11.20 AM)	III 11.20 AM – 12.10 PM	IV 12.10 PM – 01.00 PM	Lunch Break (01.00 PM – 1.35 PM)	V 01.35 PM – 02.25 PM	SEA 02.25 PM – 03.20 PM
A								
B								
C								
D								
E								
F								

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

## NOTES

## NOTES