



AICTE APPROVED



# Alphonso College Thiruvambady

Run by the Educational Trust of the Diocese of Thamarassery

Accredited by NAAC with A Grade, CGPA 3.23

Affiliated to the University of Calicut

**HAND BOOK 2023-2024**



# HAND BOOK

2023-2024

## C ONTENT

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## ALPHONSA ANTHEM

വിശ്വപ്രകാശം തെളിക്കുവാനായി  
 വിജ്ഞാനദീപം കൊളുത്തിവയ്ക്കും  
 ധന്യകലാലയതാരമേ, നിൻ  
 ധ്യാനപ്രസാദം പകർന്നിടേണേ  
 അൽഫോൻസായെന്നൊരാറനാമധേയം  
 ആത്മീയ ശാന്തിപരത്തിനില്ക്കേ  
 സത്യത്തിൻ സാക്ഷികളായി ഞങ്ങൾ  
 നിത്യംജയം ഭൂവിനേകിടട്ടെ.  
 വിജ്ഞാനം വിദ്യാ പ്രദീപമാകും  
 ദൈവത്തിലേക്കു നയിക്കുവാനായ്  
 അൽഫോൻസ കാവലായ്ത്തീർന്നിടട്ടെ  
 ആശിഷം ദൈവം ചൊരിഞ്ഞിടട്ടെ.

## INTRODUCTION

“No Knowledge develops in an isolated class room. Knowledge is not the monopoly of an individual, but the collective asset of the society”.

**A**lphonsa College Thiruvambady (ACT) was established in 2014 by the Diocese of Thamarassery as an educational hub affiliated to the University of Calicut. Ever since its inception the college has been trying to provide value based high quality education to its students by inculcating in them strength of character and love and service of fellow human beings on the one hand and by helping them achieve excellence in their respective areas of study and other activities, on the other. Over the past years, it has grown up gradually and steadily, initiating undergraduate programmes. The college keeps itself in the forefront of higher education in the district by maintaining a calm and peaceful atmosphere indispensable for academic work. The College has on its roll 30 faculty members and 10 supporting staff.

The College endeavours to expand the knowledge of teaching and learning process across a broad educational spectrum, encouraging the students to step into the global platform. We bear in mind different ways to prepare our teachers to find solutions to complex problems of teaching and learning. An excellent set of qualified, competent and dedicated teachers, whose talent is constantly upgraded with refresher courses and motivation classes, is our asset.

Our well-planned Information and Communication Technology (ICT) facilities are excellent. ICT enabled class rooms and high speed broadband connection for internet access make teaching- learning process more enjoyable and effective.

ACT follows a rigorous academic programme combined with a plethora of co-curricular and extracurricular activities thereby ensuring that students passing out of our college have an edge over others to face the challenges in the world and prove to be worthwhile citizens.

## LOCATION

**A**lphonsa College Thiruvambady is a Christian minority institution under the management of the Diocese of Thamarassery, Kozhikode, who runs several educational institutions at all levels in the district. Located at nearly 2 kilometers away from the heart of Thiruvambady, ACT is one of the best Affiliated Colleges in the district. It is incredibly equipped to ensure a successful start for all aspiring graduates. Away from the city hassles, lying amidst the beautiful fields, free from noisy atmosphere and traffic congestions, ACT offers the best educational facilities that any parents would prefer for their offspring. The panoramic view of the Western Ghats teeming with fresh air and the bounties of the natural beauty enhances the elegance of the college.

The campus spreads across 5 acres of land covered with green shady trees and lush vegetation. The College is endowed with excellent physical infrastructure which provides an academic ambience conducive to the holistic development of the students.

## **OUR HEAVENLY PATRONESS**

St. ALPHONSA was born in Kudamalur, in the diocese of Changanassery, India, on 19th August 1910, to Joseph and Mary of the ancient and noble family of Muttathupadathu. Annakutty read the biography of St. Threse of Lisieux which instilled in her a strong desire to become a saint. Annakutty joined the Clarist Convent at Bharananganam. Her vestition was held on 19th May 1930.

From her birth, the life of the saint was marked by the cross, which was progressively revealed to her as the royal way to conform herself to Christ. With an attitude of a victim for the love of the Lord, happy until the final moment and with a smile of innocence always on her lips, St. Alphonsa quietly and joyfully brought her earthly journey to a close in the convent of the Franciscan Clarists at Bharananganam at 12.30 on the 28th July 1946, leaving behind the memory of a Sister full of love and saintliness. She is buried at Bharananganam. Her tomb at Bharananganam turned into a great centre of pilgrimage attracting people from far and near.

In 1984 the Pope officially declared that Sr. Alphonsa had heroically practised Christian virtues. A miracle wrought through her intercession was also formally approved by the Holy See on 16th July 1985. She was beatified by Pope John Paul II on 8th February 1986 at Kottayam and decided as a saint by the pope Benedict XVI on March 1 2008. It was officially declared on October 12, 2008.

St. Alphonsa is the first Indian woman to be elevated to sainthood. All Indians are proud to have St. Alphonsa, the first Catholic saint in India, born of Indian parents, lived and sanctified her life in India. So, the college is proud to hold St.

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Alphonsa as the patron, for her great ideals of determination, sacrifice and commitment to the society. It preserves the memory of St. Alphonsa whose saintly life of love and service has always been an inspiration.



## **OUR MOTTO**

### **To witness to the Truth**

The motto “To witness to the Truth” proclaims that the students should witness to the real truth i.e. God. It is a prayer to follow the path which liberates them from bondage and leads to the final goal- God, life eternal.

## **CORE VALUES**

Faith in God

Social Responsibility

Moral Uprightness

Pursuit of Excellence

## **VISION AND MISSION**

### **VISION**

The holistic development of the students through the dissemination of moral values and quality education...

### **MISSION**

To build up a community of staff and students which is morally upright, academically excellent, professionally competent, socially committed, emotionally motivated and economically viable.

We let the youth to dream a better world where peace and justice reign.

## **Aims and Objectives of the College**

- ◆ To provide our students knowledge and wisdom as education is both training of minds and souls.
- ◆ To develop a sense of community feeling among staff and students.
- ◆ To enable our students the basic lessons of self-discipline, good habits and positive spirit.
- ◆ To engage vigorously and clearly in the spirit of truth and moral excellence.
- ◆ To provide the right kind of leadership in all walks of life.
- ◆ To become an instrument of social change and to work for the eradication of social evils.
- ◆ To provide society with competent men and women.
- ◆ To inculcate in the students a sense of responsibility to the nation.

## **Distinctive Features of ACT**

- ◆ A fine Self- finance College runs by the Diocese of Thamarassery, affiliated to the University of Calicut.
- ◆ Clean and plastic free campus.
- ◆ Spacious, smart and highly sophisticated classrooms.
- ◆ Well equipped library with invaluable books and reference materials.
- ◆ Perfectly designed Auditorium and Seminar Hall.
- ◆ Computer Lab with high speed internet facilities.
- ◆ Availability of divergent courses.

- ◆ Consistency with excellent results.
- ◆ Many clubs and forums to up- bring social values and all round development of the students.
- ◆ Committed Alumni and PTA Association.
- ◆ Well maintained courts and grounds for games.
- ◆ Exemplary cooperation among the Management, Staff and Students.
- ◆ Institutionalized outreach programmes.
- ◆ Complete Wi-Fi campus.
- ◆ Visually appealing panoramic view of gardens.

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## COLLEGE EMBLEM



**C**lassic shield conveys or represents the symbol of protection. The college uses this branding concept to represent strength, well controlled society, as well as protection & safety within a group of people. The Blue shield stands for steadfastness, strength, truth and loyalty. It conveys that the college guarantees security and safety.

The colour 'white' denotes perfection. White means safety, purity, and cleanliness. The symbols of quality education (the graduation cap) and wisdom (open text) are given in white background which represents the perfection and purity of education and wisdom provided by the college. Blue colour is associated with depth, stability, loyalty and truth. The symbols of victory (the trophy) and enlightenment (the Deepam) are given in blue background which represent the in-depth knowledge and social commitment. This emblem symbolizes that education leads to victory and wisdom leads to enlightenment.

## **EDUCATIONAL POLICY STATEMENT**

**A**lphonsa College Thiruvambady (ACT) is a centre for education, training and human formation runs by Educational Trust of Diocese of Thamarassery. ACT is affiliated to the University of Calicut. The college provides an excellent atmosphere for education and training in various disciplines. The college admits youngsters of all communities irrespective of caste, creed and gender to be courageous, truthful and well balanced to face the challenges of the present day world. The holistic development of each and every student at ACT is our responsibility. This institution pursues excellence in moulding the future citizens of India. Numerous programmes that promote overall development of the students are organised at ACT. These programmes cover a wide range of areas of both academic and non academic interests. But being a Christian minority institution we accept the rights of every student to know Jesus, the savior.

## **QUALITY POLICY (ISO 9001:2015)**

**W**e endeavor to achieve quality education of the stalwarts of tomorrow through holistic approach by providing knowledge and wisdom, right kind of leadership in all walks of life, inculcate a sense of responsibility to the nation to meet the everchanging global scenario.

# PERSONAL INFORMATION

Name:.....

Class/Department:.....

Address:.....

.....

.....

Contact No:.....

Name of Parent/Guardian : .....

Telephone: .....

Email:.....

Blood Group:.....

## **MEMBERS OF THE EDUCATIONAL TRUST - THE DIOCESE OF THAMARASSERY**

Mar Remigiose Inchananiyil	(Patron)
Very. Rev. Msgr. Abraham Vayalil	(Chairman)
Rev. Fr. Joseph Palakkattu	(Treasurer, Director of Alphonsa College)
Rev. Fr. Scaria Mangarayil	(Member, College Manager)
Rev. Fr. Kuriakose Mukala	(Member)
Rev. Fr. Cherian Ponganpara	(Member)

### **COLLEGE ADMINISTRATION**

Rev. Fr. Scaria Mangarayil	(Manager) Ph: 9447293753 Email: sajimangarayil@gmail.com
Dr. Chacko K.V. (Principal)	Ph: 9495643150 Email: chacko.kv0@gmail.com
Rev. Fr. Shenish Augustine ( Vice principal)	Ph: 9495638396 Email: sthanni@gmail.com
Rev. Fr. Shiju Mathew (Bursar)	Ph: 9495068404 Email :shijumta@gmail.com
Rev. Fr. Geo Mathew (IQAC Coordinator)	Ph: 9946470550 Email :gpmact999@gmail.com

### **COLLEGE COUNCIL**

<b>Name</b>	<b>Designation</b>
Dr. Chacko K.V.	Principal
Rev. Fr. Shenish Augustine	Vice Principal
Rev. Fr. Shiju Mathew	Bursar
Ms. Sanamma P.V.	HoD Commerce
Mr. Sebastian M.C.	HoD English
Ms. Sneha Mathew	HoD Psychology
Dr. James Paul	

## TELEPHONE NUMBERS & EMAIL ADDRESSES

Name	Designation	Phone & E-mail Address
Rev. Fr. Scaria Mangarayil	MANAGER	9447293753 sajimangarayil@gmail.com
Dr. Chacko K.V.	PRINCIPAL	9495643150 chacko.kv0@gmail.com
Rev. Fr. Shenish Augustine	VICE PRINCIPAL	9495638396 sthanini@gmail.com
Rev. Fr. Shiju Mathew	BURSAR	9495068404 shijumta@gmail.com
Rev. Fr. Geo Mathew	IQAC COORDINATOR	9946470550 gpmact999@gmail.com
Rev. Fr. Shiju Mathew	BURSAR	8086352095, 9495068404 shijumta@gmail.com

### P.G. DEPARTMENT OF ENGLISH

Name	Tel. Number	Email address
Mr. Sebastian M.C.(HoD)	9846785131	sebumallu45@gmail.com
Rev. Fr. Geo Mathew	9946470550	gpmact999@gmail.com
Ms. Sheebamol Joseph	8281744376	sheebasaji30@gmail.com
Mr. Robin George	9846564757, 9447855700	robingerge.pa@gmail.com
Mr. Joseph P. C	7034126473	josephchacko021@gmail.com
Ms. Anu Antony	8089935425	anuanonywdr@gmail.com
Ms. Aiswarya Kuriakose	6238330137	aiswaryakuriakose79@gmail.com



<b>DEPARTMENT OF PSYCHOLOGY</b>		
Name	Tel. Number	Email address
Ms. Sneha Mathew (HoD)	8943243411	smathew@gmail.com
Ms Anuvinda M K	8301031654	anuvindamk1995@gmail.com
Ms. Anjali Babu	9961556910	annanjalibabu96@gmail.com
Ms. Aleena Mathew	8589973245	aleenachetti@gmail.com
<b>P.G. DEPARTMENT OF COMMERCE</b>		
Name	Tel. Number	Email address
Ms. Sanamma P.V. (HOD)	9447342554	sanithomas0@gmail.com
Rev. Fr. Shiju Mathew	9495068404, 8086352095	shijumathewmta@gmail.com
Ms. Shiji Francis	9400285933	shijifrancisas@gmail.com
Ms. Dhanya K.	9995299309	dhanyasreedda@gmail.com
Mr. Deepesh K	9605199029	deepeshomasser@gmail.com
Ms. Amenta Shaji	9495917822	amentashaji29@gmail.com
Mr. Alex Benny	8943594769	alexbennyaba@gmail.com
Ms. Athiradas N.K.	7356336005	athiradasnk@gmail.com
Ms. Chinju V S.	9605771708	chinjuvs2013@gmail.com
Ms. Rinu Thomas	9061779095	rinuthomas1998@gmail.com
Ms. Brilla Benny	9048293306	brillabenny23@gmail.com
Mr. Sabin Thomas	9656340105	sabinthomas555@gmail.com
Ms. Shiny George	9446506784	shinyambat@gmail.com
<b>DEPT. OF SECOND LANGUAGE</b>		
Name	Tel. Number	Email address
Rev. Fr. Shenish Augustine	9495638396	sthanni@gmail.com
Ms. Deepa Dominic	9446892183	deepareji10@gmail.com
Dr. James Paul	9447372399	jpnormalagiri@gmail.com

<b>DEPT. OF JOURNALISM &amp; MASS COMMUNICATION</b>		
Name	Tel. Number	Email address
Mr. Lithin Mathew(HOD)	9496165989	lithinarackal@gmail.com
Ms. Jinta Lucka	8156933409	jintalucka123@gmail.com
Dr. Sruthidevi C.T.	8903411985	sruthidevict@gmail.com
<b>LIBRARY</b>		
Name	Tel. Number	Email address
Ms. Alphonsa Sunil	8281875518	alphonsasunil29@gmail.com

### **COLLEGE OFFICE**

Name	Tel. Number	Email address
Mr. Jojo Kurian	9846466141	kurianjojo@gmail.com
Mr. Jomy Thomas	9744277019	jomy010@gmail.com
Ms. Shanty John	9539692751	shantysunny@gmail.com
Mr. Anish A. Ham	9742750621	anishaham007@gmail.com
Mr. Jonat Jose	9995444362	jonatjose92@gmail.com
<b>SUPPORTING STAFF</b>		
Name		Tel. Number
Mr. Mathew A.J. (Canteen)		9446671536
Ms. Sini Thomas		9961233960
Ms. Ancy Jose		8547324119
Ms. Lali Tomy		6238591267
Mr. Antony		9497134963

## **OFFICE BEARERS 2023-2024**

### **OFFICES**

Chief Supt. of University Examinations : Dr. Chacko KV  
 Public Relation Officer (PRO) : Rev. Fr. Shenish Augustine

Public Information Officer (PIO)	: Rev. Fr. Shiju Mathew
Coordinator, CIE Cell	: Rev. Fr. Shiju Mathew
Coordinator, IQAC	: Rev. Fr. Geo Mathew Senior
Asst. Supt. of University Examination	: Mr. Sebastian MC Staff
Secretary	: Mr. Sebastian MC
SC/ST Officer	: Dr. Sruthidevi CT
NSS Officers	: Mr. Joseph PC & : Ms. Jinta Lucka
Staff Coordinator to Commerce Association	: Ms. Dhanya K.
Staff Coordinator to Psychology Association	: Ms. Anjaly Babu Staff Coord-
inator to English Association	: Mr. Robin George Nodal
Officer, Admission	: Mr. Jojo Kurian Coordinator
to Open Courses/Add-on Courses	: Ms. Amenta Shaji Coordina-
tor Value Education	: Ms. Aleena Mathew
Coordinator Student Feedback	: Mr. Deepesh K

## COUNCILS

### 1 COLLEGE COUNCIL

**Chairman : Dr. Chacko K.V.**

Secretary : Mr. Sebastian M.C.

#### Members

- |                                |                           |
|--------------------------------|---------------------------|
| (1) Rev. Fr. Shenish Augustine | (2) Rev. Fr. Shiju Mathew |
| (3) Rev. Fr. Geo Mathew        | (4) Ms. Sneha Mathew      |
| (5) Ms. Sanamma P.V.           | (6) Dr. James Paul        |
| (7) Mr. Lithin Mathew          |                           |

### 2 ACADEMIC COUNCIL (ADD-ON & CERTIFICATE COURSES)

**Chairman : Dr. Chacko K. V. (Principal)**

Convener : Ms. Sanamma P.V.  
 Ex. Expert : Rev. Dr. Aneesh Thadathil Aca-  
 demic Advisor : Mr. Abraham Kurian  
 IPS Academic Counselor : Dr. Deepa Thomas CMC

### **Members**

- (1) Dr. James Paul (2) Fr. Geo Mathew  
 (3) Ms. Amenta Shaji

## **3 STUDENTS UNION COUNCIL**

**Staff Advisor : Ms. Deepa Dominic**

### **Members**

- (1) Mr. Robin George (2) Ms. Shiji Francis  
 (4) Chairman, College Union (+) Elected Members,  
 College Union

## **STATUTORY CELLS & ASSOCIATIONS**

### **1 Internal Quality Assurance Cell (IQAC)**

Chairman : Dr.Chacko K. V. (Principal)  
 Administrative Officers : Fr. Shiju Mathew (Bursar)  
 : Mr. Jojo Kurian (Office Superintendent)  
 Members : Rev. Fr. Shenish Augustine (Vice Principal)  
 : Ms. Sanamma PV  
 (HoD, Dept. of Commerce)  
 : Mr. Sebastian MC (HoD, Dept. of English)  
 : Mr. Sneha Mathew (HoD, Dept. of Psychology)  
 : Ms. Lithin Mathew. (HoD, Dept. of JMC)  
 : Dr. James Paul (Common Courses)  
 Local Society Nominee: Ms. Lida Jacob IAS  
 Student Nominee : Ms. Linet Thankachan (B. Com. C A)

	: Mr. Achyuth Nath P R (BA English)
Alumni Nominee	: Mr. Ajay Wilson (Senior Associate, Capgemini)
Employer Nominee	: Mr. Joseph M Thomas (HoD, Academics, G-Tech)
Coordinator	: Rev. Fr. Geo Mathew (Asst. Prof., Dept. of English)

## **DEPARTMENT COORDINATORS**

Dept. of English	: Ms. Sheebamol Joseph
Dept. of Commerce	: Ms. Shiji Francis
Dept. of Psychology	: Ms. Niveditha Ajayghosh

## **2 Department Coordinators for IQAC**

- Ms. Sheebamol Joseph (English)
- Ms. Shiji Francis (Commerce)
- Ms. Anuvinda M K (Psychology)
- Ms. Jinta Lucka (JMC)

## **3 Grievance Redressal Cell Code of Conduct Committee & CIE Grievance Redressal Committee**

**Chairman** : **Dr. Chacko K.V.**

**Convener** : Rev. Fr. Shenish Augustine

### **Members**

- (1) Ms. Sneha Mathew
- (2) Ms. Sanamma PV
- (3) Mr. Sebastian MC
- (4) Mr. Lithin Mathew
- (5) (PTA Representative)
- (6) Student Union Chairperson
- (7) Student Union Vice-Chairperson
- (8) Mr. Bose Jacob (District Panjayath member)

#### **4 Anti-Ragging Cell**

Chairman : Dr. Chacko KV

Convener : Fr Shenish Augustine

##### **Members**

- |                       |                                |
|-----------------------|--------------------------------|
| (1) Mr. Sebastian MC  | (2) Ms. Sneha Mathew           |
| (3) Ms. Deepa Dominic | (4) Secretary to College Union |

#### **5 Anti-Drug Cell**

Chairman : Dr. Chacko KV

Coordinator : Mr. Joseph PC

##### **Members**

- |                               |                                    |
|-------------------------------|------------------------------------|
| (1) Fr. Shiju Mathew          | (2) Ms. Aiswarya Kuriakose         |
| (3) SHO (Police Station, TDY) | (4) Mr. Appu Kottayi (Ward Member) |
| (5) Chairman, College Union   | (6) Nominated Students             |

#### **6 Anti-Sexual Harassment Cell**

Chairman : Dr. Chacko KV

Convener : Ms. Sneha Mathew

NGO Rep. : Rev. Fr. Anish Thadathil

##### **Members**

- |                                |  |
|--------------------------------|--|
| (1) Rev. Fr. Shenish Augustine | (2) Ms. Sanamma PV                     |
| (3) Mr. Sebastian MC           | (4) Mr. Lithin Mathew                  |
| (5) Ms. Shanty John            | (6) Vice Chairperson,<br>College Union |

#### **7 Women Development Cell (WDC) & Gender Equality Cell**

Convener : Ms. Sneha Mathew .

**Members**

- |                       |                      |
|-----------------------|----------------------|
| (1) Ms. Shiji Francis | (2) Mr. Robin George |
| (3) Ms. Jinta Lucka   | (4) Ms. Anuvinda M K |

**8 Value Education Cell**

Coordinator : Ms. Aleena Mathew

**Members**

- |                            |                     |
|----------------------------|---------------------|
| (1) Ms. Aiswarya Kuriakose | (2) Ms. Anjaly Babu |
| (3) Ms. Anjana K.          |                     |

**9 Continuous Internal Evaluation (CIE) Cell**

Convener : Rev. Fr. Shiju Mathew .

**Members**

- |                              |                            |
|------------------------------|----------------------------|
| (1) Mr. Deepesh K. (Analyst) | (2) Ms. Aiswarya Kuriakose |
| (3) Ms. Anjaly Babu          | (4) Ms. Amenta Shaji       |
| (5) Ms. Jinta Lucka          |                            |

**10 IT Cell**

Chairman : Dr. Chacko K. V.  
 Convener : Fr. Geo Mathew  
 Members : Mr. Jojo Kurian, Mr. Anish A. Ham

**11 Parents Teacher Association (PTA) Executive**

President : Dr. Chacko KV  
 Vice President : Parent Representative  
 Secretary : Ms. Deepa Dominic

**Members**

- |                                |                       |
|--------------------------------|-----------------------|
| (1) Rev. Fr. Shenish Augustine | (2) Mr. Lithin Mathew |
| (3) Ms. Sneha Mathew.          | (4) Mr. Sebastian MC  |

(5) Ms. Sanamma PV (+)

(6) Elected Parents from  
each programme

## 12 Student Welfare Cell

Convener : Rev. Fr. Shiju Mathew

**Members** : Ms. Shiji Francis & Students' Representatives

## 13 Staff Development Cell

Convener : Rev. Fr. Shiju Mathew

**Members** : Mr. Jojo Kurian, Mr. Sebastian MC

### **Members**

(1) Ms. Sanamma P. V.

(2) Ms. Jinta Lucka

(3) Ms. Sneha Mathew

(4) Elected student coordinator

## 14 Student Counseling Cell

Convener : Rev. Fr. Shenish Augustine

Coordinator : Ms. Anjaly Babu

### **Member**

Ms. Aleena Mathew

## 15 Scholarship and Freeship Cell

Convener : Rev. Fr. Shiju Mathew

### **Member**

(1) Rev. Fr. Shenish Augustine (2) Mr. Jojo Kurian

(3) Ms. Deepa Dominic (4) Rev. Fr. Geo Mathew

## 16 Career Guidance & Placement Cell

Convener : Mr Alex Benny

### **Member**

Ms. Jinta Lucka +

Three Representatives from Final Year Students



## 17 Competitive Examination Coaching Cell

Convener : Ms. Anu Antony

### **Members**

(1) Ms. Athiradas NK (2) Ms. Anuvinda MK

## 18 Alumni Cell (Department Coordinators)

General Coordinator : Ms. Sani Thomas

### **Members**

(1) Ms. Dhanya K (Commerce)  
(2) Ms. Sheebamol Joseph (English)  
(3) Ms. Sneha Mathew (Psychology)

## COMMITTEES

### 1 Admission Committee

Chairman : Dr. Chacko KV

Convener : Rev. Fr. Shenish Augustine

### **Members**

(1) Mr. Jojo Kurian (Nodal Officer)  
(2) Ms. Sneha Mathew  
(3) Ms. Sanamma P.V.  
(4) Mr. Sebastian M. C.  
(5) Mr. Lithin Mathew

### 2 Library Advisory Committee

Convener : Dr. Sruthidevi CT

### **Members**

(1) Ms. Alphonsa Sunil (2) Mr. Deepesh K.  
(3) Ms. Aiswarya Kuriakose

### **3 College Handbook Committee**

Chief Editor : Mr. Sebastian M. C.

Managing Editor : Rev. Fr. Shenish Augustine

#### **Members**

(1) Mr. Alex Benny

### **4 Canteen Committee**

Convener : Rev. Fr. Shiju Mathew

#### **Members**

(1) Dr. James Paul

(2) Mr. Anish A. Ham

(3) Mr Jomy Thomas

(4) Chairman, College Union

### **5 Purchase Committee**

Chairman : Dr. Chacko K.V. (Principal)

Convener : Rev. Fr. Shiju Mathew

Member : Mr. Jomy Thomas

### **6 College Magazine Committee**

Coordinator : Rev.Fr. Shenish Augustine

Staff Editor : Mr. Joseph PC

Member : Dr. James Paul

Malayalam (Ed.) : Mr. Sudhakaran M.

Union Advisor : Ms. Deepa Dominic

: Student Editor to Magazine + Elected Reps.

## OTHER FORUMS

### 1 College Incubation Centre (CIC) [YIP, ED, ASDP, ASAP]

Convener : Mr. Robin George  
 Advisor : Rev. Fr. Geo Mathew

#### Members

- (1) Rev. Fr. Shiju Mathew [Coordinator, YIP]
- (2) Mr. Alex Benny [Coordinator, ED, ASAP]
- (3) Ms. Amenta Shaji [Coordinator, ASDP]

### 2 Alphonsians Promoting Research Aptitude (APRA)

Coordinator : Rev. Fr. Geo Mathew  
 Advisor : Dr. James Paul

#### Members

- (1) Ms. Anu Antony [Promotion of PhD Persuasion]
- (2) Dr. Sruthidevi C T [Promotion of CARE List Journal Publications]
- (3) Ms. Chinju VS [Collection of Research Funds]
- (4) Ms. Athiradas NK [Conduction of International Seminars]
- (5) Ms. Aiswarya Kuriakose [Publications of Conference Proceedings]

### 3 Academic Proficiency Developing Programmes (APDP)

[Remedial, Assistance to Advanced and Slow Learners]

Coordinator : Ms. Sani Thomas  
 Advisor : Rev. Fr. Geo Mathew

#### Members

: All HoDs and Class Tutors

### 04 Environmental Forums (EvF)

- (1) Green Club : Ms. Sheebamol Joseph (Coordinator)
- (2) Water & Waste

Management Club : Ms. Anu Antony (Coordinator)

## 5 Fine Arts Clubs

Gen. Coordinator : Dr. James Paul

(Ex-officio Members : Fine Art Secretary to College Union +  
Elected Reps)

### Members

- (1) Ms. Amenta Shaji (2) Mr. Alex Benny  
(3) Mr. Lithin Mathew (4) Mr. Anish A. Ham  
(5) General Captain

## 7 Compassionate & Nurturing Alphonians (CNA) Forums

Gen. Coordinator : Mr. Joseph PC

External Consultant : Rev. Fr. George Chemparathy (Director, COD)

### Coordinators

- (1) Palliative Care : Ms. Amenta Shaji  
(2) PDF : Ms. Chinju VS  
(3) CSS : Ms. Dhanya K  
(4) NSS : Mr. Joseph PC, Ms. Jinta Lucka  
(5) BDF : Ms. Dhanya K  
(6) CoK : Mr. Robin George, Ms. Amenta Shaji

## 8 Jesus Youth

Convener : Mr. Robin George

### Members

- (1) Ms. Sanamma PV (2) Ms. Jinta Lucka  
(3) Ms. Sneha Mathew (4) Ms. Aleena Mathew  
(5) Elected Student Coordinator

<b>CLASS TUTORS</b>		
<b>B.A. (ENGLISH LANGUAGE AND LITERATURE)</b>		
<b>First Year</b>	<b>Second Year</b>	<b>Third year</b>
Ms. Sheebamol Joseph	Ms. Aishwarya Kuriakose	Mr. Robin George
<b>B.A. (JOURNALISM AND MASS COMMUNICATION)</b>		
<b>First Year</b>	<b>Second Year</b>	<b>Third year</b>
Mr. Lithin Mathew	Dr. Sruthidevi C T	Ms. Jinta Lucka
<b>B. Sc. (PSYCHOLOGY)</b>		
<b>First Year</b>	<b>Second Year</b>	<b>Third year</b>
Ms. Anjaly Babu	Ms. Sneha Mathew	Ms. Anuvindha M.K.
<b>B.Com. (COMPUTER APPLICATION)</b>		
<b>First Year</b>	<b>Second Year</b>	<b>Third year</b>
Ms. Rinu Thomas	Mr. Alex Benny	Ms. Shiji Francis
<b>B. Com (FINANCE)</b>		
<b>First Year</b>	<b>Second Year</b>	<b>Third year</b>
Ms. Rinu Thomas.	Ms. Athiradas N.K.	Ms. Amenta Shaji
<b>BBA</b>		
<b>First Year</b>	<b>Second Year</b>	<b>Third year</b>
Rev. Fr. Shiju Mathew	Ms. Chinju V.S.	Ms. Dhanya K.
<b>M.A. ENGLISH LANGUAGE AND LITERATURE</b>		
<b>First Year</b>	<b>Second Year</b>	
Mr. Joseph P.C.	Ms. Anu Antony	
<b>M. Com. FINANCE</b>		
<b>First Year</b>	<b>Second Year</b>	
Mr. Deepesh K.	Ms. Sani Thomas	

## COURSES OF STUDY OFFERED

**BA/B. Sc./B. Com./BBA PROGRAMMES: CBCSS STREAM**  
(Choice Based Credit and Semester Stream)

### COMPULSORY COURSES

Language Course I English

Language Course II (Additional Language) Malayalam

Open/ Elective Courses (Compulsory)

Value Education

First Year UG Programme :

Second Year UG Programme : Value & Society

Third Year UG Programme : Value for a success full life

### (I) B.A. ENGLISH LANGUAGE AND LITERATURE

#### A) B.A. ENGLISH

Core Course	Complementary Course	Open Course	Audit Courses
B.A. English Language & Literature	Indruction to Communication & Journalism	e-Commerce OR Life Skill Applications or News Paper Journalism	1. Environmental Studies 2. Disaster Management 3. Human Rights/ Intellectual property Rights 4. Gender Studies
	Indian Constitution & Politics		

## B) B. A. JOURNALISM & MASS COMMUNICATION

<b>Core Course</b>	<b>Complementary Course</b>	<b>Open Course</b>	<b>Audit Courses</b>
B.A. Journalism & Mass Communica- tion	1. Introduction to Multi-media & E-Content Development. 2. Computer Graphics and web Design	E-Commerce OR Life Skill Applications OR English for Competitive Examinations	1. Environmental Studies 2. Disaster Management 3. Human Rights/ Intellectual Property Rights 4. Gender Studies
	3. Indian Constitution & Politics		

## 2. B. Sc. PROGRAMMES

<b>Core Course</b>	<b>Complementary Course</b>	<b>Open Course</b>	<b>Audit Courses</b>
B. Sc. Psychology	Human Physiology	English for Competitive Examinations OR	1. Environmental Studies 2. Disaster Management 3. Human Rights/ Intellectual Property Rights 4. Gender Studies
	Psychological Statistics	E-Commerce OR News Paper Journalism	

### 3. B.Com. PROGRAMME

#### (I) B. Com. FINANCE

<b>Core Course</b>	<b>Complementary Course</b>	<b>Open Course</b>	<b>Audit Courses</b>
B. Com. Finance	<ul style="list-style-type: none"> <li>• Managerial Economics</li> <li>• Marketing Management</li> <li>• Human Resource Management</li> <li>• Quantitative Techniques for Business</li> </ul>	<ul style="list-style-type: none"> <li>• English for Competitive Examinations</li> <li>OR</li> <li>• Life Skill Applications</li> <li>OR</li> <li>News Paper Journalism</li> </ul>	<ol style="list-style-type: none"> <li>1. Environmental Studies</li> <li>2. Disaster Management</li> <li>3. Human Rights/ Intellectual property Rights</li> <li>4. Gender Studies</li> </ol>

#### (II) B. Com. COMPUTER APPLICATION

<b>Core Course</b>	<b>Complementary Course</b>	<b>Open Course</b>	<b>Audit Courses</b>
B. Com. Computer Application	<ul style="list-style-type: none"> <li>• Managerial Economics</li> <li>• Marketing Management</li> <li>• Human Resource Management</li> <li>• Quantitative Techniques for Business</li> </ul>	<ul style="list-style-type: none"> <li>English for Competitive Examinations</li> <li>OR</li> <li>Life Skill Applications</li> <li>OR</li> <li>News Paper Journalism</li> </ul>	<ol style="list-style-type: none"> <li>1. Environmental Studies</li> <li>2. Disaster Management</li> <li>3. Human Rights/ Intellectual property Rights</li> <li>4. Gender Studies</li> </ol>



#### 4. BBA

<b>Core Course</b>	<b>Complementary Course</b>	<b>Open Course</b>	<b>Audit Courses</b>
BBA	<ul style="list-style-type: none"> <li>• Managerial Economics</li> <li>• Business Regulations</li> <li>• Corporate Regulations</li> <li>• Quantitative Techniques for Business</li> </ul>	English for Competitive Examinations OR Life Skill Applications OR News Paper Journalism	<ol style="list-style-type: none"> <li>1. Environmental Studies</li> <li>2. Disaster Management</li> <li>3. Human Rights/Intellectual Property Rights</li> <li>4. Gender Studies</li> </ol>

Open/ Elective Courses offered by the college can be selected during the fifth semester.

#### 5. M.A. ENGLISH LANGUAGE AND LITERATURE

<b>Core Course</b>	<b>Elective</b>	<b>Audit Courses</b>
English Language and Literature	<ul style="list-style-type: none"> <li>• ENG3E02 European Fiction in Translation</li> <li>• ENG3E07 World Drama</li> <li>• ENG4E12 Literature and Ecology</li> <li>• ENG4E14 Indian English Fiction</li> </ul>	<ol style="list-style-type: none"> <li>5. Writing Skills</li> <li>6. Translation Theory and Practice (Professional Competency)</li> </ol>

## 6. M. Com. FINANCE

Core Course	Elective	Audit Courses
M. Com. Finance	<ul style="list-style-type: none"> <li>• MCM3EF01-Investment Management</li> <li>• MCM3EF02-Financial Markets &amp; Institutions</li> <li>• MCM4EF03-International Finance</li> <li>• MCM4EF04-Advanced Strategic Financial Management</li> </ul>	1. NET Coaching 2. Spread Sheet Application

### Add on / Certificate Courses

1. Basic grammer and academic writing
2. English for Communication
3. Linguistic skills

## DETAILS OF COURSES

### B.A. English Language & Literature

#### SEMESTER 1

Course Code	Course	Title of the Course
ENG1A01	Common	Litmosphere: The World of Literature
ENG1A02	Common	Functional Grammar and Communication In English

MAL1A07(1)	Common (Add. Lang)	Malayalasaahithyam-1 (Optional)
HIN1A07(1)	Common (Add. Lang)	Prose and Drama (Opt.)
ENG1BO1	Core	Introducing Literature
ICP2C01	Complementary	Indian Constitution & Political Science
AUD1E01	Audit	Environmental Studies
<b>SEMESTER 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG2A03	Common	Readings from the Fringes
ENG2A04	Common	Readings on Kerala
MAL2A08(1)	Common (Add. Lang)	Malayalasaahithyam-2 (Opt.)
HIN2A08(1)	Common (Add. Lang)	Grammar and Translation (Opt.)
ENG2B02	Core	Appreciating Poetry
JOU1(2)C01	Complementary	Introduction to Communication & Journalism
AUD2E02	Audit	Disaster Management
<b>SEMESTER 3</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG3A05	Common	Reading on Indian Literature
MAL3A09:	Common (Add. Lang)	Malayala Sahityam-3 (Opt.)
HIN 3 A09	Common (Add. Lang)	Poetry in Hindi
ENG3B03:	Core	Appreciating Prose
ENG3B04	Core	English Grammar & Usage
JOU4(3)C01	Complementary	Journalistic Practice

<b>SEMESTER 4</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG4A06	Common	Songs and Stories of our world
MAL4A10	Common (Add. Lang)	Malayala Sahityam-4 (Opt.)
HIN 4 A 10	Common (Add. Lang)	Novel and Short stories
ENG4B05	Core	Appreciating Fiction
ENG4B06	Core	Literary Criticism
ICP4C03	Complementary	Indian Constitution and Politics: Federal Dynamics and Decentral- ization
AUD4E06	Audit	Gender Studies
<b>SEMESTER 5</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG5B07	Core	Appreciating Drama and Theatre
ENG5B08	Core	Literary Theory
ENG5B09	Core	Language and Linguistics
ENG5B10	Core	Indian Writing In English
ENG6B21	Core	Research Methodology
ENG6B05	Core	Project
BBA5D01	Open	e-Commerce (Opt.)
PSY5D01	Open	Life Skill Applications (Opt.)
<b>SEMESTER 6</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG6B11	Core	Voices of Women,
ENG6B12	Core	Classics of World Literature
ENG6B13	Core	Film Studies

ENG6B14	Core	New Literatures in English
ENG6B05	Core	Project
ENG6B15	Elective	Literature of the Marginalized
<b>B.A. JOURNALISM AND MASS COMMUNICATION</b>		
<b>SEMESTER 1</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG1A01	Common	Litmosphere: The World of Literature
ENG1A02	Common	Functional Grammar and Communication In English
MAL1A07(1)	Common (Add. Lang)	Malayalasaahithyam-1 (Optional)
HIN1A07(1)	Common (Add. Lang)	Prose and Drama (Opt.)
JOU1B01	Core	Fundamentals of Mass Communication
ICP2C01	Complementary	Indian Constitution & Political Science
AUD1E01	Audit	Environmental Studies
<b>SEMESTER 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG2A03	Common	Readings from the Fringes.
ENG2A04	Common	Readings on Kerala
MAL2A08(1)	Common (Add. Lang)	Malayalasaahithyam-2 (Opt.)
HIN2A08(1)	Common (Add. Lang)	Grammar and Translation (Opt.)
JOU2B02	Core	Media History
BMM1(2)	Complementary	Introduction to Multi-media & E- Content Development
AUD2E02	Audit	Disaster Management

<b>SEMESTER 3</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG3A05	Common	Reading on Indian Literature
MAL3A09	Common (Add. Lang)	Malayala Sahityam-3 (Opt.)
HIN 3 A09	Common (Add. Lang)	Poetry in Hindi
JOU3B03	Core	Reporting for the Print
JOU4B04	Core	Editing for the Print
BMM4(3) C01	Complementary	Computer Graphics and Web Design
AUD3E03	Audit	Human Rights
<b>SEMESTER 4</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG4A06	Common	Song & Stories of our World
MAL4A10:	Common (Add. Lang)	Malayala Sahityam-4 (Opt.)
HIN 4 A 10	Common (Add. Lang)	Novel and Short stories
JOU4B05	Core	Design & Pagination
JOU4B06	Core	Radio Production
ICP4C03	Complementary	Indian Constitution and Politics: Federal Dynamics and Decentral-ization
AUD4E06	Audit	Gender Studies
<b>SEMESTER 5</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
JOU5B07	CORE	Mass Communication Theories
JOU5B08	CORE	Television Production
JOU5B09	CORE	Corporate Communication

JOU5B10	CORE	Advertising
JOU5B11	CORE	Photo Journalism
<b>SEMESTER 6</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
JOU6B12	CORE	Media Laws and Ethics
JOU6B13	CORE	Online Journalism
JOU6B14	CORE	Introduction to Cinema
JOU6B16	CORE	Magazine Journalism
	Project	
<b>B.Sc. PSYCHOLOGY</b>		
<b>SEMESTER 1</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG1A01	Common	Litmosphere: The World of Literature
ENG1A02	Common	Functional Grammar and Communication In English
MAL1A07(1)	Common (Add. Lang)	Malayalashahithyam-1 (Optional)
HIN1A07(1)	Common (Add. Lang)	Prose and Drama (Opt.)
PSY1B01	Core	Basic Themes in Psychology-I
PSG1C01	Complementary	Human Physiology
STA1C02	Complementary	Descriptive Statistics
AUD1E01	Audit	Environmental Studies
<b>SEMESTER 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG2A03	Common	Readings from the Fringes

ENG2A04	Common	Readings on Kerala
MAL2A08(1)	Common (Add. Lang)	Malayalasaahithyam-2(Opt.)
HIN2A08(1)	Common (Add. Lang)	Grammar and Translation (Opt.)
PSY2B01	Core	Basic Themes in Psychology-II
PSG2C01	Complementary	Human Physiology
STA2C02	Complementary	Regression analysis and Probability Theory
AUD2E02	Audit	Disaster Management
<b>SEMESTER 3</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG3A05	Common	Reading on Indian Literature
MAL3A09	Common (Add. Lang)	Malayala Sahityam-3 (Opt.)
HIN 3 A09	Common (Add. Lang)	Poetry in Hindi
PSY3B01	Core	Psychological Measurement and Testing
PSY4B02	Core	Experimental Psychology Practical 01
PSG3C01	Complementary	Human Physiology
STA3C02	Complementary	Probability Distributions and Parametric Tests
AUD3E03	Audit	Human Rights
<b>SEMESTER 4</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG4A06	Common	Songs & Stories of our World
MAL4A10	Common (Add. Lang)	Malayala Sahityam-4 (Opt.)
HIN 4 A 10	Common (Add. Lang)	Novel and Short stories
PSY4B01	Core	Individual Differences



PSY4B02	Core	Experimental Psychology Practical 1
PSG4C01	Complementary	Human Physiology
STA4C02	Complementary	Statistical Techniques for Psychology
AUD4E06	Audit	Gender Studies
<b>SEMESTER 5</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
PSY5B01	Core	Abnormal Psychology-I
PSY5B02	Core	Social Psychology
PSY5B03	Core	Developmental Psychology-I
PSY5B04	Core	Psychological Counseling
PSY5B05	Core	Health Psychology
PSY6B06	Core	Experimental Psychology Practical- II
PSY6B06	Core	Experimental Psychology Practical –III
BBA5D01	Open	E-Commerce (Opt.)
ENG5D01	Open	English for Competitive Examinations (Opt.)
	Core	Project
<b>SEMESTER 6</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
PSY6B01	Core	Abnormal Psychology II
PSY6B02	Core	Applied Social Psychology
PSY6B03	Core	Developmental Psychology II

PSY6B04	Core	Life Skill Education: Applications and training
PSY6B05	Elective	Positive Psychology (Elective)
PSY6B06	Core	Experimental Psychology Practical - II
PSY6B07	Core	Experimental Psychology Practical - III
PSY6B08	Core	Project
<b>B.Com. FINANCE</b>		
<b>SEMESTER 1</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG1A01	Common	Litmosphere: The World of Literature
ENG1A02	Common	Functional Grammar and Communication In English
MAL1A07(2)	Common (Add. Lang)	Malayalasaahithyam-1 (Optional)
HIN1A07(2)	Common (Add. Lang)	Prose Forms in Hindi Literature (Opt.)
BCM1B01	Core	Business Management
BCM1C01	Complementary	Managerial Economics
AUD1E01	Audit	Environmental Studies
<b>SEMESTER 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG2A03	Common	Readings from the Fringes
ENG2A04	Common	Readings on Kerala
MAL2A08(2)	Common (Add. Lang)	Malayalasaahithyam-2(Opt.)

HIN2A08(2)	Common (Add. Lang)	Poetry Correspondence and Translation
BCM2B02	Core	Financial Accounting
BCM2C02	Complementary	Marketing Management
AUD2E02	Audit	Disaster Management
<b>SEMESTER 3</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BCM3B03	Core	Business Regulation
BCM3B04	Core	Corporate Accounting
BCM3A11	Common	Basic Numerical Methods
BCM3A12	Common	Professional Business Skills
BCM3C03	Complementary	Human Resource Management
AUD3E03	Audit	Human Rights
<b>SEMESTER 4</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BCM4B05	Core	Cost Accounting
BCM4B06	Core	Corporate Regulations
BCM4A13	Common	Entrepreneurship Development
BCM4A14	Common	Banking and Insurance
BCM4C04	Complementary	Quantitative Techniques for Business
AUD4E06	Audit	Gender Studies
<b>SEMESTER 5</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BCM5B07	Core	Accounting for Management
BCM5B08	Core	Business Research Methods

BCM5B09	Core	Income Tax Law and Accounts
BCM5B10	Core	Financial Markets and Services
BCM5B11	Core	Financial Management
ENG5D01	Open	English for Competitive Examinations (Opt.)
PSY5D02	Open	Life Skill Applications (Opt.)
<b>SEMESTER 6</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BCM6B12	Core	Income Tax and GST
BCM6B13	Core	Auditing and Corporate Governance
BCM6B14	Core	Fundamentals of Investments
BCM6B15	Core	Financial Derivatives
BCM6B16	Core	Project and Viva-Voce
<b>B.Com. COMPUTER APPLICATION</b>		
<b>SEMESTER 1</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG1A01	Common	Litmosphere: The World of Literature
ENG1A02	Common	Functional Grammar and Communication In English
MAL1A07(2)	Common (Add. Lang)	Malayalasaahithyam-1 (Optional)
HIN1A07(2)	Common (Add. Lang)	Prose Forms in Hindi Literature (Opt.)
BCM1B01	Core	Business Management
BCM1C01	Complementary	Managerial Economics
AUD1E01	Audit	Environmental Studies

<b>SEMESTER 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG2A03	Common	Readings from The Fringes.
ENG2A04	Common	Readings on Kerala
MAL2A08(2)	Common (Add. Lang)	Malayalasaahithyam-2(Opt.)
HIN2A08(2)	Common (Add. Lang)	Poetry Correspondence and Translation
BCM2B02	Core	Financial Accounting
BCM2C02	Complementary	Marketing Management
AUD2E02	Audit	Disaster Management
<b>SEMESTER 3</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BCM3B03	Core	Business Regulation
BCM3B04	Core	Corporate Accounting
BCM3A11	Common	Basic Numerical Methods
BCM3A12	Common	Professional Business Skills
BCM3C03	Complementary	Human Resource Management
AUD3E03	Audit	Human Rights
<b>SEMESTER 4</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BCM4B05	Core	Cost Accounting
BCM4B06	Core	Corporate Regulations
BCM4A13	Common	Entrepreneurship Development
BCM4A14	Common	Banking and Insurance

BCM4C04	Complementary	Quantitative Techniques for Business
AUD4E06	Audit	Gender Studies
<b>SEMESTER 5</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BCM5B07	Core	Accounting for Management
BCM5B08	Core	Business Research Methods
BCM5B09	Core	Income Tax Law and Accounts
BCM5B10	Core	Computer Applications in Business
BCM5B11	Core	Business Information Systems
ENG5D01	Open	English for Competitive Examinations (Opt.)
PSY5D01	Open	Life Skill Applications (Opt.)
<b>SEMESTER 6</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BCM6B12	Core	Income Tax and GST
BCM6B13	Core	Auditing and Corporate Governance
BCM6B14	Core	Office Automation Tools
BCM6B15	Core	Computerised Accounting with Tally
BCM6B16	Core	Project and Viva-Voce
<b>BBA</b>		
<b>SEMESTER 1</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG1A01	Common	Litmosphere: The World of Literature

ENG1A02	Common	Functional Grammar and Communication In English
MAL1A07(2)	Common (Add. Lang)	Malayalashahithyam-1 (Optional)
HIN1A07(2)	Common (Add. Lang)	Prose Forms in Hindi Literature (Opt.)
BBA1B01	Core	Management Theory and Practices
BBA1C01	Complementary	Managerial Economics
AUD1E01	Audit	Environmental Studies
<b>SEMESTER 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG2A03	Common	Readings from The Fringes.
ENG2A04	Common	Readings on Kerala
MAL2A08(2)	Common (Add. Lang)	Malayalashahithyam-2(Opt.)
HIN2A08(2)	Common (Add. Lang)	Poetry Correspondence and Translation
BBA2B02	Core	Financial Accounting
BBA2B03	Core	Marketing Management
AUD2E02	Audit	Disaster Management
<b>SEMESTER 3</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BBA3B04	Core	Corporate Accounting
BBA3B05	Core	Financial Management
BBA3A11	Common	Numerical Methods
BBA3A12	Common	Professional Business Skills
BBA3C02	Complementary	Business Regulations
AUD3E03	Audit	Human Rights
<b>SEMESTER 4</b>		

<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BBA4B06	Core	Cost and Management Accounting
BBA4A13	Common	Entrepreneurship Development
BBA4A14	Common	Banking and Insurance
BBA4C03	Complementary	Corporate Regulations
BBA4C04	Complementary	Quantitative Techniques for Business
AUD4E06	Audit	Gender Studies
<b>SEMESTER 5</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BBAB07	Core	Human Resource Management
BBAB08	Core	Business Research Methods
BBAB09	Core	Operation Management
BBAB10	Core	Income Tax
BBAB11	Core	Financial Markets and Services
ENG5D01	Open	English for Competitive Examinations (Opt.)
PSY5D01	Open	Life Skill Applications (Opt.)
<b>SEMESTER 6</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
BBA6B12	Core	Organisational Behaviour
BBA6B13	Core	Management Science
BBA6B14	Core	Project Management
BBA6B15	Core	Financial Services
BBA6B16	Core	Investment Management
BBA6B17	Core (PR)	Project & Viva-Voce



<b>M.A. ENGLISH LANGUAGE &amp; LITERATURE SEMESTER 1</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG1C01	Core	British Literature from Chaucer to 18th Century
ENG1C02	Core	British Literature – 19 Century
ENG1C03	Core	History of English Language
ENG1C04	Core	Indian Literature in English
ENG1A01	Audit	Writing Skills. (Ability Enhancement)
<b>SEMESTER 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG2C05	Core	Twentieth Century British Literature up to 1940
ENG2C06	Core	Literary Criticism and Theory- Part 1
ENG2C07	Core	American Literature
ENG2C08	Core	Postcolonial Writings
ENG2 A02	Audit	Translation Theory and Practice ( Professional Competency)
<b>SEMESTER 3</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG3C09	Core	Twentieth Century British Literature Post 1940
ENG3C10	Core	Literary Criticism and Theory
ENG3E02	Elective	European Fiction in Translation
ENG3E07	Elective	World Drama

<b>SEMESTER 4</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
ENG4C11	Core	English Literature in the 21st Century
ENG4C12	Core	Dissertation / Project
ENG4C13	Core	Comprehensive Viva-Voce
ENG4E12	Elective	Literature and Ecology
ENG4E14	Elective	Indian English Fiction
<b>M.Com. FINANCE</b>		
<b>SEMESTER 1</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
MCM1C01	Core	Business Environment and Policy
MCM1C02	Core	Corporate Governance and Business Ethics
MCM1C03	Core	Quantitative Techniques for Business Decisions
MCM1C04	Core	Management Theory and Organizational Behaviour
MCM1C05	Core	Advanced Management Accounting
<b>SEMESTER 2</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
MCM 2C08	Core	Strategic Cost Accounting
MCM2C07	Core	Advanced Strategic Management
MCM2C06	Core	Advanced Corporate Accounting
MCM2C09	Core	International Business
MCM2C10	Core	Management Science

<b>SEMESTER 3</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
MCM3C11	Core	Financial Management
MCM3C12	Core	Income Tax Law Practice and Tax Planning -I
MCM3C13	Core	Research Methodology
MCM3EF 02	Core	Financial Markets and Institutions
MCM3EF01	Core	Investment Management
<b>SEMESTER 4</b>		
<b>Course Code</b>	<b>Course</b>	<b>Title of the Course</b>
MCM4C15	Core	Income Tax Law Practice and Tax Planning II
MCM4 EF04	Core	Advanced Strategic Financial Management
MCM4C14	Core	Financial Derivatives and Risk Management
MCM4EF03	Core	International Finance

## **STUDENT SUPPORT PROGRAMMES**

### **ARISE (AlphonsiansRising to Impulse Social Empowerment)**

ARISE is an autonomous social welfare organisation of the students under ACT. This organisation was instituted by Rev. Fr. Scaria Mangarayil, the manager of ACT in the year 2018. It conducts various socially useful activities in and around the campus.

### **PTA**

Membership of the PTA is compulsory to the parents of all students of the college. The PTA executive regularly meets to discuss and formulate policies to uplift the standard of the college.

## **Tally Course**

The college provides tally course for the students of Commerce and Business Administration to equip each and everyone who comes out of this college to meet the demands of the commercial society.

## **Tutorial System**

This system has been specifically intended to bring up the abilities of the student through proper motivation and guidance. It is also meant to understand the student, his/her family conditions, social and cultural status, the problems that he/she faces in and outside the class etc. and help him/her to tide over those problems. For this, a teacher is given charge of a class and he acts as the class tutor. The class tutor keeps the details of the students from entry level to exit level. He guides, helps and motivates the student and keeps liaison with the parents. The system also ensures effective teaching and sufficient attention on the student and fosters the general discipline of the college. The student is expected to consult the tutor on all academic non academic matters. All applications and requests to the principal shall be submitted only through the tutor countersigned by HoD.

## **Students Guidance and Counselling Centre**

The Guidance and Counselling Centre aims at assisting students to maximize their overall growth and to overcome their academic and personal problems. Service of qualified

persons is available in assisting students to identify and recognize their interests, abilities and skills to match their chosen careers. Students who need the appointment of experts shall register their names with the coordinators.

### **Student Support/Remedial Programme**

The programme is designed to give special attention to students who need extra help and guidance to keep abreast with other classmates. Special evening classes are handled by teachers on a structured basis.

### **Entrepreneurial Development Club (ED Club)**

The ED club aims to inculcate values like integrity, discipline, honesty etc, sensitise students on the economic and industrial development scenario, inculcate entrepreneurial culture, bring in successful entrepreneurs and students together and create academic and industrial research linkage.

### **Women's Welfare Cell**

The cell is constituted as per the directive of the UGC to redress the grievances, if any, of the lady students and the women-members of the staff of the College. Cell also aims at motivating the girl students to strive the gender equality in diverse fields with a motto of grooming them to lead a dignified life in the society.

## **DISCIPLINARY RULES**

Students are hereby instructed to strictly follow the disciplinary rules of the College. Ignorance of rules is no excuse. Students are expected to read the notice board on a day to day basis. It is the duty of every student to abide by the rules and regulations of the college and conduct himself/herself

with decency and decorum. Violation of the rules will result in disciplinary action against the offenders and imposition of punishment including dismissal.

### **A. IDENTITY CARDS COMPULSORY**

All students admitted to the college shall compulsorily wear their Identity Cards whenever they are present on the college campus. Duplicate ID cards can be had from the office on genuine grounds. The Identity Card shall be surrendered to the office at the time of claiming their fund of caution deposit or issuing of Transfer Certificate/Qualifying Certificate, whichever is earlier.

### **B. MOBILE PHONES BANNED**

The use of mobile phone is strictly prohibited in the college campus as per Government order. Offenders will be levied with fine and the mobile phone will be confiscated.

### **C. MANDATORY DRESS CODE**

Students should wear the prescribed uniform on all working days. Decency should be maintained in the way the dress is stitched and put it on.

### **D. CHARACTER AND CONDUCT**

1. Conduct Certificate will not be issued as a matter of course. It has to be earned by the student's good conduct and behaviour. The decision of the Principal shall be final regarding this matter.
2. Students shall greet both teaching and non teaching staff on the occasion of their first meeting them during the day.
3. When the Principal or teacher enters a classroom,

students shall stand to greet and keep standing till they are asked to sit down.

4. Every morning we begin our work with a prayer. When the bell goes at 9.20 a.m., all the members of the staff and students are expected to keep standing in silence till the prayer ends.
5. Students should be seated in their respective class rooms before the teaching hour commences.
6. Students should be seated in their respective class rooms by 9.20 a.m. and should not leave the classes except during intervals.
7. When a student wants to enter or leave the classroom while the class is on, he /she shall do so only after getting the permission of the teacher.
8. During the absence of the teacher and while moving from one class to another, students are expected to keep silence.
9. Students shall not loiter on the verandas or college premises during working hours for any reasons whatsoever.
10. Students are advised to use the library during free periods.
11. Students shall not enter any class other than their own.
12. No indecent representation shall be made by any student towards any other student either in words, letters, gestures or by any other means.

## **E. ATTENDANCE AND LEAVE**

1. Students should be regular and punctual in attending

classes.

2. Attendance will be marked at the beginning of each hour by the teacher engaging the class.
3. If one teaching hour is missed it is equal to missing half a day's attendance.
4. Students who do not have at least 75% of attendance are not eligible to appear for university/End semester examinations. In such situations he/ she has to repeat the semester after the course period along with the junior batch.
5. A student abstaining from classes without proper acknowledgment of leave for more than fourteen consecutive working days will have his/her name removed from the rolls.
6. Application for leave of absence should be submitted in the prescribed form to the Principal through the Tutor concerned. Bona fide applications will be positively considered subject to University regulations.
7. Applying for leave of absence does not imply that the leave will be granted.
8. Application for condonation of shortage of attendance will be considered only if the absence is on medical ground and necessary Medical Certificate is attached.
9. In the case of medical leave, Medical Certificate should be submitted along with the application for leave or soon after the medical treatment is over.
10. Students who could not attend classes on account of



their participation in sports and games, university arts festivals, seminars, workshops and such other extra curricular activities within or outside the campus may submit an application for leave to the Principal, through proper channel. Bona fide applications will be positively considered subject to University regulations.

11. No student is expected to approach the Principal or the Principal's office in person for enquiry on attendance. In case of any doubts or grievances, they may approach the tutor concerned.

## **F. POLITICAL ACTIVITIES BANNED**

Political activities are strictly prohibited on the college campus. As per the order of the Honourable High Court of Kerala on writ appeal No.535/2003 and judgment on review petition dated 20 February 2004, all strikes, demonstrations, agitations, dharnas, gheraos and the like are banned on the college campus. Students who violate the above rules are liable to be dismissed from the college. Therefore, students shall keep away from all sorts of agitations like strike, disturbing classes, taking out processions, uttering slogans etc. on the college premises. They shall not bring flags, placards, leaflets, pamphlets, notice boards, banners, posters or any publicity material of any political parties or student organizations to the campus.

## **G. RAGGING: A SERIOUS CRIMINAL OFFENSE**

**Ragging is prohibited by law. It is a non-bailable criminal offence and punishable with rigorous imprisonment up to seven years. Students shall not indulge in any of the following activities, which are treated as ragging:**

1. Any act that prevents, disrupts or disturbs the regular academic activity of a student.
2. Exploiting the service of a junior student by a senior student or a group of senior students.
3. Any act of financial extortion or forceful expenditure burden put on a junior student including fund-raising for organizations.
4. Any act of physical abuse including all variants of it: annoying, playing practical jokes, sexual abuse, homosexual assaults ,stripping, forcing obscene and lewd acts or gestures.
5. Any act of abuse by spoken words, emails, SMS, or any other means.
6. Any word or act that causes hurt to the dignity of the individual.
7. Entering without permission in to any class other than the one assigned to a student.
8. Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna etc.

The complaints or information with regard to ragging could be oral.

## **Reporting Cases of Ragging**

The complaints or information in regard to ragging could be oral or written and even from third parties. The burden/responsibility of proving his/her innocence rests with the accused. Complaints can be lodged with the Principal, Staff Counsellors or any of the members of the Ragging Prevention

Committee. All complaints / information received shall be kept strictly confidential.

In the event of a student being booked in a criminal offence and being suspended from the college, he / she will be reinstated only after his/her obtaining clearance certificate from the concerned police officer.

### **Excerpts from the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions - 2009**

*Ragging in all its forms is prohibited in the College campus, including the departments, all its premises (academic, residential, sports, canteen, restrooms, etc), within the campus or outside it and all means of transportation whether public or private. The provisions of the Act of the Central Government or the State Governments if enacted will consider ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST.*

<p style="text-align: center;"><b>Toll Free No. 1800 - 180 - 5522</b> <b>Complaints can also be filed on <a href="mailto:helpline@antiragging.net">helpline@antiragging.net</a></b></p>
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## **H. PARKING OF STUDENTS VEHICLES**

Entry of student vehicles into the campus is strictly prohibited by the Honble High Court. Students can park their vehicles only on the parking area designated. Vehicles parked in the non-parking area will be reported to the police.

## **I. MEETINGS AND CELEBRATIONS**

Students should obtain written permission from the Head of the Department for organizing meetings, parties or celebrations. No student is permitted to remain on the campus

after 5.30 pm unless he/she should have special permission from HoD/Principal.

## **J. OTHER RULES & REGULATIONS**

1. Smoking and consumption of alcoholic beverages are strictly prohibited within the campus. Students shall not use or bring tobacco or its products, intoxicating drinks or narcotic substances to the college.
2. Students shall not go on tour, picnic or excursion without the written permission of the Principal.
3. Prior written permission of the Principal is necessary for organizing processions, meetings, entertainment programmes, functions in the college; for collecting funds from the students/staff; and for distributing notice or putting up any notice on the noticeboard.
4. Students shall not cause any loss or damage to the college property. Intentional causing of loss or damage will be considered a serious misconduct. The offenders will be proceeded against for the same and will be liable for recovery of the loss. Unintentional causing of loss or damage will result in the recovery of loss or damages from the offenders.

Students shall not write or make any marks on the walls or any part of the college property. If found guilty they are liable to be punished and the expenses for the repair work will be recovered from the offenders.

5. Cinematic dances and fashion shows are not permitted on the campus.
6. Congregating at the entrance of the college gate and sitting on the portico and the steps of the staircase are to be avoided.
7. Students are free to follow and practice, any religion of their choice but external worship other than catholic is not allowed in the college.
8. A student who has any complaint against any other student, teaching staff or non teaching staff shall represent the same either in writing or orally to the Tutor, HoD, Discipline Committee or to the Principal directly. Such representations can be made by the Parents/Guardian of the students also. A complaint box is installed near the college office in this regard

## **K. MISCONDUCT AND DISCIPLINARY ACTIONS**

1. Students are bound to obey the directions, issued from time to time, by the Principal, Teachers and the authorities. Disobedience to such directions would amount to serious misconduct.
2. Any student, who is found to have conducted himself/herself in any indecent or disorderly manner inside or outside the classroom in the college premises is liable to be proceeded against for the said misconduct.
3. A teacher may send a student out of the class if the student misbehaves in the class. If any student is sent out of the class, the teacher and the student shall report them to the Principal.
4. The Principal shall have the power to inflict the following

punishments upon the offenders: fine, cancellation of attendance, withholding the term certificate, forfeiting education concession and scholarship, suspension, compulsory issue of T.C. without the application from the student or guardian, and expulsion.

9. Any student/students is/are found engaged in defaming the college, staff members or college authorities by posting indecent comments in social media, college management will take stringent actions in the light of cyber law.

## **ADMISSION RULES AND PROCEDURES**

1. Admission to various UG programmes is being done online by the college strictly as per the rules and regulations stipulated by the University of Calicut and the Government of Kerala.
2. Rank list will be prepared on the basis of merit and will be published in the college website and notice board. Schedule of the interview will also be published in the college website.
3. At the time of interview the applicant should produce the intimation card and the following certificates in original:
  - ◆ Transfer Certificate
  - ◆ Conduct Certificate
  - ◆ Mark List
  - ◆ Pass Certificate
  - ◆ Community certificate, Nativity certificate and SSLC in case of SC, ST, OEC, OBC candidates.
  - ◆ Income certificate in the case of students belonging to forward communities, if applying for fee concession.

- ◆ Seven copies of recent passport size photograph of the applicant.
4. If an applicant fails to report for interview at the time mentioned, ipso facto, he or she forfeits the chance for admission.
  5. If admission is given at the time of the interview, the applicant may get himself or herself enrolled forthwith on payment of the first installment of class fees.
  6. It is advisable that the class fees for the whole year be paid in lump sum at the time of admission itself.
  7. All admissions will be provisional and subject to verification and approval by the University of Calicut.
  8. On securing admission, the pass certificate of the qualifying examination and other certificates are to be surrendered to the college. The students are, therefore, advised to keep with them sufficient number of attested true copies of the certificates.
  9. All those who wish to apply for fee concession, scholarship or stipend of any kind should keep with them the following: attested true copies of - **the mark list, the certificate providing date of birth, and Community Certificate.**
  10. The caution deposit will be refunded to the student only after completion of the course or at the time of his or her leaving the college with transfer certificate.
  11. Students belonging to scheduled caste, scheduled tribes, other eligible communities and other backward communities should produce the necessary income certificate or community certificate in the prescribed form to get the benefit of the fee concession. Such students shall, however, pay the caution deposit.
  12. All columns in Income Certificate and Community Certificate and application form for fee concession shall

neatly, legibly and correctly be filled in with full particulars without leaving any column blank. Defective application will be rejected.

13. The duly filled in application for fee concession shall be returned to the office within 7 days with all the required certificates.

### **SCHOLARSHIPS FOR COLLEGE STUDENTS:**

*The college ensures the following financial aids for the deserving students.*

- I E-Grantz is web-based solution for the timely disbursement of educational grants/concessions to all eligible SC/ST/OBC/other eligible students including fishermen, instituted by the Government of Kerala. UG/PG/PhD students who are eligible for receiving E -grants Scholarship/fisherman Scholarships will be eligible for all state/central/university scholarships at the same time. The financial assistance reaches the student's bank account through Direct Beneficiary Transfer (DBT).

For more details, Contact Section Officer, Scholarship cell or see the latest E-Handbook

- II. **Post-matric scholarship for minorities** is provided by the Ministry of Minority Affairs (MOMA) for the upliftment of students belonging to minority communities. According to the Government of India, Muslims, Sikhs, Christians, Buddhists, Zoroastrians (Parsis) and Jains are notified as minority communities. Under this post-matric scholarship for minorities, students studying in class 11 to Ph.D.



are offered up to INR 10,000 annually to pursue higher education.

- III. **Central Sector Scholarship** Scheme for College and University Students is a centrally-funded merit-cum-means scholarship initiated by the Department of Higher Education of MHRD. Started with the objective to financially assist students of economically underprivileged families, Central Sector Scholarship scheme is disbursed among a total of 82,000 graduate/postgraduate students every year. This scholarship is given in equal proportion to boys and girls, i.e., 41,000 of the total number of scholarships are reserved for boys and the other 41,000 are for girl candidates. The selected students receive an annual scholarship amount of up to INR 20,000 so that they could meet their day-to-day expenses while pursuing higher studies.
- IV **Kerala State Forward Caste Welfare Scholarship** is a Government of Kerala undertaking incorporated with the Companies Act, 1956 as a private Limited Company, with an objective to promote the comprehensive development and welfare of the economically backward sections among the forward communities of Kerala.
- V **Alphonsa Meritorious Freeship (AMF)** Alphonsa Meritorious Freeship rewards meritorious students with financial assistance, which helps them realize their educational dreams of achieving a fulfilling career. The merit-based scholarships evaluate a student's merit on the basis of their academic records or their performance in scholarship tests.
- VI **Alphonsa Student Support Scholarship (ASSS)** Alphonsa

Student Support Scholarship aims to provide support to needy students from financially weaker sections to pursue higher education. These scholarships for poor students are at the forefront of our fight against poverty and inequality. This scholarship will definitely support bright students coming from economically weaker sections of the society.

- VII **Alphonsa Talented Students Award (ATSA)** Alphonsa Talented Students Award (ATSA) is an award for the talented students at ACT. There are students who secured good positions in the Cultural and Sports events. ATSA was formed to support those talented students. A scholarship holder under this scheme will not hold any other scholarship / stipend / financial aid from the institution. The payment of the Scholarship (Rupees 500/-) will be sent to the selected scholars on the basis of their achievements in cultural/ sports events at the National/ University/ State/ District/ Zonal levels. The talented students' selection will be jointly made by the Principal/ Head of the Institute, the Vice- Principal and the Union Advisor.
- VIII **Alphonsa Outstanding Award For Out-Going Students (Aoafos)** Alphonsa Outstanding Award for Out- Going Students rewards meritorious students with financial assistance. This award is offered to the out-going students who secured top marks University Exams from each department. The cash award (Rupees 1000/-) will be proportionately distributed among the different Departments. This, merit -based award evaluates a student's merit on the basis of their total academic score in the University Exams.

## **WORKING DAYS AND CLASS HOURS**

The College works under the full day system. The session begins at 9.15 a.m. and concludes at 3.15 p.m. Before the commencement of classes, there will be a bell when the students should go into their respective classes and occupy their seats. Every day the classes shall begin with a prayer. When the bell for the prayer is heard all students shall stand up and those who move about in the campus shall stand still in their place in prayerful attitude. After the prayer there will be a signal bell for work to begin.

## **ATTENDANCE**

Attendance shall be taken for hours of study rather than days of study, to fulfill the stipulations that the CE marks for attendance shall be calculated separately for each course in a Programme.

Aggregate attendance will be used for determining the eligibility to write the End Semester Examination - minimum 75% attendance – and not for calculating the CE marks for attendance.

Once the final aggregate attendance statement for the Semester is published, no change will be entertained.

A student who gets less than 75% aggregate attendance is not eligible to write the End Semester Examination. He/She will have to get readmission and repeat the semester with the next batch or granted admission, if eligible for it. Marks/grades for attendance for calculating CE will be given as per the University/ College regulations.

Students who intend to avail any kind of leave, other than emergency leave, shall inform and get prior permission

of the Principal for the same. This applies to those who wish to get the benefit of attendance for participating in inter-collegiate competitions/and for internal co/extra-curricular activities

*“Condonation of attendance to a maximum of 10 days in a Semester subject to a maximum of two times during the whole period of a Degree Programme may be granted by the University. Benefits of attendance may be granted to students who attend to University Union activities, meetings of university bodies and participation in extracurricular activities by treating as present for the days of their absence for the above purpose on production of participation/ attendance certificate in such activities issued by the University Authorities/Principals, subject to a maximum of 10 days in a Semester. Those who secure a minimum of 75 % attendance in the aggregate for all the Courses of a Semester taken together alone will be allowed to register for the End Semester Examination of the Semester”*

### **APPLICATION FOR LEAVE**

A student requiring leave for only an hour or a portion of an hour must apply for it to the concerned teacher before the period begins.

A student requiring leave for a whole day must apply for it in writing to the Principal through the tutor concerned /HoD.

Application for leave of absence should reach the tutor concerned at least by 9.15 a.m. of the day for which leave is applied.

### **OPEN HOUSES, INTERNAL EXAMINATIONS & PROGRESS REPORTS**

Students are not allowed to abstain themselves from assignment works, seminars, composition, test papers, internal

and end semester examinations.

Open Houses will be arranged twice during an academic year. The dates for the Open Houses will be informed through the ward by the respective tutor.

Parents/Guardians must attend both the Open Houses with the ward and meet the respective Head of the department and collect the Progress Report of the student from the tutor.

Parents/Guardians of those students who show poor progress should take care to meet the respective teachers as frequently as possible

### **EXCURSIONS, PICNICS AND STUDY TOUR**

Students are not permitted to organize or conduct excursions or picnics without the knowledge and consent of the Principal.

Study tours will be organized by the respective Departments.

Only final year/final semester students will be permitted to go on excursions and tours.

Written consent in the prescribed form should be obtained from the parents/guardians by all students going on excursion.

A detailed programme of travel, stay, places of visit, names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.

No student from another class will be permitted to join a class going on excursion.

There should be at least two teachers (one male and one

female) to accompany each team.

Excursions, picnics and tours will be allowed ONLY during the Third Term of the academic year.

The duration of the excursion shall not exceed 3 days including the days of journey.

## **LIBRARY GUIDELINES**

The College Library will remain open on all working days from 9.00 a.m to 5 p.m.

Learning resources in the Reference Section will not be lent out.

If a book is overdue beyond one month the fine will be Re. 1 per day till the date of return of the book(s).

Borrowers will be held responsible for any damage caused to books or any reference material belonging to the library. Borrowers will be held responsible for any damage caused to a book. When a book is issued to a member it is presumed that it is in good condition, unless otherwise pointed out. If a book is damaged or lost by a member, he/she will have to replace it or pay the cost of the book at the current rates with fine.

All the books must be returned to the library before the closing of each term, or at the time of sending the applications for the End Semester/ University Examinations.

Rules and regulations of the library have to be strictly followed.

## **MENTORING**

ACT has implemented an effective mentoring system for the students. It aims at promoting better understanding

between the teacher and the students and thus to facilitate the moral, spiritual and intellectual wellbeing of the students. A class is under the personal care of a Lecturer (Mentor) who meets them in group on a regular basis. Students are encouraged to meet the mentor for proper guidance and counseling. The mentor keeps contact with parents as well. By the interaction of the parents, teachers and students, the overall growth of the students are taken care of. The mentor is a guide, friend, and philosopher for the students on the campus.

### **HINTS FOR EFFECTIVE STUDY**

Association with students who are earnest in their studies is a great help to study. No amount of private study or tuition can substitute active listening in class. Avoid private tuition, which reduces self-confidence and initiative. All assignments should be done neatly up to date. Note down the work assigned for the next day. Never omit a lesson or any assignment given. Revise the work done in class daily. Set aside a fixed time for daily study at home. Remember that asking questions is the key to learning. Never hesitate to ask questions about the subject matter in and out of class. When studying, ready yourself to explain the lesson to another. Pray to God, the source of your talents, for the grace to discover and develop them. Remember that 'a stitch in time saves nine'.

### **RECOMMENDATION TO PARENTS**

The active involvement of parents in the education of their children is very much required in this modern era. This is achieved through the interaction of parents with the teachers and the college authorities. Class wise parents meetings are held in every term after the exams for analyzing the results and the general performance of the student in the College

and at home. Occasional visits of parents to the College and dialogue with the authorities especially the mentor is very much encouraged. These visits and the interaction with the authorities are to enhance the overall development of the students. To encourage this and to attend to the requests of the parents, records are maintained in the college for the parents by the mentor. The college administration checks these and addresses the issues regularly.

## **EXAMINATIONS AND REPORTS**

Besides the regular class tests there will be official terminal examinations conducted in common for the students on the dates specified in the Handbook. Attendance at examination is compulsory. Students not appearing for the examination without prior permission from the Principal will be seriously dealt with and fined.

## **EVALUATION AND GRADING**

Mark system is followed instead of direct grading for each paper. The evaluation scheme for each course shall contain two parts

- 1) Internal assessment
- 2) External Evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

## **INTERNAL ASSESSMENT**

20% of the total marks in each course are for internal assessment. The internal assessment shall be based on a



predetermined transparent system involving written test/ assignments/seminars/viva and attendance in respect of theory courses. Components with percentage of marks of Internal Evaluation of Theory Courses are Attendance 25%, Assignment/ Seminar/Viva 25% Test paper 50%.

Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

### **ISSUE OF CERTIFICATES**

Transfer Certificates will be issued only after payment of all dues to the College.

A student, past or present, applying for certificates for Transfer, Conduct, etc. shall do so in writing in the prescribed form to the Principal stating the Year of Study, Admission Number, Class last attended and Home address.

The application for caution deposit shall be accompanied by the original receipt of the payment of the caution deposit.

Ordinarily a notice of 24 hours is necessary for the issue of a certificate.

No certificate will be sent by post.

### **CO-CURRICULAR ACTIVITIES**

The College provides several opportunities to the students of this College to discover and develop their creative and artistic talents along with their academic pursuit. Various activities are organized with this aim in view, under the guidance of competent teachers in each field. Talented students are given all possible opportunities to compete in the various inter-collegiate competitions.

## **COLLEGE UNION AND SUBJECT ASSOCIATIONS**

Every year the students elect under the Parliamentary system a College Union Chairman, Vice-Chairman, General Secretary, Arts Club Secretary, Student Editor, Class Representatives, and Secretaries to the various Subject Associations. Various co-curricular activities of the College are organized and conducted by the College Union under the guidance of the concerned teachers.

Student representatives elected as Subject Association Secretaries will organize lectures, seminars, debates etc, related to their main subject of study under the guidance of the teachers of their respective Departments. Competitions will be held and proficiency prizes awarded on the College Day.

## **COLLEGE CANTEEN**

Run on contract basis, the canteen serves noon meals and other refreshments on all working days.

## Departmental Activities 2023-24

### P.G. Department of Commerce

Sl. No.	Month	Programme	Date
1	June	Reading Week Celebration – Book Review	19 June 2023 (19 June – 24 June)
2	July	Seminar -1	20 July 2023
3		Speech Competition – Alphonsa Day	28 July 2023
4	August	A Day with Kids – Planning to go nearby institution, teach them	02 July 2023
5		National Library Day – Book Review, Exhibition with Food Fest	08 - 12 August 2023
6		Induction Programme	17 August 2023
7		Invited Talk	29 August 2023
8		Outreach Programme – Teaching Slow Learners in the nearby institutions	1ST – 31st August 2023
9		Workshop on Research Methodology	30 August 2023
10	September	Teacher’s Day Celebration	5 Sept. 2023
11		Debate 1	15 Sept. 2023
12		Paper Presentation (V Semester)	Sept. 8, 9 & 10

13	October	Inauguration of ENAACT	05 Oct. 2023
14		Workshop on Drama Workshop – Dr. James Paul	19,20, 21 Oct. 2023
15		English Marathon – Season 2	23 Oct – 31 Oct 2023
16	November	Poetica – Season - 2	14 Nov. 2023
17		Workshop on Research Methodology	23 Nov. 2023
18		Tour	24 – 27 Nov. 2023
19	December	Talent Hunt - +2 Students	9 Dec. 2023
20		Documentary	21 Dec. 2023
21	January	Career Guidance and Mock Interview	10 Jan. 2023
22		Just a Minute	19 Jan. 2023
23		Institutional visit	30 Jan. 2023
24	February	Citizen Journalism	7 Feb. 2023
25		Day with an Artist	24 Feb. 2023
26	March	Dissertation Award	17 March 2023
27		Literary Fest	21 March 2023
28		Farewell Function	31 March 2023

### Department of Psychology 2023-2024

Sl. No.	Date	Programme
20	June	One day Seminar
26		PTA Meeting (5thSem)
28		Orientation Programme
20	July	Association Inauguration

16	August	One Day Seminar
22		PTA Meeting (2nd Year)
26	September	PTA (1st Year)
25	October	Psycho Fest
26		Psycho Fest
14	November	One day seminar
28		PTA Meeting (3rd Year)
2	December	AIDS day Awareness programme
13		One day Seminar in career building
10	January	Observation Visit
14	February	Farewell function
17		Exhibition on health Psychology
6	March	Preparation for Entrance

### Department of Commerce 2023-2024

Sl. No.	Month	Programme
14	June	PTA Meeting ( 5thSem)
21		Orientation Session
26	July	Orientation Session (3rdSem)
20	August	Quiz Competition
22		PTA Meeting (2nd Year)
26	September	PTA (1st Year)
28		Augmenta 2K19
4	October	Association Inauguration
17		Project Orientation
25		Tour

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15	November	Seminar on Financial Derivatives
5	December	Seminar on GST
20	January	Career Guidance
14	February	Farewell function

## ACADEMIC CALENDAR 2023-2024

### JUNE 2023

Sl. No.	Activities	Date
1	World Environment Day - Course Introduction V- Finance	5-Jun-2023
2	World Environment Day - Seminar on Environment Psychology and its importance	6-Jun-2023
3	Course Introduction V BBA	8-Jun-2023
4	Course Introduction V CA	9-Jun-2023
5	Association Meeting-Psy	12-Jun-2023
6	Orientation talk on Value education	14-Jun-2023
7	Reading Day Celebration	19-Jun-2023
8	International Yoga Day -Seminar	21-Jun-2023
9	Workshop on SPSS	22-Jun-2023
10	Anti Drug Day	26-Jun-2023
11	PTA - Meeting -V Sem	27-Jun-2023
12	Industrial Visit -BBA	1-Jul-2023
	Seminar On effective Communication, Motivation Talk Self Defence Techniques for women WDC	11-Jul-2023
13	Awareness programme on Conselling-for II year B Sc/BA/ BA JMC,	13-Jul-2023
14	Awareness programme on Conselling-for II year B Com (fin)/ BBA	14-Jul-2023
	Awareness programme on Conselling-for III year B A	
15	Eng/ JMC/B Com CA	20-Jul-2023
16	Topper award presentation-III CA	22-Jul-2023
17	Grand parents Day Celebration	25-Jul-2023
18	Ellocution Competition -Eng Dept	26-Jul-2023
19	Project Orientation-Com Dept	27-Jul-2023
	Alphonsa Day	31-Jul-2023

	Induction	1-Aug-2023
20	Department Induction Programme- Ist Psy	2-Aug-2023
21	Orientation Programme- Com Dept	2-Aug-2023
22	Millet Feast	4-Aug-2023
23	Psy-Association Meeting Commerce Day-Comfiesta-2K23	7-Aug-2023
24	Student Development Programme-Psy Seminar on Scope of Psychology	8-Aug-2023
25	Business Quiz -Com. Dept	8-Aug-2023
26	Meri Maatti Mera Desh (Eng)	14-Aug-2023
27	YOKOSO -Induction Programme Challenge walking. 10000 steps- (JMC)	22-Aug-2023
	Melam (Onam)	24-Aug-2023
28	Beat the plastic pollution/Picket process Create & Use an E-waste Collection Point (Eng)	4-Sep-2023
29	Teachers Day Celebration	5-Sep-2023
30	Out door classroom in open atmosphere (Eng)	5-Sep-2023
31	Reminder posters and greetings (Eng)	7-Sep-2023
32	Interactive Session with Alumni (Eng)	8-Sep-2023
33	Safety, Disaster, Risk & Cloud Management (Eng)	8-Sep-2023
34	Post Admission Test -Ist Year (Com)	11-Sep-2023
35	Reserch Methodology (eng)	12-Sep-2023
36	Workshop on Web Design (Com)	12-Sep-2023
37	Orientation Session on Value education-First Year	13-Sep-2023
38	Dramma Show (Eng)	14-Sep-2023
39	Expert talk-WHO Award winner	26-Sep-2023
40	Workshop on Reserch Methodology Student Exchange Programme-Mampetta	4-Oct-2023
41	Curriculum Orientation-I Year	9-Oct-2023
42	Seminar on Mental Health and Society	10-Oct-2023



43	Seminar on Breake the stigma and find your way	16-Oct-2023
44	Psychology Exhibition	17-Oct-2023
45	Participation in an international conference	18-Oct-2023
46	Workshop on Reserch Methodology	26-Oct-2023
47	Commerce Fest, Blood Donation	27-Oct-2023
48	Awarness programme on Conselling-for I year B A JMC/B Sc/BBA/B Com CA/Fin/IIyear B Com CA/ Fin	8-Nov-2023
	Business Quiz	10-Nov-2023
	Snehasparsam	11-Nov-2023
49	NSS -Paddy Harvesting	14-Nov-2023
50	Student Development Programme-Psy	16-Nov-2023
51	Campus Radio on National Journalism Day	17-Nov-2023
52	Inspira 2023 English Fest	20-Nov-2023
53	Student Development Programme-Psy	
54	School Visit-Eng Dept	29-Nov-2023
	Workshop on Reserch Methodology (com) Student	
55	Exchange Programme-Mampetta	29-Nov-2023
56	World AIDS Day Observance	1-Dec-2023
57	English Marathon	4-Dec-2023
58	Workshop on Understanding Psychological Reserch	5-Dec-2023
59	Extenssion Programme- Awarness session-Psy	6-Dec-2023
60	Student Development Programme-psy	7-Dec-2023
	Union Inaguration	8-Dec-2023
	Fine arts Inaguration	8-Dec-2023
61	Instiutional Visit -Eng Dept	10-Dec-2023
62	Guide to Smart Investing-Com Dept	11-Dec-2023
63	Topper award -III Finance Session on Cinematography-Eng, Book Mark Making Competition-Eng	12-Dec-2023

64	Mental Health Counselling- Psy	13-Dec-2023
65	Riddles and Puzzles- Eng	19-Dec-2023
66	tudent Outreach Programme Troll Making Competition	20-Dec-2023
67	MERAKI -English Fest, Inter College Quiz Competition, Inter College Fitness Challenge, AI Powerd Radio Jokeys introduced	21-Dec-2023
68	Christmas celebration Kahalam-Campus News Paper Published -JMC	22-Dec-2023
69	Student Development Programme-Psy PTA - Meeting -II Sem-Psy, Awareness session - Parental Engagement ,	12-Jan-2024
70	Exam Tips I year, Workshop on Successful Enterprenur	16-Jan-2024
71	PTA - Meeting -I Sem-English, I Sem JMC Awareness session - Parental Engagement , Student outreach programme-psy	22-Jan-2024
72	Book Sales &Exhibition	24-Jan-2024
73	NSS -Sneharam Innaguration	24-Jan-2024
74	English Quiz- Sangom School	24-Jan-2024
75	WDC-Workshop-PSy	24-Jan-2024
76	Workshop-Com Dept	25-Jan-2024
	Fine Arts	06-Feb-2024

## APPLICATION FOR LEAVE

Name: .....

Address: .....

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.....

Class/Subject/Programme.....

Phone No. of Parent/Guardian : .....

Class Number: .....

Period and date/s of absence for which leave is applied: .....

.....

Reason for absence: .....

.....

Counter-signature of the Parent/Guardian:.....

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<b>TIME TABLE</b>					
Period/Day	1	2	3	4	5
MON					
TUE					
WED					
THU					
FRI					





# Alphonsa College Thiruvambady

Run by the Educational Trust of the Diocese of Thamarassery

Accredited by NAAC with A Grade, CGPA 3.23

Affiliated to the University of Calicut