



HAND BOOK

2025-2026

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ALPHONSA ANTHEM

വിശ്വപ്രകാശം തെളിക്കുവാനായി
 വിജ്ഞാനദീപം കൊളുത്തിവയ്ക്കും
 ധന്യകലാലയതാരമേ, നിൻ
 ധ്യാനപ്രസാദം പകർന്നിടേണേ
 അൽഫോൻസായെന്നൊരാറാമധേയം
 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”.

Alphonsa College Thiruvambady (ACT) was established in 2014 by the Diocese of Thamarassery as an Arts & Science College 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 31 faculty members and 13 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 research activities, orientation & 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

Alphonsa College Thiruvambady is a Christian minority institution under the management of the Diocese of Thamarassery, Kozhikode, which 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 ensures a positive vibe and enhances the elegance of the college.

The campus spreads across 5.5 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 Changanacherry, 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 then 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 declared as a saint by the pope Benedict XVI on 01 March 2008. It was officially declared on 12 October 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. 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 the 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 the 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 Self finance College run by the Diocese of Thamarassery, affiliated to the University of Calicut.
- ♦ Clean and plastic free campus.
- ♦ Spacious, smart and highly sophisticated IT enabled 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.

COLLEGE EMBLEM



Classic 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 represent 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

Alphonsa College Thiruvambady (ACT), a centre for education training and human formation, is run 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 challenge of the present day world. The holistic development of each and every student at ACT is the responsibility of the college. This institution pursues excellence in moulding the future citizens of India. Numerous programmes, co-curricular and extra curricular activities that promote overall development of the students are organised at ACT. These activities 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)

We 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 ever changing global scenario.

PERSONAL INFORMATION

Name:.....

Programme/ Year/Department:.....

Communication Address:.....

.....

.....

Permanent Address:.....

.....

.....

Contact No:.....

Name of Parent/Guardian :

Telephone:

Email:.....

Blood Group:.....

MEMBERS OF THE EDUCATIONAL TRUST - THE DIOCESE OF THAMARASSERY

Mar Remigiose Inchananiyil	(Patron & Bishop, Diocese of Thamarassery)
Msgr. Abraham Vayalil	(Managing Trustee & Protosyncellus)
Very Rev. Fr. Benny Mundanattu	(Trustee & Finance Officer)
Rev. Fr. Joseph Varghese	(Trustee & Corporate Manager)
Very Rev. Fr. Sebastian Kavalakkattu	(Trustee & Chancellor)

COLLEGE ADMINISTRATION

Rev. Fr. Scaria Mangarayil	(Manager) Ph: 9447293753 Email: sajimangarayil@gmail.com
Rev. Fr. Manoj Kollamparambil (Administrator & Bursar)	Ph: 9605666531 Email: manochan123@gmail.com
Dr. Shiju Ealias (Principal)	Ph: : 9539102171 Email: shaijuathiram@yahoo.com
Rev. Dr. Fr. Geo Mathew (IQAC Coordinator)	Ph: 9946470550 Email : gpmact999@gmail.com

COLLEGE COUNCIL

Name	Designation
Dr. Shiju Ealias	Principal
Rev. Fr. Manoj Kollamparambil	Bursar
Rev. Fr. Geo Mathew	IQAC Coordinator
Mr. Sebastian MC	Vice Principal
Ms. Sanamma PV	HoD, Commerce
Dr. PA Mathai	HoD, English

Ms. Sneha Mathew

HoD, Psychology

Ms. Jothis Joseph

HoD, Journalism

Ms. Shiji Francis

HoD, AICTE

Dr. James Paul

HoD, Additional Languages

TELEPHONE NUMBERS & EMAIL ADDRESSES

Name	Designation	Phone & E-mail Address
Rev. Fr. Scaria Mangarayil	MANAGER	9447293753 sajimangarayil@gmail.com
Rev. Fr. Manoj Kollamparambil	ADMINISTRATOR	9605666531 manochan123@gmail.com
Dr. Shiju Ealias	PRINCIPAL	9539102171 shaijuathiram@yahoo.com
Mr. Sebastian MC	VICE PRINCIPAL	9846785131 sebumallu45@gmail.com

P.G. DEPARTMENT OF ENGLISH

Name	Qualification	Tel. Number	Email address
Dr. PA Mathai (HoD)	MA, NET, PhD	9446253703 8921395567	pamathai08@gmail. com
Mr. Sebastian MC	MA, BEd., SET	9846785131	sebumallu45@gmail. com
Ms. Sheebamol Joseph	MA, BEd.	8281744376	sheebasaji30@gmail. com

Rev. Dr.Fr. Geo Mathew	MA, NET, PhD	9946470550	gpmact999@gmail.com
Mr. Robin George	MA, MCom., MSc. BEd.	9447855700	robingeorge.pa@gmail.com
Ms. Anu Antony	MA, MPhil, NET	8089935425	anuantonywdr@gmail.com
Ms. Kavya Jose	MA, BEd., SET	9995908597	kavyajosep@yahoo.com
Ms. Linet T Kurian	MA, BEd, SET	8921665282	linettkurian@gmail.com

DEPARTMENT OF PSYCHOLOGY

Name	Qualification	Tel. Number	Email address
Ms. Sneha Mathew (HoD)	MSc., BEd.	8943243511	smathew@gmail.com
Ms. Anuvinda MK	MSc., MPhil.	8301031654	Anuvindamk1995@gmail.com
Ms.Aleena Mathew	MSc.	8589973245	aleenachett@gmail.com
Ms. Anjana K	MSc, SET	7025863769	anjananandu7025@gmail.com
Mr. Sayand P	MSc	9745072409	sguvera@gmail.com

P.G. DEPARTMENT OF COMMERCE

Name	Qualification	Tel. Number	Email address
Ms. Sanamma PV (HoD)	MCom.	9447342554	sanithomas0@gmail.com
Rev. Fr. Shiju Mathew	MCom., BEd.	9495068404 8086352095	shijumta@gmail.com
Mr. Deepesh K	MCom. BEd., NET	9605199029	deepeshomasseri@gmail.com

Ms. Amenta Shaji	MCom, BEEd.	9495917822	amentashaji29@ gmail.com
Ms. Athiradas NK	MCom., BEEd., NET	7356336005	athiradasnk@gmail. com
Ms. Rinu Thomas	MCom., BEEd., SET	9061779095	rinuthomas1998@ gmail.com
Mr. Sabin Thomas	MCom., BEEd.	9656340105	sabinthomas@555g- mail.com
Ann Maria Joseph	MCom, MCA	9846407095	annmariajoseph6491 @gmail.com

DEPT. OF JOURNALISM & MASS COMMUNICATION

Name	Qualification	Tel. Number	Email address
Ms. Jothis Joseph (HoD)	MCJ, PG Diploma	9961888279	jothisjo27@gmail. com
Ms. Afeefa E	MA Journal- ism & Mass Communica- tion	6282522389	afeefacmr@gmail. com

DEPT. OF AICTE

Name	Qualification	Tel. Number	Email address
Ms. Shiji Francis (HoD)	MBA, MCom	9400285933	shijifrancisas@gmail. com
Ms. Dhanya K	MCom, SET	9995299309	dhanyasreedda@ gmail.com
Ms. Brilla Benny	MCom	9048293306	Brillabenny23@ gmail.com
Linta Jose	MCA	7306015598	lintreesa@gmil.com

DEPT.OF ADDITIONAL LANGUAGE			
Name	Qualification	Tel. Number	Email address
Ms. Deepa Dominic	MA (Malayalam, Political Science), BED.	9446892183	deepareji10@gmail. com
Dr. James Paul	MA, PhD.	9447372399	jpnmirmalagiri@gmail. com
Rev.Fr. Shenish Augustine (Guest)	MA, MPhil	9495638396	sthanni@gmail.com
LIBRARY			
Name	Qualification	Tel. Number	Email address
Ms. Alphonsa Sunil	BA, MLISc., NET	8281475518	alphonsasunil29@ gmail.com

COLLEGE OFFICE

Name	Designation	Tel. Number	Email address
Mr. Jojo Kurian	Office Superintendent	9846466141	kurianjojo@gmail.com
Mr. Jomy Thomas	Accountant	9744277019	jomy010@gmail.com
Ms. Shanty John	Clerk	9539692751	shantysunny@gmail. com
Mr. Ashwin Johnson	Office Assistant	8157015833	ashwinjohnson8210 @gmail.com
Mr. Renosh Jose	Tec. Assistant	9846404556	renoshjose2@gmail. com
SUPPORTING STAFF			
Name		Designation	Tel. Number
Mr. Mathew AJ (Supervisor)		Canteen Supervisor	9446671536

Ms. Sini Thomas	Supporting Staff	9961233960
Ms. Ancy Jose	Supporting Staff	8547324119
Ms. Lali Tomy	Supporting Staff	6238591267
Mr. Antony T V	Security	9497134963
Ms. Shiny George	Hostel Warden	9072083103

OFFICE BEARERS 2025-2026

OFFICES

Chief Supt.of University Examinations	:	Dr. Shiju Ealias
Senior Asst. Supt. of University Examination	:	Mr. Sebastian MC
Staff Secretary	:	Mr. Sebastian MC
Nodal Officer, Admission	:	Mr. Jojo Kurian
Coordinator, Feedbacks	:	Mr. Deepesh K

Public Relations and Chronicling

PRO & PIO	:	Rev.Fr.Manoj Kollamparambil
Drafting the Newspaper Reports	:	Ms. Jothis Joseph
Chronicles and Reporting of Events	:	Ms. Deepa Dominic
IT Coordinator	:	Mr. Rinosh Jose
Annual Report	:	Ms. Deepa Dominic

Academic Coordination

(NEP, FYUGP, Academic Counselling, CIE, Open Course, UTSAH Portal, NEP SARTHIS)

Coordinator	:	Rev.Dr.Fr.Geo Mathew
Asst. Coordinators	:	Dr. PA Mathai Ms. Linta Jose Dr. James Paul Ms. Sheebamol Joseph

HoDs and FYUGP Faculty Advisors

Ms. Sanamma PV	:	Dept. of Commerce
Dr. PA Mathai	:	Dept. of English
Ms. Sneha Mathew	:	Dept. of Psychology
Ms. Jothis Joseph	:	Dept. of JMC
Ms. Shiji Francis	:	AICTE Department
Dr. James Paul	:	Dept. of Additional Languages

Tutors

Dept. of Commerce

II nd Year MCom	:	Mr. Deepesh K
III rd Year BCom CA	:	Ms. Amenta Shaji
III rd Year BCom FIN	:	Ms. Athirdas NK
II nd Year BCom (Hons)	:	Mr. Sabin Thomas
I st Year BCom (Hons)	:	Ms. Rinu Thomas

AICTE Department

III rd Year BBA	:	Ms. Brilla Benny
II nd Year BBA (Hons)	:	Ms. Dhanya K
I st Year BBA (Hons)	:	Ms. Shiji Francis

Dept. of English Language and Literature

II nd Year MA English	:	Ms. Anu Antony
III rd Year BA English	:	Mr. Robin George
II nd Year BA English	:	Ms. Sheebamol Joseph

Dept. of Psychology

I st Year MSc	:	Mr. Sayand P
--------------------------	---	--------------

III rd Year BSc Psy.	:	Ms. Anjana K
II nd Year BSc Psy. (Hons)	:	Ms. Anuvinda MK
I st Year BSc Psy. (Hons)	:	Ms. Sneha Mathew

Dept. of JMC

III rd Year BA JMC	:	Ms. Jothis Joseph
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I COUNCILS

a. COLLEGE COUNCIL AND ACADEMIC COUNCIL

Chairman	:	Dr. Shiju Ealias (Principal)
Secretary	:	Mr. Sebastian MC (V.P.)

Members

(1) Rev.Fr. Manoj Kollamparambil	(2) Rev.Dr.Fr. Geo Mathew
(3) Ms.Sneha Mathew	(4) Ms.Sanamma PV
(5) Dr. PA Mathai	(6) Ms. Jothis Joseph
(7) Ms. Deepa Dominic	(8) Ms.Shiji Francis

b. STUDENTS UNION COUNCIL

Staff Advisor	:	Mr. Robin George
Asst. Coordinators	:	Ms. Sneha Mathew Ms. Deepa Dominic
Staff Coordinator to Commerce Association	:	Mr. Sabin Thomas
Staff Coordinator to Psychology Association	:	Mr. Sayand P
Staff Coordinator to English Association	:	Ms. Linet Kurian
Staff Coordinator to AICTE Dept. Association	:	Ms. Dhanya K
Staff Coordinator to College Magazine	:	Dr. James Paul

II STATUTORY CELLS & ASSOCIATIONS

1. Internal Quality Assurance Cell (IQAC)

Chairman	: Dr. Shiju Ealias (Principal)
Administrative Officers	: Fr. Manoj Kollamparambil (Administrator)
	: Mr. Jojo Kurian (Office Superintendent)
	: Rev. Fr. Shiju Mathew
Secretary	: Mr. Sebastian MC (Vice Principal)
Members	
	: Ms. Sanamma PV (HoD, Dept. of Commerce)
	: Dr. PA Mathai (HoD, Dept. of English)
	: Mr. Sneha Mathew (HoD, Dept. of Psychology)
	: Ms. Jothis Joseph (HoD, Dept. of JMC)
	: Ms. Shiji Francis (HoD, Dept. of AICTE)
	: Dr. James Paul (HoD, Dept. of Addl.Lang.)
Management Representative	: Fr. Saji Mangarayil (Manager)
Local Society Nominee	: Ms. Lida Jacob IAS (Rtd.)
Student Nominee	: Mr. Ebin Sunny
Alumni Nominee	: Mr. Ajay Wilson (Senior Associate, Capgemini)
Employer Nominee	: Mr. Joseph M Thomas (HoD, Academics, G-Tech)
Coordinator	: Rev. Dr. Fr. Geo Mathew (Asst. Prof., Dept. of English)
Supporting Staff	: Mr. Deepesh K

DEPARTMENT COORDINATORS FOR IQAC

- (1) Ms. Sheebamol Joseph (English)
- (2) Ms. Athiradas NK (Commerce)

- (3) Ms. Aleena Mathew (Psychology)
- (4) Ms. Jothis Joseph (JMC)
- (5) Ms. Ann Maria Joseph (AICTE)

2. Student Safety and Support Division

Coordinator : Ms. Sanamma PV
Asst. Coordinators : Ms. Anuvinda MK
Ms. Aleena Mathew

This office coordinates the following bodies

- 1) Grievance Redressal Cell
- 2) Discipline Enforcement
- 3) Anti-Ragging Cell
- 4) Anti-Drug Cell
- 5) Anti-Sexual Harassment Cells
- 6) Student and Staff Welfare
- 7) POSH
- 8) SC/ST Committee
- 9) IC (Internal Committee)
- 10) SGRC
- 11) Equal Opportunity Facilitation Centre
- 12) ICC (Internal Complaint Committee)
- 13) SEDGS (NEP)
- 14) E-Samadhan Portal
- 15) UAMP
- 16) Vigilance Cell (AISHE)

a. Grievance Redressal Cell

Chairman : Dr. Shiju Ealias (Principal)
Coordinator : Ms. Sanamma PV

Members

- (1) Mr. Sebastian MC
- (2) Ms. Sneha Mathew
- (3) Dr. PA Mathai
- (4) Ms. Aleena Mathew
- (5) Ms. Anuvinda MK
- (6) Bose Jacob (District Panchayath Member)

- (7) College Union Chairman
- (8) PTA Vice President

b. CIE Grievance Redresal Cell

Chairman : Dr. Shiju Ealias (Principal)

Coordinator : Ms. Sanamma PV

Members

- (1) Mr. Sebastian MC
- (2) Ms. Sneha Mathew
- (3) Ms. Shiji Francis
- (4) Ms. Jothis Joseph
- (5) Dr. PA Mathai
- (6) Ms. Aleena Mathew
- (7) Ms. Anuvinda MK
- (8) College Union Chairperson

c. Discipline Enforcement Cell

Chairman : Dr. Shiju Ealias (Principal)

Convener : Mr. Sebastian MC (Vice Principal)

Coordinator : Ms. Sanamma PV

Secretary : Ms. Jothis Joseph

Members

- (1) Dr. PA Mathai
- (2) Ms. Shiji Francis
- (3) Ms. Aleena Mathew
- (4) Ms. Anuvinda MK
- (5) Student Union Vice Chairperson

d. Anti-Ragging Cell

Chairman : Dr. Shiju Ealias (Principal)
Convener : Mr. Sebastian MC (Vice-Principal)
Coordinator : Ms. Sanamma PV

Members

- (1) Ms. Jothis Joseph
- (2) Ms. Sneha Mathew
- (3) Ms. Shiji Francis
- (4) Dr. PA Mathai
- (5) Dr. James Paul
- (6) Ms. Aleena Mathew
- (7) Ms. Anuvinda MK
- (8) Ms. Deepa Dominic
- (9) First Year Tutors
- (10) Secretary, College Union
- (11) SHO Thiruvambady
- (12) Bose Jacob (District Panchayath Member)
- (13) PTA Vice President

e. Anti-Drug Cell

Chairman : Dr. Shiju Ealias (Principal)
Convener : Mr. Sebastian MC (Vice-principal)
Coordinator : Ms. Sanamma PV

Members

- (1) Rev.Fr. Shiju Mathew
- (2) Ms. Aleena Mathew
- (3) Ms. Anuvinda MK
- (4) Ms. Ann Maria Joseph

- (5) Mr. Appu Kottayil (Ward Member, Gram panchayath)
- (6) SHO Thiruvambady
- (7) Chairperson, College Students Union
- (8) Nominated Students

f. Anti Sexual- harassment Cell

Chairman : Dr. Shiju Ealias (Principal)

Convener : Mr. Sebastian MC (Vice-principal)

Coordinator : Ms. Sanamma PV

Members

- (1) Dr. James Paul
- (2) Ms. Aleena Mathew
- (3) Ms. Anuvinda MK
- (4) Ms. Shanti John
- (5) Ms. Sheebamol Joseph
- (6) Mr. Jojo Kurian
- (7) Vice Chairperson, College Union

g. Student & Staff Welfare Cell

Chairman : Dr. Shiju Ealias (Principal)

Convener : Mr. Sebastian MC (Vice-principal)

Coordinator : Ms. Sanamma PV

Members

- (1) Rev. Fr. Shiju Mathew
- (2) Ms. Aleena Mathew
- (3) Ms. Anuvinda MK

h. POSH

Chairman : Dr. Shiju Ealias (Principal)
Convener : Mr. Sebastian MC (Vice-Principal)
Coordinator : Ms. Sanamma PV

Members

- (1) Ms. Aleena Mathew
- (2) Ms. Anuvinda MK
- (3) Ms. Shanti John
- (4) Ms. Sheebamol Joseph
- (5) Mr. Jojo Kurian
- (6) Vice Chairperson, College Union

i. SC/ ST Committee

Chairman : Dr. Shiju Ealias (Principal)
Convener : Mr. Sebastian MC (Vice-Principal)
Coordinators : Ms. Sanamma PV, Mr. Deepesh K

Members

- (1) Ms. Aleena Mathew
- (2) Ms. Anuvinda MK
- (3) Ms. Shanti John
- (4) Ms. Sheebamol Joseph
- (5) Mr. Jojo Kurian
- (6) Vice Chairperson, College Union

j. SGRC

Chairman : Dr. Shiju Ealias (Principal)
Coordinator : Ms. Sanamma PV

Members

- (1) Mr. Sebastian MC
- (2) Ms. Sneha Mathew
- (3) Dr. PA Mathai
- (4) Ms. Aleena Mathew
- (5) Ms. Anuvinda MK
- (6) College Union Chairman

k. Equal Opportunity Facilitation Centre

Chairman : Dr. Shiju Ealias (Principal)

Coordinator : Ms. Sanamma PV

Members

- (1) Mr. Sebastian MC
- (2) Ms. Sneha Mathew
- (3) Dr. PA Mathai
- (4) Ms. Aleena Mathew
- (5) Ms. Anuvinda MK

I. ICC (Internal Complaint Committee)

Chairman : Dr. Shiju Ealias (Principal)

Coordinator : Ms. Sanamma PV

Members

- (1) Ms. Sneha Mathew
- (2) Ms. Aleena Mathew
- (3) Ms. Anuvinda MK
- (4) College Union Vice-Chairman

m. SEDGS (NEP)

Chairman : Dr. Shiju Ealias (Principal)

Coordinator : Ms. Sanamma PV

Members

(1) Ms. Sneha Mathew

(2) Ms. Aleena Mathew

(3) Ms. Anuvinda MK

n. E-Samadhan Portal

Chairman : Dr. Shiju Ealias (Principal)

Coordinator : Ms. Sanamma PV

Members

(1) Ms. Aleena Mathew

(2) Ms. Anuvinda MK

o. UAMP

Chairman : Dr. Shiju Ealias (Principal)

Coordinator : Ms. Sanamma PV

Members

(1) Ms. Aleena Mathew

(2) Ms. Anuvinda MK

p. Vigilance Cell (AISHE)

Chairman : Dr. Shiju Ealias (Principal)

Coordinator : Ms. Sanamma PV

Members

(1) Ms. Aleena Mathew

(2) Ms. Anuvinda MK

3. Women Development Cell (WDC) & Gender Equity Cell

Coordinator : Ms. Rinu Thomas

Asst.Coordinator : Mr. Sayand P

Members

(1) Ms. Jothis Joseph

(2) Ms. Sheebamol Joseph

(3) Ms. Linta Jose

4. Value Education Cell

(Mulya Pravab Programme–NEP)

Coordinator : Ms. Athiradas NK

Members

(1) Ms. Ann Maria Joseph

(2) Ms. Anjana K

(3) Ms. Deepa Dominic

5. IT Cell

(DigitalOffice–NEP,ABC,NAD)

Convener : Rev.Dr.Fr.Geo Mathew

Coordinator : Mr. Rinosh Jose

Asst. Coordinators : Mr. Jojo Kurian

: Mr. Deepesh K

6. Parents Teachers Association (PTA)

President : Dr. Shiju Ealias (Principal)

Vice-president : Elected PTA Member

Secretary : Ms. Deepa Dominic

Executive Members:

Dr. PA Mathai
Ms. Sanamma PV
Ms. Shiji Francis
Ms. Sneha Mathew
Ms. Jothis Joseph
Elected Parents from each Programme

7. Student Counseling Cell

(Programmes for Advanced and Slow Learners, Forming Mental Health Club)

Coordinator : Ms. Anjana K
Asst. Coordinator : Ms. Dhanya K

8. ACT's Scholarships, Awards and Free-ship Endeavors (SAFE)

(1) Coordinator : Rev. Fr. Manoj Kollamparambil

Members

- (1) Rev. Fr. Shiju Mathew
- (2) Rev. Dr. Fr. Geo Mathew
- (3) Mr. Jojo Kurian
- (4) Mr. Sebastian MC

9. Career Guidance & Placement Cell

(Internship Cell, Apprenticeship Cell, Institution-Industry Cell, NATS–National Apprenticeship Training Scheme, CECC – Competitive Examination Coaching Cell)

Coordinator : Ms. Brilla Benny
Joint Coordinators : Ms. Rinu Thomas, Mr. Sayand P

10. Alumni Cell

General Coordinator : Mr. Deepesh K

Department Coordinators

- (1) Ms. Dhanya K (Commerce & Management)
- (2) Ms. Sheebamol Joseph (English)
- (3) Ms. Sneha Mathew (Psychology)
- (4) Ms. Jothis Joseph (JMC)

III COMMITTEES

1 Admission Committee

Chairman : Dr. Shaiju Ealias (Principal)

Coordinator : Rev.Fr.Manoj Kollamparambil

Members

- (1) Rev. Fr. Dr. GeoMathew
- (2) Mr. Sebastian MC
- (3) Mr. Jojo Kurian (Nodal Officer)
- (4) Ms. Sneha Mathew
- (5) Ms. Sanamma PV
- (6) Dr. PA Mathai
- (7) Ms. Jothis Joseph
- (8) Ms. Shiji Francis

2 Library Advisory Committee

(National Digital Library - AICTE)

Coordinator : Ms. Anuvinda MK

Members

Ms. Alphonsa Sunil

Ms. Anu Antony

3 College Handbook Committee

Chief Editor : Mr. Sebastian MC

Managing Editor : Rev. Dr. Fr. Geo Mathew

IV OTHER FORUMS

1. College Incubation Centre (CIC)

(YIP, ED, ASDP, ASAP, IPRCELL, START-UPCELL,
IIC–AICTE, INNOVATION COUNCIL)

Gen. Coordinator : Ms. Jothis Joseph

Asst. Coordinator : Ms. Athiradas NK

2. Alphonsians Promoting Research Aptitude (APRA)(Research Cell)

*(A Scholarly Journal; Publication, Presentation and Participation
in Conferences; NET Coaching; Fellowships; R&D, PARAKH –
AICTE for both Staff and Students),*

Coordinator : Ms. Anu Antony

3. ENVIRONMENTAL FORUMS (EvF)

[Green Club, Water & Waste Management Clubs]

Gen.Coordinator : Ms. Brilla Benny

4. FINE ARTS FORUMS

[Debate, Oratory, Quiz and Literary Clubs]

Coordinator : Ms. Ann Maria Joseph

Ex-officio Members : Fine Arts Secretary, College Union
Elected Representatives

5. COLLEGE CHOIR

Coordinator : Rev. Dr. Fr. Geo Mathew

6. FITNESS FORUM (SPORTS AND GAMES)

Coordinator : Mr. Sabin Thomas

Asst. Coordinators : Ms. Amenta Shaji,
Mr. Rinosh Jose
General Captain, College Union

7. COMPASSIONATE & NURTURING ALPHONSIANS (CNA) FORUMS

[NSS, PDF, Palliative Care, BDF, Campus of Kozhikode, Disable Friendly Activities, Disaster Management Training, Swatch Bharat (AICTE), Digital India (AICTE), Unnat Bharat Abhiyan, Yoga, Electoral Literacy (CU), Community Engagement Programmes – NEP, Social Responsibility Schemes, Empanelling Local Artisans and Artists]

Gen. Coordinator : Ms. Kavya Jose

8. NSS

NSS Programme Officer : Rev.Fr. Shiju Mathew

Joint Coordinators : Ms. Amenta Shaji
: Mr. Sayand P
: Ms. Anjana K

9. JESUS YOUTH

Staff Coordinator : Ms. Linta Jose

10. ADDITIONAL PROGRAMMES

[Add-on Courses (Dept and External Agencies), Collaborations to other Institutions, Twinning Programmes, Student and Faculty Exchange Programmes, Industry - Ready Skill Development Courses, Certificate Courses, SWAYAM, MOOC Courses Diploma Courses, Foreign Consultations and Collaborations, Malvya Mission, Jeevan Kausal Programmes (NEP)]

Gen.Coordinator : Ms. Shiji Francis

Joint. Coordinator : Ms. Linet Kurian

THREE YEAR UG & TWO YEAR PG PROGRAMMES

1. BA PROGRAMMES

(I) BA ENGLISH LANGUAGE AND LITERATURE

Core Course	Open Course
BA English Language & Literature	English for Competitive Examinations

Add on Certificate Courses:

1. ENG 1 CC01 : Basic Grammar & Academic Writing
2. ENG 2 CC02 : Advance Speaking Skills
3. ENG 3 CC03 : Digital Humanities

(II) BA JOURNALISM & MASS COMMUNICATION

Core Course	Open Course
BA Journalism & Mass Communication	News Paper Journalism

Add on Certificate Courses:

1. JOU CC01 : Computer Basics
2. JOU CC02 : Layout and Designing Basics
3. JOU CC03 : Basics of Video Editing

2. BSc. PROGRAMME

Core Course	Open Course
BSc. Psychology	Life Skill Applications

Add on Certificate Courses:

1. PSY CC21 : Understanding Psychological Research
2. PSY CC22 : Learning Disability
3. PSY CC23 : Mental Health and Nutrition

3. BCom. PROGRAMMES**(I) BCom. FINANCE**

Core Course	Open Course
BCom. Finance	E-Commerce

Add on Certificate Courses:

1. ACOMA C01 : Fundamentals of Financial Accounting
2. ACOMAC02 : MS Office
3. ACOMAC03 : Tally

(II) B Com. COMPUTER APPLICATIONS

Core Course	Open Course
BCom. Computer Applications	E-Commerce

Add on Certificate Courses:

1. ACOMA C01 : Fundamentals of Financial Accounting
2. ACOMAC02 : MS Office
3. ACOMAC03 : Tally

4. BBA

Core Course	Open Course
BBA	E-Commerce

Add on Certificate Courses:

1. ACOMA C01 : Fundamentals of Financial Accounting
2. ACOMAC02 : MS Office
3. ACOMAC03 : Tally

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

5. MA ENGLISH LANGUAGE AND LITERATURE

Core Course	Specializations	Audit Courses
English Language and Literature	1. ENG3E02 European Fiction in Translation 2. ENG3E07 World Drama 3. ENG4E12 Literature and Ecology 4. ENG4E14 Indian English Fiction	1. Writing Skills 2. Translation Theory and Practice (Professional Competency)

Certificate Course : NET Coaching

6. M Com. FINANCE

Core Course	Specializations	Audit Courses
M Com. Finance	1. MCM3EF01- Investment Management 2. MCM3EF02- Financial Markets & Institutions 3. MCM4EF03- International Finance 4. MCM4EF04- Advanced Strategic Financial Management	1. NET Coaching 2. Spread Sheet Application

Certificate Course : NET Coaching

7. MSc. PSYCHOLOGY(CBCSS-PG)

Core Course	Specializations	Audit Courses
MSc. Psychology	1. PSY3E -I03 Industrial Management 2. PSY4E II 06 Consumer Marketing 3. PSY4E III 08 Industrial Clinical Psychology	PSY IA01 Community Extension Work PSY 2A02 Life Skill Training

Certificate Course : NET Coaching

FYUGP PROGRAMMES (COMMENCED FROM 2024-25 ACADEMIC YEAR)

DETAILS OF COURSES

SEMESTER 1

**BA ENGLISH LANGUAGE & LITERATURE
(HONOURS)**

**BA JOURNALISM AND MASS COMMUNICATION
(HONOURS)**

B Sc. PSYCHOLOGY (HONOURS)

	Course Code	Course Name	Offered By
Major	PSY1CJ101	Invitation to Psychology	Dept. of Psy.

B Com. – FINANCE (HONOURS)

	Course Code	Course Name	Offered By
Major	COM1MN100	Management Principles & Applications	Dept. of Com.

B Com. – COMPUTER APPLICATION (HONOURS)

	Course Code	Course Name	Offered By
Major	COM1MN100	Management Principles & Applications	Dept. of Com.

BBA (HONOURS)

	Course Code	Course Name	Offered By
Core	BBA1CJ101	Foundations in Business Decision	Dept. of Management
	BBA1CJ102	Marketing Management	Dept. of Management
	BBA1CJ103/	Communicating with Financial Data	Dept. of Management

MINOR COURSES OFFERED

Course Code	Course Name	
ENG1MN101	Fundamentals of Content Creation	Dept. of Eng.
ENG1MN102	The Language of Digital Space: English & New Media	Dept. of Eng.
PSG1MN100	Basics in Cellular Physiology	Dept. of Psy.
PSY1MN101	Gateways to Mind and Behaviour	Dept. of Psy.
PSY1MN105	Media Psychology	Dept. of Psy.
STA1MN105	Descriptive Statistics	Dept. of Psy.
JOU1MN101	Basics of Communication	Dept. of JMC

JOU1MN102	Introduction to Electronic Media	Dept. of JMC
BBA1MN101	Marketing Management	Dept. of Management
BBA1MN102	Communicating with Financial Data	Dept. of Management
BCA MN101	Group 1: Data Science Mathematical Foundations	Dept. of Computer Application
BCA MN102	Group 2: Artificial Intelligence Discrete Structures for Computer Applications	Dept. of Computer Application

FOUNDATION COURSES (ABILITY ENHANCEMENT COURSES)

AEC1	ENG1 FA101(1A)	English Language Skills for Literatures	Dept. of Eng.
	ENG1 FA101(1B)	English Language Skills for Humanities & Other BA Programmes	Dept. of Eng.
	ENG1 FA101(2)	English Language Skills for Sciences	Dept. of Eng.
	ENG1 FA101(3)	English Language Skills for Commerce & Management	Dept. of Eng.

AEC2	HIN1 FA120-(1)	Hindi Bhasha Mein Sancharour-RachanathmaklekhankaVikas – Bhag 1	Dept. of Addl. Lan.
	HIN1 FA120-(2)	Hindi Bhasha Mein Sancharour-RachanathmakLekhankaVikas – Bhag 1	Dept. of Addl. Lan.
	HIN1 FA120-(3)	Hindi Bhasha Mein Sancharour-RachanathmakLekhankaVikas – Bhag 1	Dept. of Addl. Lan.
	MAL1 FA102 (1)	മലയാളസാഹിത്യാനുശീലനം	Dept. of Addl. Lan.
	MAL1 FA102 (2)	മലയാളസാഹിത്യസ്വാദനം	Dept. of Addl. Lan.
	MAL1 FA102 (3)	മലയാളസാഹിത്യവിചാരം	Dept. of Addl. Lan.

MULTI-DISCIPLINARY COURSES

MDC	ENG1 FM105	Introducing Print and Digital Narrative	Dept. of Eng.
	PSY1FM105(2)	Life Skill Development	Dept. of Psy.
	COM1FM105(1)	Business Startup Essentials	Dept. of Com.
	BBA1FM105	Creativity Innovations & Business Development	Dept. of Management
	BCA1FM105	Digital Marketing	Dept. of Computer Application
	JOU1FM105	The Art of Photography	Dept. of JMC

SKILL ENHANCEMENT COURSE (SEC)

SEC	BBA1FS111	Digital Marketing for Business	Dept. of Management
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SEMESTER 2

BA ENGLISH LANGUAGE & LITERATURE (HONOURS)

BA JOURNALISM AND MASS COMMUNICATION (HONOURS)

B Sc. PSYCHOLOGY (HONOURS)

	Course Code	Course Name	Offered By
Major	PSY2CJ101	Science of Mental Processes	Dept. of Psy.

B Com. - FINANCE (HONOURS)

	Course Code	Course Name	Offered By
Major	COM2MN100	Financial Accounting	Dept. of Com.

B Com. – COMPUTER APPLICATION (HONOURS)

	Course Code	Course Name	Offered By
Major	COM2MN100	Financial Accounting	Dept. of Com.

BBA (HONOURS)

	Course Code	Course name	Offered By
Core	BBA2CJ101 BBA2MN101 BBA2MN102 BBA2FS112	Business Economics Financial management Foundations for Business Analytics Spreadsheet modeling for Business	Dept. of Management

MINOR COURSES OFFERED

Course Code	Course Name
ENG2MN101	Travel Narratives; for Print & Digital Media
ENG2MN102	Professional Presentation Skills in English
PSG1MN101	Neurophysiology
PSY2MN101	Understanding Psychological Disorders
PSY2MN105	Understanding Psychological First Aid (with Practicum)
STA2MN105	Introduction to probability
JOU2MN101	News Reporting & Editing
JOU2MN102	Radio & Television
BBA2MN101	Financial Management
BBA2MN102	Foundations for Business Analytics
BCA2MN101	Statistical Foundations for Computer Applications
BCA2MN101	Numerical Analysis and Optimization Techniques

FOUNDATION COURSES

COURSES (ABILITY ENHANCEMENT COURSES)

	Course Code	Course Name	Offered By
AEC1	ENG2 FA103(1A)	Advanced English Language Skills for Literatures	Dept. of Eng.
	ENG2 FA103 (1B)	Advanced English Language Skills for Humanities and othe BA Programmes	Dept. of Eng
	ENG2 FA103 (2)	Advanced English Language Skills for Sciences	Dept. of Eng
	ENG2 FA103 (3)	Advanced English Language Skills for Commerce & Man-agement	Dept. of Eng
AEC2	HIN1 FA120-(1)	Hindi Bhasha Mein Sancharo-ur RachanathmakLekhanka Vikas– Bhag 1	Dept. of Addl. Lan.
	HIN1 FA120-(2)	Hindi Bhasha Mein Sancharour RachanathmakLekhanka Vikas – Bhag 1	Dept. of Addl. Lan.
	HIN1 FA120-(3)	Hindi Bhasha Mein Sancharour RachanathmakLekhanka Vikas – Bhag 1	Dept. of Addl. Lan.
	MAL2FA104(1)	വിനിമയമലയാളവും സർഗാത്മകരചനയും	Dept. of Addl. Lan.
	MAL2FA104(2)	വിനിമയമലയാളവും ശാസ്ത്രരചനയും	Dept. of Addl. Lan.
	MAL2FA104(3)	വിനിമയമലയാളവും വാണിജ്യരചനയും	Dept. of Addl. Lan.

MULTI-DISCIPLINARY COURSES

MDC	ENG2 FM106	Introducing Print and Digital Narrative	Dept. of Eng.
	PSY2FM 106(3)	Adulthood and Parenting	Dept. of Psy.
	COM2FM106	Event Management	Dept. of Com.
	JOU2FM106	Film Appreciation & Review	Dept. of JMC

SKILL ENHANCEMENT COURSE (SEC)

SEC	BBA2FS112	Spreadsheet Modelling for Business	Dept. of Management
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SEMESTER 3

BA ENGLISH LANGUAGE & LITERATURE

	Course Code	Course Name	
Major	ENG3 CJ201	Drama: Exploring the Literary and Performative Elements	Dept. of Eng.
	ENG3 CJ202/ ENG3MN200	Language in Action	

B Sc. PSYCHOLOGY

	Course Code	Course Name	
Major	PSY3CJ201	Psychological Assessment	Dept. of Psy.
	PSY3CJ202	Individual Differences	

B Com. - FINANCE

	Course Code	Course Name	
Major	COM3CJ201	Business Regulations	Dept. of Com.
	COM3CJ202	Corporate Accounting	

B Com. - COMPUTER APPLICATION

	Course Code	Course Name	
Major	COM3CJ201	Business Regulations	Dept. of Com.
	COM3CJ202	Corporate Accounting	

BBA

	Course Code	Course Name	
Core	BBA 3CJ201	Domestic Logistics	Dept. of Management
	BBA 3CJ202	Business & Corporate Regulations	
	BBA3CJ 203	Human Resource Management	
	BBA3CJ204	Strategic Cost Analysis	

MINOR COURSES OFFERED

Course Code	Course Name
ENG3MN201	English in the Era of AI
ENG3MN202	Writing for the Screen: Theory and Praxis
JOU3MN201	Corporate Communication
JOU3MN202	Digital Media
PSG3MN200	Physiology of Behaviour and Senses
PSG3MN201	Foundations of Psychological Well-being
CO3MN203	Corporate Financial Statements
CO3MN204	Financial Statement Analysis and Cost Audit

COM3MN207	Sales Management
COM3MN208	Retail Business Management
BBA3MN201	Human Resource Management
BBA3MN202	Strategic Cost Analysis

MULTI-DISCIPLINARY COURSES (MDC)

	Course Code	Course Name	Offered to
MDC	ENG-3FM107(1A) (For BA Languages)	Understanding Kerala: Cultural and Literary Perspectives	BA Programmes
	ENG-3FM107(1B) (For Humanities & Other BA Programmes)	Understanding Kerala: Society, Economy & Ecology	BCA Programme
	ENG3FM107(2) (For Sciences)	Understanding Kerala: Science, Culture and Literature	BSc Programmes
	ENG3FM107(3) (For Commerce & Management)	Understanding Kerala: Narratives of Development, Commerce and Entrepreneurship	Commerce & Management
	MAL3FM107(1)	കേരള സമൂഹവും സാംസ്കാരിക പാരമ്പര്യവും	BA Programmes
	MAL3FM107(2)	കേരള സമൂഹവും ശാസ്ത്രജ്ഞാന പാരമ്പര്യവും	BSc & BCA Programmes
	MAL3FM107(3)	കേരള സമൂഹവും വാണിജ്യ സംസ്കാരവും	Commerce & Management

SKILL ENHANCEMENT COURSES (SEC)

	Course Code	Course Name	Offered By
	BBA3FS113	Skills for Employability	Dept.of Management

VALUE ADDED COURSE (VAC)

Course Code	Course Name	Offered By
ENG3FV108 (1A)	FramingValues: Literary and Cultural Narratives for Languages	Dept.of Management
ENG3FV108 (1B)	FramingValues: Literary and Cultural Narratives for Humanities and other BA Programmes	
ENG3FV108 (2)	FramingValues: Literary and Cultural Narratives forSciences	
ENG3FV108 (3)	FramingValues: Literary and Cultural Narratives for Commerce & Manage-ment	Dept. of JMC

SEMESTER 4

BA ENGLISH LANGUAGE & LITERATURE

	Course Code	Course Name	
Major	ENG4 CJ203	Journey Through the World of Poetry	Dept. of Eng.
	ENG4 CJ204	Literary Criticism	
	ENG4 CJ205	Gender Perspectives in Literature	

BSC PSYCHOLOGY (HONOURS)

	Course Code	Course Name	
Major	PSY4CJ203	Child and Adolescent Development	Dept. of Psy.
	PSY4CJ204	Foundations of Social Behaviour	
	PSY4CJ205	Biological Basis of Behaviour	

BCOM– FINANCE(HONOURS)

	Course Code	Course Name	
Major	COM4CJ203	Corporate Regulations and Governance	Dept. of Com
	COM4CJ204	Applied Costing and Control	
	COM4CJ205	Business Statistics	

BBA (HONOURS)

	Course Code	Course Name	
Core	BBA 4CJ205	Core Course 11- Decision Science	Dept. of Management
	BBA 4CJ206	Core Course 12- Organization Behaviour	
	BBA4CJ 207	Core Course 13- Entrepreneurship Essentials	
	BBA4CJ208	Core Course 14- Corporate Governance and Ethics	

VALUE ADDED COURSE (VAC)

Course Code	Course Name	Offered By
ENG4FV109 (1A)/ENG4FV110	Framing Perspectives: Literary and Cultural Narratives for Languages (for BA Languages)	Dept. of Eng.
ENG4FV109 (1B)	Framing Perspectives: Literary and Cultural Narratives for Humanities and other BA Programmes	
ENG4FV109 (2)	Framing Perspectives: Literary and Cultural Narratives for Languages (for BA Languages)	
ENG4FV109 (3)	Framing Perspectives: Literary and Cultural Narratives for Humanities and other BA Programmes	Dept. of Eng.
BBA4FV108	Value Added Course 1nnovation and Business Dynamics	Dept. of Man- agement
MAL4FB110(1)	സാഹിത്യവും മാനവികതയും	for BA Pro- grammes
MAL4FB110(2)	ശാസ്ത്രവും മാനവികതയും	for BSc & BCA Programmes
MAL4FB110(3)	വാണിജ്യവും മാനവികതയും	for Commerce & Manage- ment Programmes

THREE YEAR CBCSS- UG PROGRAMMES

SEMESTER 5

BA ENGLISH LANGUAGE & LITERATURE

	Course Code	Course Name
Core Course	ENG5B07	Appreciating Drama and Theatre
	ENG5B08	Literary Theory
	ENG5B09	Language and Linguistics
	ENG5B10	Indian Writing In English
	ENG6B21	Research Methodology
	ENG6B05	Project
Open Course	BCM5 D01	E-Commerce (Opt.)
	PSY5 D01	Life Skill Applications (Opt.)
	JOU5D01	Newspaper Journalism (Opt.)

BA JOURNALISM AND MASS COMMUNICATION

	Course Code	Course Name
Core Course	JOU5B07	Mass Communication Theories
	JOU 5 B08	Television Production
	JOU 5 B09	Public Relations & Corporate Communication
	JOU 5 B10	Advertising
	JOU 5 B11	Photo Journalism
Open Course	BCM5 D01	E-Commerce (Opt.)
	PSY5D01	Life Skill Applications(Opt.)
	ENG 5 D01	English for Competitive Examinations (Opt.)

B Sc. PSYCHOLOGY

	Course Code	Course Name
Core Course	PSY 5 B01	Abnormal Psychology-I
	PSY5B02	Social Psychology
	PSY5B03	Developmental Psychology-I
	PSY5B04	Psychological Counseling
	PSY5B05	Health Psychology
	PSY6B06	Experimental Psychology Practical - II
	PSY6B06	Experimental Psychology Practical - III
	PSY6B08	Project
Open Course	BCM5D01	E-Commerce (Opt.)
	ENG5D01	English for Competitive Examinations (Opt.)
	JOU5D01	News Paper Journalism (Opt.)

B Com. - FINANCE

	Course Code	Course Name
Core Course	BCM 5 B07	Accounting for Management
	BCM5B08	Business Research Methods
	BCM5 B09	Income Tax Law and Accounts
	BCM5B10	Financial Markets and Services
	BCM5 B11	Financial Management
OpenCourse	ENG5D01	English for Competitive Examinations (Opt.)
	PSY5D01	Life Skill Applications (Opt.)
	JOU5D01	Newspaper Journalism (Opt.)

B Com. – COMPUTER APPLICATION

	Course Code	Course Name
Core Course	BCM5 B07	Accounting for Management
	BCM5B08	Business Research Methods
	BCM5B09	Income Tax Law and Accounts
	BCM5B10	Computer Applications in Business
	BCM5B11	Business Information Systems
OpenCourse	ENG5D01	English for Competitive Examinations (Opt.)
	PSY5 D01	Life Skill Applications (Opt.)
	JOU5D01	Newspaper Journalism (Opt.)

BBA

	Course Code	Course Name
Core Course	BBA 5 B07	Human Resource Management
	BBA 5 B08	Business Research Methods
	BBA 5 B09	Operation Management
	BBA 5 B10	Income Tax
	BBA5 B11	Financial Markets and Institutions
Open Course	ENG5D01	English for Competitive Examinations (Opt.)
	PSY5D01	Life Skill Applications (Opt.)
	JOU5D01	Newspaper Journalism(opt.)

SEMESTER 6

BA ENGLISH LANGUAGE & LITERATURE

	Course Code	Course Name
Core Course	ENG6 B11	Voices of Women
	ENG6 B12	Classics of World Literature
	ENG6 B13	Film Studies
	ENG6 B14	New Literatures in English
	ENG6 B05	Project
Elective Course	ENG6 B15	Literature of the Marginalized

BA JOURNALISM AND MASS COMMUNICATION

	Course Code	Course Name
Core Course	JOU6B12	Media Law & Ethics
	JOU 6 B13	Online Journalism
	JOU 6 B14	Introduction to Cinema
Elective Course	JOU 6 B16	Magazine Journalism
Project	JOU 6 B17	Project

B Sc. PSYCHOLOGY

	Course Code	Course Name
Core Course	PSY6B01	Abnormal Psychology II
	PSY6B02	Applied Social Psychology
	PSY6B03	Developmental Psychology II
	PSY6B04	Life Skill Education: Applications and training
	PSY6B06	Experimental Psychology Practical - II
	PSY6B07	Experimental Psychology Practical - III
	PSY6B08	Project
Elective Course	PSY6B05	Positive Psychology

B Com. - FINANCE

	Course Code	Course Name
Core Course	BCM 6 B12	Income Tax and GST
	BCM6B13	Auditing and Corporate Governance
	BCM 6 B14	Fundamentals of Investments
	BCM 6 B15	Financial Derivatives
	BCM 6 B16	Project and Viva-Voce

B Com. - COMPUTER APPLICATION

	Course Code	Course Name
Core Course	BCM 6 B12	Income Tax and GST
	BCM6B13	Auditing and Corporate Governance
	BCM 6 B14	Office Automation Tools
	BCM 6 B15	Computerized Accounting with Tally
	BCM 6 B16	Project and Viva-Voce

BBA

	Course Code	Course Name
Core Course	BBA6B12	Organizational Behaviour
	BBA6B13	Management Science
	BBA6B14	Project Management
	BBA6B15	Financial Services
	BBA6B16	Investment Management
	BBA6B17	Project & Viva-Voce

MA ENGLISH LANGUAGE & LITERATURE

SEMESTER 3

	Course Code	Course Name
Core Course	ENG3 C09	Twentieth Century British Literature, Post 1940
	ENG3 C10	Literary Criticism and Theory Part II
Audit Course	ENG3E02	European Fiction in Translation
	ENG3E07	World Drama

SEMESTER 4

	Course Code	Course Name
Core Course	ENG4C11	English Literature in the 21st Century
	ENG4C12	Dissertation / Project
	ENG4C13	Comprehensive Viva-Voce
Specialization	ENG4E12	Literature and Ecology
	ENG4E14	Indian English Fiction

M Com. FINANCE**SEMESTER 3**

	Course Code	Course Name
Core Course	MCM3C11	Financial Management
	MCM 3 C12	Income Tax Law, Practice and Tax Planning -I
	MCM3C13	Research Methodology
Specialisation	MCM3EF01	Investment Management
	MCM3EF02	Financial Markets and Institutions

SEMESTER 4

	Course Code	Course Name
Core Courses	MCM4C14	Financial Derivatives and Risk Management
	MCM4C15	Income Tax Law, Practice and Tax Planning II
	MCM4PV01	Project Work & Comprehensive Viva Voce
Specialisation	MCM4EF03	International Finance
	MCM4EF04	Advanced Strategic Financial Management

MSc. PSYCHOLOGY**SEMESTER 1**

	Course Code	Course Name
Core Course	PSY1C01	Cognitive Psychology 1
	PSY1C02	Research Methodology
	PSY1C03	Personality and Personal Growth
	PSY1C04	Physiological Psychology
	PSY1L01	Practical 1
AEC	PSY1A01	Community Extension Work

SEMESTER 2

	Course Code	Course Name
Core Courses	PSY2C05	Psychopathology
	PSY2C06	Counseling Psychology
	PSY2C07	Cognitive Psychology II
	PSY2C08	Applied Psychology
	PSY1L02	Practical 2
PCC	PS2A02	Life Skill Training

STUDENT SUPPORT PROGRAMMES

ARISE (Alphonsians Rising to Impulse Social Empowerment)

ARISE is an autonomous social welfare organization of the students under ACT. This organization was instituted by Rev. Fr. Scaria Mangarayil, the Manager of ACT in the year 2018. It conducts various social service 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. Semester wise and programme wise PTA meetings will be held at the beginning of each semester.

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

Tutorial 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 and non-academic matters. All applications and requests to the principal shall be submitted only through the tutor countersigned by HoD.

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.

Students Guidance and Counselling Centre

The Guidance and Counseling 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, to sensitize 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 female 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 the refund of caution deposit or issuing of Transfer Certificate/Qualifying Certificate, whichever is earlier.

B. THE USE OF MOBILE PHONES IS RESTRICTED TO THE ACADEMIC PURPOSES ONLY

The use of mobile phone is restricted in the college campus and it could be used only for academic purposes.

C. MANDATORY DRESS CODE

Students should wear the prescribed uniform on all working days except permitted otherwise (On Wednesdays students are permitted to wear colour dress). 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 behavior. 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 am., 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 am. 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 and intervals.
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 in words, letters and 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. If 2 hours are missed it is equivalent to lose full attendance of that day.
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 form 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. A student is expected to approach the Tutor in person for enquiry on attendance. In case of any grievances, he/she may approach the GRC/ Principal.

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 20th 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 into 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 Counselors 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/court.

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.

Toll Free No. 1800 - 180 - 5522
Complaints can also be filed on helpline@antiragging.net

H. PARKING OF STUDENTS VEHICLES

Entry of student vehicles into the campus is strictly prohibited by the Honorable 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 notice board.
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/Guardians of the students also.

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 due to his/ her behavior against the decorum 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.
5. 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/ All relevant documents/ NCC/NSS/SPC/etc
 - ♦ 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 forth with on payment of the first installment of fees.
6. It is advisable that the 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. But the certificates could be returned to the candidate after verification if the University/Government instruct to do so. This depends on the Government / University order from time to time. 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.

SCHOLARSHIPS FOR COLLEGE STUDENTS:

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

- I. **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 PhD are offered up to INR 10,000 annually to pursue higher education.
- II. **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.
- III **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.

IV Merit Based Scholarships Alphonsa College Thiruvambady (ACT) provides meritorious scholarships to students who demonstrate excellent academic performance. The Under Graduate students who secure 90% or above marks in their Odd Semester (Semester 1, Semester 3 and Semester 5) external examinations (University Examinations) are eligible to get Rs. 5000 as Meritorious Scholarship of that particular Semester. The scholarship disbursements are made once per academic year.

WORKING DAYS AND CLASS HOURS

The College works under the full day system. The day begins at 9.00a.m and concludes at 4.30 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 and classroom participation 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

INTERNAL EXAMINATIONS, PROGRESS REPORTS & OPEN HOUSE

Students are not allowed to abstain themselves from assignment work, 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.

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 in UG level.

LIBRARY GUIDELINES

The College Library will remain open on all working days from 9.00am to 5.pm.

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. 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 semester, 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.

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 semester 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 in UG level. The evaluation scheme for each course shall contain two parts

- 1) Internal assessment
- 2) External Evaluation

20% weight for 3 year UG/PG and 30% for FYUGP shall be given to the internal assessment. The remaining 80% / 70% weight shall be for the external evaluation.

INTERNAL ASSESSMENT

20%/30% 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, after obtaining dues clearance from all related departments.

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, General Captain, UUC, 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

ACADEMIC CALENDAR

JUNE 2025

Date	Day	Activity/ Programme	Club/ Fo- rums/ Dept.
1	SUN		
2	MON	Scholarly Journal Publication with ISSN or ISBN Proceedings (June & July)	Research Cell, IQAC & All Departments
		Malavya Mission Teacher Training Initiatives	Research Cell & All Departments
		Commencement of Sem. 3 UG	
3	TUE	Research Publication, Presentation & Participation- Teacher Student Collaboration (Throughout the academic year)	Research Cell
4	WED	Inauguration	College Union
5	THU	Safalam- Distributing seeds, planting trees	NSS
		World Environment Day	Environmental Forum
6	FRI	Eid ul Adha	
7	SAT		
8	SUN		
9	MON	Seminar on Research Methodology	Dept. of AICTE
10	TUE	Selection of students to the College Incubation Cell	CIC
11	WED		
12	THU		
13	FRI	Seminar on Research Methodology	Dept. of Com.
14	SAT	Second Saturday	
15	SUN		

16	MON	Safalyam-World Elderly Abuse Awareness Day	NSS
		Vayana varam (16 June to 19 June)	Literary Club
17	TUE		
18	WED		
19	THU	Reading Week Celebration (19 June-24 June) Book Review, Chart Making Competition	Dept. of English, Literary Club, Dept. of JMC
		'Hello Campus' Radio Programme	Dept. of JMC
20	FRI	PTA -3rd Semester UG	PTA
21	SAT		
22	SUN		
23	MON	International Yoga Day- Seminar in collaboration with Family Health Centre, Thiruvambady	NSS
		Commencement of Sem. 5 (UG)	
24	TUE	Blood Donation Campaign	CNA
25	WED	Vayana varam Quiz Competition	Quiz Club, Literary Club
26	THU	International Anti-Drug Day- Flash mob, Reel making Competition, Awareness Seminar, Hospital visit, Art Exhibition	NSS
		Graduation Day celebration	College Union
27	FRI	PTA – 5th Semester UG	PTA
28	SAT		
29	SUN		
30	MON		

JULY 2025			
Date	Day	Event/ Programme/ Activity	Club/ Forums/ Dept.
1	TUE	Orientation & Introduction to Entrepreneurship	CIC
		Internship Presentation Day	Dept. of Psychology
		Commencement of sem. 1 (UG & PG)	
2	WED	Practice for NET exam	Competitive Exam. Cell
3	THU	Awareness Programme on job-oriented Add- on Courses	Career & Placement Cell
4	FRI	Orientation session & Welcoming the WDC Members	WDC
5	SAT	Bus station Cleaning	NSS
		Basheer Day	Literary Club
6	SUN	Muharram	
7	MON	Volunteer Campaign and Registration of 1st Year UG Students (From July 7 -14)	NSS
8	TUE	PTA Executive Meeting	PTA
		Online and Offline Talks with successful entrepreneurs (Once in every month)	CIC
9	WED	Seminar on IPR	Dept. of Commerce, Dept. AICTE & CIC
10	THU	PTA -1st Semester UG	PTA
11	FRI	Induction Programme	
12	SAT	Second Saturday	
13	SUN		
14	MON	The First Synapse: Psychology Induction and Orientation Week (July 14-18)	Dept. of Psychology

15	TUE	Industrial Visit- 2nd Year UG	Dept. of AICTE
		Alphonsa Week Celebration- Novena, Alphonsa Quiz, Quotes Competition, Elocution Competition (15 July to 28 July)	JY, College Union
16	WED	Post Admission Test	APDP
17	THU	Entrepreneurial and innovation workshop	CIC
18	FRI	Hello Psychology! Hello Future!	Dept. of Psychology
		Freshers' Day	College Union
19	SAT	Industrial Visit for 2nd year UG	Dept. of Commerce
20	SUN		
21	MON	Digital Literacy class for Senior Citizens	CNA & AICTE
22	TUE	Garden Cleaning	Environmental Forum
		Industrial Visit- 3rd Year UG	Dept. of AICTE
23	WED	Alphonsa Day Speech Competition	JY, Oratory Club
		National Broadcasting Day Celebration- News reading & Anchoring Competitions Talk with Media Person Part -1 'Hello Campus' Radio Programme Debate & Discussion	Dept. of JMC
24	THU	Karkkidaka Vavu	
25	FRI	Alphonsa Day Quiz	Quiz Club, JY
26	SAT	Kargil Vijay Diwas-Seminar for NSS Volunteers. Inter -collegiate Speech Competition, Quiz Competition	NSS
27	SUN		

28	MON	Welcoming the 1st Year students to JY, Holy Mass	JY, College Union
29	TUE	Screening (1st Year UG students)	Counseling Cell
30	WED	Steps of Psychological Research: From Hypothesis to Report	Dept. of Psychology
31	THU	Good Friendship (Awareness Programme)	Counseling Cell
AUGUST 2025			
Date	Day	Event/ Programme/ Activity	Club/ Forums/ Dept.
1	FRI	Formation of Research Club/ Community	Research Cell
2	SAT		
3	SUN		
4	MON	Workshop on Research Methodology	Research Cell & All Depts.
5	TUE	Cash Cash – Management Quiz	Dept. of AICTE
6	WED	Lecture series for NET Coaching	Career & Placement Cell
		A Day with Kids - 'Reach Them to Teach Them'-Outreach Programme	Dept. of English, CNA
7	THU	Commerce Day Celebration	Dept. of Commerce
		Vegetable Garden Making	Environmental Forum
8	FRI	"Exploring Psychology: Scope, Specializations and Career Pathways"	Dept. of Psychology
		National Library Day- Book Review	Dept. of English
		Priest Day Celebration	JY
9	SAT	Second Saturday	
10	SUN		

11	MON	Seminar on menstrual hygiene & awareness about menstrual cup (for First Year UG students)	WDC
12	TUE	Trauma Care class and registration of volunteers	CNA
13	WED	Know your Library: A Guide to academic resources and tools	Dept. of English
14	THU	Panel Discussion with Industry Experts & Entrepreneurs	Dept.of AICTE
		Logo Making Competition	Environmental Forum, Waste Management Club
		Commencement of Sem. 3 PG	
15	FRI	Independence Day Celebration, Medical Camp at Muthappanpuzha, Trauma Care Workshop College Union	NSS College Union
16	SAT	Safety in our Hands (Awareness Programme)	Counseling Cell
17	SUN		
18	MON	Alumni Meetings	Alumni Cell
19	TUE	World Photography Day Photography Workshop/ Photography Competition	Dept. of JMC
20	WED	Collaborations & MoUs (Student and Faculty Exchange for various programmes)	Dept. of English
21	THU	Championship for senior citizens	CNA
		Research methodology Workshop	Dept. of JMC
22	FRI	Kambayudham (Inter Collegiate Tug - of - War Competitions)	College Union

23	SAT		
24	SUN		
25	MON	Film Screening & Discussion	Dept. of JMC
26	TUE	Investiture Ceremony, Union & Fine Arts Inauguration	College Union
27	WED	Onam Celebration with Differently abled children at Pratheesha Bhavan	NSS
		Onam Celebration	College Union
28	THU	Ayyankali Jayanthi	
29	FRI	Onam Vacation Begins	
30	SAT	Workshop on Research Methodology	Dept. of English
31	SUN		
SEPTEMBER 2025			
Date	Day	Event/ Programme/ Activity	Club/ Forums/ Dept.
1	MON	Interactive Talk on "Civic Sense & Responsibility: Being a Better Citizen" (By Ms. Deepa Dominic)	Value Education Cell
		Fish Farming	Environmental Forum
2	TUE	Industrial Visit 1st Year UG Students	Dept. of AICTE
3	WED	Voices of Hope: A Lecture series for suicide awareness and Prevention	Dept. of Psychology
		Suicide Prevention Day Observance	Counseling Cell
4	THU	First Onam	
5	FRI	Thiruvonam, Teachers' Day	College Union
6	SAT	Third Onam	
7	SUN	Fourth Onam (Onam vacation Ends)	
8	MON	Industrial Visit 1st Year UG Students	Dept. of AICTE

9	TUE	Invited Talk on Career and Placement	Career & Placement Cell
		Priest Home Visit	JY
10	WED	Grandparents' Day celebration	CNA
11	THU	Psychology Association Inauguration	Dept. of Psychology
12	FRI	One day Training for the volunteers on Palliative Care	NSS
		Alumni Contribution as Resource Person	Alumni Cell
13	SAT	Second Saturday	
14	SUN	Sreekrishna Jayanthi	
15	MON	Extension Lecture –IFRS/ Fundamentals of Financial Accounting	Dept. of Commerce
16	TUE	Academic Talk Series 2 (Online)	Dept. of English
17	WED	Community Connect : Outreach programme	Dept. of Psychology
18	THU	Literary Quiz	Dept. of English
19	FRI	Start Smart-Laying the foundation of your Start up	Dept. of AICTE
20	SAT	Talk with Media Person - 2	Dept. of JMC
21	SUN	Sreenarayana Guru Jayanthi	
22	MON	Neuropsychology Week (Sept. 22-26)	Dept. of Psychology
23	TUE	Palliative volunteer training and palliative unit formation	CNA
24	WED	'Sound It Out'-Introducing English Speech sounds to the Primary Level Students (Outreach Programme)	Dept. of English

25	THU	Echoes of Integrity: Ethics for Budding Psychologists	Dept. of Psychology
26	FRI	Interaction with Industrial Experts-HR	Dept. of AICTE
27	SAT	'Kahalam'-Newspaper Publication	Dept. of JMC
		Outreach Programme	College Union
28	SUN		
29	MON	Publishing and Presenting Papers on National, International Conferences- An Initiation	Dept. of English, Research Cell
30	TUE	Future Prospects in Commerce & Management- Outreach Programme	Dept. of AICTE
OCTOBER 2025			
Date	Day	Activity/Program	Club/ Forums/ Dept.
1	WED	Mahanavami	
2	THU	Vijayadashami One week observation of Cleaning	NSS
3	FRI	Cleaning Campaign (as part of Gandhi Jayanthi)- PHC/ Ananvadi Cleaning	CNA
		Cleaning the College Campus	Environmental Forum
4	SAT	Visit to Old age Home	Value Education Cell
		Leaders' Training	College Union
5	SUN		
6	MON	Examination Tips	Dept. of Commerce
		Mental Health Week Observance (6 Oct.-10 Oct.)	Dept. of Psychology

7	TUE	Participative Talk on “ Thinking Before you Click: Practising Good Online Manners” (By Dr. Shiju Ealias)	Value Education Cell
8	WED	‘Short cuts’-Workshop on IT	Dept. of Commerce
		Last date for uploading APC Sem. 3 UG	
		End of Sem. 3 Exam - External	
9	THU	World Postal Day –Competition, Radio Feature	Dept. of JMC
		Commencement of Sem. 4 UG	
10	FRI	Short Film Making (By Dept. of JMC)	Dept. of JMC
11	SAT	Second Saturday	
12	SUN		
13	MON	Inauguration of ENAACT	Dept. of English
		10 days Rosary (13 Oct. to 22 Oct.)	JY
		Last date for uploading APC - Sem. 1 UG	
14	TUE	World Palliative Day(Oct. 11)-A Day with local Palliative Unit	CNA
15	WED	Current Affairs Debate & Discussion	Dept. of JMC
16	THU	Compassion over Compulsion: ODC Awareness Week Conclusion (11 Oct.- 16 Oct.)	Dept. of Psychology
17	FRI	ACESTACK-Workshop on IT	Dept. of AICTE
18	SAT	Leaders’ Training Camp	College Union
19	SUN		
20	MON	Deepavali	

21	TUE	Psychodiagnostic Skill Lab	Dept. of Psychology
		Last date for uploading APC - Sem. 5 UG	
22	WED	Just a Minute(JaM)	Dept. of English, Oratory Club
23	THU	Workshop on Brand building	Dept. of AICTE
		Last date for uploading APC - Sem. 1 PG	
24	FRI	Scholar to Author: A workshop on Paper Presentation and Path to Publication	Dept. of Psychology
25	SAT	Tour (25, 26, 27 Oct.)	Dept. of English
26	SUN		
27	MON	'Hello Campus' Radio Programme	Dept. of JMC
28	TUE	Vayogenotsavam-Celebration of Old Age	CNA
		Last date for uploading Internal marks Sem. 3 UG	
29	WED	Theatrical Workshop (29, 30, 31 Oct.)	Dept. of English
30	THU	Mental Health Awareness Session	Counseling Cell
		Commencement of Sem. 5 UG Exams - External	
31	FRI	Workshop on Digital marketing	Dept. of AICTE
		End of Sem. 1 UG	
NOVEMBER 2025			
Date	Day	Activity/Program	Club/ Forums/ Dept.
1	SAT	Kerala Piravi	College Union
2	SUN		

3	MON	'Udayada' College Fest	Literary Club, Oratory Club, College Union
		Commencement of Sem. 1 UG Exams - External	
4	TUE	Workshop on HR	Dept. of AICTE
		School visit, Competitions for the school students	NSS
5	WED	Workshop on SPSS	Dept. of Commerce & AICTE & Research Cell
6	THU	Alumni Contribution as Resource Person	Alumni Cell
		Last date for uploading Internal marks Sem. 1 UG	
7	FRI	A Seminar on Plagiarism, Fair Use, Referencing and Copyright	Research Cell
		Commencement of Sem. 1 PG Exams - External	
8	SAT	Second Saturday	
9	SUN		
10	MON	Fine Arts Day Celebration	Fine Arts Forum, College Union
11	TUE	Awareness class by Fire and Rescue Service	CNA
		End of Sem. 5 UG	
		Conclusion of exam sem. 5 External	
		Last date for uploading Internal marks Sem. 5 UG	

12	WED	River Cleaning	Environmental Forum
		Commencement of Sem. 6 UG	
13	THU		
14	FRI	Visiting new entrepreneurs and their Start ups	CIC
		Last date for uploading Internal marks Sem. 1 PG	
15	SAT	Annual Sports	College Union, Fitness Forum
16	SUN		
17	MON	National Epilepsy Day Observance	Dept. of Psychology
18	TUE	Promote PARAKH Participation (Encouraging students and faculty to enroll in and complete AICTE's PARAKH self Assessment modules)	Research Cell
		Conclusion of exam Sem. 1 & 3 External	
19	WED	Biriyani Challenge	CNA
		End of Sem. 1 PG	
		Conclusion of exam sem. 1 PG - External	
20	THU	National Press Day & World Television Day Newspaper and TV News Making Competition	Dept. of JMC
		Commencement of Sem. 2 PG	
21	FRI	Workshop on HR	Dept. of Commerce
		Literary Quiz	Quiz Club, Dept. English
22	SAT	Debate 1-'Role of Science in Society'	Debate Club

23			
24	MON	'Hello Campus' Radio Programme	Dept. of JMC
25	TUE		
26	WED	Exhibition of Craft & Innovative idea	CIC
27	THU	Internship	Dept. of English
		Commencement of Sem. 2 UG	
28	FRI	National Seminar (Nov. 28-29)	Dept. of Psychology
29	SAT	Industrial Visit	Dept. of JMC
30	SUN		
DECEMBER 2025			
Date	Day	Activity/Program	Club/ Forums/ Dept.
1	MON	World AIDS Day, Red Ribbon Campaign AIDS Awareness Programmes	NSS
2	TUE	Mental Health Workshop for women	WDC
3	WED	International Day of Persons with Disabilities-A Day with Differently Abled Children	CNA
4	THU	Workshop on Research Methodology	Dept. of AICTE
5	FRI	Seminar on GST	Dept. of Commerce
6	SAT	Academic Talk Series 3 (Online)	Dept. of English
7	SUN		
8	MON	Skill Development Workshop for ladies	CNA
9	TUE	Workshop on 'How to Become a Public Speaker'	Oratory Club, Debate Club

10	WED	Exploring Statistical analysis with SPSS: A Beginner's Workshop	Dept. of Psychology
		Human Rights Day – 'Hello Campus Radio Programme/ Vox Pop	Dept. of JMC
11	THU	Community Out-reach Programmes- Kudumbasree/ COD & Skill Development Cell Programmes Stitching, paper bags, soap, candle, paper pen making training	CIC
		Trekking (World Mountain Day)	Environmental Forum
12	FRI	Workshop on GST Return Filing	Dept. of AICTE
13	SAT	Second Saturday	
14	SUN		
15	MON	Seven Day Residential Camp	NSS
16	TUE	Career Guidance workshop for Final Year UG students	Career & Placement Cell
17	WED	Treasure Hunt and Photography	Dept. of AICTE
		Christmas Week Celebration- Letter to Santa Claus, Christmas Card Competition, Christmas Tree, Entertainment Games (17 Dec. to 19 Dec.)	JY, College Union
18	THU	Workshop on Basic Counseling Skills.	Dept. of Psychology
		Debate 2 – Human Rights Protection in Indian Constitution	Debate Club
		Last date for uploading APC Sem. 3 PG	
19	FRI	Christmas Vacation Begins	
20	SAT	Old age Home Visit- Karunabhavan	JY, NSS, Col- lege Union

21	SUN		
22	MON		
23	TUE		
24	WED		
25	THU	Christmas	
26	FRI		
27	SAT		
28	SUN	Christmas Vacation Ends	
29	MON	Paper Presentation (National Seminar (By the Dept. of English) - ongoing	Dept. of English, CECC
30	TUE		
31	WED	Ezhuthachan Dinam	Literary Club
JANUARY 2026			
Date	Day	Activity/Program	Club/ Forums/ Dept.
1	THU	Seminar on Consumer Protection	Dept. of AICTE, Dept. of Com.
		Live Art (New Year) - 'Canvas of the Year'	College Union
		Commencement of Sem. 3 PG Exam - External	
2	FRI	Mannam Jayanthi	
3	SAT		
4	SUN		
5	MON		
6	TUE	CV & Interview Skill Workshop	Dept. of Psy.
7	WED		
8	THU	Practical Training for spreadsheet 2016	Dept. of AICTE

9	FRI	Medical Camp for the College students	NSS
		End of Sem. 3 PG	
10	SAT	Second Saturday	
11	SUN		
12	MON	Honouring young entrepreneurs	CIC
		Commencement of Sem. 4 PG	
13	TUE	Linking learning with Community service- Counseling /Survey	CNA
14	WED	Alumni Contribution as Resource Person	Alumni Cell
15	THU	Workshop on CV making and Interview Tips	Career & Placement Cell
		Last date for uploading Internal marks Sem. 3 PG	
16	FRI	Tour	Dept. of AICTE
		Conclusion of Examination Sem. 3 PG - External	
17	SAT		
18	SUN		
19	MON	Current Affairs - Debate & Discussion	Dept. of JMC
20	TUE	Institution Visit (IV)	Dept. of English
21	WED	Interactions with local artists and artisans	CNA
22	THU	Field Visit to Eco Project	Environmental Forum
23	FRI	Hackathon	CIC
24	SAT		
25	SUN		
26	MON	Republic Day	

27	TUE	Food Fest	College Union
28	WED	'Kahalam'- Newspaper Publication	Dept. of JMC
29	THU	Orientation for cracking the Competitive Examinations- for UG Students	Dept. of English, CECC
30	FRI	Entrepreneurship Expo- Honouring successful entrepreneurs in our District/ Panchayath	CIC
31	SAT		
FEBRUARY 2026			
Date	Day	Activity/Program	Club/ Forums/ Dept.
1	SUN		
2	MON	Movie Week	College Union, Fine Arts Forum
3	TUE	Class on Election Literacy	CNA
4	WED	Documentary Screening	Dept. of JMC
5	THU	Debate 3 – Budget Review	Debate Club
6	FRI	Tour	Dept. of Commerce
7	SAT		
8	SUN		
9	MON	Community Connect- Outreach Programme	Dept. of Psy.
10	TUE	Academic Talk Series 4 (Online)	Dept. of English
11	WED		
12	THU		
13	FRI	One- day outing	NSS
		St. Valentine's Day Celebration (14 Feb.)	JY, College Union

14	SAT	Second Saturday	
15	SUN	Maha Shivarathri	
16	MON	'Hello Campus' Radio Programme	Dept. of JMC
17	TUE		
18	WED	Charity Drive and Orphanage Visit	CNA
19	THU		
20	FRI		
21	SAT	National Management Day celebration International Mother Language Day	Dept. of AICTE Literary Club
22	SUN		
23	MON		
24	TUE		
25	WED		
26	THU	Alumni Meet- Departmental	Dept. of English
27	FRI	Bidding Farewell to the senior NSS Students	NSS
28	SAT		
MARCH 2026			
Date	Day	Activity/Program	Club/ Forums/ Dept.
1	SUN		
2	MON	Career Counseling	Dept. of Commerce & Dept. of AICTE
3	TUE	Reel Making Competition (World Wild life Day)	Environmental Forum
4	WED		
5	THU	Last date for uploading APC Sem. 2 PG	

6	FRI	Campus Recruitment Drive	Career & Placement Cell
		Last date for uploading APC Sem. 6 UG	
7	SAT		
8	SUN		
9	MON	International Women's Day Celebration. Outreach Programme-Honouring best woman entrepreneur	WDC
10	TUE	'Drinking Water for Birds'	Environmental Forum
		Last date for uploading APC Sem. 2 UG	
11	WED		
12	THU		
13	FRI	College Day	College Union
14	SAT		
15	SUN		
16	MON	Commencement of Sem. 6 UG Exams - External	
17	TUE	Dissertation Award	Dept. of English
18	WED		
19	THU		
20	FRI	World Down Syndrome Day Observance	Dept. of Psychology
		Caption Making Competition (World Water Day)	Environmental Forum
21	SAT	Eid - ul Fitr	
22	SUN		
23	MON		
24	TUE		

25	WED		
26	THU		
27	FRI	Alumni Meetings	Alumni Cell
28	SAT	Farewell to 3rd Year Core Team Members	JY
29	SUN		
30	MON	End of Sem. 6 UG	
		Conclusion of Examination Sem. 6 UG - External	
		Last date for uploading Internal marks Sem. 2 UG	
		Last date for uploading Internal marks Sem. 6 UG	
31	TUE	Farewell Function	College Union
		End of Sem. 2 UG	
		Last date for uploading Internal marks Sem. 4 UG	
APRIL 2026			
Date	Day	Activity/Program	Club/ Forums/ Dept.
1	WED		
2	THU		
3	FRI	Good Friday	
4	SAT		
5	SUN	Easter	
6	MON	Commencement of Sem. 2 & 4 UG Exams - External	
7	TUE		
8	WED		
9	THU		

10	FRI		
11	SAT	Second Saturday	
12	SUN		
13	MON		
14	TUE	Vishu	
15	WED		
16	THU		
17	FRI		
18	SAT		
19	SUN		
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI	Conclusion of Examination Sem. 4 UG - External	
25	SAT		
26	SUN		
27	MON		
28	TUE		
29	WED		
30	THU		
MAY 2026			
1	FRI	May Day	
2	SAT		
3	SUN		
4	MON		

5	TUE		
6	WED		
7	THU		
8	FRI		
9	SAT	Second Saturday	
10	SUN		
11	MON		
12	TUE		
13	WED		
14	THU		
15	FRI		
16	SAT		
17	SUN		
18	MON		
19	TUE		
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN		
25	MON		
26	TUE		
27	WED	Bakrid (Eid ul Adha)	
28	THU		
29	FRI		
30	SAT		

31	SUN		
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*Journal Journeys: Understanding and Presenting Research (By Dept. of Psychology) - Every Month

*Reference Relay: Psychology Book Quest (By Dept. of Psychology) - Every Month

*Student Development Programme (By Dept. of Psychology) - Every Month

*PSY QUIZZORA- Psychology Quiz (By Dept. of Psychology) - Every Month

* Association Meeting (By Dept. of Psychology) - Every Month

* Observation Visit and IV (By Dept. of Psychology) - Every Month

*Notice Board Presentation (By Dept. of English) - Every two Months

* Counseling sessions for students (By Counseling Cell) - Twice in a Month

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:.....

.....

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

REMARKS