

*We let the Youth
to Dream a Better World*



Alphonso College

Run by Educational Trust of Diocese of Thamarassery
Affiliated to the University of Calicut

HANDBOOK 2018-19

www.alphonsacollegeethiruvambady.com

*“To Witness to the Truth
To Act in Perseverance”*



Prayer of St. Alphonsa

Oh my Jesus, hide me in the wound of Thy Sacred Heart. Free me from my evil desire to be loved and esteemed. Guard me from the mean pursuit of honour and fame. Make me humble till I become a small spark in the flame of love in your Sacred Heart. Grant me the grace to forget myself and all worldly things. My Jesus, who is ineffable sweetness, transforms all the worldly consolations into bitterness for me. Oh my Jesus, Sun of Righteousness, enlighten my intellect and mind with your sacred rays. Purify my heart, consume me with burning love for you, and make me one with you. By Thy Divine rays, clarify my thoughts, illumine my mind, cleanse my heart, consume me in the fire of Thy love, and thus unite me with Thee. Amen.



ALPHONSA COLLEGE

THIRUVAMBADY, KOZHIKODE - 673603

(Affiliated to the University of Calicut)

Phone: 0495-2254055/2252330

Website: www.alphonsacollegethiruvambady.com

Email: acttdy@gmail.com

HANDBOOK 2018–19

College timing : 9.15 am - 3.15 pm

Office timing : 9.00 am - 5.00 pm

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.

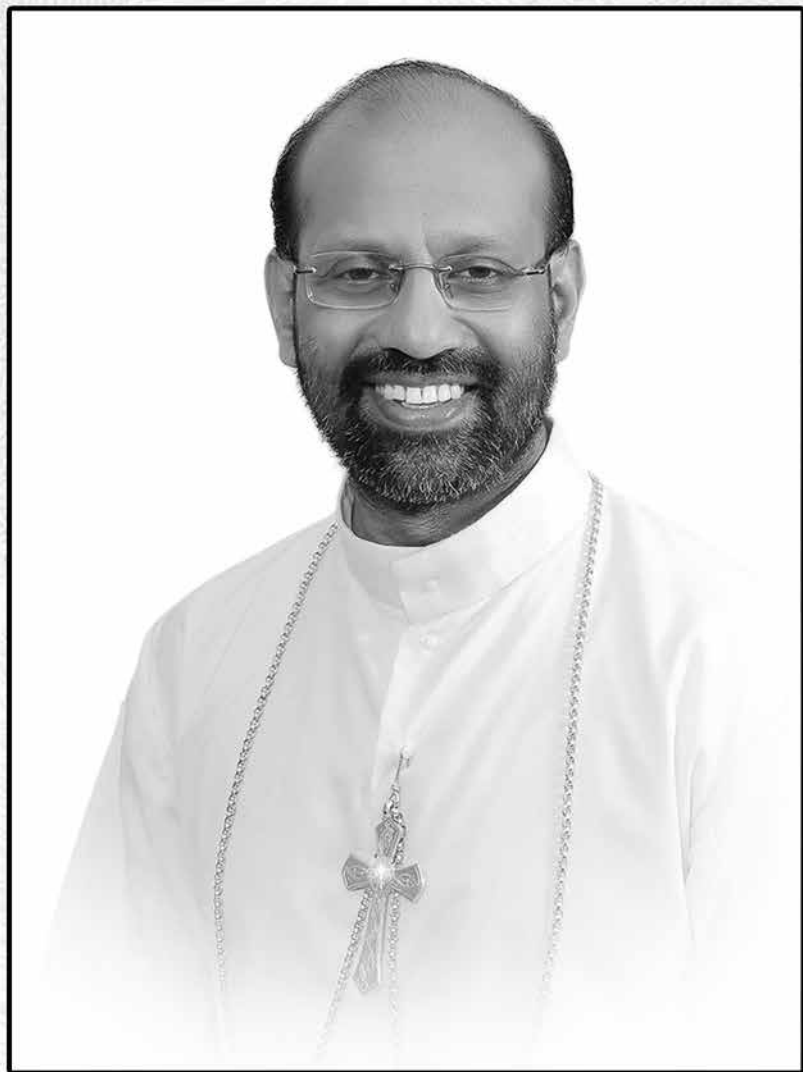
OUR VISION AND MISSION

Alphonsa College Thiruvambady (ACT) is committed to improve the quality and dignity of human beings through training and research. We let the youth to dream a better world where peace and justice reign in happiness.

CORE VALUES

*Faith in God
Social Responsibility
Moral Uprightness
Pursuit of Excellence*

OUR PATRON



Mar Remigiose Inchananiyil



Our 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 represents the perfection and purity of education and wisdom provided by the college. Blue colour is associated with depth, stability, loyalty and truth. The symbols of victory (the trophy) and enlightenment (the Deepam) are given in blue background which represent the in-depth knowledge and social commitment. This emblem symbolizes that education leads to victory and wisdom leads to enlightenment

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

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



ABOUT US

The Diocese of Thamarassery, located in the northern mountainous region of Kerala inaugurated on 3rd July 1986 consists of two revenue districts of Kerala; Kozhikode and Malappuram. It consists of 113 parishes and 19 mission stations. Since its formation the Diocese of Thamarassery has always been paying attention to the pastoral needs of the faithful at various levels.

With the aim to provide education to the children irrespective of caste and creed the diocese started schools from lower primary to the higher secondary level. The diocese has formed an educational trust for this purpose by the name- Educational Trust of the Diocese of Thamarassery. At present the trust has started a higher education college that gives continuity to the educational services of the Diocese. In the year 2014 the Diocese started its first higher educational institution; Alphonsa College Thiruvambady (ACT), obtaining permission from the government of Kerala. The college provides an excellent atmosphere for education and training in various disciplines to youngsters of all communities. Its prime responsibility is to mould the students as the future citizens of India. On 28 July, 2014 the first academic year was inaugurated at the Cherubin Memorial Parish Hall, Thiruvambady.

The college was shifted to its new edifice on 28th July 2015 and was officially inaugurated on 22nd January 2016 by the Honourable Chief Minister Shri. Oomen Chandy. The present site is about 2 kilometers away from Thiruvambady town, located on top of the region which is a lush greenery. Alphonsa College Thiruvambady is the one and only college for higher studies for the students of remote mountainous villages of this area of Calicut district. ACT is affiliated to the University of Calicut. The college provides an excellent atmosphere for education and training in various disciplines. It provides five courses and it has total intake of 250 students per year. The college in its fifth academic year is well equipped to consist the students with all educational requirements. The college admits youngsters of all communities irrespective of caste, creed and gender to be courageous, truthful and well-balanced to face the challenges of the present day world.

The holistic development of each and every student at ACT is the responsibility of the college. Numerous programmes that promote overall development of the students are organized in ACT. This institution pursues excellence in its moulding of the future citizens of India. These programmes cover a wide range of areas of both academic and non-academic interest.

The students' Association organizes celebrations such as Arts Fest, Sports Day and College Day for the promotion of the talents in our students.

PERSONAL INFORMATION

Name :

Class/Department :

Address :

.....

..... PIN :

Contact No :

Name of Parent :

Telephone :

Email:.....

Blood Group:.....

MEMBERS OF THE EDUCATIONAL TRUST THE DIOCESE OF THAMARASSERY

Mar Remigiose Inchananiyil (Patron)

Very. Rev. Msgr. John Oravankara (Chairman)

Rev. Fr. Sebastian Purayidathil (Treasurer)

Rev. Fr. Scaria Mangarayil (Manager)

Rev. Fr. Abraham Kavilpurayidathil (Member)

Rev. Fr. James Kuzhimattathil (Member)

COLLEGE ADMINISTRATION

Rev. Fr. Scaria Mangarayil (Manager)

Ph: 9447293753

Email: sajimangarayil@gmail.com

Prof. Philip K. Antony (Principal)

Ph: 9447284186

Email: philipantonyk@gmail.com

Rev. Fr. Shenish Augustine (Vice principal)

Ph: 9495638396

Email : sthanni@gmail.com

Rev. Fr. Shiju Mathew (Bursar)

Ph: 9495068404

Email: : shijumta@gmail.com



COLLEGE TIME SCHEDULE

09.15 am	First Bell
09.20 am	Second Bell
09.25 am	Third Bell, Prayer
09.25 am	First Period
10.25 am	Break Time
10.40 am	Second period
11.35am	Third period
12.30 pm	Lunch Break
1.20 pm	Fourth Period
2.15pm	Break
2.25pm	Fifth Period
3.15 pm	Last Bell, National Anthem

COURSES OF STUDY OFFERED

BA/BSc/BCom/ BBA Programmes: CUCBCS Stream
(Calicut University Choice Based Credit and Semester Stream)

Compulsory Courses

Language Course I English
Language Course II (Additional Language) Malayalam/Hindi.

Open/ Elective Courses (Compulsory)

B. A. PROGRAMMES		
<i>Core Course</i>	<i>Complementary Course</i>	<i>Open Course</i>
English Language & Literature	Social & Cultural History of Britain	Psychology & Personal Growth OR Basic Accounting
	Indian Constitution & Politics	
B.SC. PROGRAMMES		
<i>Course</i>	<i>Complementary Course</i>	<i>Open Course</i>
Psychology	Human Physiology	Applied Language Skills OR Basic Accounting
	Psychological Statistics	
B.COM PROGRAMME		
<i>Course</i>	<i>Complementary Course</i>	<i>Open Course</i>
Finance	Managerial Economics Marketing Management E. Commerce Management Quantitative Techniques for Business	Applied Language Skills OR Psychology & Personal Growth
	Managerial Economics Marketing Management E. Commerce Management Quantitative Techniques for Business	
Computer Applications	Managerial Economics Marketing Management E. Commerce Management Quantitative Techniques for Business	Applied Language Skills OR Psychology & Personal Growth

B.B.A PROGRAMME

Course	Complementary Course	Open Course
B.B.A	Managerial Economics IT for Business and Management	Applied Language Skills OR Psychology & Personal Growth

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

DETAILS OF COURSES

BA - ENGLISH LANGUAGE & LITERATURE

SEMESTER 1

ENG1A01	Common Course 1(Lang.I)	Transactions: Essential Eng. Lang.skills
ENG1A02	Common Course2(Lang.I)	Ways With Words: Lit. In Eng.
MAL1A01 HIN1A07	Common Course (Lang.II)	Malayalasaahithyam-1/Prose and Drama
ENG1B01	Core Course 1	Reading Poetry

SEMESTER 2

ENG2A03	Common Course 3(Lang.I)	Writing for Academic & Professional Success
ENG2A04	Common Course 4(Lang.I)	Zaitgeist: Reading on Contemporary Culture
MAL2A07 HIN2A08	Common Course (Lang.II)	Malayalasaahithyam -2/ Grammer Correspondence and Translation
ENG2B01	Core Course2	Reading Prose
HIS1C03	Complementary Course	Social & Cultural Hist. of Britain- Ancient & Medieval

HIS2C03	Complementary Course	History of Tudors and Stuarts
ICP2C01	Complementary Course	Indian Con. & Politics Basic Features
ICP2C02	Complementary Course	Indian Con. & Politics-Governmental Structure
SEMESTER 3		
ENG3A05	Common Course 5:	Signatures: Expressing the Self
MAL3A03 HIN3A09	Common Course (Lang.II)	Malayalasaahithyam -3/ Poetry in Hindi
ENG3B01	Core Course3	Reading Drama
ENG3B02	Core Course4	Reading Fiction
SEMESTER 4		
ENG4A06	Common Course 3(Lang.I)	Spectrum: Literature & Contemporary Issues.
MAL4A04 HIN4A10	Common Course (Lang.II)	Malayalamsahithyam -IV/ Novel & Short Storeis
ENG4B01	Core Course4	Modern English Literature
ENG4B02	Core Course5	Methodology of Humanities
HIS3C03	Complementary Course	History of Revolutions & Era of Colonialism
HIS4C03	Complementary Course	History of Victorian & Post Colonial Developments
ICP3C03	Complementary Course	Indian Con. & Politics: Political Dynamics
ICP4C03	Complementary Course	Indian Con. & Politics: Federal Dynamics and Decentralisation
SEMESTER 5		
ENG5B01	Core Course	Indian Writings in English
ENG5B02	Core Course	Language & Linguistics

ENG5B03	Core Course	Methodology of Literature
ENG5B04	Core Course	Infomatics
	Open Course	Basic Accounting/Psychology & Personal Growth
SEMESTER 6		
ENG6B01	Core Course	Literary Criticism& Theory
ENG6B02	Core Course	American & Post Colonial Literature
ENG6B03	Core Course	Women's Writing
ENG6B04	Core Course	Writing for the Media
ENG6B05	Core Course	Project
DMENG6B3	Elective	World Classics in Translation
B.Sc. PSYCHOLOGY		
SEMESTER 1		
ENG1A01	Common Course 1(Lang.I)	Transactions: Essential Eng. Lang.skills.
ENG1A02	Common Course2(Lang.I)	Ways With Words: Lit. in Eng.
MAL1A07 HIN1A07	Common Course (Lang.II)	Malayalasaahithyam -1/ Prose and Drama
PSY1B01	Core Course	Basic Themes in Psychology -1
PSY1C01	Complementary Course -I	Human Physiology
PSY1C02	Complementary Course -II	Psychological Statistics
SEMESTER 2		
ENG2A03	Common Course 3(Lang.) I	Writing for Academic & Professional Success

ENG2A04	Common Course 4 (Lang.I)	Zaitgeist: Reading in Contemporary Culture
MAL2A08 HIN2A08	Common Course (Lang.II)	Malayalasaahithyam -2/ Grammer Correspondence and Translation
PSY2B01	Core Course	Basic Themes in Psychology-II
PSY2C01	Complementary Course I	Human Physiology
PSY2C02	Complementary Course II	Psychological Statistics
SEMESTER 3		
ENG3A05	Common Course 5	Signatures: Expressing the Self.
MAL3A09 HIN3A09	Common Course (Lang.II)	Malayalasaahithyam -3/ Poetry in Hindi
PSY3B01	Core Course	Psychological Measurement & Testing
PSY3C01	Complementary Course I	Human Physiology
PSY3C02	Complementary Course II	Psychological Statistics Experimental Psychology: Practical 1.
SEMESTER 4		
ENG4A06	Common Course 3 (Lang.I)	Spectrum: Literature & Contemporary Issues
MAL4A010 HIN4A10	Common Course (Lang.II)	Malayalasaahithyam -IV/ Novel and Short Stories
PSY4B01	Core Course -I	Individual Differences
PSY4B02	Core Course -II	Experimental Psychology- Practicals-1
PSY4C01	Complementary Course -I	Human Physiology
PSY4C02	Complementary Course -II	Psychological Statistics

SEMESTER 5		
PSY5B01	Core CourseI	Abnormal Psychology
PSY5B02	Core CourseII	Social Psychology
PSY5B03	Core CourseIII	Psychological Measurement & Testing
PSY5B04	Core CourseIV	Learning & Behaviour
PSY5B05-04	Elective	Health Psychology (Elective)
PSY5D01	Open Course	Basic Accounting/Applied Language Skills
SEMESTER 6		
PSY6B01	Core CourseI	Abnormal Psychology -II
PSY6B02	Core CourseII	Applied Social Psychology
PSY6B03	Core CourseIII	Counselling & Psycho Therapy
PSY6B04	Core CourseIV	Cognitive Psychology
PSY6B05	Core CourseV	Personality Psychology
PSY6B06P	Core CourseVI	Experimental Psychology-Practical –II
PSY6B07P	Core CourseVII	Experimental Psychology-Practical –III Psychological Testing
PSY6B08PR	Project	
B.Com- Finance		
SEMESTER 1		
COMMON	ENGIA01	Transactions:Essential Eng. Lang.skills
COMMON	ENGIA02	Ways With Words: Lit. in Eng.
COMMON	MAL1A01(1) A07(2)	Malayalasaahityapadanam I/ Prose Forms in Hindi Literature

CORE	BC1B01	Management Concepts & Business Management
COMPLE.	BC1C01	Managerial Economics
SEMESTER 2		
COMMON	ENGIA03	Writing for Academic & Professional Success
COMMON	ENGIA04	Zaitgeist: Reading in Contemporary Culture
COMMON	MAL2A02 A08	Malayalasaahithyapadanam II / Poetry Correspondence and Translation
CORE	BC2B02	Financial Accounting
COMPLE.	BC2C02	Marketing Management
SEMESTER 3		
COMMON	BC3A11	Basic Numericals
COMMON	BC3A12	General Informatics
CORE	BC3B03	Business Regulations
CORE	BC3B04	Corporate Accounting
COMPLE.	BC3C03	Human Resource Management
SEMESTER 4		
COMMON	BC4A13	Entrepreneurship Development
COMMON	BC4A14	Banking & Insurance
CORE	BC4B05	Cost Accounting
CORE	BC4B06	Corporate Regulations
COMPLE.	BC4C04	Quantitative Techniques for Business
SEMESTER 5		
CORE	BC5B07	Accounting for Management

CORE	BC5B08	Business Research Methods
CORE	BC5B09	Human Resource Management
CORE	BC5B10	Financial Reporting
CORE	BC5B11	Financial Management
OPEN COURSE	BC5D01	Applied Language Skills/Psychology & Personal Growth
SEMESTER 6		
CORE	BC6B12	Income Tax Law & Practice
CORE	BC6B13	Auditing
CORE	BC6B14	Financial Marketing & Services
CORE	BC6B15	Fundamentals of Investment
PROJECT	BC6B16(PR)	Project& Viva Voce
B.Com- Computer Application		
SEMESTER 1		
COMMON	ENGIA01	Transactions:Essential Eng. Lang.skills
COMMON	ENGIA02	Ways With Words: Lit. In Eng.
COMMON	MAL1A01(1) A07(2)	Malayalasaahityapadanam I/ Prose Forms in Hindi Literature
CORE	BC1B01	Management Concepts & Business Management
COMPLE.	BC1C01	Managerial Economics
SEMESTER 2		
COMMON	ENGIA03	Writing for Academic & Professional Success
COMMON	ENGIA04	Zaitgeist: Reading in Comtemporary Culture

COMMON	MAL2A02 A09(2)	Malayalasaahityapadanam II / Poetry Correspondence and Translation
CORE	BC2B02	Financial Accounting
COMPLE	BC2C02	Marketing Management
SEMESTER 3		
COMMON	BC3A11	Basic Numerical Skills
COMMON	BC3A12	General Informatics
CORE	BC3B03	Business Regulations
CORE	BC3B04	Corporate Accounting
COMPLE	BC3C03	Human Resource Management
SEMESTER 4		
COMMON	BC4A13	Entrepreneurship Development
COMMON	BC4A14	Banking & Insurance
CORE	BC4B05	Cost Accounting
CORE	BC4B06	Corporate Regulations
COMPLE	BC4C04	Quantitative Techniques for Business
SEMESTER 5		
CORE	BC5B07	Accounting for Management
CORE	BC5B08	Business Research Methods
CORE	BC5B09	Human Resource Management
CORE	BC5B10	Computer Applications in Business
CORE	BC5B11	Business Information Systems
OPEN	BC5D01	Applied Language Skills/Psychology & Personal Growth

SEMESTER 6		
CORE	BC6B12	Income Tax Law & Practice
CORE	BC6B13	Auditing
CORE	BC6B14	Office Automation Tools
CORE	BC6B15	Computerised Accounting with Tally
PROJECT	BC6B16(PR)	Project& Viva Voce
BBA		
SEMESTER 1		
COMMON	ENG1A01	Transactions:Essential Eng. Lang.skills
COMMON	ENG1A02	Ways With Words: Lit. In Eng.
COMMON	MAL1A01(1) A07(2)	Malayalasaahityapadanam I/ Prose Forms in Hindi Literature
CORE	BB1B01	Management Concepts & Business Ethics
COMPLE.1	BB1C01	Managerial Economics
SEMESTER 2		
COMMON	ENGIA03	Writing for Academic & Professional Success
COMMON	ENGIA04	Zaitgeist: Reading in Comtemporary Culture
COMMON	MAL2A02 A09(2)	Malayalasaahityapadanam II / Poetry Correspondence and Translation
CORE	BB2B02	Financial Accounting
COMPLE	BB2B02	IT for Business Management

GOOD MANNERS AND CONDUCT IN THE CAMPUS

When a student meets a member of the teaching staff of the college within the campus or outside, it is a matter of politeness that he/ she should greet him/her. When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/ herself has occupied his/her seat.

- Students should keep with them the texts and note books required for classes they attend.
- No student shall leave the classroom during a lecture without the permission of the teacher.
- Students who happen to have no class should not loiter in the corridors or campus during class hours. They must go to the Library and read.
- Students are forbidden to attend or organize any meeting in the college or to collect money for any purpose without the permission of the Principal. They should not circulate among the students any notice or petition or paste it anywhere in the college premises without the written sanction of the Principal.
- Students are not allowed to make a complaint in a body or to address any authority in a collective petition. Such combined action is subversive of good order. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves lovers of good order and decorum.
- Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
- Students are forbidden from making any mark on the furniture or on the walls or any part of the College premises or to spill ink on the floors or litter the class rooms and grounds.
- Students are expected to keep decency and decorum in their behaviour, dress etc.

- Any damage done to college property will have to be made good.
- Students are expected to have their Identity Cards while in the campus.
- Use of Mobile phone is strictly prohibited on campus as well as in the class rooms. If any student is found in possession of a mobile phone, it will be confiscated by the authorities.
- The Management prohibits political activities in college campus and forbids students from organizing or attending meetings other than the official ones within the colleges.
- Excellence and Discipline are the main concern of the institution
- Smoking/chewing, use of tobacco, pan parag, drugs, liquor etc., are strictly prohibited inside the college campus including all such products that are either banned, illicit or injurious to health. Nobody shall enter the college campus after consuming liquor/drugs or under intoxication.
- All political and organizational activities are strictly prohibited in the campus. However, those organizations that are complementary to the academic pursuit can be permitted by the Principal.
- Nobody shall disrupt the academic atmosphere of the college under any circumstances. Any such activities that may hamper the academic ambience of the institution will be seriously dealt with. Such misconduct would entail major punishment including expulsion from college. If necessary, criminal prosecution also will be invoked.
- Destruction of college properties would entail civil as well as criminal proceedings against delinquents.
- Nobody shall instigate or engage in activities such as

strike, demonstration, agitation, slogan shouting etc. within college campus.

- College union election will be conducted under indirect mode / parliamentary system. No external or political interference shall be permitted.
- All legal and reasonable grievances of the students will be addressed by the college authorities. In the event of any such grievance, the aggrieved can approach the respective Class Teacher or the Students' Grievances Redressal Committee existing in the College. The decision of the Principal shall be final.
- Teachers are directed to insist the compliance of the above Rules and Regulations strictly. Violations, if any, shall be reported to the Principal swiftly.

PREVENTION OF RAGGING

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.

REPORTING CASES OF RAGGING

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

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

EXCERPTS FROM THE UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS 2009

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

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

WORKING DAYS AND CLASS HOURS

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

ATTENDANCE

- ▶ Attendance shall be taken for hours of study rather than days of study, to fulfill the stipulations that the CE marks for attendance shall be calculated separately for each course in a Programme.
- ▶ Aggregate attendance will be used for determining the eligibility to write the End Semester Examination - minimum 75% attendance– and not for calculating the CE marks for attendance.
- ▶ Once the final aggregate attendance statement for the Semester is published, no change will be entertained.
- ▶ A student who gets less than 75% aggregate attendance is not eligible to write the End Semester Examination. He/She will have to get re-admission and repeat the semester with the next batch or granted admission, if eligible for it.
- ▶ Marks/grades for attendance for calculating CE will be given as per the University/College regulations.
- ▶ Students who intend to avail any kind of leave, other

than emergency leave, shall inform and get prior permission of the Principal for the same. This applies to those who wish to get the benefit of attendance for participating in inter-collegiate competitions/and for internal co/extra-curricular activities

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

APPLICATION FOR LEAVE

- A student requiring leave for only an hour or a portion of an hour must apply for it to the concerned teacher before the period begins
- A student requiring leave for a whole day must apply for it in writing to the Principal through the tutor concerned /HOD
- Application for leave of absence should reach the tutor

concerned at least by 9.15 a.m. of the day for which leave is applied

OPEN HOUSES, INTERNAL EXAMINATIONS & PROGRESS REPORTS

- Students are not allowed to abstain themselves from assignment 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.
- Only final year/final semester students will be permitted to go on excursions and tours.
- Written consent in the prescribed form should be obtained from the parents/guardians by all students going on excursion.
- A detailed programme of travel, stay, places of visit,

names of participants etc. should be submitted to the Principal before proceeding on a tour or excursion.

- No student from another class will be permitted to join a class going on excursion.
- There should be at least two teachers (one male and one female) to accompany each team.
- Excursions, picnics and tours will be allowed ONLY during the Third Term of the academic year.
- The duration of the excursion shall not exceed 3 days including the days of journey.

LIBRARY GUIDELINES

- The College Library will remain open on all working days from 9.00am 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. Borrowers will be held responsible for any damage caused to a book. When a book is issued to a member it is presumed that it is in good condition, unless otherwise pointed out. If a book is damaged or lost by a member, he/she will have to replace it or pay the cost of the book at the current rates with fine.
- All the books must be returned to the Library before the closing of each term, or at the time of sending the applications for the End Semester/ University Examinations.

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

MENTORING

ACT has implemented an effective mentoring system for the students. It aims at promoting better understanding between the teacher and the students and thus to facilitate the moral, spiritual and intellectual wellbeing of the students. A class is under the personal care of a Lecturer (Mentor) who meets them in group on a regular basis. Students are encouraged to meet the mentor for proper guidance and counselling. The mentor keeps contact with parents as well. By the interaction of the parents, teachers and students, the overall growth of the students are taken care of. The mentor is a guide, friend, and philosopher for the students on the campus.

HINTS FOR EFFECTIVE STUDY

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

RECOMMENDATION TO PARENTS

The active involvement of parents in the education of their children is very much required in this modern era. This is achieved through the interaction of parents with the teachers and the College Authorities. Class wise parents meetings are held in every term after the exams for analyzing the results and the general performance of the student in the College and at home. Occasional visits of parents to the College and interactions with the authorities especially the mentor is very much encouraged. These visits and the interaction with the authorities are to enhance the overall development of the students. To encourage this and to attend to the requests of the parents, records are maintained in the College for the parents by the Mentor. The College Administration checks these and addresses the issues regularly.

EXAMINATIONS AND REPORTS

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

EVALUATION AND GRADING

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

- 1) Internal Assessment
- 2) External Evaluation

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

INTERNAL ASSESSMENT

20% of the total marks in each course are for internal assessment. The internal assessment shall be based on a predetermined transparent system involving written test/assignments/seminars/viva and attendance in respect of theory courses. Components with percentage of marks of Internal Evaluation of Theory Courses are Attendance 25%, Assignment/ Seminar/Viva 25% Test paper 50%.

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

ISSUE OF CERTIFICATES

- Transfer Certificates will be issued only after payment of all dues to the College.
- A student, past or present, applying for certificates for transfer, conduct, etc. shall do so in writing in the prescribed form to the Principal stating the year of study, admission number, class last attended and home address.
- The application for caution deposit shall be accompanied by the original receipt of the payment of the caution deposit.
- Ordinarily a notice of 24 hours is necessary for the issue of a certificate.
- No certificate will be sent by post

CO-CURRICULAR ACTIVITIES

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

COLLEGE UNION AND SUBJECT ASSOCIATIONS

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

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

COLLEGE CANTEEN

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

TELEPHONE NUMBERS & EMAIL ADDRESSES

Designation	Tel. Number	E-mail Address
PRINCIPAL	9447284186	philipantonyk@gmail.com
VICE PRINCIPAL	9495638396	sthanni@gmail.com
BURSAR	9495068404	shijumta@gmail.com
DEPT.OF ENGLISH		
Name	Tel. Number	E-mail Address
Mr. Sebastian Cherian (HOD)	9846785131	sebumallivk@gmail.com
Ms. Sheebamol Joseph	8281744376	sheebasaji30@gmail.com
Mr. Bernad Jose	8921686549	bernadjose05@gmail.com
Ms. Thresia K.P	7012200281	tresapaul@gmail.com
Rev.Fr. Geo Mathew	9946470550	geomathewp@gmail.com
Ms. Deepa Dominic	9446892183	deepareji10@gmail.com
DEPT.OF PSYCHOLOGY		
Sr. Vincy Joseph (HOD) (Sr. Arpitha CMC)	8547191390	vincyjoseph1@gmail.com
Ms. Sneha Mathew	8943243411	smathew@gmail.com
Ms. Anju James	9447139402	anjujms9@gmail.com
Mr. Sijo George	8281174830	sijogeorgecalicut@gmail.com
DEPT.OF COMMERCE		
Ms. Sanamma P.V. (HOD)	9447342554	sanithomas0@gmail.com
Rev. Fr. Shiju Mathew	9495068404	shijumta@gmail.com
Ms. Dhanya K	9995299309	dhanyasreeda@gmail.com
Ms. Disney Jose	9846227461	disnyjose92@gmail.com
Mr. Deepesh K	9605199029	deepeshomasser@gmail.com
Mr. Ajay George	9567511106	ajaygeorge333@gmail.com
Ms. Merlin Sebastian	9539305659	merlinsebastian1995@gmail.com
Ms. Reshma Jayakrishnan	8714189585	reshmajkn@gmail.com
Mr. Jithin Joseph	9496767594	jithinjosephmaliyekkal@gmail.com

DEPT.OF MALAYALAM		
Rev. Fr. Shenish Augustine	9495638396	sthanni@gmail.com
Ms. Jithula Sreenivas K. K.	9061703655	jithulakk@gmail.com
LIBRARY		
Mr. K C Joseph	9048475759	kcjtdy@gmail.com
COLLEGE OFFICEE		
Mr. Jojo Kurian	9846466141	kurianjojo@gmail.com
Mr. Jomy Thomas	9744277019	Jomy010@gmail.com
Mr. Jonat Jose	9995444362	jonatjose92@gmail.com
Ms. Shanty John	9539692751	shantysunny@gmail.com

COLLEGE COUNCIL	
Name	Designation
Prof. Philip K. Antony	Principal
Rev. Fr. Shenish Augustine	Vice Principal
Rev. Fr. Shiju Mathew	Bursar
Ms. Sanamma P.V	H.O.D Commerce
Mr. Sebastian Cherian	H.O.D English
Sr. Vincy Joseph	H.O.D Psychology
Ms. Thresia K.P	Dept. of English

OFFICE BEARERS 2017-18	
Staff Secretary	Mr. Sebastian Cherian
Staff Advisor to the college Union	Mr. Bernad Jose, Mr. Jithin Joseph
PTA Secretary	Ms. Disney Jose
Controller of Examination	Ms. Anju James (Internal) Mr. Sebastian Cherian (External)
Staff Editor to College Magazine	Rev. Fr. Shenish Augustine
Coordinator to Debate club	Ms. Reshma Jayakrishnan
Coordinator to CSS	Ms. Disney Jose
Coordinator to ED Club	Ms. Dhanya K
Coordinators to Celebrations	Sr. Vincy Joseph & Ms. Sanamma P V

Co-ordinators to Sports & Games	Rev. Fr. Shenish Augustine, Mr. Bernad Jose & Mr. SijoGeorge
Staff Coordinator to Commerce Association	Mr. Ajay George
Staff Coordinator to English Association	Rev.Fr. Geo Mathew
Staff Coordinator to Psychology Association	Ms. Anju James
Coordinators to Green campus/ OISCA:	Mr. JithinJoseph, Ms. Sheebamol Joseph
Coordinators to SDP (Social Development Project of IIMK)	Rev. Fr. Shiju Mathew & Ms. Sanamma PV
CAMPUSES OF KOZHIKODE –COORDINATORS	
Palliative Care	Ms. Anju James
Well being of the marginalized:	Ms. Deepa Dominic
Water Management:	Mr. Deepesh K
Waste management:	Mr. Sijo James

RAGGING PREVENTION COMMITTEE		
Prof. Philip K. Antony	Principal	Chairman
Mr. Sebastian Cherian	H.O.D. English	Convener
Rev. Fr. Shiju Mathew	Bursar	Member
Ms. Sanamma P.V	H.O.D. Commerce	Member
Sr. Vincy Joseph	H.O.D. Psychology	Member

DISCIPLINE COMMITTEE		
Rev. Fr. Shenish Augustine		Chairman
Ms. Sanamma P.V		
Mr. Sebastian Cherian		
Rev.Fr.Geo Mathew		
Ms. Merlin Sebastian		
Ms. Thresia K.P.		
FINE ARTS COMMITTEE		
Ms. Jithula Sreenivas K.K	Co-ordinator	
Ms. Merlin Sebastian		

Mr. Bernad Jose		
Ms. Deepa Dominic		
Mr. Sijo George		
Ms. Anju James		

ETHICS COMMITTEE

Ms. Thresia K.P	Chairperson	
Ms. Deepa Dominic		
Sr. Vincy Joseph		
Ms. Sneha Mathew		

WOMEN'S WELFARE COUNCIL

Ms. Sneha Mathew	Chairperson	
Sr. Vincy Joseph		
Ms. Jithula Sreenivas K.K		
Ms. Reshma Jayakrishnan		
Ms. Deepa Dominic		
Ms. Thresia K. P.		

INTERNAL ASSESMENT & GRIEVANCE REDRESSAL CELL

Prof. Philip K. Antony	Chairman	
Mr. Bernad Jose	Convener	
Ms. Sanamma P.V		
Mr. Sebastian Cherian		
Sr. Vincy Joseph		
Mr. P.A Augustine	President, Thiruvambady Grama Panchayath	
Athul K. Dominic	Chairman, College Union	
Divya Jose	Vice- Chairperson, College Union	

SPORTS & GAMES COMMITTEE

Rev. Fr. Shinesh Augustine	Chairman	
Mr. Bernad Jose	Convener	
Mr. Sijo George)	Joint Convener	
Ms. Sneha Mathew		
Ms. Disney Jose		
Mr. Jithin Joseph		

COLLEGE UNION ACTIVITIES

Mr. Bernad Jose	Chairman	
Mr. Jithin Joseph		
Rev. Fr. Shiju Mathew		
Mr. Sijo George		
Rev.Fr.Geo Mathew		
Ms. Sheebamol Joseph		
Ms. Thresia K.P		

CAREER GUIDANCE & PLACEMENT CELL

Mr. Ajay George		
Ms. Anju James		
Rev. Fr. Geo Mathew		

P.T.A. EXECUTIVE COMMITTEE

No	Name	Designation
1	Rev. Fr. Scaria Mangarayil	Manager
2	Prof. Philip K. Antony	Principal
3	Rev. Fr. Shenish Augustine	Vice Principal
4	Rev. Fr. Shiju Mathew	Bursar
5	Ms. Disney Jose	PTA Secretary
6	Ms. Thresia K.P	Member
7	Ms. Biji Danty	Member
8	Ms.Solly Sunny	Member
9	Mr.Yoosimon .Jose	Member
10	Mr. Baby Perumali	Member
11	Ms. Lovely Babu	Member
12	Mr. Kuriakose Varghese	Member
13	Ms. Elsamma Joseph	Member
14	Mr. Babichan	Member
15	Ms. Smitha	Member
16	Mr. Paul	Member
17	Ms. Sabitha E.P	Member
18	Ms. Rajeswari. P	Member
19	Mr. Saju Mathew	Member

CLASS TUTORS

B.A (ENGLISH LANG. & LITERATURE)

First Year BA	Ms. Deepa Dominic
Second Year BA	Ms. Sheebamol Joseph
Third Year BA	Rev. Fr. Geo Mathew

B.Sc Psychology

First Year B.Sc	Ms. Anju James
Second Year B.Sc.	Ms. Sneha Mathew
Third Year B.Sc	Mr. Sijo George

B.Com Finance

First Year B.Com Finance	Ms. Reshma Jayakrishnan
Second Year B.Com Finance	Ms. Disney Jose
Third Year B.Com Finance	Mr. Deepesh K

B.Com Computer Application

First Year B.Com CA	Mr. Jithin Joseph
Second Year B.Com CA	Ms. Merlin Sebastian
Third Year B.Com CA	Ms. Dhanya. K

B.B.A

First Year BBA	Mr. Ajay George
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Magazine Editorial Board

Prof. Philip. K. Antony	Chief Editor
Rev. Fr. Shenish Augustine	Staff Editor
Ms. Sanamma P.	Member
Sr. Vincy Joseph	Member
Mr. Sebastian Cherian	Member
Ms. Jithula Sreenivas.K.K	Member
Ms. Sheebamol Joseph	Member
Ms. Deepa Dominic	Member
Mr. Ajay George	Member
Mr. K.C. Joseph	Member

ACADEMIC CALENDAR

JUNE - 2018

1	Fri	College re-opens after summer vacation/ Staff Orientation Programme
2	Sat	
3	Sun	
4	Mon	
5	Tue	World Environment Day
6	Wed	
7	Thu	World Oceans Day
8	Fri	
9	Sat	Second Saturday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	Eid-UI-Fitr
16	Sat	
17	Sun	
18	Mon	Eid Celebration
19	Tue	World Reading Day
20	Wed	
21	Thu	World Yoga Day
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	World Anti-Drugs Day
27	Wed	
28	Thu	
29	Fri	
30	Sat	

ACADEMIC CALENDAR

JULY - 2018

1	Sun	
2	Mon	
3	Tue	St.Thomas Day
4	Wed	
5	Thu	
6	Fri	Orientation for the First Sem.students& their parents
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	World Population Day
12	Thu	
13	Fri	
14	Sat	Second Saturday
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	Social Service Day
24	Tue	
25	Wed	
26	Thu	
27	Fri	Freshers' Day
28	Sat	Patroness' Day
29	Sun	
30	Mon	First Internal Examination begins (Semester 3 & 5)
31	Tue	

ACADEMIC CALENDAR

AUGUST - 2018

1	Wed	First Internal Examination ends
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	Hiroshima Day
7	Tue	
8	Wed	
9	Thu	Nagasaki Day
10	Fri	
11	Sat	Second Saturday/KarkkidakaVavu
12	Sun	International Youth Day
13	Mon	
14	Tue	
15	Wed	Independence Day
16	Thu	College Union Election
17	Fri	
18	Sat	
19	Sun	
20	Mon	Onam Celebrations/Onam Vacation begins
21	Tue	
22	Wed	Eid-UIAdha
23	Thu	
24	Fri	
25	Sat	Thiruvonam
26	Sun	Rakshabandhan
27	Mon	Sri Narayana Guru Jayanti
28	Tue	Ayyankali Jayanti
29	Wed	
30	Thu	
31	Fri	College re-opens after Onam Holidays Investiture (Installation) Ceremony of the Union

ACADEMIC CALENDAR

SEPTEMBER - 2018

1	Sat	
2	Sun	
3	Mon	First Internal Exam. (Sem.1) begins
4	Tue	
5	Wed	Teachers' Day, First Internal Examination (Sem. 1) ends
6	Thu	
7	Fri	
8	Sat	Second Saturday/International Literacy Day
9	Sun	
10	Mon	PTA Meeting (Sem.5)
11	Tue	PTA Meeting (Sem.3)
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	World Ozone Day
17	Mon	
18	Tue	
19	Wed	
20	Thu	Muharam
21	Fri	Sri Narayana Guru Samadhi
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	PTA Meeting (Sem.1)
29	Sat	
30	Sun	

ACADEMIC CALENDAR

OCTOBER - 2018

1	Mon	
2	Tue	Gandhi Jayanti
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	
15	Mon	World Students' Day
16	Tue	World Food Day
17	Wed	
18	Thu	Mahanavami
19	Fri	Vijayadhashami
20	Sat	
21	Sun	
22	Mon	Second Internal/Model Examination(Semester3&5) begins
23	Tue	
24	Wed	UN Day
25	Thu	
26	Fri	Second Internal/Model Examination(Semester3&5) ends
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	World Savings Day

ACADEMIC CALENDAR

NOVEMBER - 2018

1	Thu	Keralapiravi
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	Deepavali
7	Wed	
8	Thu	
9	Fri	
10	Sat	Second Saturday
11	Sun	
12	Mon	
13	Tue	
14	Wed	Children's Day
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	Nabidhinam
21	Wed	Second Internal/Model Examination(Semester1)begins
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	Second Internal/Model Examination(Semester1)ends
28	Wed	
29	Thu	
30	Fri	Fine Arts Day

ACADEMIC CALENDAR

DECEMBER - 2018

1	Sat	World AIDS Day
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	Sports Day
8	Sat	Second Saturday
9	Sun	International Anti-corruption Day
10	Mon	Human Rights Day
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	Christmas Celebration/Christmas Vacation begins
22	Sat	
23	Sun	Farmers' Day
24	Mon	
25	Tue	Christmas
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

ACADEMIC CALENDAR

JANUARY - 2019

1	Tue	New Year/College re-opens after Christmas Vacation
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	First Internal Examination(Semester 4& 6) begins
8	Tue	
9	Wed	First Internal Examination(Semester 4& 6) ends
10	Thu	
11	Fri	
12	Sat	Second Saturday/National Youth Day
13	Sun	
14	Mon	
15	Tue	Pongal/MakarSankranti
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	National Girl Child Day
25	Fri	Career Guidance Programme
26	Sat	Republic Day
27	Sun	
28	Mon	
29	Tue	PTA Meeting (Sem.4 & 6)
30	Wed	Martyrs'Day
31	Thu	First Internal Examination(Semester2&4)begins

ACADEMIC CALENDAR

FEBRUARY - 2019

1	Fri	
2	Sat	
3	Sun	
4	Mon	First Internal Examination(Semester 2&4)ends/World Cancer Day
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	Second Saturday
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	College Day Celebration
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	PTA Meeting (Sem.2) /International Mother Lang. Day
22	Fri	
23	Sat	
24	Sun	
25	Mon	Second Internal /Model Examination (Semester 6) begins
26	Tue	
27	Wed	
28	Wed	

ACADEMIC CALENDAR

MARCH - 2019

1	Fri	Second Internal /Model Examination (Semester 6) ends.
2	Sat	
3	Sun	
4	Mon	Shivarathri
5	Tue	
6	Wed	
7	Thu	
8	Fri	International Women's Day
9	Sat	Second Saturday
10	Sun	
11	Mon	Second Internal /Model Examination (Semester2 & 4)begins
12	Tue	
13	Wed	
14	Thu	
15	Fri	Second Internal /Model Examination (Semester 2 & 4) ends
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	Holi
22	Fri	World Day for Water
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

ACADEMIC CALENDAR

APRIL - 2019

1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	International Health Day
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	Second Saturday
14	Sun	Ambedkar Jayanti
15	Mon	
16	Tue	
17	Wed	
18	Thu	Maundy Thursday
19	Fri	Good Friday
20	Sat	
21	Sun	Easter
22	Mon	Earth Day
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	

ACADEMIC CALENDAR

MAY - 2019

1	Wed	May Day (Workers'Day)
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	Birthday of Rabindranath Tagore
8	Wed	
9	Thu	
10	Fri	
11	Sat	Second Saturday
12	Sun	International Nurses'Day
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	BudhaPurnima
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	World Tobacco Day

APPLICATION FOR LEAVE

Name:

Address:

.....

.....

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

Remarks

Remarks



Talenticia
2K18





Alphonsa College

Run by Educational Trust of Diocese of Thamarassery
Affiliated to the University of Calicut

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