



ALPHONSA COLLEGE

Palai, Kottayam

Reaccredited to A Grade by NAAC with CGPA 3.24

Alphonsa College ensures effective leadership through decentralization and participative management

The following pages extracted from the College handbook 2020-2021 shows the details about participative management of the staff in various academic, administrative and co-curricular activities of the institution.

8. ACADEMIC SUPPORTING WINGS

Internal Quality Assurance Cell (IQAC)

An Internal Quality Assurance Cell (IQAC) has been constituted in the college based on the recommendation given by the National Assessment and Accreditation Council. The primary aim of the IQAC is to develop a system for recording and monitoring quality measures of the institution with a view of academic and administrative performance. The IQAC is responsible for the quality- related initiatives of the institution including the optimization and integration of modern methods of teaching, learning and evaluation. The IQAC has its own strategies and quality measures and channelises the effects and measures of the institution towards academic excellence.

IQAC Members

Rev. Dr. Sr. Gigimol M.G.	-	Chair person (Principal)
Rev.Dr. Shaji John & Rev. Dr. Sr. Regeenamma Joseph	-	Vice Principals
Rev. Fr. Jose Joseph	-	Bursar
Dr. Dani Mathew M	-	Co-ordinator
P.K. Thomas (<i>Rtd.Addl.Secretary, Higher Education Govt. of Kerala</i>)		
Dr. V.V. Georgekutty		Prof. Roselind George
Dr. K.K. Jose		Mr. Tom Zacharia
Dr. Sunny Joseph		Mrs. Annamma Joseph Kottuakappally
Rev Dr. Sr. Minimol Mathew		Ms. Poornima Baby
Dr. Ambily T.R.		Mr. Binu Joseph
Dr. Sonia Sebastian		Kum. Anisha Mary John (College Union Chairperson)
Dr. Vijutha Sunny		Ms. Rosmy Kattoor
Ms. Rekha Mathew		Ms. Diana Elizabeth Jose
Ms. Biby Annet Baiju		Lt. Anu Jose

9. ADMINISTRATIVE SUPPORTING WINGS

A. Grievance Redressal Cell

The students can submit their grievances in writing to the Grievance redressal cell through the Principal. The cell will meet as and when it is required and take suitable measures / solutions for the grievances addressed to it.

Chairman	: Rev. Dr. Sr. Gigimol M.G. (Principal)
Vice Chairman	: Rev. Fr. Jose Joseph
Members	: Rev.Dr. Shaji John Rev. Dr. Sr. Regeenamma Joseph Ms. Manju Jose Lt. Anu Jose

B. Anti Ragging Committee

The Anti-Ragging Committee shall be headed by the Head of institutions and shall consist of representatives of faculty members, civil administration, police administration, local media, NGOs, Parents, students belonging to the fresher's category as well as seniors and non-teaching staff.

Members of the Anti-ragging Committee	Phone Number
1. Rev.Dr.Sr. Gigimol M.G. (Principal)	8606501148
2. Rev. Fr. Jose Joseph (Co-ordinator)	9447910776
3. Mr. Anto Jose Padinjarekara (Municipal Chairman)	
4. Sri. Suresh V.A. (Inspector SHO, Pala)	9497987080
5. Sri. Sam K.J., Deepika, Pala	9349599161
6. Prof. Promod Joseph (P.T.A. President)	9447599649
7. Mrs. Dalia Zacharias (P.T.A. Representative)	8606858537
8. Dr. Jesty Emmanuel (Rep. of Teaching Staff)	994624284
9. Lt. Anu Jose (Associate NCC Officer)	8281047153
10. Kum. Anisha Mary John (Rep. of Senior Students)	
11. Kum. Arathy M. P. (Rep. of Freshers)	
12. Smt. Beenamma Francis (Senior Superintendent)	

C. Anti-Ragging Squad & Monitoring Cell

Anti-Ragging Squad - should be nominated by the Head of the Institution with such representation as considered necessary to keep it mobile, alert and in patrolling function. The squad should make surprise raids in hostels and other hot spots and be empowered to inspect places of potential ragging. It should work under the overall guidance of the Anti-ragging committee.

Monitoring Cell - is mainly to oversee and involve senior students as Mentors for the 'freshers'. This cell should be formed at the end of every academic year. There should be as many levels of tiers of Mentors as the number of batches in the institutions. The Anti-ragging squad and the Heads of institution should be involved in selecting the members of the cell.

D. Ethics Committee - As per G.O. No. A2. 7130 / 2009 dt. 29.09.09 a committee with the following members is formed to ensure ethics in the use of IT resources and conduct of cultural activities.

- Chairman – Rev. Dr. Sr. Gigimol M.G.
- Vice-Chairman – Prof. Pramod Joseph (PTA President)
- Convenor – Ms. Cinnie Susan (Staff Secretary)
- Joint-convenor – Kum. Anisha Mary John (Collge Union Chairperson)
- Members – Rev. Fr. Jose Joseph (Bursar)
– Lt. Anu Jose (Associate NCC Officer)
– Dr. Sonia Sebastian (NSS Co-ordinator)

E. Anti Alcoholic Army (AAA)

Anti-Alcoholic Army is a youth movement to create an awareness against the dangers of alcoholism and to motivate the students to fight against tendencies of addiction.

- Directors : Rev.Fr. Jose Joseph (Dept. of English)
Ms. Cincila T. Joy (Dept. of Physics)

F. Anti - Harrassment Committee

The committee is constituted in accordance with the provisions of the sexual Harrassment of Women at Workplace (prevention, Prohibition and Redress) Act 2013.

- Members : Rev. Dr. Sr. Regeenamma Joseph (Co-ordinator)
Ms. Swapna George
Ms. Teena James
Ms. Rosmy Kattor

G. Anti - Drug club

The club is constituted in accordance with the implementation of the NALSA (Legal Service to the victims of Drug Abuse & Eradication of Drug Menace) scheme 2015.

Members : Rev.Dr. Shaji John
Rev. Dr. Sr. Regeenamma Joseph
Dr. Anila Thomas

H. Green Protocol Committee

A green protocol committee has been constituted in our college for preserving the greenery in the campus with the following members.

Members : Dr. Teresa Joseph
Dr. Sr. Manju Elizabeth Kuruvila
Dr. Anila Thomas
Dr. Sonia Sebastian
Lt. Anu Jose

I. Electoral Literacy Club

Chairman : Rev. Dr. Sr. Gigimol M.G.
Vice Chairman : Rev. Dr. Shaji John
Convenor : Ms. Sunitha Santhan
Members : Ms. Annu Paul
Ms. Diana Elizabeth Jose
Kum. Anisha Mary John (College Union Chairperson)

J. Equal Opportunity Centre

UGC sponsored Equal Opportunity Centre is established to address the issues related to SC/ST, OBC, the minorities and the physically challenged on a continual basis. It aims to oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counseling with respect to academic, financial, social and other matters and enhance diversity within the campus.

Chairperson - Dr. Sr. Gigimol MG
Vice Chairperson - Dr. Fr. Jose Joseph
Co-ordinator - Ms. Rubymol Philip
Ms. Smitha Clary Joseph
Members - Ms. Beenamma Francis (Superintendent)
- Dahlia Zacharias (PTA Representative)
- Anisha Mary John (College Union Chairperson)
- Anusree Ashokan (Student representative)

13. CO-ORDINATORS OF COLLEGE ACTIVITIES

1	Add-on Courses	Dr. Sinumole Sebastian
2	Admission	Ms. Manju Jose Dr. Kochurani George Dr. Maya George
3.	Admission Help desk	Dr. Thankachan Mathew Ms. Alphons George
4	Adventure Club	Rev.Dr.Shaji John Rev. Dr.Sr.Jilly James
5	Alphonsa Alumni	Dr. Minu Joy Ms. Teena James Ms.Minu Mathews
6	Arts Club	Ms.Manju Jose Ms.Annu Paul
7	ASAP Co-ordinator	Rev. Dr. Sr. Minimol Mathew
8	Anti Sexual Harasment Cell	Rev. Dr. Sr. Regeenamma Joseph
9	Birds Club International	Dr. Simimol Sebastian Ms. Poornima Baby
10	Bhoomithra Sena & Nature Club	Rev. Dr. Sr.Manju Elizabeth Kuruvila Dr. Maya George
11	Campus Beautification	Rev. Fr .Jose Joseph Ms.Julie J Paramundayil Dr.Jince Mary Joseph
12	Career Club & Placement Cell	Ms. Rekha Mathew Ms. Rosmy Kattoor
13	C.B.C.S.S	Ms.Julie J. Paramundayil
14	Centre For Gandhian Studies & Gandhi Forum	Dr.Teresa Joseph Ms. Rosmy Kattoor
15	College Chaplains	Rev.Fr .Jose Joseph Rev.Dr .Shaji John

16	College Farm -Director	Rev.Dr .Shaji John
17	College Magazine - Chief Editor	Ms. Cincila T Joy
18	College Magazine Associate Editors	Rev. Fr. Jose Joseph Dr.Sr.Minimol Mathew Dr. Jesty Emmanuel
19	College PRO	Rev.Dr.Shaji John
20	College Union - Electoral Officer	Dr. Dani Mathew M Ms. Diana Elizabeth Jose Ms. Annu Paul
21	College Union -Staff Advisors	Rev. Dr. Shaji John Rev. Dr. Sr. Regenamma Joseph Ms. Diana Elizabeth Jose Ms. Annu Paul
22	C.S.M	Rev.Fr.Jose Joseph Dr. Sr.Sherly Joseph
23	Debate & Oratory Club	Ms. Alleymol Sebastian
24	Discipline Committee	Lt. Anu Jose Dr. Minu Joy Dr. Sr Jilly James Ms. Rekha Mathew
25	Documentation Cell	Dr. Dani Mathew N Dr. Kochurani George
26	ENCON Club	Dr. Maya George Ms. Cincila T Joy
27	Examinations Internal Examination committee	Rev.Dr. Sr. Manju Elizabeth Kuruvila Rev. Dr. Sr. Sonia K. Thomas Ms. Sunitha Santhan Dr. Anila Thomas
28	Entrepreneurship Club	Dr. Sr. Regeenamma Joseph

29	Faculty of Religion	Rev.Dr. Shaji John Dr. Sr. Sherly Joseph
30	Grievance Redressal Cell	Rev. Fr. Jose Joseph Ms. Manju Jose
31	Handbook & Calendar	Ms. Manju Jose Dr. Dani Mathew M
32	Identity Card for I DC	Ms. Julie J Paramundayil Dr. Jince Mary Joseph
33	Infrastructure & Planning Committee	Rev.Dr. Sr. Gigimol M.G. Rev. Fr. Jose Joseph Rev. Dr. Shaji John Rev. Dr. Sr. Regeenamma Joseph
34	Internal Assessment	Dr. Kochurani George
35	Jesus Youth & IACHE	Ms. Sunitha Santhan Rev. Dr.Sr. Sheena Varghese
36	Language Lab	Rev. Fr. Jose Joseph
37	Mooc Course Coordinator	Dr. Sr. Jilly James
38	Movie Club	Ms. Rosmy Kattoor
39	Members of Library Committee	Ms. Bijimol Joseph Ms. Julie Paramundayil Ms. Alleymol Sebastian Rev. Dr. Sr. Minimol Mathew Dr. Mariamma Mathew Dr. Minu Joy
40	National Service Scheme	Dr. Sonia Sebastian Dr. Anila Thomas
41	N.C.C	Lt. Anu Jose
42	News Letter	Ms. Rubymol Philip Ms.Biby Annet Baiju Dr. Sonia Sebastian
43	NIRF	Dr. Kochurani George Dr. Dani Mathew M.

44	Nodal Officer - All India Survey on Higher Education	Dr. Vijutha Sunny Mrs. Biby Annet Baiju
45	Nodal Officer - Scholarship	Dr. Vijutha Sunny
46	Nodal Office - UGC, DBT	Dr. Ambily T.R.
47	Nodal Officer - DST FIST	Dr.Sr. Manju Elizabet Kurivila Dr. Maya George Ms. Cincila T. Joy
48	Nodal Officer - RUSA	Dr. Maya George Ms. Rekha Mathew
49	NSQF Course Coordinator	Rev. Fr. Jose Joseph
50	Open Course	Ms. Julie J. Paramundayil Dr. Jince Mary Joseph
51	Pious Activities	Rev. Dr.Sr.Manju Elizabeth Kuruvila
52	PT A	Ms. Julie J Paramundayil Dr. Ambily T.R. Ms. Biby Annet Baiju
53	Quality Circle	Ms. Rekha Mathew Ms. Cinnie Susan Antony
54	Quiz Club	Dr. Sonia Sebastian Ms. Cinnie Susan Antony
55	Remedial Teaching	Ms.Sunitha Santhan Rev. Dr. Sr. Sonia K.Thomas
56	Research Committee	Rev. Dr. Sr .Gigimol M.G Rev. Dr. Shaji John Rev. Dr. Sr. Regeenamma Joseph Dr. Minu Joy Dr. Kochurani George Ms. Rosmy Kattoor Dr. Maya George
57	Research Journal – ALFOMINE Chief Editors - Science Section Arts Section	Dr.Minu Joy Rev. Dr. Sr. Gigimol M.G. Rev.Dr. Shaji John Rev. Dr. Sr. Regeenamma Joseph
58	Santhwana Counselling Centre	Dr. Teresa Joseph Ms. Rosmy Kattor

59	Self financing courses Co-ordinator	Dr. Sunny Joseph
60	SSP Co-ordinator	Dr. Jince Mary Joseph
61	Staff Association	Ms. Alleymol Sebastian Ms. Smitha Clary Joseph
62	Staff Council Secretary	Ms. Cinnie Susan Antony
63	Senior Asst. Superintendent (University Examinations)	Rev.Dr. Sr. Manju Elizabeth Kuruvila
64	SC/ST Monitoring Cell	Ms. Manju Jose Dr. Mariamma Mathew
65	III DC Social & Send Off	Ms. Annu Paul Ms. Diana Elizabeth Jose
66	Student Amenity Convener	Dr. Jesty Emmanuel Ms. Teena James
67	Time Table	Rev. Fr. Jose Joseph
68	Tutorial & Mentoring	Ms.Cincila T Joy Ms. Sheena George
69	Uniform	Dr. Jince Mary Joseph Ms. Teena James Ms. Biby Annet Baiju
70	Unnath Bharath Abhiyan	Dr. Vijutha Sunny
71	Value Education	Rev.Fr.Jose Joseph Dr. Simimol Sebastian Rev.Dr .Shaji John Rev. Dr.Sr .Regeenamma Joseph
72	Wall Magazine	Ms. Rekha Mathew
73	Website	Ms. Annu Paul
74	Women's Cell	Dr. Simimol Sebastian Ms. Teena James
75	WWS Co-ordinator	Rev.Dr. Sr. Jilly James
76	Yoga & Aerobics Club	Dr. Thankachan Mathew
77	Youth Red Cross	Ms. Manju Jose, Dr. Anila Thomas
78	YIP	Dr. Simimol Sebastian Poornima Baby