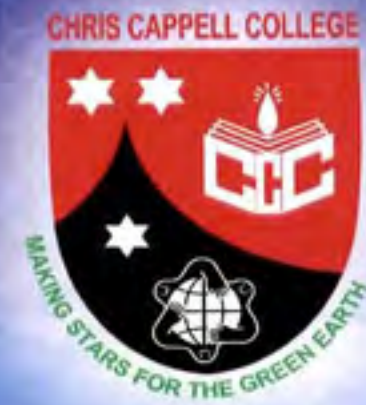


CHRIS CAPPELL COLLEGE

AN O.C.A.R.M FATHERS' INSTITUTION

(Affiliated to Bharathidasan University, NACC accredited and
UGC recognized at A+ level)



**HAND BOOK & CALENDAR
2011-2012**

CHRIS CAPPELL COLLEGE

Affiliated to Bharathidasan University
(UGC and NAAC Accredited at A+Level)

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Ph. No : 0484-2448050

STUDENTS HAND BOOK & CALENDAR

2011-2012

Name:.....

Class:No:

Prayer

Almighty and Eternal God, I adore thee most profoundly. I am about to begin my classes today and I beseech Thee, enlighten my mind, strengthen my will and inflame my heart so that I may know and understand truth. Help me to be true to my country and to my Alma Mater

"Oh God bless us today, Help us to be good and kind to others, Bless our teachers, parents and friends, we thank you for everything".

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OBJECTIVES OF THE COLLEGE

To produce
Intellectually illuminated
Socially upright
And
Spiritually enlightened youth
Through
Academic Excellence
Personality Development
Spiritual Formation
Value Education
Social Awareness
&
Harmonious Relationship

CCC MISSION, VISION & GOAL

VISION

Chris Cappell College is a community of dedicated educators and community-oriented educands who believe in the search for truth that leads to WISDOM .And it aims to become a leading institution that values innovation, high quality service, and professionalism at every level serving the people by working together in faith towards the wholistic development of the person, responsive to the needs of the region and country.

MISSION

Chris Cappell College commits herself to provide education, by sharing her human and material resources primarily with the economically disadvantaged but deserving rural youths. The general well-being of these youths is the end of her curricular programs to enable them to live fully a quality life as children of the loving father.

GOAL

Produce graduates who are God-loving, law abiding, environment-friendly, and morally principled, well-rounded professionals who by their able response to the call of duty, actively participate in positive transformation of the communities.

CCC's Origin & Objectives

The mission of education and the promotion of a human culture is the commitment of the church through out the centuries. It is the support and the goodwill of the people that enables the church to keep on exercising its mission for better world.

We, the sons of the Prophet Elijah, belong to the prophetic school. The concept of the relationship of school, master and disciple are thus a unique characteristic of Carmel in the whole of biblical history. The Order of Carmel has imbibed this Elijan tradition and continues to be one of the best schools of spirituality and learning at the heart of the Church and in every local context.

There are not sufficient colleges in Paravur to accommodate the students who pass their high school examinations. There are many schools but no regular colleges. The only other college in Paravur has four shifts, and cannot do justice to the learning process of the less privileged.

With heartfelt gratitude we acknowledge the wonderful works that Mr. and Mrs. Cappellutti have been rendering to the youth of our time in Europe and outside Europe. It is a Carmelite privilege to join our hands with them towards the same goal. We, the Carmel in India thank the couple for realizing a Chris Cappell College at Paravur, in remembrance of their beloved son, Chris. *[Christian Cappelluti, or Chris Cappell as he chose to be called as a stage-name, and a unique figure of a young musician. He was born in 1975, and left this world in August 1998*

when he was barely 23 years old. It was a brief life, but one that was full, full to overflowing even, marked by a rooted passion for creativity and artistic expression, especially in music].

Most Rev. Fr. Joseph Chalmers, O.Carm., Prior General of the Order of Carmel, and his Council initiated the project for the Carmelites to start on an educational apostolate with Chris Cappell College in the Carmelaram complex, Paravur, which also houses the Carmelite mother house and seminary.

So, Chris Cappell College envisages imparting knowledge, transmitting culture and moulding personalities through the plus one, plus two and degree courses. The College also aims at disseminating information on development programmes and involving and improving the participation of the traditionally deprived sections of society, especially in our locality. These deprived people can, at the very least, afford transport costs in order to come to this well appointed infrastructure in their vicinity. They can also afford to obtain a qualified education, which will enable them to take their rightful place proudly in any urban setting.

In his address at the inauguration of Chris Cappell College, Very Rev. Fr. Albertus Herwanta, O.Carm., General Councillor of the Order in Asia, enlightened the participants as to the Carmelite charism in the field of education.

We assure all that Chris Cappell College will be a college of excellence for the less privileged youth of a growing India.

Programme of Study

The college offers instruction in the following programme and subjects.

- (1) **+1 Commerce / +2 Commerce** (Under open school scheme)
Common Course- English
Common Course language-Hindi/Malayalam
Core Course Accountancy, Business Studies
Complementary- Political Science, Economics.
- (2) **+1 Humanities /+2 Humanities** (Under open school scheme)
Common Course- English
Common Course language-Hindi/Malayalam
Core Course History, Sociology
Complementary- Political Science, Economics.
- (3) **B.Com C.A (Under Bharathidasan University)**
Common Course- English
Common Course language-Hindi/Malayalam
Core Course Accounting, Business Decision, Marketing,
PC Packages
Complementary- Environmental education, Value education.
- (4) **B.B.A (Under Bharathidasan University)**
Common Course- English
Common Course language-Hindi/Malayalam
Core Course
Complementary- Environmental education, Value education.
- (5) **M.H.R.M. (Under B.D.U)**
Common Course- English
Common Course language-Hindi/Malayalam
Core Course :
Organisational Behaviour
Principles of Human Resource Management
Counseling and Labour Welfare

Rules And General Discipline

1. Ragging is strictly prohibited in the college premises.
2. Every student must wear the Identity Card as long as he/she is in the College campus. It must be produced by the student whenever demanded by a member of the teaching or non-teaching staff of the college. Every student must bring his/her Identity Card to the College every day. In case the Identity Card is lost, the matter should be immediately reported to the Principal and an application should be made for a duplicate Identity card which will be issued on payment of charges.
3. Every student shall wear clean and decent dress while coming to the college.
4. The conduct of the students in the classes and in the premises of the College shall be such as will cause no disturbance to teachers, fellow students or other class.
5. Students are strictly to follow the decorum of public behaviour and avoid the use of abusive language and indecent manners in all their interactions. Anybody flouting the Norms of Conduct is liable to be expelled from the college
6. It is compulsory for the students to attend Assembly and also Independence Day / Republic Day Function / Annual Sports / College Foundation Day / Annual Function of the college. In case of absence at any of these without valid reasons, the Principal will take disciplinary action.
7. Students must also attend seminars/ workshops / awareness programmes organized by the college.
8. Loitering in corridors / in front of the main gate and in the auditorium during the college hours is strictly prohibited.

9. No student is allowed to display any Notice / Circular / Poster / Banner or any meeting or function of any kind shall be held in the College premises without the prior permission of the Principal. Strict action will be taken against the offender.
10. Students must ensure that all lights & fans are switched off before they leave the classrooms.
11. Students involved in malpractice at the College / University Examinations will be severely dealt with.
12. Playing music on Transistors, Tape-recorders, Mobile Telephones or any other similar gadgets with or without earphones is strictly prohibited in the College premises. Defaulters will be punished and their instrument confiscated. Use of cell phone is strictly prohibited in all areas of the campus except in the Students' Common Room. Use of Cell phones outside the Students' Common Room would entail confiscation of the handset. It would be returned only (a) at the end of the 3rd year OR (b) after payment of a fine of Rs. 1000/-. The college will not be responsible for loss / theft / damage of the same nor will entertain reports of the above.
13. In case of loss or damage of library books and / or college equipments the students shall make good the same.
14. Students shall handle the property of the Institution with care.
15. The students should enter the classrooms at the second bell and keep perfect silence till the lecturer enters.
16. The students are advised to consult the college notice board, students should keep the college building and premises clean. Dust bins are to be properly utilized.
18. Students will not be allowed to meet visitors in the College, during working hours.

Attendance and leave of Absence

Classes will be from 9.30a.m to 4.30pm on all working days. Attendance will be taken by the lecturer at the beginning of each hour.

Leave of absence for a period or for a portion of it may be obtained from the lecturer concerned. Leave for several periods or the whole day must be obtained from the principal by writing in advance in the prescribed form. No leave will be granted if the principal is satisfied with the reasons stated.

Students should not take leave of absence unless it is absolutely necessary. By irregularity of attendance they run the risk of not securing sufficient number of term days to appear for the university Examination will in no case be granted unless:

The students are advised not to take leave on days of internal and other regular assessment programmes. Absence on the days of terminal exams and absence without submitting the leave application will be checked.

APPLICATION FOR LEAVE

1. Name (in block letters) :
2. Class and Number :
3. Dates for which leave is required :
4. Reason For Leave :
5. Leave already taken :

Signature of the student

Date:

Signature of the guardian

Signature of teacher in charge.

IDENTITY CARDS

The students will be issued identity cards with their photographs attested by the principal . Every student is expected to keep the ID Card with them while in the campus and during travel on working days. The ID Cards must be presented at the time of payment of each installment of fees, during library work and for getting the hall tickets, mark list and other certificates.

If the card is lost the student can apply for a duplicate with the special permission of the principal by remitting Rs.120/-and by submitting a written request attested by the parent or guardian.

DAYS OF CELEBRATION

Onam, X-mas, Kerala Piravi day, Independence day, republic day, environmental day, human rights day, sports day, college day are celebrated every year in the college, competitions are conducted on these occasions and prizes are awarded to the winners.

WELCOME AND FAREWELL

The fresher's will be given a warm 'welcome' by a blessing prayer by all the staffs ,management and the senior students and the outgoing students will be honoured with a farewell party by the juniors.

EXCURSIONS AND STUDY TOURS

Every department conducts excursions and study tours which help the students to experience the sense of togetherness, to have exposure, to enjoy the thrill of travelling etc. It also enhances their academic interests.

AUDIO VISUAL FACILITIES

The college has an audio visual room along with a seminar hall which is equipped with all modern facilities like computers, LCD, VCD etc:

LIBRARY

A library with a good collection of books, journals, periodicals, news papers, magazines etc has been set apart for the students of CCC. The working hours of the Library are from 9.30 to 4.30 pm.

a.) Library Membership

All the members of the faculty, staff and students of the college are eligible for library membership. College ID cards will be issued to the students after the commencement of each course, following the orientation programme on the use of the library

b.) The Library ID Card

The college ID cards entitles the holder to avail herself of the library facilities. Books on loan are issued on producing this card at the counter. care should be taken for the safe keeping of the card. The holders are responsible for all the consequences arising out of its misuse. The card is not transferable. At the end of the course, it is to be returned to the library counter. In case of loss or misplacement, a reasonable amount will be charged for a duplicate ID card.

c.) Library Counter

The attender at the counter is deputed to ensure the following:

1. No outsider enters the library without the prior permission of the principal or the librarian.
2. No personal belongings except a note book or paper and pen are to be taken to the library.
3. No student enters the library without recording his/her name, class and signature in the counter register
4. No book or periodical goes out without entry in the library record.

d.) Library Ethics and Rules

Working Hours

9.30 a.m. to 4.30 p.m. on all working days.

Issue of Books

Students can select books of their choice from the catalogues. Using ID cards books are issued on loan at the counter.

Loan Period:

Study Books : 4 days

Other Books : 1 week

Reference Books will not be issued.

Renewal:

The issue of books may be renewed on the due date if their has been no request for it. Renewals may be made in person with the book in hand at the counter.

Over-due charges:

Over due charges are to be paid regularly. Any student found guilty of tearing or spoiling the pages of books or periodicals will lose his/her privileges of using the library.

Loss of Books:

Loss of books should be reported immediately to the librarian so that over due charges do not accumulate. The lost book is to be replaced by a new one approved by the librarian within a period of 14 days.

Damaging or Spoiling of Books:

Damaging or spoiling of books or periodicals by underlining words, defacing books, cutting pages etc: will be charged as in the case of lost books. If a book is found spoilt or damaged, the last person who borrowed the book will be held responsible. So if the student finds the books defective, it should be reported to the issuing staff and their signature obtained.

TEACHER'S REMARKS

Date	Remarks	Signature of Teacher	Signature of Parent

PARENT'S REMARKS

Date	Remarks	Signature of Teacher	Signature of Parent

CHRIS CAPPELL COLLEGE



National Anthem

Jana gana mana adhinaayaka, jaya he

Bharata bhaagya vidhata

Punjaba Sindhu Gujarata Maratha

Dravida Utkala Banga

Vindhya Himachala Yamuna Ganga

Uchhala jaladhi taranga

Tava shubha naame jaage

Tava shubha aashisha maage

Gaahe tava jaya gaatha

Jana gana mangala-daayaka jaya he

bhaarata bhaagya vidhata

Jaya he..! Jaya he..! Jaya he..!

Jaya, jaya, jaya, jaya he...!!!