

The fear of the Lord is the beginning of Knowledge (Proverbs 1:7)

**CHURCH OF SOUTH INDIA
COIMBATORE DIOCESE**

**BISHOP APPASAMY
COLLEGE OF ARTS & SCIENCE**

**(Affiliated to the Bharathiar University and
Approved by UGC, AICTE, New Delhi ,
An ISO Certified Institution)**



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**COLLEGE HAND BOOK
2025 – 2026**

I will give thanks to the Lord with my whole Heart...(Psalm 9:1)

PAYMENT OF COLLEGE & HOSTEL FEE

Semester	Due dates
Odd Semester Fee	July 10th to July 30th
Even Semester Fee	1st November to 30th November
Hostel Mess Fee	Before 7th of every month

COLLEGE SONG

1. Joyful, joyful, we adore Thee,
God of glory, Lord of love;
Hearts unfold like flow'rs before Thee,
Opening to the Sun above,
Melt the clouds of sin and sadness;
Drive the dark of doubt away;
Giver of immortal gladness,
Fill us with the light of day!
2. All Thy works with joy surround Thee,
Earth and heav'n reflect Thy rays,
Stars and angels sing around Thee,
Center of unbroken praise:
Field and forest, vale and mountain,
Flow'ry meadow, flashing sea,
Chanting bird and flowing fountain,
Call us to rejoice in Thee.
3. Thou art giving and forgiving,
Ever blessing, ever blest,
Well-spring of the joy of living,
Ocean depth of happy rest!
Thou the Father, Christ our Brother,
All who live in love are Thine;
Teach us how to love each other,
Lift us to the Joy divine.
4. Mortals, join the mighty chorus,
Which the morning stars began;
Father love is reigning o'er us,
Brother love binds man to man.
Ever singing, march we onward,
Victors in the midst of strife,
Joyful music leads us Sunward
In the triumph song of Life.

**LORD, THE CREATOR- The earth and everything on it
belong to the LORD. (Ps. 24:1)**

**CHURCH OF SOUTH INDIA
Coimbatore Diocese
BISHOP APPASAMY COLLEGE OF ARTS & SCIENCE
129, Race Course, Coimbatore**

Bishop Appasamy College of Arts & Science, run by the Coimbatore Diocese was started on 11th September 1995. Over the past 21 years, it has carved out a niche for itself in the academic sphere of the city. Having emerged from an urge to meet the fast growing career needs of young people, the institution has the satisfaction of witnessing its students take up responsible positions at various levels in society. The college takes great pride in being able to provide all possible opportunities to mould students into responsible citizens of the nation.

Although it had a very humble beginning, the growth of Bishop Appasamy College has been remarkable. The graduate and postgraduate programmes provide all the required theoretical knowledge and practical orientation. The courses offered here are both employment and service-oriented and assure youngsters of being elevated to great heights.

Apart from taking measures to see that the students are well placed in life, the institution also strives hard to fulfill its role in equipping students for their future corporate achievements. Special care is taken to create the most conducive atmosphere for the overall development of individuals.

By sending wholesome individuals who are strong intellectually, morally, emotionally and spiritually, the institution fulfills its responsibility to the nation.

The Hand of the Diligent Makes one Rich (Proverbs 10:4)

VISION

To be an International centre of excellence in character formation, intellectual growth and community development, building citizens for the nation.

MISSION

The mission of Bishop Appasamy College is to be an international centre of education for professionally needy youth, by providing professional and value based teaching and individual care, enhanced with community development by being role models of international standards.

OBJECTIVES

- Upholding Biblical principles
- Personal integrity and accountability
- Intellectually sound atmosphere
- Meeting community's need through special care and professionally trained individuals.
- Constant innovation to meet international standards
- Uplifting the under privileged through special care
- Imparting values through education, sports and other activities

**Every Good gift and every perfect gift is from above ...
(James 1:17)**

THE COLLEGE OFFERS THE FOLLOWING COURSES

Under Graduate Programmes

1. B.Sc. Computer Science
2. B.Sc. Costume Design & Fashion
3. B.Sc. Catering Science & Hotel Management
4. B.Com. Bachelor of Commerce
5. B.B.A. Bachelor of Business Administration
6. B.Sc. Visual Communication
7. B.S.W. Bachelor of Social Work
8. B.A. English Literature
9. B.Com. (C.A) Bachelor of Commerce with Computer Application
10. B.C.A. Bachelor of Computer Application
11. B.Com.PA
12. B.Sc.Maths 13. B.Sc Computer Science(Artificial Intelligence)* Subject to university approval

Post Graduate Programmes

1. M.C.A. Master of Computer Application
2. M.S.W. Master of Social work
3. M.Sc Costume Design and Fashion
4. M.A. English Literature
5. M.Com. Master of Commerce

Research Programmes

1. M.Phil in Social Work
2. M.Phil in Costume Design and Fashion
3. M.Phil in Computer Science
4. M.Phil in Commerce
5. M.Phil in English Language & Literature
6. M.Phil in Tamil
7. M.Phil in Management

Doctoral Programmes

1. Ph. D in Social Work
2. Ph. D in Tamil
3. Ph.D in Computer Science
4. Ph. D in Commerce
4. Ph.D in Management
5. Ph.D in Costume Design and Fashion

**I made you holy by the once for all sacrifice of my son, Jesus Christ
(Hebrews 10:10)**

CERTIFICATE COURSES

- | | | |
|---------------------------|--------------------------|---------------|
| 1. Bakery & Confectionary | 2. Tally | 5. MultiMedia |
| 3. Merchandising | 4. Communicative English | 6. French |

EXTRA CURRICULAR ACTIVITIES

All the students of this institution are looked upon as individuals with varied talents. Hence, all possible opportunities are offered to develop their own specialties.

PHYSICAL EDUCATION

The students are categorized into four houses (Addis, Brough, Weigle and Crips). These houses have student leaders who work under the guidance and supervision of the Physical Director. There are well trained Football, Basketball, Kabbadi, Cricket, Hand ball and Volley ball teams in the college. Special coaching is given to both boys and girls. Team games, Athletic training and recreational sports are organized at regular intervals. Special arrangements are made to coach students for participating in Inter-Collegiate Sports Meets.

NATIONAL SERVICE SCHEME (NSS)

The two NSS units in this college are deeply involved in serving the community through active participation in educating the urban public and rural masses in environmental concerns, public health, pollution, traffic regulation and in bringing about an awareness of social issues which are detrimental to the well-being of the country. The objective of this scheme is "**Development of the personality of students through community service.**" The objective is sought to be achieved by enabling the students to

1. Understand the community in which they work.
2. Develop among them a sense of social and civic responsibility.
3. Identify the needs and problems in finding practical solutions to individual and community problems.
4. Acquire leadership qualities and democratic attitude.
5. Develop capacity to meet emergencies and natural disasters.
6. Practice National Integration.

I Will Bless You; you will be a Blessing.(Genesis 12:2)

NATIONAL CADET CORPS (NCC)

NCC plays a vital role in moulding the character of young women and men. It lays stress on developing qualities of leadership among the cadets and also inculcates in them the desire for strict discipline and systematic working.

Aims of NCC

1. To develop leadership, character, comradeship, the spirit of sportsmanship and the ideals of service.
2. To create a force of disciplined and trained youth power which, in a National Emergency could be of assistance to the country.
3. To provide training for students to develop in them leadership qualities and prepare them for National Defence Service.

STUDENTS SERVICE CENTRE

We, at BACAS, believe that each student is a treasure entrusted to our care for a while and it is our duty to cherish and enrich, make them better, purer and tougher before they leave the portals of this institution. The joy of seeing our students blossom and flourish is the ultimate matchless reward. Each individual is unique and different. Hence, with a view to channelize the individual capabilities and intelligence and align the same into the demands and requirements of the job market, BACAS has set up Student's Service centre. In addition to sharpening the student's capabilities, they are also trained to enhance their adaptability to the industry needs. This is done by way of personal counseling, career guidance and training programs. Placements - On campus & off campus are co-ordinated by the centre. It also assists students with information and guidance about higher studies and co-ordinates faculty development programs.

CLUB / ASSOCIATION ACTIVITIES

To offer a healthy diversion from studies and to make students see the other aspects of life, various Associations and Clubs have been functioning in the college. They are headed by staff coordinators who guide and motivate the students. A student executive committee is formed with students who have good academic records to carry out Association responsibilities. The activities of the Association includes

1. Arranging Guest Lectures, Quiz Programmes and Exhibitions.
2. Creating awareness about their discipline among the students.
3. Collaborating with organizations institutions.
4. Preparing students for competitions organized by the college and other institutions.
5. Conducting intra and inter-collegiate meets.
6. Organizing seminars and workshops

Cast all your anxiety on him Because He Cares for you.(I peter 5:7)

SPIRITUAL ACTIVITIES

- The academic year starts with the Communion Service
- Every morning, the staff members and students meet for prayer and devotion at 9.10 a.m.
- The regular work for the week commences with an assembly every Monday morning. The departments take turns to conduct the Assembly.
- Worship services are held on every Wednesdays where our College Chaplain Rev. Manoharlal leads the devotion. Christian students are expected to attend these services without fail. Others are also welcome.
- Prayer groups for girls and boys meet regularly every week on Wednesday and Thursday respectively. Anyone interested to participate is welcome.
- Retreats are organized at regular intervals for staff and students.
- During Christmas seasons, a Carol Service is conducted, and a Christmas play is staged.

RULES AND REGULATIONS

ATTENDANCE & ACADEMIC PROGRESS

1. The working day is divided into two sessions - the forenoon session of 3 periods and afternoon session of 2 periods. The student is expected to be in the classroom before 9.25 am. on all working days.
2. Attendance will be marked before the commencement of the class. Late comers therefore, though permitted to attend classes by the teacher concerned, will not be given attendance.
3. Regular attendance in the classroom laboratory and the fulfillment of all required assignments is compulsory for all students.
4. 75% attendance is compulsory in each semester for a student to appear for the University Exam. If a student secures less than 50% in any semester, he or she shall repeat the semester after re-admission.
5. It is mandatory for students to appear for the Internal and Model Examinations.
6. No student shall absent himself/herself from classes without prior permission.
7. Students who are absent for two weeks or more at a stretch without obtaining the **With god All things are possible(Mark 9:23)**
8. written permission from the Principal, will be considered to have left the college.

9. The application for leave of absence from classes and exemption from co-curricular activities should have the signature of the Principal.
10. Leave on medical grounds will be granted only if the HOD and the class in-charge are informed about it, at the time of sickness, by the parents. Leave letters along with medical certificate and supporting prescriptions should be submitted at the time of joining classes.
11. Payment of exam fees is no guarantee that the student will be permitted to appear for the final exam. Only those who put in the minimum required attendance at the end of the academic year will be permitted to write the University Examinations.
12. Every student must have the prescribed text books, laboratory records etc.,
13. Tests are held periodically in every subject. Attendance cum progress report of the Model Examination will be sent to the parents at the end of each semester.
14. The students should come in their uniforms for the morning Assembly on every Monday.

CODE OF CONDUCT

This code of conduct is the guideline within the campus and defaulters are liable for penalization, as deemed fit by the administration.

1. Club and other extracurricular activities are compulsory for the students.
2. Students should attend the morning assembly and other meetings organized by the college without fail, whenever held.
3. Students are expected to cultivate healthy friendship and maintain cordial peer relations, while strictly avoiding all undue indulgence.
4. Use of cell phones, is strictly prohibited within the campus. If found in the premises, handsets will be confiscated and will be returned only when the student leaves the college.
5. **Ragging: Ragging of any kind is strictly prohibited. If caught in ragging, the penalty is immediate dismissal and 7 years of imprisonment, as per government order. Once the student is dismissed on account of ragging he/she will not be given admission in any other institution.**
6. Each student will be responsible for the infrastructure in the College and the hostel. Maintenance or replacement due to any undue wrong handling/ misuse will be levied to the account of the students involved. Repeated offence will be dealt with severely.
7. The students should support the Management's efforts in maintaining the Campus.

CAMPUS CULTURE

1. Students shall endeavor to conduct themselves in a dignified manner and be presentable in their dress & demeanor and have a sense of discipline.
2. Students should treat their teachers with respect on all occasions.
3. Students should treat the college property with great care and consideration. They should not make any marks on the furniture or on the walls. Students will be punished individually and collectively for any damage or destruction of the college property.
4. When the teacher enters the class room, the students must rise, remain standing till they are directed to sit. Student shall respond to the roll call.
5. Students should maintain a sense of decorum and discipline at all times. Those who are guilty of serious misconduct or whose presence in the college is detrimental to the order and discipline on campus are liable to be expelled. Code of conduct on the campus includes safeguarding the college property, keeping the place clean and tidy and dressing up decently.
6. Action will be taken against students found loitering about in the corridors and making noise.
7. Students are advised to make use of the Library during leisure.
8. Congregating on the road in front of the College or inside the campus should be avoided.
9. Students are expected not to sit on the steps of the stair case and on the steps of the portico.
10. Students should not be found loitering in the corridors, ground or canteen during class hours.
11. Movement of vehicles in the college campus shall be at a moderate speed, within the specified area.
12. All students are expected to wear their ID cards when they are inside the campus and in case of loss, a fine of Rs. 100/- will be levied for the provision of a new one.
13. Only students who are on the rolls of the college and their parents shall enter the college campus.
14. Smoking, Drinking and Chewing Pan Parag are strictly prohibited inside the campus & in the hostels. Offenders will be severely punished.
15. Students must not join any club or society or make any engagement that would interfere with their studies without the prior permission of the Principal. They are not allowed to play in any team against the college.
16. Students are forbidden to organize or attend any meeting within the college, collect money

for any purpose or to circulate among the students any notice/petition of any kind or paste it on the college notice board without the written permission of the Principal.

17. Students are expected not to make complaints in a body or present any collective petition but they are welcome to present their case, if any, either individually or through their proper representatives.
18. Throwing waste paper, defacing the walls and making oneself a nuisance on the college grounds are punishable offences.

DRESS CODE: Clean, neat clothing and well groomed appearance is must. Decency in dressing must be maintained at all costs.

- (A) **MEN STUDENTS:** T-Shirts, Jeans and pants with several pockets are not permitted for college wear. They are expected to be dressed in formal pants and shirts for classes, and should not grow beard or long hair. Earrings and chains are strictly prohibited.
- (B) **WOMEN STUDENTS:** Churidhars with sleeves and dupatas or sarees are the accepted wear. Sleeveless dress, Tights, Leggings, Skirts and Jeans are not allowed.

USE OF TWO/ FOUR WHEELERS

1. The students who come by their two wheelers or four wheelers should submit a copy of their License, RC and Insurance to their respective Heads of the Departments.
2. Students should have valid driving license. Vehicles must be parked in the space allotted only and nowhere else.
3. Students using four wheelers should not use the music system inside the campus.
4. Any Two /Four wheelers from other state should have an entry token from the College.
5. The Management at its discretion can withdraw this privileged as deemed fit.
6. Students must park their Four Wheeler and Two Wheelers in the Student Parking lot allotted.

USE OF LIBRARY

1. An application form should be filled by the student to get his / her Library card.
2. Each undergraduate and post graduate student will get one Identity Card. Since the library is digitalized, books will be issued only on the basis of the Identity Card. Students must present their Identity Cards before entering the Library.
3. Strict silence should be maintained in the Library.
4. Books will be issued and renewed only if the student produces the Identity Card.
5. Students are not allowed to bring any printed matter or files inside the Library.
6. Books must not be marked or damaged in any manner.
7. Students shall examine each book before borrowing and immediately report to the Librarian if there is any damage.
8. Reference books and periodicals should be used in the Library only.
9. No Transfer or Conduct Certificate shall be issued to a student until the books have been returned and the "No Dues Certificate" produced.
10. A fine of Rs. 2/- per day is imposed on every student for delay in returning the library books. In case of loss, double the cost of the book in addition to the fine for the number of days delayed, will be collected.
11. The college Library, supervised by a professional Librarian and team, is open to all members of the college.

Timings:

Monday –Friday	: 8.30 a.m. - 5.00 p.m.
Saturday	: 8.30 a.m. - 1.00 p.m.

FOR PARENTS AND GUARDIANS

1. Parents and guardians will note that students who are admitted to the college are expected to maintain a fairly high level of diligence and good conduct.
It is understood that those who send their children or wards to the college for their education, accept all the regulations of the college.
2. Parents and guardians are recommended to call the HOD, Class Teacher at least once a month, to ascertain the conduct and progress of the students.
3. Change of residential address must be intimated to the class in-charge Concerned or the

HOD in Writing.

4. The Students and the parents / guardians will be jointly responsible for the payment of fees and all other financial transactions on or before the assigned due date without fail.

HOSTEL

1. The college offers hostel facilities to both Boys and Girls students. Student leaders are selected at the beginning of every year and they assist the wardens in coordinating the various hostel activities.
2. Students should keep the rooms, toilets and the hostel premises clean and neat.
3. Students should be present in their respective rooms at 7.00 p.m. for roll call.
4. Cash and valuables must be handed over to the warden. The college will not be responsible for the loss of personal property.
5. The college reserves the right to censor letters without prior notice.
6. Self medication is not permitted. If a student is under medical treatment, a doctor's certificate must be produced.
7. Electrical appliances should not be used in the rooms. Televisions will be provided in the common rooms and the timings programmes will be subject to the warden's consent.
8. Students causing damage to the hostel property will be severely punished.
9. Those who disobey the hostel rules will be sent out of the hostel. If so, the caution deposit paid will not be returned.