

## The College Anthem

*"LUCEATLUX VESTRA"  
(Let Your Light Shine Forth)*

*Let your light shine forth!  
Clear and clean and bright  
Like a beacon thro' the gloom  
That well up from the night.*

*Let your light shine forth!  
With the glow of knowledge and truth  
Feed from the book of wisdom  
Aflame with the fire of youth.*

*Let your light shine forth!  
For one gleam how many have strive!  
It is yours and tomorrow your brother's!  
Clasp firm the torch god-given.*

*Let your light shine forth!  
But it described from ever so far  
It shall beckon and guide and hearten  
As the wandere by a star.*

**St. Aloysius  
Degree College**

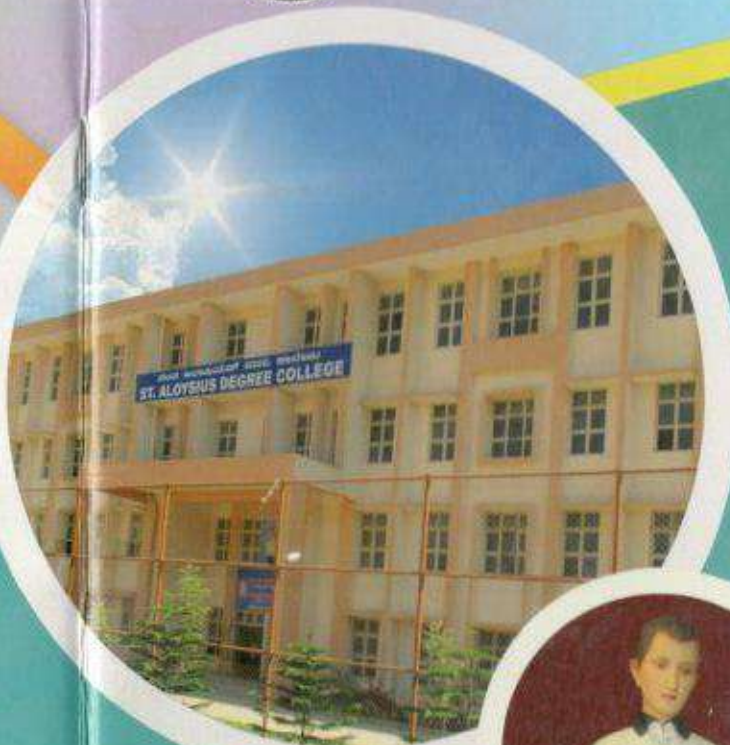
Cox Town, Bangalore - 560 005  
Website: [www.staloyusdegreecollege.in/com](http://www.staloyusdegreecollege.in/com)



**St. Aloysius Degree College**

Centre for Post Graduate Studies  
(ARCHDIOESAN BOARD OF EDUCATION)

Affiliated to Bangalore University  
Cox Town, Bangalore - 560 005



*Student Hand Book  
2018 - 2019*



## St. Aloysius Degree College

Cox Town, Bangalore - 560 005

Principal: 25466393 (O)

25469397 (R)

Office: 2546 0226

Fax: 2546 6394

Website: [www.staloyusiusdegreecollege.in/com](http://www.staloyusiusdegreecollege.in/com)

**College Working Hours:**  
8.30am to 4.00pm

*Parents are free to meet the Principal during working hours.*

### DETAILS OF THE STUDENT

Name : AKSHAY KUMAR. J

Class : I. BCA

Reg. No : R1815002

E-mail : AKSHAYATIGIR@GMAIL.COM

Phone/ Mobile : .....

Father's Name : .....

Phone No : .....

Mother's Name : .....

Present Residential Address : .....

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Office Address / Permanent Address : .....

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Phone/Mobile : .....

Aadhar Card No. : .....

Paying Guest / : .....

Guardian Address : .....

Phone/ Mobile : .....

Blood Group : .....

Father's Signature : .....

Mother's Signature : .....

Guardian's Signature : .....

**St. Aloysius Gonzaga SJ  
(1568 -1591)  
Patron of the College**



**St. Aloysius Gonzaga, SJ (1568–1591)**

St. Aloysius Gonzaga, the Patron of the College and the Patron of Youth, despite his exposure to a “society of fraud, dagger, poison and lust” decided to be different. His decision to be faithful to his conscience more than his family, friends and relatives changed the destiny of his life. Aloysius Gonzaga was the firstborn in a powerful Italian noble family. As a son of a princely family, he grew up in royal courts and army camps. His father wanted Aloysius to be a military hero. At the age of seven he experienced a profound spiritual awakening. At the age of nine he came from his hometown of Castiglione to Florence to be educated and by the age of eleven he was teaching poor children. When he was 13 years old he traveled with his parents and the Empress of Austria to Spain and acted as a page in the court of Philip II. The more Aloysius saw of court life, the

more disillusioned he became, seeking relief in the experience of God. To serve people in distant land and offer his life in service to God and the needy, he decided to enter the Jesuit Order. When he communicated that decision to his parents, there was opposition. Then began a four-year contest with his father. Eminent churchmen and laypeople were pressed into service to persuade him to remain in his “normal” life of wealth and aristocracy. Aloysius was determined and finally he prevailed and was allowed to renounce his right to succession and was received into the Jesuit novitiate. After completion of his introduction of two years to be a Jesuit, St. Aloysius spent four years in the study of philosophy. In 1591, a plague struck Rome. The Jesuits opened a hospital of their own with several of them rendering service. Because he nursed patients, washing them and making their beds, Aloysius caught the disease himself. A fever persisted after his recovery and he was so weak he could scarcely rise from bed. Yet, he maintained his great discipline of life of prayer and service. Three months later, Aloysius developed the symptoms of the plague and died on June 21, 1591 at the age of 23. His was a peaceful death and he went to meet God whom he had joyfully, generously and happily served with single-mindedness. Aloysius Gonzaga was canonized in 1726 and named Patron of All Students in 1729. His feast is celebrated on 21st June.

*“Human rights are not only violated by terrorism,  
repression or assassination, but also by unfair  
economic structures that creates huge inequalities”*

*– Pope Francis*

## Vision of the College

To provide students with a transformative educational experience through a participative, rigorous and compassionate approach by active involvement in curricular, co-curricular and extension activities, through personal attention and care.

## Mission of the College

In a rapidly changing and increasingly global society faced with great challenges, the College is committed to continuously improving methods of providing an accessible, affordable and relevant education through a policy of preferential option for the poor to improve the quality of life for all students and their communities. Recognizing that education is a social transformer, the college will serve as a gateway to the future by welcoming students especially from minority and weaker sections of society.

## Our Core Values

**Humanism:** We approach our mission with compassion – acknowledging the whole person, working with integrity and caring, accepting people where they are and moving them forward without sacrificing standards or expectations. We stress on human and social values and care for the growth of the total person.

**Supportive Atmosphere:** We prepare and empower students to be successful in life by helping them to develop the required knowledge, skills and attitudes needed to adapt and thrive in our increasingly diverse and ever changing world. We sustain rigor in our work – holding high academic and moral standards for both students and staff.

**Proactive:** We inspire students to continue learning throughout life by helping them to become agile, innovative and risk-takers.

**Partnering:** We actively partner with the various stake-holders to respond to the cultural, educational, social development of our students through extension activities.

**Diversity:** We embrace diversity as strength of the college and celebrate it by admitting students from diverse backgrounds and communities.

We want to be known as an institution that is making a difference to the lives of those who are studying here. Our mission is to inspire, to broaden perspectives, to pursue excellence, to transform lives and to celebrate achievements.

## ALOYSIAN EDUCATION

### Caring for the whole person

An important principle of Aloysian education is care for the whole person. St. Aloysius Degree College is a place where staff members are aware that a student is not a sponge to soak up information. The philosophy of education here places a student's humanity first, creating a personalized educational environment. It is through caring and compassion the college becomes a human community. Students too are expected to care and establish an environment of caring in the campus.

### Discovering Talents

The college encourages the students to discover their talents through a curriculum that includes a variety of classes. Students are expected to gain mastery of their major subjects but are also required to explore their talents by participating in co-curriculum activities. Effective communication, inspiring leadership and creativity. In classes you are expected to participate in discussions, debates and presentations.

### **Becoming a person for others**

The ultimate goal for a graduate of St. Aloysius is to be an agent of change, to become a person of concern, compassion and conscience. The example and model that is offered to all students is the life of St. Aloysius who lived for God and served those in pain and suffering. He concretely expressed his love to God through his actions of serving humans. An Aloysian is expected to light a candle and stand up for one's convictions and conscience and bring light to the lives of others.

### **Engaging with the world**

Our Education must link us with the outside world and help us to relate to the issues of our surrounding and the world. Students and staff members are expected to be aware of local and global concerns and engage with the issues to become citizens for change. The issues that affect humanity are climate change, consumerism, violence, injustice, caste and racial discrimination, global warming and others. By engaging with these issues we will be able to make a difference.

### **Enlivening Centuries Old Catholic Tradition**

We aim to provide an education that is geared at the formation of persons, who will change the world for the better. It is this ideal that remains the core of the mission of St. Aloysius College. Education here is to lead us to lead others in society for a fuller life and make our contribution to national life.

### **PRAYER TO ST. ALOYSIUS**

Dear St. Aloysius Gonzaga, you were a faithful follower of God. You served God by risking your life in the service of others. You were heroic in serving the plague-stricken. You gave your life to save other victims of plague with generosity and love. Help us students of St. Aloysius Degree College to imitate you by becoming men and women for others. Show us how to harness our energies and to use them for the service of others and for the greater glory of God. Give us graces from above and strengthen us to make our lives fruitful in service.

### **PROFILE OF AN ALOYSIAN GRADUATE**

At the completion of Graduation, an Aloysian is expected to possess:

#### **ACADEMIC EXCELLENCE**

- Mastery over basic concepts of the subject of one's specialisation.
- Open mindedness and desire towards continuous learning.
  - \* Creative and innovative thinking.
  - \* Objective reasoning for exploring issues.

#### **HUMANISM**

- Learn to accept oneself with one's limitations and strengths.
- Ability to move beyond self with an attitude of sharing, caring and forgiveness.
- Sensitivity, respect, universal love and tolerance towards others.
- To live a life of simplicity.

#### **SOCIAL CONCERN**

- To be aware of national and global concerns and to raise voice against all kinds of discrimination.
- To value the Indian Constitution, citizenship and participation.
- To be concerned about environment and to promote sustainable development.
- To become agents of change in the society by becoming dissenters when needed.

#### **GENERAL SKILLS**

- To possess life skills of problem solving, develop self esteem and team work.
- To work independently as well as in collaboration with self discipline and motivation.
- To be person adaptable to change without giving up values and options.
- Be able to communicate effectively and clearly.
- Let your light shine is the motto of the College. It is the endeavour of the College to shape every Aloysian to be a person for others.

## COLLEGE REGULATIONS

1. The first bell for class is given at 8.20 a.m., seven minutes before the commencement of the class. Students should be in their respective classrooms before the second bell at 8.28 a.m. The first hour in the morning begins with a silent prayer of a minute. Students are expected to stand up in their respective classrooms, in reverence before God and pray for divine blessings on the day.
2. When a lecturer enters the class, students must rise and remain standing until they are instructed to sit down.
3. Students must not loiter on the corridors during class hours.
4. No student is allowed to leave the lecture hall without the lecturer's permission or until the class is dismissed. If the concerned lecturer is absent, students are expected to study silently in the class room or go to the Reading Room.
5. Students are not permitted to smoke in the college campus. They are liable to disciplinary action (even dismissal) if found smoking on the campus.
6. Disciplinary action will be taken against any student found in possession of or under the influence of drugs or alcohol.
7. Students are forbidden to bring fire crackers and colours to the campus.
8. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
9. Boys and girls are expected to conduct themselves with dignity and maturity. In their inter relationships, they must observe norms of decency and propriety.
10. Students are required to come decently dressed. The formal shirt with collar, neatly ironed, T-Shirt with collar for Boys. Salwaar / Churidar Kameez and Jeans with knee length Kurthas or long T-Shirt for Girls.

11. The campus must be kept clean at all times. Littering with sweet wrappers, waste paper, defacing the walls or desks, damaging college property etc. are offences. Every class under the guidance of the class leader will be responsible for the cleanliness of the room allotted to them. All students are expected to contribute towards greening of the campus.
12. Students are not allowed to play on the playgrounds till 1.30 p.m. Action will be taken on students found playing during class hours.
13. Though the college is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct.
14. Posters, notices, etc. anywhere in campus must not be put up without the permission of the Principal.
15. Students attending classes or meetings of the college societies, clubs and associations on the campus, are expected to be dressed neatly and have hair styles in conformity with norms of decency and propriety. Though the college does not have a dress code, all students are to dress decently.
16. The parking space will function on all working days from 8.30 a.m. to 3.30 p.m. The college will not bear responsibility for vehicles that are not locked. Parking fee is Rs. 250/- per semester for two wheelers.
17. Every student is required to carry his / her identity card to College. The card should be shown to any member of the staff or College officials when asked for, especially when dealing with the office and library.
18. Externs are not allowed to enter the College during class hours to meet students or to attend functions.
19. Practice for functions and cultural programmes should be held after the classes or on holidays and Sundays. Permission will not be granted for practice during class hours.

20. No money is to be collected from students without the prior permission of the Principal.
21. Books, magazines, newspapers etc., not approved by the Principal are not allowed to be brought to the College.
22. Students are not allowed to organize picnics. The College reserves the right to initiate action against the class or group of students who violate this rule.
23. Ragging is a major offence and a criminal case. Those who indulge in ragging, even in a 'friendly' way or encourage ragging will be seriously dealt with and will face immediate dismissal from the College. No justification in this regard will be acceptable.
24. Use of mobiles is not permitted within the campus. Such mobiles will be confiscated and will not be returned to the students. A fine of Rs. 500/- will be collected from students making use of mobiles in the campus or in the classroom.
25. Students are not expected to be at the Parking place during class hours or during the breaks.
26. Canteen is to be made use of only during lunch breaks, before and after classes.
27. Students are not expected to eat in the classrooms. A fine of Rs. 100/- will be imposed on students found eating in the classrooms.
28. Those who make use of the toilets should leave it as clean as before. There should be no conversation at or outside the toilet area.
29. Every student will be supplied with a copy of syllabus at the beginning of each semester. The teacher is expected to teach the whole syllabus. In case, the syllabus is not covered fully by any particular teacher, students are obliged to inform the Coordinator of the Department or the Principal, at least fifteen days before the end of the particular semester.

## Regulations on Attendance

**“Every College enrolling students for the first degree programme shall ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars, and practicals are held or conducted is not less than 180 in an academic year, excluding holidays, vacations, time set apart for completing admissions and time required for conduct of examinations. The total periods provided for contact teaching shall not be less than 30 hours a week. The time provided for practicals, field work, library, utilization of computer and such other facilities, shall not be less than 10 hours a week.” (UGC Guidelines).**

1. All teachers are expected to be in college at 8.25 a.m. to 4.00 p.m. Classes close at 3.30 p.m.
2. No teacher is allowed to leave the college premises in between classes without prior permission of the Principal
3. When a teacher is absent the Coordinator of the department will re-arrange classes and the teacher on return has to make up the classes.
4. If any teacher has to leave earlier they have to take half day CL. Teachers are allowed one CL a month. Additional leave may be granted due to sickness and other emergencies.
5. Cooperation and Coordination are two essential requirements for teamwork. Teachers should function as a team, encouraging and appreciating the efforts of each others.

### For Students

**“The minimum number of lectures, tutorials, seminars and practicals which a student shall be required to attend for eligibility to appear at the examination shall be prescribed by the university, which ordinarily shall not be less than 75% of the total number of lectures, tutorials, seminars,**

**practicals, and any other prescribed requirements”** (UGC Guidelines). Student who has been detained due to shortage of attendance is not allowed to be promoted to the next semester and he/she will be required to take re-admission and repeat all courses of the said semester with the next batch of students. The College shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 4 calendar days before the start of the semester-end examination. Students are advised to ensure that they meet the minimum attendance requirement for appearing in the semester end examination failing which they shall not be allowed to sit for the examination. Attendance of students is marked by lecturers for every class. SMS messages will be sent to parents when a student is absent to class.

#### **Attendance and Co-curricular Activities**

Students who represent the college in Sports, NSS/NCC and other co-curricular activities should obtain prior permission from the Class Mentors/Welfare Officers. The student should write a letter of permission to the Class Mentor/Welfare Officer, signed by the Coordinator in-charge of the respective activities. On completion of activities, within two working days, the student should submit the letter of attendance. Class Mentors/Welfare Officers must maintain all the records. No attendance will be given to students for participation in Certificate Courses unless specifically mentioned. Students who were absent for medical reasons, must submit the filled in prescribed application form in the calendar along with the medical certificate to the Welfare Officer.

#### **Application for Leave**

Students should apply for leave, only by filling in the record of absence printed in last pages of this Calendar. If a student is absent for two classes he/she should obtain permission from the subject teacher to attend classes after obtaining signature from the Class Mentor in the calendar. If the student is absent

for more than six classes in a subject, he/she must get the admit slip from the Vice Principal, to attend the classes. If a student falls short of 75% attendance in any month in any subject, he/she will be required to meet the Mentor, with parents. Prolonged or serious illness, hospitalization or long medically advised rest, must be reported to the Principal and the Welfare Officer as early as possible. However, there is no condonation of attendance for sickness according to the University regulations.

#### **Regulations on Tests and Exams**

There is a test after six weeks of the semester of 90 minutes duration. If a student fails, he has to do assignments and meet with the subject teacher who would conduct an oral exam. If the teacher is satisfied with the performance, the failed student will pay Rs. 100/- and take a re-test. The preparatory examination is of three hours and all students are expected to take the exams. If any student fails, they will complete their assignments pertaining to the paper and write a re-exam with payment of Rs. 200/-. Students who are unable to attend the exams due to emergencies should inform the Principal in person on the very day of the exams. Both the test and the preparatory examination is part of the internal assessment.

#### **Internal Marks**

The Bangalore University has assigned 30 marks for internal assessment. The marks are ear-marked in the following way

- a. Attendance: 5 marks (96% to 100% - 5 marks, 90 to 95% - 4 marks, 85 to 89% - 3 marks, 80 to 84% - 2 marks and 76 to 79 - 1 mark)
- b. Assignment: 5 marks
- c. First Test: 8 marks
- d. Preparatory Exam: 12 marks

**Total: 30 marks**



**N.B.:** If any student feels that he or she is discriminated by any teacher in the internal assessment marks, the student concerned could first meet with the teacher and discuss it. If unsatisfied, the matter could be referred to the Coordinator of the Department. The student concerned if still not happy could address the letter to the Grievance Officer. The Grievance Officer along with the members will look into. Their decision will be final.

#### **Grievance Cell:**

To address any grievance pertaining to continuous assessment and the semester exams along with general grievances, there will be a Grievance Cell. Students have to meet the subject teacher who teaches the subject if they feel that injustice has been meted out to them. If they are not satisfied with the evaluation made by a teacher, the matter may be referred to the Coordinator of the Department. The grievance committee could be met with a written complaint, if a student still feels the issue has not been addressed. For issues pertaining to any matter other than the examination, the student could approach the same Cell.

#### **Malpractices:**

All malpractices in the test and preparatory examinations and internal assessment will be referred to the Malpractice Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Principal. The Principal will take action on the report submitted by the Committee.

#### **Marks for co-curricular activities:**

The University of Bangalore has assigned 50 marks for co-curricular activities. The distribution of marks for co-curricular activities under different categories is as follows:

#### **Sports and Games**

Students participating in sports and games as members of the College Team can get a maximum of 20 marks for 60

hours of practice/training per semester. For additional 60 hours of training, these students shall get 10 marks. Students will get 4 marks for every win whether as first, 2nd or 3rd in inter-collegiate competitions provided there are at least five teams for the competition in that item. For every subsequent win (only 1st), a student can get 3 marks.

- Students playing for the Bangalore University teams will get 25 marks out of 50.
- Students playing for the Karnataka state teams will be given 30 marks.
- Students playing in the National teams will be given 35 marks. All these marks must be approved by the Committee constituted by the Principal.

#### **Participation in Cultural Activities**

Students are expected to participate regularly in practice and training to obtain marks

- Dance / Music / Theatre/ Choir: For 60 hours of training and practice, students of the College team can get a maximum of 20 marks.
- 4 marks for every win whether 1st, 2nd or 3rd in inter-collegiate competitions.
- 3 marks for every subsequent win (only 1st) in inter-collegiate competitions. All these marks must be approved by the coordinator in charge of cultural activities and scrutinized by the committee, constituted by the Principal.
- 2 marks for every win whether 1st, 2nd or 3rd in inter-class competitions.

#### **NSS / CSA/ Others**

- For 60 hours of involvement, students will get 20 marks
- For exceptional involvement for an additional 60 hours, 10 marks.
- 20 marks for a work camp of ten days.

### Academic/Association Activities

- 2 marks for all academic seminar presentations/paper reading.
- 5 marks for publication in newspapers/journals/magazines.
- For every subsequent activity, students get an additional mark.
- Five marks for organizing international and national seminars amounting to 30 hours of recorded work.
- 3 marks for participating in National/State level seminars/workshop.
- 5 marks for measurable research work undertaken and Field trips amounting to 30 hours of work.
- 5 marks for any voluntary social service/Nation building exercise which is equivalent to 30 hours of recorded work. All these credits must be approved by the Class Mentors and approved by the internal assessment committee.

### CERTIFICATE COURSES

The College will offer certificate courses of a longer or shorter duration.

- Courses of 60 hours and more may be offered 10 marks.
- Students who execute summer projects/training in institutions of repute, through regional/national selection process, will get 10 marks. This credit must be approved by the Class Mentors.

**Note:** Computer Fundamentals, MS Word, Power Point Presentation, MS Excel are compulsory for all students. B.Com, BBA : Tally compulsory. BCA : E Commerce, Android, Python - Basics, compulsory.

### Class Mentors:

Each class will have a Mentor. If the class has more than 50 students an additional mentor may be appointed. The role of the Mentors is to contribute to the total development of the students under their care. Objectives of mentoring are

- To be supportive towards the student and be a link between the student and the Department, between the course teachers and the students, between the parents and the students and between the students themselves.
- To help students in any specific way in which he or she may require guidance. When the Mentor has no expertise in an area, he/she could refer the matter to the counselor or an expert.
- To make students aware of library facilities, internet facilities, scholarships, remedial courses, counseling facilities, NSS, CSA, cultural associations, grievance committee, placement, canteen, scholarships, certificate courses and sports activities, outreach programmes and choice based credit system [CBCS] etc.
- To help students to get marks through additional activities.

### Methodology of Mentoring

- 1) Every mentor is expected to have bio-data of the students under his/her care.
- 2) Getting the academic performance of the students up-to-date.
- 3) Keeping track of the regularity of the students and taking necessary corrective measures.
- 4) Encouraging the students to meet him/her, when needed and making him/her available in a fixed place and time.
- 5) Respecting students' views and initiating a dialogue when necessary.
- 6) To monitor the attendance of students after 30 and 60 working days and invite the parents of defaulters for counseling and corrective measures.

## Rules of the Library

1. The Library will be open from 8.30 a.m. to 4. 00 p.m., on all working days and vacations of the year. On Saturdays it will be open from 8.30 a.m. to 1.00 p.m.
2. Application for Library books should be made in the prescribed form.
3. The name of the book, the name of the author and the call number of the book must be clearly stated when applying for a book.
4. Extension of period may be obtained if someone else has not applied for the same book.
4. Loss of a book borrowed from the library must be intimated to the Librarian. Books lost, damaged or defaced must be paid for by the student. Loss of pages, mutilation and any other damage discovered on return of books will be charged.
5. Strict silence should be observed in and near the reading room.
6. Books are issued for the exclusive personal use of the applicant. Anyone found applying for books for another will be denied the facility of the library.
7. The college subscribes to all newspapers and over 20 journals and magazines. Students and Staff are expected to refer to journals and magazines and update their knowledge.
8. Internet facility / computer assistance is provided for academic purpose.
9. All books borrowed from the bank must be returned in good condition at the end of the academic year.
10. The College offers photo copying facility for the staff and students at a nominal fee. The orders could be given to the counter in the library meant for the purpose.

## STAFF-STUDENT RAPPORT

The college has a competent, compassionate and capable team of teachers. They are are placed at your service. Do meet them not only on matters of your academics but even on matters of your personal lives. You will find in them exceptional mentors. They are your guides and mentors. When faced with personal and emotional problems do not run away from them or allow to be enslaved by them. Talking over with teachers could help. Many of our staff members have undergone training to help you not only with your academic difficulties but also with your personal and emotional problems. You may always approach them for guidance. The Manager and the Principal of the College are also at your service. You could approach them after class hours.

## PARENTS AND GUARDIANS

To serve you better we need to be in touch with your parents. The purpose is not to police or discipline but to help you to grow as an adult. While you need to be accountable to your parents the college wishes to partner with your parents in forming you. It is in keeping with this concept of 'partnership' in education that the Principal invites the parents of students to discuss with them the performance of their son/ daughter. You will be intimated about it and every parent is requested to make it possible to attend it. The Parents are also recommended to meet the Principal and the Mentors to ascertain from them the conduct and progress of their wards. The College welcomes suggestions from parents and well-wishers.

## ACADEMIC EVALUATION

Academic evaluation is an important administrative function to ensure that students are learning what the academic departments intend for them to learn. That is, assessing students' achievement allows departments to examine how students benefit from the various courses that comprise the degree programme. Academic programmes and services are periodically evaluated to be certain that all students are learning the core of the major field material.

## Student Evaluation

As mentioned earlier there will be a test of 90 minutes after six weeks of the semester and a preparatory exam of 3 hours a month before the semester examinations. To be eligible to write the final exams students will have to clear the college test and the preparatory examination.

- One third of the portions have to be completed prior to the first test. Three fourth of the portion should be covered prior to the preparatory examination.
- The HOD has to organize the valuation of answer scripts. Answer scripts can also be exchanged for valuation.
- Answer sheets have to be returned to the students within seven days of the tests/exams.

## Responsibilities of Invigilators for College & University

### Exams:

- a. The Principal shall appoint the Invigilators from among the teaching staff one week in advance of the commencement of examination.
- b. The Invigilator who finds it impossible to attend to the work shall intimate in writing to the Principal at least 24 hours earlier his/her inability to take up the work explaining the grounds for it. He or she should be prepared to take up invigilation work on the next day.
- c. The Invigilator shall be in-charge of a room not of less than 30 students and not more than 45 students.
- d. The invigilator shall ensure that the candidates who enter the examination hall occupy their respective seats at least five minutes before the time specified for the distribution of question papers.
- e. The Invigilator shall not admit any candidate to the examination hall 15 minutes after the commencement of the examinations for tests and 30 minutes for preparatory

examination. No student should be permitted to leave the examination room before one hour after the commencement of the examinations.

- f. The Invigilator shall ensure that every candidate has taken his/her seat and enter the correct register number and other particulars required on the facing sheet of the answer script.
- g. Students should not be allowed to converse among themselves once they enter the examination hall. The question papers should be distributed on hearing the bell rung for the purpose after verifying the title of the question paper with the subject offered by the student.
- h. He/She shall make necessary entries in the Invigilator's diary. After 30 minutes, the invigilator shall return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent. The invigilator shall not give any question papers to any outsider and he/she shall not take question papers from any candidate for reading it.
- i. The invigilator shall be responsible for the proper accounting of answer books and ensure that the answer books and additional books of each candidate are properly stitched together and arranged in a serial manner prior to handing over to the office of the Superintendent.
- j. Only one blank answer book should be issued to a candidate at a time.
- k. When additional sheets or answer books are supplied, the invigilator shall ensure that the main answer book is fully written up.
- l. All invigilators shall report to the Principal on the day of invigilation 20 minutes prior to the commencement of the examinations.

which such offices may demand; shall show due deference to the authorities and hierarchy processes and procedures; co-operate with the authorities for the betterment of the institutions keeping in view the interest; refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule

- j. Teachers should treat the non-teaching staff as colleagues and equal partners as in a cooperative undertaking, within the educational institution; help in the smooth functioning of the administrative set up of the College covering both teachers and the non-teaching staff.
- k. Teachers should try to maintain contact with parents and guardians of their students to keep them informed of the state of their ward's academic pursuits, their general conduct or behaviour and interest in cultural and other co-curricular activities etc.
- l. Every teacher shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in all official dealings.
- m. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole time teacher of the College, and may be called upon to perform such duties as may be assigned to him/her by the Competent Authority, beyond scheduled working hours and on closed holidays. Every teacher shall do nothing which is unbecoming of a teacher of the College.
- n. Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty. Except for valid reason and/ or unforeseen contingencies, no teacher shall be absent from duty without prior permission.

## ADMINISTRATION

Archbishop Rev. Dr. Peter Machado	President, Bangalore Archdiocesan Board of Education
Rev. Fr. Vinoo Fabian Sudhakar	Manager & Correspondent
Prof. Sr. Philomena Cardoza	Principal

## STAFF

### Department of Kannada

Dr. M. S. Itigi	M. A., PhD, NET
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### Department of English

Ms. Maria L. Christina	M.A., M.Phil.
Ms. Laly Mathew	M. A., M. Ed.,(PhD)

### Department of Hindi

Sri Balakrishnan	M.A., NET
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### Department of Commerce & Management

Mrs. Zeena Lobo	M.Sc (Maths), MBA, NET/SET
Ms. Carol Fortunata	M. Com., NET/SET, PGDBA, PGDHRM
Ms. Subhashin	M. Com., NET/SET, PGDBA
Mrs. Anita Mary S	M. Com., SET
Mr. George Sequeira	MA (Part-time)
Mr. Robin V. Frank	M. Com., SET

### Department of Computer Science

Mrs. Sunila Alexy Mathew	MCA, M. Phil, PGDCA
Mr. Tomin Joseph	M.Sc.
Ms. Sheeba Priya	M.Sc., Comp.Sc.SET

### Department of Journalism

Rev. Fr. Vinoo Fabian, M.S. (Com.),  
Ph.D (Pursuing)

### Department of Political Science

Mr. Vignesh, M.A, NET

Ms. Archana M.A, NET

### Department of Social Work

1. Mrs. Rose Mary MSW, NET
2. Saurabh Kamal MSW, NET
3. Ms. Tanya MSW, NET, JRF

### Librarian

Ms. Vasanta Kumari MLISI, SET

### Sports & Games

Mr Chetan M.G. M. P. Ed., SET

### OFFICE STAFF

Sr. Juliana - Office Supdt.

Mr Antony Raj - Office Assistant

Bro. Naveen - Supervisor

### SUPPORTING STAFF

1. Mr. Rangaiah
2. Mr. Shiva Kumar
3. Mr. Balaraj
4. Mrs. Rebecca
5. Ms. Catherine

### Class Mentors

I B. Com. - Mrs. Zeena Lobo

II B. Com - Ms. Subhashini

III B. Com. - Mrs. Carol David

I BBA - Mr. Robin V. Frank

II BBA - Mrs. Anita S.

III BBA - Mrs. Anitha Mary

I BCA - Mrs. Sunila Alexy

II & III BCA - Mr. Tomin Joseph

BSW - Mrs. Rose Mary

I B.A. - Ms. Maria

II & III BA - Ms. Laly Mathew

### Associations:

1. Commerce & Management Association: Ms. Subhashini, Mrs. Zeena Lobo & Anitha Mary S
2. Computer Science Association: Ms. Sunila Alexy & Ms. Sheeba Priya
3. Social Science Association: Fr. Vinoo Fabian & Saurabh Kamal
4. Language Association: Ms. Maria, Dr. M. S. Itigi, Sri Balakrishnan
5. National Service Scheme: Sri Vignesh, Saurabh Kamal
6. Cultural Association: Ms. Carol, Ms. Sheeba Priya & Mr. Robin V. Frank
7. Academic Representatives: Ms. Laly Mathew & Mrs. Zeena Lobo

8. Committee of Class Representatives: Fr. Vinoo Fabian, Ms. Laly Mathew & Ms. Tanya
9. Catholic Students Association : Ms. Carol David, Sheeba Priya, Sr. Julie & Mr. Robin V. Frank
10. Environmental Cell: Saurab Kamal, Vignesh
11. College Choir : Mr. Robin V. Frank, Carol, Ms. Sheeba Priya
12. Sexual harassment, Anti-ragging cell : Fr. Vinoo Fabian, Mrs. Zeena Lobo & Ms. Maria
13. Grievance Cell: Fr. Vinoo Fabian, Ms. Maria & Mrs. Anita Mary
14. Malpractice Committee: Fr. Vinoo Fabian, Ms. Laly Mathew & Mrs. Zeena Lobo
15. Committee for Internal Assessment: Mrs. Zeena Lobo & Ms. Maria & Fr. Vinoo Fabian
16. Placement Cell : Mr. Robin V. Frank & Mrs. Anita Mary S
17. NAAC & IQAC : All the H.O.Ds.

#### Conveners

1. Alumni Association: Mrs. Zeena Lobo
2. Parents Council: Mrs. Anitha Mary
3. Wall Magazine: Ms. Carol & Mrs. Rose Mary
4. College Newsletter: Ms. Subhashini & Ms. Tanya
5. Certificate Courses: Coordinators of Departments
6. Principal will be the Chairperson of all the Associations

## JUNE - 2018

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 World Environment Day	6	7	8	9
10	11	12	13	14 Classes reopen for I Degree	15 Staff Seminar	16 Ramzan (H)
17	18 II & III Degrees Re-open / PG Exams	19	20	21 Feast of St. Aloysius Gonzaga SJ, Patron of the College	22	23
24	25 Idul Fitr	26	27	28	29	30

"Continuous learning is the minimum requirement for success"

- Denis Waitley

## JULY - 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6 First Friday: Mass at 12.30	7
8	9	10	11 World Popula- tion Day	12	13	14
15	16 PG Classes Re-open	17	18	19	20	21
22	23	24	25 Parents Meet	26	27	28
29	30	31				

"Let your heart soar as high as it will, refuse to be average"  
- A.W. Tozer

## AUGUST - 2018

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3 First Fri- day Mass at 12.30	4 First Test
5 Hiroshima Day	6	7	8 Quit India Day	9	10	11
12	13	14	15 Indepen- dence Day	16	17	18
19	20	21	22 Bakrid (H)	23 International Day for the Remembrance of the Slave Trade & the Abolition	24	25
26	27	28	29	30	31	

Lotus is the only flower that teaches us where we reach is more important  
not where we come from.



## SEPTEMBER 2018

SUN	MON	TUE	WED	THU	FRI	SAT
30						1
2	3	4	5 Teachers' Day	6	7 Nativity of Mary-Girl Child Day	8
9	10	11	12	13 Ganesh Chaturthi (H)	14	15 Preparatory Exams
16	17	18	19	20 Moharam (H)	21 International Day of Peace	22
23	24	25	26	27	28	29

\*Timely service, like timely gifts, is doubled in value\*  
- George Mac Donald

## OCTOBER 2018

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 Gandhi Jayanthi	3 World Habitat Day	4 Valmiki Birthday-Brotherhood Day	5 Senior Citizens Day	6
7	8 Mahalaya Amavasya (H)	9	10 World Mental Health Day	11 International Day of the Girl Child	12	13
14	15	16 World Food Day	17	18 Ayudha Pooja	19 Vijaya Dashami	20
21	22	23	24 Valmiki Jayanthi (H)	25	26	27
28	29	30	31			

They are never alone that are accompanied with noble thoughts

## NOVEMBER - 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Rajyotsava	2	3
4 Birthday of Guru Nanak	5	6 Kanakada- sa Jayanthi - Naraka Chathurthi (H)	7	8 Bali Padyami (H)	9 End of I, III, V Sem. Classes	10
11	12 Commence- ment of Practical Exams	13 Practical Exams	14 Practical Exams / Childrens Day	15 Practical Exams	16 Practical Exams / International Day for Tolerance / Uploading the IA	17 Practical Exams
18	19 Practical Exams / Theory Exams	20	21 Id-Milaad (H)	22	23	24 PTI-III
25	26 Kanakadas Jayanthi (H)	27	28	29	30	

Focus on making things better - not bitter

## DECEMBER 2018

SUN	MON	TUE	WED	THU	FRI	SAT
30	31					1 HIV / Aids Awareness Day
2	3	4	5	6	7	8
9	10 Human Rights Day	11	12	13	14	15
16	17	18	19	20 Internation- al Human Solidarity Day	21	22
23	24	25 Christmas Holidays	26	27	28	29

Commit yourself to a life of self-improvement

## JANUARY - 2019

SUN	MON	TUE	WED	THU	FRI	SAT
		1 New Year Day	2 Commence- ment of Classes	3	4	5
6	7	8	9	10	11	12 National Youth Day
13	14 Pongal	15 Makara Sankranthi (H)	16	17	18	19
20	21	22	23	24	25 National Voters Day	26 Republic Day
27	28	29	30 Martyrs Day	31		

Today is your day to start fresh

## FEBRUARY 2019

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Electra 2019 Fest	2
3	4 World Cancer Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Shivaji Jayanthi	20	21 1st Test	22 1st Test	23 1st Test
24	25 1st Test	26 1st Test	27 1st Test	28 1st Test		

Try making everyday a day of achievement

## MARCH 2019

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2
3	4 Maha Shivarathri (H)	5	6	7	8 International Women's Day	9
10	11	12	13	14	15 World Disabled Day	16 PTA
17	18	19	20	21 World Forestry Day	22 World Day for Water	23
24	25	26	27	28	29	30

Manners are of more important than laws

## APRIL 2019

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5 Association Day	6 Ugadi
7	8	9	10	11	12 Graduation Day	13 College Day
14 Dr. Ambedkar Jayanathi (H)	15	16 Basava Jayanathi (H)	17 Mahaveera Jayanathi (H)	18 Practical Exams / End of Sem. Classes	19 Good Friday (H)	20 Revision Holidays
21	22	23	24	25 Theory Exams	26	27
28	29	30				

There is no road to success but through a clear strong willpower

**MAY 2019**

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Workers Day (H)	2	3	4
5	6	7	8	9	10	11
12	13	14 Mother's Day	15	16	17	18
19	20	21	22 International Biodiversity Day	23	24	25
26	27	28	29	30	31 World No Tobacco Day	

A reputation is precious, but a character is priceless

Semester : I, III, V																	
NAME :		CLASS & SECTION :				RECORD OF ABSENCE			REG. No.								
Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of the Parent	Signature of Staff in charge									
	1	2	3	4													

THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW 75% WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.



Semester : II, IV, VI

RECORD OF ABSENCE

NAME :

CLASS &amp; SECTION :

REG. No.

Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of the Parent	Signature of Staff in charge
	1	2	3	4				

THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW 75%. WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.

## EXTRA CURRICULAR AND CO-CURRICULAR MARKS SHEET

NAME: AKSHAY KUMAR, J		TOTAL MARKS		
CLASS: I B C A				
Event Date	Event Name	Place Secured	Coordinator Signature	Marks
10/11/18	RANROLL COMPETATION			
	NCE SLECTION			
	KANNIARA RAJAS -THAM LAARD SIWALAG			
	volley ball practice (60 hrs)		Chen	
	Basket ball practice (10 hrs)		Chen	
	Football practice (10 hrs)		Chen	
	Compuer science work shop	7 } }	Chen	35
	NAAC Activity			
	libary arrangement		Chen	
	Cricket		Chen	





NOTES

**TIME TABLE**

DATE	<sup>1</sup> 8.30 to 9.25	<sup>2</sup> 9.30 to 10.25	<sup>3</sup> 10.30 to 11.25	<sup>4</sup> 11.35 to 12.30	<sup>5</sup> 12.35 to 1.30
MONDAY	C	DE	EPH	DE <del>EPH</del>	LAB
TUESDAY	DE	GE	LIB	DM	Add Eng
WEDNESDAY	Add Eng	DM	EPH	LIB	H/K
THURSDAY	H/K	DE	LIB	DM	C
FRIDAY	GE	DM	C	<del>DM</del> GE	
SATURDAY	DM	GE	DE	C	CA