

### **The College Anthem**

*"LUCEAT LUX VESTRA"  
( Let Your Light Shine Forth)*

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

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

*Ch: Let it Shine Lord Shine  
Lord Let your light shine forth Shine  
Lord Shine Lord,  
Let your Light Shine through us*

*Let your light shine forth!  
For one gleam how many have striven!  
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 a star  
As the wanderer by a star*

*Ch: Let it Shine Lord Shine Lord  
Let your light shine forth  
Shine Lord Shine lord,  
Let your Light Shine through us  
Shanthi Shanthi  
Peace be to everyone  
To everyone  
May I be the peace to everyone.*

### **St. Aloysius Degree College & Post Graduate Research Centre**

Cox Town, Bangalore - 560 005  
Permanently affiliated to Bengaluru North University  
Accredited by NAAC with B Grade in 2019  
A Unit Run by Archdiocesan Board of Education (ABE)  
Recognized by UGC Under Section 2(f) of UGC Act 1956, New Delhi  
Website: [www.staloyusiusdegreecollege.in/com](http://www.staloyusiusdegreecollege.in/com)



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### *Student Handbook 2022-23*





## **St. Aloysius Degree College & Post Graduate Research Centre**

Cox Town, Bangalore - 560 005

Principal : 25466393 (O)  
                  25469397 (R)  
Office : 25460226  
Fax : 25466394

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

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

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

### **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 & Centre for Post Graduate Studies 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.

## DETAILS OF THE STUDENT

Name : .....

Class : .....

Reg. No : .....

E-mail : .....

Phone/ Mobile: .....

Father's Name: .....

Phone No : .....

Mother's Name: .....

Aadhar No : .....

Present Residential Address: .....

.....

.....

Office Address/Permanent Address: .....

.....

.....

Phone/Mobile: .....

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 home town 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 21<sup>st</sup> June.

*The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.*

*-Martin Luther King Jr.*

St. Aloysius Degree College and Post Graduate Research Centre was established in 2008 and managed by the Archdiocesan Board of Education. We are accredited by NAAC and affiliated to Bangalore North University. St. Aloysius Degree College and Post Graduate Research are included under section 2(f) of the UGC Act, 1956. We affirm to higher quality education while simultaneously committing ourselves to provide affordable and accessible education for all, especially for minorities and socio-economically disadvantaged students seeking to pursue higher education. We are inclusive and secular in our approach. Our institution strongly believes that education can shape our future generation. We are honored to be part of bringing forth a responsible, intelligent, service-oriented society of tomorrow.

### **Vision**

“St. Aloysius Degree College provides students with a transformative educational experience, making them responsible and committed citizens of the nation.”

### **Mission**

The Mission of St. Aloysius Degree College is:

- To provide relevant knowledge through an effective teaching-learning process for professional competence.
- To provide accessible and affordable education for all with a policy of preferential option for the poor so as to improve the quality of life for all students and their communities.
- To nurture in the student’s human, moral, social and spiritual values to live in integrity and harmony.
- To enable the students to meet global challenges with faith and develop self-confidence.
- To expose the students to latest Information Communication Technology (ICT) and Research.

## **Our Motto**

“Let Your Light Shine Forth”

## **Our Core Values**

### **Humanism**

We believe in compassion, restoring dignity, respect for and acceptance of one another.

### **Support**

We believe in creating a supportive atmosphere in order to nurture mutual growth and prosperity.

### **Proactive**

We believe in continuous learning to inspire, innovate and excel with a proactive approach.

### **Partnering**

We believe in working together with various stakeholders for the educational, cultural and social development of our students through extension activities.

### **Diversity**

We believe in celebrating the diversity of the students and embrace the underlying unity and strength.

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, broaden perspectives, pursue excellence, transform lives and 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 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-Curricular 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.

## **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 specialization.
- 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 teamwork.
- 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 endeavor of the College to shape every Aloysian to be a person for others.

The Union Cabinet approved the National Education Policy in the year 2020, making way for large scale, transformational reforms in both school and higher education sectors. The new policy aims to pave the way for transformational reforms in school and higher education systems in the country. This policy will replace the 34-year-old National Policy on Education (NPE), 1986. This is the first education policy of the 21st century and replaces the thirty-four-year-old National Policy on Education (NPE), 1986. Built on the foundational pillars of Access, Equity, Quality, Affordability and Accountability, this policy is aligned to the 2030 Agenda for Sustainable Development and aims to transform India into a vibrant knowledge society and global knowledge superpower by making both school and college education more holistic, flexible, multidisciplinary, suited to 21st century needs and aimed at bringing out the unique capabilities of each student

## **COLLEGE REGULATIONS**

1. The first bell for class is given at 8.25 am, seven minutes before the commencement of the class. Students should be in their respective classrooms before the second bell at 8.30a.m. The first hour in the morning begins with a silent prayer for a minute. Students are expected to stand up in their respective classrooms, in reverence before God and pray for divine blessings for 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 colors to the campus.

8. In subordination, 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 interrelationships, they must observe norms of decency and propriety.
10. Students are required to come decently dressed. Formal shirt with collar, neatly ironed, T-Shirt with collar is allowed for boys. Salwar/ Churidar Kameez and Jeans with knee length Kurtas 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 playground still 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 (no torn jeans and short pants) and have hair styles in conformity with norms of decency and propriety. Though the college does not have address code, all students are to dress decently.
16. Hairstyle for boys and girls should be decent.  
Boys: No growing longhair, coloring or ponytail.  
Girls: Combed neatly without side locks and coloring.
17. The parking space will function on all working days from 8.30a.m to 3.30p.m. The college will not bear responsibility for vehicles that are not locked. Parking fee is Rs.300/-per semester for two wheelers.

18. 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.
19. Externs are not allowed to enter the College during class hours to meet students or to attend functions.
20. 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.
21. No money is to be collected from students without the prior permission of the principal.
22. Books, magazines, newspapers etc., not approved by the principal are not allowed to be brought to the College.
23. 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.
24. 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.
25. Use of mobiles is not permitted within the classroom. 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 classrooms.
26. Students are not expected to be at the Parking place during class hours or during the breaks.
27. Canteen is to be made use of only during lunch breaks, before and after classes.
28. Students are not expected to eat in the classrooms. A fine of Rs. 100/- will be imposed on students found eating in the classrooms.
29. 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.

30.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.

**St.Aloysius Degree College and Post Graduate Research Centre is permanently affiliated to Bangalore North University. Thereby the academic calendar of events will be as per the university norms.**

**National Education Policy has been implemented from the academic year 2021-2022. It outlines the vision of new education system of India.**

**The policy is a comprehensive framework for elementary education to higher education as well as vocational training in both rural and urban India. The policy aims to transform India's education system by 2040.**

## **Regulations on Attendance**

**“Every College enrolling student for the first-degree Programme shall ensure that the number of actual teaching days on which classes such as lectures, tutorials, seminars, and practical 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 practical’s, fieldwork, 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 8.25a.m.to 3.30p.m. Classes close at 3.30p.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 other's.

### **For Students**

**“The minimum number of lectures, tutorials, seminars and practical's which a student's hall be required to attend or 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, practical, 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 student's performance, the failed student takes 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. 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 Bengaluru North University has assigned 30 marks for internal assessments. 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% - 2marks and 76to79-1mark)
- b. Assignment :5marks
- c. First Test :8marks
- d. Preparatory Exam :12marks

**Total: 30marks**

### Internal Marks (NEP BATCH)

From the academic year 2021-2022 National education policy has been implemented. The internal marks calculations will be as follows:

**Total internal marks = 40**  
**Which is Bifurcated as C1+C2 = 40**

C1=20 marks which include:

First unit test	10 marks
Seminar ,presentation or activity	10 marks

C2=20 marks which include:

Preparatory Exams	10 marks
Case study, Assignment or Project/field work	10 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 Bengaluru North University has assigned 50 marks for co-curricular activities. The distribution of marks for co-curricular activities are under different categories.

### **Sports and Games**

Students participating in sports and games as members of the College Team can get a maximum of 20marks for 60 hours of practice/training per semester. For additional 60 hours of training, these students shall get 10marks. Students will get 4 marks for every win whether as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in inter-collegiate competitions provided there are at least five

teams for the competition in that item. For every subsequent win (only 1<sup>st</sup>), a student can get 3 marks.

- Students playing for the Bengaluru North 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 mark for every win whether 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in inter-collegiate competitions.
- 3 marks for every subsequent win (only 1<sup>st</sup>) 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 mark for every win whether 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in inter-class competitions.

### **NSS/CSA/NCC/Sports & 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 often 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.

- 5 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 30hours 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.

### **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, 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 Saturday sit will be open from 8.30a.m - 1.00p.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.
5. 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.
6. Strict silence should be observed in and near the reading room.
7. 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.

8. The college subscribes to all news papers and over 20 journals and magazines. Students and Staff are expected to refer to journals and magazines and update their knowledge.
9. Internet facility/computer assistance is provided for academic purpose.
10. All books borrowed from the bank must be returned in good condition at the end of the academic year.
11. 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 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 informing 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.

## **ACADEMICE VALUATION**

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 student's 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.

**Cash award for the BEST ALOYSIAN TROPHY Criteria:**

1. Academic performance of 5 semesters.
2. Attendance of each year.
3. Interpersonal relationships with
  - a. Colleagues
  - b. Lecturers
  - c. Principal& Management
4. Leadership during the 3years.
5. Participation in Inter Class, Inter Collegiate, Zonal/ State Level competitions & Sports.



## **ADMINISTRATION**

Archbishop	President, Bangalore
Rev. Dr. Peter Machado	Archdiocesan Board of Education
Rev. Fr. Anthony Mahendran	Manager & Correspondent
Dr. Sr. Sagayamary. B, SJT	Principal M.Sc., M.Phil., Ph.D
Rev. Fr. Vinoo Fabian	Vice-Principal

## **STAFF**

### **Department of Kannada**

Dr. M. S. Itigi	M.A, NET, Ph.D
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### **Department of English**

Dr. Karan Alistair Kishore (HOD)	M.A, B.Ed, Ph.D
Mrs. Laly Mathew	M.A,M.Ed,(Ph.D)
Mr. Abel Dexter Sam	M.A.

### **Department of Hindi**

Mrs. Punam Singh	B.Ed, M.A
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### **Department of Commerce & Management**

Mrs. Zeena Lobo (HOD)	M.Sc (Maths), MBA, NET/ K-SET, (Ph.D)
Mrs. Carol Fortunata (HOD)	M.Com,NET/K-SET, PGDBA, PGDHRM, (Ph.D)
Dr. Ravi Kumar K	M.Com, M.Phil, K-SET/NET, Ph.D
Mrs. Subhashini.M (HOD)	M.Com,NET/SET, PGDBA
Mr. Robin V Frank	M.Com, K-SET
Mr. Hemanth Kumar	M.Com, MA (Economics)
Dr. Fr. John Mathew CSSR	MBA,MHRM.,NET,Ph.D

Dr. Devika Rani	M.Com,PGD-PMIR,NET,Ph.D
Mrs. Sneha. A	M.Com
Mr. Salman	M.Com.,K-SET

### **Department of Computer Science**

Mrs. Saranya (HOD)	M.Sc'CS', PGDCS
Mrs. Indhumathi.D	M.Sc'CS', M.Phil (Ph.D)
Mrs. Swathi. K	M.C.A
Ms. Amali Sunitha	M.C.A

### **Department of Journalism**

Rev. Fr. Vinoo Fabian	M.S. (Com.), MA (Hist), B.Ed., (Ph.D)
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### **Department of Political Science**

Mrs. Tejal Khanna	M.A, M.Phil, NET,(Ph.D)
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### **Department of Psychology**

Mrs. Nikhath Seema (HOD)	M.Sc. 'Clinical Psychology' Diploma in Parent Counseling
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### **Department of Social Work**

Sr. Deepa George FDCC (HOD)	MSW,K-SET
Rev. Fr. Prashanth Prem Kumar	MSW
Mrs. Nirmala (HOD)	MSW, B.Ed, PGDELT
Dr. Sharma.MR	M.S.W, M.S (Mgt), M.Phil, PGDLL, DHRD, NET

### **Librarian**

Ms. Vasanta Kumari	MLISc.,MA.,NET.,K-SET
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### **Sports & Games**

Mr. Chetan M.G.	M.P.Ed., K-SET
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## Office Staff

Sr. Jane Fernandes MMSB	Office Superintendent
Mr. Antony Raj	Office Assistant
Mrs. Priyanka	Receptionist
Bro. Nicholas	Regent

## Supporting Staff

1. Mr. Milton George (Supervisor)
2. Mr. Rangaiah
3. Mr. VasanthKumar
4. Mrs. Catherine
5. Mrs. Rebecca
6. Mrs. Kumari

## Class Mentors (2022-2023)

I B.Com.	-	Mrs. Zeena Lobo
II B.Com.	-	Mrs. Subhashini
III B.Com.	-	Mr. Robin V Frank
I BBA	-	Mrs. Sneha
II BBA	-	Mr. Hemanth
III BBA	-	Mr. Syed Salman
I BCA	-	Mrs. Swathi
II BCA	-	Ms. Sunitha
III BCA	-	Mrs. SaranyaM
I BSW	-	Ms. Nirmala
II BSW	-	Fr. Prashanth
I BA	-	Mr. Karan
II BA	-	Mr. Abel Dexter Sam
III BA	-	Rev .Fr .Vinoos Fabian
I MSW	-	Dr. Sharma. MR
II MSW	-	Sr. Deepa George FDCC
I M.Com	-	Dr. Ravi Kumar
II M.Com	-	Mrs. Carol Fortunata

## **Associations:**

1. Commerce & Management Association:  
Mrs. Subhashini, Mrs. Zeena Lobo, Mr. Robin & Mr. Hemanth.
2. Computer Science Association:  
Mrs. Saranya and Mrs. Indhumathi
3. Social Science Association:  
Fr. Vinoo Fabian, Sr. Deepa George and Mrs. Nikath
4. Language Association:  
Dr. M. S. Itigi, Mrs. Punam Singh, Mr. Dexter
5. National Service Scheme:  
Mr. Syed Salman, Mrs. Sneha and Mrs. Nirmala
6. NCC: Mr. Chetan M .G. and Mrs. Punam Singh
7. Cultural Association:  
Mrs. Carol, Mr. Robin, Mrs. Saranya.M,  
Dr. Karan and Mrs. Swathi.K
8. Academic Representatives:  
Mrs. Saranya.M and Mrs. Nikhath Seema
9. Committee of Class Representatives:  
Fr. Vinoo Fabian, Mr. Robin V Frank
10. Alumni Association:  
Mrs. Zeena Lobo, Mr. Hemanth Kumar and Mrs. Carol David
11. Aloysian Social Work Association:  
Fr. Prashanth PremKumar, Sr. Deepa George and Mrs Nrmala
12. Catholic Students Association & College Choir:  
Mrs. Carol David, Mr. Robin V Frank

13. Environmental Cell:  
Mrs. Swathi, Mr. Syed Salman and Mrs. Sneha. A
14. Sexual harassment:  
Fr. Anthony Mahendran , Fr. Vinoo Fabian, Mrs.Zeena Lobo  
& Sr. Deepa George
15. Anti ragging cell & Narcotic drugs:  
Dr. Sr. Sagaya Mary.B, Mrs.Zeena Lobo, Sr. Deepa George  
Mr. Chethen, Mr. Syed Salman, Ms. Amali Sunitha.
16. Grievance Cell:  
Fr. Anthony Mahendran, Fr. Vinoo Fabian, Mrs. Subhashini.M  
and Mr. Hemanth.
17. Malpractice Committee:  
Fr. Vinoo Fabian and Mrs. Zeena Lobo
18. Committee for Internal Assessment:  
Fr. Vinoo Fabian, Mrs. Zeena Lobo, Sr. Deepa and  
Mrs. Saranya M.
19. Placement Cell:  
Mr. Robin V. Frank, Mr. Dexter Sam, and Dr. Karan.
20. NAAC & IQAC: Mrs. Zeena Lobo, Mr. Hemanth Kumar and all  
Head Of the Departments.
21. Parents Council:  
Mrs. Zeena Lobo, Mrs. Subhashini and Mrs. Carol.
22. Calendar Committee:  
Dr. Itigi, Mrs. Subhashini.M, Sr. Deepa, Mrs. Indumathi and  
Mr. Dexter
23. College Newsletter & Journal:  
Mrs. Carol, Mrs. Laly Matthew, Mrs. Saranya, Fr. Vinoo and  
Dr. Karan Alistair.
24. Certificate Courses: Coordinators of Departments

25. SC/ST Cell:

Mrs. Subhashini, Mr. Hemanth and Ms. Amali Sunitha.

26. Anti-Human Trafficking Club:

Sr. Deepa, Dr. MR Sharma and Mrs. Nirmala

26. Human Rights Association:

Mrs. Tejal Khanna, Mr. Hemanth and Mrs. Indhumathi.

27. Website and social media:

Mrs. Saranya, Ms. Amali Sunitha and Mr. Hemanth.

28. Research Centre:

Dr. Fr. John Mathew, Mrs. Carol, Mrs. Zeena Lobo and  
Dr. Devika Rani

Principal will be the Chairperson of all the Associations

## AUGUST-2022

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9 Muharram (H)	10	11	12	13
14	15 Independence Day (H)	16	17	18	19 Janmashtami (H)	20
21	22	23	24	25	26	27 Annual Sports meet
28	29	30	31 Ganesh chaturthi (H)			

They are never alone that are accompanied with noble thoughts

## SEPTEMBER-2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 Teachers day	6	7	8 St.Mary's Feast(H)	9	10 Preparatory Exams
11	12	13	14	15	16	17
18	19	20	21	22	23 Association Day	24
25 Mahalaya Ammavasye (H)	26	27	28	29 College Day	30 Graduation Day	

Focus on making things better – not bitter



# OCTOBER-2022

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2 Gandhi Jayanthi, (H)	3	4 Ayutha pooja (H)	5 Vijaya Dashami (H)	6	7	8
9 Eid Milad, Valmiki jayanti(H)	10	11 National Girl Child Day	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Deepavali (H)	27	28	29
30	31					

Commit yourself to a life of self-improvement

# NOVEMBER-2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1 Kannada Rajyotsava (H)	2 All Souls Day	3	4 Birthday of Guru Nanak	5
6	7 National Cancer Awareness Day	8	9	10	11 Kanaka - dasa Jayanthi (H)	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Today is your day to start fresh

## DECEMBER-2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1 World AIDS day	2	3 World Disabled Day
4	5	6	7	8	9	10 Human Rights Day
11	12	13	14	15	16	17
18	19	20	21	22 Retreat for Catholic students	23 Christmas Celebration	24
25 Christmas (H)	26 Christmas Holidays	27	28	29	30	31

Try making everyday a day of achievement

# JANUARY-2023

SUN	MON	TUE	WED	THU	FRI	SAT
1 New Year (H)	2 Memorial Service Fr. Ambrose Pinto	3	4	5	6	7
8	9	10	11	12 National Youth Day	13	14 Makara Sankaranthi (H)
15	16	17	18	19	20	21
22	23	24	25 National Voters Day	26 Republic Day (H)	27	28
29	30	31				

Manners are of more important than laws

## FEBRUARY-2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18 Maha Sivarathri (H)
19	20	21	22	23	24	25
26	27	28				

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

## MARCH-2023

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

A reputation is precious, but a character is priceless

# APRIL-2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 Mahavir Jayanthi (H)	5	6 Maundy Thursday	7 Good Friday (H)	8
9 Easter Day (H)	10	11	12	13	14 Dr.Ambedkar Jayanthi (H)	15
16	17	18	19	20	21	22 Ramzan (H)
23 Basava Jayanthi (H)	24	25	26	27	28	29
30						

Commit yourself to a life of self-improvement

## MAY-2023

SUN	MON	TUE	WED	THU	FRI	SAT
	1 International Workers Day (H)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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



## JUNE-2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 Environ- mental Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 St.Aloysius Feast	22	23	24
25	26	27	28	29 Bakrid (H)	30	

Success is not a destination, it is a journey

## JULY-2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11 World Population Day	12 Memorial Service Sr.Philomena	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29 Muharram (H)
30	31					

Commit yourself to a life of self-improvement

**CALENDER OF EVENTS 2022- 2023**  
**DEPARTMENT OF KANNADA**

Sl. No	Activity / event	Tentative date
1	Kannada Cultural events	October 6 <sup>th</sup> to 12
2	Matadumatadu Kannada events	October 25 <sup>th</sup>
3	Intra college business fest/competitions	November 4 <sup>th</sup>
4	Industrial visit for I & II M.Com students	November 15 <sup>th</sup>
5	National Level Seminar for faculty and students	November 28 <sup>th</sup>
6	Outreach program – visit to old age home/orphanage	December 10 <sup>th</sup>

**DEPARTMENT OF HINDI**

Sl. No	Activity / event	Tentative date
1	Government school visit by 2 <sup>nd</sup> year BCA students	October 6 <sup>th</sup> to 12
2	HINDI Shahithya Parishathu visit by 1 <sup>st</sup> year BBA student	October 25 <sup>th</sup>
3	Bridge Course	November 4 <sup>th</sup>
4	HINDI Cultural events	November 15 <sup>th</sup>
5	Guest Lecture	November 28 <sup>th</sup>
6	Government school visit by 2 <sup>nd</sup> year BCA students	December 10 <sup>th</sup>

**DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS**

Sl. No	Activity / event	Tentative date
1	International YOGA day	June 21 <sup>st</sup>
2	College Sports team Selections	July 2 <sup>nd</sup> week
3	Inter class outdoor games (2021-22) (Football, Basketball, Volleyball, Cricket, Throwball)	August 1 <sup>st</sup> Week
4	Independence Day	August 14 <sup>th</sup>
5	Inter class Indoor games (Chess, Carom, Table-Tennis)	September 1 <sup>st</sup> week
6	Athletics heats (Selection)	November 1 <sup>st</sup> week
7	Annual Athletic meet (Sports Day)	December 3 <sup>rd</sup> week
8	Inter class outdoor games (2022-23) (Football, Basketball, Volleyball, Cricket, Throwball)	February 1 <sup>st</sup> week

## DEPARTMENT OF JOURNALISM

Sl. No	Activity / event	Tentative date
1	Workshop	August 12 <sup>th</sup>
2	Guest Lecture	September 15 <sup>th</sup>
3	Presentations	September 20 <sup>th</sup>
4	Visit to Newspaper Industry	October 14 <sup>th</sup>
5	Field Visit	October 25 <sup>th</sup>
6	Poster Making	October 30 <sup>th</sup>

## DEPARTMENT OF POLITICAL SCIENCE

Sl. No	Activity / event	Tentative date
1	Academic visit to Vidhanasoudha and high court of Karnataka	July 2 <sup>nd</sup> week
2	Program and special lecturer on the eve of Independence Day	August 14 <sup>th</sup>
3	Gandhi Jayanthi Program	October 2 <sup>nd</sup>
4	Sadbhavan Divas Program	August 20 <sup>th</sup>
5	Week guidance for Competitive Exams by experts	October 3 <sup>rd</sup>
6	Vallababhai Patel Special Lecture National Integration	October 30 <sup>th</sup>
7	BBMP corporation word visit for academic study	November 3 <sup>rd</sup> week
8	November 26 <sup>th</sup> constitution day celebration	November 26 <sup>th</sup>
9	Human rights awareness program and special lecturer on human rights	December 10 <sup>th</sup>
10	January 25 voter's day and awareness program	January 25
11	Mahatma Jyotibapule birthday	February 20
12	World knowledge day celebration on the action of Dr.B.R Ambedker birthday	April 14 <sup>th</sup>
13	World Labor's day	April 30
14	World environment day celebration	June 5 <sup>th</sup>

## DEPARTMENT OF SOCIAL WORK

Sl. No	Activity / event	Tentative date
1	Awareness on Anti- Human Trafficking – first year UG students	11 <sup>th</sup> June
2	Outreach program- Jyothipura, Bangalore Rural – Environment day observation	17 <sup>th</sup> June
3	Anti-drug abuse day observation in collaboration with Excise department	24 <sup>th</sup> June
4	World day against Trafficking in Person	30 <sup>th</sup> July
5	Organ donation day - Organ donation drive	13 <sup>th</sup> August
6	Rural Camp for 7 days	2 <sup>nd</sup> September
7	Visit to the Forest care Home	11 <sup>th</sup> October
8	Guest lecture-World Cancer Awareness Day	November 7 <sup>th</sup>
9	Human Rights Observation Week	December 1 <sup>st</sup> to10 <sup>th</sup>
10	Seminar - Child Rights	January 2 <sup>nd</sup> week
11	Workshop - Psycho-sexual Integration	February 2 <sup>nd</sup> week
12	Women’s Day Celebration	March 8 <sup>th</sup>
13	Employability Training	April 2 <sup>nd</sup> week

## DEPARTMENT OF COMMERCE AND MANAGEMENT

Sl. No	Activity / event	Tentative date
1	Webinar for students	11 <sup>th</sup> June
2	Seminar for students and teachers	17 <sup>th</sup> June
3	Food fest	24 <sup>th</sup> June
4	Business Quiz	30 <sup>th</sup> July
5	Exhibition	13 <sup>th</sup> August
6	Seminar for staff and students	2 <sup>nd</sup> September
7	Industrial Visit	11 <sup>th</sup> October
8	Preparatory Exam	November 7 <sup>th</sup>
9	Outreach Program	December 1 <sup>st</sup> to10 <sup>th</sup>
10	Faculty Development Program	January 2 <sup>nd</sup> week
11	Exuberance	February 2 <sup>nd</sup> week
12	Industrial Visit	March 8 <sup>th</sup>
13	Budget analysis	April 2 <sup>nd</sup> week
14	Guest Lecture	4 <sup>th</sup> week of April

## POST GRADUATE DEPARTMENT OF COMMERCE

Sl. No	Activity / event	Tentative date
1	One day Orientation Program for first M.Com students	July 2 <sup>nd</sup> Week
2	Guest lecture for I & II M.Com students	August 1 <sup>st</sup> Week
3	Intra college business fest/competitions	September 4 <sup>th</sup> week
4	Industrial visit for I & II M.Com students	October 2 <sup>nd</sup> week
5	National Level Seminar for faculty and students	October 3 <sup>rd</sup> week
6	Outreach program - visit to old age home/orphanage	December 1 <sup>st</sup> week
7	Workshop for M.Com students on writing research papers(skill development)	January 2 <sup>nd</sup> week
8	Guest lecture for II M.Com students on Dissertation preparation	January 3 <sup>rd</sup> week
9	Two days training program for M.Com students - preparing for NET/SLET exams	March 2 <sup>nd</sup> week
10	Budget Highlights - Discussion & Presentation by I & II M.Com students	March 4 <sup>th</sup> week
11	Students visit to IIMB library	April 1 <sup>st</sup> week
12	Workshop for M.Com students on writing research papers(skill development)	January 2 <sup>nd</sup> week

## DEPARTMENT OF COMPUTER SCIENCE

Sl. No	Activity / event	Tentative date
1	AI Course - Final Year BCA	6 <sup>th</sup> June 2022
2	Technical Event (All Streams)	15 <sup>th</sup> July 2022
3	Seminar/ Workshop	24 <sup>th</sup> July 2022
4	Presentation Contest	02 <sup>th</sup> August 2022
5	Virtual Industrial Visit	10 <sup>th</sup> August 2022
6	Tech Quiz -Interclass	31 <sup>th</sup> August 2022
7	Personality Development Lecture	17 <sup>th</sup> Nov 2022
8	Outreach Program	10 <sup>th</sup> Dec 2022
9	Guest Lecture - Technical	20 <sup>th</sup> January 2023
10	Techkathon 2023	14 <sup>th</sup> February 2023
11	Coding and Debugging Contest	18 <sup>th</sup> March 2023

## DEPARTMENT OF ENGLISH

### ODD SEMESTER

Sl. No	Activity / event	Tentative date
1	Poetry writing	2 <sup>nd</sup> June 2022
2	Guest lecture	09 <sup>th</sup> August 2022
3	Tableau	16 <sup>th</sup> August 2022
4	Pick And Speak	28 <sup>th</sup> June 2022
5	Outreach programme	26 <sup>th</sup> August 2022
6	Visit to library	30 <sup>th</sup> June 2022
7	FDP	03 <sup>rd</sup> August 2022
8	Essay writing	12 <sup>th</sup> August 2022
9	Elocution	23 <sup>rd</sup> August 2022
10	Debate	27 <sup>th</sup> September 2022
11	Poetry writing	22 <sup>nd</sup> June 2022
12	Guest lecture	09 <sup>th</sup> August 2022
13	Tableau	16 <sup>th</sup> August 2022
14	Pick And Speak	28 <sup>th</sup> June 2022

### EVEN SEMESTER

Sl. No	Activity / event	Tentative date
1	Visit to library	31/01/2023
2	Poetry writing	08/02/2023 (T)
3	Guest lecture	22/03/2023
4	Pick and speak	15/02/2023
5	Outreach programme	31/03/2023
6	Outreach program – visit to old age home/orphanage	December 1 <sup>st</sup> week

**SEMESTER: I,III,V**

**RECORD OF ABSENCE**

**NAME:**

**CLASS&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.**



**SEMESTER: I,III,V**

**RECORD OF ABSENCE**

**NAME:**

**CLASS&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.**

**SEMESTER: II,IV,VI**

**RECORD OF ABSENCE**

**NAME:**

**CLASS&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 ELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.**

**SEMESTER: II,IV,VI**

**RECORD OF ABSENCE**

**NAME:**

**CLASS&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 MARKSSHEET**

<b>NAME:</b>				<b>TOTAL MARKS</b>	
<b>CLASS:</b>					
<b>Event Date</b>	<b>Event Name</b>	<b>Place Secured</b>	<b>Coordinator Signature</b>	<b>Marks</b>	

**EXTRA CURRICULAR AND CO-CURRICULAR MARKSSHEET**

NAME:		TOTAL MARKS		
CLASS:				
Event Date	Event Name	Place Secured	Coordinator Signature	Marks



## NOTES

	<b>TIME - TABLE</b>					
<b>DAYS</b>	1 8.30 to 9.25	2 9.30 to 10.25	10:25 to 10:40	3 10.40 to 11.35	4 11.40 to 12.35	5 12.40 to 1.35
<b>MON</b>			short break			
<b>TUE</b>						
<b>WED</b>						
<b>THU</b>						
<b>FRI</b>						
<b>SAT</b>						