# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

**Part – A**

2014-15

**AQAR for the year *(for example 2013-14)***

**1. Details of the Institution**

ST ALOYSIUS COLLEGE (AUTONOMOUS)

1.1 Name of the Institution

P.B.NO.720, Light House Hill Road

1.2 Address Line 1

Kodialbail Post

Address Line 2

MANGALORE

City/Town

KARNATAKA

State

575 003

Pin Code

admin@staloysius.edu.in

Institution e-mail address

0824-2449700 / 0824-2449701

Contact Nos.

Rev. Fr Swebert D’Silva

Name of the Head of the Institution:

Tel. No. with STD Code:

0824-2449703

9448128154

Mobile:

Dr Denis Fernandes

Name of the IQAC Co-ordinator:

9986220459

Mobile:

iqac@staloysius.edu.in

IQAC e-mail address:

KACOGN10645

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

**OR**

1.4 **NAAC Executive Committee No. & Date:**

EC/51/RAR/49 December 31, 2009

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom*

*of your institution’s Accreditation Certificate)*

[www.staloysius.edu.in](http://www.staloysius.edu.in) / [www.staloysius.ac.in](http://www.staloysius.ac.in)

1.5 Website address:

www.staloysius.edu.in/aqar2014-15

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | A | - | 2004 | 5 years |
| 2 | 2nd Cycle | A | 3.48 | 2009 | 5 years |
| 3 | 3rd Cycle | A | 3.62 | 2015 | 5 years |
| 4 | 4th Cycle |  |  |  |  |

1.7 Date of Establishment of IQAC: DD/MM/YYYY

17/03/2004

1.8 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

1. AQAR 2013-14 submitted to NAAC on 04/10/2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

    Computer Application, Social Work

Others (Specify)

Mangalore University

1.11 Name of the Affiliating University *(for the Colleges)*

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

State Government

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

1. Community College
2. State Govt, BTFS
3. DBT Star Scheme
4. Department of Bio Technology (DBT) has granted Bio Informatics Facility (BIF) to the College

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

15

2.1 No. of Teachers

01

2.2 No. of Administrative/Technical staff

0

2.3 No. of students

2.4 No. of Management representatives

2

4

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

1

community representatives

1

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

2.9 Total No. of members

26

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No. Faculty

04

13

6

01

04

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

-

If yes, mention the amount

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

3

3

Total Nos. International National State Institution Level

Intellectual Property Rights

NAAC Reaccreditation preparation and process**.**

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Preparation for the NAAC Reaccreditation for the Third cycle
2. Actively involved in the preparation of a project report under RUSA.
3. Orientation programme for the newly appointed teaching staff.
4. Training on online attendance.
5. Training on smart class usage, Video Conferencing
6. An Equal Opportunity Centre has been set up in the College to cater the need of the social and economic weaker section students of the College.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| Plan of Action | Achievements |
| 1. Emphasis on ICT based Teaching | 1. Online attendance is introduced 2. Smart classes and Video conferencing introduced 3. Staff whatsup groups created for Communication purpose 4. College Website modified – IQAC page inserted. |
| 1. Research | 1. Fifty Eight Minor Research Projects applied and Twenty Minor Research Projects were sanctioned under UGC. 2. Three staff members have obtained Ph.D during the year 2014-15 3. Laboratory Safety audit was conducted. 4. Staff research publications brought out through college 4 research journals. 5. Twelve National/International Seminars organized on new findings in different subjects. |
| 1. Teaching Learning | 1. Food Processing Pilot plant was setup in the   Food Science and Technology department.   1. Introduction of M.Sc. in Corporate Psychology. |
| 1. Environmental Concerns | 1. 24 KV solar energy plant installed in Post Graduate department for the use of Computer Labs. 2. Recycling the plastic waste initiated. 3. Green Audit of the Campus conducted. |
| 1. Improvement in Placement | 1. Skill development training was given to all final year undergraduate students as a part of their curriculum. 2. Special skill oriented trainings were arranged for the Post Graduate students. 3. Thirty one Companies visited the Campus in 2014-15. 4. 223 students were selected under Campus Recruitment Drive held during the year. |

*\* Academic Calendar of the year* ***Annexure -i***

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

1. Placements
2. Improvement in results
3. Seminars/Conferences
4. Training for Civil Service Examinations, CPT, coaching classes
5. Twining programmes/MOUs

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | 08 | 0 | 08 | 0 |
| PG | 17 | 01 | 18 | 9 |
| UG | 06 | 0 | 03 | 02 |
| PG Diploma | 05 | 0 | 05 | 04 |
| Advanced Diploma | 01 | 0 | 0 | 01 |
| Diploma | 5 | 0 | 02 | 0 |
| Certificate | 22 | 0 | 18 | 0 |
| Others | 0 | 0 | 0 | 0 |
| Total | 64 | 1 | 54 | 16 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | 17 | 0 | 17 | 0 |
| Innovative | 4 | 0 | 0 | 0 |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 28 |  |  |  |
| Trimester | 0 |
| Annual | 18 |

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

***(On all aspects)***

Mode of feedback : Online Manual Co-operating schools (for PEI)

***\* feedback Annexure- ii***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

1. Syllabus being updated regularly.
2. Curriculum structure has been redesign for effective teaching learning and evaluation like projects, internship, seminar, assignments.
3. It is mandatory to hold one meeting of BOS every academic year Besides, the internal & external academic audit, feedback from teachers, students, parents is taken regularly (annual) and during the annual review, the experience of executing the curriculum is discussed and minor changes, if any, are proposed for approval from the Academic Council.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

YES

* M.sc Corporate Psychology

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 248 | 197 | 51 | 0 | 0 |

2.1 Total No. of permanent faculty

57

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| 43 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 43 | 0 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

8

0

0

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 24 | 196 | 36 |
| Presented papers | 49 | 109 | 13 |
| Resource Persons | 0 | 15 | 17 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Information through College website
2. Field study.
3. Orientation programme at the college level and at the departmental level.
4. One student each is present in BOS of every department.
5. The College announces schedule for all co-curricular and extra-curricular activities in advance.
6. LCD, Smart Class and Video Conferencing.
7. Micro teaching.
8. Language and Commerce Laboratories.
9. Media Laboratory and Community Radio ‘Radio Sarang’ for Journalism students.
10. Use of E-Learning especially for advanced subjects.
11. Library Usage.
12. Hands on experience.
13. Class Guide / Mentor.
14. Summer School programme.

2.7 Total No. of actual teaching days

180

during this academic year

2.8 Examination/ Evaluation Reforms initiated by

* Double Valuation in PG
* Photocopying is allowed
* Re totalling, Revaluation
* Online Results
* Multiple Choice Question papers

the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

248

248

248

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise distribution of pass percentage :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division | | | | |
| Distinction % | I % | II % | III % | Pass % |
| BA | 104 | 37 | 41 | 8 | 10 | 92.31 |
| BSW | 16 | 10 | 1 | 4 | 1 | 100 |
| B. Sc | 182 | 105 | 42 | 16 | 1 | 90.11 |
| B.Com | 344 | 132 | 162 | 18 | 5 | 92.15 |
| BBM | 208 | 24 | 101 | 42 | 22 | 90.87 |
| BCA | 125 | 37 | 82 | 6 | 0 | 100 |
| M.Sc Software technology | 35 | 33 | 2 | 0 | 0 | 100 |
| M.Sc Mathematics | 36 | 11 | 13 | 4 | 2 | 83.33 |
| M.Sc Analytical Chemistry | 29 | 19 | 10 | 0 | 0 | 100 |
| M.Sc Biochemistry | 30 | 14 | 16 | 0 | 0 | 100 |
| M.Sc Biotechnology | 30 | 15 | 15 | 0 | 0 | 100 |
| M.A Applied Economics | 34 | 8 | 25 | 1 | 0 | 100 |
| M.A English | 37 | 9 | 27 | 0 | 0 | 36 |
| MCMS | 11 | 7 | 4 | 0 | 0 | 100 |
| MSW | 55 | 28 | 26 | 1 | 0 | 100 |
| M.Com | 59 | 13 | 32 | 13 | 0 | 98.31 |
| MBA | 157 | 36 | 113 | 8 | 0 | 100 |
| MCA | 118 | 80 | 38 | 0 | 0 | 100 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

1. IQAC organizes staff training for all and Staff Orientation Programmes for the beginners in the beginning of each Semester.
2. It also deputes the staff to attend refresher/ short term courses organized by the Academic Staff Colleges under UGC.
3. It keeps track with the research activities of the staff members. It encourages them to apply for Major, minor research programmes, present papers in national seminars and publish their research articles in reputed journals.
4. The IQAC has also taken up issues related to Gender sensitivity as well environmental concerns and proposed necessary suggestions in this regard.
5. It arranges meeting of all its members twice a year to take stock of the quality improvement in the college.
6. Besides, it takes feedback from the parents, students and the staff of the college on academic as well as administrative matters.
7. At the end of the academic year it conducts the review meetings of all the departments, the suggestions of these meetings are placed before the Staff Council for further action

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
| Refresher courses | 05 |
| UGC – Faculty Improvement Programme | 02 |
| HRD programmes | 02 |
| Orientation programmes | 02 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 03 |
| Staff training conducted by other institutions | 08 |
| Summer / Winter schools, Workshops, etc. | 10 |
| Others | 07 |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of Permanent  Employees | Number of Vacant  Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 121 | 0 | 0 | 09 |
| Technical Staff | 08 | 0 | 0 | 0 |

**Criterion – III.**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

* 69 students have enrolled for Research leeding to Ph.D under St. Aloysius Advanced Research Centre affiliated to Tumkur University.
* 58 faculty have been motivated to take up Minor/Major research projects.
* The College Publishes 4 Research Journals which give opportunity to both the staff and the students to publish their research work.
* The theses of research scholars of the College are made available in the College library.
* Seed money provided for those pursuing Minor Research Projects.
* Laboratory fees waived for the staff pursuing Ph.D.
* Student Research is funded at PG level.
* UG Science students are asked to take up at least one Research Project as a part of their curriculum.
* Invited eminent Scholars and Scientists to the Campus to motivate students and staff on Research.
* Dean for Research studies has been appointed.
* Communication related to funding of Research appeared in different websites and journals were dispatched to the faculty and students through email.

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 1 | 3 |  |  |
| Outlay in Rs. Lakhs | 10,96,500/- | 61,18,000 |  |  |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number |  | 40 | 49 |  |
| Outlay in Rs. Lakhs |  | 38,61,953.00 | 60,54,300 |  |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 42 | 49 | 0 |
| Non-Peer Review Journals | 8 | 1 | 3 |
| e-Journals | 19 | 3 | 0 |
| Conference proceedings | 42 | 50 | 2 |

3.5 Details on Impact factor of publications:

0-2.4

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | Duration  Year | Name of the  funding Agency | Total grant  sanctioned | Received |
| Major projects | 2013-16 | BRNS | 23,82,000/- | 16,97,550/- |
| 2012-15 | BRNS | 23,40,000/- |  |
|  | ICMR | 25,00,000/- |  |
| 2013-15 | BRNS | 13,96,000/- | 10,74,750/- |
| Minor Projects | 2014-16 | UGC | 60,54,300 |  |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored |  |  |  |  |
| Projects sponsored by the University/ College |  |  |  |  |
| Students research projects  *(other than compulsory by the University)* | 1 | AIMIT | - | - |
|  |  | - | - |
|  |  | - | - |
| 2014-15 | St Aloysius College | 7500/- | 7500/- |
| 2014-15 | VGST | 30,000/- | 30,000/- |
| Any other(Specify) | 6 Students are working on 3 projects | Star College Scheme | - | - |
| Total |  |  |  |  |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

6

2

9

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

01

UGC-SAP CAS DST-FIST

06

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

1,86,900/-

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | International | National | State | University | College |
| Number | 1 | 21 | 4 | 3 | 8 |
| Sponsoring agencies | Management | DBT, Star College Scheme, UGC, INSA, BRNS, DST, District Industries Centre - Mangalore | VITC, Govt of Karnataka | KAK birth centenary, DBT, Cambridge University Press (India) Ltd | College, DBT |

88

3.12 No. of faculty served as experts, chairpersons or resource persons

13

09

04

3.13 No. of collaborations International National Any other

13

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

60,54,300

From Funding agency From Management of University/College

Total

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | 0 |
| Granted | 0 |
| International | Applied | 0 |
| Granted | 0 |
| Commercialised | Applied | 0 |
| Granted | 0 |

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| 14 | 10 | 2 | 0 | 0 | 0 | 2 |

Of the institute in the year

3.18 No. of faculty from the Institution

16

who are Ph. D. Guides

and students registered under them

69

3.19 No. of Ph.D. awarded by faculty from the Institution

3

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

CSIR-SRF-1

JRF SRF Project Fellows Any other

4

3.21 No. of students Participated in NSS events:

01

0

University level State level

National level International level

0

03

3.22 No. of students participated in NCC events:

364

94

University level State level

National level international level

43

01

3.23 No. of Awards won in NSS:

01

University level State level

0

National level International level

0

02

3.24 No. of Awards won in NCC:

04

University level State level

16

05

National level International level

0

3.25 No. of Extension activities organized

46

0

University forum College forum

0

05

06

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

* The UG students have “SAHAAYA” outreach programme in the two years to get involved in social work with different NGOs.
* All the PG departments have Rural Exposure Programme in the First year. Various Departments and Associations visit Old Age Homes, Tribal Camps, Orphanages, Aloysian Boys Home, St Josephs’ Old Age Home and remote villages of the District.
* Centre for Social Concern has adopted 8 villages in the District and also organizes social awareness programmes/camps in the rural /backward areas.
* Also adopted a new slum community ‘Pacchanady’ for developmental activities. Six months Tailoring course has been started for the women of this area. Tailoring machines and employment opportunities are generated for these women.
* Community Radio *Sarang* 107.8 FM broadcasts various programmes like Arogya Sparsh. Phone-in Live Programme on Legal Aid, Health issues, regularly in 4 Languages (Kannada, Konkani, Tulu, English).
* Centre for Social Concern, Pathway Cell, Sahodaya, AICUF, Al - Care organize number of programs like Malaria Awareness, HIV-AIDS Awareness, Hygiene Awareness, Medical and Blood Donation Camps, Environment related issues.
* Vermitechnology Unit provides vermibins and distributes among the general public.

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 53.7 acres | 0 |  | 53.7 acres |
| Class rooms | 135 | 0 |  | 135 |
| Laboratories | 35 | 0 |  | 35 |
| Seminar Halls | 9 | 0 |  | 9 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |  | 07 |  |  |
| Value of the equipment purchased during the year (Rs. in Lakhs) |  | 35,08,043 |  |  |
| Others |  |  |  |  |

4.2 Computerization of administration and library

**UG Library**

* College library is fully automated having internet facility and online catalogue access facility. EASYLIB – integrated multipurpose library management software is used for library automation.
* This year three more digital/network services are added to the library: DELNET ProQuest Commerce and Management eJournals collection, J-Gate Basic Sciences eJournals and World eBook Library in which more than 30,00,000 eBooks and journals are available online.
* Now altogether five paid online services are available in the library which can be accessed also on off-campus basis. The other two important online databases are: DELNET library network and NLIST-INFLIBNET eBooks and eJournals collection in which more than 83,000 eBooks and eJournals are available.
* Individual login and PW are assigned to staff and students to use NLIST digital library
* The college library users were placed ‘one among the top 10 NLIST users in India’ twice in the month of July 2014 and January 2015.
* Regular user orientation programmes are conducted to all classes.

**P.G.Library:**

* PG library is a fully automated Open Access library. This year Bar-Coding was done for the entire stock of books which enables the circulation procedure easy by using bar-code scanners.
* EASYLIB library Management software is used for library automation.
* The following digital/online library resources are available for the staff and students: DELNET library network, DELNET ProQuest Management eJournals collection, J-Gate Basic Sciences eJournals, NLIST-INFLIBNET digital books and journals and World eBook Library.
* User orientation classes were conducted for the students in the beginning of the academic year.
* Individual login and passwords are assigned to all staff and students to use NLIST digital library facility.

4.3 Library services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | 58324 | 86,31,348 | 2100 | 14,40,793 | 60,424 | 1,00,72,141 |
| Reference Books | 64334 | 1,28,03,224 | 1424 | 11,71,751 | 65758 | 13974975 |
| e-Books | 83000 | NList | 383000 | 90000 | 466000 |  |
| Journals | 318 | 5,82,742 | 116 | 407634 | 434 | 990376 |
| e-Journals | 6804 | 2,19,496 | 6590 | 1,22,000 | 13394 | 341496 |
| Digital Database | 5 |  | 6 | 89,08,51 | 11 |  |
| CD & Video | 753 |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 770 | 11 | 44Mbps | 4 | 0 | 3 | 44 | 0 |
| Added |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total |  | 11 | 44Mbps | 4 | 4 | 3 | 44 | 0 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

* User orientation classes were conducted for the students in the beginning of the academic year.

4.6 Amount spent on maintenance in lakhs :

30,91,967

i) ICT

29,39,004

ii) Campus Infrastructure and facilities

1,44,690

iii) Equipments

71,63,474

iv) Others

1,33,39,135

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

* Soft Skill Training Programme
* Leadership programme
* Student orientation programme in the beginning of the year on Autonomous Structure, Examination System, Library usage etc.
* IQAC collects feedback from the students related to the curriculum, infrastructural facilities and student support services. The analysed data from the feedback is presented in the IQAC meetings and forwarded to the Principal who in turn directs the Vice Principals and the Deans for further action.

5.2 Efforts made by the institution for tracking the progression

* Remedial classesare conducted for the academically weaker students.
* Class Guides and Mentor Systemis in place as a student support mechanism.
* Regular internal tests/assignments – Progress reports distributed after each test.
* Regular attendance of students monitored – those with attendance shortage were informed well in advance.
* Newslettersare published to promote creative writing skills among students. Several Departments and Associations of the College bring out their own newsletters. There are 22 newsletters and 4 research Journals published by the College every year.
* Counseling services.
* The College conducts Parent -Teacher-student (PTS) meetings after the Internal examinations.
* Student Councilis a part of the decision making body related to student’s issues represented by Elected Representatives - President, Vice president, Secretary, Joint Secretary, Class Representatives and Secretaries of all the Associations supervised by Staff Directors.
* Give a lot of exposure through seminars. Hands on workshops, guest lectures, field visits, education tours, poster and paper presentation

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 3429 | 1285 | 69 | 162 |

5.3 (a) Total Number of students

(b) No. of students outside the state

1230

8

(c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 2603 | 52.63 |

|  |  |
| --- | --- |
| No | % |
| 2342 | 47.37 |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | This Year | | | | | |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 3742 | 61 | 65 | 811 | 0 | 4679 | 912 | 57 | 105 | 3871 | 1 | 4945 |

Demand ratio 1:1.7 Dropout % 0.36

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

* NET/SLET Coaching classes
* CPT Coaching
* IAS Coaching classes
* Skill Development Classes
* CAT/MAT Coaching

403

No. of students beneficiaries

5.5 No. of students qualified in these examinations

0

5

9

3

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

2

0

0

0

5.6 Details of student counselling and career guidance

* The placement officer of the College organized Career Guidance Programmes to the final year students in collaboration with the Career Guidance Cell of the College.
* Leadership programme is held for all the students for two consecutive days in the beginning of every academic year.
* The College conducts soft skill training to the students of final year UG and final PG students, by the trained staff.
* PG departments have designed their Courses with project work for developing higher order skills such as analytical and experimental skills.

1096

No. of students benefitted

5.7 Details of campus placement

|  |  |  |  |
| --- | --- | --- | --- |
| ***On campus*** | | | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 92 | 701 | 287 | 113 |

5.8 Details of gender sensitization programmes

* On September 05, 2014 Human Rights Cell organized a Panel Discussion On “Harassment, Women and Gender”
* On 9th December 2014 the Student Council in collaboration with the Women's Forum and the Committee Against Sexual Harassment (CASH) performed a flash mob in the College parking lot to highlight the issue of Women Empowerment.
* On November 28, 2014 Human Right Cell organized a Panel Discussion on “Women and Media”. Talk by Florine Roche, Programme Executive AIR.
* On December 12, 2014 Humanities Association organized a talk Gender Equality by Dr Galdson Jathana Research Scholar Mangalore.
* Guest talk on “Self defence for Women” organized by Rovers and Rangers on December 05, 2014
* A government of India sponsored, successful Women’s Health and Nutrition programme –‘Mahila Arogya Sarang’ was aired for 12 months with several doctors visiting the radio station and helping women with their health issues. The programme consisted of 35 episodes, more than 150 live shows with recognized doctors.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

120

2

5

State/ University level National level International level

No. of students participated in cultural events

1641

0

43

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

46

1

3

Sports : State/ University level National level International level

0

33

76

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of  students | Amount |
| Financial support from institution | 76 | 1672500 |
| Financial support from government | 208 | 4020700 |
| Financial support from other sources | 03 | 82000 |
| Number of students who received International/ National recognitions | 6 | 40000 |

5.11 Student organised / initiatives

0

08

06

Fairs : State/ University level National level International level

02

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_03\_\_\_

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**VISION**

Empowering youth through excellence in education to shape a better future for humankind

**MISSION**

St Aloysius Institutions of the Mangalore Jesuit Educational Society(MJES) inspired by the person and mission of Jesus Christ, and inspired by the supreme sacrifice of St Aloysius Gonzaga guided by the motto ‘Lucet et Ardet’ (It shines to rekindle) commit themselves to spread the light of knowledge and wisdom and to kindle the ardour of faith that does justice by forming men and women for others who are academically accomplished, emotionally balanced, morally upright, socially responsible, ecologically sensitive and professionally dedicated so that they are a powerful force for the transformation of society.

6.2 Does the Institution has a management Information System

**Yes**

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

* UGC model curriculum is referred in framing and developing the curriculum.
* Regular BOS meetings and up gradation of syllabus every 3 years
* Inclusion of student representatives in the Board of Studies.
* Feedback from all the stakeholders is consider in framing the syllabus.
* National and global competency are considered while developing the curriculum.
* Academic Audit of the departments is done once in a year. The IQAC monitors the constant progress of every department.
* Every department is expected to organize at least one seminar in a year.
* Staff members are deputed to attend training / orientation programmes.
* Every Staff member is motivated/trained to apply Major/ Minor research projects.
* Staff members are motivated to write NET/SLET Examinations. Those who clear are given incentive in their salary.
* Staff members are encourage to register for Ph.D studies and publish their work in research Journals.
* Publication of In-house journals to publish their findings.

A large number of seminars/ conferences and workshops are organized by the College

6.3.2 Teaching and Learning

* The syllabi have been regularly updated.
* Commerce and Management Courses: The number of students is large in each class. Sound system has been provided. Many rooms are fitted with LCD monitors facilitating use of Power Point Presentations. Commerce laboratory concept has been introduced.
* Course outline and syllabus is provided in the website as well as in the library/registrar’s office and departments.
* Almost all Courses predominantly follow lecture method. ICT facilities are used for enhancing the effectiveness
* Student projects and Student research.
* The College follows definite schedule for all co-curricular and extra-curricular activities. This would help the students plan their academic and non-academic schedules effectively.

6.3.3 Examination and Evaluation

* The evaluation schedules of both internal and end semester examinations is informed to the students in the beginning of the year through College Handbook. Timely reminders are given from time to time through notices and public announcements.
* Academic calendar is strictly adhered to. Students know in the beginning of the year itself- teaching programmes, internal examinations, end semester examinations, Extra Curricular & Co-curricular activities, the last working day- revision holidays, etc. It will help them to plan their studies accordingly.
* It is mandatory to hold the BOS meeting in each academic year thus giving an opportunity to review the academic content, pattern of question paper, examination system and panel of examiners.
* Examination Manual has been prepared detailing examination system and all issues associated with it.
* Continuous Internal Assessment (CIA)
* Examination evaluation is done in a most transparent way by providing revaluation, retotalling etc.

6.3.4 Research and Development

* The College has 2 Research Centres with 16 Research Guides.
* Research Dean and Research Coordinator in the College to monitor the Research work.
* The libraries and Journal section of the College is used as the information resource centres. Timely information is given to the researchers regarding various major and minor research projects through IQAC by the research cell.
* Research methodology seminars are conducted in the College.
* Twenty Minor research Projects were sanctioned by UGC to the faculty of our College.
* The college encourages student research by providing financial support to the students of PG Departments.
* The management provides One year paid leave to the faculty to complete their Ph.D programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

* The College have Four separate (4806 sq mtr area) well furnished libraries.
* College library is fully automated having internet facility and online catalogue access facility. EASYLIB – integrated multipurpose library management software is used for library automation.
* This year three more digital/network services are added to the library: DELNET ProQuest Commerce and Management eJournals collection, J-Gate Basic Sciences eJournals and World eBook Library in which more than 30,00,000 eBooks and journals are available online.
* Now altogether five paid online services are available in the library which can be accessed also on off-campus basis. The other two important online databases are: DELNET library network and NLIST-INFLIBNET eBooks and eJournals collection in which more than 83,000 eBooks and eJournals are available.
* Individual login and PW are assigned to staff and students to use NLIST digital library
* PG library is a fully automated Open Access library. This year Bar-Coding was done for the entire stock of books which enables the circulation procedure easy by using bar-code scanners.

6.3.6 Human Resource Management

* At the end of every academic year the departments submit the workload for the following year. The Management Committee reviews the vacancies and makes necessary appointment through a detailed selection process.
* Every year new recruits are exposed to a 6 day programme on training and orientation. The Staff members are sent to attend orientation programmes conducted by the Staff Development Colleges and short term courses.
* The College has conducted a training programme in usage of laboratory instruments for the non teaching staff.
* Faculty is encouraged to attend seminars and workshops

6.3.7 Faculty and Staff recruitment

43 Teaching and 9 non teaching staff are recruited in the year 2014-15

6.3.8 Industry Interaction / Collaboration

The College has Industry representatives in BOS of every department. The students of PG department are sent to different industries for their project work and internship. Different industries conduct campus interviews for UG and PG students. The College has established MoUs with some industries. The College has established Industry Interaction Cell.

6.3.9 Admission of Students

* College has an Admission Committee which meets twice in a year and reviews the admission process in the College.
* Merit is the main criterion for admission, the College’s policy of ‘*preferential option for the poor’* has opened the doors to a large number of socially and economically backward students.
* There is a significant increase in the number of OBCs, Minorities, first generation learners and girl students.
* Outstanding achievers in sports and extracurricular activities are given preference in admission.

|  |  |
| --- | --- |
| Teaching | * St Aloysius College Teachers Credit Cooperative Society * Aloysian Employees Housing Society |
| Non teaching | * Provident Fund (PF) * ESI Medical Facility * Arrupe fund – Loan without interest * Aloysian Employees Housing Society * Financial assistance for Rectors Charity Fund |
| Students | * Mid-day Meal Scheme * Scholarships * Fee Concession * Student Cooperative Society |

6.4 Welfare schemes for

NIL

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit Type | External | | Internal | |
| Yes/No | Agency | Yes/No | Authority |
| Academic |  |  |  |  |
| Administrative |  |  |  |  |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

* **Examination reforms committees** have been set up as regular bodies in each academic year separately for Undergraduate and Postgraduate Courses. Many recommendations have been accepted and introduced.
* **Continuous and objective** evaluation is the basic principle.
* There have been reforms in **question paper setting**. The formats have to be followed very strictly for internal as well as end semester examinations.
* **Single answer booklet system** has been introduced. Question papers are set accordingly.
* **Examination Orientation programmes** are conducted to the newly recruited lecturers on an annual basis.
* **Schedule of examinations** fixed in the beginning of the academic year.
* **Online** results, Photocopying answer script facility, re-totalling and revaluation.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

* University team visits the college and takes a stock of the situation in each academic year.
* Annual report on the working of the autonomy is submitted to the University.

6.11 Activities and support from the Alumni Association

The main objective of St. Aloysius College Alumni Association (SACAA) is to organize the Alumni of the Institution and work with the College management in whatever area possible.

* 1982 batch of High School Students had their get-together in the High school on October 2, 2014. They celebrated Gandhi Jayanthi with the school children.
* Dr A.M. Narahari, Registrar of the college was felicitated by SACAA on 10-9-2014 for his excellent service to the field of education.
* Executive committee members of SACAA along with their family members went to Thokur Church for a Picnic Gathering on Feb 1, 2015
* Dr K.V. Rao Retd. Prof. of St Aloysius College, Director of the Regional Science Centre at Pilikula, Mangaluru delivered the First SACAA Talk of the year on The Topic ‘Pilikula Project’on 2-2-2015.
* Annual Aloysian cricket and Throw Ball tournament was held on 14 December 2014 at the College.
* Centenary grounds. St Aloysius College PG Staff team were the runner up in cricket. St Aloysius College Ladies Team were the Runners up in throw ball.
* The annual SACAA reunion for the year 2015 was organised on 12 January, the foundation day of the Institution. Mr Winston D’Souza was the convener of the Programme. About 600 alumni and their spouses attended the reunion.
* 1964 Batch of High School Students Gathering at the High School Hall on 2-1-2015. Mr Abdulla Kunhi, N.G. Mohan, Rev Fr Eugene Lobo, Prof FJM Crasta, Mr JWF Saldanha, Santhosh Kumar Kadri were a few among 71 classmates present
* Rev Fr Denzil Lobo S.J, Rector and Patron of SACAA and Rev. Fr. Swebert D’Silva S.J, Principal and Director of SACAA attended the Aloysian Reunion held on 6 Feb 2015 at Dubai.

6.12 Activities and support from the Parent – Teacher Association

* After the admission student, along with parents/ guardian meet the Vice Principal and the Dean of the respective faculty to get input about the Course and the regulations of the institution.
* There is constant interaction between faculty students and parents through PTS meetings.
* Regular Parent- Teacher meetings are held to update the academic, co-curricular and extra-curricular performance and the academic progress is informed to the parents after every internal and end semester examination
* Counselling to the students is also done by involving parents if required.
* Parents are involved in creating awareness and follow-up through PTS meetings.
* Feedback is taken from Parent-Teacher-Student (PTS) meeting and the constructive suggestions are implemented.

6.13 Development programmes for support staff

Oreination programme is given in the beginning of the year

Training programme is conducting when the new software is introducing in the college

Financial assistance is given to the staff through cooperative society to buy or to built a new house

6.14 Initiatives taken by the institution to make the campus eco-friendly

* The students have participated in “Swachatha Abiyaana” – a cleanliness programme organised by NCC, NSS, Red Cross, AICUF and other associations in our college campus.
* **Campus Flora** - Labeling of Plants in the Campus
* Fern House upgradation
* Alvana Cleaning
* Recycling and reusing Chemicals
* Reducing the concentration of solutions for minimal usage of chemicals
* Green approach for the synthesis of organic compounds required for the project work
* Decreased usage of plastic.
* Not using synthetic colour for student activities.
* Minimum usage of paper.
* PG Dept of Information Technology witnessed Swach Bharath Abhiyaan-a campaign to clean up India and maintain sanitation facilities on October 2nd 2014
* Encouragement to use the dustbins for E-Waste, Degradable and Bio-Degradable wastes.
* All the biological waste, and dry leaves generated in the campus are converted to organic compost.
* The campus buildings are designed to store re-use the rain water in the undergrounds tanks.
* The use of solar energy has been promoted extensively in the campus to provide lighting and water heating facility.

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

* Blog in social media for alumni- to keep touch with old students and help the current students for placement, and increase enrolment for next academic year.
* **Campus Flora** – Documentation of plants of Aloysius

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

beginning of the year

* My Own Business.Com an on-line course has been offered to MBA students as 30 hour certificate course by Santa Clara University, California, USA
* IBPS coaching classes
* Revision of Syllabus, Collaborative Seminars, E learning, Organizational Exposure, NET Coaching, Staff Research Projects, Student Placement etc.
* Introduced New topics in the syllabus relating to biomedical instruments, Robotics, VLSI design and embedded systems.
* Introduced Projects in the syllabus
* Started certificate course in Aurdino
* 17 New practicals are introduced by using the equipments procured under star college scheme
* Certificate course in Instrumental methods is continued with new practicals and with a revised lab manual
* Documentary films by 2nd year journalism students
* Most of the junior faculty prepared for NET/SLET exams and wrote the exams.
* Remedial classes to those students who lack interest in study.
* Summer school BEAT the heat with basic sciences was organized which exposed undergraduate students to research techniques and familiarized them with modern equipments

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

* Co-curricular and extracurricular activities
* Placement Cells
* Midday Meals
* Class Guides and Mentor System
* Rewards & Recognition : Sambrama

***\*Best Practices Annexure- iii)***

7.4 Contribution to environmental awareness / protection

* The College has conducted Green Audit
* The entire College is involved in clean green campus programme.
* The Students and the staff are exposed to modern scientific methods of renewable energy sources through various programmes, workshops and national seminars.
* SARANG the community radio station of the college brings out programmes for the public on awareness.
* Gas fired Incenerator is used to dispose medical waste.
* Solar Panels have been installed to generate electricity to computer labs and Solar plants have installed in Boys home and hostels to minimize energy consumption.
* College maintains a micro forest area called ALVANA with all its natural fauna and flora. Here, exotic, endangered species of Western ghats are maintained and conserved
* Vemiculturing and Vermicomposting hands on training is imparted to institutions, teachers, farmers, general public to popularize green technology in and around Mangalore.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**Strength**

* College is offering a wide verity of courses for the Students.
* Excellent Infrastructure facilities with sophisticated laboratories, libraries,

Wi-Fi campuses, museums, Class Rooms, and LCD mounted Class Rooms.

* College has been recognized as ‘College with Potential for Excellence’ for the second phase from UGC, ‘STAR College’ for the second Phase from DBT, ‘Community College’ from UGC, “Bio Technology Finishing School” from Government of Karnataka and “Degree Awarding College” announced by MHRD.
* Two research centers with 16 research guides.
* College publishes 4 Peer Reviewed Research Journals and 22 news letters.

**Weakness**

* Non extension of Grant in Aid by the state government.
* Less attraction towards basic sciences and humanities.
* Consultancy needs to be enhanced.
* Indiscriminate proliferation of professional courses

**Opportunities**

* Upgrading the College into University.
* To establish networks and linkages with industry and reputed institutions.
* Raising resources through consultation.

**Threats**

* Competing Colleges
* Retaining qualified staff
* Raising resources to pay Management paid staff

8. **Plans of institution for next year**

1. Acquire University status.
2. Establish schools of excellence
3. Improve the success rate at UGC-NET/SLET, CSIR examinations.

*Name: Dr Denis Fernandes Name Rev. Fr Swebert D’Silva SJ*

*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

*\_\_\_\_\_\_\_\*\*\*\_\_\_\_\_\_\_*

**Annexure -i**

|  |  |  |
| --- | --- | --- |
| This calendar is an official document. Please fill in the details below : | | |
|  | Stamp size  photograph |  |
| Name : .............................................................  Class & Reg. No. : .............................................................  Father’s Name : .............................................................  Mother’s Name : .............................................................  Permanent Address : .............................................................  .............................................................  .............................................................  .............................................................  Phone Landline : .............................................................  Mobile : .............................................................  Present Address : .............................................................  .............................................................  .............................................................  .............................................................  Name of the Hostel : .............................................................  Lodging House : .............................................................  Name of the Director : .............................................................  Guardian : .............................................................  Phone : .............................................................  Blood Group : .............................................................  Bank Account No. : .............................................................  Contact Telephones : .............................................................  Class Guide : Phone : | | |

### St Aloysius Gonzaga



Your model in this College is St. Aloysius Gonzaga after whom the College is named. This 16th century prince, heir to the throne of the Marquisate of Gonzaga in Italy, had at his disposal everything he could have desired in life. But inspired by a deep spirit of faith and moved by a profound love for humankind, at the age of 18, he abdicated his rights and entered the Jesuit Order to be a religious whose wealth would be God alone and whose happiness

would be the service of others. While Aloysius was still in training there was a plague in Rome. Victims of the plague had no hope of recovery and were being abandoned everywhere for fear of contagion. The youthful Aloysius, who was then 24, rose to the occasion with his companions and immediately set about caring for the sick and the dying, risking his own life. The risk, however, was too great. Aloysius became a victim of the disease and died in the midst of his noble work, offering his life as a sacrifice for others. It is the example of his life, pure and noble, not seeking the glories of this world but genuinely concerned about the good of

**The College Motto**

When you look back at the College Crest, in the centre of the rising sun there are the letters IHS. This is the abbreviation of the name of Jesus (which in Greek is written as *IHSUS*). That name is symbolic of the deepest faith in God and deepest commitment to humanity and the readiness to sacrifice everything, even one’s life for others.

The Motto of this Institution is ***Lucet et Ardet***. These Latin words which mean **Shine to Enkindle** refer to the mind and heart. It is the deep desire of this ***Alma Mater*** to present to the world and our nation, men and women with knowledge and creativity and hearts burning with genuine love and concern for others.

May your life measure up to the expectation of this Motto.

others, that is proposed to you as a model here.

# ALOYSIAN IDEAL

Dear Aloysian,

You are a student of a century and thirty four year old institution that has over the years trained thousands of young men and women preparing them for life and presenting them to the nation. You too are welcome to be trained here, so that using the full opportunities you have, you may develop your God-given talents and prepare yourself to serve fellow-human beings.

This College is a Minority Institution, run primarily for the education of Catholic youth. However, everyone is welcome here without distinction of caste and creed, in a fellowship of people of all faiths.

The College became autonomous in 2007. Since then the College is making rapid progress by introducing innovative courses, regularly updating the syllabus and by transparent and objective evaluation strategies.

### VISION

Empowering youth through excellence in education to shape a better future for humankind.

### MISSION

St Aloysius Institutions of the Mangalore Jesuit Educational Society inspired by the person and mission of Jesus Christ, and guided by the motto ‘‘Lucet et Ardet’’ commit themselves to spread the light of knowledge and wisdom and to kindle the ardour of faith that does justice by forming men and women for others, who are academically accomplished, emotionally balanced, morally upright, Socially responsible, ecologically sensitive and professionally dedicated, so that they are a powerful force for the transformation of the Society.

### Aims and Objectives of the College

In keeping with the traditions of the Society of Jesus which runs this Institution, and in keeping with the spirit and the needs of the times in which we live, the College aims at the integral formation of its students helping them to become *men and women for others:*

* through striving after excellence in learning, creative and practical thinking and co-operative leadership, with a stress on both academic excellence and human excellence,
* inspired by genuine religious and moral values,
* with a practical awareness of the prevailing social conditions with commitment to the cause of justice.

Thus an Aloysian

* lives a commitment to justice;
* acts from a strong self concept;
* thinks critically and creatively;
* communicates effectively;
* excercises power appropriately;
* cultivates a positive sense of direction;
* evokes hope.

Your education in this Institution will be meaningful only to the extent you personalise and strive after these goals. All that the College can do, is to assist you to realize your hidden potential, be a partner with you in the task of integral personality-building, where your faculties and qualities will find harmonious development. This entails development in a three-fold sphere: intellectual, physical and spiritual.

### Intellectual Development

The development of your mind, the gathering of information

in different subjects of your study, digesting this information and putting it into a practical framework will be the major part of your education here. Let your aim of study be not just to successfully reproduce in an examination what you have learnt, but to cultivate the art of thinking for yourself, of thinking analytically and critically and expressing yourself clearly.

Do not limit yourself to class material. Go deep into your subject by regular study and wide reading. The HRD Programmes and the Certificate Courses will help you in this. At the same time broaden your mental horizons by getting atleast a working knowledge of all subjects important for life even though they do not form a part of your syllabus.Thus Commerce and Arts students would do well to acquire a general knowledge of scientific theories and technological innovations, while science students should have a working knowledge of the economic, political and other social factors that influence our everyday life.

Learning requires regular work. Have a time-table for your home study and follow it. The College has two excellent libraries of over one lakh books and a reading room. Make good use of the library particularly during your free hours. Your librarian and lecturers will help you select the right books if you approach them.

### Physical Development

“A sound mind rests in a sound body”goes the old adage. Towards the integral development of your personality it is essential that you give importance also to the development of your bodily powers through games and athletics and acquire skills for body tonality and endurance. The College has extensive play grounds and good facilities. If you are judged good enough to don the College colours in any team consider it a happy privilege.

The NCC with its Army, Navy and Air wings and the NSS with its regular service activities help you among other things to develop what everyone should cultivate: physical endurance, team spirit, fair play, punctuality and sound habits of health and hygiene.

### Spiritual Development

Being an institution run by a religious group, the College gives the highest importance to spiritual formation and character building. Ultimately a person is what his spiritual and moral values are, and the aspect of your education that you will carry with you all your life will be this one.

Your character is the sum total of your values which express themselves through your attitudes, dealings and relations with others, and the world around you, as also the way you face problems and challenges of life. The time in College is the period when you have to build up your value system: honesty, justice, co- operation, fellowship and concern for others, belief in and a filial devotion to God and a universal love that embraces all people cutting across barriers of religion or caste or nationality.

As a help to this you have regular programmes in Value Education. Perhaps even more than this you will pick up your values from your companions and elders while you yourself by your life will be influencing the value system of others.

Essential to any spiritual and value formation is self- discipline, the systematic effort to channelise your impulses, emotions and feelings to their proper end and make them a power for good. Lack of discipline results in confusion and chaos, both internal and external, personal and social where no true education is possible. Thus the rules of discipline of the College will help you cultivate interior self-discipline if you interiorise them in the right spirit.

The habit of regular prayer and meditation is earnestly recommended to all. The College has a beautiful chapel where everyone is welcome to sit in meditation or spend a few moments of quiet prayer.

All are welcome - and Catholics, particularly those staying in the hostels, are earnestly invited to participate in the daily morning services in the chapel.

### Co-curricular Activities

A good part of our education, the broadening of our horizons, inculcation of values, learning to relate to and to deal with others, exercise of participative leadership etc., takes place through co-curricular activities. The College provides rich opportunities in this regard and we have a dedicated Staff who willingly give a lot of their time for the benefit of the students.

### Social Concern

We are well aware that the crying need of our times is not only persons with a vision but also persons with a mission, with a genuine social consciousness and a heart for others. In a society where people are victimised by personal and institutionalised injustice, in a society that is constantly threatened by trends of communalism, it is vitally important that we are aware of the forces of injustice and exploitation and respond to the situation adequately.

For this we need people who are genuinely socially conscious, who find meaning of life by being at the real service of others even at the cost to themselves, men and women for others.

If our students cultivate such a heart and move out of this Institution imbued with a sense of social concern, ready to stake their lives for the poor and oppressed person, then alone the College will have succeeded in its mission and genuinely be proud of its work.

Towards this integral development of body, mind and heart we have certain help to offer you : the help from our Staff and our Counselling services.

### Eco Friendly Campus

College is making a conscious effort to maintain the campus as a **green-clean** campus. Several steps have been initiated in this regard.

1. **Vermi-Bin:** All the biological waste, and dry leaves generated in the campus are converted to organic compost.
2. **Rain water harvesting:** The campus buildings are designed to store and re-use the rain water in the undergrounds tanks.
3. **Solar Energy:** The use of solar energy has been promoted extensively in the campus to provide lighting and water heating facility.
4. **Green Audit:** Students are motivated to develop sensitivity towards nature and ecological balance.

### Staff – Student Rapport

Our lives are shaped very much by the people with whom we constantly interact, and here it will be your teachers. You have an excellent Staff in this College; make good use of their experience and knowledge through constant personal contact both inside and outside the classroom. Today more than ever, closer ties between staff and students is the only way to counteract the many problems arising from the impersonal atmosphere prevailing in much of our College education. This would of course mean that you are willing to be guided by your teachers.

This staff-student rapport will be all the more effective if parents co-operate and keep in touch with the College and Staff. As a help towards this the College brings together parents and teachers with specific programmes which would assist parents with insights into the problems of growing youngsters like you.

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, not only to help you solve your problems but also to help you become more effective in the way you function. Batches of Degree Students will be given a Class Guide who will meet his/ her wards regularly and also conduct well-planned programmes to give them self-confidence, improve healthy inter-personal relationships and effective utilization of their talents and abilities.

**J U N E 2 0 1 4**

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*World Enviroment Day*

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*World*

*Oceans Day*

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Commen- cement of classes for III & V Sem.

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*World Day Against Child Labour*

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*Father's*

*Day*

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Feast of St Aloysius Gonzaga: Patron of the college

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|  | |  | 1  Retreat f Students seminar f | 2  r Catholic & prayer r others | 3 | 4 | 5 |
| Notes: 1.........................  2..........................  3..........................  4.......................... | |
| 6 | 7 | | 8 | 9  Last date for the submission of I assignment | 10 | 11  *World Population Day* | 12 |
| 13 | 14 | | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | | 22  First Inte | 23  rnal Test | 24 | 25 | 26 |
| 27 | 28 | | 29  Eid-Ul Fitar    **H** | 30 | 31  Feast of St Ignatius of Loyola– Founder of the Society of Jesus  **H** |  |  |

**A U G U S T 2 0 1 4**

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| 3 | 4 | | 5 | 6 | 7 | | 8 | 9 |
| 10 | 11 | | 12  *International Youth Day* | 13 | 14 | | 15  Indepen- dence Day  **H** | 16 |
| 17  Janmashtami | 18 | | 19 | 20  'Utsava' Inter-class Competitions | 21 | | 22 | 23  Second Assignment  /Surprise Test |
| 24 | 25 | | 26 | 27 | 28 | | 29  Vinayaka Chathurthi  **H** | 30 |

**S E P T E M B E R 2 0 1 4**

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Second Internal Test

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*Literacy Day*

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Re-test

End Semester

Practical Exams

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Mahalaya Amavasya

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End Semester Practical Exams

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*World Tourism Day*

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Last working day of Odd Semester

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**O C T O B E R 2 0 1 4**

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|  |  | | | 1 | 2  Gandhi Jayanthi  **H**  *International Day of*  *Non-Violence* | 3  Ayudha Pooja  **H** | 4  Vijaya Dashami  **H** |
|  | Notes:  1........................................  2........................................  3........................................  4........................................ | | |
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| 5  Bakrid | | 6 | 7 | 8  Valmiki Jayanthi  **H** | 9  End | 10  Semester E | 11  xam |
| 12 | | 13 | 14 | 15  End Seme | 16  ster Exam | 17 | 18 |
| 19 | | 20  *World Statistics Day* | 21 | 22  Naraka  Chathur- dashi  **H**  End Seme | 23  ster Exam | 24  Deepavali  **H** | 25 |
| 26 | | 27  End | 28  *International Animation Day*  Semester E | 29  xam | 30 | 31 |  |

**N O V E M B E R 2 0 1 4**

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| 30 |  | Notes: |  | | |  | 1  Kannada Rajyotsava  **H** |
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|  |  | 3..................................... | | |  |
|  |  | 4...................................... | | |  |
| 2 | 3 | | 4  Moharam  **H** | 5 | 6 | 7 | 8  Kanaka dasa Jayanthi    **H** |
| 9 | 10 | | 11 | 12 | 13 | 14 | 15 |
| 16 | 17  Re- opening of II, IV  & VI Sem. | | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | | 25  *International*  *Day for elemination of violence against Women* | 26 | 27 | 28 | 29 |

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**D E C E M B E R 2 0 14**

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|  | 1  *World AIDS*  *Day* | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9  *International Anti-Corruption Day* | 10  *Human Rights Day* | 11 | 12 | 13  Last date for submission of I assignment |
| 14 | 15 | 16 | 17  *Sports Day* | 18  Fe | 19  sts | 20 |
| 21 | 22 | 23  Musical Evening | 24 | 25  Christmas | 26  vacation | 27 |
| 28  Ch | 29  istmas vac | 30  ation | 31 |  |  |  |
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**J A N U A R Y 2 0 1 5**

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| Notes:  1......................................  2......................................  3.....................................  4...................................... | | | |  | 1  New Year | 2  Classes re-open | 3 |
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| 4 | 5 | 6  I Inter | 7  al Test | | 8 | 9 | 10 |
| 11 | 12  Foundation Day Celebration Alumni/ae Gathering  **H** | 13 | 14  Makara Sankranthi  **H** | | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | | 22 | 23 | 24 |
| 25 | 26  Republic Day  **H** | 27 | 28 | | 29 | 30 | 31  *Street Children's Day* |

**F E B R U A R Y 2 0 1 5**

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*World*

*Cancer Day*

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Shivarathri

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*World*

*Day of Social Justice*

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II Internal Test

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**M A R C H 2 0 1 5**

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| 1 | 2 | 3 | 4 | 5 | 6  College Day | 7 | |
| 8  *International Women's Day* | 9 | 10  Re-t | 11  est | 12 | 13  Degree Day | 14 | |
| 15  *World Consumer rights Day* | 16  End | 17 1  Semester P | 8  ractical Ex | 19  ams | 20  Last working day | 21  Ugadi  **H**  *International Day of Forests* | |
| 22 | 23 | 24 2 | 5 | 26 | 27 | 28 | |
| 29 | 30 | 31 |  |  |  |  |  |
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*World Health Day*

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Ambedkar Jayanthi

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ester Exam

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*World Entrepre- neurship Day*

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Mahaveer Jayanthi

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Good Friday

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End Semester Examinations

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mester Exam

**M A Y 2 0 1 5**

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| 31  *World No - Tobacco*  *Day* |  |  | | | |  | 1  Labour Day    **H** | 2 |
| Notes:  1......................................  2......................................  3.....................................  4...................................... | | | | |
| 3 | 4 | | 5 | 6 | 7 | | 8  *World Red Cross Day* | 9 |
| 10 | 11 | | 12 | 13 | 14 | | 15  *International Day of Families* | 16 |
| 17 | 18 | | 19 | 20 | 21  *World day for cultura diversity for dialogu and developmen* | | 22  *l e t* | 23 |
| 24 | 25 | | 26 | 27 | 28 | | 29 | 30 |

# PLEASE TAKE SPECIAL NOTE



* 1. **Ragging is a major offence.** Those who indulge in ragging, even in a 'friendly' way, or encourage ragging, will face immediate dismissal from the College. No justification in this regard is acceptable.

**Ragging is a cognisable offence and those who indulge in it or encourage it will be handed over to the law as per G.O.Ed 122 URC 96 dated 16-1-97**

* 1. Without obtaining prior permission from the Principal, no picnics, send-off parties and get-togethers in which our College students are involved, either in the campus or in any other place are to be organised. Strict disciplinary action will be taken against those who violate these rules.
  2. Taking tuition outside the College is strongly discouraged. Students who have particular difficulty in any subject are recomended to aproach the lecturers for help. They are also advised to attend remedial classes organised for such students.

# GENERAL REGULATIONS

**1. Students must be present on the first day of every semester if not penalty will be imposed on them.** Classes will be held between 9 a.m. and 5.15 p.m. on Mondays to Fridays and between 9 a.m. and 1 p.m. on Saturdays. Saturday afternoons will be devoted to extra curricular activities.

2. At the first or warning bell for class, given 5 minutes before the hour fixed for each session, students should enter the class and occupy their places. At the second bell the lecturers enter classes and the students stand in respectful silence to receive them.

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| 1. During the first hour in the morning when the second bell is given, students stand for a one minute silent prayer. 2. When the attendence roll is called out, each one rises and answers to his/her name. 3. Late comers can enter the class only if permitted by the lecturer. They may be marked present at the end of the hour only if there is sufficient reason for being late. Those who depend on public conveyance to come to the College, should leave their homes early enough to avoid peak hours and be at the College well in time. 4. No student is allowed to leave the class room without the Lecturer's permission or until the class is over. 5. If the concerned lecturer is absent, students shall not loiter in the campus. They are expected to be in the library. | |
| 8. | **After class hours no student is expected to remain on the campus unless there is a programme or games practice. All extra curricular activities cease at 5.30**  **p.m. Students have to vacate the campus by 5.30 p.m.** |
| 1. Students are not permitted to smoke on the campus or come to the College under the influence of alcohol. They are liable to disciplinary action if found smoking or under the influence of alcohol or drugs. 2. The College does not hold itself responsible for the conduct of its students outside its premises. In justice to itself however, it takes cognizance of any serious mis-conduct of its students committed outside its precincts and should any serious charge be fairly substantiated, the guilty shall be punished according to the gravity of the offence. 3. Books, magazines, newspapers etc., not approved by the Principal, are not allowed to be brought to the College. | |

1. Boys and girls are expected to conduct themselves with dignity and maturity. They should observe norms of decency, propriety and mutual respect in their interrelationships.
2. Irregularity in attendance, insubordination, discourtesy to staff members, habitual inattention and late coming, neglect of work, obscenity in word or act are punishable by permanent or tempory dismissal. Minor offences are punishable by a fine or loss of attendence.
3. Posters, notices etc must not be put up without the permission of the Principal or the Vice Principal concerned.

15.

**Every student should wear an identity card issued by the College inside the college premises which should be produced whenever asked for, specially when dealing with the office and library.**

1. **Students are not permitted to park four wheelers within the college premises.** Those who come by two wheelers should have a valid driving licence and insurance. To avoid noise pollution and disturbance, the vehicles should have efficient silencers. Students are allowed to park their two wheelers only in the place alloted to them. Rash driving inside and outside the campus will be dealt severly.
2. Outstation students are required to live either with relatives or guardians or in a hostel or lodging house or rooms approved by the College authorities. Residing in hotels is not permitted. Outstation students living in rented houses/ flats should invariably inform the Principal, the details of place of residence.
3. Students must not join any club or society or make any engagements that may interfere with their studies without the Principal's permission. They are not allowed to play in any team against the College.
4. Students are advised to maintain the cleanliness of classroom & environmental awareness by keeping the campus clean, green and plastic free.
5. Students are not allowed to take part in any political agitation directed against the authority of Government. They are also forbidden to engage prominently in any public movement without permission from the Principal. They are further required to observe all the disciplinary regulations which the management may frame from time to time.
6. Catholic students are advised to frequent sacraments.
7. Letters officially addressed to the Principal should enclose reply postage. Only official letters will be handed over to the students. Private letters will be re-directed to home or hostel address.
8. Students are not authorised to collect donations from public for any of the College activity without the permission of the Principal.
9. Educational tours are to be organised with the prior permission of the Principal. For all such programmes written permission of the parents is required.
10. The students are not permitted to celebrate any religious festivals within the College campus without the prior permission of the Principal.
11. Attendance at classes and examinations, progress, as well as the conduct of the student will be taken into consideration while recommending students for merit certificates, concessions, scholarships, higher studies, jobs as well as for representing the College in extra mural activities.

### Students are not permitted to use mobile phones within the College buildings and to be kept on switch off mode. Such items, if confiscated, will not be returned.

1. **Students are not supposed to play or listen to music using mobiles phones or any other electronic devices, in the College campus.**
2. Students attending class or other gatherings within the College are expected to be neatly dressed in accordance with the rules of approved etiquette. Violation of dress code is not tolerated.
3. Students who come from very poor economic background may apply for **Mid Day Meal Scheme**.

# Dress Code

Students are expected to keep in mind the basic norms of modesty and decency with regard to dress.

**Boys :** Boys can wear

* Formal trousers
* Half or full sleeved shirts

### Long hair, Tattoos, single ear-rings or similar ornaments on other parts of the body and T- Shirts are not allowed.

**Girls :** Girls can wear

* Salwar / Churidar Kameez
* Formal trousers with sufficiently long tops covering the seat.

### Tight fitting/short tops, Leggings, T-Shirts and sleeveless dresses are not permitted

Discplinary action will the taken on students violating the dress code.

The dress code prescribed by the Faculty should be strictly adhered to.

### SAHAYA: TRAINING FOR SOCIAL RESPONSIBILTY



Ms Smitha Pereira and Ms Ashwitha Shalet (**Coordinators**)

In order to fulfill the mission of the College “to prepare men and women for others” and to create an awareness among the students about their “social responsibility”, every student is expected to put in 40 hours of social service in the I year (20 hours each semester) to help the less privileged of the society or to be involved in any issue of promotion of societal well-being. Some of the issues are:

* Awareness on Malaria
* Awareness on Enviroment
* Awareness on Segregation of Solid Waste
* Awareness on Anti Addiction and Drug Abuse
* Quit Tobacco-Networking
* Working with Unorganized Laborers
* Teaching English for Primary and High School Students
* Involving in School Activities
* Spending Time with Physically, Mentally Challenged, etc
* Teaching Little Children.

### SOFT SKILLS/ LIFE SKILLS TRAINING

Soft skills /Life skills training will be provided to the final year stu- dent to prepare them for life and for jobs. Attendance to these ses- sions is compulsory. (Students who fail to attend these session will be marked absent in the marks card). A participation certificate will be issued to those who complete the programme successfully.

### ENGLISH LANGUAGE LAB CLASSES

Students who are not proficient in English will have to attend English language classes organised by the college.

# FEATURES OFAUTONOMY



### CREDIT BASED:

**UNDER GRADUATE PROGRAMMES:**

* An Under Graduate programme will have a total of 100 credits
* The Programme will consist of 6 semesters (3 years)
* One credit implies 2 teaching hours per week or 50 marks
* Languages and English will be taught in the first FOUR semesters (2 credits each in each semester) a total of 8 credits. For BBM and BCA, languages are taught only in the first TWO semesters
* Extra/co-cirricular activities will have 1 credit each in the first FOUR semesters.
* Indian Constitution and Environmental Science will be of 1 credit each in the I and II Semester.
* Human Rights and Gender Equity will be of 1 credit each in III and IV semesters.
* Value Education is compulsory and will be of 1 credit each in I-IV semesters.

### Students must comply with all the components of internal assesment to earn the credit. If the specified assignment is not submitted, admission card/hall ticket will be withheld.

* Students are required to undergo a training programme for social service which is mandatory.

### Academic Calendar:

* The odd semesters will commence in June.
* The even semesters will commence in November.
* In total a semester will be of 18 weeks duration including the end semester examination.

### Syllabus:

The syllabus of all subjects is being constantly revised and updated as per the requirements.

### ASSESSMENT / EVALUATION PROCEDURE UNDER THE AUTONOMOUS SCHEME



The assessment will be based on knowledge, intelligence, application, understanding the concept of the subject and creativity.

The system of evaluation is based on objectivity, transparency and accountability. The assessment is based on:

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| a) | Continuous InternalAssessment | 20/30 marks |
| b) | End Semester Examination | 80/120 marks |

### Continuous Internal Assessment (CIA)

CIA consists of the following components

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| i) | Assignments Quiz, suprise test, Project or Research work | 5 marks |
| ii) | Two internal tests | 20/40 marks |
| iii) | Attendance / performance | 5 marks |
|  | Total | 30/50 marks (Converted to 20/30 marks respectively) |

The mark distribution for attendance / performance is as follows:

|  |  |
| --- | --- |
| 91 - 100 % | 5 marks |
| 87 - 90 % | 4 marks |
| 83 - 86 % | 3 marks |
| 79 - 82 % | 2 marks |
| 76 - 78 % | 1 mark |

### ATTENDENCE

1) **A student is eligible to write the semester examination only when he/she has a minimum of 75% attendance in each subject**

**2) Students who do not have a minimum of 75% attendance will not be allowed to write the examination. They have to repeat the semester.**

1. Students are advised to check their attendance with the respective lecturers and clear their doubts if any before the semester term closes.
2. No complaints or request for attendance on any ground will be entertained after the semester term closes.
3. Students who do not pay the examination fee are considered to have voluntarily discontinued the course.
4. Students who absent themselves on medical grounds should produce the medical certificate as soon as they come back. A medical certificate however, does not entitle a student for attendance. The class mentor and the principal should be informed about the long absence.
5. Students representing the College/ Department/ Extension Acitvities, should take prior approval in writing from the Principal, regarding their attendance for that particular period. The requests for granting attendance will not be accepted after the term ends.

8)

**Leave Note :**

Leave of absence from the college should be obtained from the authority concerned. Unforeseen absence must be justified on return before entering the class by filling the record of absence sheet present in the College calendar, duly signed by the parent or the guardian and the class guide. If the absence is more than two days student must get the leave note signed by the Vice Principal.

1. Students are not permitted to skip classes for the purpose of association activities.
2. The names of students, who are absent continuously for 2 weeks without any notice, will be struck off the register.
3. Serious notice will be taken on absence without leave from the college examinations, retreats and the reopening of classes after the holidays.

### THE PROCEDURE/SYSTEM OF EVALUATION OF CIA:

1. It is a must that each student should attend all the components of internalassessment.Otherwisetheassessmentwillnotbecomplete.
2. Continuous Internal Assessment is done through out the semester.
3. Two internal tests will be conducted in each semester as per the time table released by the Registrar (Evaluation). The re- test is conducted only for those candidates approved by the Principal under extra-ordinary circumstances.
4. Both test combined will be evaluated for maximum of 50 marks. This will be reduced to 20 / 40 after valuation of both the tests.
5. Continuous Internal Assessment marks will be displayed on the notice boards within a week after the term closes. Students are required to sign the internal assessment register.
6. The evaluated project / surprise test papers and mid semester test papers will be given to the students for their reference. Any discrepancy noticed by the students, should be brought to the notice of the respective lecturers.
7. Progress reports of students will be issued after each examination. The report card should be returned within 3 days duly signed by the Parent/Guardian. Those who are late will be charged a fine.
8. The applications of the students whose progress, based on the performance in the terminal examinations is not satisfactory, will not be recommended for the end semester examination.

### END SEMESTER EXAMINATION

1. **The End Semester Examination will be conducted at the end of each semester. The duration and maximum marks of the End Semester Examination in each subject is 3 hours and 100 marks.**
2. All Candidates writing the examination will have to submit the completed application along with the examination fee prescribed.
3. The Registrar (Evaluation) will issue the notification announcing the dates of the examination, dates of application form to be submitted and the amount of examination fee to be paid.
4. The time table for End Semester Examination will be published by the Registrar (Evaluation) atleast two weeks earlier to the date of commencement of examination.
5. Supplementary examinations of odd semester examination will be held along with odd semester regular examination and even semester examination along with even semester regular examination
6. The question papers for supplementary exam will be the same as the regular examination for each subject. In case of any change in subject and syllabus of the subjects, Registrar (Evaluation) will provide necessary instructions to candidates who write the supplementary examination.
7. Candidates who are writing the supplementary examinations are required to submit the filled in application form and pay the examination fee as specified.
8. The question paper for end semester examination will be set for a maximum of 100 marks. However, the marks are converted in accordance with the examination scheme.
9. Students are strictly required to maintain the examination code of conduct.

### QUESTION PAPER PATTERN:

Question paper pattern as specified by the respective Board of Studies (BOS) shall be informed to the students.

### THE PROCEDURE OR SYSTEM OF EVALUATION OF

**ESE: ( End Semester Examination)**

1. Centralized valuation will be adopted for the end semester examination.
2. Valuation scheme is prepared and given to each valuer to standardize valuation.
3. A percentage of the answer papers after valuation will be subjected to review by senior teacher of more than 3 years of teaching experience.
4. The answer books will be preserved for a period of six months by the Registrar (Evaluation) after which the answer books will be burnt. After this period no complaints of any sort will be entertained.

### RESULTS:

1. The results of semester examination (including the CIA and ESE marks totalling to a maximum of 100 marks) will be published within six weeks from the date of completion of the End Semester Examination.
2. The marks cards of the semester examination will be issued within two weeks from the date of announcement of the results.
3. Requests for Revaluation, Retotalling and Photo Copy of the answer book if any has to be made to the Registrar (Evaluation) on the prescribed form and payment of fee as notified by Registrar (Evaluation) from the date of publication of the results.

### Minimum for a pass is 35% marks in each of the theory/ practical subjects

1. End semester results will be published in the college website and gradually the regular progress of the student will also be made available in the college website.

### REDRESSAL OF GRIEVANCES:

Utmost attention is given to the grievances of the students.

The grievances are handled in the following manner.

1. All grievances related to internal tests including re-tests, assignments and attendance should be brought to the notice of concerned Dean / Vice Principal.
2. Retotalling / Photo Copying and Revaluation shall be brought to the notice of Registrar (Evaluation).
3. Loss of Marks Cards / Duplicate Marks Cards /Consolidated Marks Cards shall be brought to the notice of the Office of the Registrar by following the prescribed procedure.
4. Grievances related to the Subject Associations and other Associations shall be brought to the notice of the Association Co-ordinator, Ms Precilla D’Silva, Dept. of Zoology.

### Basic Theology and Value Education Class and Examinations

Attendance at Basic Theology class and examinations is obligatory on Catholic students.

Attendance at Value Education class and examination is obligatory on all students.

Attendance at the annual retreats/personality development programmes is also obligatory.

Those who absent themselves from the examinations or fail in the examinations, will be deprived of any scholarship or prize they may enjoy.

# TO PARENTS AND GUARDIANS



Parents and Guardians are requested to co-operate with the College authorities in enforcing discipline and regularity of study at home. In order that lessons may be duly understood, students should be devoted to study at home. If parents do not insist on regular attendance and home study, the results are sure to be disappointing to them.

Absence from class should be justified by a leave note from the student signed by the parent/guardian. A leave note for a long absence due to illness must be supported by a medical certificate. **A medical certificate does not entitle a student for attendance.**

**Absence from College examinations will be considered seriously.** Absence, even for one subject, should be justified by a written note. A medical note is needed in case of illness. Re- examination cannot be considered as a matter of right. In case of illness during the examinations, parents are expected to inform the Principal immediately. **In case re-exam is permitted the student is required to attend the same if any such student is absent for the re-xam, he/ she shall be required to pay penal charges as signified from time to time.**

Some parents express their surprise at the end of the year, at the unsatisfactory attendance and progress of their children in spite of our sending progress reports to them. Progress Reports of students will be issued after the examination. Some students fail to hand over their Progress Reports to their parents/guardians. You are requested to come over to the College office and check in case reports are not received by you within reasonable time.

You are asked to meet the Deans and the Class Guides or other teachers if unsatisfactory progress or poor attendance is brought to your notice. A minimum of 75% attendance is required to complete the course without which a student is not eligible to take the end semester examination. They will not be readmitted to the College.

We expect parents to participate in parents' meetings and other activities of the College like Sports, Musical Evening and

Annual Prize Distribution Day.



Attendance at Parent - Teacher meeting is obligatory. In case you are not able to attend for a just reason, a written note should be sent to the Principal.

Written information will be sent to Parents about study

tours.

Parents are specially asked not to allow their children to use

a motorised vehicle without a valid licence.

Parents are requested to enforce dress code prescribed by the College, to their children/ward.

**LIBRARY RULES**



1. The College Library will be kept open from 8.30 a.m. to

5.30 p.m. on all working days and on Saturdays from 8.30

a.m. to 1 p.m.

1. Application for books should be made in the prescribed borrower’s call slip to be had from the Library.
2. Books of two categories are given for home reading **viz. general books and reference books.** General books are those belonging to the following sections: Poetry, Prose, Biography and Fiction. All others are reference books.
3. **General books** will be issued to all students on all working days.

Application should be submitted before the first period and books will be issued at the end of the morning session. They are to be returned promptly within ten days. A fine of one rupee will be imposed for every additional day’s delay thereafter.

1. **Reference books** may be borrowed by students of all classes on all working days. Applications should be submitted between 8.30 a.m. and 5.00 p.m. Those who apply before

10.00 a.m. can collect the books after 11.00 a.m. Books applied between 10.00 a.m. and 2.00 p.m. will be issued after 3.00 p.m. on the same day, and books applied after

2.00 p.m may be collected after 4.00 p.m. or on the next day before 10.00 a.m.

Reference books may be kept for a period not exceeding ten days. They must be returned by 2 p.m. on the due day. A fine of one rupee will be imposed for every additional day’s delay thereafter.

1. If the library book is not returned within 30 days, a fine of one rupee per day will be charged for a duration of 15 days. For further delay, the rate of fine will be progressive.
2. A student to whom a book has been issued is held responsible for it and for any damage done to it. He/She may not write anything or make any mark therein. He/She is expected to examine the book which he/she receives and report immediately to the Library staff any damage found in it. Otherwise he/she shall be held responsible for any damage that may be detected later.
3. Students are not permitted to lend books to any one, whether in or out of the College, under pain of suspension of privileges.
4. Students may borrow magazines and other reading materials at the Periodicals Section/Library Counter. They must return these at the respective counter before leaving the Library. No magazine will be issued to a student who is in the Library when he should be in the class.
5. Reference Section is meant for individual study. Open access facility is available in the Reference Section. students are not allowed to take their personal belongings inside the Reference Section and they should possess valid identity card.
6. Internet browsing facility and Photo Copy facility is available in the library.
7. Strict silence must be observed in the Library and Reading Room.

13. **Students will be required to produce their identity card when the books and other reading materials are issued to them.**

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| **FEE REGULATIONS**   1. The tuition fees for the year are payable in one installment, not later than the day marked on the notice board. Every student shall be liable to pay the fees of the entire year if his name is on the rolls during any part of the year. 2. A receipt signed and dated, by one deputed by the Principal shall be issued for every payment of fee made.   The following are the particulars regarding fees :   1. **Tuition Fees :** | | | |
| Tuition Fees | I Year | II Year | III Year |
| B.A., B.B.M., B.Com. & B.S.W. | ` 857/- | ` 857/- | ` 857/- |
| B.Sc. & B.C.A. (Inclusive of Lab. Fees) | `1094/- | ` 1094/- | ` 1094/- |
| **Miscellaneous fees-payable with tuition fees :** | | | |
| II & III Year Degree B.A/BBM/B.Com/BSW | | | ` 2643/- |
| II & III Year Degree BSc./BCA | | | ` 2906/- |
| I Year Degree B.A./B.Com/BSW | | | ` 3143/- |
| I Year Degree BBM | | | ` 3673/- |
| I Year Degree B.Sc. | | | ` 3426/- |
| I Year Degree BCA. | | | ` 3956/- |
| **4. No refund of college fee :**  **Students leaving the college in the middle of the course cannot claim any refund of fees already paid.**  **Students who wish to leave the college in the middle**  **of the course, must pay the full fees of the entire course.**  5. If a student leaves College during a term, he shall have no right to claim a remission of any portion of a fee.  Payment of examination fees does not entitle the candidate to | | | |

appear for the examination. The candidate has to submit the application within the last date prescribed by the College and fulfil the requirement of satisfactory attendance, progress and conduct. A candidate who does not satisfy these requirements will not be permitted to take the examinations.

1. Applications for scholarships and fee concessions should be made to the Principal in the prescribed form. Selection of candidates for scholarships and fee concessions will be made on the basis of merit in studies and the financial status of the family. The fee concessions and scholarships are granted by the Government and College subject to regular attendance, good conduct and satisfactory progress. Even after being granted, these benefits can be withdrawn if the above conditions are not satisfied.

Students whose family income is less than Rs. 44,500/- per annum and wish to apply for the fee concession for the year 2014-2015 should submit their applications in the prescribed forms duly completed in all respects while paying the fees. Applications will not be accepted later.

In case the attendance and progress of the student is not found to be satisfactory, he will be asked to pay the fees.

A student already in the enjoyment of a scholarship from Government or any other source, is not eligible for the College Scholarship or concession.

# CERTIFICATES



1. All applications for certificates must be made to the Principal in writing. They should contain the following particulars.
   1. The student’s name with initials.
   2. The date of joining the College and the class in which the student was originally enrolled.
   3. The class in which the student was studying at the time of leaving, the date of leaving the College and his register number.
   4. The language under Part I and the optional subjects under Part II.
   5. The University Exams passed with Reg. Nos. and year of passing.
2. The following are the fees charged.
   1. Conduct Certificate ` 70.00\*
   2. Age Certificate ` 70.00\*
   3. Transfer Certificate ` 70.00\*
   4. No-Dues etc. ` 70.00\*
   5. Bonafide Certificate ` 70.00\*

*\*If taken in person*

*Postage charges are extra. Certificates can be sent only by registered post. Current registration postage charges should be sent with the application, beside the fee.*

1. Certificates will not be issued on less than 48 hours notice. They will not be handed over to unauthorised persons.
2. A conduct certificate is issued only when a student withdraws from College. It will not be issued as a matter of the course and has to be earned by the student by his conduct and behaviour during the College course.
3. Transfer Certificates may not be given to students of degree class. They are sent to the Principal of the College which a student has joined. Applications for T.C. accompanied by a fee of Rs.50/- together with Registration postage fee should be made through the Principal of the College to which the student has been or is to be admitted.
4. Attestation of certificate copies will be done by the Principal.
5. Provisional marks card /Pass certificate / duplicate, consolidated, NCL removal in the marks card will be issued in the office of the registrar of the college.
6. Transcript copy will be issued at counter no. 2 of the college.
7. Students who join other Universities will be required to produce their migration certificate. To get this it is necessary to take from the College the No-Dues Certificate and pay to the University the prescribed fee.
8. For Provisional Degree certificate from the University apply to

### Registrar (Evaluation) Mangalore University Mangalagangotri Konaje - 574 199

and enclose necessary fees and reply postage.

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| **LIST OF SCHOLARSHIPS & THEIR ELIGIBILITY CRITERIA** | | |
| Sl.  No. | Type | Eligibility |
| 1. | Post-Matric | Category I - No income limit |
|  |  | Category IIA, IIB, IIIA, IIIB - `15,000 / annum |
| 2. | Physically Handicapped | Only for physically handicapped students |
| 3. | English / Kannada major | Pass in II PUC in first attempt, |
|  |  | student of English / Kannada major - 75% marks |
| 4. | Beedi Workers | Total monthly income is `10,000 or below |
| 5. | Sanskrit | 60% marks in Sanskrit, 60% aggregate at PU |
|  |  | course, presently student of Sanskrit language |
| 6. | C.S. Crawford | Children of Coffee estate employee |
| 7. | Anglo Indian Community | Only for Anglo Indian students |
| 8. | National Merit | Student with the highest marks in the examination |
| 9. | Fee Concession | SC/ST, Cat.1 - income below ` 44,500 / annum |
| 10. | Sanchi Honnamma | Only for girl students, Min. marks - Urban: 60%, |
|  |  | Rural: 50%, SC/ST, Cat.1: 45% |
| 11. | Sir C.V. Raman | Student studying Phy., Chem., Maths, Bot., Zoo. |
|  |  | (any 2 subjects), Min. agg. marks 65% in PUC |
|  |  | (SC / ST-60%) |
| 12. | Ex-Servicemen | Children of ex-servicemen and in-servicemen |
| 13. | Post-matric Minority | 50% and above marks - Only for Muslim, |
|  |  | Christian, Jain, Budhist, Sikh students |
| 14. | SC / ST | Annual income is ` 2,00,000/- or below, |
|  |  | student of Karnataka state |
| 15. | SC / ST | Student of Mangalore City Corporation, ` 2,00,000 |
| 16. | EBL | Category 1, minimum 5km. distance between |
|  |  | college and home, 75% attendance every month, |
| 17. | Karnataka Science & Tech. | 70% marks in PCMB at PU, presently student |
|  |  | of PCM or CBZ |
| 18. | Sitaram Jindal Foundation | Eligible for boys securing above 70% & girls 60% |
|  |  | marks |
| 19. | G.S.B. Students | Highest Marks |
| 20. | Sports |  |
| 21. | Incentives to minority students | 50% and above marks |
| 22. | Educational loan for minorities | Any degree |
| 23. | Mangalore City Corp. | All those who come under Mangalore City Corp. |
|  |  | Limits, income ` 2,00,000. |



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| **GOVERNING BODY OF THE COLLEGE** | | |
| **Name** | **Designation** | **Category** |
| **CHAIRMAN**  Rev. Fr Denzil Lobo SJ | Vice President MJES | Management |
| **MEMBERS** |  |  |
| Rev. Fr Edward Rodrigues SJ | Secretary | Management |
|  | MJES |  |
| Rev. Fr Pradeep Sequeira | Administrator | Management |
|  | AIMIT |  |
| Rev. Fr Leo D’Souza SJ | Co-ordinator | Management |
|  | Research Studies |  |
| Rev. Fr Francis Almeida SJ | Campus Minister | Management |
| Mr Ronald Pinto | Vice | Senior |
|  | Principal | Teacher |
| Dr A. Shridhar | HOD | Senior |
|  | Physics | Teacher |
| Prof. Aloysius H Sequeira | Former Registrar | Educationist |
|  | NITK Surathkal |  |
| Prof. J. Alexander | Former Chief Secretary | UGC |
|  | Govt of Karnataka | Nominee |
| Prof. Jogan Shankar | Professor | University |
|  | Mangalore University | Nominee |
| Joint Director | Dept. of Collegiate Education | Govt Nominee |
| Rev. Fr Swebert D’Silva SJ | Principal | Ex-Officio |
|  | Secretary |  |
| Dr A.M. Narahari | Registrar | Ex-Officio |
|  | Evaluation |  |
| Rev. Fr Walter Andrade SJ | Finance Officer | Special Invitee |



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| **ACADEMIC COUNCIL MEMBERS**  **CHAIRMAN**   * Rev. Fr Swebert D’Silva SJ, Principal |
| **SECRETARY**   * Rev. Fr Francis Almeida SJ, Campus Minister |
| **REGISTRAR**   * Dr A. M. Narahari, Registrar (Evaluation) |
| **EX-OFFICIO**   * Rev. Fr Pradeep Sequeira, SJ A.O, AIMIT * Rev. Fr Oswald Mascarenhas SJ Chairman MBA * Dr Veronica Judith Carlo Vice Principal * Mr Ronald Pinto Vice Principal * Mr John E. D'Silva Vice Principal * Mr Paul D’Souza Office Manager |
| **UNIVERSITY NOMINEES**   * Prof. KR Chandrashekar * Prof. P.L. Dharma * Prof. Musthiyari Begum |
| **EXPERTS – NOMINATED**   * Dr M. Abdul Rahiman Former VC   Kannur & Calicut Universities   * Rev. Dr Daniel Fernandes SJ PrincipalStJoseph'sCollege, Bangalore * Prof. Patrick Tauro Retd. Professor, Hisssar University * Mr Ananthakrishna Ex-Chairman Karnataka Bank * Dr Derrick Lobo Ex-Member of WHO |
| **INDUSTRIALIST – NOMINATED**   * Mr John Prasad Menezes Former President, Kanara   Chamber of Commerce, Mangalore |
| **HEADS OF ALL U.G. AND P.G. DEPARTMENTS** |

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| **ADMINISTRATION** | |
| * Rev. Fr Denzil Lobo SJ * Rev. Fr Swebert D'Silva SJ * Dr A. M. Narahari * Rev. Fr Walter Andrade SJ * Rev. Fr Francis D’Almeida SJ * Rev. Fr Pradeep Sequeira SJ * Rev. Fr Ozwald Mascarenhas SJ | Rector Principal Registrar  Financial Administrator Campus Minister Administrator, AIMIT Chairman, MBA |
| **VICE PRINCIPALS**   * Rev. Fr Francis D’Almeida SJ * Dr Veronica Judith Carlo * Mr Ronald Pinto * Mr John Edward D'Silva | P.G. Block Administrative Block Science Block Arrupe Block |
| **HOSTEL OFFICIALS**   * Rev. Fr Alphonse Fernandes SJ * Rev. Fr Cyril D'Mello SJ * Rev. Fr. Melwyn D'Cunha SJ | Director of Gents Hostel Director of UG Ladies Hostel Director of PG Ladies Hostel |
| **DEANS**   * Dr Alwyn D'Sa * Ms Precilla D'Silva * Dr Suresh Poojary * Mr John Sherra * Mr Ashok Prasad * Ms Mamatha | Faculty of Arts  Faculty of Biological Sciences Faculty of Commerce  Faculty of Physical Sciences Faculty of Computer Application Faculty of Management |
| **STUDENTS WELFARE OFF**   * Ms Shalini Aiyappa * Dr Rose Veera D’Souza * Ms Zeena D'Souza * Mr Chethan Shettigar * Mr Lawrence Pinto * Mr M. L. Sureshnath * Mr Rajgopal Bhat | **CERS**  Administrative Block Administrative Block Arrupe Block Arrupe Block Xavier Block  Xavier Block Xavier Block |

**THE STAFF COUNCIL**

Chairman - Registrar -

Vice Principals -

Deans -

Rev. Fr Swebert D'Silva SJ

Dr A.M. Narahari

Rev. Fr Francis D’Almeida SJ Dr Veronica Judith Carlo

Mr Ronald Pinto

Mr John Edward D'Silva Dr Alwyn D'Sa

Ms Precilla D'Silva Ms Mamatha

Dr Suresh Poojary Mr John Sherra Mr Ashok Prasad

Heads of the Departments - Dr Saraswathi

Fr. Alphonse Fernandes, SJ Dr A. Shridhar

Mr Harsha Paul Ms Shwetha Rao Ms Renita D'Souza

Mr M. L. Sureshnath Dr Vishanz Pinto

Mr Ratan Mohunta Dr Mukund Prabhu Dr Narayana Moolya

Dr Rose Veera D’Souza Mr Donnet D’Souza

Rev. Dr. Melwyn D’Cunha SJ Ms Shalini Aiyappa

Ms Deena D’Souza Ms Shobha

Ms Bhavya Shetty Ms Arathi Sharma

Mr Naveen Mascarenhas Mr Rajgopal Bhat

Ms Aruna Kalkura NAAC Coordinator - Dr. Richard Gonsalves IQAC Coordinator - Dr Denis Fernandes Office Manager - Mr Paul D’Souza

Librarian - Dr George Rodrigues Student Council Director - Mr John Edward D'Silva

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| **INTERNAL QUALITY ASSURANCE CELL**   * Rev.Fr Swebert D'Silva SJ **-** Chairman * Dr Denis Fernandes **-** Coordinator * Ms Suchetha Vijayakumar **-** Asst. Coordinator * Dr A.M. Narahari - Registrar * Rev. Fr Francis D'Almeida SJ - Vice Principal, PG Block * Dr Veronica Judith Carlo - Vice Principal, A Block * Mr Ronald Pinto - Vice Principal, Science Block * Mr John Edward D'Silva - Vice Principa Arrupe Block * Rev. Fr Melwyn D'cunha SJ - Coordinator Research Studies * Rev. Fr Pradeep Sequeira SJ - Administrator-AIMIT * Dr A Lourdusamy - Dean - PG Studies   **Members**   * Rev. Fr Walter Andrade SJ Dr Rowena Wright * Dr Suresh Poojary Ms Precilla D'Silva * Dr Beena Dias Dr Norbert Lobo * Dr Richard Gonsalves Mr Manibushan D'Souza * Mr Ranjan Rao (Expert) Mr Chandramohan K Y (Expert) * Mr Michael D'Souza (SACAA) Mr Santhosh Kumar Kadri (Expert)   Dr Abdul Rahiman (Expert) Mr Ullas Rasquinha (Expert)  Mr Paul D'Souza (Office Manager) |
| **NAAC CELL**   * Dr Richard Gonsalves - **Coordinator** * Dr Denis Fernandes - IQAC Co-ordinator * Ms Suchetha Vijaykumar  Dr A M Narahari * Dr Alwyn D’Sa  Dr Norbert Lobo * Mr Naveen Mascarenhas  Mr John D'silva * Rev. Fr Melwyn D'cunha SJ  Ms Precilla D'silva * Ms Shwetha Rasquinha  Ms Melisa Goveas |
| **COLLEGE FOR POTENTIAL WITH EXCELLENCE (CPE)**   * Mr Naveen Mascarenhas - **Coordinator** * Dr Denis Fernandes  Dr Ronald Nazareth |
| **STAR COLLEGE SCHEME**   * Dr Ronald Nazareth -**Coordinator** |
| **ACADEMIC FORMATION OF THE STAFF**   * Dr Richard Gonsalves **Convenor** * Rev Fr Francis Almeida, SJ  Dr Denis Fernandes * Dr Lourdusamy  Mr Ashok Prasad * Dr Veronica Judith Carlo  Mr Lawrence Pinto |

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| **CAMPUS MINISTRY**  (AICUF, CLC, Counselling Services, Retreats & Liturgical Services)   * Rev. Fr Francis D'Almeida SJ - **Coordinator** * Rev. Fr Alphonse Fernandes SJ  Mr Lawrence Pinto * Mr John Sherra  Dr Alwyn D'sa * Mr Paul D’Souza  Ms Precilla D’Silva * Ms Mariya Rodrigues  Mr Naveen Mascarenhas * Ms Aswita D’Souza  Ms Jenice Goveas * Mr Royal Praveen  Mr Anup Denzil Veigas * Mr Sonal Steevan D'Souza  Mr Manuel Souza |
| **ANTI-RAGGING & ANTI-DRUG ABUSE CELL**   * Mr Donnet D'Souza- **Coordinator All Vice Principals** |
| **CAMPUS RECRUITMENT**   * Ms Kavitha - **Coordinator** * Dr Vishanz Pinto  Mr Ronald Pinto * Mr John Sherra  Ms Renita D’Souza * Ms Mamatha  Ms Shobha * Mr Ashok Prasad * Mr Naveen Mascarenhas |
| **CAREER GUIDANCE**   * Dr Norbert Lobo - Dept of Economics - **Coordinator** * Mr Ronald Pinto  Mr Edmund Frank * Mr Lawrence Pinto |
| **CERTIFICATE COURSES**   * Dr Alwyn D’Sa - Dept of English - **Coordinator** * Rev. Dr Leo D'Souza SJ  Dr Sudhakar Rao * Dr Nagalakshamma K.V.  Ms Shalini Aiyappa * Dr Rose Veera D’Souza |
| **COORDINATOR FOR ASSOCIATIONS**   * Ms Precilla D’Silva - Dept of Zoology |
| **COORDINATOR FOR CPT (CA)**   * Ms Metilda Pais - Dept of Commerce |
| **COORDINATOR FOR RESEARCH ACTIVITIES**   * Rev. Dr Melwyn D’Cunha SJ - **Coordinator** * Dr Shashi Kiran  Dr Suresh Poojary * Rev. Dr Leo D’Souza SJ  Dr Smitha Hegde * Dr Asha Abraham  Dr Richard Gonsalves * Dr Roweena Wright  Dr Babu Thomas |

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| **COORDINATOR FOR INTER-CLASS COMPETITIONS**   * Mr John Sherra |
| **DEPARTMENT OF RELIGION AND SOCIETY**   * Rev. Fr Francis D'Almeida - **Coordinator**: Theology &   Value Education   * Mr Harsha Paul - **Coordinator** : Environment * Dr Rose Veera D'Souza - **Coordinator** : Human Rights &   Constitution   * Ms Shalini Aiyappa - **Coordinator** : Gender Equity |
| **ELECTION COMMISSION**   * Mr Ratan Mohunta - Dept of English - Chief Election Commissioner * Dr Vishanz Pinto - Dept of History - Asst. Election Commissioner |
| **STUDENTS COUNCIL**   * Mr John Edward D'Silva - Dept of Mathematics - Director * Dr Vishwanatha Badikana - Dept of Kannada- Asst. Director |
| **GRIEVANCE CELL**   * Mr M.L. Sureshnath- Dept of Botany - **Coordinator** * Ms Jenice Goveas  Dr Rose Veera D'Souza * Ms Precilla D’Silva  Ms Deena D'Souza * Ms Aruna Kalkura  Ms Coral Barboza |
| **LADIES WELFARE OFFICERS**   * Ms Zeena D'Souza - Dept of Commerce - **Coordinator** * Ms Nandini Shet  Ms Shilpa Shetty * Dr Nagalakshamma K.V. * Ms Claret Pereira |
| **LADY STUDENTS GRIEVANCE CELL**   * Dr Sylvia Rego - Dept of English - **Coordinator** * Ms Precilla D’Silva  Ms Rachael Natash Mary * Ms Maria Rodrigues  Dr Mukund Prabhu * Ms Sarah Nirmala Muliyil |
| **WOMEN’S CELL**   * Dr Veronica Judith Carlo - **Coordinator** * Ms Jyothi M  Dr. Nagalakshamma K.V. * Dr Rose Veera D’Souza  Ms Zeena D’Souza * Ms Arathi Shanbhag |
| **MENTOR FOR FOREIGN & NON KARNATAKASTUDENTS**   * Ms Sarah Nirmala Muliyil - Dept of English - **Coordinator** * Ms B. Shilpa  Mr Donnet D’Souza * Ms Renita D’Souza |

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| **OBSERVATORY (AL-SOLORIUM)**   * Mr Chandrashekar Shetty - Dept of Physics (PG) - **Coordinator** * Mr Naveen Mascarenhas  Mr Ravindraswami * Dr Prakash Kamath |
| **CENTRE FOR SOCIAL CONCERN**   * Rev Fr Francis Almeida SJ - **Coordinator** * Mr Gracian  Ms Leelavathi |
| **TIME TABLE**   * Mr John Sherra - **Coordinator** * Ms Malvika Catherine  Mr Yathish R. Rao * Ms Arathi Shanbhag  Ms Florine Soans * Ms Premlatha Shetty  Ms Shilpa Shetty * Mr Alwin D'Souza |
| **COLLEGE HAND BOOK 2014-15**   * Ms Coral Barboza * Mr Santhosh Notagar  Mr Anup Denzil |
| **T.Q.M. (TOTAL QUALITY MANAGEMENT)**  Nodal Centre : St Aloysius College   * Dr Norbert Lobo - **Co-ordinator** |
| **INSTITUTE OF KONKANI**   * Mr Edwin J.F. D’Souza - Executive Director 9845083148 * Mr Gopal Gowda |
| **MAINTENANCE OFFICER**   * Mr Alwyn Cyril Squeira 9740935470 |
| **EDITOR OF COLLEGE MAGAZINE**   * Dr Alwyn D’Sa |
| **COORDINATOR FOR SEMINARS**   * Dr Ronald Nazareth |
| **EDITOR OF RESEARCH JOURNAL - ALSHODHANA**   * Dr Norbert Lobo |
| **CANTEEN COMMITTEE**   * Dr Mukund Prabhu - **Coordinator** |
| **COMMUNITY RADIO SARANG 107.8 FM**   * Fr William Marshal Rodrigues SJ - Associate Director * Mr Roshan Crasta, B.A. - Chief Programme Producer 9980438393 * Mr Abhishek Shetty - Asst. Programme Producer9738469772 * Mr Edward Lobo - Asst. Programme Producer 8197131471 * Mr Thimmappa, B.A., B.Ed., Asst. Programme Producer 9902609963 |

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| **OFFICE OF THE REGISTRAR (EVALUATION) 0824-2449745, 2449700 Extn : 122**   * Dr A M Narahari - **Registrar (Evaluation)** 9741410990 E-mail: [registrarsac@gmail.com](mailto:registrarsac@gmail.com) / [amnarahari@gmail.com](mailto:amnarahari@gmail.com) * Ms Nirmala Pinto, Clerk  Ms Janet Sushma, Clerk * Ms Veena Lobo, Clerk  Ms Shwetha Reny Pinto, Clerk * Mr Sudhakar, Office Assistant |
| **EXAMINATION REFORMS COMMITTEE 2013-14**   * Dr A M Narahari, Registrar (Evaluation) – **Chairman** * Dr Hemachandra-**Chief Examination Co-ordinator** * Ms Claret Pereira -**Examination Co-ordinator** * Ms Premalatha Shetty **Co-ordinator** * Mr Ashok Prasad  Mr Ravindraswami * Ms Mamatha  Rev. Dr Melwyn D'Cunha * Dr Narayan Moolya  Ms Jacintha D'Cunha * Ms Nirmala Pinto |
| **EXAMINATION CO-ORDINATORS 2013-14**   * Dr Hemachandra -**Chief Co-ordinator** * Ms Claret Pereira **-Co-ordinator** * Ms Premalatha Shetty **-Co-ordinator** |
| **CENTRAL VALUATION CO-ORDINATORS 2013-14**   * Dr Narayan Moolya , **Chief Co-ordinator** * Mr Donnet D'Souza **Co-ordinator** |
| **EXAMINATION SQUAD**   * Ms Renita D'Souza  Mr Santhosh Goveas * Mr Sharath  Ms Renita Menezes |
| **MALPRACTICE ENQUIRY COMMITTEE FOR U.G. & P.G**   * Rev. Dr Melwyn D'Cunha S.J. - **Convenor** * Mr Naveen Mascarenhas  Mr Shakin Raj * Mr Ashwil Karkera  Ms Nandini Shet * Dr Nagalakshmma  Mr Venkatesh S Amin * Mr Gerald D'Silva |
| **CO-ORDINATORS OF PRACTICAL EXAMS**   * Dr Prakash Kamath  Ms Shwetha Rao |
| **ST ALOYSIUS ADVANCED RESEARCH CENTRE**   * Dr Richard Gonsalves, **Director** |

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| **Co-Curricular Associations** | | | |
| **No** | **Associations** | **Presidents** | **Department** |
| 1. | Hindi Sangha | Mr Mahabubali A. Nadaf  Dr Sulatha Rajaram | Hindi  Hindi |
| 2. | Hopkin’s Literary Club | Dr Sylvia Rego  Mr Manuel D'Souza | English  English |
| 3. | Konkani Sangha | Ms Renita D'Souza  Ms Nikitha Fernandes | Biotechnology  Commerce |
| 4. | Kannada Sangha | Ms Sudha Kumari  Mr Girish N | Kannada  English |
| 5. | Sanskrit Sangha | Ms Surekha | Sanskrit |
| 6. | Tulu Koota | Dr Vishwanatha Badikana  Ms Sureksha Karkera | Kannada  BBM |
| 7. | Commerce  Unit I Unit II | Ms Zeena D'Souza  Ms Caroleena Janefer Mr Datta Kumar  Ms Helma Rodriges | Commerce |
| 8. | IT Club | Ms Vinaya Durga  Mr Yathish Ravindra Rao | Computer Science |
| 9. | Humanities | Ms Prema D'Souza  Ms Maria Shaila D’Souza | Sociology  PoliticalScience |
| 10. | Management  Unit I Unit II | Mr Chethan Shettigar  Ms Predita Lasrado Mr Vimal John K.C Ms Ashwitha Pinto | Management |
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| 13. | Microgen | Mr Melwyn Sequeira | Microbiology |
| 14. | Nature Club | Dr Anitha D’Lima  Ms Karen D'Souza | Zoology |
| 15. | Chemalgam | Ms Nandini Shet  Ms Rachael Natasha Mary | Chemistry |
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| 18. | Astro Club | Dr Narayan Bhat | Physics |
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| 3. | Al-Madhyam | Ms Jayalakshmi Alva  Mr Satish Nayak | Journalism  BCA |
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| 7. | Dramatics | Mr Lawrence Pinto Ms Bhavya Shetty | Physics Journalism |
| 8. | Human Rights | Dr Rose Veera D’Souza  Mr Alwyn D’Souza | PoliticalScience  PoliticalScience |
| 9. | Music Association | Ms Maria Rodrigues  Ms Sangeetha N | Commerce  B.C.A |
| 10. | Quiz Association | Mr. Ravi Ganna  Ms Prathema D'Souza | B.C.A  B B M |
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| 4. | Rovers & Rangers | Mr Sonal Steevan Lobo Mr Manoj Fernandes Ms Gladwin Fernandes  Ms Bharathi R | B.B.M.  B.B.M.  Economics Commerce |
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| Mr Ishwara Moolya (M.Sc. Biotech) Mr Krishnappa (M.Sc. Biotech) |  |
| Ms Rathna (Deputed to PUC) |
| Mr Alwyn Pereira (Driver) | 2276828 |
| Mr Antony Kumar (M.Sc. Biochemistry) |  |
| Mr Ullas Mascarenhas (M.Sc. Biochemistry) |  |
| Mr Anil D'Souza |  |
| Mr Simon Cruz (Arrupe Office) |  |
| **Maintenance Department** |  |
| Mr Stany D’Souza (Mason) |  |
| Mr Herman Joslie Mascarenhas | 2431282 |
| Mr Joseph Kumar | 9916228050 |
| Mr Valerian Nazareth (Security) |  |
| Mr Joachim D’Costa (Electrician) | 9945990507 |
| Mr Bhujanga Shetty |  |
| Ms Mary Anthony |  |
| Mr Lawrence P. | 9844094609 |
| Ms Celestine D’Souza |  |
| Ms Veronica D’Souza |  |
| Mr Chinnappa |  |
| Ms Laveena Lobo |  |
| Mr Pusparaj (Driver) | 9845639882 |
| Mr Manjunatha | 7353920010 |
| Ms Gretta Sequeira (Peon) Ms Rajani C | |

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| Date of Absence | **SESSIONS** | | | | | | | | **REASON** | Signature of Parent/ Guardian with date | Signature of Class Guide with date |
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| Date of Absence | **SESSIONS** | | | | | | | | **REASON** | Signature of Parent/ Guardian with date | Signature of Class Guide with date |
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| Date of Absence | **SESSIONS** | | | | | | | | **REASON** | Signature of Parent/ Guardian with date | Signature of Class Guide with date |
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| **RECORD OF ABSENCE**  73  NAME : .................................................................. CLASS : ................... REG. NO.:...................................  SPECIMEN SIGNATURES : Father ........................... Mother........................ Guardian ................................ | | | | | | | | | | | |
| Date of Absence | **SESSIONS** | | | | | | | | **REASON** | Signature of Parent/ Guardian with date | Signature of Class Guide with date |
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| Date of Absence | **SESSIONS** | | | | | | | | **REASON** | Signature of Parent/ Guardian with date | Signature of Class Guide with date |
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| **RECORD OF ABSENCE - EXTRA-CURRICULAR ACTIVITIES**  NAME : ................................................................. CLASS : ........................... REG. NO.:................................... | | | | | | | | | | | |
| Date of Absence | **SESSIONS** | | | | | | | | **REASON** | Signature of President with date | Signature of Class Guide with date |
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| *Those who participated in any of the College activities will be considered for attendance, provided the Attendance*  *Certificate signed by the concerned teacher is obtained and submitted at Counter No.8 within THREE days from the date of such activities. Delayed Certificates will not be accepted.* | | | | | | | | | | | |

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| **RECORD OF ABSENCE - EXTRA-CURRICULAR ACTIVITIES**  NAME : ................................................................. CLASS : ........................... REG. NO.:................................... | | | | | | | | | | | |
| Date of Absence | **SESSIONS** | | | | | | | | **REASON** | Signature of President with date | Signature of Class Guide with date |
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| **RECORD OF ABSENCE - EXTRA-CURRICULAR ACTIVITIES**  NAME : ................................................................. CLASS : ........................... REG. NO.:................................... | | | | | | | | | | | |
| Date of Absence | **SESSIONS** | | | | | | | | **REASON** | Signature of President with date | Signature of Class Guide with date |
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**INTERCOM NUMBERS OF THE COLLEGE**

Konkani Institute 112

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| --- | --- | --- | --- |
| Applied Biology Lab | 201 | Radio Saraang | 116 |
| Archives | 204 | M Sc Maths | 522 |
| Arrupe Block | 514 | M Com Dept | 518 |
| BBM Dean | 504 | Maintenance Office | 108 |
| BBM Staff Room I | 505 | Maths Dept | 213 |
| BBM Staff Room II | 506 | MCMS Dept | 403 |
| BCA & Computer Sc. Dept. | 221 | Microbiology Dept | 214 |
| BCA Computer Lab | 110 | Microbiology Lab | 215 |
| Biochemistry Dept. | 202 | MSW - HOD | 406 |
| Botany Dept. | 207 | MSW - Staff Room | 400 |
| Botany Lab | 208 | NAAC Office/ IQAC | 515 |
| BSW Staff Room | 507 | Office - PG | 401 |
| Campus Minister | 519 | Office - UG | 102 |
| Canteen | 405 | PGDBM Dept | 419 |
| Centre for Social Concerns | 520/508 | Physics Dept | 216 |
| Chemistry Dept. | 209 | Physics Lab | 217 |
| Chemistry Lab | 210 | Political Science Dept | 120 |
| Co-operative Societies | 467 | **Principal** | **100** |
| Co-operative Store | 109 | **Receptionist / Operator** | **9** |
| Commerce Dean | 501 | **Registrar** | **122** |
| Commerce Staff Room I | 502 | SACAA | 106 |
| Commerce Staff Room II | 503 | Sanskrit Dept | 213 |
| Counselling Room | 103 | Security | 500 |
| Dean Arts | 120 | Sociology Dept | 120 |
| Economics Dept. | 119 | Sports and Games | 411 |
| Electronics Dept. | 211 | Statistics Dept | 213 |
| Electronics Lab | 212 | Vice Principal | 115 |
| English Dept. | 113 | Vice Principal - Arrupe Block | 519 |
| Finance Office | 107 | Vice Principal - PG Block | 517 |
| Hindi Dept. | 114 | Vice Principal - Science Block | 200 |
| History Dept. | 120 | Zoology Dept | 219 |
| IGNOU Office | 413 Zoology Lab 220 | | |
| Journalism Dept. | 118 **OTHER IMPORTANT** | | |
| Kannada/Konkani Dept. 111 **INTERCOM NUMBERS** | | | |
| Library - PG | 407 | Evening College - Office | 131 |
| Library - UG | 105 | Evening College - Principal | 130 |
| Lift - Xavier Block | 221 | High School Headmaster | 350 |
| MA - English Dept. | 402 | High School Staff Room | 355 |
| MA - Economics Dept. 404 MJES Office 327 | | | |

M Sc - Biochemistry Lab 412

M Sc - Biotechnology Dept 223

M Sc - Chemistry Dept 521

M Sc - Chemistry Lab 218

M Sc - Physics 511

M Sc - Food Sci. & Technology 516

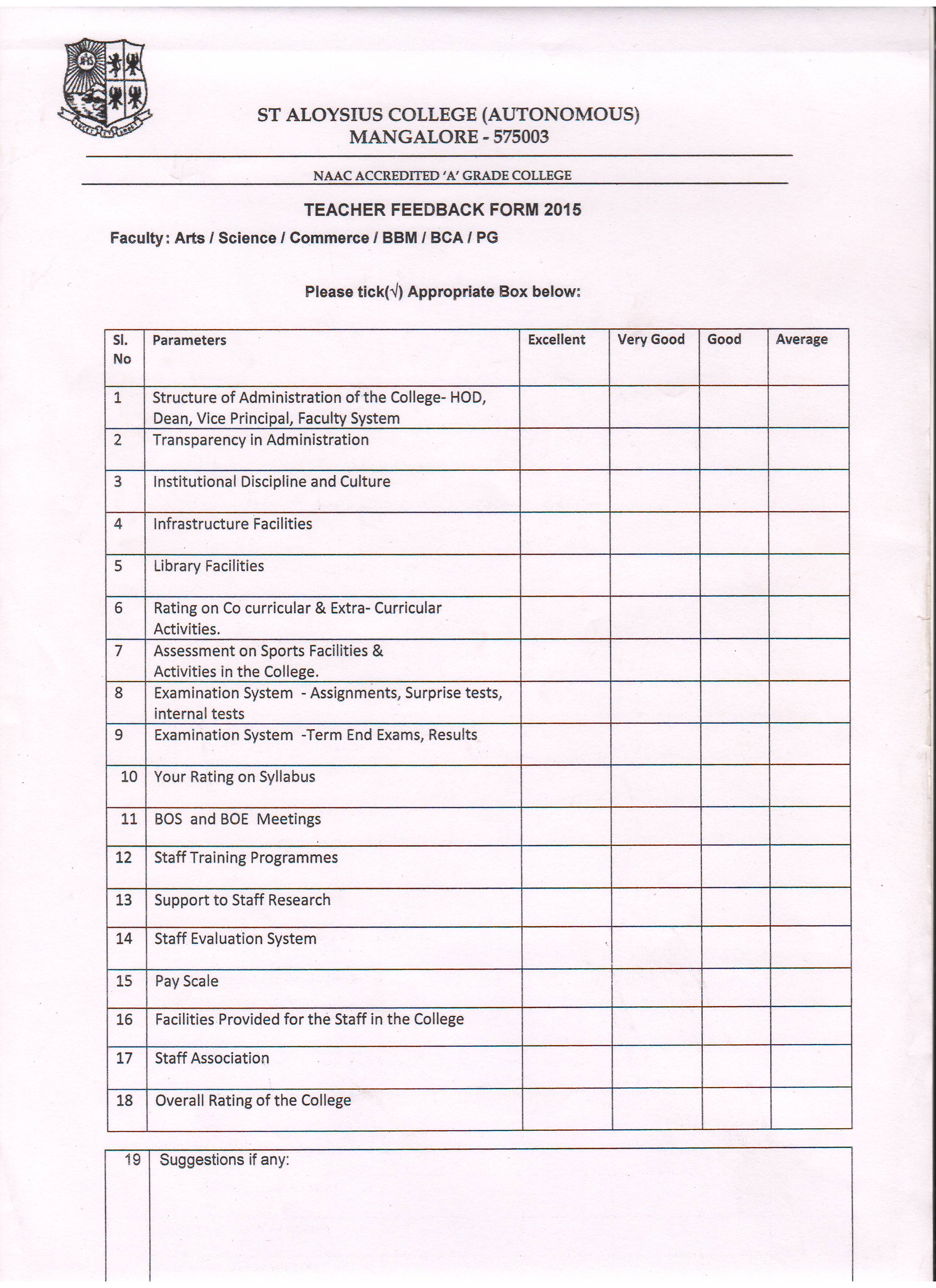
**Annexure - ii**

PUC - Administrator #710

PUC - Principal #711

PUC - Reception #712 Reception - Fathers’ Residence 333

Rector 300

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**ST ALOYSIUS COLLEGE (AUTONOMOUS)**

Student Feedback Form for the Academic Year 2014-15

*Note carefully: Please answer all the questions*

. Sex : M/ F Course :

Department : Years/Semester : ( ) I / II / III / IV/V/VI

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **INSTRUCTIONS:**   1. **DO NOT WRITE YOUR NAME IN THIS QUESTIONNAIRE.** 2. **WRITE THE NUMBER OF YOUR CHOICE IN THE BRACKETS PROVIDED AT THE END OF THE EACH QUESTION.** 3. **FIVE INDICATES HIGHEST RATING AND ONE INDICATES LOWEST RATING.**   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. **1. The syllabus was** | | | | | | | | | | | | | | | | | | | | | |
| 5) challenging | 4) adequate | | | 3) inadequate | | | | | 2) dull | | | 1) irrelevant | | | | | ( ) | | | | |
| 1. **How much of the syllabus was taught in class?** | | | | | | | | | | | | | | | | | | | | | |
| 5). 90 to 100% | 4).75 to 90% | | | 3) 50 to 75% | | | | | 2) 40 to 50% | | | 1) less than 40% | | | | | | ( ) | | | |
| **3**. **What is your opinion about the library holdings for the course?** | | | | | | | | | | | | | | | | | | | | | |
| 5) excellent | 4) adequate | | | 3) inadequate | | | | | 2) poor | | | 1) very poor | | | | | ( ) | | | | |
| **4 The internal evaluation system as it exists is** | | | | | | | | | | | | | | | | | | | | | |
| 5) Excellent | 4) Good | | | 3) Average | | | | | 2) Poor | | | 1) Very poor | | | | | ( ) | | | | |
| **5 . In your opinion, how much of the total weightage of a course should the internal assessment account for?** | | | | | | | | | | | | | | | | | | | | | |
| 5) 50% | 4) 40% | | | 3) 30% | | | | | 2) 20% | | | 1) 10% | | | | | ( ) | | | | |
| **6. How do you rate the evaluation in the Autonomous system?** | | | | | | | | | | | | | | | | | | | | | |
| 5) Excellent | 4) Good | | | 3) Average | | | | | 2) Poor | | | 1) Very poor | | | | | ( ) | | | | |
| **7. When you meet students who have taken a similar programme at other Colleges/Universities do you feel that your programme is** | | | | | | | | | | | | | | | | | | | | | | |
| 5) highly superior | | | 4) superior | | | | | 3) equal | | | 2) inferior | | | | 1) poor | | | | | ( ) | | |
| **8. How do you rate the student-teacher relationship in the College as a whole?** | | | | | | | | | | | | | | | | | | | | | | |
| 5) very good | | 4) good | | | | | 3) satisfactory | | | | 2) unsatisfactory | | | | 1) very poor | | | | ( ) | | | |
| **9. How do you rate the student-teacher relationship in your department?** | | | | | | | | | | | | | | | | | | | | | | |
| 5) very good | | 4) good | | | | | 3) satisfactory | | | | 2) unsatisfactory | | | | 1) very poor | | | | ( ) | | | |
| **10. How do you find Library Offices?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 5) very helpful | 4) helpful | 3) indifferent | 2) unhelpful | 1) cumbersome | ( ) |     **11. How do you find the College administrative offices?** | | | | | | | | | | | | | | | | | | | | | | |
| 5) very helpful | | 4) helpful | | | | | 3) indifferent | | | | 2) unhelpful | | | 1) cumbersome | | | | | ( ) | | | |
| **12. How do you find Vice Principal’s Office?** | | | | | | | | | | | | | | | | | | | | | | |
| 5) very helpful | | 4) helpful | | | | | 3) indifferent | | | | 2) unhelpful | | 1) cumbersome | | | | | | ( ) | | | |
| **13 . Whether the Dean system in your Faculty benefitting the students?** | | | | | | | | | | | | | | | | | | | | | | |
| 5) very helpful | | 4) helpful | | | | | 3) indifferent | | | | 2) unhelpful | | 1) cumbersome | | | | | | ( ) | | | |
| **14. How do you rate mentoring system in the College**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 5 Excellent | 4 Good | 3 Average | 2 Poor | 1 Very Poor | ( ) |   **15 What is your rating on sports activities in the College?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 5) Excellent | 4) Good | 3) Average | 2) Poor | 1) Very poor |  |   **16 . How do you rate the health care facilities in the College?** | | | | | | | | | | | | | | | | | | | | | | |
| 5) very good | | 4) good | | | | | 3) average | | | | 2) poor | | | | 1) very poor | | | | ( ) | | | |
| **17. Do you find that extracurricular / co-curricular activities helped you to in any way?**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 5) very often | 4) often | 3) sometimes | 2) rarely | 1) never | ( ) |   **18. Has your time at the College been intellectually enriching?** | | | | | | | | | | | | | | | | | | | | | | |
| 5) highly | | 4) most often | | | | 3) sometimes | | | | | 2) less often | | | | | 1) hardly | | | ( ) | | | |
| **19. After leaving the College how will you talk about the College?** | | | | | | | | | | | | | | | | | | | | | | |
| 5) glowing terms | | | 4) highly | | 3) moderately | | | | | 2) indifferently | | | 1) disparagingly | | | | | | | | ( ) | |

**Annexure - iii**

**BEST PRACTICES**

1. **Co-curricular and extracurricular activities** are carried out through 36 Co-Curricular and 18 extra Curricular associations of UG and PG, including national organizations like NCC, NSS, Red Cross, Rangers and Rovers. Every student is a part of any one of the associations during I and II year as a part of credit system.
2. **Placement Cells** of the College is involved in organizingthe career guidance programme in all spheres. It invites companies for campus recruitment and sends students to job fairs of other institutions
3. **Midday Meals** facility is made available to the deserving students, throughout their College education.
4. **Class Guides and Mentor System** is in place as a student support mechanism. There are 68 Class Guides at the UG level and 30 Class Guides at the PG level. All the staff function as Mentors with a small group of students.

The Class Guides and the Mentors have regular interactions with students, individually and in groups, motivating them to excel in all the dimensions of their lives-academic, personal, emotional and social leading to better staff student relationship.

1. **Rewards & Recognition:** Teachers are recognized and rewarded for their achievements and contributions to the College at the end of the year in a programme called SAMBRAMA. During the time College will honour and give faculty wise cash prize on the best papers published in the journals.