

This is an **official document**. Kindly fill in the details legibly in capital letters.

Stamp
size
photograph

Name :

Class & Reg. No. :

EC/CC Association :

Father's Name :

Mother's Name :

Permanent Address :

.....

.....

Email ID :

Phone (Landline) :

Mobile :

Present Address :

.....

.....

.....

Name of the Hostel/

Paying Guest :

Name of the Director :

Guardian :

Phone :

Blood Group :

Bank Account No. :

Contact Telephones :

Name of the Class Guide:

Phone:

Name of the Mentor :

Phone:

St Aloysius Gonzaga



This College is named after St Aloysius Gonzaga. He was a 16th century prince, heir to the throne of the Marquisate of Gonzaga in Italy, who 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 of mankind, at the age of 18, he renounced 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 into training, there was a plague in Rome. Victims of the plague had no hope of recovery and were abandoned 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 fell a victim to 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 others, that is proposed to you as a model here.

The College Motto



When you look at the College Crest, there are the letters IHS in the centre of the rising sun. This is the abbreviation of the name of Jesus (which in Greek is written as *IHSUS*). That name symbolizes deepest faith in God, commitment to humanity and the readiness to sacrifice 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 qualities of the mind and the 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.

ALOYSIAN IDEAL

Dear Aloysian,

You are a student of a century and thirty seven year old institution that has trained thousands of young men and women and presented them to the nation. You too are welcome to be trained here, so that making use of all the 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 the distinction of caste and creed, in a fellowship of people of all faiths.

The College became autonomous in 2007. Since then, the College has been making rapid progress by introducing innovative courses, regularly updating the syllabus and 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, 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 become a powerful force in the transformation of society.

Aims and objectives of the College

In keeping with the tradition of the Society of Jesus which runs this institution and the needs of the time, the College aims at the integral formation of its students helping them to become *men and women for others*:

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

Thus an Aloysian

- ♦ lives a commitment to justice;
- ♦ acts with a strong self esteem;
- ♦ thinks critically and creatively;
- ♦ communicates effectively;
- ♦ exercises 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 for these values and 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 dimensions: intellectual, physical and spiritual.

Intellectual Development

The development of your mind, the acquisition 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 independently, analytically and critically and expressing yourself clearly.

Do not limit yourself to classroom material. You are advised to go deep into your subject by regular study and wide reading. The HRD Programmes and Certificate Courses will help you to realize this. You are expected to broaden your intellectual horizons by acquiring a working knowledge of all subjects 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 would have a working knowledge of the economic, political and social dimensions of everyday life.

Learning requires regular work. Have a time-table for your home study. The College has two excellent libraries with 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 to select the right books. You have a spacious newspapers and periodical section for updating your knowledge on current affairs.

Physical Development

“A sound mind in a sound body” goes the universal adage. Towards the integral development of your personality, it is essential that you give importance to the development of your physical agility through sports and games and acquire skills to tone your body and enhance endurance. The College has extensive play grounds and you can strive to be a part of the college sports and games teams which would be a unique privilege.

NCC with its Army, Navy and Air wings, and the NSS with its regular service activities help you to develop your physical endurance, team spirit, fair play, punctuality and sound habits of health and hygiene.

Spiritual Development

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

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

To acquire this, you have regular programmes in Value Education. Moreover you will pick values from your companions and elders while you will influence the value system of others.

Essential to any spiritual and value formation is self-discipline, a systematic effort to channelise your impulses, emotions and feelings to their proper ends, and make them a power to achieve some 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 self-discipline.

The habit of regular prayer and meditation is earnestly recommended to all. The College has a beautiful chapel and everyone is welcome to sit in meditation or spend a few moments of quiet prayer and reflection. Catholics, particularly those staying in the hostels, are earnestly invited to participate in the daily morning services in the chapel.

Co-curricular and Extra-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 and extra-curricular activities. The College provides rich opportunities in the form of more than forty Associations and Clubs with the dedicated staff for training and guiding you.

Social Concern

The need of our times is not only persons with a vision but also persons with a mission- 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 them adequately.

For this, we need people with genuine social consciousness who find meaning by being at the real service of others even at the cost of 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 persons, the College will have succeeded in its mission and genuinely be proud of its endeavour.

Towards this integral development of body, mind and heart, we have certain systems in place: Class guides, Mentoring, and Counselling services.

Eco-friendly Campus

College has been making a conscious effort to maintain its campus **green, clean** and **eco-friendly**. Several steps have been initiated in this regard.

1. **Vermi-Bin:** All the bio-degradable waste, and dry leaves collected in the campus are converted into 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:** A committee has been formed to motivate the students and 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 counter many problems arising from the impersonal atmosphere prevailing in our campuses of higher education. Orient yourself 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. The College brings together parents and teachers during specific programmes which would assist parents to get an insight into the problems of growing youngsters like you.

Many of our staff members have undergone training to help you not only with your academics but also with your personal and emotional concerns. 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 assigned a Class Guide who will meet his/her wards regularly and also conduct well-planned programmes to enhance their self-confidence, improve healthy inter-personal relationships and effective utilization of their talents and abilities.

J U N E 2 0 1 7

SUN	MON	TUE	WED	THU	FRI	SAT
Notes * 29 th - 30 th May Orientation Programme for the newly recruited teaching staff * 31 st May - 1 st June Orientation Programme for the newly recruited teaching staff and Junior Staff				1	2	3
				Orientation Programme for the newly recruited teaching staff and Junior Staff	Seminar for all the Teaching Staff UG & PG	
4	5 World Environment Day	6	7 Commencement of classes for I, III & V Semesters	8	9	10
Re-opeing of the College - Orientation Programme for Ist Degree Students						
11	12 World Day Against Child Labour	13	14 World Blood Donor Day	15	16	17
		Holy Mass for Catholic Students Ist Year		Holy Mass for Catholic Students IInd Year	Holy Mass for Catholic Students IIIInd Year	
18	19	20	21 Feast of St Aloysius Gonzaga: Patron of the College International Day of Yoga	22	23	24
25	26 Ramzan Ⓜ	27	28	29	30	

J U L Y 2 0 1 7

SUN	MON	TUE	WED	THU	FRI	SAT	
30	31 Feast of St. Ignatius of Loyola – Founder of the Society of Jesus H	<i>Notes</i>				1	Vanamahotsava
2	3	4	5	6	7	8	
SPOORTHY & PRAGATHI Retreat & Softskills for all Students							
9	10 First Assignment Due	11 World Population Day	12	13	14	15 World Youth Skills Day	
16	17	18	19	20	21	22	
Ist Internal Tests							
23	24	25	26	27	28 World Hepatitis Day	29	
Loyola Week							

AUGUST 2017

SUN	MON	TUE	WED	THU	FRI	SAT
<i>Notes</i>		1	2	3	4	5
6	7	8	9	10	11	12 International Youth Day
13	14	15 Independence Day Ⓜ	16	17 'Utsav' Inter-class Competitions	18	19 Gospel Fest
20 Gospel Fest	21	22 Second assignment / Surprise Test / Online Test	23	24	25 Ganesh Chaturti Ⓜ	26
27	28	29	30 Novena of Mother Mary		31	
IInd Internal Tests						

S E P T E M B E R 2 0 1 7

SUN	MON	TUE	WED	THU	FRI	SAT
<i>Notes</i>					1	2 Bakrid H
					Novena of Mother Mary	
3	4	5	6	7	8 Nativity of B.V. Mary H International Literacy Day	9
Novena of Mother Mary						
		Teachers Day				
10	11	12	13 Musical Evening	14	15	16
	Re-tests					
17	18	19 Mahalaya Amavasye H	20	21 International Day of Peace	22	23
	End Semester Practical Exams					
24	25	26	27 World Tourism Day	28 Last working day of the semester - Classes and Staff	29 Ayudha Pooja H	30 Vijaya Dashami/ Dussehra H
End Semester Practical Exams						

OCTOBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 Gandhi Jayanthi H	3	4	5 Valmiki Jayanthi H	6	7
8	9	10	11	12	13	14
End Semester Exams						
15	16 World Food Day	17	18 Naraka Chaturdashi H	19	20 Deepavali H	21
End Semester Exams						
22	23	24	25	26	27	28
End Semester Exams						
29	30	31	<i>Notes</i>			

NOVEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
<i>Notes</i>			1 Kannada Rajyotsava (H)	2	3	4
5	6 Kanakadasa Jayanthi (H)	7	8	9	10	11
12	13	14 Childrens Day	15	16 International Day of Tolerance	17	18
19	20 Re- opening of the college	21	22	23	24	25
26	27	28	29	30		

D E C E M B E R 2 0 1 7

SUN	MON	TUE	WED	THU	FRI	SAT
31	<i>Notes</i>				1 World AIDS Day Eid Milad H	2
3	4	5	6	7	8	9
10 Human Rights Day	11	12	13	14 Sports Day	15	16
17	18	19	20	21	22	23 First Assignment Due
24	25 Christmas	26	27	28	29	30
Christmas vacation						

J A N U A R Y 2 0 1 8

SUN	MON	TUE	WED	THU	FRI	SAT
	1 <div style="border: 1px solid black; border-radius: 5px; padding: 2px; display: inline-block;">Christmas vacation</div>	2 Classes Re-open	3	4	5	6
7	8	9	10	11	12 Foundation Day Celebration — Alumni/ ae Gathering	13
14 Makara Sankranti H	15	16	17	18	19	20
	Ist Internal Tests					
21	22	23	24	25	26 Republic Day H	27
28	29	30	31	<i>Notes</i>		

F E B R U A R Y 2 0 1 8

SUN	MON	TUE	WED	THU	FRI	SAT
<i>Notes</i>				1	2	3
				College Fests		
4 World Cancer Day	5	6	7	8	9	10
11	12	13 Maha Shivarathri H	14	15	16	17 Second Assignment /Surprise Test/ Online Test
18	19	20 World Day of Social Justice	21 International Mother Language Day	22	23	24
25	26	27	28 National Science Day	<i>Notes</i>		
IInd Internal Tests						

M A R C H 2 0 1 8

SUN	MON	TUE	WED	THU	FRI	SAT
<i>Notes</i>				1	2	3
				IInd Internal Tests	World Wildlife Day	
4	5	6	7	8	9	10
				International Women's Day	College Day	
11	12	13	14	15	16	17
				Degree Day		
Re-tests						
18	19	20	21	22	23	24
Ugadi (H)				World Water Day	Last Working Day- Classes	
End Semester Practical Exams						
25	26	27	28	29	30	31
				Mahaveera Jayanthi (H)	Good Friday (H)	Last Working Day- Staff
End Semester Practical Exams						

A P R I L 2 0 1 8

SUN	MON	TUE	WED	THU	FRI	SAT	
1 Easter	2 World Autism Awareness Day	3	4	5	6	7 World Health Day	
End Semester Exams							
8	9	10	11	12	13	14 Ambedkar Jayanthi H	
End Semester Exams							
5	16	17	18	19 Basava Jayanthi H	20	21	
End Semester Exams							
22 International Mother Earth Day	23	24	25	26	27	28	
End Semester Exams							
29	30	<i>Notes</i>					

M A Y 2 0 1 8

SUN	MON	TUE	WED	THU	FRI	SAT
Notes		1 Labour Day Ⓜ	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 World No-Tobacco Day	Notes		

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 cognizable offence and those 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

2. Without obtaining prior permission from the Principal, no picnics, send-off parties and get-togethers either in the campus or in any other place are to be organised. Strict disciplinary action will be taken against those who violate this rule.
3. Taking tuition outside the College is strongly discouraged. Students who have difficulties in any subject are recommended to approach the lecturers concerned for help. They are also advised to attend remedial classes organised by the departments concerned.

GENERAL REGULATIONS

1. **Students must be present on the first day of every semester. They will be liable for penalty if they violate this rule.**
2. 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.
3. At the first bell (5 minutes before the hour fixed for each session) students are expected to enter the class and occupy their places. At the second bell the lecturers would enter the classes and the students stand in respectful silence to receive them and greet them.

4. During the first hour in the morning when the second bell is rung, students stand for the morning prayer.
5. When the teachers call the numbers (names) each student rises and answers his/her attendance.
6. Students who come late to class can enter the class only with the permission of the lecturer. They may be marked present at the end of the hour only if there is adequate reason for being late. Those who depend on public conveyance should leave their homes early enough to avoid peak hours and reach the College well on time.
7. No student is allowed to leave the class room without the lecturer's permission or until the class is over.
8. If the lecturer concerned is absent, students shall not loiter in the campus. They are expected to be in the library, reading room or newspaper and periodicals section.
9. **No student is expected to remain on campus after class hours unless there is a programme or games practice. All extra curricular activities cease at 5.30 p.m. Students are expected to vacate the campus by then.**
10. Smoking or coming to the campus under the influence of alcohol is strictly prohibited. Strict disciplinary action will be taken on those violating this rule.
11. The College does not hold itself responsible for the conduct of its students outside its premises. However, it will take cognizance of any serious mis-conduct of students committed outside its precincts and in case of any substantiated serious charge, the guilty shall be punished according to the gravity of the offence.
12. Books, magazines, newspapers etc., not approved by the College authorities are not allowed to be brought to the College.

13. Boys and girls are expected to conduct themselves with dignity and respect. They should observe norms of decency, propriety and mutual respect in their interaction with others.
14. Irregularity in attendance, insubordination, disrespect towards staff members, habitual inattention and coming late to classes, neglect of work, obscenity in word or act, are punishable by permanent or temporary dismissal. Minor offences are punishable by a fine or loss of attendance.
15. Posters, notices etc will not be put up in the campus without the permission of the Principal or the Vice Principal concerned.
16. **Every student should wear the identity card issued by the College inside the college premises. It should be produced whenever asked for, specially when dealing with the office and library.**
17. **Students are not permitted to park four wheelers within the college premises.** Those who come by two wheelers should have a valid driver's 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 allotted to them. Rash driving inside and outside the campus will be dealt with severely.
18. Outstation students are required to stay either with their relatives/guardians/in a hostel/ lodging house or rooms approved by the College authorities. Residing in hotels is not permitted. Outstation students living in rented houses/flats should invariably furnish the details of the place of residence to the Principal.
19. Students are not allowed join any club/society or indulge in any activities that may interfere with their studies

without the Principal's permission. They are not allowed to play in any team against the College.

20. Students are advised to maintain their classroom neat & clean and create environmental awareness by keeping the campus clean, green and plastic free.
21. Students are not allowed to take part in any political agitation directed against the authority of the 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.
22. Catholic students are advised to frequent sacraments.
23. 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.
24. Students are not authorised to collect donations from the public for any of the College activities without the permission of the Principal.
25. Educational tours are to be organised with the prior permission of the Principal. For all such programmes written permission of the parents is required.
26. Students are not permitted to celebrate any religious festival within the College campus without the prior permission of the Principal.
27. Attendance to 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 Intercollegiate activities.

28. **Students are not permitted to use mobile phones within the College buildings. They must be switched off. Such gadgets, if confiscated, will not be returned.**
29. **Students are not supposed to play or listen to music using mobiles phones or any other electronic devices in the College campus.**
30. 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 will be seriously dealt with.
31. **Remedial Education- The college conducts remedial education for the low performing students. Remedial work assigned to them by teachers is mandatory. Non-compliance in submitting the remedial work will be viewed seriously.**
31. Students who come from very poor economic background may apply for **Mid-Day Meal Scheme**.

Dress Code

The dress code prescribed by the Faculty should be strictly adhered to. Students are expected to keep in mind the basic norms of modesty and decency with regard to dress.

Boys can wear formal trousers and 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 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.

Disciplinary action will be taken on students violating the dress code.

SAHAAYA : TRAINING IN SOCIAL RESPONSIBILITY

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 & II year (20 hours each year) in helping the less privileged of the society or engaging in any activity for the promotion of social well-being. Some of the issues are:

- Awareness on Malaria
- Awareness on Environment
- 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 support activities
- Spending Time with Physically, Mentally Challenged and other marginalized groups.
- Teaching Little Children.

SOFT SKILLS/LIFE SKILLS TRAINING

Soft skills /Life skills training will be provided to the final year students to prepare them for life and for jobs. Attendance to these sessions is mandatory. (Students who fail to attend required number of sessions will be penalized). 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.

DDU (Deen Dayal Upadhyay) Kaushal Kendra

The University Grants Commission (UGC) has launched a scheme on 27 February, 2014 for skills development based & job oriented higher education as part of college/university education, called KAUSHAL KENDRA leading to Bachelor of Vocation (B.Voc.) degree with multiple entry and exit points.

Salient Features:

- Innovative and career oriented
- Task based experiential learning
- Focus on skill development and career
- Internship in industry partnership with 12 firms
- Curriculum based on industry requirements
- Multiple exit points in 4 stages- leading to a Bachelors Degree
- Affordable fee structure
- Great opportunity for people already working in specific jobs.

Following table shows the various Certificates and their duration.

Stages of Certification	Duration of the course
Certificate	1 Semester
Diploma	2 Semesters
Advance Diploma	4 Semesters
B.Voc Degree	6 Semesters

ST ALOYSIUS COLLEGE (Autonomous) offers B.Voc. in three streams.

1. Retail management
2. Food Processing and Engineering
3. Pharmaceutical Chemistry

Eligibility for Admissions

- The admission to B.Voc. programme will be as per the rules and regulations of the Mangalore University.
- Basic eligibility for B.Voc. is 10+2 and above in any stream, no age limit.

Advisory Committee of DDU Kaushal Kendra		
Name	Designation	Category
Rev. Dr Praveen Martis SJ	Principal	Chairperson
Dr Sanjeev Kumar Giri Women's University, Vijayapur – 586019	Experts Nominated by the Chairman, UGC	Members
Prof. M K Sridhar Bangalore University, Bengaluru – 560056		
Dr A M Narahari	Registrar	Member
Rev. Dr Xavier Alphonse SJ St Joseph's College (Autonomous) Tiruchirappalli – 620002	Academician in the relevant fields nominated by the Principal	Members
Dr Ronald Nazareth St Aloysius College (Autonomous) Mangalore 575003		
Prof. Mallikarjunappa Mangalore University	Nominee of State Higher Education Council	Member
Mr G Giridhar Prabhu Achal Industries, Mangaluru	Representative of Industry	Members
Mr Walter D'Souza Managing Partner, Fernandes Brothers, Mangaluru		
Dr Salil S, EO, UGC South Western Regional Office, Bengaluru, 560009	UGC Nominee	Member
Prof. P S Yadapadithaya Mangalore University	University Nominee	Member
Dr Richard Gonsalves	Director of Kaushal Kendra	Secretary

FEATURES OF AUTONOMY

CREDIT BASED:

UNDER GRADUATE PROGRAMMES:

- ◆ An Under Graduate programme will have 100 credits.
- ◆ The Programme will consist of 6 semesters (3 years)
- ◆ One credit implies 2 teaching hours per week or 50 marks
- ◆ Language-II and English will be taught during the first FOUR semesters (2 credits each in each semester) a total of 8 credits. For BBM and BCA, languages are taught only during the first TWO semesters
- ◆ Extra/Co-curricular activities will have 1 credit each during the first FOUR semesters.
- ◆ Indian Constitution and Environmental Science will be of 1 credit each during the I and II Semesters.
- ◆ Human Rights and Gender Equity will be of 1 credit each during III and IV semesters.
- ◆ Value Education is compulsory and will be of 1 credit each during 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 semester will commence in June.
- ◆ The even semester will commence in November.
- ◆ A semester will be of 18 week duration including the end semester examination.

Syllabus:

The syllabus of all subjects is being constantly revised and updated as per 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:

a)	Continuous Internal Assessment (CIA)	20/30 marks
b)	End Semester Examination (ESE)	80/120 marks

Continuous Internal Assessment (CIA)

CIA consists of the following components

i)	Quiz, surprise test, Project or Research work assignments	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 marks 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

ATTENDANCE

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

2) **Students who fail to fulfill this regulation will not be allowed to write the examination. They have to repeat the semester**

3) Students are advised to constantly check their attendance with the respective lecturers and clear their doubts, if any, before the semester term closes.

4) No complaints or request for attendance on any ground will be entertained after the semester term closes.

5) Students who do not pay the examination fee are considered to have voluntarily discontinued the course.

6) 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 to attendance. The class Guide and Dean, Vice Principal should be informed about the long absence.

7) Students representing the College/ Department/ Extension Activities, 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 immediately 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.

9) Students are not permitted to skip classes for the purpose of association activities.

10) The names of students who are absent continuously for 2 weeks without any notice, will be struck off the register.

- 11) Students are expected to be present for college exams, retreat and classes on re-opening day after holidays, march past on sports day and other such activities without fail. Absence without proper justification will be seriously viewed.

THE PROCEDURE/SYSTEM OF EVALUATION OF CIA:

- 1) Each student must attend to all the components of internal assessment. Otherwise the assessment will not be complete.
- 2) CIA is conducted throughout the semester.
- 3) Two internal tests will be conducted in each semester as per the time table prepared by the Registrar (Evaluation). The re-test is conducted only for those candidates approved by the Principal under extra-ordinary circumstances.
- 4) Both tests combined will be evaluated for a maximum of 50 marks. This will be reduced to 20 / 30 after valuation of both the tests.
- 5) CIA 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 (ESE)

- 1) **The ESE will be conducted at the end of each semester. The duration and maximum marks of the ESE in each subject is 3 hours and 100 marks respectively.**
- 2) All Candidates writing the examination will have to submit the completed application along with the prescribed examination fee.
- 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 ESE will be published by the Registrar (Evaluation) at least 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 supplementary examination.
- 7) Candidates who write the supplementary examinations are required to submit the filled in application form and pay the examination fee as specified.
- 8) The question paper for ESE will be set for a maximum of 100 marks. However, the marks are converted in accordance with the examination scheme.
- 9) Students are required to maintain the examination code of conduct strictly.

QUESTION PAPER PATTERN:

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

THE PROCEDURE OR SYSTEM OF EVALUATION OF ESE:

- 1) Centralized valuation is adopted for the ESE
- 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 a 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 Photocopy of the answer book, if any, has to be made to the Registrar (Evaluation) in the prescribed form and payment of fee as notified by Registrar (Evaluation) from the date of publication of the results.
- 4) **Minimum for a pass is 35% marks in each of the theory/ practical subjects**

- 5) 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 paid to the grievances of the students. The grievances are handled in the following manner:

- a) All grievances related to internal tests including re-tests, assignments and attendance should be brought to the notice of concerned Dean / Vice Principal.
- b) Retotalling / Photocopy and Revaluation shall be brought to the notice of Registrar (Evaluation).
- c) 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.
- d) 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 Classes and Examinations

Attendance to Basic Theology classes and examinations is obligatory for Catholic students.

Attendance to Value Education classes and examination is obligatory for all students.

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

Those who absent themselves from the examinations or fail in the examinations will not be entitled to any scholarship or prize.

TO PARENTS AND GUARDIANS

Parents and Guardians are requested to cooperate 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 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 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 such student is absent for the re-xam, he/ she shall be required to pay a penalty as notified 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 to the College office and check if you have not received the reports within reasonable time.

You are required to meet the Deans and the Class Guides and 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 (College Day).

Attendance at Parent - Teacher meeting is obligatory. In case you are not able to attend for a grave 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 insist on the dress code prescribed by the College, for their children/wards.

For further information you can log on to www.staloyisius.edu.in

ಪೋಷಕರ ಮತ್ತು ಪಾಲಕರ ಗಮನಕ್ಕೆ

ತಮ್ಮ ಮಕ್ಕಳಲ್ಲಿ ಹಾಗೂ ಪಾಲಿತರಲ್ಲಿ ಶಿಸ್ತಿನ ಹಾಗೂ ನಿಯಮಬದ್ಧ ಜೀವನವನ್ನು ಇರಗೊಳಿಸುವುದರ ಮೂಲಕ ಹೆತ್ತವರು, ಪಾಲಕರು, ಅಧ್ಯಾಪಕರೊಡನೆ ಸಹಕರಿಸಬೇಕಾಗಿ ವಿನಂತಿ. ಕುಟುಂಬವೇ ಮೊದಲ ತರಗತಿ. ಪಾಠದ ದಿನಗಳಲ್ಲಿ ಮೂರು ತಾಸುಗಳಷ್ಟಾದರೂ, ರಜಾದಿನಗಳಲ್ಲಿ ಇನ್ನೆರಡು ತಾಸುಗಳನ್ನಾದರೂ ವಿದ್ಯಾರ್ಥಿಗಳು ಕಲಿಕೆಗಾಗಿ ವಿನಿಯೋಗಿಸಬೇಕು. ಹಾಜರಿಯ ಹಾಗೂ ಓದುವಿಕೆಯ ಬಗ್ಗೆ ನಿಯಮಬದ್ಧತೆಯನ್ನು ಹೆತ್ತವರು ಹಾಗೂ ಪಾಲಕರು ತಮ್ಮ ಮಕ್ಕಳಲ್ಲಿ ಇರಗೊಳಿಸದಿದ್ದರೆ ಫಲಿತಾಂಶಗಳು ನಿರಾಶಾದಾಯಕವಾಗುವುದರಲ್ಲಿ ಸಂದೇಹವಿಲ್ಲ.

ಗೈರುಹಾಜರಾದ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿ ತನ್ನ ಹೆತ್ತವರಿಂದ ಅಥವಾ ಪಾಲಕರಿಂದ ಸಹಿ ಮಾಡಿದ ರಜಾ ಅರ್ಜಿಯನ್ನು ತರಬೇಕು. ಅನಾರೋಗ್ಯದಿಂದ ವಿದ್ಯಾರ್ಥಿಯು ಬಹುದಿನ ಗೈರು ಹಾಜರಾಗಿದ್ದಲ್ಲಿ, ರಜಾ ಅರ್ಜಿಯೊಂದಿಗೆ ವೈದ್ಯಕೀಯ ಸರ್ಟಿಫಿಕೇಟನ್ನು ಕೊಡಬೇಕಾಗುತ್ತದೆ.

ವಿವಿಧ ಪಾಠಗಳಲ್ಲಿ ಕಡಿಮೆ ಅಂಕಗಳನ್ನು ಪಡೆದಿರುವ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವಿಶೇಷ ತರಗತಿಗಳನ್ನು ಏರ್ಪಡಿಸಲಾಗಿದೆ. ವಿದ್ಯಾರ್ಥಿಗಳು ಈ ತರಗತಿಗಳ ಪೂರ್ಣ ಪ್ರಯೋಜನವನ್ನು ಪಡೆಯಬೇಕು. ಖಾಸಗಿ ಟ್ಯೂಷನ್‌ಗಳಿಗೆ ಮೊರೆಹೋಗುವ ದುರಾಭ್ಯಾಸ ಯೋಗ್ಯ ವಿದ್ಯಾರ್ಥ್ಯಾಸದ ದೃಷ್ಟಿಯಿಂದ ಯುಕ್ತವಾದುದಲ್ಲ. ಯಾವುದೇ ಪಾಠದಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿ ಹಿಂದುಳಿದಿದ್ದರೆ, ಆಯಾ ಪಾಠವನ್ನು ಕಲಿಸುವ ಅಧ್ಯಾಪಕರ ಸಲಹೆ ಸಹಕಾರಗಳನ್ನು ಪಡೆಯಬಹುದು.

ಕಾಲೇಜು ನಡೆಸುವ ಎಲ್ಲಾ ಪರೀಕ್ಷೆಗಳಿಗೂ ವಿದ್ಯಾರ್ಥಿಗಳು ಕಡ್ಡಾಯವಾಗಿ ಹಾಜರಿರಲೇಬೇಕು. ಪರೀಕ್ಷೆಗಳಿಗೆ ಗೈರು ಹಾಜರಾಗುವುದು ನಿಯಮಗಳ ಉಲ್ಲಂಘನೆಯಾಗಿರುವುದರಿಂದ ಯಾವುದೇ ಒಂದು ದಿನ ಪರೀಕ್ಷೆಗೆ ಗೈರುಹಾಜರಾದರೂ, ಲಿಖಿತ ಕಾರಣಗಳನ್ನು ನೀಡಿ ಗೈರು ಹಾಜರಿಯನ್ನು ಸಮರ್ಥಿಸಬೇಕು. ಅನಾರೋಗ್ಯವೇ ಕಾರಣವಾಗಿ ಪರೀಕ್ಷೆಗೆ ಗೈರು ಹಾಜರಾದರೆ ವೈದ್ಯಕೀಯ ಪ್ರಮಾಣ ಪತ್ರ ಅಗತ್ಯ. ಆದರೆ ವೈದ್ಯಕೀಯ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು ನೀಡಿದ ಮಾತ್ರಕ್ಕೆ ಹಾಜರಿಯನ್ನು ಕೊಡಲಾಗುವುದಿಲ್ಲ.

ಹುಡುಗನ/ಹುಡುಗಿಯ ಹಾಜರಾತಿ ಹಾಗೂ ಶಿಕ್ಷಣ ಮಟ್ಟದ ಬೆಳವಣಿಗೆ ಅತ್ಯಪ್ಪಿಕರವಾಗಿದೆ ಎಂದು ತಿಳಿದಾಗ ಹೆತ್ತವರು / ಪಾಲಕರು ವಿದ್ಯಾರ್ಥಿ ಕ್ಷೇಮಪಾಲಕ ಹಾಗೂ ಇತರ ಅಧ್ಯಾಪಕರನ್ನು ಭೇಟಿ ಮಾಡಿ ಸಮಾಲೋಚನೆ ನಡೆಸಲು ಕೋರಲಾಗಿದೆ.

ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ 75% ಹಾಜರಾತಿ ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಆ ವಿದ್ಯಾರ್ಥಿಗಳು ಅಂತಿಮ ಪರೀಕ್ಷೆಗೆ ಅನರ್ಹರಾಗುತ್ತಾರೆ. ಅವರನ್ನು ಕಾಲೇಜಿಗೆ ಹಿಂತೆಗೆದುಕೊಳ್ಳಲಾಗುವುದಿಲ್ಲ.

ಹೆತ್ತವರು / ಪಾಲಕರು ಕಾಲೇಜಿನಲ್ಲಿ ನಡೆಯುವ ಎಲ್ಲಾ ಸಮಾರಂಭಗಳಲ್ಲೂ ಶಿಕ್ಷಕ - ರಕ್ಷಕ ಸಭೆಗಳಲ್ಲೂ ಭಾಗವಹಿಸಿ, ಕಾಲೇಜಿನ ಕಾರ್ಯಕ್ರಮಗಳಲ್ಲಿ ತಮ್ಮ ಆಸಕ್ತಿಯನ್ನು ತೋರಿಸಬೇಕೆಂದು ವಿನಂತಿ.

ತಮ್ಮ ಮಕ್ಕಳ ಗೈರು ಹಾಜರಿಯ ಹಾಗೂ ಕೆಳಮಟ್ಟದ ಅಂಕಗಳ ಬಗ್ಗೆ ಹೆತ್ತವರಿಗೆ ಹಾಗೂ ಪಾಲಕರಿಗೆ ಮುನ್ನೆಚ್ಚರಿಕೆಯನ್ನಿತ್ತರೂ, ವರ್ಷದ ಕೊನೆಯಲ್ಲಿ ಹೆತ್ತವರು/ಪಾಲಕರು ಈ ಬಗ್ಗೆ ತಮ್ಮ ಅಸಮಾಧಾನವನ್ನು ಸೂಚಿಸುತ್ತಾರೆ. ವಿದ್ಯಾರ್ಥಿಗಳ ಅಂಕಪಟ್ಟಿಯನ್ನು ಸಪ್ಟೆಂಬರ್ ಹಾಗೂ ಫೆಬ್ರವರಿ ತಿಂಗಳುಗಳಲ್ಲಿ ಕೊಡಲಾಗುವುದು. ಕೆಲವು ವಿದ್ಯಾರ್ಥಿಗಳು ಅಂಕಪಟ್ಟಿಯನ್ನು ಹೆತ್ತವರಿಗೆ ತೋರಿಸುವುದೇ ಇಲ್ಲವಾದುದರಿಂದ, ಇಂತಹ ಸಂದರ್ಭದಲ್ಲಿ ತಾವಾಗಿಯೇ ಕಾಲೇಜಿಗೆ ಬಂದು ಮಕ್ಕಳ ಫಲಿತಾಂಶವನ್ನು ಅರಿತು ಕೊಳ್ಳುವುದು ಸೂಕ್ತ.

ಶೈಕ್ಷಣಿಕ ಪ್ರವಾಸದ ಸಂದರ್ಭದಲ್ಲಿ ಹೆತ್ತವರಿಗೆ ತಿಳಿಸಲಾಗುವುದು. ಪ್ರಾಂಶುಪಾಲರ ಅನುಮತಿಯಿಲ್ಲದ ಪಿಕ್‌ನಿಕ್, ಪ್ರವಾಸಗಳು ಶಿಕ್ಷಾರ್ಹ ಅಪರಾಧವೆಂದು ಪರಿಗಣಿಸಲಾಗುವುದು.

ಹೆತ್ತವರು/ಪಾಲಕರು ತಮ್ಮ ಮಕ್ಕಳಿಗೆ ಕಾಲೇಜಿನ ಉಡುಗೆ-ತೊಡುಗೆಗಳ ನಿಯಮದ ಬಗ್ಗೆ ತಿಳಿ ಹೇಳುವುದು.

ಕಾಲೇಜಿನ ಬಗ್ಗೆ ಹೆಚ್ಚಿನ ಮಾಹಿತಿ ಪಡೆಯಲು ಕಾಲೇಜಿನ ವೆಬ್‌ಸೈಟ್‌ನ್ನು ಸಂಪರ್ಕಿಸಬಹುದು. **www.staloyisus.edu.in**

LIBRARY RULES

1. The College Library will be open from 8.30 a.m. to 6.00 p.m. on all working days and on Saturdays from 8.30 a.m. to 1 p.m.
2. Application for books should be made in the prescribed borrower's call slip from the Library.
3. Books of two categories are given for home reading **viz. general books and reference books**. General books belong to the following sections: Poetry, Prose, Biography and Fiction. All others are reference books.
4. **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.
5. **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 charged for every additional day's delay thereafter.

6. 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.

7. A student to whom a book has been issued is held responsible for it and any damage done to it. He/She shall not write anything or make any mark on them. He/She is expected to examine the book which he/she receives and report immediately to the Library staff if any damage found in it. Otherwise he/she shall be held responsible for any damage detected later.
8. Students are not permitted to lend books to anyone else, whether in or out of the College, under risk of suspension of privileges.
9. 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 while he should be in the class.
10. 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.
11. Internet browsing facility and photocopy facility is available in the library.
12. 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.**

FEE REGULATIONS

1. The tuition fees for the year are payable in one installment, not later than the day specified on the notice board. Every student shall be liable to pay the fees of the entire year if his/her name is on 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 :

Tuition Fees :

Tuition Fees	I Year	II Year	III Year
B.A., B.B.M., B.Com. & B.S.W.	₹ 1886/-	₹ 1886/-	₹ 1886/-
B.Sc. & B.C.A. (Inclusive of Lab. Fees)	₹ 2408/-	₹ 2408/-	₹ 2408/-

Miscellaneous fees-payable with tuition fees :

II & III Year Degree B.A/BBM/B.Com/BSW	₹ 1564/-
II & III Year Degree BSc./BCA	₹ 1542/-
I Year Degree B.A./B.Com/BSW	₹ 2314/-
I Year Degree BBM	₹ 2314/-
I Year Degree B.Sc.	₹ 2292/-
I Year Degree BCA.	₹ 2292/-

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.

6. 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 of 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 fulfilled.

Students whose family income is less than Rs. 44,500/- per annum and wish to apply for fee concession 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.

ವಿದ್ಯಾರ್ಥಿಯ ಕುಟುಂಬದ ವಾರ್ಷಿಕ ಆದಾಯ ರೂ. 44,500/-ಗಿಂತ ಕಡಿಮೆ ಇದ್ದಲ್ಲಿ, ಕಾಲೇಜಿಗೆ ಸೇರುವಾಗಲೇ ಶುಲ್ಕ -ರಿಯಾಯಿತಿಯನ್ನು ಕೊಡಬೇಕು. ಈ ಅರ್ಜಿಯನ್ನು ಪರಿಶೀಲಿಸಿ ಯುಕ್ತವೆಂದು ಕಂಡು ಬಂದಲ್ಲಿ ಪಾಠಶುಲ್ಕ ಹಾಗೂ ಪ್ರಯೋಗಶಾಲೆ ಶುಲ್ಕಗಳಲ್ಲಿ ರಿಯಾಯಿತಿಯನ್ನು ನೀಡಲಾಗುವುದು. ನಂತರ ಬಂದ ಅರ್ಜಿಗಳನ್ನು ಸ್ವೀಕರಿಸಲಾಗುವುದಿಲ್ಲ.

7. A student who enjoys a scholarship from Government or any other source, already will not be 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.
 - a) The student's name with initials.
 - b) The date of joining the College and the class in which the student was originally enrolled.
 - c) The class in which the student was studying at the time of leaving, the date of leaving the College and his register number.
 - d) The language under Part I and the optional subjects under Part II.
 - e) The University Exams passed with Reg. Nos. and year of passing.
2. The following are the fees charged.

a) Conduct Certificate	₹ 100.00*
b) Age Certificate	₹ 100.00*
c) Transfer Certificate	₹ 100.00*
d) No-Dues etc.	₹ 100.00*
e) Bonafide Certificate	₹ 100.00*
f) Study Certificate (Existing Students)	₹ 70.00*
g) Study Certificate (Passed out Students)	₹ 200.00*

**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.

3. Certificates will not be issued on less than 48 hours notice. They will not be handed over to unauthorised persons.

4. 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.
5. Students may apply for the transfer certificate through the Head of the Institution to which they are admitted. In such case, the transfer certificate will not be given in hand. Instead it will be sent by registered post to the concerned Head of the Institution. In addition to the application the student is required to pay ₹ 50 towards postage charges.
6. Attestation of certificate copies will be done by the Principal.
7. 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.
8. Transcript will be issued at counter no. 2 of the college. The fee charged for first copy of the transcript is ₹ 500/-, subsequent copies will be charged ₹ 250/- each.
9. Students who join other Universities will be required to produce their migration certificate. To get this it is necessary to take No-Dues Certificate from the college and pay the prescribed fee to the University.
10. For Provisional Degree certificate from the University apply to and enclose necessary fees and reply postage.

Registrar (Evaluation)

Mangalore University

Mangalagangothri

Konaje - 574 199

LIST OF SCHOLARSHIPS & THEIR ELIGIBILITY CRITERIA

Sl. No	Type	Eligibility
1.	Food & Accomodation	Category I - Income limit 2,50,000/- annum Category IIA, IIB, IIIA, IIIB - Income limit 1,00,000/- annum
2.	Fee Concession Scheme	
3.	Post Matric	
4.	Yenepoya Scholarship	Any degree income limit 2,00,000/- 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.
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 Post Matric	Annual income is ` 2,00,000/- or below, student of Karnataka state
15.	SC / ST MCC	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. 7.25%	All those who come under Mangalore City Corp. limits, income ` 2,00,000.

GOVERNING BODY OF THE COLLEGE

Name	Designation	Category
CHAIRMAN		
Fr Dionysius Vas SJ	Vice President MJES	Management
MEMBERS		
Fr Denzil W Lobo, SJ	Secretary MJES	Management
Fr Denzil Lobo SJ	Director AIMIT	Management
Fr Leo D'Souza SJ	Director, Laboratory of Applied Biology	Management
Rev. Dr Melwyn S Pinto	Vice Principal Maffei (IT) Block	Management
Dr Richard Gonsalves	Vice Principal LCRI Block	Senior Teacher
Mr Rajgopal Bhat	HOD Chemistry Department	Senior Teacher
Dr Shakeel Ahmad	Joint Secretary UGC, New Delhi	Educationist
Prof. J Alexander	Former Chief Secretary Govt of Karnataka	UGC Nominee
Prof. S M Dharmaprakash	Professor Mangalore University	University Nominee
Joint Director	Dept of Collegiate Education	Govt Nominee
Rev. Dr Praveen Martis SJ	Principal	Ex-Officio Secretary
Dr A M Narahari	Registrar	Ex-Officio
Fr Pradeep Sequeira SJ	Finance Officer	Ex-Officio

ACADEMIC COUNCIL MEMBERS

CHAIRMAN

- Rev. Dr Praveen Martis SJ, **Principal**

SECRETARY

- Rev Dr Melwyn S Pinto SJ, Vice Principal, Maffei (IT) Block

REGISTRAR

- Dr A M Narahari, Registrar (Evaluation)

EX-OFFICIO

- Fr Denzil Lobo SJ Director, AIMIT
- Rev. Dr Oswald Mascarenhas SJ Chairman, MBA
- Mr John Sherra Vice Principal
- Mr John Edward D'Silva Vice Principal
- Dr Alwyn D'Sa Vice Principal
- Dr Richard Gonsalves Vice Principal
- Rev. Dr Melwyn S Pinto SJ Vice Principal
- Ms Rita D'Costa Office Manager

NOMINEES OF MANGALORE UNIVERSITY

- Prof. B Udaya
- Prof. Ravishankar Rao
- Prof. P Eshwar

EXPERTS – NOMINATED

- Dr M Abdul Rahiman Former V.C.
Kannur & Calicut Universities
- Mr M P Noronha Advocate
- Mr Aloysius Sequeira Head, Dept of Humanities, Social
Sciences and Management NITK
- Mr Ranjan Rao Advocate
- Prof. Indrani Karunasagar Director, Nitte University
- Prof. Y M Jayaraj Dean, Microbiology (Retd)
Gulbarga University
- Prof. Cletus D'Souza Former Chairman, Dept of
Biochemistry, Mysore University
- Prof. Surendra Rao Former Chairman, Department of
History, Mangalore University

INDUSTRIALISTS – NOMINATED

- Mr John Prasad Menezes Former President, Kanara
Chamber of Commerce, Mangalore
- Mr Walter D'Souza Former Chairperson, FIEO
(Federation of Indian Export Organisations)

HEADS OF ALL UG AND PG DEPARTMENTS

ADMINISTRATION

<ul style="list-style-type: none"> • Fr Dionysius Vas SJ • Rev. Dr Praveen Martis SJ • Dr A M Narahari • Fr Pradeep Sequeira SJ • Fr Denzil Lobo SJ 	<p>Rector Principal Registrar Financial Officer Director, AIMIT</p>
<p>VICE PRINCIPALS</p> <ul style="list-style-type: none"> • Mr John Sherra • Mr John Edward D'Silva • Dr Alwyn D'Sa • Dr Richard Gonsalves • Rev. Dr Melwyn S Pinto SJ 	<p>Science Block Arrupe Block Administrative Block LCRI Block Maffei (IT) Block</p>
<p>DEANS</p> <ul style="list-style-type: none"> • Dr Vishanz Pinto • Ms Precilla D'Silva • Dr Prakash Kamath • Dr Suresh Poojary • Ms Mamatha • Mr Ashok Prasad 	<p>Faculty of Arts Faculty of Biological Sciences Faculty of Physical Sciences Faculty of Commerce Faculty of Management Faculty of Computer Application</p>
<ul style="list-style-type: none"> • Rev. Dr Ozwald Mascarenhas SJ • Dr Vincent Mascarenhas 	<p>Chairman, MBA Dean, International Programmes</p>
<ul style="list-style-type: none"> • Dr Norbert Lobo • Dr Chandrashekar Shetty 	<p>Co-ordinator, Research Studies Asst Co-ordinator, Research Studies</p>
<p>HOSTEL OFFICIALS</p> <ul style="list-style-type: none"> • Fr John Lang Bosco SJ • Fr Alphonse Fernandes SJ • Rev. Dr Melwyn S Pinto SJ 	<p>Director of Gents Hostel Director of UG Ladies Hostel Director of PG Ladies Hostel</p>
<p>STUDENTS WELFARE OFFICERS</p>	
<ul style="list-style-type: none"> • Dr Shalini Aiyappa • Dr Sylvia Rego • Dr Rose Veera D'Souza • Ms Zeena D'Souza • Mr Chethan Shettigar • Mr Lawrence Pinto • Dr Nagalakshamma • Mr Rajgopal Bhat 	<p>Administrative Block (I BA) Administrative Block (II BA) Administrative Block (III BA) Arrupe Block Arrupe Block Xavier Block Xavier Block Xavier Block</p>

THE STAFF COUNCIL

Chairman	-	Rev. Dr Praveen Martis SJ
Registrar	-	Dr A M Narahari
Vice Principals	-	Mr John Sherra
		Mr John Edward D'Silva (Director, Student Council)
		Dr Alwyn D'Sa
		Dr Richard Gonsalves
		Rev. Dr Melwyn S Pinto SJ
Deans	-	Dr Vishanz Pinto
		Ms Precilla D'Silva
		Dr Prakash Kamath
		Dr Suresh Poojary
		Ms Mamatha
		Mr Ashok Prasad
Heads of the Departments	-	Dr Saraswathi
		Ms Prema D'Souza
		Mr Lawrence Pinto
		Mr Harsha Paul
		Dr Ambarish C N
		Ms Renita Maria D'Souza
		Dr Nagalakshamma
		Dr Ratan Mohunta
		Dr Mukund Prabhu
		Dr Narayana Moolya
		Dr Rose Veera D'Souza
		Dr Norbert Lobo
		Mr Donnet D'Souza
		Dr Shalini Aiyappa
		Ms Deena D'Souza
		Dr Manuel Tauro
		Mr Naveen Mascarenhas (Co-ordinator, NAAC)
		Mr Rajgopal Bhat
		Ms Aruna Kalkur T
		Ms Arati Shanbhag
		Dr Ravindra Swami K
IQAC Co-ordinator	-	Dr Denis Fernandes
Office Manager	-	Ms Rita D'Costa
Librarian	-	Dr George Rodrigues

INTERNAL QUALITY ASSURANCE CELL

- Rev. Dr Praveen Martis SJ - **Chairperson**
- Dr Denis Fernandes - **Co-ordinator** and Member Secretary
- Ms Rajani Suresh - Co-ordinator - AIMIT Campus
- Dr A M Narahari - Registrar

External expert members

- Prof. Abdul Rahiman - Former V.C. Kannur & Calicut University
- Mr Rajshekhar M - Director, Academic Staff College, Nitte University
- Dr Devraj K - Former Principal SDMCBM, Mangaluru
- Mr Gerald Peter Colaco - Partner, Colaco and Aranha
- Dr K V Rao - Former Faculty, St Aloysius College
- Dr Gerald Santhosh D'Souza- Physical Director, Mangalore University
- Mr Joselyn Lobo - School of Social Work, Roshni Nilaya, Mangaluru

Members

- Fr Denzil Lobo SJ - Director AIMIT
- Fr Pradeep Sequeira SJ - Finance Officer
- Dr Alwyn D'Sa
- Dr Richard Gonsalves
- Rev. Dr Melwyn S Pinto SJ
- Dr Norbert Lobo
- Dr Chandrashekar Shetty
- Mr Naveen Mascarenhas
- Mr John Edward D'Silva
- Mr John Sherra
- Ms Rita D'Costa

NAAC CELL

- Rev. Dr Praveen Martis SJ - **Chairperson**
- Mr Naveen Mascarenhas - **Co-ordinator**
- Dr A M Narahari
- Fr Denzil Lobo SJ
- Dr Denis Fernandes
- Ms Rajani Suresh
- Dr Richard Gonsalves
- Dr Ronald Nazareth
- Ms Kavitha
- Mr Donnet D'Souza
- Dr Rowena Wright
- Rev. Dr Melwyn S Pinto SJ
- Dr Chandrashekar Shetty
- Mr John D'Silva
- Ms Precilla D'Silva
- Dr Suresh Poojary
- Ms Shwetha Rasquinha
- Dr Norbert Lobo
- Mr John Sherra
- Dr Alwyn D'Sa
- Mr Santhosh Rebello
- Ms Rita D'Costa
- Dr George Rodrigues

ANTI RAGGING & ANTI -DRUG ABUSE CELL

- Mr Donnet D'Souza - **Co-ordinator**
- Mr John Sherra Science Block
- Mr John Edward D'Silva Arrupe Block
- Dr Alwyn D'Sa Administrative Block
- Dr Richard Gonsalves LCRI Block
- Rev. Dr Melwyn S Pinto SJ Maffei (IT) Block

ACADEMIC FORMATION OF THE STAFF

- Dr Richard Gonsalves - **Convenor**
- Dr Loveena Lobo
- Dr Manuel Tauro
- Dr Ronald Nazareth
- Dr Denis Fernandes
- Mr Naveen Mascarenhas
- Dr Rose Veera D'Souza

CAMPUS MINISTRY

(AICUF, CLC, Counselling, Retreats & Liturgical Services)

- Rev. Dr Praveen Martis SJ - **Principal**
- Fr Alphonse Fernandes SJ - **Co-ordinator**
- Mr Anup Denzil Veigas - **Programme Co-ordinator**
- Rev. Dr Melwyn S Pinto SJ
- Dr Alwyn D'sa
- Dr Manuel Tauro
- Ms Precilla D'Silva
- Mr Lawrence Pinto
- Mr Naveen Mascarenhas
- Ms Jenice Jean Goveas
- Mr Paul D'Souza
- Dr Richard Gonsalves
- Mr Roshan Monteiro
- Dr Rose Veera D'Souza
- Ms Jeshma D'Souza
- Mr Alwin D'Souza
- Mr Arvind Kispota
- Ms Renita C Menezes
- Mr Joel Melrick Fernandes
- Mr Santhosh Wilson Goveas
- Mr Sonal Steevan D'Souza
- Mr Manuel Souza
- Mr Royal Praveen D'Souza
- Ms Sarita Crasta
- Dr Vinola Rodrigues
- Dr Lyned Dafney Lasrado

CAMPUS PLACEMENT

- Ms Kavitha - **Co-ordinator**
- Dr Suresh Poojary
- Mr Manoj Dyson Fernandes
- Ms Aruna Kalkur T
- Mr Shakin Raj
- Ms Shilpa Shetty
- Mr Harshith B
- Ms Deena D'Souza

CANTEEN COMMITTEE

- Mr Ashwil Karkera - **Co-ordinator**

CAREER GUIDANCE

- Dr Norbert Lobo - **Co-ordinator**
- Ms Renita Maria D'Souza • Mr Edmund Frank
- Ms Caroleena Janefer • Mr Royal Praveen D'Souza
- Ms Mamatha

CENTRE FOR SOCIAL CONCERN

- Fr Dionysius Vas SJ - **Director**
- Ms Shwetha Rasquinha - **Co-ordinator**
- Mr Sharon C N 9497048769
- Ms Gopika Suvarna 7022129331

LISTENING & LEARNING CENTRE (Extension of Dept of Psychology)

- Fr Dionysius Vas SJ - **Director**
- Dr Shalini Aiyappa - **Co-ordinator**
- Ms Marlene J D'Souza - **Asst Co-ordinator**

CERTIFICATE COURSES

- Dr Prakash Kamath - **Co-ordinator**
- Dr Ronald Nazareth • Mr Harsha Paul
- Ms Precilla D'Silva • Dr Shalini Aiyappa
- Dr Ratan Mohunta • Mr Rajgopal Bhat

COLLEGE FOR POTENTIAL WITH EXCELLENCE (CPE)

- Mr Naveen Mascarenhas - **Co-ordinator**
- Dr Denis Fernandes • Dr Ronald Nazareth

COLLEGE CALENDAR & HAND BOOK

- Dr Vishanz Pinto

COLLEGE PROPECTUS

- Mr Manuel Souza

ONLINE ATTENDANCE

- Mr Yatish Ravindra Rao - **Co-ordinator**
- Ms Glency Renita Sequeira - Office

COLLEGE MAGAZINE COMMITTEE

- Mr Anup Denzil Veigas - **Chief Editor**
- Mr Vishal Nayak • Mr Manoj Dyson Fernandes

- Ms Bhavya Shetty
- Mr Girish N
- Dr Alwyn D'Sa
- Mr Lawrence Pinto
- Ms Sandhya U Sirsikar
- Ms Sangeetha N
- Mr Dhiraj Sequeira
- Ms Sudha Kumari
- Dr Melisa Goveas
- Ms Rachael Natasha Mary

COMMUNITY RADIO SARANG 107.8 FM 2449744

- Rev. Dr Praveen Martis SJ - **Director**
- Rev Dr Mewlyn S Pinto SJ - Associate Director 8861758170
- Mr Roshan Crasta, B.A., - Chief Programme Producer 9980438393
- Mr Abhishek Shetty, MCMS., - Asst. Programme Producer 9738469772
- Mr Edward Lobo - Asst. Programme Producer 8197131471
- Mr Thimmappa B.A., B.Ed., - Asst. Programme Producer 9686392283
- Mr Saifulla Kuttar, B.Com., - Programme Producer 8792127948

EC/CC ACTIVITIES

- Ms Precilla D'Silva - **Co-ordinator**

ACTIVITIES OF CLASS GUIDES

- Dr Rose Veera D'Souza - **Co-ordinator**

**COORDINATORS FOR CAT/MAT COACHING
CLASSES/ PROFESSIONAL COURSES/ACCA**

- Ms Shobha
- Mr Robin Raj
- Mr Sonal Steevan Lobo

INTER-CLASS COMPETITIONS - UTSAV

- Mr Ashok Prasad - **Co-ordinator**

COLLEGE FESTS

- Dr Mukund Prabhu - **Co-ordinator**

RESEARCH STUDIES

- Dr Norbert Lobo - **Coordinator**
- Dr Chandrashekar Shetty - **Asst Coordinator**
- Dr Shashi Kiran
- Rev. Dr Leo D'Souza SJ
- Dr Asha Abraham
- Dr Roweena Wright
- Dr Sylvia Rego
- Dr Madhu L N
- Dr Ishwar Bhat
- Dr Suresh Poojary
- Dr Shrilalitha Suvarna J
- Dr Richard Gonsalves
- Dr Lyned Dafney Lasrado
- Dr Denis Fernandes
- Dr Raghavendra S N

SEMINARS/ CONFERENCES

- Dr Ronald Nazareth - **Co-ordinator**

DEPARTMENT OF RELIGION AND SOCIETY

- Fr Alphonse Fernandes SJ - **Co-ordinator** : Theology & Value Education
- Mr Harsha Paul - **Coordinator** : Studies in Environment
- Dr Rose Veera D'Souza - **Co-ordinator** : Studies in Human Rights & Constitution
- Dr Shalini Aiyappa - **Co-ordinator** : Studies in Gender Equity

COORDINATORS FOR SAHAAYA

- Ms Deena D'Souza - Administrative Block
- Ms Aruna Kalkur T - Xavier Block
- Mr Chethan Shettigar - Aruppe Block (BBM/A)
- Ms Caroleena Janefer - Aruppe Block (Commerce)

DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT

- Director** : Dr Alwyn D'Sa
Chief Coordinator : Mr Dhiraj Sequiera
Placement Coordinator : Ms Kavitha

Section-Coordinators:

III BA: Mr Anup Denzil Veigas III BBM: Ms Mamatha
III BCA / III B Com: Mr Dhiraj Sequiera
III BSc.: Ms Aruna Kalkur T

Trainers/Resource Persons

Mr Robin Raj	Mr Chethan Shettigar
Mr Manuel Souza	Ms Maria Shaila D'Souza
Ms Jenice Jean Goveas	Mr Anup Denzil Veigas
Mr Manoj Fernandes	Mr Vishal Nayak
Mr Vimal John K C	Mr Dhiraj Sequiera
Dr Alwyn D'Sa	

EQUAL OPPORTUNITY CELL

- Ms Shwetha Rasquinha - **Co-ordinator**
- Dr Rose Veera D'Souza Dr Madhu L N
- Ms Shilpa B Dr Melisa Goveas
- Mr Alwin D'Souza

RESEARCH JOURNALS

- Dr Norbert Lobo - Editor, *Alshodhana*
- Ms Vidya Vinutha D'Souza - Editor, *Deeksha*
- Rev. Dr Oswald Mascarenhas SJ - Editor, Aloysius Journal of Management and Research
- Mr Edwin J F D'Souza - Editor, *Amar Konkani*

ELECTION COMMISSION

- Dr Ratan Mohunta - **Chief Election Commissioner**
- Dr Narayan Bhat - **Asst Election Commissioner**

GRIEVANCE CELL - GENERAL

- Mr Harsha Paul - **Co-ordinator**
- Ms Jenice Jean Goveas
- Ms Precilla D'Silva
- Ms Aruna Kalkur T
- Ms Arati Shanbhag
- Dr Rose Veera D'Souza
- Ms Deena D'Souza
- Ms Shobha

INSTITUTE OF KONKANI

- Mr Edwin J F D'Souza - Executive Director 9845083148
- Mr Gopal Gowda 9611943325

MENTORS FOR NON-KARNATAKA STUDENTS

- Mr Manuel Souza - **Co-ordinator**
- Ms Shilpa B
- Ms Renita Maria D'Souza
- Mr Donnet D'Souza
- Ms Maria Shaila D'Souza

OVERSEAS/INTERNATIONAL STUDENTS

- Mr Dhiraj Sequeira - **Mentor & Co-ordinator**

OBSERVATORY (AL-SOLORIUM)

- Dr Chandrashekar Shetty - Dept of Physics (PG) - **Co-ordinator**
- Mr Naveen Mascarenhas
- Dr Ravindra Swami K
- Dr Prakash Kamath

COMMITTEE AGAINST SEXUAL HARASSMENT (CASH)

- Dr Shalini Aiyappa - **Chairperson**
- Ms Aruna Kalkur T – Statistics
- Ms Sangeetha N – BCA
- Ms Zeena D' Souza – Commerce

- Ms Claret Pereira – BBM/A
- Ms Suma Devi P G – M Sc Mathematics - PG
- Ms Dimple Meressa Pinto – M Sc Chemistry - PG

LADIES WELFARE OFFICERS

- Ms Claret Pereira - **Co-ordinator**
- Ms Rachael Natasha Mary
- Ms Priya Monteiro
- Ms Suchithra
- Dr Anitha D D'Lima
- Ms Prafulla
- Ms Maria Shaila D'Souza
- Ms Aruna Kalkur T

STAR COLLEGE SCHEME

- Dr Ronald Nazareth - **Co-ordinator**

STUDENTS' COUNCIL

- Mr John Edward D'Silva - **Director**
- Ms Rachael Natasha Mary - **Asst Director**

ST ALOYSIUS ADVANCED RESEARCH CENTRE

- Dr Richard Gonsalves - **Director**

TIME TABLE

- Dr Narayan Bhat - **Co-ordinator**
- Dr Hemachandra - **Asst Co-ordinator**
- Mr Manuel Souza
- Ms Prafulla
- Ms Suraksha Karkera
- Mr Santhosh Wilson Goveas
- Ms Smitha D K
- Mr Santhosh Notagar
- Mr Manoj Dyson Fernandes
- Mr Akshith Kumar

WOMEN'S FORUM

- Dr Saraswathi (Kannada) - **Co-ordinator**
- Ms Roicy Rekha Braggs (Hindi)
- Dr Narayana Bhat(Physics)
- Dr Ishwar Bhat (Physics)

GRC (Grievance Redressal Committee)

- Dr Rose Veera D'Souza (Political Science)
- Dr Shalini Aiyappa (Psychology)
- Ms Zeena D'Souza (Commerce)
- Ms Nandini Shet (Chemistry)

OFFICE OF THE REGISTRAR (EVALUATION)

0824-2449745, 2449700 Extn : 122

- Dr A M Narahari - **Registrar (Evaluation)** 9741410990
E-mail: registrarsac@gmail.com / amnarahari@gmail.com
- Ms Nirmala Pinto, B.Com., Clerk
- Ms Veena Lobo, Clerk
- Ms Venita R. Rodrigues, Clerk
- Ms Janet Sushma, BA., Clerk
- Ms Shwetha Remy Pinto, B.Com., Clerk
- Mr Sudhakar, Office Assistant

EXAMINATION REFORMS COMMITTEE 2017-18

- Dr A M Narahari – **Chairman**
- Mr Santhosh Wilson Goveas - **Chief Examination Co-ordinator**
- Ms Zeena D'Souza - **Examination Co-ordinator**
- Ms Sangeetha N - **Examination Co-ordinator**
- Rev. Dr Melwyn S Pinto SJ - **Chairman, Malpractice Enquiry Committee**
- Dr Ishwar Bhat - **Chief Co-ordinator - Central Valuation**
- Ms Maria Shaila D'Souza - **Co-ordinator-Examination Coding & Tabulation**
- Dr Alwyn D'Sa - **Vice Principal**
- Ms Priya Monteiro
- Ms Premalatha Shetty
- Ms Jacintha D'Cunha
- Mr Suresh Peters
- Mr Chethan Shettigar
- Dr Denis Fernandes
- Mr Harsha Paul
- Ms Shobha
- Ms Nirmala Pinto

EXAMINATION

- Mr Santhosh Wilson Goveas - **Chief Co-ordinator**
- Ms Zeena D'Souza - **Asst Co-ordinator**
- Ms Sangeetha N - **Asst Co-ordinator**

CENTRAL VALUATION

- Dr Ishwara Bhat S - **Chief Co-ordinator**
- Dr Jyothi Miranda - **Asst Co-ordinator**

EXAMINATION VIGILANCE SQUAD

- Ms Smitha D K
- Ms Florin Shelomith
- Mr Harshith
- Mr Paul D'Souza

MALPRACTICE ENQUIRY COMMITTEE - UG & PG

- Rev. Dr Melwyn S Pinto SJ - **Convenor**
- Ms Shilpa Shetty
- Ms Caroleena Janefer
- Ms Claret Pereira
- Ms Shilpa B
- Dr Mukund Prabhu
- Ms Krishna Prabha M
- Mr Alwin D'Souza
- Dr John Deepak D'Souza
- Mr Justin P James

CO-ORDINATORS OF PRACTICAL EXAMINATIONS

- Dr Jayaprakash Gowda
- Dr Ambarish C N

EXAMINATION CODING & TABULATION

- Ms Maria Shaila D'Souza - **Co-ordinator**

Co-Curricular Associations

No	Associations	Presidents	Department
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3	Astro Club	Mr Shawn Ajay D'Souza	Physics
4	Bio-Science	Dr Jyothi Miranda Ms Shilpa B	Botany
5	Chemalgam	Ms Ashwini Ms Charlotte D'Souza	Chemistry
6	Commerce Association Unit I Unit II	Ms Helma Preethi Rodrigues Ms Metilda Pais Ms Bharathi R Ms Smitha D K	Commerce
7	Computer Animation Association	Mr Santosh Notagar Ms Prafulla	Comp. Animation BCA
8	Electronics Club	Dr Jayaprakash Gowda	Electronics
9	Genotech	Ms Renita Maria D'Souza	Biotechnology
10	Hindi Sangha	Mr Mahabubali A Nadaf Ms Sandhya U Sirsikar	Hindi Hindi
11	Hopkin's Literary Club	Mr Manuel Souza Dr Sylvia Rego	English English
12	Humanities	Ms Prema D' Souza Ms Disharag Shetty	Sociology Psychology
13	IT Club	Ms Sangeetha N Ms Archana Yashodhar	BCA BCA
14	Kannada Sangha	Ms Sudhakumari Ms Priyanka	Kannada Commerce
15	Konkani Sangha	Ms Renita C Menezes Ms Hazel Mathias	BCA Maths
16	Maths Forum	Ms Priya Monteiro Mr Denzil Jason Saldanha	Maths
17	Microgen	Mr Harsha Paul	Microbiology
18	Management Association Unit I Unit II	Mr Chethan Shettigar Ms Ashitha Pinto Mr Vimal John K C Mr Sonal Steevan Lobo	BBM/A
19	Nature Club	Dr Anitha D D'Lima Ms Karen D'Souza	Zoology
20	Sanskrit Sangha	Mr Prashantha K Ms Krishnaprabha M	Sanskrit Electronics
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4	Al-Fine Arts	Ms Suchitra Ms Sarita Crasta Ms Shobha	Commerce Commerce Commerce
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8	Human Rights	Ms Maria Shaila D'souza Mr Alwin D'Souza	Political Science
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Mr Orun Alias Ashik, Lab Assistant

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LIBRARY

Dr George A Rodrigues, M.A., M. Lib. Sc., M.Phil., Ph.D Librarian	
2449708 / 9741461462/ georgerodrigues54@gmail.com	
Ms Gracy V Monteiro, BA., DLISc., MLISc., Library Asst	2262831
Mr Avil D'Souza, B.A., Library Asst	9901663155
Ms Reshma Kunder, B.A., MLISc., Library Asst	9880369701
Ms Priya Precilla D'Souza, B.A., DLISc., Library Asst	9686710245
Mr Joylan James Lobo, B.Sc., Library Asst	8147681264
Ms Revathi, B.A., DLISc., Library Asst	8861651661
Mr Edwin C R Menezes, Attender	9448529501
Mr Anil Lobo, Peon	9686412641

ADMINISTRATIVE & SUPPORTIVE STAFF

OFFICE

Ms Margaret Rita D'Costa, B.Com., Manager	8105504540
Mr Ramachandra Bashri, I Dn. Clerk	9242464367
Mr Sebastian E. Pinto, B.A., II Grade Typist	2231708
Ms Lucy D'Souza, II Division Typist (Deputed to PUC)	2248370
Mr Denis Rebello, B.A., Clerk (Aruppe Office)	2274430
Ms Jacintha D'Cunha, Clerk	2262873
Ms Lavita R. D'Souza, B.A., Clerk	8123336828
Ms Flavia Linet Pereira, B.A., Clerk, (Finance Office)	2230325
Ms Priya Pais, B.Com, Clerk	9686232279
Ms Sharal Fernandes, M.Com., Receptionist	2449700
Ms Preema D'Souza, M.Com., Clerk	8496950530
Ms Glency Renita Sequeira, B.C.A., Clerk	2434359
Ms Monika Crasta, B.A., Clerk (NAAC Office)	9482146988
Ms Laveena D'Souza, BBM., Clerk	8861115146
Mr Nevil Kishan D'Souza, B.Com., Clerk (Kaushal Kendra)	9738779608
Ms Divya D'Souza, B.Com., Clerk (Finance Office)	9663466047

Ms Laveena P D'Souza, B.A., Clerk (Aruppe Office)	9164938248
Ms Lavina Lydia Pinto, M.Com., Clerk	9591227749
Ms Sharil Jacklin Castelino, B.Sc., Clerk (Research Office)	9741632870
Ms Ashwitha Monteiro, B.Com., Clerk (Finance Office)	779534649

ASSISTANTS

Mr Charles Lobo	2289579
Mr Henry Almeida (Arrupe Office)	9448500444
Mr Albert D'Souza	9964372335
Mr Suresh Peters	2449700
Ms Rathna (Deputed to PUC)	
Mr Alwyn Pereira (Driver)	2276828
Mr Sunil Correa	8971051488

MAINTENANCE DEPARTMENT

Mr Alwyn Cyril Sequeira - Maintenance Officer	9740935470
Mr Stany D'Souza (Mason)	
Mr Herman Joslie Mascarenhas	2431282
Mr Joseph Kumar	9916228050
Mr Valerian Nazareth (Security)	9901511474
Mr Joachim D'Costa (Electrician)	9945990507
Ms Mary Anthony	9611701732
Mr Lawrence P.	9844094609
Ms Celestine D'Souza	9008216815
Mr Chinnappa	9741334877
Ms Laveena Lobo	9945851879
Mr Pusparaj (Driver)	9845639882
Mr Manjunatha	9035341497
Ms Gretta Sequeira	9844392974
Ms Rajani C	9448871955
Ms Savitha	
Ms Sandhya D'Costa	
Mr Steevan D'Souza	9495953257

RECORD OF ABSENCE

NAME : CLASS : REG. NO.

SPECIMEN SIGNATURES : Father Mother..... Guardian

Date of Absence	SESSIONS								Signature of Parent/ Guardian with date	Signature of Class Guide with date
	AM				PM					
	1	2	3	4	5	6	7	8		
Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										

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SPECIMEN SIGNATURES : Father Mother..... Guardian

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	AM				PM					
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Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										

RECORD OF ABSENCE - EXTRA-CURRICULAR ACTIVITIES

NAME : CLASS : REG NO :

Date of Absence	SESSIONS								Signature of President with date	Signature of Class Guide with date
	AM				PM					
	1	2	3	4	5	6	7	8		
Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										

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.

RECORD OF ABSENCE - EXTRA-CURRICULAR ACTIVITIES

NAME : CLASS : REG. NO. :

Date of Absence	SESSIONS								Signature of President with date	Signature of Class Guide with date
	AM				PM					
	1	2	3	4	5	6	7	8		
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Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										
Initial of the lecturer concerned										

INTERCOM NUMBERS OF THE COLLEGE CAMPUS

A BLOCK			
		MCMS	403
Operator	9	MA Economics	404
Principal	100	Canteen	405
Admin office(UG)	102	MSW HOD	406
UG Library	105	PG Library	407
Finance Office	107	Sports & Games	411
Maintenance Officer	108	IGNOU	413
Co-op. Store	109	PGDBM	419
Kannada Dept.	111	MSW Library	510
Konkani Institute	112	Vice Principal	
English Dept.	113	(Rev. Fr Melwyn S Pinto)	517
Hindi Dept.	114	M.Sc Maths	522
		ARRUPE BLOCK	
Vice Principal	115	Commerce Staff Room III	331
Psychology Dept.	116	Commerce Dean	501
Journalism Dept.	118	Commerce Staff Room I	502
Arts(Economics)	119	Commerce Staff Room II	503
Arts(Poli.Sc, History & Sociology)	120	BBM Dean	504
Registrar	122	BBM Staff Room I	505
BCA Dept.	221	BBM Staff Room II	506
Radio Sarang	227	Lift	508
Security (Main gate)	500	NAAC Office	515
SAC Co.Op.Society	716	Vice Principal	519
MAFFEI (IT) BLOCK		Centre for Social Concerns	520
SACAA Office	106	XAVIER BLOCK	
Computer Lab	110	Vice Principal	200
MSW Staff Room	400	Biochemistry	202
PG Office	401	Biochemistry Lab	203
MA English	402		

Botany	207	General Chemistry Lab	617
Botany Lab	208	Lift	611
UG Chemistry	209	DEGREE EVENING COLLEGE	
UG Chemistry Lab	210	Principal	130
UG Electronics	211	Office	131
Electronics Lab	212	Library	132
Maths / Sanskrit/ Statistics	213	Language Room	134
Microbiology	214	Commerce Faculty	135
Microbiology Lab	215	HIGH SCHOOL	
UG Physics Dept.	216	Headmaster	350
UG Physics Lab	217	Cashier (Office)	351
Analytical Chemistry Lab	218	Head Clerk (Office)	352
Zoology Dept.	219	Asst. Headmaster	353
Zoology Lab	220	Counsellor	354
Biotechnology Lab	223	Staff Room	355
Research Co Ordination Centre	521	Computers	356
Fr. Leo's Lab (Dept. Appl.Biology)	622	Library	357
Lift	123	Evening High school	358
LOYOLA (LCRI) BLOCK		Swimming Pool	624
Food Science & Tech Staff Room	601	<i>Notes</i>	
Food Science & Tech Lab	602		
Biochemistry Dept.	604		
Biochemistry Lab	605		
Biotechnology Dept.	607,608,609		
Dr. Richard Gonsalves (Kaushal Kendra)	610		
Physics Staff Room	613		
Physics Lab	614		
Analytical Chemistry Staff Room	616		

College Anthem

Comrades, raise a joyful chorus
Loud and glad your hearts outpour
While the love of Alma Mater
Bids our grateful song up-soars
While we pledge to stand united
True to her for evermore

Her's the glorious gifts we've treasured
Love of faith and learning store.
Sword and shield to strike and shelter
Till life's double fight is o'er.
Till from out the deadly combat
We come victors evermore.

Mother like for all her children
Help of Heaven she doth explore
Whether rest they 'neath her mantle
Or fare distant from her door.
Like a kindly spirit watching
Over them evermore.

High up on the hill of idgah,
Stands the home our hearts adore,
Proud above the pride of palm trees,
And the far sea's softened roar,
Hill and deep and palm abiding,
Our examples ever more.

Louder, louder swell the chorus
For the happy days of yore,
For the hopeful toiling present
And the years that lie before,
For the name and fame and honour
Of our mother evermore.

By the God whose greater glory,
Governs still thy life and lore,
By the love thou give'st thy children
And the light that thou dost pour,
Prosper thou, dear Alma Mater,
Aye for ever, evermore.

TIME TABLE

Days	9.00- 9.55	10.00-10.55	11.00-11.50	11.50-12.35	12.40-1.35	1.40-2.35	2.40-3.35	3.40-4.35
Monday								
Tuesday								
Wednesday								
Thursday								
	9.00- 9.55	10.00-10.55	11.00-11.50	12.00-12.50	12.50-1.35	1.40-2.35	2.40-3.35	3.40-4.35
Friday								
	9.00- 9.55	10.00-10.55	11.00-11.55	12.00-12.50				
Saturday								