

# St Aloysius College (Autonomous), Mangaluru

## NOTICE

### Regarding Issue of Final Degree Marks Card – UG 2023 & Convocation Application

Sixth semester Marks Cards will be issued on the under mentioned dates in the respective counters:

Programme	Counter Number	Office	Issuing Date
B.Sc.	10	Administrative Block	24.07.2023 onwards
B.A.	01	Administrative Block	24.07.2023 onwards
B.C.A.	08	Administrative Block	24.07.2023 onwards
B.Com.	Arrupe Block office	Arrupe Block	24.07.2023 onwards
B.B.A.	Arrupe Block office	Arrupe Block	24.07.2023 onwards
B.Voc.	Arrupe Block office	Arrupe Block	31.07.2023 onwards

### PROCESS

- **First, the students shall report to the Placement Office situated in Room No: A-126 and submit a Google Form.**
- **Take a note from the Placement Officer and move to their respective faculty wise counter in the College Office for the Marks/Grade Cards.**
- **Apply for the Convocation (Degree) Certificates.**

Students will have to follow the following procedure while applying for the Convocation Certificate:

1. **Students who have secured the CGPA of 7.50 and above are eligible to attend the Graduation Ceremony in person by paying a sum of ₹ 2,100 through a bank challan.**


**Students who have secured CGPA of less than 7.50 are requested to apply for the convocation certificates by paying ₹ 1,900.**

**For Foreign Nationals : ₹ 3,700/-**

**SC/ST Candidates: ₹ 1,700/- (Certificate must be attached)**

2. Marks Card will be issued after the challan is submitted in the respective counters along with duly filled up Convocation application form.
3. Each student is required to fill up the Convocation application form with necessary documents (Attested copy of marks card of each semester—all 6 semesters-students are advised to bring the originals for attestation). **The challan number and the amount paid columns should not be filled up in the application form-leave them blank.** The convocation application forms are available in the college office. Outstation students may download it from the website of Mangalore University ([www.mangaloreuniversity.ac.in](http://www.mangaloreuniversity.ac.in) – downloads) **Application forms must be signed by the candidates only. Authorisation is not accepted.**
4. While writing the name, the student has to carefully write both in **English and Kannada** as registered in the college. **Students from Karnataka are requested to refer to their Aadhaar Cards while filling their names in Kannada.**
5. Degree Certificates will be issued during the Graduation Day which will be held in the college soon after Mangalore University Convocation, which may be held in March/April 2024.
6. The candidate is also required to fill the address slip by clearly mentioning the E-mail Id.
7. The candidate is required to apply for the convocation by **22.12.2023.**

Date: 18.07.2023

  
Registrar (Evaluation)



Principal