

St Aloysius College (Autonomous), Mangaluru

Attention Degree Students

Issue of Final Degree Marks Card – UG 2021 & Convocation Application

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

Programme	Counter Number	Office	Issuing Date
B.Sc.	10	Administrative Block	November 23, 2021 onwards
B.A.	01	Administrative Block	November 23, 2021 onwards
B.C.A.	08	Administrative Block	November 23, 2021 onwards
B.Com.	Arrupe Block office	Arrupe Block	November 23, 2021 onwards
B.B.A.	Arrupe Block office	Arrupe Block	November 23, 2021 onwards
B.Voc.	Arrupe Block office	Arrupe Block	November 23, 2021 onwards

PROCESS

- **First, the students shall report to the Placement Office situated in Room No: A-126 and fill 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. Each degree student will have to pay in to the bank through a challan **the Convocation fee of ₹ 2,000/- For Foreign Nationals : ₹ 3,500/- SC/ST Candidates: ₹ 1,600/- (Certificate must be attached) B.Voc : ₹ 1,600/- B.Voc : SC/ST : ₹ 1,200/-**
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 – 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 is over, which may be held in April/May 2022.
6. The candidate is also required to fill up the address slip by clearly mentioning the E-mail id.
7. The candidate is required to apply for the convocation by **23.12.2021.**

Those students who apply for the Convocation directly to Mangalore University are not eligible to attend the Graduation Ceremony of the College.

Registrar (Evaluation)

Principal

Date: 02.11.2021