



# MILAGRES COLLEGE



Kallianpur – 576 114, Udupi District, Karnataka

Web: [milagrescollegekallianpur.edu.in](http://milagrescollegekallianpur.edu.in)

Email: [milagrescollege@gmail.com](mailto:milagrescollege@gmail.com)

Office of the Principal

Mob. No. : 8762690235

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## 2.5.1 Mechanism of Internal Assessment: Transparent and Robust in Terms of Frequency and Mode

Evaluation is an integral part of the teaching-learning process. The academic performance of students is assessed continuously throughout the academic year through various methods. The college has implemented a transparent, objective, and consistent internal evaluation system.

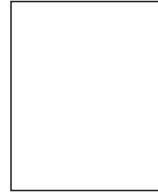
Students are well-informed about the internal assessment exams conducted by the college and the university examinations. Course-wise examination patterns and question paper formats prescribed by the university are clearly communicated to students. The internal assessment process is outlined to the students during the first week of the semester through proper channels. Any updates regarding schedules, patterns, or methods are promptly conveyed through classroom announcements by subject teachers and displayed on the department notice board.

In accordance with university guidelines, the college conducts two internal examinations per semester. Provisions for re-examinations are made for absentees with valid reasons. The first test is held six weeks into the semester, and the second test follows after a gap of four weeks. Dates for these tests are mentioned in the Student Handbook, and the time table is displayed on the notice board. Question papers are prepared as per university standards, and the test syllabus is shared with students in advance.

Answer scripts are evaluated and distributed within a week, allowing students to verify their marks. Students can review their evaluated scripts and discuss concerns or grievances with the faculty. Errors in assessment, if identified, are promptly corrected. This approach ensures transparency, fairness, and active student engagement in the assessment process.

*Principal*

Milagres College Kallianpur-576 114  
Udupi Dt., Karnataka



Name : .....

Class & Roll Number : .....

University Register Number  
/UUCMS : .....

Father's Name : .....

Mother's Name : .....

Permanent Address : .....

Mobile Number (Parents) : .....

Email Id (Student) : .....

Mobile number (Student) : .....

Aadhaar Number : .....

Blood Group : .....

Present Address Home/  
Hostel/PG : .....

Name of the Director/  
Guardian/Warden : .....

Phone Number (Guardian) : .....

Name & Signature of the Class Teacher :	Phone Number :
Name of the Mentor :	Phone Number :



# MILAGRES COLLEGE

KALLIANPUR – 576 114

## ABOUT US

Modern Education in Dakshina Kannada/Udupi Districts as in many other parts of the world owes its beginning to Christian Missionaries. The history of the past twenty centuries shows that monasteries/Churches and convents have been the centres of education by service of humanity, chiefly through the forming of young minds and the promotion of justice and development and promotion of Historic and scientific research in a rural area. In the 1950s, the immediate Post-independence era of India, education was a luxury and reserved only for the elite. The situation was similar to coastal Karnataka. Fewer schools were run by the government, which too catered to a higher section of the people. At this critical time juncture quite a few visionaries, philanthropists, missionaries sacrificed their lives with the prime motive of enlightening and forming the young brains through quality education so that education is affordable by every marginalized, weak and needy student who dreamt but couldn't step into school.

To add to this, Bishop V.R. Fernandes of Mangalore Diocese founded the Catholic Board of Education (CBE) in the year 1932. The schools of Church Management of Mangalore and Udupi are of Mangalore Diocese come under the management of the Catholic Board of Education. The Board was registered in 1956, under the Societies Registration Act. Marching ahead in the same direction, in June 1967 at Kallianpur Milagres College was established to provide collegiate education to deserving and needy students of the vicinity. Today, Milagres College stands tall in the area for imparting quality education to all. To add to its feather, the College has completed 56 years and marching ahead with innovations but keeping alive

the vision of founders. Bifurcating from the Mangalore Diocese, a New Udupi Diocese was established on 16th July 2012. By the virtue of new diocese a Catholic Educational Society, Udupi (CESU) came into effect and Milagres College, Kallianpur became part of it.

Milagres College, Kallianpur was started mainly for the Catholic community but has opened its doors to all without discrimination of caste or creed, at the same time maintained their Christian identity, minority character, their aims and objectives.

### **A WORD OF WELCOME**

Welcome to the Milagres College family. You are a member of the family of rich tradition, which has, over the years, trained thousands of young men and women, preparing them for life and presenting them to the nation. We feel happy to serve you. We believe that a student grows in a healthy environment. Our task is to create an environment where you can build an integral personality will an all-round development of intellectual, physical, moral, spiritual and social faculties. By making that best use of the opportunities provided, you can find the education imparted here, a meaningful one.

The student's handbook gives you useful guidelines in your search for knowledge and excellence. The handbook also lays bare expectations and rules of the college. It will help you to walk the right path.

**MOTTO of the Milagres College**  
**STELLA DUCE**  
**'GUIDED BY THE STAR'**

### **VISION STATEMENT**

Our Vision is to transform youth into responsible citizens and competent professionals through quality education and research.

## MISSION STATEMENT

Recognizing that each student is an individual who is capable of creating his/her own future, this college strives to provide holistic and transformative education and formation, by organizing interactive, inter-disciplinary and multi-cultural academic sessions with a view to equip them especially those who belong to the marginalized disadvantaged sections of the society with skills to face challenges with openness, enthusiasm and vigour in a learning environment.

## GOALS

- To create conditions in which less fortunate rural students are encouraged to join college and professional education;
- To produce the most competent and skilled human resources in diverse fields to meet the ever-changing needs and challenges of society;
- To maintain excellent educational environment by equipping the students with up-to-date domain knowledge, analytical and practical skills, critical and creative thinking; creative and innovative approach to work; experiential learning, and case study analysis.
- To promote interdisciplinary and multidisciplinary approaches in planning and designing curriculum across various departments.
- To nurture self-reliance through development of entrepreneurship and initiating start-up culture among students.
- To practice and promote an eco-system to nurture ethical, human and spiritual values.

## CORE VALUES

- Discipline ● Competency ● Creativity ● Excellence
- Respect ● Integrity ● Ethics

## **THE MANAGEMENT:**

- ▶ **Most Rev. Dr Gerald Isaac Lobo**  
The Bishop, Diocese of Udupi : President
- ▶ **Msgr Ferdinand Roque Gonsalves**  
Vicar General, Diocese of Udupi : Vice-president
- ▶ **Rev. Fr Vincent Crasta** : Secretary-CESU
- ▶ **V. Rev. Fr Valerian Mendonca** : Correspondent/  
Joint Secretary
  
- ▶ **Dr Vincent Alva** : Head of the  
Institution
  
- ▶ **Mr Melwyn Sequeira** } : Elected from the Parish
- ▶ **Mr Owen Rodrigues** } : Pastoral Council
- ▶ **Mrs Sophia Dias** } : Staff Representatives
- ▶ **Mrs Shylet Mathias** }
  
- ▶ **Mr. Vincent Fernandes** } : Parents'
- ▶ **Mr Sudhir Lewis** } : Representatives
- ▶ **Prof Hilda Rodrigues** : Nominated Member

## **STAFF**

### **PRINCIPAL:**

**Dr Vincent Alva**, M.A., Ph. D

### **DEANS:**

Dr Jayaram Shettigar : Faculty of Humanities  
Dr Surekha Bhat : Faculty of Science/BCA  
Mrs Shylet Mathias : Faculty of Commerce  
Mrs Sophia Dias : Faculty of Languages

## **FACULTY OF LANGUAGES**

### **English:**

**Dr Vincent Alva**, M. A., Ph. D : **Associate Professor**  
Mrs Chandrika, MA, B.Ed. : Asst Professor  
Ms Prathima, MA : Asst Professor  
Ms Spandana Maiyya, MA : P/T Lecturer

### **Kannada:**

**Dr Harinakshi** M.D., M.A., M.Phil., Ph.D : **Asst Professor, (HOD)**  
Dr Nithyananda Shetty M. A., Ph.D : Asst Professor

### **Hindi:**

**Mrs Sophia Dias**, M.A., Hindi Ratna : **Associate Professor (HOD)**  
Mrs Anupama M. Jogi, M.A., B.Ed. Hindi Praveen : Asst Professor

### **FACULTY OF ARTS**

#### **History:**

**Dr Jayaram Shettigar** : **Associate Professor (HOD)**  
M.A., M.Phil, SLET Ph.D

Ms Manjushree, M.A. : Asst Professor

#### **Economics:**

**Mrs Annamma** : **Associate Professor (HOD)**  
M.A., PGDCA, SLET

Mrs Poornima G A, M.A., SLET. : Asst Professor

### **FACULTY OF COMMERCE**

**Mrs Shylet Mathias** : **Associate Professor (HOD)**  
M.Com., SLET

Mrs Clara Menezes, M.Com., SLET : Asst Professor

Mrs Radhika Patkar, M.Com., MBA : Asst Professor

Mr Karthik Nayak, M.Com. : Asst Professor

Mrs Chaithra, M.Com. : Asst Professor

Mr Ganesh Nayak, M.Com. : Asst Professor

### **FACULTY OF SCIENCE**

#### **Chemistry:**

**Ms. Aparna K. M.**, M.Sc. : **Asst Professor**

#### **Mathematics:**

**Dr Surekha Bhat**, M.Sc., Ph.D : **Associate Professor (HOD)**

Ms Kavya Pai, M.Sc. : Asst Professor

#### **BCA:**

**Mrs Sushma A Shetty, MCA** : **Asst Professor, (HOD)**

Mrs Shubhalatha, MCA : Asst Professor

Mr Ahammad Khaleel, MSc in CS, B.Ed.: Asst Professor

Ms Yashaswini Anchan, MCA : Asst Professor

Ms Anvitha BN, MSc in CS : Asst Professor

**DEPARTMENT OF PHYSICAL EDUCATION:**

**Mr Nikil Rahul D'Souza**, M.P.Ed, K-SET : **Physical Education Director**

**LIBRARY AND INFORMATION:**

**Mrs Rekha U.** : **Librarian**

M. Lib.S., MA (Eng), M. Phil, KSET, DCA

Mrs Nagarathna K.H, M.Lib. : Assistant Librarian

**ADMINISTRATIVE STAFF:**

Mrs Amritha Lewis, B.Com, M A, B.Ed : Office-in-charge

Mr Anil Paul D'Souza, B.Com., : Accountant

Mrs Dulari, B.Com., PGDCA : SDA

Mrs Savitha, B.A. : Typist/Clerk

Mr Pius Frank : Attender

Mr Xavier Fernandes : Attender

Mrs Savitha : Peon Group 'D'

Mrs Anupama : Peon Group 'D'

Mr Ganesh Pai : Group 'D'

Mr Ganesh : Night Watchman

**LABORATORY STAFF:**

Mr Dinakara Poojary, M.A : SDA

Mr Ankith V. Moily : System Admin

Ms Nisarga, BCA, : Lab Assistant

Mr B Pradyumna,DCS ; Lab Assistant

**PUBLIC RELATIONS OFFICER:**

Mr Ravinandan S.T., M.Com., MBA

**RECEPTIONIST:**

Ms Melvita D'Souza, B.Com.



## **STUDENTS GRIEVANCE REDRESSAL CELL**

### **PROCEDURE FOR LODGING COMPLAINTS:**

- ▶ The students may feel free to put up a grievance in writing/or in the format available in the office and drop it in boxes.
- ▶ Grievance may also be sent through Email to the Convener.mcksgrc@gmail.com
- ▶ The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- ▶ The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

## **ANTI-RAGGING CELL**

### **PUNISHMENT TO THOSE FOUND GUILTY**

Any student or group of students found guilty of ragging in the campus or even outside the campus shall be liable to one or more of the following punishments:

1. Debarring from appearing in any sessional test / University Examination
2. Suspension from attending classes and academic privileges
3. Withdrawing scholarships and other benefits
4. Suspension from the college
5. Cancellation of the admission
6. Withholding the results

## **RULES AND REGULATIONS FOR ADMISSION**

1. The candidate seeking admission to College for UG courses must have passed XII Standard examination and has a requisite qualification. The College admission is open to all students irrespective of caste and creed. Seats are reserved for SC/ST etc. as per Government rules.
2. No pupil shall be admitted except on application in the prescribed form duly signed by the student and his

/her parent or guardian. Such forms are to be obtained from the college office. After filling and submission of applications, Admissions are based on marks obtained by the candidate in the qualifying examination, their conduct and performance in the interview.

3. Admissions are made on the clear understanding that those **who are admitted cheerfully abide by the rules and regulations of the College.**
4. Admission to UG courses is for one academic year. Students will be admitted to the next higher class (in subsequent academic years) based on a fresh application for admission to that class taking into account their progress, conduct and behaviour during the year in the college.
5. All admissions to UG courses are provisional, subject to the approval of Regulations laid down by Mangalore University Regulations.
6. Once provisionally admitted, a student is required to submit the following certificates to the college office without any fail.
  - a) **Transfer Certificate from the institution last attended/ studied.**
  - b) **Photo Copy of SSLC marks card/PU marks card.**
  - c) **Conduct certificate from the institution last attended/studied.**
  - d) **Migration Certificate and eligibility certificate (in case of students outside the state of Karnataka)**
  - e) **Income declaration certificate (in case of students seeking fee concession).**
  - f) **Caste Certificate**
  - g) **Copy of Aadhar Card**
  - h) **Copy of Bank Pass Book (if required).**
7. A student who withdraws after completing his/her admission will forfeit any claim to the fee paid by him/her.

**8. The Working day is divided as follows.**

**Monday to Friday : Morning: 9:30 a. m. to 12:30 p. m.**

**Lunch break : 12:30 p. m. to 1:30 p. m.**

**Afternoon : 1:30 p.m. to 4:30 p.m.**

**Saturday : 9:30 a. m. and 12:30 p. m.**

9. Students are discouraged to loiter about in the premises of the College during class/working hours. Leisure hours must be spent in the library in quiet study or in reading Newspapers/Magazines or participating in activities organized in the College. All the movements in the College should conform to the standard of academic decorum and dignity.
10. After the first bell, the students shall assemble in their respective or assigned classrooms and silently wait for the lecturer. When the Lecturer enters the classroom students shall rise and remain standing till they are asked to sit.
11. Marking of attendance may commence after the students take their seats. On the stroke of the third bell in the forenoon, there will be a common prayer and thereafter the classes will commence. When attendance is called out by the Lecturer either by the student's name or by roll number, each student must rise from his/her seat and respond to his/her name. Proxies will be seriously dealt with.
12. No student is allowed to enter or leave the classroom during a lecture without the permission or under express order from the Principal or the Lecturer. Students shall leave the classes when they are asked to do so by the lecturers. Failure to obey the order will be dealt with seriously.
13. The students shall be seated in the classrooms as per the instructions of the Class Teachers. Whenever Lecturer is on leave, the students or respective class are requested to engage those classes by requesting other teachers. In cases of not having classes, students are requested to move to the Library and spend time qualitatively.

14. When prayers are recited, respect to the nation is paid, all must stand and pray devoutly.
15. The Ladies shall proceed to their respective classrooms only after the **first bell both in the morning and afternoon and not earlier.**
16. Parents or guardians, relatives or friends of the students will not be allowed to meet students when the classes are on. In cases of emergency, they may meet the Principal to seek permission for their visit. Granting permission or not lies solely in the hands of the Principal.

### **General Rules and Guidelines and Discipline**

1. The College lays the utmost stress on the formation of sound character and any flouting of the same will be taken serious note of.
2. Though the College is not responsible for the conduct of its students outside its premises, the Principal will take cognizance of any serious misconduct of its students outside which is likely to reflect upon the reputation of the College and take such action against the wrongdoer as it deems fit and proper.
3. Books, magazines, newspapers etc. which are not approved by the Principal or those which cause damage to the society are prohibited in the College Campus in any of the forms.
4. The use of Drugs/tobacco products, chewing gum, Liquor (alcohol) in any form is forbidden in the premises of the College. If found, action will be taken against defaulters. Selling Tobacco products/drugs/liquor around the college campus or encouraging others to do the same is punishable by law.
5. Without the permission of the Principal, the student shall not join any club, society, or fix any engagement that may interfere with their regular studies.
6. Students of the College are not allowed to play in any team against the College team.

7. Students are expected to refrain from any participation in political activity or public movement against the law. Moreover, they shall not encourage any minors to follow them in such kind of activities. They are also forbidden to participate in any public movement without the permission of the Principal.
8. In academic matters, the rules and regulations framed by the Principal and the College Council from time to time shall have to be strictly adhered to by all students of the College.
9. Tests and Examinations must be taken compulsory by every student in all seriousness. It is the direct responsibility of the students to verify the marks entered in their Academic Records.
10. Students are bound to take care of the facilities at their disposal. Willful damages of the property of the College books, furniture, water and electrical installations etc. will have to be paid for. Such loss/damage will have to be made good by the student concerned or by all the students of the class concerned as the case may be. The decision of the Principal is final in these matters.
11. Students shall not invite any outsider to the College function without prior permission of the Principal.
12. Students living in Hostels, Paying Guests or living outside their homes must inform the Principal and give him their postal address.
13. The Principal reserves the right to terminate any student from the College after holding an enquiry and in consultation with the persons concerned.
14. Letters addressed to the students of the College are subject to the scrutiny of the Principal.
15. No meeting, get-together or party should be arranged/held in the College premises without the approval of the Principal.
16. Students are expected to greet the Principal and members of the staff whenever they meet them.

17. While the students are always welcome to approach the Principal, they shall not, however, enter the Principal's chamber without permission.
18. **Dress Code:** Uniform is compulsory unless and otherwise officially notified to the students by the principal. During vacation/exam holidays/revision holidays etc if any student wished/required/asked to visit the college, he/she must wear uniform compulsorily.
19. **Students' Welfare Council:** There will be no elections to the Students' Welfare Council. The members and the office bearers of the council will be nominated with consent-based on academic merit only.
20. Students are not permitted to get and use mobile phones inside the campus. Electronic, Communication, Entertainment gadgets etc. are prohibited without the permission of the concerned sanctioning authority. Stern action (fine, suspension etc.) will be taken if any student is found using these gadgets on the college campus. Mobile phones which are confiscated will not be returned.
21. Without the Permission of the concerned authority, Students are not allowed to get two-wheeler or four-wheelers to the College. With valid permission, if students get the vehicle, they are expected to follow the rules prescribed by the Transport Department according to the Motor Vehicle act. Moreover, the students are expected to park the vehicles in the places assigned. No Student's Vehicle is allowed inside the quadrangle of the college. If rules are not followed, then the management reserves the right to initiate action against defaulters. Reserving a Parking lot is not mandatory.
22. Students should compulsorily wear their Identity Cards and Uniform throughout the day on all the working days.
23. **Irregularity in attendance, habitual inattention, continued inefficiency or indifference regarding**

**classwork, lack of courtesy towards lecturers, insubordination, misbehavior, obscenity in words or acts etc., are punishable by anyone of the following depending on the gravity of the offence:**

- a. Cancellation of Scholarship, Freeships, etc.
  - b. Warning and intimating the fact to the parents / guardians.
  - c. Levy a Fine.
  - d. Loss of attendance.
  - e. Suspension for a definite period.
  - f. Expulsion from the College.
24. Use of junk food and plastics are prohibited inside the campus.

#### **ATTENDANCE AND LEAVE**

1. Attendance will be taken at the commencement of each class. A student, who is not in the class at the commencement of each period, shall be marked absent for that period.
2. Students coming late should not enter the classes without the permission of the Principal. Students who arrive late should enter the class only after seeking permission from the Dean/Principal.
3. A student requiring leave for a class should apply for it in person to the concerned lecturer before the commencement of the class.
4. Absence must be justified by genuine valid reasons. In cases of medical leave must be supported by medical certificates. The leave notes should be signed by the Concerned Staff members before the students attend the class. The Principal reserves the right to sanction or deny the leave.
5. A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she attends not less than 75% of the number of classes

actually held up to the end of the semester in each of the subjects. As per the University rule, a student should have 75% of attendance in every subject. A student having less than 75% of attendance in any one subject cannot appear for the University Examination in all the subjects and will have to repeat the year.

6. The Principal will not recommend the application for condonation of attendance if the absence in his opinion cannot be justified.

### **TESTS AND EXAMINATIONS**

1. Two Internal Assessment Tests will be conducted during each semester. The exact date and time of the commencement of the examinations will be notified on the College Notice Board. Internal assessment marks are based on these tests.
2. All the students should be in their respective places in the exam hall soon after the Second Bell.
3. Those who absent themselves from the College Exam without justification will have to pay a fine. The parent will have to come to the Principal personally to justify the absence. In the case of illness, it is required to produce a medical certificate.
4. Examination results are made available online in the College web: [www.milagrescollgekalianpur.edu.in](http://www.milagrescollgekalianpur.edu.in). These results are provisional. There is scope for re totaling and revaluation as per Mangalore University regulations. For more details refer [www.mangaloreuniversity.ac.in](http://www.mangaloreuniversity.ac.in)

### **CERTIFICATE AND ADD-ON-COURSES**

Milagres College has added a feature to its cap. Milagres Centre for Career Excellence (MCCE) is started to aid the students to appear for various competitive exams and to shape their future secure.

Apart from this, in addition to the regular courses, the



College also offers certificates as well as Add-on-courses in different faculties.

- ▶ Hindi Translation
- ▶ Journalism
- ▶ Vachana Kammata
- ▶ Graphics & Web Design
- ▶ Spoken & Communicative English
- ▶ I.B.P.S.
- ▶ Fine Arts
- ▶ Tally with GST

### **NEP System:**

Marks for

- ▶ Value Based Skill Enhancement - 25
- ▶ Attendance - 10
- ▶ College Participation - 05
- ▶ Inter-College Participation - 05
- ▶ University Participation - 05

### **Continuous Formative Evaluation/ Internal Assessment:**

Total marks for each course shall be based on continuous assessments and semester end examinations. As per the decision taken at the Karnataka State Higher Education Council, it is necessary to have uniform pattern of 40 : 60 for IA and Semester End theory examinations respectively and 50:50 for IA and Semester End practical examinations respectively, in all the Universities, their Affiliated and Autonomous Colleges.

- 1) The internal assessment marks shall be based on two tests. The test shall be for at least 1 hour duration to be held during the semester. The average of the two shall be taken as the internal assessment marks.
- 2) The marks of the internal assessment shall be

published on the notice board of the College for information of the students.

- 3) The internal assessment marks shall be communicated to the Registrar (Evaluation) at least 15 days before the commencement of the University Examinations and the Registrar (Evaluation) shall have access to the records of such periodical assessments.

Total Marks for each course = 100%  
Continuous assessment (C1) = 20% marks  
Continuous assessment (C2) = 20% marks  
Semester End Examination (C3) = 60% marks.

**Evaluation process of IA marks shall be as follows.**

- a) The first component (C1) of assessment is for 20% marks. This shall be based on test, assignment, seminar, case study, field work, project work etc. This assessment and score process should be completed after completing 50% of syllabus of the course/s and within 45 working days of semester program.
- b) The second component (C2) of assessment is for 20% marks. This shall be based on test, assignment, seminar, case study, field work, internship / industrial practicum / project work etc. This assessment and score process should be based on completion of remaining 50 percent of syllabus of the courses of the semester.
- c) At the end of each semester, examination shall be conducted by the University for each Course. This forms the third and final component of assessment (C3) and the maximum marks for the final component will be 60%.
- d) In case of a student who has failed to attend the C1 or C2 on a scheduled date, it shall be deemed that the student has dropped the test. However, in case of a student who could not take the test on scheduled date

due to genuine reasons, such a candidate may appeal to the Program Coordinator / Principal. The Program Coordinator / Principal in consultation with the concerned teacher shall decide about the genuineness of the case and decide to conduct special test to such candidate on the date fixed by the concerned teacher but before commencement of the concerned semester end examinations.

- e) For assignments, tests, case study analysis etc., of C1 and C2, the students should bring their own answer scripts (A4 size), graph sheets etc., required for such tests/assignments and these be stamped by the concerned department using their department seal at the time of conducting tests / assignment / work etc.
- f) The outline for continuous assessment activities for Component-I (C1) and Component-II (C2) of a course shall be as under.

**Outline for continuous assessment activities for C1 and C2**

Activities	C1	C2	Total Marks
Session Test	10% marks	10% marks	20%
Seminars/Presentations/ Activities	10% marks	10% marks	10%
Case study /Assignment / Field work / Project work etc.	20% marks	10% marks	10%
<b>Total</b>		20% marks	40%

**MINIMUM FOR A PASS:**

- (a) No candidate shall be declared to have passed the Semester Examination as the case may be under each course/paper unless he/she obtains not less than 35% marks in written examination / practical

examination and 40% marks in the aggregate of written / practical examination and internal assessment put together in each of the courses and 40% marks (including IA) in Project work and viva wherever prescribed.

- (b) A candidate shall be declared to have passed the program if he/she secures at least 40% of marks or a CGPA of 4.0 (Course Alpha-Sign Grade P) in the aggregate of both internal assessment and semester end examination marks put together in each unit such as theory papers / practical / field work / internship / project work / dissertation / viva-voce, provided the candidate has secured at least 40% of marks in the semester end examinations in each unit.
- (c) The candidates who pass all the end semester examinations in the first attempts are eligible for ranks provided they secure at least CGPA of 6.00 (Alpha-Sign Grade B+).
- (d) A candidate who passes the end-semester examinations in parts is eligible for only Class, CGPA and Alpha-Sign Grade but not for ranking.
- (e) The results of the candidates who have passed the last semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed the Lower Semester Examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.
- (f) If a candidate fails in a subject, either in theory or in practicals, he/she shall appear for that subject only at any subsequent regular examination, as prescribed for completing the 24 programme. He/she must obtain the minimum marks for a pass in that subject (theory and practicals, separately) as stated above

### CARRY OVER:

Candidates who fail in lower semester examinations may go to the higher semesters and take the lower semester examinations

### Final Result / Grades Description

Semester GPA/ Program CGPA	Alpha-Sign / Letter Grade	Semester/Program % of Marks	Result / Class Description
9.00-10.00	O (Outstanding)	90.0-100	Outstanding
8.00-<9.00	A+ (Excellent)	80.0-<90.0	First Class Exemplary
7.00-<8.00	A (Very Good)	70.0-<80.0	First Class Distinction
6.00-<7.00	B+ (Good)	60.0-<70.0	First Class
5.50-<6.00	B (Above Average)	55.0-<60.0	High Second Class
5.00-<5.50	C (Average)	50.0-<55.0	Second Class
4.00-<5.00	P (Pass)	40.0-<50.0	Pass Class
Below 4.00	F (Fail)	Below 40	Fail/Reappear
Ab (Absent)	-	Absent	-

### Conversion of Percentage of Marks into Grade Points in a Course/Paper

% Marks in a paper/practical	Grade (GP) Point	% Marks in a paper/practical	Grade Point (GP)
98-100	10	63-67	6.5
93-97	9.5	58-62	6.0
88-92	9.0	53-57	5.5
83-87	8.5	48-52	5.0
78-82	8.0	43-47	4.5
73-77	7.5	40-42	4.0
68-72	7.0	Below 40	0

Additional Details of NEP are available on  
<https://mangaloreuniversity.ac.in/nep-2020regulations-and-syllabus>

## **LIBRARY**

1. The College Library is open on all working days from 8:30 a. m. to 4:45 p. m.
2. STRICT SILENCE SHALL BE MAINTAINED IN THE LIBRARY.
3. Each student will be given four books. If needed the more reference books can be obtained with permission.
4. The Library is fully computerized and has a total open section facility. The students can make the best use of it.
5. Books should be reserved through the Computer. It should be done by 9:00 am in the forenoon and before 3:00 pm in the afternoon session. The reservation will be treated as cancelled if the books are not taken before 4:40 pm on weekdays and Saturdays by 12:30 pm.
6. The books borrowed from the Library can be kept only for two weeks. A fine of Rs. 5/- will be charged for every additional day.
7. If the due date falls on a holiday, the book will have to be returned on the following day.
8. Sub-lending of books is not allowed.
9. Any damage to the books which are in the custody of the borrower will have to be made good and if a book is lost, the present price of the book with the prescribed penal fees will be collected.
10. Staff and students need to register their entry to the library by scanning their Identity Card, through the scanner kept at the entrance of the library.
11. Internet service is provided to students.
12. The Librarian has the right to send a student member or a visitor out of the library in case of violation of the rules.
13. Before obtaining a Hall Ticket student is expected to clear all the dues if any.

### **UGC BOOK BANK**

1. The UGC Book Bank is a unit of the College Library which has been established with the assistance of the University Grants Commission. It contains textbooks on various subjects that are lent to students on a long term basis at the beginning of the academic year.
2. Applications in the prescribed form will be invited from the students to borrow these books, Rs. 5/- will be charged as service charges.
3. One or more books will be issued to the students subject to the availability of the books.
4. The books issued to the students may be recalled at any time.
5. Students are allowed to retain the books of the UGC. Book Bank borrowed from the Library until they finish the Final Examination. They should however return the same to the College Library as soon as the concerned examination is over, failing which they have to pay a fine of Rs. 2/- per day till they return the books.
6. Loss or damage to the books should be paid for.

### **MORAL & SPRITUAL DEVELOPMENT**

Regular Value Education Classes will be conducted for all the students. The classes will be held once a week and attendance is compulsory. Those who absent themselves without permission or fail in the examinations will be deprived of any scholarship or prize.

### **MID-DAY MEAL SCHEME**

MID-DAY MEAL SCHEME helps more than 200 students on poverty-cum-merit basis. We intend to serve free meals to as many students as possible during the years to come.

### **TYPES OF SCHOLARSHIPS:**

1. Jindal Scholarship
2. C. V. Raman Scholarship (for B. Sc. Students)
3. Sanchi Honnamma Scholarship
4. Beedi Scholarship

5. S.C. & S.T.Scholarship
6. Merit Scholarship
7. Hindi Scholarship
8. G.S.B.Scholarship
9. Ex-Servicemen Scholarship
10. Post Metric Scholarship
11. Minorities Scholarship
12. Alumni Association Scholarship
13. Rural Students Scholarships
14. Scholarships by Various Associations

### **SCHOLARSHIPS AND FREESHIPS**

1. Scholarships and Fee Concessions are available to the students according to Government Rules. All Scholarships and Fee Concessions are subject to satisfactory progress, conduct and attendance. The last dates for filling up applications etc., will be notified in the notice board from time to time.
2. The Principal may not recommend the renewal of scholarship if the student:
  - a) Is irregular in attendance;
  - b) Does not show sufficient progress in studies as judged by the class examination/tests;
  - c) Absents himself/herself from class examinations/ tests/assignments etc., without proper reasons.
  - d) Indulges in acts amounting to disobedience / misbehavior breach of discipline inside or outside the classrooms.

### **NCC AND NSS**

1. NCC course is open to physically fit men & women students of Degree Classes. NCC Parades will be held on every Saturday between 2.00 p. m. and 6.00 p. m. except on public holidays. The cadets should attend the parades in full uniform.
2. NSS is open to all men and women students of the College. The students are encouraged to join NSS as



it greatly helps to develop their personality and broaden their outlook.

3. Whenever a student is absent for NCC/NSS programme he/she should present the leave note for the signature of the NCC/NSS Officer concerned before he/she attends the class the next day. Absence without leave note shall be fined.
4. The NCC/NSS members are required to put in 75% attendance. The attendance in NCC/NSS will be considered while admitting the students to the next higher class and while awarding scholarships and fee concessions.

### **GAMES AND SPORTS**

1. The college offers ample facilities for sports and games. All students are requested to make the best use of these facilities.
2. The GYMNASIUM, restructured in the College, may be used under the direction of the Physical Director.
3. Indoor games are not permitted during class hours. Students are free to play from 4 pm to 6 pm on all working days.
4. The Physical Director of the college nominates the captains of various teams.
5. When representative teams are formed, players for the teams are selected by the Physical Director from among the students, who play regularly and attend coaching classes and school/college competitions.
6. Students who are regular for practice will be allowed to represent the college in various competitions.
7. Students who are on the rolls of this college are not permitted to play in any outside team in any event against this college.
8. College teams willing to participate in tournaments and sports meets should put in regular and systematic practice. The team will be allowed to participate only with the permission of the Principal.

## **PAYMENT OF EXAM FEES**

1. The Exam fees must be paid in cash in the College Office during the hours of cash transaction, and on Saturdays from 9-00 a. m. to 11-15 a. m.
2. If a student leaves the College during a Term, he/she have no right to claim the re-imbursement of any portion of the term fees.

## **AUDIO-VISUAL ROOM**

The College has a sophisticated audio-visual rooms with Internet felicities. The Students are most welcome to make use of these facilities under the guidelines of lecturers.

## **CERTIFICATES**

1. Applications for certificates (i.e. Transfer Certificate, Conduct Certificate, Study Certificate etc.) must be made to the Principal in the prescribed form with a fee of Rs. 50/- per certificate.
2. Certificates will be not issued on less than 48 hours notice.
3. If the certificates are to be sent by post, the necessary postage and other handling charges will be charged.
4. All the necessary certificates must be obtained within three months of leaving the College, after which a fee of Rs. 100/- will be collected.
5. Students admitted afresh will note that original Certificates (T.C., Conduct, Age) submitted at the time of admission will never be returned.

The official Conduct Certificate is a document that a student has to earn by his/her conduct and behavior during his/her College course and it shall be issued by the Principal. It will not be issued as a matter of course and the Principal might refuse the conduct certificate to any student whose conduct, in his opinion, has not been satisfactory.

## ಹೆತ್ತವರು ಮತ್ತು ಪೋಷಕರ ಗಮನಕ್ಕೆ

1. ಕಾಲೇಜಿನ ವಿದ್ಯಾರ್ಥಿ-ವಿದ್ಯಾರ್ಥಿನಿಯರು ಮನೆಯಲ್ಲಿ ಶಿಸ್ತು ಹಾಗೂ ನಿಯಮಗಳನ್ನು ಪಾಲಿಸುವಂತೆ ಹೆತ್ತವರು ಮತ್ತು ಪೋಷಕರು ಅವರನ್ನು ರೂಪಿಸುವ ಮೂಲಕ ಪ್ರಾಂಶುಪಾಲರು, ಪ್ರಾಧ್ಯಾಪಕರು ಹಾಗೂ ಕಾಲೇಜಿನ ಅಧಿಕಾರಿಗಳೊಂದಿಗೆ ಸಹಕರಿಸಬೇಕಾಗಿ ವಿನಂತಿ.
2. ವಿದ್ಯಾರ್ಥಿ-ವಿದ್ಯಾರ್ಥಿನಿಯರು ನಿಗದಿತವಾಗಿ ಮತ್ತು ನಿಯಮಿತವಾಗಿ ಕಾಲೇಜಿಗೆ ಹಾಜರಾಗುವಂತೆ ಮಾಡಿ ಅವರು ಶಿಕ್ಷಣಕ್ಕೆ ಮಹತ್ವ ನೀಡುವಂತೆ ಪ್ರೇರೇಪಿಸುವುದು ಮತ್ತು ವಿದ್ಯಾರ್ಥಿಗಳ ಶಿಕ್ಷಣದಲ್ಲಿ ಮನೆಯೇ ಮೊದಲ ಪಾಠಶಾಲೆಯಾಗಿರುವುದರಿಂದ ಕಲಿಕೆಗೆ ಸೂಕ್ತವಾದ ವಾತಾವರಣವನ್ನು ಕಲ್ಪಿಸುವುದು.
3. ವಿದ್ಯಾರ್ಥಿಗಳ ಹಾಜರಾತಿ ಹಾಗೂ ಶಿಕ್ಷಣ ಮಟ್ಟದ ಬೆಳವಣಿಗೆ ಅತ್ಯಪ್ಪಿಕರವಾಗಿದೆ ಎಂದು ತಿಳಿದಾಗ ಹೆತ್ತವರು/ಪೋಷಕರು ವಿದ್ಯಾರ್ಥಿ ಕ್ಷೇಮಪಾಲಕ ಹಾಗೂ ಇತರ ಅಧ್ಯಾಪಕರನ್ನು ಭೇಟಿ ಮಾಡಿ ಸಮಾಲೋಚನೆ ನಡೆಸಲೇಬೇಕು.
4. ಹೆತ್ತವರು/ಪೋಷಕರು ಕಾಲೇಜಿನಲ್ಲಿ ನಡೆಸುವ ಶಿಕ್ಷಕ-ರಕ್ಷಕ ಸಂಘದ ಸಭೆಗಳಲ್ಲಿ, ಸಂಬಂಧಪಟ್ಟ ಕಾಲೇಜಿನ ಕಾರ್ಯಕ್ರಮಗಳಲ್ಲಿ ತಮ್ಮ ಆಸಕ್ತಿಯನ್ನು ತೋರಿಸಬೇಕೆಂದು ವಿನಂತಿ. ಎಲ್ಲಾ ಪೋಷಕರು ಶಿಕ್ಷಕ ರಕ್ಷಕ ಸಂಘದ ಸದಸ್ಯನಾಗಿದ್ದು, ಶಿಕ್ಷಕ-ರಕ್ಷಕ ಸಂಘದ ಸಭೆಗೆ ಹಾಜರಾಗುವುದು.
5. ಸರ್ಕಾರ ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ನಿಗದಿಪಡಿಸಿದಂತೆ 75% ಹಾಜರಾತಿ ಇರುವ ವಿದ್ಯಾರ್ಥಿಗಳು ಮಾತ್ರ ಪ್ರತಿ ಸೆಮೆಸ್ಟರ್ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅರ್ಹತೆ ಪಡೆಯುತ್ತಾರೆ. ಅನರ್ಹರಾದ ವಿದ್ಯಾರ್ಥಿಗಳನ್ನು ಕಾಲೇಜಿಗೆ ಹಿಂತೆಗೆದುಕೊಳ್ಳಲಾಗುವುದಿಲ್ಲ.
6. ಕ್ಲಬ್ ಸಮಯಕ್ಕೆ ಕಾಲೇಜಿಗೆ ಕಳುಹಿಸುವುದು ಹಾಗೂ ಅನಗತ್ಯ ಗೈರುಹಾಜರಿಗೆ ಅವಕಾಶ ನೀಡದಿರುವುದು. ತಡವಾಗಿ ಬಂದವರು ಪ್ರಾಂಶುಪಾಲರ ಅನುಮತಿ ಪಡೆದು ತರಗತಿಗೆ ಪ್ರವೇಶಿಸತಕ್ಕದ್ದು.
7. ಗೈರುಹಾಜರಾದ ವಿದ್ಯಾರ್ಥಿ/ವಿದ್ಯಾರ್ಥಿನಿ ತನ್ನ ಹೆತ್ತವರಿಂದ ಅಥವಾ ಪೋಷಕರಿಂದ ಸಹಿ ಮಾಡಿದ ರಜಾ ಅರ್ಜಿಯನ್ನು ಕಡ್ಡಾಯವಾಗಿ ತರಬೇಕು ಹಾಗೂ ತರಗತಿಗೆ ಪ್ರವೇಶಿಸುವ ಮುನ್ನ ಸಂಬಂಧಪಟ್ಟ ಪ್ರಾಧ್ಯಾಪಕರ ಗಮನಕ್ಕೆ ತರಬೇಕು. ವೈದ್ಯಕೀಯ ಕಾರಣಗಳಿಂದ ಅಥವಾ ಅನಾರೋಗ್ಯದಿಂದ ಬಳಲಿ ಗೈರುಹಾಜರಾದಾಗ ವೈದ್ಯರಿಂದ ಸೂಕ್ತ ಪತ್ರವನ್ನು ರಜಾಅರ್ಜಿಯ ಜೊತೆಗೆ ಸಲ್ಲಿಸುವುದು ಮತ್ತು ಅವಕಾಶವಿದ್ದಲ್ಲಿ ಗೈರುಹಾಜರಾಗುವ ದಿನಗಳಲ್ಲಿಯೇ ವಿಷಯವನ್ನು ಪ್ರಾಂಶುಪಾಲರ ಗಮನಕ್ಕೆ ವಿಷಯ ತರುವುದು.
8. ಕಾಲೇಜಿನ ದಿನಗಳಲ್ಲಿ ಪೋಷಕರು ಮತ್ತು ಹೆತ್ತವರು ಪ್ರಾಂಶುಪಾಲರನ್ನು ಭೇಟಿಯಾಗಿ ಅವರ ಮಕ್ಕಳ ನಡತೆ ಮತ್ತು ಅಭಿವೃದ್ಧಿಯನ್ನು

ಅರಿತುಕೊಳ್ಳುವುದು ಮತ್ತು ಅವರ ಬೆಳವಣಿಗೆಗೆ ನೀಡುವ ಸಲಹೆಗಳನ್ನು ಗೌರವಿಸಬೇಕು. ವಿಶೇಷವಾಗಿ, ಮಕ್ಕಳ ತಪ್ಪುಗಳನ್ನು ಉಪನ್ಯಾಸಕರು ತಿದ್ದುವಾಗ ವಿದ್ಯಾರ್ಥಿಗಳ ಪರವಹಿಸಿ ಮಕ್ಕಳಿಗೆ ಆ ತಪ್ಪುಗಳನ್ನು ಮುಂದುವರಿಸಲು ಅವಕಾಶ ನೀಡಬೇಡಿ.

9. ಕಲಿಕೆಯಲ್ಲಿ ಹಿಂದೆ ಇರುವ ಅಥವಾ ಕಡಿಮೆ ಅಂಕ ಗಳಿಸಿರುವ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವಿಶೇಷ ತರಗತಿಗಳನ್ನು ಏರ್ಪಡಿಸಲಾಗುತ್ತದೆ. ವಿದ್ಯಾರ್ಥಿಗಳು ಇದರ ಪೂರ್ಣ ಪ್ರಯೋಜನವನ್ನು ಪಡೆಯಬೇಕು, ಖಾಸಗಿ ಬೋಧನೆಗಳಿಗೆ (ಟ್ಯೂಷನ್) ಮೊರೆ ಹೋಗುವ ದುರಾಭ್ಯಾಸ ಯೋಗ್ಯ ವಿದ್ಯಾರ್ಥ್ಯಾಸದ ಹಿತದೃಷ್ಟಿಯಿಂದ ಯುಕ್ತವಾದುದಲ್ಲ. ವಿದ್ಯಾರ್ಥಿಗಳು ಯಾವುದೇ ಪಠ್ಯ ವಿಷಯಗಳಲ್ಲಿ ಹಿಂದುಳಿದಿದ್ದರೆ ಆಯಾ ಪಠ್ಯವನ್ನು ಭೋಧಿಸುವ ಪ್ರಾಧ್ಯಾಪಕರ ಸಲಹೆ ಸಹಕಾರಗಳನ್ನು ಪಡೆಯಬಹುದು.
10. ವಿದ್ಯಾರ್ಥಿಗಳ ಗುಣನಡತೆಯ ಬಗ್ಗೆ ಅಥವಾ ಶಿಕ್ಷಣದ ಬಗ್ಗೆ ಮಾಹಿತಿ ನೀಡಲು ಅಥವಾ ವಿಚಾರಿಸಲು ಕರೆದಾಗ ಬಂದು ಸಹಕರಿಸುವುದು. ಕಲಿಕೆಯ ಬಗ್ಗೆ ಉಪನ್ಯಾಸಕರನ್ನು ಅಗತ್ಯಕ್ಕೆ ತಕ್ಕಂತೆ ಭೇಟಿಯಾಗಿ ಅವರಿಂದ ಮಾಹಿತಿ ಪಡೆಯುವುದು. ಉಪನ್ಯಾಸಕರಲ್ಲಿ ಹಾಗೂ ಪ್ರಾಂಶುಪಾಲರಲ್ಲಿ ಮಾತನಾಡುವಾಗ ಸಂಯಮದಿಂದ ನಡೆದುಕೊಳ್ಳುವುದು. ಹೆತ್ತವರು/ಪೋಷಕರು ಪ್ರತಿ ನಡತೆಯು ವಿದ್ಯಾರ್ಥಿಯ ಜೀವನದ ಮೇಲೆ ಪ್ರಭಾವ ಬೀರುತ್ತದೆ ಎಂದು ತಿಳಿದಿರಬೇಕು.
11. ಮಕ್ಕಳ ತಪ್ಪುಗಳನ್ನು ತಕ್ಕ ಸಮಯಕ್ಕೆ ತಿದ್ದದೇ ಇದ್ದರೆ ಮುಂದೆ ಕಷ್ಟವಾಗಬಹುದು. ಪೋಷಕರು ಮಕ್ಕಳ ಮೊದಲ ಶಿಕ್ಷಕರು ಎಂಬುದನ್ನು ಗಮನದಲ್ಲಿಟ್ಟುಕೊಳ್ಳುವುದು.
12. ಕಾಲೇಜು ನಡೆಸುವ ಎಲ್ಲಾ ಪರೀಕ್ಷೆಗಳು ಕಡ್ಡಾಯವಾಗಿರುತ್ತವೆ. ಆದುದರಿಂದ ಪರೀಕ್ಷೆಗಳಿಗೆ ಗೈರುಹಾಜರಾಗುವುದು ನಿಯಮಗಳ ಉಲ್ಲಂಘನೆಯಾಗುವುದರಿಂದ ಯಾವುದೇ ಪರೀಕ್ಷೆಗೆ ಗೈರುಹಾಜರಾದರೆ, ಲಿಖಿತ ಕಾರಣಗಳನ್ನು ಸೂಕ್ತ ದಾಖಲೆಗಳೊಂದಿಗೆ ನೀಡಿ, ಗೈರುಹಾಜರಿಯನ್ನು ಸಮರ್ಥಿಸಬೇಕು. ಅನಾರೋಗ್ಯವೇ ಕಾರಣವಾಗಿ ಗೈರುಹಾಜರಾದರೇ ವೈದ್ಯಕೀಯ ಪ್ರಮಾಣ ಪತ್ರ ಅಗತ್ಯ. ಅದರೇ, ವೈದ್ಯಕೀಯ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು ನೀಡಿದ ಮಾತ್ರಕ್ಕೆ ಹಾಜರಿ ಕೊಡಲಾಗುವುದಿಲ್ಲ.
13. ತಮ್ಮ ಮಕ್ಕಳ ಗೈರು ಹಾಜರಿಯ ಹಾಗೂ ಕೆಳಮಟ್ಟದ ಅಂಕಗಳ ಬಗ್ಗೆ ಹೆತ್ತವರಿಗೆ ಹಾಗೂ ಪೋಷಕರಿಗೆ ಮುನ್ನೆಚ್ಚರಿಕೆಯನ್ನಿತ್ತರೂ, ಶೈಕ್ಷಣಿಕ ವರ್ಷದ ಕೊನೆಯಲ್ಲಿ ಹೆತ್ತವರು/ಪೋಷಕರು ಈ ಬಗ್ಗೆ ತಮ್ಮ ಅಸಮಾಧಾನವನ್ನು ಸೂಚಿಸುತ್ತಾರೆ. ವಿದ್ಯಾರ್ಥಿಗಳ ಅಂಕಪಟ್ಟಿಯನ್ನು ಸಪ್ಲೆಂಬರ್ ಮತ್ತು ಫೆಬ್ರವರಿ ತಿಂಗಳ ಕೊನೆಗೆ ಕೊಡಲಾಗುವುದು.

ವಿದ್ಯಾರ್ಥಿಗಳು ಅಂಕಪಟ್ಟಿಯನ್ನು ಹೆತ್ತವರಿಗೆ ತೋರಿಸುವುದೇ ಇದ್ದ ಸಂದರ್ಭದಲ್ಲಿ ಹೆತ್ತವರು/ಪೋಷಕರು ತಾವಾಗಿಯೇ ಕಾಲೇಜಿಗೆ ಬಂದು ಮಕ್ಕಳ ಫಲಿತಾಂಶವನ್ನು ಅರಿತುಕೊಳ್ಳುವುದು ಸೂಕ್ತ.

14. ಕಾಲೇಜಿನ ಅಭಿವೃದ್ಧಿಯ ಕುರಿತು ಸಲಹೆ ಸೂಚನೆಗಳು ಇದ್ದಲ್ಲಿ ಪ್ರಾಂಶುಪಾಲರ ಗಮನಕ್ಕೆ ತರುವುದು.
15. ಕಾಲೇಜಿಗೆ ಸಂಬಂಧಪಟ್ಟ ಶುಲ್ಕವನ್ನು ಕಾಲೇಜಿನ ಕಛೇರಿಯಲ್ಲಿ ಚಲನ್ ಪಡೆದು ಬ್ಯಾಂಕಿನಲ್ಲಿ ಸೂಕ್ತ ಸಮಯದಲ್ಲಿ ಪಾವತಿಸುವುದು. ಶುಲ್ಕವನ್ನು ಪಾವತಿಸಿದಾಗ ರಶೀದಿ ಪಡೆಯುವುದು. ಹೆತ್ತವರು/ಪೋಷಕರು ತಮ್ಮ ಮಕ್ಕಳ ಕೈಯಲ್ಲಿ ಹಣ ಕೊಟ್ಟು ಕಳುಹಿಸಿದರೆ ಅವರು ಅದನ್ನು ಕಛೇರಿಗೆ ಪಾವತಿಸಿದ ಬಳಿಕ ತರಗತಿಗಳಿಗೆ ಹಾಜರಾಗುವುದು.
16. ವಿದ್ಯಾರ್ಥಿಗಳು ಬೆಲೆಬಾಳುವ ವಸ್ತುಗಳೊಂದಿಗೆ ಕಾಲೇಜಿಗೆ ಬರುವುದು ಸೂಕ್ತವಲ್ಲ. ಬೆಲೆಬಾಳುವ ವಸ್ತುಗಳಿಗೆ ವಿದ್ಯಾರ್ಥಿಗಳೇ ಜವಾಬ್ದಾರರು ಮತ್ತು ಕಾಲೇಜು ಅಥವಾ ಆಡಳಿತ ಮಂಡಳಿ ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಜವಾಬ್ದಾರರಾಗುವುದಿಲ್ಲ.
17. ಕಾಲೇಜಿನಲ್ಲಿ ಹಮ್ಮಿಕೊಳ್ಳುವ ಪಠ್ಯೇತರ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಭಾಗವಹಿಸಲು ಹೆತ್ತವರು/ಪೋಷಕರು ಮಕ್ಕಳಿಗೆ ಉತ್ತೇಜನ ನೀಡುವುದು. ಮಕ್ಕಳ ನಡತೆ ಹಾಗೂ ನೈತಿಕತೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಹೆಚ್ಚಿನ ಕಾಳಜಿ ವಹಿಸುವುದು. ವಿದ್ಯಾರ್ಥಿಗಳು ಸ್ವಚ್ಛ ಸಮವಸ್ತ್ರದೊಂದಿಗೆ ಅಗತ್ಯವಿರುವ ಎಲ್ಲಾ ಸಾಮಗ್ರಿಗಳನ್ನು ಕಾಲೇಜಿಗೆ ತೆಗೆದುಕೊಂಡು ಬರುವಂತೆ ಗಮನ ಹರಿಸುವುದು.
18. ಶೈಕ್ಷಣಿಕ ಪ್ರವಾಸದ ಸಂದರ್ಭದಲ್ಲಿ ಅಥವಾ ಕಾಲೇಜಿಗೆ ಸಂಬಂಧಪಟ್ಟ ಕಾರ್ಯಕ್ರಮಗಳು ಕಾಲೇಜಿನ ಹೊರಗೆ ಅಥವಾ ಕಾಲೇಜು ಅವಧಿಯ ಹೊರಗೆ ನಿಗದಿಸಲ್ಪಟ್ಟಲ್ಲಿ ಅಂತಹ ಕಾರ್ಯಕ್ರಮಗಳ ಬಗ್ಗೆ ಹೆತ್ತವರು/ಪೋಷಕರು ಮಾಹಿತಿ ನೀಡಲಾಗುವುದು.
19. ಕಾಲೇಜಿನ ಅವಧಿಯಲ್ಲಿ ಪ್ರಾಂಶುಪಾಲರ ಅನುಮತಿಯಿಲ್ಲದ ಪಿಕ್ನಿಕ್, ಪ್ರವಾಸಗಳು ಶಿಕ್ಷಾರ್ಹ ಅಪರಾಧವೆಂದು ಪರಿಗಣಿಸಲಾಗುವುದು.
20. ಕಾಲೇಜಿನ ಕ್ಯಾಂಪಸ್ ಒಳಗೆ ವಿದ್ಯಾರ್ಥಿಗಳು ಮೊಬೈಲ್ ಫೋನ್ ಬಳಸುವುದನ್ನು ಕಟ್ಟುನಿಟ್ಟಾಗಿ ನಿಷೇಧಿಸಲಾಗಿದೆ.
21. ವಿದ್ಯಾರ್ಥಿಗಳು ತಮ್ಮ ವಾಹನವನ್ನು ಕಾಲೇಜು ಕ್ಯಾಂಪಸ್‌ನಲ್ಲಿ ಪಾರ್ಕ್ ಮಾಡಲು ಚಾಲನಾ ಪರವಾನಗಿ ಅಗತ್ಯವಿರುತ್ತದೆ.

## **TO PARENTS AND GUARDIANS**

1. Parents and Guardians are requested to co-operate with the College authorities by enforcing discipline and regularity at home, so that lessons may be duly prepared, students should be devoted to studying at home. If parents do not insist on regular attendance and home study, the results are sure to be disappointing to them.
2. Absence from class should be justified by a leave note from the student. 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.
3. Absence from College examination 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.
4. A few parents express their surprise at the end of the year, at unsatisfactory attendance and progress of their children despite our sending reports to them. Progress Reports of students will be sent in September and January. Some students fail to handover their Progress Reports to their parents/guardians. You are requested to come to the College office and check, in case reports are not received by you within a reasonable time.
5. You are asked to meet the concerned 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 semester examination. They will not be re-admitted to the College.
6. We expect parents to participate in the meetings and College Day Celebrations. Attendance at Parent-Teacher meetings is obligatory. In case you are not able to attend for a just reason, a written note should be sent to the Principal.
7. Parents are especially asked not to allow their children, who do not have a valid license, to use a motorized vehicle.
8. Using a mobile phone inside the campus strictly prohibited to the students.
9. Driving license is mandatory to the students to park the vehicle in the college campus.

Date:

Signature of Parents / Guardian

**MILAGRES COLLEGE KALLIANPUR-576114**  
**COMMITTEES FOR THE ACADEMIC YEAR 2022-23**

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**1. Staff Council:**

Dr Vincent Alva	: President
Dr Jayaram Shettigar	: Secretary
Mrs Shylet Mathias	: Treasurer
Teaching Staff	: Members

**2. Academic Competition :**

Dr Nithyananda Shetty	: Convener
Mrs Anupama Jogi	: Member

**3. Internal Quality Assurance Cell(IQAC)/SQC :**

Dr Jayaram Shettigar	: Co-Ordinator
Mrs Shylet Mathias	: Co-Ordinator
Mrs Rekha U	: Assistant Co-Ordinator
Mrs Sophia Dias	: Member
Dr Harinakshi M D	: Member
Dr Surekha Bhat	: Member
Mrs Clara Menezes	: Member
Mrs. Annamma	: Member
Mrs. Sushma Shetty	: Member
Mrs Chandrika	: Member
Mrs. Radhika Patkar	: Member
Mr Karthik Nayak	: Member
Mrs Anupama Jogi	: Member

**4. Student's Welfare Officer/Elective Paper Co-Ordinator:**

Mr Ravinandan S. T.

**5. Grievance Readdressal Cell, Anti Ragging and Tobacco Ban Committee:**

Mrs Sophia Dias	: Convener
Dr Surekha Bhat	: Member
Dr Jayaram Shettigar	: Member
Mrs Shylet Mathias	: Member
Mr Karthik Nayak	: Member

**6. Directors, of Students Welfare Council Members:**

Mr Karthik Nayak	: Director
Dr Harinakshi M D	: Director

**7. National Cadet Corps (NCC):**

Ms Prathima : Caretaker

**8. Discipline Committee:**

Dr Vincent Alva : Chairperson

All the H.O.Ds : Members

Staff Council Secretary : Member

Students' Welfare Council Directors : Members

**9. Research Committee:**

Dr Vincent Alva : Chairperson

Dr Surekha Bhat : Convener

Dr Jayaram Shettigar : Member

Mrs Clara Menezes : Member

Dr Harinakshi M D : Member

Mr Nithyananda Shetty : Member

**10. Scholarships:**

Mr Karthik Nayak : Convener

Mrs Radhika Patkar : Member

**11. Internal Tests and Examinations:**

Mrs Shylet Mathias : Convener

Miss Yashaswini Anchan : Member

**12. Academic Time Table:**

Mrs Radhika Patkar : Convener

Dr Surekha Bhat : Member

Ms Yeshaswini Anchan : Member

Mrs Chandrika : Member

Mrs Anupama : Member

Mrs Sushma Shetty : Member

Mr Karthik Nayak : Member

Ms Kavya Pai : Member

**13. Mid Day Meal/ Food Quality Control/Canteen Committee:**

Mrs Chandrika : Convener

Mr Nikhil D'Souza : Member

Mrs Anupama Jogi : Member

Mrs Rekha U : Member

Mrs Radhika Patkar : Member

Ms Yashaswini Anchan : Member

**14. Library Committee:**

Librarian : Convener



All the H.O.D.s : Members  
Students Representatives : Members

**15. Magazine Committee:**

Dr Vincent Alva : Editor- in- Chief  
Mrs Clara Menezes : Associate Editor  
Dr Jayaram Shettigar : Member  
Mrs Sophia Dias : Member  
Dr Harinakshi M D : Member  
Dr Nithyananda Shetty : Member  
Mrs Chandrika : Member  
Mrs Rekha U : Member  
Mrs Anupama Jogi : Member  
Ms Kavya Pai : Member

**16. Sports & Games:**

Mr Nikhil Rahul D'Souza : Convener  
Mrs Annamma : Member  
Dr Nithyananda Shetty : Member  
Mrs Chandrika : Member  
Mr Karthik Nayak : Member  
Mr Ganesh Nayak : Member  
Ms Manjushree : Member

**17. Career Guidance Cell and Placement Cell:**

Mr Karthik Nayak : Placement Officer  
Mr Ganesh Nayak : Co-Convener  
Mrs Chandrika : Member  
Ms Anvitha R B : Member

**18. Literary Association:**

Ms Prathima : Convener  
Dr Harinakshi M D : Member  
Mrs Sophia Dias : Member  
Mrs Chandrika : Member  
Dr Nithyananda Shetty : Member

**19. Fine Arts Committee:**

Mr Ravinandan S. T. : Convener  
Mrs Anupama Jogi : Member

**20. Science Association:**

Dr Surekha Bhat : Convener  
Ms Kavya Pai : Member

**21. Commerce Association:**

Mr Ganesh Nayak : Convener  
Mrs Shylet Mathias : Member  
Mrs Clara Menezes : Member  
Mr Karthik Nayak : Member  
Mrs Chaitra Kotian : Member  
Mrs Radhika Patkar : Member

**22. Humanities Association:**

Mrs Annamma : Convener  
Dr Jayaram Shettigar : Member  
Mrs Chandrika : Member  
Ms Manjushree : Member

**23. IT Club:**

Mr Ahammad Khaleel : Convener  
Ms Yashaswini Anchan : Member

**24. National Service Scheme:**

Mrs Anupama Jogi : NSS Officer  
Mr Ganesh Nayak : NSS Officer

**25. Rovers & Rangers:**

Dr Jayaram Shettigar : Rover Scout Leader  
Mrs Radhika Patkar : Ranger Leader  
Dr Nithyananda Shetty : Rover Scout Leader

**26. Vidhyarthi Darbar :**

Dr Nithyananda Shetty : Convener  
Mrs Radhika Patkar : Member  
Mr Karthik Nayak : Member  
Mr Nikhil Rahul D'Souza : Member  
Ms Aparna K. M. : Member  
Ms Prathima : Member  
Mr Ganesh Nayak : Member

**27. Youth Red Cross:**

Mrs Clara Menezes : Officer

**28. Parent – Teacher's Association (PTA):**

Dr Surekha Bhat : Convener  
Mrs Radhika Patkar : Treasurer

Dr Jayaram Shettigar : Member

Mrs Annamma : Member

Dr Nithyananda Shetty : Member

**29. Media and Publicity:**

Mr Anil Joseph Danthy : Convener

Mr Ganesh Nayak : Member

Mrs Shubhalatha : Member

**30. Alumni Association :**

Dr Jayaram Shettigar : Staff Advisor

Mrs Sophia Dias : Secretary

Mrs Chaitra Kotian : Member

Ms Kavya Pai : Member

Mr Karthik Nayak : Member

Mrs Chandrika : Member

Ms Prathima : Member

Mr Ganesh Nayak : Member

Ms Rekha U : Member

**31. Women's Cell:**

Mrs Radhika Patkar : Convener

Mrs Anupama Jogi : Member

Mrs Chandrika : Member

Mrs Shubhalatha : Member

All Ladies staff : Members

**32. Prevention of Sexual Harassment Cell (POSH):**

Mrs Radhika Patkar : Convener

Dr Jayaram Shettigar : Member

Mrs Anupama Jogi : Member

**33. Anti-Human Trafficking Club:**

Ms Kavya Pai : Convener

Mr Karthik Nayak : Member

**34. SC/ST Cell:**

Mrs Clara Menezes : Convener

Ms Yashaswini Anchan : Member

**35. Prospectus/ Work Diary/ Hand Book Committee:**

Mrs Chandrika : Convener

Ms Spandana : Member

Mr Ravinandan S T : Member

- Mrs Rekha U : Member  
 Mr Ganesh Nayak : Member
- 36. AICUF:**  
 Mrs Shylet Mathias : Convener  
 Mr Nikhil Rahul D'Souza : Co-convener  
 All Catholic staff : Member
- 37. Student Feed Back Committee:**  
 Mrs Yashaswini Anchan : Convener  
 Dr Surekha Bhat : Member  
 All Head of Departments : Members
- 38. Student Councillor:**  
 Mrs. Sophia Dias : Convener  
 Mrs Clara Menezes : Member
- 39. All India Survey on Higher Education and NIRF Committee:**  
 Mr Ravinandan S. T. : Convener
- 40. Internal Auditing:**  
 Mr Karthik Nayak : Convener  
 Mr Ganesh Nayak : Member
- 41. Add on Courses/Certificate Course:**  
 Mr Ganesh Nayak : Convener  
 Mrs Sushma Shetty : Member  
 All the HOD's : Members
- 42. Hostel Committee:**  
 Dr Vincent Alva-Principal : Director  
 Mrs Amritha Joyce Lewis : Warden
- 43. Mentor-Mentee Committee:**  
 Mr Ravinandan S T : Convener  
 All the staff : Members
- 44. Eco Club:**  
 Mrs Rekha U : Convener  
 Mrs Chandrika : Member  
 Ms Prathima : Member  
 Mr Ganesh Nayak : Member  
 Mr Anil Joseph Danthy : Member  
 Mrs Shubhalatha : Member  
 Ms Kavya : Member  
 Ms Aparna : Member  
 Mr Ravinandan S. T. : Member

**PLANNER  
SEPTEMBER 2023**

1	Fri	
2	Sat	
3	SUN	<b>X</b>
4	Mon	
5	Tues	
6	Wed	
7	Thurs	
8	Fri	<b>X</b> Nativity of B V Mary (DH)
9	Sat	
10	SUN	<b>X</b> World Suicide Prevention Day
11	Mon	
12	Tues	
13	Wed	
14	Thurs	Hindi Diwas, World First Aid Day
15	Fri	
16	Sat	
17	SUN	<b>X</b>
18	Mon	Ganesh Chaturthi
19	Tues	
20	Wed	
21	Thurs	
22	Fri	
23	Sat	
24	SUN	<b>X</b>
25	Mon	
26	Tues	
27	Wed	World Tourism Day
28	Thurs	<b>X</b> Id-Milad
29	Fri	
30	Sat	International Translation Day

**PLANNER  
OCTOBER 2023**

1	<b>SUN</b>	<b>X</b>
2	Mon	<b>X</b> Gandhi Jayanthi
3	Tues	
4	Wed	
5	Thurs	
6	Fri	
7	Sat	
8	<b>SUN</b>	<b>X</b> Indian Air Force Day
9	Mon	
10	Tues	
11	Wed	International Girl Child Day
12	Thurs	
13	Fri	
14	Sat	<b>X</b> Mahalaya Amamasya
15	<b>SUN</b>	<b>X</b>
16	Mon	First Internal Assessments Test
17	Tue	
18	Wed	
19	Thurs	
20	Fri	
21	Sat	
22	<b>SUN</b>	<b>X</b>
23	Mon	<b>X</b> Ayudha Pooja
24	Tue	<b>X</b> Vijaya Dashami / Dussehra
25	Wed	
26	Thurs	
27	Fri	
28	Sat	<b>X</b> Valmiki Jayanthi
29	<b>SUN</b>	<b>X</b>
30	Mon	
31	Tue	

**PLANNER**  
**NOVEMBER 2023**

1	Wed	X Kannada Rajyotsava
2	Thurs	
3	Fri	
4	Sat	
5	SUN	X
6	Mon	
7	Tues	National Cancer Awareness Day
8	Wed	
9	Thurs	
10	Fri	
11	Sat	
12	SUN	X Naraka Chaturdashi
13	Mon	
14	Tues	X Deepavali / Children's Day
15	Wed	
16	Thurs	
17	Fri	
18	Sat	
19	SUN	X
20	Mon	
21	Tues	
22	Wed	
23	Thurs	
24	Fri	
25	Sat	
26	SUN	X
27	Mon	
28	Tues	
29	Wed	
30	Thurs	X Kanakadasa Jayanthi

**PLANNER  
DECEMBER 2023**

1	Fri	World AIDS Day
2	Sat	
3	<b>SUN</b>	<b>X</b> World Day of the Handicapped
4	Mon	Indian Armed Forces Flag Day
5	Tues	
6	Wed	
7	Thurs	
8	Fri	
9	Sat	Second Internal Assessment Test
10	<b>SUN</b>	<b>X</b> Human Rights Day
11	Mon	
12	Tue	
13	Wed	
14	Thurs	
15	Fri	
16	Sat	
17	<b>SUN</b>	<b>X</b>
18	Mon	Minorities Rights Day in India
19	Tue	
20	Wed	Commencement of I, III, V Sem Exam
21	Thurs	
22	Fri	National Mathematics Day
23	Sat	Christmas Vacation    Kisan Divas
24	<b>SUN</b>	<b>X</b>
25	Mon	<b>X</b> Christmas
26	Tue	
27	Wed	
28	Thurs	
29	Fri	
30	Sat	
31	<b>SUN</b>	<b>X</b>



**PLANNER  
JANUARY 2024**

1	Mon	New Year's Day
2	Tues	
3	Wed	X Mount Rosary Church Feast( DH)
4	Thurs	
5	Fri	
6	Sat	National Technology Day
7	SUN	X
8	Mon	
9	Tues	
10	Wed	
11	Thurs	
12	Fri	National Youth Day
13	Sat	
14	SUN	X
15	Mon	X Makara Sankranti, Indian Army Day
16	Tues	
17	Wed	X Milagres Church Feast( DH)
18	Thurs	
19	Fri	
20	Sat	
21	SUN	X
22	Mon	
23	Tues	Netaji Subhas Chanda Bose Jayanthi
24	Wed	National Girl Child Day
25	Thurs	
26	Fri	Republic Day
27	Sat	
28	SUN	X
29	Mon	
30	Tues	
31	Wed	

## PLANNER FEBRUARY 2024

1	Thurs	
2	Fri	
3	Sat	
4	SUN	<b>X</b>
5	Mon	Commencement of II, IV & VI Sem Classes
6	Tues	
7	Wed	
8	Thurs	
9	Fri	
10	Sat	
11	SUN	<b>X</b> International Day of Women and Girl
12	Mon	
13	Tues	
14	Wed	National Women's Day
15	Thurs	
16	Fri	
17	Sat	
18	SUN	<b>X</b>
19	Mon	
20	Tues	
21	Wed	
22	Thurs	
23	Fri	
24	Sat	
25	SUN	<b>X</b>
26	Mon	
27	Tues	
28	Wed	National Science Day
29	Thurs	

**PLANNER  
MARCH 2024**

1	Fri	
2	Sat	
3	SUN	<b>X</b> World Wildlife Day
4	Mon	
5	Tues	
6	Wed	
7	Thurs	
8	Fri	<b>X</b> Maha Shivarathri / International women's Day
9	Sat	
10	SUN	<b>X</b> No Smoking Day
11	Mon	
12	Tues	
13	Wed	
14	Thurs	
15	Fri	World Consumer Right Day
16	Sat	
17	SUN	<b>X</b>
18	Mon	
19	Tues	
20	Wed	
21	Thurs	World Poetry Day
22	Fri	World Water Day
23	Sat	First Internal Assesment Test
24	SUN	<b>X</b>
25	Mon	
26	Tues	
27	Wed	
28	Thurs	
29	Fri	<b>X</b> Good Friday
30	Sat	
31	SUN	<b>X</b>

## PLANNER APRIL 2024

1	Mon	
2	Tues	
3	Wed	
4	Thurs	Mahaveera Jayanthi
5	Fri	
6	Sat	
7	SUN	X World Health Day
8	Mon	
9	Tues	X Ugadi
10	Wed	
11	Thurs	X Ramzan
12	Fri	
13	Sat	Jallianwala Bagh Massacre
14	SUN	X Ambedkar Jayanthi
15	Mon	
16	Tues	
17	Wed	
18	Thurs	World Heritage Day
19	Fri	
20	Sat	
21	SUN	X
22	Mon	World Earth Day
23	Tues	World Book and Copyright Day
24	Wed	
25	Thurs	
26	Fri	World Intellectual Property Day
27	Sat	
28	SUN	X
29	Mon	International Dance Day
30	Tue	

## PLANNER MAY 2024

1	Wed	<b>X</b> May Day
2	Thurs	
3	Fri	
4	Sat	Second Internal Assesment Test
5	SUN	<b>X</b>
6	Mon	
7	Tues	World Athletics Day
8	Wed	World Red Cross Day
9	Thurs	
10	Fri	
11	Sat	
12	SUN	<b>X</b>
13	Mon	
14	Tues	
15	Wed	
16	Thurs	
17	Fri	
18	Sat	
19	SUN	<b>X</b>
20	Mon	
21	Tues	
22	Wed	
23	Thurs	
24	Fri	
25	Sat	
26	SUN	<b>X</b>
27	Mon	
28	Tues	
29	Wed	
30	Thurs	
31	Fri	Commencement of II, IV, & VI Semester Anti- Tobacco Day

**PLANNER  
JUNE 2024**

1	Sat	
2	SUN	<b>X</b>
3	Mon	World Bicycle Day
4	Tues	
5	Wed	World Environment Day
6	Thurs	
7	Fri	World Food Safety Day
8	Sat	
9	SUN	<b>X</b>
10	Mon	
11	Tues	
12	Wed	
13	Thurs	
14	Fri	World Blood Donation Day
15	Sat	
16	SUN	<b>X</b>
17	Mon	<b>X</b> Bakrid
18	Tues	
19	Wed	
20	Thurs	
21	Fri	International Day of Yoga / World Music Day
22	Sat	
23	SUN	<b>X</b> International Olympic Day
24	Mon	
25	Tues	
26	Wed	International Day against Drug Abuse & Illicit Trafficking
27	Thurs	
28	Fri	
29	Sat	
30	SUN	<b>X</b>

## PLANNER JULY 2024

1	Mon	
2	Tues	
3	Wed	
4	Thurs	
5	Fri	
6	Sat	
7	SUN	X
8	Mon	
9	Tues	Titular Feast of Our Lady of Miracle( DH)
10	Wed	
11	Thurs	
12	Fri	Paper BagDay
13	Sat	
14	SUN	X
15	Mon	
16	Tues	
17	Wed	
18	Thurs	
19	Fri	
20	Sat	
21	SUN	X
22	Mon	
23	Tues	
24	Wed	
25	Thurs	
26	Fri	Kargil Vijay Diwas
27	Sat	
28	SUN	X World Nature Conservation Day
29	Mon	
30	Tue	
31	Wed	

**PLANNER  
AUGUST 2024**

1	Thurs	
2	Fri	
3	Sat	
4	SUN	X
5	Mon	
6	Tues	
7	Wed	
8	Thurs	
9	Fri	
10	Sat	
11	SUN	X
12	Mon	International youth Day
13	Tues	World Organ Donation Day
14	Wed	
15	Thurs	X Independence Day
16	Fri	
17	Sat	
18	SUN	X
19	Mon	
20	Tues	Sadbhavan Divas
21	Wed	
22	Thurs	
23	Fri	
24	Sat	
25	SUN	X
26	Mon	X Shreekrishna Janmastami
27	Tues	
28	Wed	
29	Thurs	National Sports Day
30	Fri	
31	Sat	



**PLANNER  
SEPTEMBER 2024**

1	SUN	X
2	Mon	
3	Tues	
4	Wed	
5	Thurs	Teacher's Day
6	Fri	
7	Sat	X Ganesh Chaturthi
8	SUN	X Nativity of B V Mary
9	Mon	
10	Tues	World Suicide Prevention Day
11	Wed	
12	Thurs	
13	Fri	
14	Sat	World First Aid Day / Hindi Diwas
15	SUN	X
16	Mon	X Id Milad
17	Tues	
18	Wed	
19	Thurs	
20	Fri	
21	Sat	
22	SUN	X
23	Mon	
24	Tues	
25	Wed	
26	Thurs	
27	Fri	World Tourism Day
28	Sat	
29	SUN	X
30	Mon	International Translation Day

## Record of Absence - Extra - Curricular Activities

Name : ..... Class : ..... Roll No. : .....

Date of Absence	Reason	Signature of the Convener with Date	Signature of Class Teacher with Date	SESSIONS													
				AM				PM									
				1	2	3	4	5	6	7	8						
				Subject													
				Initial of the lecturer													
				Subject													
				Initial of the lecturer													
				Subject													
				Initial of the lecturer													
				Subject													
				Initial of the lecturer													

Date of Absence	Reason	Signature of the Convener with Date	Signature of Class Teacher with Date	SESSIONS									
				AM				PM					
				1	2	3	4	5	6	7	8		
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									

Date of Absence	Reason	Signature of the Convener with Date	Signature of Class Teacher with Date	SESSIONS									
				AM				PM					
				1	2	3	4	5	6	7	8		
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									

Date of Absence	Reason	Signature of the Convener with Date	Signature of Class Teacher with Date	SESSIONS									
				AM				PM					
				1	2	3	4	5	6	7	8		
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									
				Subject									
				Initial of the lecturer									

## Record of Leave

Name : ..... Class : ..... Roll No. : .....

Specimen Signature: Father ..... Mother ..... Guardian .....

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS							
				AM			PM				
				1	2	3	4	5	6		
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS						
				AM			PM			
				1	2	3	4	5	6	
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS							
				AM			PM				
				1	2	3	4	5	6		
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							



Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS						
				AM			PM			
				1	2	3	4	5	6	
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS						
				AM			PM			
				1	2	3	4	5	6	
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS							
				AM			PM				
				1	2	3	4	5	6		
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							
				Subject							
				Initial of the lecturer							

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS						
				AM			PM			
				1	2	3	4	5	6	
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS						
				AM			PM			
				1	2	3	4	5	6	
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
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				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS						
				AM			PM			
				1	2	3	4	5	6	
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						

Date of Absence	Reason	Signature of the Parent/ Guardian with Date	Signature of Class Teacher with Date	SESSIONS						
				AM			PM			
				1	2	3	4	5	6	
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						
				Subject						
				Initial of the lecturer						

## Record of Marks

ODD SEMESTER							EVEN SEMESTER		
Subject	I Int	II Int	I / III / V Semi	I Int	II Int	II / IV / VI Semi			



**TIME TABLE - 2023-24**

	9-30 - 10-30	10-30 - 11-30	11-30 - 12-30	1-30 - 2-30	2-30 - 3-30	3-30 - 4-30
MON						
TUE						
WED						
THU						
FRI						
SAT						