



MILAGRES COLLEGE KALLIANPUR-576 114, UDUPI



STUDENT HAND BOOK 2023-24

PRAYER

Lord, teach me to be generous,
To serve You as You deserve,
To give and not to count the cost,
To fight and not to heed the wounds,
To toil and not to ask for rest,
To labour and to seek for no reward,
Save that of knowing that I do Your will, O Lord.

THE COLLEGE CREST

The meaningful emblem of Milagres College, Kallianpur, bear "**Stella Duce**" (Latin), "**Led by the Star**" as its **Motto**.

It depicts "**Stella Maris**", the "**Star of the Sea**", as the Star that guides the institution (boat), on its educational voyage in the sea of life.

The Star is none other than its Patroness, the Immaculate Mother Mary, the Mother of Miracles (Milagres) who bloomed as the "**tainted nature's solitary boast**" (Wordsworth) like a lotus blooming from the quagmire.

She offered to the world her divine Son, Jesus Christ, as the Light of the World who led the world from the darkness of ignorance to the light of knowledge by His redemptive death on the cross.

Name :

Class : Roll No. :

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 Sequira** } : 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 confirm 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.milagrescollgekallianpur.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

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%
Total		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

- The College Library is open on all working days from 8:30 a. m. to 4:45 p. m.
- STRICT SILENCE SHALL BE MAINTAINED IN THE LIBRARY.
- Each student will be given four books. If needed the more reference books can be obtained with permission.
- The Library is fully computerized and has a total open section facility. The students can make the best use of it.
- 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.
- 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.
- If the due date falls on a holiday, the book will have to be returned on the following day.
- Sub-lending of books is not allowed.
- 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.
- 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.
- Internet service is provided to students.
- The Librarian has the right to send a student member or a visitor out of the library in case of violation of the rules.
- 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 & SPIRITUAL 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 facilities. 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 ಅಸಕ್ತಿಯನ್ನು ತೋರಿಸಬೇಕೆಂದು ವಿನಂತಿ. ಎಲ್ಲಾ ಪೋಷಕರು ಶಿಕ್ಷಕ ರಕ್ಷಕ ಸಂಘದ ಸದಸ್ಯನಾಗಿದ್ದು, ಶಿಕ್ಷಕ-ರಕ್ಷಕ ಸಂಘದ ಸಭೆಗೆ ಹಾಜರಾಗುವುದು.
5. ಸರಕಾರ ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ನಿಗದಿಪಡಿಸಿದಂತೆ 75% ಹಾಜರಾತಿ ಇರುವ ವಿದ್ಯಾರ್ಥಿಗಳು ಮಾತ್ರ ಪ್ರತೀ ಸೆಮಿಸ್ಟರ್ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅರ್ಹತೆ ಪಡೆಯುತ್ತಾರೆ. ಅನರ್ಹರಾದ ವಿದ್ಯಾರ್ಥಿಗಳನ್ನು ಕಾಲೇಜಿಗೆ ಹಿಂತೆಗೆದುಕೊಳ್ಳಲಾಗುವುದಿಲ್ಲ.
6. ಕ್ಷಪ್ತ 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 ರಜಾರ್ಜಿಯ 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. ಅದುದರಿಂದ ಪರೀಕ್ಷೆಗಳಿಗೆ ಗೈರುಹಾಜರಾಗುವುದು ನಿಯಮಗಳ ಉಲ್ಲಂಘನೆಯಾಗುವುದರಿಂದ ಯಾವುದೇ ಪರೀಕ್ಷೆಗೆ ಗೈರುಹಾಜರಾದರೆ, ಲಿಖಿತ ಕಾರಣಗಳನ್ನು ಸೂಕ್ತ ದಾಖಲೆಗಳೊಂದಿಗೆ ನೀಡಿ, ಗೈರುಹಾಜರಿಯನ್ನು ಸಮರ್ಥಿಸಬೇಕು. ಅನಾರೋಗ್ಯವೇ ಕಾರಣವಾಗಿ ಗೈರುಹಾಜರಾದರೆ 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 ಸಪ್ಟೆಂಬರ್ 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 ಜವಾಬ್ದಾರು ಮತ್ತು ಕಾಲೇಜು ಅಥವಾ ಆಡಳಿತ ಮಂಡಳಿ ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಜವಾಬ್ದಾರಾಗುವುದಿಲ್ಲ.
17. ಕಾಲೇಜಿನಲ್ಲಿ ಹಮ್ಮಿಕೊಳ್ಳುವ ಪಠ್ಯೋತ್ತರ 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