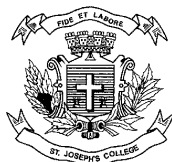


The College Crest



The emblem of the College dates back to the French Foreign Missionary Fathers who started an Institution of higher learning in the year 1882. It is made up of two scrolls, one scroll is placed above the crown, on which is inscribed the motto of the Institution in Latin – ‘Fide et Labore’ (faith and toil) and on the other scroll is placed beneath the palm leaves which bear the name of the Institution. The shield which bears a cross in the centre is symbolic of Christian faith. There are two bees on either side of the lower part of the cross representing hard and persevering work. The crown, which is placed above the shield, is a heraldic symbol of supremacy and glory. The compartment beneath the shield consists of palm leaves that are a sign of victory. The College motto is ‘Fide et Labore’ which means ‘Faith and Toil’. Faith among other things gives persons a commitment to God, to his fellowmen, to intellectual pursuits. Toil is a necessary pre-requisite for any success.

Office	: 22211429/22274079	Principal	: 22272299
Rector	: 22213433	Fax	: 22245831
Arrupe Nivas	: 22213889	Website	: www.sjc.ac.in

ST. JOSEPH (Patron of the College)

The Patron of our College and model for our students is St. Joseph, the foster father of Jesus. True to his life, St. Joseph is called a just man. He was a person of faith in God and in other fellow human beings. For his livelihood, he toiled. The motto of the College, “fide et labore”, which means faith and toil, reflects the life and spirit of St. Joseph who was a carpenter by profession and the protector of the Holy Family. Therefore, it is right that he is our patron. We want him to protect, guide and inspire us into a life of hard work, toil and faith.

IGNATIUS OF LOYOLA

St. Ignatius Loyola is the Founder of the Jesuit Order that runs St. Joseph’s College. Born in Spain, he gave up his career as a soldier under the King, to become a soldier of Jesus Christ and worked to establish a world of humanity and justice. Through his sharp analysis of society, he realized the need for higher education and considered higher education as an important device to bring about positive changes in society. There are 20,000 Jesuits in the world today in different works with a heavy concentration in higher education. Keeping with the inspiration of the Founder, St. Joseph’s continues to provide an education of excellence with relevance for the transformation of society. Students enrolled here are expected to develop right attitudes towards life with appropriate skills and high competence.

DETAILS OF THE STUDENT

Name :

Class & Reg. No. :

Father’s Name :

Occupation : Phone:

Mother’s Name :

Occupation : Phone:

Residential Address :

.....

.....

.....

Phone :

Office Address (Parents) :

.....

.....

.....

Phone :

Hostel/Paying Guest/ :

Guardian/Lodging House :

.....

.....

Phone :

Blood Group :

Bank Account No. :

E-mail :

THE JOSEPHITE IDEAL

Dear Josephites,

Welcome to St. Joseph's College. The Society of Jesus or Jesuits run this College. The Jesuits are a Catholic religious Order founded in 1540. St. Ignatius of Loyola was the founder of the Jesuit Order. Its members have been active in the field of education throughout the world. St. Joseph's College, a 127 year old institution, is a part of their large educational endeavour. The College is registered under the Bangalore Jesuit Educational Society. Although the College is a religious minority institution run primarily for the education of Catholic youth, everyone is welcome here without distinction of caste and creed. The socio – economically marginalized groups receive a special preference in keeping with the admission policy of the Management.

VISION OF THE COLLEGE

The educational objective of St. Joseph's College is to prepare men and women for the service of the country. The College provides students with plentiful opportunities to critically understand society and its structures so that education becomes a tool to work for a human and just society. Stress is laid on academic excellence, character formation, social concern and human development.

ACADEMIC EXCELLENCE

The college is autonomous and places very high value on academics. The courses are rigorous and need daily application. Assignments have to be submitted by the due date. Presentations and participation in seminars and workshops are part of the academic life. Students who do not clear minimum number of papers/subjects in each semester cannot go to the next semester. College offers a wide variety of extra curricular activities. College has a reading room and a good library. To prepare assignments and papers, it is left to the students to make use of it as much as possible. By the time one graduates, what is expected is to develop the art of critical

and scientific thinking. There are various associations in the College. The College Cultural team, Social Science Association, Natural Science Associations, Physical Science Association, Language Associations and other Associations under different faculties are meant to help to broaden horizons, develop self-esteem and confidence and to provide opportunities for the exercise of leadership. Students are requested to join at least one of the Associations and thus develop academic relationships and a spirit of enquiry.

SOCIAL CONCERN

Preparing persons for the service of others is the aim of education in St. Joseph's. At the heart of the college is the Center for Social Concern. All students are invited to have a close relationship with this center for involvement in issues of public concern and develop social consciousness. We expect all our students to be sensitive to the poor and be persons of concern, compassion and conscience. The College offers numerous opportunities to gain an insight into injustices all around. The Center for Social Concern links the College with the community and is involved in various social causes. The College expects all the students to be perceptive to the forces of communalism and casteism that threaten harmony and peace and inflict hardship on the common man. It is the vision of the College to train students who are socially conscious, ready to stake their lives for the oppressed and the exploited. Then alone the College will have succeeded in its mission.

CHARACTER FORMATION

Character development is the essential aspect of education. A person is what his values are. Character includes behaviour, values and attitudes to life and others and the way one faces life. The time in College is the period when one has to build up character, hard work, perseverance, honesty, integrity, sensitivity to others and universal love that embraces all people cutting across barriers of language, religion and caste. Essential to any character formation is self-discipline. Lack of discipline in the College results in chaos and disorder and learning becomes impossible.

The rules of discipline in the College are meant for social wellbeing, order and harmony. You will find them conducive for academic life if you personalize them in the right spirit.

In the spirit of our Jesuit heritage St. Joseph's College thus strives to develop the whole person with a mission in life. Our task as educators is to create in you a deeper understanding of yourself and of the changing world by creating plentiful opportunities for personal and social growth and total development. For the members of the Society of Jesus, education is no commercial activity. It is a mission. Our mission is to build up a group of young men and women who would be agents of change in society and work towards a secular world of fraternity, equality and justice. We have an excellent staff in this College with the same vision and goals. Interact with them. They will be your guides and they will lead you in the right path.

STAFF-STUDENT RAPPORT

Our lives are shaped very much by the people with whom we constantly interact, and here it will be your teachers. You have an excellent Staff in this College; make good use of their experience and knowledge through constant personal contact both inside and outside the classroom. Today more than ever, closer ties between the staff and students are the only way to counteract the many problems arising from the impersonal atmosphere prevailing in society. This would of course mean that you are willing to be guided by your teachers. This staff-student rapport will be all the more effective if parents co-operate and keep in touch with the College and Staff. To achieve this, the College brings together parents and teachers with specific programmes, which would assist parents with insights into the problems of growing youngsters. Many of our staff members have undergone training to help you not only with your academic difficulties but also with your personal and emotional problems. You may always approach them for guidance, to help you not only in solving your problems but also becoming more effective in the way you function. All the classes will have members who will meet their wards regularly and also conduct well-planned programmes to give them self-confidence, healthy inter-personal relationships and effective utilization of their talents and abilities.

PARENTS AND GUARDIANS

Parents and Guardians are partners with the College in the task of total and integral education of their children and wards. It is in keeping with this concept of "partnership" in education that the Principal invites the parents of students to discuss with them the performance of their children. The meeting begins at 4.00 p.m. as announced in the calendar twice a year which would be intimated to you and every parent is requested to make it possible to attend it. Parents are also recommended to meet the Welfare Officers and Class Mentors to ascertain from them the conduct and progress of their children. The College welcomes suggestions from parents and well-wishers.

COLLEGE REGULATIONS

1. The warning bell for class is given five minutes before the commencement of classes. Students should be in their respective classrooms before the second bell. When a Lecturer enters the class, the students must rise and remain standing until they are instructed to sit down.
2. There should be complete silence on corridors during class hours to maintain an academic atmosphere. Students must not loiter on the corridors during class hours.
3. No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
4. If the concerned Lecturer is absent, students are expected to go to the library or reading room.
5. Students are not permitted to smoke on the College campus. They are liable to disciplinary action (even dismissal) if found smoking on the campus.
6. **Ragging is forbidden by the laws of the country. Students found ragging will be handed over to the police. They will not be allowed to continue in College.**
7. Students cannot get involved into physical violence even for friendly purposes. Victory bumps or birthday bumps are strictly forbidden. The college will take action on students who are involved in such incidents since it amounts to ragging.

8. Disciplinary action will be taken against any student found in possession of, or under the influence of drugs or alcohol.
9. Students are forbidden to bring firecrackers and colors to the campus.
10. Insubordination, habitual inattention, neglect of work, un-becoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
11. Boys and girls are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
12. The campus must be kept clean at all times. Littering with sweet wrappers, waste paper, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class leader will be responsible for the cleanliness of the room allotted to it.
13. The classrooms should be kept neat and tidy. Students are informed not to eat or take their meals in the classrooms. All have to eat their meals either in the canteen or on the grounds.
14. Waste papers or any other waste material should not be thrown around. There are waste paper boxes placed at different points in the campus. Students are requested to place all waste material in those boxes.
15. Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
16. Posters and notices must not be put up without the permission of the Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose and not struck on the walls of the college.
17. **Students attending classes or meetings of the College societies, clubs and associations on the campus, are expected to be dressed neatly and have their hairstyles, in conformity with norms of decency and propriety. Both boys and girls shall observe the proper dress code for attendance at classes and college functions. No out of the way dress will be permitted in the classrooms in the name of ethnic day or any other celebration that prevent attention in classes.**
18. Students must observe punctuality. At the discretion of the Lecturer a student may be permitted to enter the classroom if he/she is not more than 10 minutes late for the first hour. However, if a student is regularly late for classes, he/she may not be permitted to attend classes.
19. The vehicle parking slot will function on all working days from 8.30 a.m. to 6.00 p.m. Students are required to leave their two wheelers in the custody of the parking attendant and take a token from him. The attendant will not bear responsibility for vehicles that are not locked and for which parking fee has not been paid.
20. Every student is required to carry his/her identity card to College. The card should be shown to any member of the staff or College officials when asked for, especially when dealing with the office and library.
21. Association functions and cultural programmes will be held only after class hours. Practice for all programmes should be held either prior to the classes or after classes.
22. College functions are meant for the formation of students. No externs are permitted to attend the functions. Strict action will be taken on those who bring externs to the functions.
23. No money is to be collected from students without the prior permission of the Principal.
24. Books, magazines and newspapers, not approved by the Principal are not allowed to be brought to the College.
25. Students are not allowed to organize picnics. The College reserves the right to initiate action against the class or group of students who violate this rule.
26. Use of mobiles in the academic block of the College is prohibited. If any student is found using the mobile, the mobile will be confiscated and will not be returned.

ATTENDANCE & STUDY

- a. Leave of absence from College must be applied for previously. The general terms of excuses such as “some business”, “personal work”,

“sick”, are not sufficiently explicit. Leave application is available in the calendar. If a student is absent upto three classes in a subject he/she may not attend the next class of that subject without getting the admit slip from the Class Mentor.

- b. The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each subject to be eligible to write the end semester examination. College will strictly adhere to the norm as demanded by the UGC. There is no provision for condonation of attendance in the UGC Act.
- c. A student who falls short of 75% attendance in any month in any subject will be required to meet the Mentor with parents. All students should have 100% attendance and those who have less than 75% in any subject will not be permitted to write the end semester exams on any count.
- d. Those who are absent for more than 5 days must get the approval from the Welfare Officer to attend classes.
- e. Students should not be involved in co-curricular activities during class hours. **No attendance will be given to students for helping out in co-curricular activities during class hours. All arrangements for programmes and functions should be made prior or after class hours.**
- f. While sports persons will be encouraged to participate in inter-collegiate and inter-university matches and tournaments by offering them the attendance for the days of their participation, they should provide the required information to the Welfare Officers before leaving the campus with a copy of the fixtures or notification from the concerned authorities.
- g. Attendance will be given to all students who have to represent the College outside the city in NCC, NSS and inter-collegiate competitions. Within the city if the students have to represent the College, they should have 75% attendance.
- h. No attendance is given to students for participation in certificate programmes or other activities. These programmes are outside the

class hours and only those who can manage their studies can opt for them.

RULES OF THE LIBRARY

1. The Library will be open from 9.00 a.m. to 6.00 p.m., on all working days and vacations of the year. On Saturdays it will be opened from 9.00 a.m. to 1.00 p.m.
2. Application for library books should be made in the prescribed form.
3. The name of the book, the name of the author and the call number of the book must be clearly stated when applying for a book.
4. A student who fails to return the books within 10 days will be fined 2 Rupees for each day beyond the due date excluding Sundays and holidays.
5. Extension of period may be obtained if another has not applied for the same book.
6. The student must pay for books lost, damaged or defaced. Loss of pages, mutilation and any other damage discovered on return of books will be charged.
7. Strict silence should be observed in and near the reading room.
8. Loss of a borrowed book from the library must be intimated to the Librarian in good time.
9. Books are issued for the exclusive personal use of the applicant. Any one found applying for books for another would be denied the facility of the library.

BOOK BANK

1. Books from the College book bank will be available on a long-term basis to deserving students.
2. All books borrowed from the bank must be returned in good condition at the end of the academic year before the hall tickets are issued.
3. Books lost, damaged or defaced should be either replaced or the cost should be paid for which will be assessed by the Librarian.

LABORATORY REGULATIONS

1. All breakages in the laboratory should be paid for. Hall tickets will not be issued unless all dues are cleared.
2. Record books should be submitted in time. A student will not be allowed to appear for the Examination if the record book is incomplete.
3. College encourages students to utilize the lab facilities even during the vacations and holidays with the prior permission of the Head of the Department and the Principal.

PHOTOCOPYING FACILITY

The College offers photocopying facility for the staff and the students at a nominal fee. The orders could be given to the counter meant for the purpose.

CANTEEN/CAFETERIA

The Canteen provides quality and refreshing food items.

MID-DAY MEAL SCHEME

The College provides mid-day meal scheme for financially poor students. Fr. Vice Principal is to be contacted in this regard.

SPORTS & GAMES

St. Joseph's College has carved out a name for itself in the field of sports and games. Students are encouraged to participate in inter-class and inter-collegiate tournaments.

PLACEMENT & CAREER SERVICES

The College has a placement cell. The cell provides information in careers and jobs to students of the College. For the final year students, besides arranging career programmes, the cell also organizes interviews and tests for placement in industry.

VARIOUS FUNCTIONARIES OF THE COLLEGE

Principal

- A nominee of the Management, the Principal is the academic director of works in the College, and is the executive authority of the College.

As the leader of the academic community of the institution, he provides a climate necessary for the intellectual pursuit of the staff and the students.

- He supervises all the academic programmes of the College and keeps the Management informed of all matters of general and financial administration. He represents the College in all academic institutions like the University Grants Commission, the Government, the University and others.
- The Principal has the following functions in the College: day to day administration of the College, planning and executing all academic programmes; supervision of the teaching and non-teaching staff, allotment of work to the teaching and non-teaching staff, drawing up the calendar and the time-table, curriculum and research, attendance of staff and students, facilitating of co-curricular activities and extension services, admission of students, students and staff discipline, administering scholarships and helping poor students, UGC work, Autonomy examinations and President of all Associations in the College.

Vice-Principal

The Vice-Principal is in-charge of the Humanities block. He will, coordinate the work of the Arts and Languages faculty, call for meetings of the Teachers of the section, meet mentors of the Arts section and deal with all matters pertaining to the Arts block with parents and teachers. All matters pertaining to the Arts block should be referred to him. He will officiate as Principal in the absence of the Principal.

Welfare Officers

Welfare Officers are an essential part of administration under Autonomy. There will be three different Welfare Officers, one each for Arts Section, Physical Sciences and Natural Sciences. Their functions will be as follows:

- To facilitate meetings between students representatives and the Heads of Departments once in two months.

- To organize meetings of Class Mentors of sections and arrange Parent-Teachers meetings.
- To look after the general discipline of the College and arrange and re-arrange classes among departments.
- To go around the campus and the corridors to supervise and to address cases of indiscipline.
- To coordinate with HODs for the departmental festival, open house etc.
- To play a key role in organizing and conducting academic function such as convocation, College annual day, College cultural festival etc.

ROLE OF THE HEADS OF DEPARTMENTS

Departments are basic units of administration in the College. Keeping with the principle of decentralization, the departments are expected to manage and plan their academic programme. The head of the department is a key functionary in planning and administering. The functions of the head of the department are as follows:

- To take responsibilities for the smooth functioning of the department.
- To strive to achieve academic goals and to develop research programmes in the department with the support of the staff.
- To distribute the work equitably preferably avoiding sharing or splitting course works unless it is very desirable or necessary.
- To hold departmental meeting at least once a month and facilitate interaction and sharing among the staff.
- To call for the Board of Studies meeting whenever necessary and to monitor updating the existing as well as introducing new papers.
- To ensure submission of question papers on time and to assist in proper conduct of tests.
- To ensure the return of the valued test papers to the students within 10 days of the tests.
- To facilitate interaction between class representatives and teachers by arranging for a meeting at least twice a semester.

- To plan and conduct seminars, workshops, endowment lectures etc., with the involvement of staff and students.
- To monitor effective handling of classes by faculty members.
- To facilitate evaluation of staff members.
- To share responsibilities with the members of the department and to build up team spirit.
- To listen to grievances of students and redress them in consultation with the Welfare Officers.
- To ensure proper functioning of Association Activities.
- To ensure proper conduct of practicals in terms of materials, substitution etc.
- To ensure stock verification by delegation.
- To share all communications with members of the staff.
- To organize workshops and seminars on curriculum, teaching methods, etc., testing and evaluating with internal or external resource persons.

ROLE OF TEACHERS

- To design curriculum and syllabus as per UGC norms and College objectives under the leadership of the HOD
- To discuss with and to explain to the students the syllabus, in the beginning of each semester (its general and specific objectives).
- To adopt appropriate methodologies with respect to teaching and evaluation and to use innovative methods in teaching.
- To coordinate with the HOD to administer internal assessment, value the answer papers, enter the marks in the consolidated mark sheet and return the answer papers to the students within 10 days from the date of the test.
- To identify the weak students (after the first test) and provide special guidance and help for their improvement in studies and keep the welfare officers and class mentors informed.
- To report to class on time and not to dismiss the classes before the scheduled time or cancel classes without informing the HOD and to monitor late comers to classes.

- To arrange for guest lectures, field visits and seminars whenever useful and to undertake and help research activities of the department which will greatly help teaching.
- To participate in the Board of Studies meeting in updating the existing course or introducing new courses.
- To help in conducting evaluation of teachers by the students at the end of the semester in the format supplied by the College.
- To cooperate with the HOD and other faculty members in the efficient running of the department and to work with team spirit for the good of the students and the institution.
- Inform the HOD about CL in advance so that alternative arrangement can be made.
- To arrange with the consent of the HOD and make up classes for those cancelled due to absence.
- To be present for all College functions.
- To take semester exams/CIA tests/invigilator's work seriously and to check malpractices, if any.
- To be present and available in the College during working hours.
- Setting question papers for internal and semester exams, whenever internal setting is in practice.

HEALTHY PRACTICES

- a) Teachers are expected not to use abusive language in dealing with students.
- b) Students cannot be threatened with action or internal assessment or other consequences.
- c) Corporal punishment is strictly forbidden both by the rules of the Management and the Government.
- d) Student's privacy has to be maintained at all times even in the staff room discussions.
- e) Teachers cannot call for parents for disciplinary matters.

- f) Students cannot be sent out of class for not bringing books and records to classes. If the practice persists, they could be referred to the Welfare Officers.
- g) Portions have to be completed prior to each of the tests and semester exams.
- h) In internal assessment students have the right to know their marks.
- i) No money can be collected in the college by anybody without the permission from the Principal.

GUIDELINES FOR SPECIAL LEAVE/RESEARCH/REFERENCE WORK FOR TEACHERS

- a) Staff members have to apply for CL when they are invited to judge competitions or to be Chief Guest for a whole morning or afternoon.
- b) Teaching or offering guest lectures in another College during College hours is not permitted.
- c) Teachers doing Ph.D./M.Phil./Research work and need more than half day to read, experiment or consult may take CL. Taking leave on the same day of the week is not permitted.
- d) HODs can recommend to the Principal to allow teachers guiding Ph.D. or working on projects to go out of the campus for their work and make an exception for signing either for the morning or evening. Permission has to be granted each time for such requests.
- e) All such requests should be routed through the HOD. HOD could refuse such leave if classes are affected.

RESPONSIBILITIES OF MENTORS

Each class has a Mentor. The role of the Mentor is to contribute to the total development of the students under one's care and help them to attain their potential.

OBJECTIVES OF MENTORING

- To be supportive towards the student and a link between the student and the department.

- To help a student in any specific way in which he or she may require guidance.
- To help him/her choose a relevant area of study which will help him/her to attain his/her career.

MENTOR IS ONE WHO

- Has a positive self image of himself/herself.
- Has a positive approach towards the student.
- Believes in the restructuring and the mentoring system.
- Is aware of all the opportunities available.
- Knows how to bring the best out of the student both in academic and co-curricular activities.
- Knows the art of being a friend and a guide.
- Is a good listener and can respond positively to the student.
- Can guide a student without imposing himself/herself.

SPECIFIC ACTIVITIES OF A MENTOR

To help the students in academics to

- Choose his/her goal.
- Select the right courses to realize the goals of life.
- Identify his/her academic problems and to find solutions.
- Choose other courses outside the class hours.

To make the student aware of facilities like

- The library facilities- The internet facilities – Scholarships available.
- The remedial programmes – The credit system – The motto of the College.
- Officials and their roles: 1) Fr. Principal (2) Fr. Vice-Principal 3) Welfare Officers.

- NSS, NCC, AICUF, CSA, Cultural Association, Grievance Committee, placement.
- Canteen, midday meals scheme – The certificate courses – Sports activities.

To be a link

- Between the departments and the students.
- Between the course teachers and the students.
- Between the parents and the students.
- Between students themselves.

Methodology of Mentoring

- Having a bio-data of the student in a fixed format.
- Getting the academic performance of the students up-to-date.
- Keeping track of the regularity of the students and taking necessary corrective measures.
- Meeting the students under care individually and as a group.
- Meeting the parents periodically.
- Encouraging the students to meet him/her, when needed and making himself/herself available in a fixed place and time.
- Respecting students views and carrying a dialogue when necessary.
- To monitor the attendance of students after 30 and 60 working days and to invite the parents of defaulters for counseling.

AUTONOMY IN ST. JOSEPH'S

St. Joseph's College is an Autonomous College under the Bangalore University. Autonomy provides the College the right to frame its own syllabi and conduct its own internal and semester examinations. The Bangalore University will confer the Degree with the name of the College.

ADMINISTRATION

The administrative structure of the autonomous St. Joseph's College consists of the following:

GOVERNING BODY

The Governing Body functions with the President of the Bangalore Jesuit Educational Society as Chairman and the Principal as Secretary. The management will nominate other members from among the staff and external experts. It will have members from University, University Grants Commission and the State Government.

The functions of the Governing Body are:

- Fix the fees and other charges payable by the students on the recommendation of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendation of the Academic Council.
- Approve institution of new programmes of study leading to degrees and diplomas.
- Perform such other functions and institute committees as may be necessary and deemed fit for the proper development and fulfil the objectives for which the college has been declared as autonomous.

ACADEMIC COUNCIL

- The Academic Council consists of the Principal as Chairman, Heads of the Departments of the College, members from the State, University, College and others nominated by the Management from among external experts. The Council will scrutinize and approve with

or without modification the proposals of the Board of Studies with regard to courses of study, the academic regulations, curriculum, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have a right to return the matters for reconsideration to the Board of Studies concerned or reject it after giving reasons to do so.

- Make regulations regarding the admission of students to different programmes of study in the College.
- Frame regulations for conduct of examinations and initiate measures for improving quality of teaching, students evaluation and student advisory programme in the College.
- Make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels.
- Approve candidates for conferment of degrees, diplomas or certificates by the university.
- Recommend to the governing body proposal for institution of new programmes of study.
- Recommend to the governing body institution of scholarships, freeships, fellowships, prizes and medals and no frame regulations, for the award of the same.
- Advise the Governing Body on suggestion(s) pertaining to academic affairs made by it, and perform such other functions as may be assigned by the governing body.

BOARD OF STUDIES

- Each department will have a Board of Studies consisting of all members of the department, a member from the Bangalore University and experts from outside which will prescribe regulations and syllabi for various courses, suggest methodologies for innovative teaching and evaluation techniques, coordinate research, teaching, extension and other academic activities in the department, review the syllabus, and recommend panels for appointment as members of the Board of

Examiners. The syllabi for various courses will be framed keeping in view the objectives of the College and the national requirement for consideration and approval of the Academic Council.

CONTROLLER OF EXAMINATIONS

The Controller of Examinations is a key functionary in the examination system of the College. He will be the coordinator of the entire assessment system. The Governing Body will appoint him for a specific period.

FUNCTIONS OF THE CONTROLLER

- To notify the examination calendar. This would include the continuous internal assessment tests, assignments, quizzes and theory examinations.
- Scrutinize the examination application forms of candidates at least a month in advance of the end semester examinations with respect to the following:
 - a. Names of the candidates, including correct spelling and initials.
 - b. Subjects offered at the examination by the candidate.
 - c. Noting of registration numbers on the applications and also on the candidates' lists, the amount of fees paid, dates of payment, whether paid in full.
- Remind the Heads of Departments to present the panel of examiners separately to both UG and PG for the approval of the academic council.
- Remind the Accounts Department about the fee collection for supplementary examination.
- Prepare the subject-wise and date-wise statement for question papers for the examination and get the question papers ready for the examination two weeks in advance of the examinations.
- Make arrangements for printing and supply of answer books, additional books and various other forms, registers and marks cards.
- Request the Departments to propose paper-setters and select the paper-setters from the panel proposed by the Departments.

- Request the Board of Examiners to scrutinize the papers for approval. The final decision, however, will rest on the Controller of Examinations.
- To send a copy each of the question papers after the examinations to the library.
- To send a set of question papers along with the results to the Registrar (Evaluation) of the Bangalore University and to obtain an acknowledgement.
- To announce dates for valuation prior to the conduct of the examination.
- To conduct the valuation of the answer scripts soon after the examinations. End semester examination papers are valued centrally.
- Make arrangements to disburse the examination remuneration.
- Pass the bills of External valuers, TA, DA and other remuneration.
- Check all the entries before taking the final print out of the marks cards.
- Notify the re-totaling and re-evaluation schedule along with the results.
- Issue duplicate marks cards, consolidated marks card, provisional degree certificate, rank certificate and corrected certificate.
- Preserve the answer sheets for one year.
- Call for applications for awarding Degrees, prepare eligibility list for convocation, and prepare list of prize winners.
- Announce the notification and venue of convocation, distribute admission cards and passes and look after the distribution of degree certificates.
- Be in-charge of arrangements in the convocation hall if held in College.
- Announce the supplementary examinations along with the announcement of results.
- Make arrangements for re-valuation and re-totaling after making an announcement during the declaration of results.

- Propose to the Academic Council matters that need immediate change and action for the betterment of the examinations.
- The Controller should maintain the following records:
 - a. One set of candidates list, pertaining to each examination duly bound and labeled.
 - b. One set of result sheets pertaining to each examination duly bound and labeled.
 - c. Registers relating to statistics of passes and failures, examination wise and subject-wise.
 - d. Stock registers of the above records.

CHIEF SUPERINTENDENT OF EXAMINATIONS

The Principal will appoint the Chief Superintendent of Examinations. Normally, he will be the Vice-Principal of the College. Since all examinations, tests and end semester examinations are equally important, they will be conducted centrally. For each semester, there will be two tests of 90 minutes each and end semester examination of three hours. Per day a student may have to write a minimum of two tests. There will be a gap of at least two hours between the two tests. In the case of end semester exams, the students will have to write one examination a day. The Principal may appoint a committee of three in consultation with the Chief Superintendent to help him out in the conduct of exams. His functions are as follows:

- a. He will be responsible for the proper conduct of two tests and the end semester exams. He shall take all necessary actions before, during and after the examination for the smooth conduct of examination and hand over answer scripts promptly at the end of tests to the Departments and at the end of end semester exams to the Office of the Controller.
- b. He shall make arrangements to issue hall tickets to students with 75% attendance and above a week in advance of the exams.
- c. He will arrange for satisfactory seating of candidates at least a day in advance with assistance from the Office.

- d. He will not allot more than forty students in a single room for a single invigilator. If there are big rooms or a hall he shall arrange to appoint one invigilator for every 40 candidates. He will appoint the required number of room invigilators, relieving invigilators, office staff and attenders for the work.
- e. He shall prepare well in advance the statement of allotment of work, seating for candidates and the list of all invigilators for examination work.
- f. He shall call for a meeting of the Examination Committee with all the supervisory staff at least one day prior to the examinations. He shall impress on all the invigilators and other staff the need to prevent malpractices by scrupulous observation of rules. He shall explain to the supervisory staff the procedure or reporting when a case of malpractice is detected.
- g. As far as possible, he shall not post any invigilator to the same room successively.
- h. He shall not leave the campus during the period of examination without the prior consent of the Controller of Examinations. In case of emergency, he shall make arrangements for the proper conduct of examinations by entrusting the responsibility to a member of the examination committee and report the arrangement to the Controller of Examination and obtain his permission prior to leaving the Center of Examination.
- i. He shall collect the question papers on each day of the examination from the Office of the Controller of Examination. He shall take special care to see that the right question paper packets with the required number of question papers are arranged in each packet for each of the rooms.
- j. He shall arrange to collect back the undistributed question papers from examination rooms after half an hour.
- k. He shall report to the Controller any serious misprint, mistranslation, omission or ambiguity noticed or reported in the question papers. He

shall give any clarification only after the Controller has offered it to him.

- l. He shall see that only candidates with admission tickets are allowed to take examination. In case a candidate has lost the admission ticket, he shall arrange to issue a duplicate admission ticket on payment of Rs. 25/-.
- m. He shall arrange to keep open the examination rooms half an hour before the schedule time. He shall ensure that no candidate is admitted to the end semester examination 30 minutes after the commencement of examination.
- n. He shall arrange to the ringing of the bells to mark the examination timings.
- o. He shall ensure that the “warning note” to candidates taking the examination is read out five minutes earlier to the commencement of examinations: “You should follow the instructions printed on the admission ticket and on the facing sheet of the answer book. You should search your pockets, desks and tables and hand over to the invigilator any paper, book, notes or manuscripts which you may find there and round about before commencing to answer the examination paper.”
- p. Immediately, on getting a report from the room invigilator of any malpractices, the Chief Superintendent shall send the candidate out of the examination hall; seize the admission ticket, the answer script and the question paper. He shall obtain a statement from the candidate and the invigilator and report the case to the Controller. If any candidate refuses to give a written statement, the same may be recorded and sent to the Controller. He shall not permit such candidates to appear for subsequent papers.
- q. He shall submit the absentee statement within three days of the examinations to the Controller of Examinations. The statement should be superscribed as “Consolidated Absentee Statement”.
- r. He shall maintain all relevant records such as invigilator diaries concerning examinations.
- s. Bring to the notice of the Principal deliberate absenteeism for invigilation work.

- t. During the examinations, he shall go round for supervision and check-up to different classes in order to see whether exams are conducted in the right manner.

DEANS

There will be five Deans – one each for Humanities, Natural Sciences, Physical Sciences, Languages and Postgraduate Departments.

The functions of the Deans will be as follows:

- Advise the Principal and assist the Controller of Examinations on all matters pertaining to their section
- Supervise all academic work relating to their section
- Finalise and submit the panel of paper setters and examiners to the approval of the Principal
- Check with the Office of the Controller all changes in syllabi and evaluation proposed by the Board of Studies
- Propose the changes of syllabi and evaluation on behalf of the Departments in the Academic Council
- Supervise records of continuous internal assessment of the Departments
- Assist in the conduct of evaluation of courses of staff members in the section
- Assist the Controller of Examination in the supervision of valuation of work of the section.

REGISTRAR

The Registrar will coordinate the attendance and credits of all the foundation courses, religious studies, Human Resource Development and co-curricular activities.

- Handle matters pertaining to NSS/NCC/Sports and Games.
- He will be the Calendar Secretary. All activities planned by any department or group will be referred to him for noting down in order to avoid clashes in Programmes.

ACADEMIC EVALUATION

Academic evaluation is an important administrative function to ensure that students are learning what the academic departments intend for them to learn. That is, assessing students' achievement allows departments to examine how students benefit from the various courses that comprise the degree programme. Academic programmes and services are periodically evaluated to be certain that all students are learning the core of the major field material.

CREDIT SYSTEM

In tune with the concepts and suggestions of the UGC and NAAC, advancements that have taken place in evaluation methods and societal needs and to make the teaching effective and meaningful, the College has adopted credit-grade based performance assessment (CGPA) for all the courses being run in the College. The modalities and operational details of the credit system shall be as follows:

Student Evaluation: Undergraduates

For each course there will be both Continuous Internal Assessment (CIA) and Semester Examination (SE), with equal weightage in the ratio of 50:50. To get a pass in a subject/paper a student must secure a minimum of 35% in each of the CIA and SE and a minimum of 40% in the aggregate of the two. **A student cannot sit for the SE unless he/she obtains the minimum of 35% in the CIA. A pass in a minimum of three subjects is a must to get into the next semester.**

Continuous Internal Assessment (CIA)

The CIA for theory courses consists of written tests, seminars and assignments, projects, quizzes, discussions and attendance. The 50% of Internal Assessment shall be distributed as follows:

1. Written tests – 30%: There will be 2 tests of 90 minutes duration per semester. These tests will include questions of short, medium and long answers types. There is no provision for retests.

2. Seminars, quizzes, assignments and other evaluation activity – 15%: The percentage of marks will be distributed between seminars and assignments. All departments will conduct a minimum of two exercises. One activity will be for 10% and the other exercise will be for 5%.
3. Attendance 5%: A candidate must earn 75% of attendance per semester to take the semester examinations. Marks for attendance will be awarded as follows.

Attendance Percentage	Marks
96-100	5
91-95	4
86-90	3
81-85	2
76-80	1

Note:

Necessary exemption will be given for participants in sports and other activities sponsored by the College and they will take any missed CIA. However, prior permission should be obtained to participate in any sports and games from the Principal.

1. The CIA for practical courses will be carried out on the basis of evaluation of each practical work and marks will be entered within one week of conducting the practical.
2. There will be 50 marks for practicals in each science subject – 35 marks are for continuous internal assessment and 15 marks are for the end semester comprehensive practical test.
4. To pass in the practicals, a student should obtain a minimum of 35% in the internal assessment and 35% in the comprehensive internal assessment with an aggregate of 40%.
5. If the minimum is not obtained, students will have to repeat the end semester practical examination during the supplementary examinations.

6. Students will not be allowed to take the comprehensive practical examination if they have not been present for 75% of the practicals in a paper. All such students who are not eligible to take the comprehensive practical examination will have to repeat the semester.
7. The minimum number of practicals to be conducted in a semester is eleven. All students will have a minimum of ten practicals. The eleventh practical will be a repetition. Only after the eleventh practical, there will be the comprehensive practical test.
8. There will be two examiners for the practicals – one internal and an external from the same department who has not taught the batch.
9. The maximum number for a batch to be examined is 15. There will be two examiners for each session.

Internal assessment for each course would be continuous and dates for each test will be pre-notified in the timetable. The continuous internal assessment tests will commence after six weeks from starting of the semester. A student who fails in the internal tests of a course shall have to repeat the concerned course to qualify to appear for semester examination of that course. All answer scripts of CIA will be returned to the students. They are expected to file them. If there is any ground for appeal, the candidate must make it to the teacher within 24 hours. If there is difference of opinion it must be referred to the 'Grievance Cell'.

Semester Examination

At the end of each semester, comprehensive examination in theory and practical courses will be conducted. The end-semester examination for 100 marks that will be converted into 50 marks per theory course would be held about two weeks after completion of teaching for the semester. The practicals will be held in the last two weeks of the regular College days. Each theory paper of 50 marks shall be of three hours duration. The valuation of the end-semester examination is centrally arranged with the reviewer checking 16% of the answer scripts. All valuation work will be under the supervision of the Controller of Examinations.

Revaluation and Improvement

There will be provision for revaluation. 50% of the fee will be refunded to the candidate if the candidate on revaluation obtains fifteen or more marks than the previous one. If the student scores more than twenty marks on revaluation, the entire fee will be returned. An external examiner who was not part of the Board of Examiners for the regular valuation will value such papers. There will be also provision for checking the addition of marks if application is made within a week of the publication of results with the prescribed fee. The candidate appearing to improve his/her semester examination marks has first to cancel his original semester examination marks. The student will be awarded whatever marks obtained in the later appearance even if they are less than the previous marks. A pass in the minimum of three core subjects (English, Language and three majors) is necessary for a student to proceed to the next semester. In the case of BCA and BSW, a student should clear 50% of the theory papers. A student will not be permitted to take the fifth semester examinations unless he/she has passed the first and second semester examinations in full.

Supplementary Examinations

All candidates who have failed in the regular examinations have to write the supplementary examination. The students will write the odd semester supplementary examinations during the odd semester exams and even semester examinations in even semester along with regular students. If the paper contents change, the student will be given one supplementary examination in the old paper. In case he/she does not clear it, he/she will have to take subsequent supplementary examinations in the changed syllabus. In case a paper is discontinued altogether, the student is given three chances in the same syllabus. If he/she fails, he/she has to take another paper permitted by the Principal. Students have to register for the supplementary examination separately. The marks scored by a student in supplementary examinations will not be considered for rank. However, such marks will be taken into account for the award of grades. The marks obtained in revaluation and improvement will be considered for rank. Any

problem pertaining to mistakes in declaration of results, in marks cards or revaluation shall be referred to the Controller of Examinations. Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the College and such decisions shall be final and binding on the candidate.

Students will not be admitted to the fifth semester if they have not completed all the papers of the first and second semester. A supplementary examination will be held in May for students who have completed their fourth semester and are unable to go into the fifth semester due to their non-completion of first and second semester.

CREDITS

All undergraduate courses in the College would be of 160 credits. One credit for theory course will be of one clock hour per week running for 15 weeks and one credit for practical course will consist of 3 hours of laboratory exercise for the same number of weeks. For example, a theory course taught for 4 hours per week through the semester (15 weeks) will be of 4 credits and the practicals are of one credit. All students in Sciences have to complete 10 regular practicals in each semester with one repetition. Students will have to compulsorily complete 108 credits in the three majors, 32 in languages, 4 in a term paper, one credit in Value Education/ Religious Studies /and a minimum of 6 in Foundation courses. All students have to put in another nine credits from other activities and certificate courses.

Term Paper

The term paper shall be compulsory and of 4 credits with 2 credits for the project report/dissertation/paper and 2 credits for the practical work of the project. There can be a viva voce based on the project. The term paper may commence from the third semester and the final work and report will be completed during sixth semester.

FOUNDATION COURSES

In keeping with the Supreme Court directives, the following Courses are offered as obligatory:

- Indian Constitution: 45 hours of lectures: (Students of Political Science are exempted)
- Environmental Studies: 45 hours: (Students of Natural Sciences are exempted)
- Computer Science: 45 hours: (Students with Computer Science are exempted)

No student is eligible for his/her degree without completing these foundation courses.

GRADING SYSTEM

The students are evaluated on the basis of continuous internal assessment and the semester examinations. For the grading and classification of students, the performance of the students is first marked according to the conventional procedure. Marks are then converted into grades and the grades in turn into grade points in accordance with six point grading system using the following table:

GRADE	NOMENCLATURE	SCIENCE	ARTS/LANGUAGES	POINTS
A +	Outstanding	80 and above	70 and above	5
A	Excellent	70 to 79	62 to 69	4
B	Good	60 to 69	54 to 61	3
C	Average	50 to 59	47 to 53	2
D	Satisfactory	40 to 49	40 to 46	1

Suppose a student has been awarded in English the following marks in the first four semesters – 58%, 60%, 62% and 50% (These marks represent the average of marks in the continuous internal assessment and semester

examinations). The grades, grade points and grade point average are calculated as shown below:

Subject	Mark	Grade	Grade Points	Credit	Weighted grade points
English 1	58	B	3	4	12
English II	60	A	4	4	16
English III	62	A	4	4	16
English IV	50	B	3	4	12
				1	56

The total number of credits is 16 for English and the weighted grade points are 56. The student's overall grade point average is $56/16 = 3.5$. The student is eligible for the overall grade of B in English. Similar calculations will be made for all the courses.

POST-GRADUATE COURSES: M.A/M.Sc./M.S.W./ M.S. (COM.)

Continuous Internal Assessment (CIA)

The internal assessment marks will be distributed as follows:

- a. 30 marks for two tests**
- b. 15 marks for seminars, quizzes, assignments and other evaluation methods**
- c. 5 marks for attendance.**

For practical courses 50% of the CIA will be internal based on evaluation of each practical work.

DECLARATION OF RESULTS (POST-GRADUATES)

- a. For each paper there will be both Continuous Internal Assessment (CIA) and Semester Examination (SE), with equal weightage in the ratio of 50:50. To get a pass in a paper a student must secure**

a minimum of 35% in each of the CIA and SE and a minimum of 40% in the aggregate of the two. A student cannot sit for the SE unless he obtains the minimum of 35% in the CIA. To be declared as pass a student should obtain 50% in the aggregate of all the papers.

- b. Ranks and classes shall be declared for the successful candidates taking into account their total performance in all the semesters put together.**
- c. The first rank will be notified. Only those who have passed at the first appearance of each semester shall be eligible for ranks.**

SEMESTER EXAMINATION

1. Question papers may be set either by internal or external teachers.
2. There shall be double valuation for all theory papers/dissertation/field work. The final marks will be the average of the marks awarded by the internal and external valuers.
3. In case of a difference of more than 15 marks in the two valuations, the script will be valued by a third examiner and his/her assessment will be final.
4. A candidate who feels the script has not been fairly evaluated can, after remitting the prescribed fee, request for a challenge valuation. The marks awarded in the challenge valuation will hold good. If the student's contention is proved right and the candidate scores more than fifteen marks, the money will be refunded and the examiners will be penalized as per the findings of the Controller of Examination.
5. Any problem pertaining to mistakes in declaration of results, in marks cards or revaluation shall be referred to the Controller of Examinations.
6. Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the College and such decisions shall be final and binding on the candidate.

PROVISION FOR REPEATERS

- a. A student is permitted to carry all the previous uncleared papers to the subsequent semesters.
- b. Those who have failed/remained absent/opt to improve in any one or more papers shall appear in such papers in the successive examinations.
- c. A candidate who has obtained a minimum of 40% and who desires to improve has to surrender the marks already secured in the particular paper or papers and marks card of that semester.
- d. Improvement is allowed only in theory papers. There is no provision for improvement in the internal assessment and practicals. The marks obtained in the improvement test will hold good.
- e. There is no provision for improvement for dissertation.
- f. For improvement in any paper, the application has to be made within 30 days from the date of results of that semester.
- g. A candidate should complete the Master's degree within four academic years from the year of admission.

POLICY OF THE COLLEGE ON SPORTS & CULTURAL ACTIVITIES

Every student in the College is expected to participate in one or other of the co-curricular activities and extension work. College will also hold special seminars on various themes and credits may be offered for the programmes. Those in the NCC/NSS/Sports and Games could earn credits. A credit is 30 hours in the case of additional programmes. Members of the College teams are given two credits if they have played and won against a minimum of two teams in an inter-collegiate tournament. When any College team wins at the University level or inter-collegiate level for the first time, they would be given a credit more. However, subsequent wins will be provided with only half a credit. Those who are in the University team are given a credit and those who represent the state will be given two credits. Similarly, those who win prizes at the inter-collegiate level by representing Associations will obtain one credit. Cultural teams also will be rated similarly and they would be eligible for a credit if they win inter-collegiate prizes where a minimum of five teams participate. Students

could also obtain credits by attending certificate courses offered by the College. "Center For Social Concern" – is meant to link the College with the community around. This Center offers large number of opportunities for students to participate in numerous issues and concerns of society and contribute their mite to the voiceless. Students who associate with the Center would visit various works and offer their services on Saturdays and Sundays to the needy. Students can obtain additional credits by being a part of this center.

GRIEVANCE CELL

To address any grievance of students pertaining to continuous internal assessment and the semester exams, there will be a grievance cell. Students have to meet the subject teacher who teaches the subject if they feel injustice has been meted out to them. If they are unsatisfied with the evaluation made by a teacher, the matter may be referred to the Head of the Department. The College grievance committee could be met with a written complaint if a student still feels the issue has not been rightly addressed.

MALPRACTICE

All students' malpractices in the examination hall and internal assessment will be referred to the Malpractice Committee set up for the purpose. The Chief Superintendent and two other senior staff members of the College will be its members. They would provide a fair chance to the students involved in malpractice and finally submit their findings to the Controller of Examinations. A committee consisting of the Principal, Controller of Examinations and the Chief Superintendent will take action on the report of the committee. The following are considered as some of the malpractices:

A. Cheating

Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes and examinations when not specifically allowed by the lecturer, is a form of unauthorized assistance and is defined as cheating.

B. Counterfeit Work

Includes work turned in, as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, submitting a paper researched or written by someone else, having someone else take a test, and submitting joint projects as solely one's own, are all forms of counterfeit work and are unacceptable.

C. Falsification of Academic Records

Knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, related documents, academic reports, tests and projects is an act of academic dishonesty.

D. Falsification of Data or Creation of False Data

Is considered an act of academic dishonesty in research or experimental procedures.

E. Plagiarism

Includes presenting as one's work the work-of someone else without properly acknowledging the source. Plagiarism is theft—using words and ideas of another person as if they were one's own. Exact copying should be enclosed in quotation marks and be appropriately documented in footnotes or endnotes that indicate the source of the quotation. Paraphrasing, when the basic sentence structure, phraseology and unique language remain the same, is also plagiarism. When in doubt about these matters, it is the student's responsibility to seek guidance from the lecturer of the course.

F. Unauthorized Reuse of Work

Turning in the same work to more than one class without consent of the lecturers involved constitutes academic dishonesty.

G. Mobiles

Use or possession of mobiles in the examination hall is considered a serious offence.

CALENDAR OF TESTS AND EXAMINATIONS

Each academic year will consist of two semesters of 15 weeks each of regular classes followed by end-semester exams. Each semester will have

18 weeks including tests and the period of preparation for the semester examinations.

Academic calendar showing dates of commencement and end of teaching, internal assessment tests and term end examination shall be duly notified before commencement of each semester.

1st Week	Announcement of provisional dates for all examinations
2nd Week	Appointment of Examination Committee
3rd Week	Announcement of the First Exercise for CIA
6th Week	First Test
9th Week	Second Assignment
13th Week	Second Test
14th Week	Detailed time-table for end-semester examinations to be announced
17th Week	End semester Exam
20th Week	Announcement of results

AUTONOMY AND TEACHING – LEARNING

Teaching Technologies:

Course requirement should be clearly specified by the teachers, including the allocation of marks of each requirement. Depending upon the nature of the course, requirements may include:

- Quizzes
- Term papers
- Oral reports/recitations
- Case study
- Book reports
- Field trips

- Other assignments at the discretion of the teachers
- Two tests
- Semester exam

Quizzes:

The College emphasizes the continuous development of its students. Regular quizzes help achieve this objective. Quizzes also ensure regular attendance, more attention and more participation in class.

Term Papers:

Asking students to write term papers is one way to acquaint them with research and research methods. A term paper deals with a problem and its possible solutions. To do it well students must be able to define the problem, find its probable causes and suggest ways and means for its solutions. This involves research, reading books, gathering and sorting out data and supporting evidence. A term paper then is an exercise in thinking and judging. It sharpens the mind.

Oral Reports / Recitations:

These help the students to get rid of his/her shyness and gain self-confidence. Oral reports take time. They must be prepared. The students have to read the books, articles assigned and then give a clear and concise summary of the contents and finally entertain questions from the class. This cannot be achieved without mastery of the topic in question.

Case Study:

When case analysis is involved and students are required to thoroughly study a case (or cases) and bring out worthwhile points in a class discussion, it is natural that it motivates students to do some homework.

Book Reports:

Teachers are advised to give reading assignments to their students to widen their knowledge. Textbooks go out of date quickly more recent knowledge or view points may be found in other more recent books, journals, newspapers and magazines.

Field Trips:

To give the students first hand information about current practices and methods and to acquaint them with modern business and other organizations, teachers depending on the nature of the course they handle, are encouraged to arrange field trips which will benefit their students and make their understanding of the course more thorough and complete. Teachers can and should solicit the help and advice of their HODs in the arrangement and carrying out of such projects.

Other Assignments:

A teacher can use his/her own discretion in stipulating other requirements. He/she can have dictations, guest speeches, and role-playing, to mention a few other teaching technologies.

Continuous Internal Assessment:

The academic calendar specifies the dates for tests. They are a part of the continuous internal assessment. No regular classes are held during this period. The teachers are expected to supervise the tests.

EXAMINATIONS AND HEADS OF DEPARTMENTS

For the smooth conduct of the examinations, the Heads of the Departments have to play an important role. They need to be proactive and take charge of the internal assessment so that all assignments and papers are valued. Their functions as far as the examinations are concerned are as follows:

- The portions to be covered for each test have to be decided in consultation with the members of the Department.
- Prior to the first test, an assignment/quiz/seminar should be completed. The second quiz/assignment/seminar should be conducted prior to the second test. There should be no assignment/quiz/seminars/presentations after the second test since students have to prepare for the end-semester examinations.
- One third of the portions has to be completed prior to the first test. Another one third of the portion should be covered prior to the second test.

- The responsibility of setting the question paper has to be assigned to the members of the Department.
- Question paper should reach the Controller ten days prior to the tests.
- Organize the valuation of answer scripts.
- If the paper-setter is an outside person for the end-semester examination, organize the valuation meeting to discuss the scheme of valuation. If the paper setter is internal, he/she will be the group leader.
- Answer sheets after valuation have to be given to the students within ten days of the tests.
- Any grievances of the students pertaining to the valuation of the scripts or the internal assignment will be referred to the HOD at the first instance. The student will approach the grievance committee at the second instance.
- Maintain the record of all the internal assessment in the Department for reference.
- Submit the internal assessment to the Controller's Office after each test within 15 days of the test along with the marks of the assignment/quiz.
- Arrange to collect the marks list of the Practical examination from all the staff members of the Department and send them to the Controller of Examination in a sealed cover.
- The Head of the Department shall send to the Controller of Examination the consolidated list of absentees for the Practical exams.

RESPONSIBILITIES OF INVIGILATORS

- a. The Chief Superintendent shall appoint the Invigilators from among the teaching staff one week in advance of the commencement of examination.
- b. The Invigilator who finds it impossible to attend to the work shall intimate in writing to the Chief Superintendent at least 24 hours earlier

- his/her inability to take up the work explaining the grounds for it. He or she should be prepared to take up invigilation work on the next day.
- c. The Invigilator shall be in-charge of a room not of less than 30 students and not more than 40 students.
 - d. The invigilator shall ensure that the candidates who enter the examination hall occupy their respective seats at least five minutes before the time specified for the distribution of question papers.
 - e. Prior to distribution of answer sheets, he/she shall read out the following instructions to warn the candidates taking the exams. "Kindly follow the instructions printed on the admission card. You are requested to search your pockets, desks and tables and handover to me any paper, book or note which you may find therein before starting to answer the examination paper. Talking to fellow students, borrowing pens, pencils or rubber without the permission of invigilator is prohibited".
 - f. The Invigilator shall not admit any candidate to the examination hall 20 minutes after the commencement of the examinations. No student should be permitted to leave the examination room before 45 minutes after the commencement of the examinations.
 - g. The Invigilator shall ensure that every candidate has taken his/her seat and enter the correct register number and other particulars required on the facing sheet of the answer script.
 - h. Students should not be allowed to converse among themselves once they enter the examination hall. The question papers should be distributed on hearing the bell rung for the purpose after verifying in the title of the question paper with the subject offered by the student.
 - i. He/She shall make necessary entries in the Invigilator's diary. The roll numbers of the students and the printed number of the answer book supplied to the candidate should be entered.
 - j. After 30 minutes, the invigilator shall return all the remaining question papers and the blank answer books of absentees to the Chief Superintendent. The invigilator shall not give any question papers

to any outsider and he/she shall not take question papers from any candidate for reading it.

- k. The invigilator shall be responsible for the proper accounting of answer books and ensure that the answer books and additional books of each candidate are properly stitched together and arranged in a serial manner prior to handing over to the office of the Superintendent.
- l. Only one blank answer book should be issued to a candidate at a time.
- m. When additional sheets or answer books are supplied, the invigilator shall ensure that the main answer book is fully written up.
- n. All invigilators shall report to the Chief Superintendent on the day of invigilation 20 minutes prior to the commencement of the examinations.
- o. Invigilators shall not allow the candidate to copy from books, paper or from other candidates. He/She shall further ensure that no candidate detaches or tears off any sheet or part of sheet from the answer book or additional books.
- p. The Invigilator shall at once report to the Chief Superintendent of any case of malpractice and prevent the candidate from writing any further answer or removing, displacing or destroying the materials from which the candidate was copying.
- q. All through the exam, the Invigilator has to be alert and watchful.
- r. When relief is offered, it shall not be for more than 15 minutes.

BOARD OF EXAMINERS

- 1. The Heads of Departments shall propose the panel of Examiners to the Controller of Examinations and the Academic Council will be informed of the Board of Examiners.
- 2. It shall be the duty of the Board of Examiners to scrutinize, moderate and approve sets of question papers.
- 3. They shall ensure that the question papers are set within the syllabi approved by the Academic Council of the College.

- 4. As far as possible, the Examiners must have a minimum of two year's teaching experience. If the Department does not have qualified members, then outsiders will set the question papers.

PAPER SETTERS AND REVIEWERS

- a. The Controller of Examination shall appoint the paper-setters from among the panel of examiners.
- b. The paper-setters shall set the papers on the text and courses of study prescribed.
- c. The paper-setter shall ensure the papers set carry correct caption of the subject, scheme and division of paper. Necessary instructions for the guidance of candidates shall also be at the top of the question paper.
- d. The paper-setter shall write the question legibly in ink or type personally
- e. Strict secrecy shall be preserved with regard to the work allotted.
- f. The paper setter will be generally the reviewer. He/She shall review 16% of the papers valued.
- g. The reviewers shall use green ink. The review work shall proceed alongside with valuation work in the presence of the valuers.
- h. If the reviewer finds the valuation done by any examiner unsatisfactory, he/she shall arrange for fresh valuation of the answer scripts and report the same to the Controller of Examination.
- i. Double valuation will have to be done for all Post-graduate papers.

STAFF MALPRACTICE COMMITTEE

To ensure a fair examination system, all complaints and malpractices if any should be properly investigated and examined. The College will have a malpractice committee. All cases of malpractices referred to the Controller, Chief Superintendent of Examinations or the Principal pertaining to any favoritism in internal or external valuation, leakage of paper or acceptance of bribe for favours will be referred to staff malpractice committee. This committee will include the Vice-Principal and two senior members of the

faculty. An external member from the legal fraternity may also be included in case of serious charges. The committee will take up all cases brought to it within two days of reporting of the incident and make a thorough investigation. If any truth is found in the complaint, the committee should summon the staff member. The staff member should be given a fair chance to explain his/her position. The final report will then be submitted to the Academic Council. Action will be taken according to the decision of the Academic Council, and the Governing body of the management.

STAFF

Dr. (Fr.) Terence Farias S.J.	Rector
Dr. (Fr.) Ambrose Pinto S.J.	Principal
Fr. Clarence D'Souza S.J., M.A., M.Phil.	Vice-Principal
Fr. Rui Pereira CSC M.A., Ph.D	Controller of Examinations
Br. Philip Noronha CSC , M.A.	Registrar & Warden
Fr. Archie Fernandes S.J	Finance officer

Welfare Officers

Professor Clement D'Souza, M.A., M.Phil.	Arts Section
Dr. Vijayakumar Reddy, M.Sc., Ph.D.	Natural Sciences
Professor M. S. Raja, M.Sc., M.Phil.	Physical Sciences

Deans

Professor Jerome Nirmal Raj	Arts Section
Dr. Vijayaraghavan	Language Section
Professor Lora Rita Goveas	Physical Sciences
Dr. Prema Gunasheeli	Natural Sciences
Dr. Beatrice Sequeira	Post-Graduate Section

General Grievance Cell

Dr. Somaiah (Convenor)

Examination Grievance Cell

Fr. Vice-Principal (Convenor)

Sri A. P. Rao
Sri John Binz
Examination Coordinator

Dr. George Alexander
Sri Ved Vyasa
Sri Clement D'Souza

TEACHING STAFF

DEPARTMENT OF LANGUAGES

1. DEPARTMENT OF KANNADA

Dr. Vijayaraghavan, M.A., Ph.D. (HOD)
Dr. Poornima BN, M.A., Ph.D

2. DEPARTMENT OF ENGLISH

Dr. Cherian Alexander, M.A., Ph.D. (HOD)
Dr. Etienne Rassendren, M.A., Ph.D.
Dr. Arul Mani, M.A., Ph. D.
Ms. Padma Baliga, M.A., M.Phil.
Ms. Nalini Pai, M. A., M.Phil
Ms. Suma Kodandaram, M.A., M.Phil
Ms. Reena Jasmine Fruitto, M.A., M.Phil

3. DEPARTMENT OF HINDI

Dr. Fariyal Shaikh, M.A. (HOD)
Mr. Nagrajan EM, M.A. M.Phil

4. DEPARTMENT OF SANSKRIT

Mr. Narasimha Murthy MG, M.A.

FACULTY OF SOCIAL SCIENCES

5. DEPARTMENT OF HISTORY

Fr. Clarence D'Souza, S.J., M.A., M.Phil, (HOD)
Ms. Jane D'Souza, M.A. M., Phil.

6. DEPARTMENT OF ECONOMICS

Dr. Latha Radhakrishnan, M.A., Ph. D. (HOD)
Dr. Subhashini, M.A., M. Phil., Ph.D.
Mr. Clement D'Souza, M.A., M. Phil.
Dr. Hassena VA, M.A., PhD
Ms. Anita Noronha, M.A., M.Phil.

7. DEPARTMENT OF POLITICAL SCIENCE

Mr. Jerome Nirmalraj, M.A., M. Phil. (HOD)
Dr. Ambrose Pinto SJ, M.A., Ph.D.
Dr. Somaiah PE, M.A., M. Phil., Ph.D.
Ms. AnithaV, M.A., M. Phil.
Br. Philip CSC, M.A., B. Ed.
Dr. Jayan, M.A., Ph.D.

8. DEPARTMENT OF SOCIOLOGY & INDUSTRIAL RELATIONS

Dr. Berin Lukas, M.A., M. Phil., Ph. D. (HOD)
Dr. Rui Pereira CSC, M.A., PhD
Mr. Anuplal, M.A.
Ms. Maria. M.A., M. Phil.

9. DEPARTMENT OF SOCIAL WORK

Sr. Valsa, FMM, M. S. W., LLB
Sri Xavier Prasad, M.S.W., M.Phil.
Ms. Christina R, M. S.W.
Sri John Jebakumar, M.S.W.
Sri Benson Issac M.A.
Dr. Vranda MN, M.S.W., Ph.D.
Ms. Mithu Pathak, M.S.W., M.Phil

10. DEPARTMENT OF COMMUNICATION

Fr. Melwyn Pinto SJ, M.A. (NET)
Dr. Leela Rao, M.A., PhD
Ms. Amutha Manavalan, M.S. Com

FACULTY OF SCIENCES

11. DEPARTMENT OF PHYSICS

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Dr. Sandiago, M.Sc., Ph.D.
Ms. Sreela Bandyopadyay, M.Sc.
Mr. Maria Sahaya Raj, M. Sc., M.Phil.
Ms. Veena Adiga, M. Sc., M.Phil. (on FIP leave)
Ms. Lora Rita Menezes, M. Sc., M.Phil.
Ms. Joseline Jose, M.Sc.
Dr. Rabbi A. Akkiba, M.Sc., Ph.D.
Ms. Sheela Thomas, M.Sc., M.Phil.
Ms. Bruno Martin, M.Sc., M.Phil.

12. DEPARTMENT OF CHEMISTRY

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Mr. Anantha Padmanabha Rao, M.Sc., M.Phil.
Dr. Michael Rajamathi, M.Sc., Ph.D.
Dr. Vijayashree S, M.Sc., Ph.D.
Mr. Vedavyasa, M.Sc., M.Phil.
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Dr. Mohan Das, M.Sc., Ph.D.
Dr. Ronald J. Mascarenhas, M.Sc., Ph.D.

Dr. Melwin Colaco, M.Sc., Ph.D.
Dr. Somashekariah BV, M.Sc., Ph.D.
Dr. Sandra Misquith, M.Sc., Ph.D.
Dr. Shoba SV, M.Sc., Ph.D.
Ms. Shanty Mathew, M.Sc.
Dr. Liby Thomas, M. Sc. Ph.D.

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Mr. Ravi Sharma, M.Sc., M.Phil. (HOD)
Mr. Stephen Titus, M.Sc.
Ms. Renee D'Souza, M.Sc.
Mr. John J Binze, M.Sc., B.Ed., M.Phil.
Mr. A.P. Jain, M.Sc.
Mr. Anthony Christy, M.Sc.

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Dr. Betty Daniel, M.Sc., Ph.D.
Dr. Nayeem Ullah Khan, M.Sc., Ph.D.
Dr. Saraswathiraman, M.Sc., Ph.D.
Dr. Haridasan VK, M.Sc., Ph.D.
Dr. Prema Gunaseli, M.Sc., Ph.D.
Dr. Bopaiiah AK, M.Sc., Ph.D. (PG Coordinator)
Dr. Divakar KM, M.Sc., Ph.D.
Dr. Purushotham KB, M.Sc., Ph.D.
Dr. Thamizseran, M.Sc., Ph.D.
Dr. Jacob Abraham, M.Sc., Ph.D.
Mr. Jacob Paul, M.Sc., M.Phil, M.Ed.

Dr. Jayarama Reddy, M.Sc., Ph.D.
Dr. S. Rajamani, M.Sc., Ph.D.
Ms. Vijaya Kumari, M.Sc., M. Phil

15. DEPARTMENT OF BIOTECHNOLOGY

Mr. Madappa, M.Sc., M. Phil.
Dr. Grace Prabhakar
Ms. Joseline Roshni Pinto, M.Sc.

16. DEPARTMENT OF ZOOLOGY

Ms. Geetha Viswanathan, M.Sc. (HOD)
Dr. George Alexander, M.Sc., Ph.D.
Ms. Ivan Mary Parimala, M.Sc.
Mr. Thomas P. Zachariah, M.Sc.
Mr. K. S. Shiva Kumar, M.Sc.

17. DEPARTMENT OF ELECTRONICS

Dr. Bobby Mathew, M.Sc., Ph.D. (HOD)
Mrs. Regina Mathias, M.Sc., M.Phil.
Mr. Godwin D'Souza, M.Sc.
Mr. Gregory Sequeira, M.Sc.
Ms. Vinu K, M.Sc.
Ms. Nandita Naik, M.Sc.

18. DEPARTMENT OF MICROBIOLOGY

Dr. Vanitha NM, M.Sc., Ph.D. (HOD)
Dr. Beatrice Sequeira, M.Sc., Ph.D.
Dr. Francis Borgio, M.Sc., PhD
Mr. Syed Wajeed, M.Sc. (NET)
Mr. Keith Chen, M.Sc., M. Phil.
Ms. Jothy W

19. DEPARTMENT OF ENVIRONMENTAL SCIENCE

Mr. Ebenezer Wilson, M.Sc., M.Phil. (HOD)

Mr. Prabhakar, BS., M.Sc.

20. DEPARTMENT OF COMPUTER SCIENCE & B.C.A.

Fr. Manoj D'Souza SJ, MCA (Director)

Mr. Nachappa, MN, M.Sc., M. Phil. (HOD)

Ms. Jayati Bhadra, M.Sc. (Maths), M.C.A., M. Phil.

Ms. Mary Merline Rani, M.C.A, M. Phil.

Ms. Suja Jacob, M.C.A., M. Phil.

Ms. Krithika, M.C.A., M. Phil.

Ms. Mirinmoyee, M.C.A., M.Phil.

Ms. Nithya B, M.C.A., M.Phil.

Sri Alwyn, M.C.A.

Ms. Bhanu, M.C.A., M.Phil.

Ms. Sandhya N, M.C.A.

Ms. Jiji George, M.C.A.

Sri Christopher Sunil M.Sc.

21. DEPARTMENT OF PHYSICAL INSTRUCTION

Mr. Newton K, M.P.Ed., M.Phil.

Mr. John Moses Manuel, NIS trained, (Football coach)

22. LIBRARY STAFF

Mr. Sukhanand H, B.Sc., M.Lib. Sc. Mr. Sailani, M.Lib. Sc.

Ms. Anusuya, BA. D.Lib. Mr. Omprakash D

Administrative Dept.

Mr. Jayashree Mr. Vincent F Mr. Devaraj

Mr. Anthony Lawrence YA Mrs. Veena Mrs. Pramila Kumari

Mr. Shanthu Raj A

Accounts Department

Mr. Bernard Rodrigues Mr. Sunil P G

Mr. Rajkumar H Mr. John Sudhakar

ATTENDERS

Mr. Venkataramana Mr. Sagayanathan P Mr. Lawrence

Mr. Thomas DM Mr. Thomas Paul Mr. Venkatappa KB

Mr. Panchakshari Mr. Shakthivelu AM Mr. Aloysius D. Crasta

Mr. Lucas Mr. Xavier Y Mr. Sagayanathan M

Mr. Kasiraja Mr. Pradeep Verma Mr. Anthuvan PK

Mr. Vincent SA Mr. Ramesh N Mr. Ramanjulu G

Mr. Hrudayaraj K Mr. Veerashekar Mr. Chandraiah HK

Mr. Nicholas AM Mr. Anthony Swamy Mr. Manohar D

Mr. Don Bosco Mr. Ramesh M Mr. Meshak

Mr. Mari Susai Mr. Gerard Christopher Sri Manohar

Mr. Philip Kumar C Mr. Rajan Sri Ramu Varka

Mr. Bhaskar

The College Anthem

Ring out the battle calls of duty!

Unfurl the flag of Faith and Toil!

We deem our soul's eternal beauty

A life-long Victor's worthy spoil.

A thousand such are proudly gone before us.

To win and spread our College's renown;

'tis ours to swell with our voices the chorus

Chorus"

Faith and Toil! Conquerless alliance

Wherein we clasp human bands unto God's!

In His control, find we true self-reliance;

My hand and God's – What'er the odds –

My hand and God's – What're the odds –

My hand and God's

Evil's onset hold in defiance!

JUNE - 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13 COLLEGE RE-OPENS	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY - 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Election & Nomination of Class Representatives Academic Repr. Cultural Repr. & Sports Repr.	2 St. Thomas	3	4	5
6 Inter-class foot ball tournament	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27 Test	28 Test	29 Test	30 Test	31 Ignatius of Loyola SJ. Founder of Society of Jesuits (H)		

AUGUST - 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31					1	2
3 Inter-Class Throw-ball for girls	4	5	6	7	8 Annual Athletic Meet	9
10 Inter-class Table-Tennis	11	12	13	14	15 Independence Day (H) Assumption of Mary	16
17	18	19	20	21	22	23 Ganesha Chaturthi (H)
24	25	26	27	28	29	30

SEPTEMBER - 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4 Feast of Mother Theresa at Calcutta	5	6
7 Nativity of Mary (H)	8 St. Peter Claver S.J.	9	10	11 Test	12 Test	13
14 Exaltation of the Cross Test	15 Test	16 St. Robert Bellarmine S.J.	17	18	19	20
21 Inter-class Khabbadi	22	23	24	25	26	27 Ayudha Pooja (H)
28 Vijaya Dashami (H)	29	30				

OCTOBER - 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2 Gandhi Jayanthi (H)	3 St. Francis Borgia S.J.	4
5	6	7	8	9	10	11 Study holidays
12 Issue of Hall Tickets	13	14	15	16	17 Naraka Chaturdashi (H)	18
19 Balipadyami (H)	20 End Semester exam begins	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER - 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30						1 Rajyothsava Day (H)
2	3	4	5	6	7	8
9	10	11	12 Feast of St. Stanislaus S.J.	13	14	15
16 Classes Re-open	17 Inter-Class Basket ball	18	19	20	21	22
23	24	25 St. John Berchmans S.J.	26	27	28	29

DECEMBER - 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 Inter-class Cricket	2 St. Francis Xavier S.J.	3	4	5	6
7 Feast of the Immaculate Conception Bakrid (H)	8	9	10	11	12	13
14	15	16	17	18	19	20
21 Test	22 Test	23 Test	24 Test	25 Christmas Holidays	26	27
28	29	30	31			

JANUARY - 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1 New Year Day (H)	2	3
4 Classes Reopen	5	6	7	8 Inter-class Chess	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Republic Day (H)	27	28	29	30	31

FEBRUARY - 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Test	25 Test	26 Test	27 Test	28

MARCH - 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 End Semester Exams begin	30	31				

APRIL - 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10 <small>Last Working Day</small>	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY - 2010

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

RECORD OF ABSENCE

Name: Class: Sec.: Reg. No.:

Date of Absence	SESSIONS					Total No. of Hours	REASON	Signature of Parent	Signature of Staff in-Charge
	1	2	3	4	5				

Specimen Signature: Father Mother Guardian

THERE WILL BE NO CONDONATION FOR SHORTAGE OF ATTENDANCE BELOW 75%.
 WHATSOEVER MAY BE THE REASON FOR SUCH SHORTAGE, YOU WILL BE INELIGIBLE
 TO APPEAR FOR THE SEMESTER EXAMINATIONS.

RECORD OF ABSENCE

Name: Class: Sec.: Reg. No.:

Date of Absence	SESSIONS					Total No. of Hours	REASON	Signature of Parent	Signature of Staff in-Charge
	1	2	3	4	5				

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 TO APPEAR FOR THE SEMESTER EXAMINATIONS.

RECORD OF ABSENCE (EXTRA-CURRICULAR ACTIVITIES)

Name: Class: Sec.: Reg. No.:

Date of Absence	SESSIONS						Total No. of Hours	REASON	Signature of Parent	Signature of Staff in-Charge
	1	2	3	4	5	6				

Specimen Signature: Father Mother Guardian

THOSE WHO PARTICIPATE IN ANY OF THE COLLEGE ACTIVITIES WILL BE CONSIDERED FOR ATTENDANCE,
 PROVIDED THE ATTENDANCE CERTIFICATE SIGNED BY THE CONCERNED TEACHER IS OBTAINED AND SUBMITTED WITHIN A
 WEEK FROM THE DATE OF SUCH ACTIVITIES. DELAYED CERTIFICATES WILL NOT BE ACCEPTED.

RECORD OF ABSENCE (EXTRA-CURRICULAR ACTIVITIES)

Name: Class: Sec.: Reg. No.:

Date of Absence	SESSIONS						Total No. of Hours	REASON	Signature of Parent	Signature of Staff in-Charge
	1	2	3	4	5	6				

Specimen Signature: Father Mother Guardian

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Notes

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