

# **ST. ANNE'S DEGREE COLLEGE FOR WOMEN**

**(A Unit of The Society of the Sisters of St. Anne)**

Affiliated to Bengaluru Central University. Recognised by UGC under (2f)  
(Accredited with 'B' Grade by NAAC)



**ALMANAC 2018 - 2019**

**# 23, Cambridge Road,  
Halasuru, Bangalore - 560 008  
Phone : 080 - 25306814, 25544454  
E-mail : [annescollege@gmail.com](mailto:annescollege@gmail.com)  
Website : [www.saintannescollege.in](http://www.saintannescollege.in)**



**Servant of God**  
**MOTHER THATIPATHRI GNANAMMA**  
**(1822 - 1874)**

**Foundress**  
*The Society of Sisters of St. Anne, Chennai*

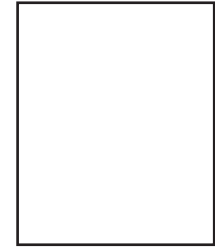
**President**  
*Rev. Mother Jacqueline Mary*  
*Superior General*

**Vice - President**  
*Rev. Sr. Margaret Fatima Mary*  
*Provincial*

**Secretary**  
*Rev. Sr. Margaret Julie*

**Principal**  
*Prof. Nisha Joseph Cyriac*

**PERSONAL INFORMATION**



Name:.....

Class:.....

Reg. No:.....

Phone. No:.....

Residential Address :.....

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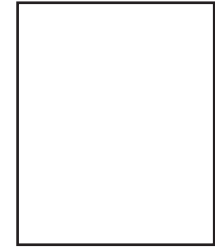
Blood group:.....

Parents Name:.....

Parents' Contact No: (R): .....

Parents' Contact No: (M): .....

**Alumnae Association  
Registration Form**



Name:.....

Class:.....

Reg. No:.....

Phone. No:.....

Residential Address :.....

.....

.....

.....

Blood group:.....

Parents Name:.....

Parents' Contact No: (R): .....

Parents' Contact No: (M): .....

## THE UNIVERSAL PRAYER

Our Father Who Are in Heaven Hallowed be Thy name Thy Kingdom come Thy will be done On Earth as it is in Heaven Give us this day our daily bread Forgive us our sins As we forgive those who sin against us Do not bring us to the test But deliver us from evil.

- *Jesus*

## PRAYER FOR OUR COUNTRY

Into that Heaven of freedom, my father  
Let my country awake  
Where the mind is without fear  
And the head is held high  
Where the Knowledge is free  
Where the world has not been  
Broken up into fragment s  
By narrow domestic walls  
Where words come out from the depth of truth  
Where fireless striving Stretches  
Its arms towards perfection  
Where the mind is led forward by Thee  
Into ever winding thought and action.

- *Rabindranath Tagore*

## PRAYER FOR STRENGTH

This is my prayer to you my Lord  
Strike, Strike at the Root of Penury in my heart  
Give me the strength  
Lightly to bear my joys and sorrows  
Give me the strength  
To make my love fruitful in service  
Give me the strength  
Never to disown the poor  
Give me the strength  
Not to bend my knees before insolent might  
Give me the strength  
Not to bend my mind high above daily trifles  
Give me the strength  
To surrender my strength to your will with love.

*- Rabindranath Tagore*

## PRAYER FOR PEACE

Lord make me an instrument of Thy peace.  
Where there is injury, Pardon;  
Where there is doubt, Faith;  
Where there is despair, Hope;  
Where there is darkness, Light;  
Where there is sadness, Joy.  
O Divine Master, grant that I may not  
So much seek to be consoled as to console  
To be understood as to understand  
To be loved as to love  
For it is in giving that we receive;  
It is in dying to self that we are pardoned;  
It is in dying to self that we are born to eternal Life.

*- Francis of Assisi*

## The College Team of Instructors

### Principal

**Prof. Nisha Joseph Cyriac**

M.Com., M. Phil., MBA., PGDM, K-SET

### Department of Commerce

**Ms. Veena kumari.V**, M.Com., M. Phil, -HoD

**Ms. Vennila.A**, M.Com., M. Phil, DCA, MBA, PGDPM&IR

**Mr. Ranjith Kumar .A**, M.B.A., M.A., M.Phil., D.C.A. K-SET

**Mr. Mohamed Aftab**, M.Com.

**Dr. K.Venkatalakshmi**, M.Com., M.Phil. P.hd -HoD PG Dept.

**Ms. Ramya. K**, M.Com., PGDBA

**Mr. Deepu. B**, M.Com., M.B.A.

**Ms. Khutaija Nazneen**, M.Com.,

**Ms. Vidhya**, M.Com., M.Phil

**Ms. Suman**, MBA

**Ms. Anitha.R**, M.Com.,

**Ms. Niha Asif**, M.Com, NET

**Ms. Maria Glory.A**, M.Com., PGDFM

### Department of Business Administration

**Ms. Nisha Joseph Cyriac**, M.Com.,M.Phil.,M.B.A.,PGDM,K-SET

**Ms. Anjeli Christine**, M.B.A., - HoD

**Ms. Lily Regina Arthi Moses**, M.B.A, K-SET

**Ms. Sheetal. G**, MBA, PGDPM

**Mr. Michael Melvin.**, M.Com., DCFA

### Department of Computer Applications

**Ms. B. Marina**, M.Sc., M.Phil., SLET - HoD

**Ms. Neha Manthri**, M.Sc., M. Phil., B.Ed.,

**Ms. Rekha**, M. Tech

**Ms. Pradeepa**, M.C.A., M.Phil

**Mr. Amarnath**, M.C.A.

### **Department of Mathematics**

**Ms. F. Mary Shaila**, M.Sc., M.Phil., - HoD  
**Ms. Anu**, M.Sc.,

### **Department of Physics**

**Ms. Savitha. M**, M.Sc., - HoD  
**Ms. Sindhu.S**, M.Sc., B.Ed., M.Phil.,

### **Department of Psychology & Counseling**

**Mr. Stephen Babu**, M.A., M. Phil., - HoD  
**Ms. Shruthi**, M.Sc., PGDPC, K-SET  
**Ms. Swathi Hari Shankar**, M.Sc.

### **Department of Journalism**

**Mr. S. Santosh**, M.Sc.,

### **Department of Rehabilitation Science**

**Ms. Esther Hephzibah Angel. S**, M.R.Sc.,B.Ed

### **Department of Sociology**

**Sr. Louis Thiraviam**, M.A., M.Phil  
**Ms. Sobha**, M.A.,

### **Department of English**

**Ms. A.R. Vasudha**, M.A., M.Phil.-HoD (PG Dept.)  
**Ms. Vasantha Pillai**, M.A., M.Phil., PGDHRM  
**Ms. Sirisha**, M.A., M.Phil., PGDC. - HoD  
**Ms. Vijaya kumari**, M.A., M.Phil.  
**Ms. Akhila Variyar**, M.A.,  
**Ms. Jebsiba**, M.A.,M.Phil

### **Department of Hindi**

**Dr. H.R. Puttanna**, M.A., M.Phil., PGDHT., B.Ed., Ph.D - HoD  
**Ms. Sangita**, M.A., B.Ed., PGDHT  
**Dr. R. Ramesh Naik**, M.A., B.Ed., Ph.D.,

### **Department of Kannada**

**Ms. Prameela**, M.A.,M.Phil., - HoD  
**Mr. R.M. Santhosh Kumar**, M.A., B.Ed.,  
**Ms. Sujatha**, M.A., M.Phil., B.Ed.,

### **Department of EVS & IC**

**Ms. Kumari Venu**, M.Sc., - HoD  
**Ms. Sindu**, M.Sc.,M.Phil

### **Library & Information Centre**

**Mr. Ravi.H**, M.L.I.Sc., M.Phil., M.A., B.Ed., - Chief Librarian  
**Mr. Raju**, B.A.,

### **Department of Physical Education**

**Mr. Krishna. S**, M.P.Ed.,

### **NON-TECHING STAFF**

#### **System Administrator**

**Mr. Jesuraj**, M.Com., PGDCA, Software Testing, HDC & HN

#### **Performing Arts and System Administrator**

**Mr. K. Udaya Kumar**, BCA

#### **Office Staff**

**Ms. Lissy George**, B.Com., D.Sc, DRTO - Office Superintendent  
**Ms. Amala Jayaraj**, B.A.,B.Ed  
**Ms. Swarnapoorni. R**, B.Com.,  
**Mr. Manjunatha**, M.A., - Liaison Officer  
**Ms. Ashwini**, B.A.,  
**Ms. Nithya John**, DME  
**Mr. Srinivas**  
**Mr. Godfree**

#### **Receptionist**

**Ms. Roseline**

#### **Attenders**

<b>Ms. Uma</b>	<b>Ms. Aruna</b>
<b>Ms. Khaki Bujjamma</b>	<b>Ms. Kavitha Yashoda</b>
<b>Ms. Revathi</b>	<b>Ms. Jayasudha</b>
<b>Ms. Anitha</b>	<b>Ms. Mageshwari.P</b>
<b>Ms. Kondamma</b>	<b>Ms.Radha.G</b>

## INSTITUTION

St. Anne's Degree College for Women, affiliated to Bengaluru Central University is located at # 23, Cambridge Road, Halasuru, Bangalore - 560 008. The College is managed by the Society of the sisters of St. Anne, founded by Mother Thatiparthri Gnanamma. She had a great vision in changing the life of thousands of Young, deserving and marginalized women through education. Following her footsteps, St. Anne's sisters are in the service of education for more than hundred and fifty years.

St. Anne's Degree College for Women was started in the year 2005, by the Society of Sisters of St. Anne, Madras. The college has set a remarkable record in the academics. The vibrant student life, co-curricular and extracurricular activities and campus placement, provided to the students make this institution stand apart from other institutions.

The College is accredited with 'B' Grade and 2.52/4 CGPA by NAAC in 2016. The College offers M.Com. & M.A. (English Literature) a two years Post Graduate Degree Programme affiliated to Bengaluru Central University.

### VISION

To provide Humanizing and Liberalizing Education so as to form responsible citizens who in solidarity with others will create a just society.

### MISSION

To empower young women, with knowledge, skills and competence and to provide them with opportunities to understand the present society and critically analyze its structures and enable them to contribute in creating a more human and just society.

## AIMS & OBJECTIVES

**1. To foster Academic Excellence :** The Science, Humanities, Commerce and Management students who enter the portals of this institution shall acquire sound and through knowledge in academics and be competent in intellectual pursuit and become preferred personnel by any organization.

**2. To enhance Personal and Interpersonal Skills :** The objective of organizing personal and inter personal skills is to help students to discover their potentials, develop their talents and aesthetic sense, to inculcate soft skills that would be helpful for healthy and harmonious interpersonal relationship and teamwork in order to cultivate sincere respect for the individual person's dignity, freedom and equality.

**3. To trigger Spiritual pursuit :** Give importance to the spiritual formation of our students of other faiths, who form the vast majority in our institutions. Assist them to develop a personal set of values and principal and become persons of character and integrity, internalizing the social aspects of their religious traditions and thus leading them to experience personal well-being. Educate the students and staff to accept and respect differences based on religion and culture and nurture inter-religious spirit. Shape them into citizens who are morally sound and have personal conviction, deep compassion, competence and commitment, to the larger world community.

**4. To inculcate Social consciousness :** Advocating the social and societal transformation is a major goal and mission of the institution. Our education mission, in the context of India today and the India of tomorrow, is the recreation of human lives, communities and the wider society. The Eco Club, Social Leadership Club, Women's Cell, NSS and AICUF equip the students with skills to work on the transformation of the society with commitment.

## COURSES OFFERED

### Undergraduate Courses :

Three year degree courses as per Bengaluru Central University Syllabus

- **B.Com**
- **BBA**
- **BCA**
- **B.Sc** (Physics, Maths & Computer Science)
- **B.Sc** (Rehabilitation Science, Sociology & Psychology)
- **B.A** (Psychology, Journalism & Communicative English)



### **Admission Eligibility:**

- ◇ Anyone who has passed II PUC / Class 12 / Intermediate / equivalent to 10+2 years of learning.
- ◇ Lateral Entry Admission to second year B.Com: Only a student who has completed her Diploma in Secretarial Practice.
- ◇ SC/ST Students should produce their Original Caste Certificate and Income Certificate at the time of Admission.

### **Required Certificates**

- ◇ Transfer Certificate (TC) from the college last studied.
- ◇ PUC or equivalent Marks card and conduct certificate.
- ◇ Migration Certificate in case of Non-Karnataka students.
- ◇ SC/ST, Backward class and minority certificates from Thasildar for the Government Scholarship..

### **Additional documents in case of foreigners.**

- a) Valid student Visa
- b) AIDS test clearance certificate
- c) Passport copy
- d) Residential permit

Soon after the interview, the candidate if selected shall be enrolled on payment of fee prescribed for each course.

### **Tests and Exams**

- ◇ In order to inculcate a regular study habit in students and to assess their progress, the college conducts tests in addition to Mid Semester and End Semester Examination.
- ◇ The students who fail in more than two subjects and who are absent for the test shall take up a retest.
- ◇ The performance of the student along with attendance is communicated to parents through SMS.

## **Post Graduate Courses Offered**

- ◇ **M.Com (Regular)**
- ◇ **M.A (English Literature)**

### **Course Details**

#### **M.Com**

The course will be for duration of two years with four semesters. Each year will comprise of two semesters.

#### **Eligibility for Admission:**

A candidate who has passed the B.Com/B.B.M/ BBS and BBA Degree examination of Bangalore University or of any other University recognized as equivalent thereto and has secured not less than 50% of the marks in the aggregate in all the Commerce subjects of Business Education in all the years (Examinations of the B.Com/BBM course) shall be eligible for admission to the course. In the case of SC/ST students and blind students the minimum percentage of marks required shall be less by 5% .

#### **M.A English Literature**

The programme will be for duration of two years with four semesters. Each year will comprise of two semesters.

#### **Eligibility for Admission:**

Graduates who have secured 40% in the aggregate of all subjects and 50% marks in the cognate subject in the qualifying University examinations are eligible. Candidates with B.A.,B.Sc. or B.Com Degree are eligible provided they have scored 55% marks in the Language concerned in the degree course.

## Required documents for Admission

The completed application form for admission must be enclosed with the following documents:

1. An attested copy of the certificate showing the marks obtained at the last University examination.
2. Leaving Certificates or Transfer Certificate (TC) from the college last attended.
3. In case of students coming from another University, migration certificate from that University. (at the time of admission only)
4. An attested copy of the character certificate from the Principal of the college last attended.
5. An attested copy of SSLC (X Std) Marks Card or other certificate evidencing the date of birth.
6. Three copies of a recent passport-size photograph, duly attested.
7. An attested copy of the category certificate.
8. One copy of the family photo (Parents sitting along with the student)

## Rules and Regulations

### General:

The Institution strongly believes in creating a just society through right education to the students. Keeping in view the betterment of the students the management expects certain disciplinary actions from the students

- ◇ The college appreciates and acknowledges the students' punctuality and discipline. The college opens at 9.00 am in the morning and closes at 3.30 pm in the evening. For those who have practical, the classes will be till 4.30 pm. The Students are required to enter the college premises by 8.45 am and occupy their places in the class rooms by 8.50 am. The college gates remain closed thereafter. All the students are expected to be in their classes for Prayer at 8.55 a.m. The late comers are obliged to do the assignments given to them.
- ◇ Regularity, Obedience, courtesy in speech and conduct, respect for elders, cleanliness in dress and person is expected from every student. Irregular attendance, disobedience and objectionable conduct in the college will justify dismissal of the student. The personal copy of the college calendar must be brought every day.
- ◇ The student shall carry her ID card every day to the college and shall produce it at the gate and when required.
- ◇ 80% of attendance in each subject is compulsory. Students falling short of the attendance will not be permitted to write the semester examinations. If a student is absent for an hour on a day without permission, she shall be marked absent for the whole day.
- ◇ **If a student is absent for more than six days, her name will be removed from the roll.** A student who has been absent for the classes or come late will not be admitted to the class without the Principal's permission. All such permission shall be entered in the college calendar or leave card only. Students who come late will be entered on a late coming card at the gate by the Lecturers in charge/security affixing their and the student's signature.

- ◇ Leave of absence will not be granted to the student except for serious reasons and prior written application from the parents or guardian. If a student absents herself without prior permission, she must bring her parent/ guardian to the college and meet the principal. The student will not be given leave for Marriage and maternity. The students can only avail the 20% leave for Medical or for any other reason.
- ◇ No student will be permitted to leave the college during the working hours and lunch hours.
- ◇ The mobile phones are strictly prohibited in the classroom and in the college premises. If any student is found using the mobile phone, it would be confiscated or Rs. 1000 will be levied.
- ◇ The college shall not be responsible for loss of mobile phones or any personal belongings of the students in the campus.
- ◇ Good attire is a best way of presenting oneself. The Students show Indianness in dressing by not wearing tight tops, short tops, sleeveless tops, T-Shirts, skirts and three forth pants. All are expected to modest in their attire, If any student found wearing indecent dress will be charged a fine of R.500.
- ◇ **Ragging is a criminal offense against the Law.** College would not encourage such activities in the campus; any issues related to this can be addressed to the college authorities. If any such crime found the student would be called for action.
- ◇ The student is required to submit six pass port size photographs and a family photograph at the time of admission. This would ensure the safety of the student at any strange situation.
- ◇ Any damage done to the college property will have to be compensated by the students.
- ◇ In order to inculcate a regular study habit in students and to assess their progress, the college conducts tests in addition to the mid semester and End semester Examination. The students who fail in more than two subjects and who absent themselves for the exams shall take up a re – test with a payment of Rs.100/- per subject. The marks will be added for Internals.

- ◇ **Any issues or a serious settlement of students/ staff to be brought to the notice of Principal and Secretary. No other persons than parents are allowed as mediators**
- ◇ No student is permitted to bring expensive goods/ gadgets like laptops, Mobile Phones, I Phones, I pods, Jewellery and money worth more value along with them to the college. In case of losing anything of this kind, the Management will not take responsibility. The students and the Parents are expected to follow this strictly.
- ◇ Fee once paid will not be refunded for any reasons.
- ◇ The student has to be alert to all the announcements with regard to paying the college fees, Exam fees and oblige to pay them on or before the stipulated date. If failed she has to pay with fine. The last minute payment at the time of Semester Exams will not be permitted. The students and the Parents need to accept the decision of the college in case of delay or Non Payment.
- ◇ **No recommendations or Political influence is encouraged. Your cooperation is solicited in this regard.**

### To Parents

- ◇ Parents / Guardian have to pay the college fee at the beginning of the academic year. They are requested not to give way for the college to hold the Hall tickets at the end.
- ◇ Check their marks and progress in EMS portal of the college.
- ◇ Parents need to go through the Marks during PTA meet and attest their signature and take remedial measures, if needed.
- ◇ Parents/Guardian may bring any suggestion and complaints to the notice of the Principal and not to the staff directly.
- ◇ Parents/Guardian should not enter the class rooms.
- ◇ Parents/Guardian should not meet the students in the college premises without the prior permission of the principal.
- ◇ Parents are requested to do their part in enforcing regularity, punctuality and discipline.

- ◇ As parental co-operation is indispensable for the proper education of the children, you are requested to keep in touch with the college authorities to know the progress and conduct of the students. No third party intervention is allowed. Any grievance or issue to be smoothly handled between the college and the parents only.
- ◇ Principal will be available between 10.00 am and 11.00 am or by prior appointment.

## **Student's Responsibilities**

### ***The students shall***

- ◇ Appreciate the institution goals and objectives and contribute to the realization of the same by participating in all institutional activities.
- ◇ Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- ◇ Follow the time schedule, rules and regulations, undertake regular and intense study of learning materials
- ◇ Give priority to Time management and discipline inside and outside the College.
- ◇ Make optimum use of the learning resource and other support services available in the institution.
- ◇ Prepare for Internal Assessments, Tests and Semester Examinations.
- ◇ Give feedback for system improvement. Have faith and ability to pursue lifelong institution.

## **Principal's Prior Permission is required**

- ◇ To arrange private tuition under any one of the faculty members
- ◇ To take part in competitions in any other institutions as a student of this college.
- ◇ To join in a Sports Meet or playing in tournaments, outside the college.

- ◇ To raise fund for any purpose what so ever.
- ◇ To arrange meeting, party, picnic etc.
- ◇ To go out of the campus during college hours
- ◇ To take leave on account of health issues and other reasons

## **Library Rules**

- ◇ Books issued are to be returned within 8 days after which 2 renewals can be permitted
- ◇ Personnel books and files are not to be taken inside the library.
- ◇ Overdue charge is Rs.5/- per day per book.
- ◇ Maintain silence and discipline in the library.
- ◇ Library books will be issued between 12:00-12.30 pm 2.30 - 4: 00 pm
- ◇ Reference books are not for circulation.
- ◇ Sign in the register when you enter the library.
- ◇ Do not make any mark with pen/pencil in the book
- ◇ Do not fold/tear the pages.
- ◇ The books taken from the shelves must be left on the table and not back on the shelves.
- ◇ Students can take 3 books from the library during the Examination for their reference.
- ◇ Renewal of books is not allowed during exams.

## Placement

- ◇ The college has full time placement officer to ensure job opportunities to the students. It trains students and creates Placement by inviting various companies to the campus.
- ◇ The regular companies that visit us



## Activities

The creativity is brought to the fullest in the Departmental Cultural Fests, Intra Collegiate Fest- KALA, Inter Collegiate Fest- EBULLIENCE, Business Fests and association Fests.

The Main objective of the college is to empower young girls with knowledge, skills and competence. Various Clubs are formed and activities are organized to help them grow as responsible citizens of the Society. The clubs help them nourish their leadership skills and act diligently at the given situations.

**NSS (National Service Scheme):** Organizes Outreach programmes like Village camps, Social Awareness Programmes, Traffic Control, Blood Donation camps and so on.

**AICUF (All India Catholic University Federation):**

Conducts Catechism & Value Education Classes, Village awareness camps, Organises Bible Fest, Mass, Prayer services & Competitions. visits Orphanages, Old age homes, sick people, facilitates participation in the workshops and organizes Inter collegiate fests etc.

**Eco Club :** Creates awareness on Environmental issues, conducts relevant Street plays, various competitions on appropriate themes and takes up rally's, Cleanliness drive etc.

**Readers Leaders Club:** The club Helps students cultivate reading habit. Conducts Books Exhibition, competition and reward Best book Reviewers, inspires others to read books and increase their knowledge.

**Social Leadership Club:** Aims at cultivating Leadership qualities. The club gives exposure to the students allowing them to respond to the social issues through writing articles, participating in the debates on social themes, arranging guest lecturers on Legal issues, Health issues and Social issues, visiting orphanages and schools.

**Health Club:** Doctors visit our College to give health awareness and to do health check-up. First aid is given to the students for minor problems.



**Red Cross Wing:** This wing will conduct programmes that promote Respect for Life through Anti-suicide sessions, Camps to create wealth from waste and National Integration through Peace and Justice.

**Dr. Ambedkar Cell (SC & ST cell):** The Cell works towards promoting equality among the students. It conducts seminars on Dr. Ambedkar and helps the students to get financial benefits from the Government.

**Sports Club:** The College keeps the overall development of the students in mind and has appointed a full time Physical Instructor. It organises regular sports activities. Students are given chance to participate in the intercollegiate sports events conducted by the University and represent the college at state and national level.

**Consumer Club:** Today we live in a Multi-culturalistic society where the children are the most vulnerable members as they do not have adequate information about goods and services they are using. They are not aware of the unfair, unethical market practices of businesses and the damage of being exposed to junk foods that have become both prevalent and hazardous. Hence the College feels it a bounden duty and an urgent call to educate our Students about consumer protection.

The duty of the club is to promote awareness and to educate on the negative impact of junk food on their health, the value of hard earned money and deceptive facts and promises of the advertisements and consumer rights.

**Red Ribbon Club:** Red Ribbon Club is a movement started by the Government of India in schools and colleges to spread awareness over HIV / AIDS and to extend their able help towards developing healthy life styles as the youth are growing up in a rapidly changing environment with different beliefs and values about morality and sex that has created conflicting demands and a wavering lifestyle.

The College initiated this Club as a platform to motivate the students for a safe and healthy lifestyle. It promotes health seeking behavior and enables them to become change agents in HIV & AIDS prevention programs.

**Fine Arts Club:** Historically, the five main fine arts were painting, sculpture, architecture, music, and poetry, with performing arts including theatre and dance. Today, the fine arts commonly include additional forms, such as film, photography, video production/editing, design, sequential art, conceptual art, and printmaking.

The College constituted this Club to trigger the imagination and creative terrain of the students. The Club will initiate itself with more of Performing and fine arts to maximize the aesthetic sense that gives the students a mind to appreciate the beauty in the creation of God and adds colour and flavor to the spiritual realm.

**Yoga Club:** Yoga means union of the individual consciousness or soul with the Universal Consciousness or Spirit. Yoga is a 5000-year-old Indian body of knowledge. Though many think of yoga only as a physical exercise where people twist, turn, stretch, and breathe in the most complex ways, these are actually only the most superficial aspect of this profound science of unfolding the infinite potentials of the human mind and soul. The science of Yoga imbibes the complete essence of the Way of Life.

The Club promotes Yoga Practice to bring in holistic understanding about life and its facets for a peaceful and joyful living.

**Cultural Committee:** The committee aspires at creating life with the culture of music, dance, art and beauty. They perform during the important events at college and represent the college at various intercollegiate fests.

**Anti-Ragging Committee:** The cell takes care of the dignity of every student in the campus. The College has created its campus as non-ragging campus making the students to practice responsible freedom.

**Women Cell/ Anti-Sexual Harassment Cell:** The Cell tackles the problems of the Students. It Organizes Women's' Day Programme and brings in awareness on the plights of Women and the rights pertaining to issues that can create a safer environment promising empowerment and dignity as women.

**Grievance Cell:** It deals with the grievances of the students and helps them rectify the issues making them comfortable and secured in the campus.

*The student is required to be a part of at least one of the above mentioned committees and clubs. A portion of internal marks would depend upon the participation of the students in the activities conducted by the various committees, cells and clubs.*

**Rehabilitation Forum:** The College has a Unique programme as three year degree course. It gives a room for the students to respect the differently abled in and through its forum organising special programmes and activities.

**Spirituality Centre:** The College has set up this centre to make the students spiritual through value education and Inter religious programmes. It will introduce the students to various types of learning and wisdom to live a grace-filled life through Value Education and Catechism Classes.

**Awards and Rewards:** The College has instituted certain awards for the Staff and Students

**Student awards**

- Best out going
- Best in Sports
- Best in Cultural
- Best in NSS
- Best AICUFER
- Best in Academics
- High Performer – Rank Holders
- Mother Gnanamma Endowment Cash Award

**Staff awards**

- Best Performer – For giving 100% result in at-least 3 of their subjects
- Best Volunteer

**Bridge Course:** The admission Committee scrutinises the applications and marks cards after the admission and List out the names of the students from different subject background in each course and handover

the same to HoD's of each department. The HoD's with their Faculty plan and prepare a syllabus to give them basic knowledge in the subjects they are to learn.

**Remedial Classes:** The Departments verify the marks cards of the students during the first department meeting and categorise the students according to their marks and plan for the remedial classes for those students with less percentage. The Lecturers conduct additional classes for them and maintain a record to check their performance.

**Counselling:** A full time Counsellor is appointed to guide the students in their wellbeing and to help them in their personality development.

**R & D Forum:** The college conducts State/National/International level conferences every year. Scholars from various places are invited to participate, present papers, participate in the Panel discussions and draw action plans for the better future. The students are encouraged to Prepare Projects, Present Papers and Participate in the seminars conducted within and outside the college. Their assignments, projects, internships and paper presentations carry a portion of Internal Marks.

**Results:** The college adds to its credit the university ranks from the time of its inception. Students prove their intelligence and outstanding performance through securing ranks in the University and 100 marks in subjects like Accounts, Income tax, Mathematics, Statistics and Physics.

**Add on courses:**

The college understands the need of preparing students to face the competitive world and provides opportunities to equip themselves through additional courses.

The add on courses offered by the college are as under:

SAS(Statistical Analysis System)

Microsoft Excel

Advanced Excel

Personality Development

- ❖ Soft skills
- ❖ Communication skills
- ❖ Interview skills
- ❖ Sign Language
- ❖ Animation courses
- ❖ Advanced Java
- ❖ Web designing
- ❖ E-Commerce
- ❖ E-Journalism
- ❖ Banking
- ❖ E-Filing
- ❖ Videography & Editing
- ❖ Big Data
- ❖ Disability Management
- ❖ Entrepreneurial Development
- ❖ AWS
- ❖ Tally

The student would be awarded with credits according to the number of courses they opt for. The student should at least complete 1 certification course in a year. One of the Programme will be considered as EC & CC and 50 marks will be awarded for the same. A portion of internal marks would depend upon the participation of the students in the activities conducted by the various committees.

## STAFF RESPONSIBILITIES

### NAAC Committee of the College

Ms. Nisha Joseph Cyriac	-	<b>Chairperson</b>
Ms. Vennila	-	Co ordinator
Mr. Puttanna, H.R.	-	Core Group member
Mr. Ranjith Kumar. A	-	Core Group member
Ms. Veena Kumari. V	-	Core Group member
Ms. Prameela	-	Core Group member
Mr. Ravi. H	-	Core Group member
Ms. Marina. B	-	Core Group member
Ms. Vasudha	-	Core Group member
Ms. Shaila	-	Core Group member
Ms. Anjeli	-	Core Group member
Mr. Stephen Babu	-	Core Group member

### Quality Management Committee - IQAC

Ms. Nisha Joseph Cyriac	-	<b>Chairperson</b>
Dr. Puttanna HR	-	Advisor
Ms. Vasudha	-	Co ordinator
Mr. Mohammed Aftab	-	Member
Ms. Sheetal	-	Member
Ms. Rekha	-	Member
Ms. Sindhu. S	-	Member
Mr. Amarnath	-	Member

### Centre for Excellence

Ms. Nisha Joseph Cyriac	-	Chairperson
Ms. Shirisha	-	Co-ordinator
Ms. Vennila	-	Member
Ms. Veena Kumari. V	-	Member
Ms. Vasudha	-	“
Mr. Stephen Babu	-	“
Ms. Anjeli	-	“
Ms. Veenu	-	“
Ms. Arthi Regina	-	“
Mr. Anil Kumar	-	“



## EXECUTIVE BODIES

<b>SWOs:</b>	Asst. Prof.Sangita (Co-ordinator) Asst. Prof.Ravi.H Asst. Prof.Sheetal Asst. Prof.Suman Asst. Prof.Medline Rosario Asst. Prof. Maria Glory A
<b>Staff Co-ordinator:</b>	Asst. Prof.Marina B.
<b>Exam Committee:</b>	<b>BU Semester Exams</b> Asst.Prof.RanjithKumar.A (Co-ordinator) Asst.Prof. VeenaKumari.V Asst.Prof. Prameela Asst.Prof. Mohammed Aftab Asst.Prof. Deepu.B  <b>Internal Exams</b> Asst.Prof.Santhosh Kumar.RM (Co-ordinator) Asst.Prof. Anjeli Asst.Prof. Sindhu.S Asst.Prof. Michael Asst.Prof. Anitha. R
<b>Library Advisory Committee:</b>	Prof.Nisha Joseph - <b>Chairperson</b> Asst.Prof. Ravi -(Co-ordinator) Asst.Prof. Puttanna Asst.Prof. VeenaKumai.V Asst.Prof. Anjeli Asst.Prof. Marina Asst.Prof. Vasudha Asst.Prof. Prameela Asst.Prof. Shaila Asst.Prof. Stephen Babu Asst.Prof. Savitha

<b>Admission Committee :</b>	Prof. Nisha Joseph- <b>Chairperson</b> Asst.Prof. Veena Kumari. V Asst.Prof. Dr. Puttanna. HR Asst.Prof. Shaila Asst.Prof. Stephen Babu Asst.Prof. Santhosh Kumar. RM Asst.Prof. Esther
<b>Cultural Committee :</b>	Asst.Prof. Vennila (Co-ordinator) Asst.Prof. Sangita Asst.Prof. Venkatalakshmi Asst.Prof. Pradeepa Asst.Prof. Khutaija Nazneen Asst.Prof. Bindhu.N
<b>Anti-Ragging Committee :</b>	Asst.Prof. Rekha (Co-ordinator) Asst.Prof. Vijaya Kumari Asst.Prof. Khutaija Nazneen
<b>Discipline Committee :</b>	Asst.Prof. Krishna (Co-ordinator) Asst.Prof. Dr. Puttanna.HR Asst.Prof. Prameela Asst.Prof. Stephen Babu Asst.Prof. Santhosh Kumar Asst.Prof. Sujatha Asst.Prof. Suman Asst.Prof. Neha Mantri Asst. Prof. Aftab

<b>Placement Cell:</b>	Asst.Prof.Anil (Co-ordinator) Asst.Prof.VeenaKumari Asst.Prof.Marina Asst.Prof.Shaila Asst.Prof.Deepak Asst.Prof.Shruthi
<b>Women's Cell: (Anti-Sexual Harrasment)</b>	Asst.Prof.NehaMantri, (Co-ordinator) Asst.Prof.VasanthaPillai Asst.Prof.Sangita Asst.Prof. Shoba
<b>Equal Opportunity Cell:</b>	Asst.Prof.Prameela (Co-ordinator) Asst.Prof.Vidhya Asst.Prof.Pradeepa Asst.Prof.Anu
<b>Dr.Ambedkar Cell (SC/ST):</b>	Asst.Prof.Krishna (Co-ordinator) Asst.Prof.Ravi.H Asst.Prof.Ramesh Naik Asst.Prof.Shruthi
<b>Grievance Cell:</b>	Asst.Prof.Anjeli (Co-ordinator) Asst.Prof.Sujatha Asst. Prof. Sindhu (EVS)
<b>Entrepreneurship Development Cell :</b>	Asst. Prof. Dr.Puttanna.HR – Coordinator Asst. Prof .Anil Kumar Asst. Prof. Michael Melvin
<b>Fine Arts Club:</b>	Asst.Prof.Shirisha (Co-ordinator) Asst.Prof.Veenu Asst.Prof.Shruthi Asst.Prof.Vasantha Pillai Asst.Prof.Anil Kumar Asst.Prof.Ramesh Naik Asst.Prof.Udaya Kumar.K Asst.Prof.Santosh.S
<b>Counseling Cell:</b>	Asst. Prof . Shruthi – Coordinator Asst. Prof . Stephen Babu Asst. Prof . Swathi Harishankar

<b>NSS UNIT:</b>	Asst.Prof.Deepu.B (Co-ordinator) Asst.Prof.Ravi Asst.Prof.Kumari Veenu Asst.Prof.Krishna Asst.Prof.Anitha Asst.Prof.Ramesh Naik Asst.Prof.Vijaya Kumari Asst.Prof. Shoba
<b>AICUF UNIT / Spirituality Club</b>	Asst.Prof.Veenu (Co-ordinator) Asst.Prof.Marina.B Asst.Prof.Anjeli Asst.Prof.Maria Glory Asst. Prof.Stephen Babu Asst.Prof.Michael Melvin
<b>Social Leadership Club:</b>	Asst.Prof.Ramya.K(Co-ordinator) Asst.Prof.Santosh.S Asst.Prof. Esther Asst. Prof. Michael Melvin
<b>Eco Club:</b>	Asst.Prof.Sindu, (EVS) (Co-ordinator) Asst.Prof.Veenu Asst.Prof.Vijaya Kumari Asst.Prof. Jabseba
<b>Readers Leaders Club:</b>	Asst.Prof.Veenu (Co-ordinator) Asst.Prof.VasanthaPillai Asst.Prof.Ravi Asst.Prof. Akhila
<b>Sports Club:</b>	Asst. Prof. Krishna – Coordinator Asst.Prof.Dr. Puttanna Asst. Prof. Ranjith Kumar Asst. Prof. Ravi.H Asst. Prof. Mohamed Aftab Asst. Prof. Santhosh Kumar Asst. Prof. Stephen Babu Asst. Prof. Ramesh Naik Asst. Prof. Deepu

Asst. Prof. Rekha  
Asst. Prof. NehaMantri  
Asst. Prof. Anitha.R  
Asst. Prof. Michael Melvin

**Yoga Club:**

Asst. Prof.Amarnath – Coordinator  
Asst. Prof. Vasudha  
Asst. Prof. Krishna

**Health Club:**

Asst. Prof.Stephen Babu -Coordinator  
Asst. Prof.Khutaija Nazneen  
Asst. Prof. Vidhya  
Asst. Prof. Niha Asif

**Rehabilitation Forum:**

Asst.Prof.Esther - Coordinator  
Asst.Prof.Shruthi  
Asst.Prof.Shoba

**Red Cross Wing:**

Asst.Prof. Vasantha Pillai – Coordinator  
Asst. Prof.Sheetal  
Asst. Prof.Anu  
Asst. Prof. Akhila

**Consumer Club:**

Asst. Prof. Vennila - Co-ordinator  
Asst. Prof.Suman  
Asst. Prof. Anitha.R  
Asst. Prof. Michael Melvin  
Asst. Prof. Maria Glory

**Red Ribbon Club:**

Asst. Prof.Shruthi – Coordinator  
Asst. Prof.Bindhu  
Asst. Prof.Vidhya  
Asst. Prof.Vijaya Kumari  
Asst. Prof. Niha Asif

**Excursion Committee:**

Asst. Prof .Santhosh Kumar – Coordinator  
Asst. Prof .Sangita  
Asst. Prof . Deepu  
Asst. Prof . Krishna  
Asst. Prof . Ramya  
Asst. Prof . Rekha  
Asst. Prof . Ramesh Naik

**Magazine/News Letter  
and Editorial Board**

: Prof.Nisha Joseph, Chairperson  
Rev.Sr.Margaret Julie  
Asst.Prof.Arthi (Co-ordinator)  
Asst. Prof.VeenaKumari  
Asst.Prof. Ranjith Kumar  
Asst.Prof.Vasudha  
Asst.Prof. Ramya.K  
Asst.Prof.Khutaija Nazneen  
Asst.Prof.Anitha .R  
Asst.Prof. Shoba

**Association Co-Ordinators**

Mr.Michael Melvin	- Business Management Association
Mr.Deepu.B	- Commerce Association
Ms.NehaMantri	- Computer Science Association
Ms.Vasantha Pillai	- English Association
Ms.Prameela	- Kannada Association
Ms. Sangita	- Hindi Association
Ms.Anu	- Mathematics Association
Ms.Sindhu.S	- Physics Association
Mr.Stephen Babu	- Psychology Association
Ms.Esther	- Rehabilitation Association
Ms. Shoba	- Sociology Association

**Alumnae Association:**

Asst.Prof. Mohamed Aftab(Co-ordinator)  
Asst.Prof.Anjeli  
Asst.Prof.Rekha  
Asst.Prof.Ramya  
Asst.Prof.Savitha  
Asst. Prof. Deepu.B  
Asst. Prof. Anitha.R  
Asst. Prof. Suman

**Mother Gnanamma Education Fund:**

Dr.Puttanna – Coordinator  
Asst. Prof . Marina  
Asst. Prof . Jabseba  
Asst. Prof . Niha Asif

**Research Forum:** Asst.Prof. Dr.Venkatalakshmi – Coordinator  
 Asst.Prof. Dr.Putanna.HR  
 Asst.Prof. Dr.Ramesh Naik  
 Asst.Prof.Veena Kumari.V  
 Asst.Prof.Prameela  
 Asst.Prof.Ravi.H  
 Asst.Prof. Marina.B  
 Asst.Prof.Ramya.K  
 Asst.Prof.Vasanth Pillai  
 Asst.Prof.Santhosh Kumar.RM  
 Asst.Prof.Stephen Babu  
 Asst.Prof.Lily Arthi Regina  
 Asst.Prof.Neha Mantri  
 Asst.Prof.Deepu.B

**Schedule for Academic Year 2018-2019  
 JUNE 2018**

Fri	01-06-2018	
Sat	02-06-2018	
Sun	03-06-2018	
Mon	04-06-2018	
Tue	05-06-2018	
Wed	06-06-2018	
Thu	07-06-2018	
Fri	08-06-2018	
Sat	09-06-2018	
Sun	10-06-2018	
Mon	11-06-2018	
Tue	12-06-2018	
Wed	13-06-2018	
Thu	14-06-2018	
Fri	15-06-2018	
Sat	16-06-2018	
Sun	17-06-2018	
Mon	18-06-2018	
Tue	19-06-2018	
Wed	20-06-2018	College re-opnes - Inauguration of the Academic Year
Thu	21-06-2018	
Fri	22-06-2018	
Sat	23-06-2018	
Sun	24-06-2018	
Mon	25-06-2018	Prayer Service for II & III Year Students
Tue	26-06-2018	
Wed	27-06-2018	
Thu	28-06-2018	
Fri	29-06-2018	
Sat	30-06-2018	

## JULY 2018

Sun	01-07-2018	
Mon	02-07-2018	Orientation Programme for I Year Students
Tue	03-07-2018	
Wed	04-07-2018	
Thu	05-07-2018	
Fri	06-07-2018	
Sat	07-07-2018	
Sun	08-07-2018	
Mon	09-07-2018	
Tue	10-07-2018	
Wed	11-07-2018	
Thu	12-07-2018	
Fri	13-07-2018	
Sat	14-07-2018	
Sun	15-07-2018	
Mon	16-07-2018	
Tue	17-07-2018	Filing Nomination For Student Council Election
Wed	18-07-2018	
Thu	19-07-2018	
Fri	20-07-2018	Student Council Election
Sat	21-07-2018	Student Council Investiture Ceremony/Fresher's Day
Sun	22-07-2018	
Mon	23-07-2018	
Tue	24-07-2018	
Wed	25-07-2018	St. Anne's Feast Celebration
Thu	26-07-2018	<b>St. Anne's Feast - Holiday</b>
Fri	27-07-2018	
Sat	28-07-2018	
Sun	29-07-2018	
Mon	30-07-2018	
Tue	31-07-2018	Commerce Day

## AUGUST 2018

Wed	01-08-2018	
Thu	02-08-2018	
Fri	03-08-2018	KALA - Intra Collegiate Fest
Sat	04-08-2018	Last Date for 1st Assignment
Sun	05-08-2018	
Mon	06-08-2018	
Tue	07-08-2018	
Wed	08-08-2018	Mid Semester Examination Begins
Thu	09-08-2018	
Fri	10-08-2018	
Sat	11-08-2018	
Sun	12-08-2018	
Mon	13-08-2018	
Tue	14-08-2018	
Wed	15-08-2018	<b>Independence Day</b>
Thu	16-08-2018	
Fri	17-08-2018	
Sat	18-08-2018	<b>Alumnae Meet</b>
Sun	19-08-2018	
Mon	20-08-2018	
Tue	21-08-2018	
Wed	22-08-2018	
Thu	23-08-2018	Management Day
Fri	24-08-2018	<b>Varamahalakshmi Pooja - Holiday</b>
Sat	25-08-2018	
Sun	26-08-2018	
Mon	27-08-2018	
Tue	28-08-2018	
Wed	29-08-2018	Science Day
Thur	30-08-2018	
Fri	31-08-2018	<b>Shekhina - Inter Collegiate Fest</b>

## SEPTEMBER 2018

Sat	01-09-2018	
Sun	02-09-2018	
Mon	03-09-2018	
Tue	04-09-2018	Humanities Day
Wed	05-09-2018	Teachers Day Celebration
Thu	06-09-2018	
Fri	07-09-2018	English Fest
Sat	08-09-2018	
Sun	09-09-2018	
Mon	10-09-2018	
Tue	11-09-2018	
Wed	12-09-2018	
Thu	13-09-2018	<b>Ganesha Chaturthi - Holiday</b>
Fri	14-09-2018	Hindi Department Fest
Sat	15-09-2018	
Sun	16-09-2018	
Mon	17-09-2018	
Tue	18-09-2018	
Wed	19-09-2018	
Thu	20-09-2018	<b>Moharam - Holiday</b>
Fri	21-09-2018	
Sat	22-09-2018	
Sun	23-09-2018	
Mon	24-09-2018	
Tue	25-09-2018	End Semester Examination Begins
Wed	26-09-2018	
Thu	27-09-2018	
Fri	28-09-2018	
Sat	29-09-2018	
Sun	30-09-2018	

## OCTOBER 2018

Mon	01-10-2018	
Tue	02-10-2018	<b>Gandhi Jayanthi - Holiday</b>
Wed	03-10-2018	
Thu	04-10-2018	
Fri	05-10-2018	
Sat	06-10-2018	
Sun	07-10-2018	
Mon	08-10-2018	<b>Ayudha Pooja - Holiday</b>
Tue	09-10-2018	Students Day
Wed	10-10-2018	
Thu	11-10-2018	
Fri	12-10-2018	
Sat	13-10-2018	
Sun	14-10-2018	
Mon	15-10-2018	<b>Valmiki Jayanthi - Holiday</b>
Tue	16-10-2018	
Wed	17-10-2018	
Thu	18-10-2018	
Fri	19-10-2018	Kannada Department Fest
Sat	20-10-2018	
Sun	21-10-2018	
Mon	22-10-2018	
Tue	23-10-2018	
Wed	24-10-2018	
Thur	25-10-2018	
Fri	26-10-2018	
Sat	27-10-2018	
Sun	28-10-2018	
Mon	29-10-2018	
Tue	30-10-2018	
Wed	31-10-2018	

### NOVEMBER 2018

Thu	01-11-2018	<b>Kannada Rajyothsava</b>
Fri	02-11-2018	
Sat	03-11-2018	
Sun	04-11-2018	
Mon	05-11-2018	
Tue	06-11-2018	
Wed	07-11-2018	
Thu	08-11-2018	
Fri	09-11-2018	
Sat	10-11-2018	
Sun	11-11-2018	<b>End of the Academic Session</b>
Mon	12-11-2018	
Tue	13-11-2018	
Wed	14-11-2018	
Thu	15-11-2018	
Fri	16-11-2018	
Sat	17-11-2018	
Sun	18-11-2018	
Mon	19-11-2018	<b>Commencement of BU Semester Exams</b>
Tue	20-11-2018	
Wed	21-11-2018	
Thu	22-11-2018	
Fri	23-11-2018	
Sat	24-11-2018	
Sun	25-11-2018	
Mon	26-11-2018	
Tue	27-11-2018	
Wed	28-11-2018	
Thu	29-11-2018	
Fri	30-11-2018	

### DECEMBER 2018

Sat	01-12-2018	
Sun	02-12-2018	
Mon	03-12-2018	
Tue	04-12-2018	
Wed	05-12-2018	
Thu	06-12-2018	
Fri	07-12-2018	
Sat	08-12-2018	
Sun	09-12-2018	
Mon	10-12-2018	
Tue	11-12-2018	
Wed	12-12-2018	
Thu	13-12-2018	
Fri	14-12-2018	
Sat	15-12-2018	
Sun	16-12-2018	World Differently abled Day Celebration
Mon	17-12-2018	
Tue	18-12-2018	
Wed	19-12-2018	
Thur	20-12-2018	
Fri	21-12-2018	
Sat	22-12-2018	
Sun	23-12-2018	
Mon	24-12-2018	Christmas Celebration
Tue	25-12-2018	<b>Christmas - Holiday</b>
Wed	26-12-2018	
Thu	27-12-2018	
Fri	28-12-2018	
Sat	29-12-2018	
Sun	30-12-2018	
Mon	31-12-2018	

## JANUARY 2019

Tue	01-01-2019	
Wed	02-01-2019	Classes Resume after Christmas Vacation
Thu	03-01-2019	
Fri	04-01-2019	
Sat	05-01-2019	
Sun	06-01-2019	
Mon	07-01-2019	
Tue	08-01-2019	
Wed	09-01-2019	
Thu	10-01-2019	
Fri	11-01-2019	
Sat	12-01-2019	
Sun	13-01-2019	
Mon	14-01-2019	
Tue	15-01-2019	Photo Session
Wed	16-01-2019	
Thu	17-01-2019	
Fri	18-01-2019	
Sat	19-01-2019	
Sun	20-01-2019	
Mon	21-01-2019	
Tue	22-01-2019	
Wed	23-01-2019	
Thu	24-01-2019	
Fri	25-01-2019	Sports Day
Sat	26-01-2019	<b>Republic Day - Holiday</b>
Sun	27-01-2019	
Mon	28-01-2019	Last Day for submission of 1st Assignment
Tue	29-01-2019	
Wed	30-01-2019	
Thu	31-01-2019	

## FEBRUARY 2019

Fri	01-02-2019	
Sat	02-02-2019	
Sun	03-02-2019	
Mon	04-02-2019	
Tue	05-02-2019	
Wed	06-02-2019	International Seminar
Thu	07-02-2019	
Fri	08-02-2019	
Sat	09-02-2019	
Sun	10-02-2019	
Mon	11-02-2019	
Tue	12-02-2019	Mid Semester Examination Begins
Wed	13-02-2019	
Thur	14-02-2019	
Fri	15-02-2019	
Sat	16-02-2019	
Sun	17-02-2019	
Mon	18-02-2019	NSS Camp
Tue	19-02-2019	
Wed	20-02-2019	
Thu	21-02-2019	
Fri	22-02-2019	
Sat	23-02-2019	
Sun	24-02-2019	
Mon	25-02-2019	
Tue	26-02-2019	
Wed	27-02-2019	
Thu	28-02-2019	



### MARCH 2019

Fri	01-03-2019	Placement Drive
Sat	02-03-2019	
Sun	03-03-2019	
Mon	04-03-2019	
Tue	05-03-2019	
Wed	06-03-2019	
Thu	07-03-2019	
Fri	08-03-2019	
Sat	09-03-2019	
Sun	10-03-2019	
Mon	11-03-2019	
Tue	12-03-2019	End Semester Examination Begins
Wed	13-03-2019	
Thu	14-03-2019	
Fri	15-03-2019	
Sat	16-03-2019	
Sun	17-03-2019	
Mon	18-03-2019	
Tue	19-03-2019	
Wed	20-03-2019	
Thu	21-03-2019	
Fri	22-03-2019	
Sat	23-03-2019	
Sun	24-03-2019	
Mont	25-03-2019	
Tue	26-03-2019	
Wed	27-03-2019	
Thu	28-03-2019	
Fri	29-03-2019	
Sat	30-03-2019	
Sun	31-03-2019	

### APRIL 2019

Mon	01-04-2019	
Tue	02-04-2019	
Wed	03-04-2019	
Thu	04-04-2019	Graduation Day
Fri	05-04-2019	College Day
Sat	06-04-2019	
Sun	07-04-2019	
Mon	08-04-2019	
Tue	09-04-2019	
Wed	10-04-2019	
Thu	11-04-2019	
Fri	12-04-2019	
Sat	13-04-2019	
Sun	14-04-2019	
Mon	15-04-2019	
Tue	16-04-2019	
Wed	17-04-2019	
Thu	18-04-2019	
Fri	19-04-2019	
Sat	20-04-2019	
Sun	21-04-2019	
Mon	22-04-2019	
Tue	23-04-2019	
Wed	24-04-2019	
Thu	25-04-2019	Commencement of BU Semester Examinations
Fri	26-04-2019	
Sat	27-04-2019	
Sun	28-04-2019	
Mon	29-04-2019	
Tue	30-04-2018	

## RECORD OF ABSENCE

**NOTE: THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW, ~~75%~~ 70% AT EVER BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION**

Date of Absence	Reason	Signature of Parent / Guardian	Signature of Staff in charge
Name:		Register Number	Class & Section

## RECORD OF ABSENCE

**NOTE: THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW, ~~75%~~ 73% AT EVER BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION**

Date of Absence	Reason	Signature of Parent / Guardian	Signature of Staff in charge
Name:		Register Number	Class & Section

RECORD OF ABSENCE

NOTE: THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW, ~~75%~~ <sup>75%</sup> ATEVER BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION

Date of Absence	Reason	Signature of Parent / Guardian	Signature of Staff in charge
Name:		Register Number	Class & Section

RECORD OF ABSENCE

NOTE: THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW, ~~75%~~ <sup>75%</sup> ATEVER BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION

Date of Absence	Reason	Signature of Parent / Guardian	Signature of Staff in charge
Name:		Register Number	Class & Section

## LATE ATTENDANCE RECORD

JUNE	JULY	AUG	SEPT	OCT	NOV
1 .....	1 .....	1 .....	1 .....	1 .....	1 .....
2 .....	2 .....	2 .....	2 .....	2 .....	2 .....
3 .....	3 .....	3 .....	3 .....	3 .....	3 .....
4 .....	4 .....	4 .....	4 .....	4 .....	4 .....
5 .....	5 .....	5 .....	5 .....	5 .....	5 .....
6 .....	6 .....	6 .....	6 .....	6 .....	6 .....
7 .....	7 .....	7 .....	7 .....	7 .....	7 .....
8 .....	8 .....	8 .....	8 .....	8 .....	8 .....
9 .....	9 .....	9 .....	9 .....	9 .....	9 .....
10 .....	10 .....	10 .....	10 .....	10 .....	10 .....
11 .....	11 .....	11 .....	11 .....	11 .....	11 .....
12 .....	12 .....	12 .....	12 .....	12 .....	12 .....
13 .....	13 .....	13 .....	13 .....	13 .....	13 .....
14 .....	14 .....	14 .....	14 .....	14 .....	14 .....
15 .....	15 .....	15 .....	15 .....	15 .....	15 .....
16 .....	16 .....	16 .....	16 .....	16 .....	16 .....
17 .....	17 .....	17 .....	17 .....	17 .....	17 .....
18 .....	18 .....	18 .....	18 .....	18 .....	18 .....
19 .....	19 .....	19 .....	19 .....	19 .....	19 .....
20 .....	20 .....	20 .....	20 .....	20 .....	20 .....
21 .....	21 .....	21 .....	21 .....	21 .....	21 .....
22 .....	22 .....	22 .....	22 .....	22 .....	22 .....
23 .....	23 .....	23 .....	23 .....	23 .....	23 .....
24 .....	24 .....	24 .....	24 .....	24 .....	24 .....
25 .....	25 .....	25 .....	25 .....	25 .....	25 .....
26 .....	26 .....	26 .....	26 .....	26 .....	26 .....
27 .....	27 .....	27 .....	27 .....	27 .....	27 .....
28 .....	28 .....	28 .....	28 .....	28 .....	28 .....
29 .....	29 .....	29 .....	29 .....	29 .....	29 .....
30 .....	30 .....	30 .....	30 .....	30 .....	30 .....
	31 .....	31 .....		31 .....	

### NOTE

Three days of late coming will result in one day absence in your attendance.

Signature of HoD

## LATE ATTENDANCE RECORD

DEC	JAN	FEB	MAR	APR	MAY
1 .....	1 .....	1 .....	1 .....	1 .....	1 .....
2 .....	2 .....	2 .....	2 .....	2 .....	2 .....
3 .....	3 .....	3 .....	3 .....	3 .....	3 .....
4 .....	4 .....	4 .....	4 .....	4 .....	4 .....
5 .....	5 .....	5 .....	5 .....	5 .....	5 .....
6 .....	6 .....	6 .....	6 .....	6 .....	6 .....
7 .....	7 .....	7 .....	7 .....	7 .....	7 .....
8 .....	8 .....	8 .....	8 .....	8 .....	8 .....
9 .....	9 .....	9 .....	9 .....	9 .....	9 .....
10 .....	10 .....	10 .....	10 .....	10 .....	10 .....
11 .....	11 .....	11 .....	11 .....	11 .....	11 .....
12 .....	12 .....	12 .....	12 .....	12 .....	12 .....
13 .....	13 .....	13 .....	13 .....	13 .....	13 .....
14 .....	14 .....	14 .....	14 .....	14 .....	14 .....
15 .....	15 .....	15 .....	15 .....	15 .....	15 .....
16 .....	16 .....	16 .....	16 .....	16 .....	16 .....
17 .....	17 .....	17 .....	17 .....	17 .....	17 .....
18 .....	18 .....	18 .....	18 .....	18 .....	18 .....
19 .....	19 .....	19 .....	19 .....	19 .....	19 .....
20 .....	20 .....	20 .....	20 .....	20 .....	20 .....
21 .....	21 .....	21 .....	21 .....	21 .....	21 .....
22 .....	22 .....	22 .....	22 .....	22 .....	22 .....
23 .....	23 .....	23 .....	23 .....	23 .....	23 .....
24 .....	24 .....	24 .....	24 .....	24 .....	24 .....
25 .....	25 .....	25 .....	25 .....	25 .....	25 .....
26 .....	26 .....	26 .....	26 .....	26 .....	26 .....
27 .....	27 .....	27 .....	27 .....	27 .....	27 .....
28 .....	28 .....	28 .....	28 .....	28 .....	28 .....
29 .....	29 .....		29 .....	29 .....	29 .....
30 .....	30 .....		30 .....	30 .....	30 .....
31 .....	31 .....		31 .....		31 .....

### NOTE

Three days of late coming will result in one day absence in your attendance.

Signature of HoD

TIME TABLE

Name: \_\_\_\_\_

Class: \_\_\_\_\_

	I	II	III	LUNCH BREAK		IV	V	VI
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

TIME TABLE

Name: \_\_\_\_\_

Class: \_\_\_\_\_

	I	II	III	LUNCH BREAK		IV	V	VI
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								