

# **St.Anne's Degree College for Women**

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



## **ALMANAC - 2020-2021**

# St. Anne - Our Patroness



*The name (Anne) derives from Hebrew word meaning Grace. St. Anne was born in Bethlehem and married Joachim at Nazareth in Galilee. After 20 years of married life through constant prayer Anne gave birth to Virgin Mary, that she became the Grand mother of Jesus. She is the patroness of our Congregation and our college. One of the earliest traditions depicts St. Anne, as Mary's teacher. In this image St. Anne is seen instructing her daughter Virgin Mary. So she is known as the patroness of Educators and Education.*

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

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

Affiliated to Bengaluru Central University, Recognized by UGC under 2(f)

Accredited with 'B' Grade by NAAC



## **ALMANAC 2020 - 2021**

**Telephone** : 080- 25544454  
**Email** : annescollege@gmail.com  
**Website** : www.stannescollege.in  
**Location** : #23, Cambridge Road,  
Halasuru, Bangalore-560008

***Note: Students are expected to bring this Handbook everyday***



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

**A faith - filled Woman**  
**Young widow of Catechist Innaiah**  
**Devout mother of four Priests and**  
**A Dynamic Foundress of**

**Sisters of St.Anne - Madras (SSAM)**  
**Sisters of St.Anne - Phirangipuram (CSSA)**

## **Board of Management**

### **President**

***Rev.Mother Jacqueline Mary, SSAM***

**Superior General**

**The Society of the Sisters of St.Anne**

### **Vice-President**

***Rev.Sr. Margaret Fatima Mary, SSAM***

**Provincial, Bangalore province**

**The Society of the Sisters of St.Anne**

### **Secretary & Administrator**

***Rev.Sr. Margaret Julie, SSAM***

**St.Anne's Degree College for Women**

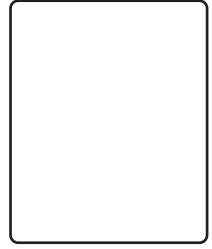
### **Principal**

***Prof. Nisha Joseph***

**St.Anne's Degree College for Women**

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## **BIO DATA**



Name of the Student:.....

Admission No:..... Course:.....

Date of Birth: .....Blood Group:.....

Name of the Father: .....

Occupation: .....Mob.No.....

Name of the Mother: .....

Occupation: .....Mob.No.....

Address: .....

.....

.....

Mobile No: ..... Ph.No:.....

Email: .....

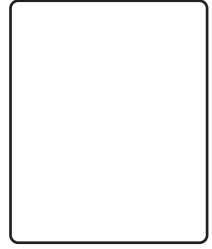
### **Declaration**

The information given above is true to the best of my knowledge.

Signature of Parent/Guardian

Signature of the Student

## Alumnae Registration Form



Name of the Student:.....

Admission No:..... Course:.....

Date of Birth: .....Blood Group:.....

Name of the Father: .....

Occupation: .....Mob.No.....

Name of the Mother: .....

Occupation: .....Mob.No.....

Address: .....

.....

.....

Mobile No: ..... Ph.No:.....

Email: .....

### **Declaration**

The information given above is true to the best of my knowledge.

Signature of Parent/Guardian

Signature of the Student





# **PRAYERS**



## **PRAYER TO SAINT ANNE**

Good St. Anne, you were favored by God / to be the mother of the most holy Virgin Mary, / the Mother of our Savior. / By your power / with your most pure daughter / and with her divine Son, / kindly obtain for us the grace / and the favour, / we now seek. / Please secure for us / the strength to perform faithfully / our daily duties / and the help we need /to persevere in studies.

**-Amen**

## **COLLEGE PRAYER**

Almighty God, / the source of wisdom and love, / teach us how to learn / wisely and well. / Help us to master the subjects / we need to study. Give us wisdom / that we may treasure knowledge / and never forget how little we know. / May we use our opportunities gratefully / and develop our talents responsibly. / Bless all who learn / teach / and work in our college. / May we be a blessing to one another, to the society and to the world / spirited with a strength of mind / and heart of courage.

**-Amen**

## **PRAYER BEFORE AN EXAMINATION**

Dear Lord, Come into my heart and fill my mind with memory as I take this exam. / The knowledge I gained through the inputs of the subjects may be recapitulated when I answer the questions with a sense of discernment./ Help me, / not only with this exam that tests my subject knowledge and ability, / but through the many tests of life that are sure to come my way. /Be gracious to / what I have overlooked. / Help me to remain focused / and confident in my ability / and be firm that you are there with me. **-Amen**

## 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. - **Amen**

- *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 s 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;  
Id is in dying to self that we are born to eternal Life.

*- Francis of Assisi*

## INSTITUTION

St. Anne's Degree College for Women, affiliated to Bengaluru Central University is located at # 23, Cambridge Road, Halasuru, Banglaore - 560 008. The College is managed by the Society of the sisters of St. Anne, founded by Mother Thatipathri Gnanamma, a young widow of 19<sup>th</sup> century. 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 the Sisters of St. Anne, Madras. The college has set a remarkable record by securing University Ranks and Gold Medals 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 affiliated to Bengaluru Central University, Bengaluru, offers three years UG Programmes namely BCOM, BBA, BCA, B.A, B.Sc(PMC), B.Sc (Rehabilitation Science) and Two years PG Degree Programmes such as M.Com, M.A. (English Literature) and M.Sc (Psychology).

## 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
- To provide the students with opportunities to understand the present society and critically analyze its structures
- To enable them to contribute in creating a more human and just society
- To form their character and personality
- To mould them into socially responsible women
- To shape them as brand ambassadors, integrated and visionary leaders of the Annite Family

## AIMS & OBJECTIVES

### **To foster Academic Excellence**

The Science, Humanities, Commerce and Management students who enter the portals of this institution shall acquire sound and thorough knowledge in academics and be competent in intellectual pursuit and become preferred personnel by any organization.

### **To Enhance Personal and Interpersonal Skills**

The objective of organizing personal and interpersonal 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.

### **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 principles 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.

### **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 re-creation of human lives, communities and the wider society. The Clubs, Cells, Committees and Units Educate, Equip, Empower and Conscientise the students with skills to work on the transformation of the society with commitment.

## COURSES OFFERED

### U.G Courses

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

### P.G Courses

- ♦ **M.Com**
- ♦ **MA (English)**
- ♦ **M.Sc (Psychology)**

### Admission Eligibility for UG Courses:

- ❖ The student 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/OBC Students should produce their Original Caste Certificate with specific category & Income Certificate at the time of Admission.

## **Admission Eligibility for PG Programmes**

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.

In the case of SC/ST students and blind students the minimum percentage of marks required shall be less by 5% .

## **Required Certificates**

- ❖ Transfer Certificate (TC) from the college last studied.
- ❖ PUC / XII / Qualifying Examinations Marks cards
- ❖ X Standard Marks Card
- ❖ Migration Certificate in case of Non-Karnataka students.
- ❖ Aadhaar Card (Photo copy)
- ❖ SC/ST/OBC Certificates issued by the Government

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

- ❖ Valid student Visa
- ❖ AIDS test clearance certificate
- ❖ Passport copy
- ❖ Residential permit

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



## **RULES AND REGULATIONS**

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 practices from the students.

### **Office Hours:**

The College office functions from 08:30a.m. to 05:00p.m on all the working days. Request for certificates, testimonials and other documents that require Principal's signature should be addressed to the Principal and submitted to the College Office. Certificates will be issued only with a minimum of 3 days prior notice.

### **College Timing & Morning Prayer**

The college appreciates and acknowledges the students' punctuality and discipline. The college opens at 8.45 am in the morning and closes at 3.00 pm in the evening for students. For those who have practical, the classes will be till 4.00 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 8.50 a.m. The late comers are obliged to do the assignments given to them.

### **Personal Discipline**

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 will justify dismissal. The personal copy of the Handbook/Calendar must be brought to the college every day. The personal bio data form has to be filled by every student immediately after receiving the Handbook.

## **ID Card**

The student shall carry her ID card every day to the college and shall produce it at the gate and when required.

## **Attendance**

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.

## **Absence & Late Coming**

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 & coming 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. The Students who come late will obtain the signature of the faculty incharge or Security on a late coming attendance record sheet of the Handbook at the gate.

## **Leave**

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.

### **Mobile Phones**

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 and the mobile phone will be returned at the end of the academic year. If there is an emergency the students can use the college phone available in the office.

### **Ragging**

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 i.e Cancellation of Admission, Suspension from the college and punishment.

### **Safety**

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.

### **Damage**

Any damage done to the college property will have to be compensated by the students. Students should not tamper with fan regulators and switch boards and ought to switch off the fans and lights before leaving the class rooms.

### **Cleanliness**

Student should use the dustbins and co-operate in keeping the campus, classrooms, laboratory, Library and lavatory neat & clean.

### **Writing on Wall**

Writing and sticking bills on college walls or on desks is strictly prohibited.

### **Free Hour**

Students should utilize their free hours by visiting the library for reading books, Magazines and News Papers etc. available in the library.

### **Vehicle**

Students using vehicles must possess a valid driving licence

### **Problem Situations**

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.

### **Valuables & Personal Belongings**

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.

## **MISCONDUCT**

Any student found to have a record of the following misconduct is subject to the disciplinary action:

- ❖ Acts of dishonesty: Cheating, plagiarism or other forms of academic dishonesty.
- ❖ Furnishing false information to any College official, faculty member or office.
- ❖ Forgery, alteration or misuse of college document, record, or instrument of identification.
- ❖ Disruption of teaching, research, administration, disciplinary proceedings, college activities when the act occurs in college premises.

- ❖ Physical assault and sexual assault, latter including all criminal sexual conduct as defined by the laws of the State.
- ❖ Attempted or actual theft of, or damage to, property of the college or property of a member of the college community or other personal or public property.
- ❖ Hazing which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Failure to comply with the directions of the college officials or law enforcement officers acting in performance of their duties and/ or failure to identify oneself to these persons when requested to do so.
- ❖ Unauthorized possession, duplication or use of keys or access to any college buildings or devices is restricted. Unauthorized entry or presence within enclosed college buildings even when unlocked is prohibited.
- ❖ Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college website.
- ❖ No weapons of any kind are allowed in the campus.
- ❖ Participation in campus demonstration that disrupts the normal operations of the College and infringes the rights of members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

- ❖ Profane or obscene expressions including, but not limited to speech, which violate accepted standards of decency and Christian conduct.
- ❖ Sexual misconduct including, but not limited to, sexual relations outside marriage, involvement with pornography, internet cybersex or other internet sexual misconduct.
- ❖ Students should not raise fund or make any collection in cash or any kind without the prior consent of the Principal/Secretary

### **VIOLATION OF LAW AND COLLEGE DISCIPLINE**

- ❖ When a student is charged with violation of the Student Conduct Code, the College may institute disciplinary proceedings.
- ❖ When a student is charged by state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of her status as a student. The College will cooperate fully with the law enforcement agencies in the enforcement of law.

### **RULES TO BE FOLLOWED IN LABORATORIES**

#### **Computer Lab**

- The backbone of SADCW is the well-equipped Computer Lab
- Students should adhere to the lab timings and enter the Lab only during their Practical hours.
- If a student wants to access the Lab apart from the allotted time She has to get a written permission from the respective faculty

- The backbone of SADCW is the well-equipped Computer Lab
- Students should adhere to the lab timings and enter the Lab only during their Practical hours.
- If a student wants to access the Lab apart from the allotted time She has to get a written permission from the respective faculty
- The Concerned Faculty must be present in the Lab to review the work of the Students
- Food and drink are not allowed inside the lab.
- Students should not carry their bags and valuables inside the lab.
- Chairs, Keyboards and mouse should be kept in order after the usage of the systems in the lab.
- Students should not move around during the lab hours.
- Students should not use their pen drive or CD drive without the prior permission of the lab admin.
- Students are expected to approach the HOD or System Admin to solve the issues of Technical and infra structural problems
- Students are not allowed to take prints without prior permission
- Students should take off their shoes and arrange the shoes in the rack provided outside the lab.
- Students are responsible for their personal belongings.
- When the students enter the lab, they should sign in the log book.
- Students should always be seated in the system allotted to them.
- Students are not allowed to play games in the computers, if found, they will be suspended from the lab session.
- Students are not allowed to use the internet without prior permission of the teacher.
- Staff of the respective department monitors effective utilization of the laboratories.
- Strict silence has to be maintained in the Lab

## Psychology Lab

- Students should follow the Lab timings strictly.
- Students are expected to maintain discipline while working in the lab.
- No student will be allowed to enter or access the tests without the prior permission of lab in charge.
- Students are not allowed to have snacks and lunch inside the lab.
- Chairs to be arranged properly while leaving the lab.
- Return of test items should be made timely to avoid any inconvenience.
- After the practical work has been done students should keep back the practical materials in the designated place.

## Physics Lab

Experiential learning is the key to progress in science. Therefore, systematic, careful lab work is an essential part of any science program. Fundamental laboratory procedures and techniques are practiced during practical hours to pursue new knowledge.

The equipment's and apparatuses used in physics, electronics and optics laboratories involve various safety hazards. With the active involvement of Faculty and Student the risks can be minimized so that working in the laboratory can be a safe and enjoyable process of discovery.

### **SAFETY RULES TO BE FOLLOWED IN THE LAB:**

1. Avoid wearing long necklaces, dangling bracelets or bulky jewelry, and loose-fitting clothing on lab days. Long hair should be tied back. Loose, dangling items may get caught in moving parts, accidentally contact electrical connections, or interfere with the investigation in a potentially hazardous manner.



2. Carry observation notebook, record, graph sheets, calculator and other stationaries required. Keep other books and bags in designated storage area.
3. Read the entire experiment before entering the lab for safety precautions involved in the experiments.
4. Do not perform unauthorized experiments or use materials and equipment in a manner for which they were not intended.
5. Food, beverages, and chewing gum are NEVER permitted in the laboratory.
6. Do not work with any batteries, electrical devices, or magnets other than those provided by your teacher.
7. Do not mishandle or play with the equipment specially designed for performing experiments.
8. Keep the apparatus clean and rearrange it in an orderly manner, and report any damaged or missing items to the teacher.
9. Work in the lab only under the supervision of your teacher or lab assistant.
10. Do not leave equipment unattended while it is in operation.

### **Mathematics Lab**

- Students should follow the lab timings strictly.
- Students are requested to leave their footwear's outside the Lab.
- Students are not allowed to carry their bags and cell phones inside the lab.
- After entering the lab, students should sign in the Log Book.
- Students should sit in the allotted systems only; changing of system is not encouraged.

- Students should not move around the lab hours.
- Using of pen drive is strictly banned without prior permission.
- Refreshments are not allowed inside the lab.
- They should arrange their chair while leaving the lab.
- Students are informed to shut down the systems and switch off the lights before leaving the lab.

### **While using computers Students should**

- Be safe: It works on electricity. Be gentle: It is delicate.
- Keep it clean: It is sensitive to dust.
- Keep a correct posture: It can cause injury. Share equally: It is for everyone.

### **Rehabilitation Science Lab**

- Students should follow the lab timing strictly.
- The students are asked to maintain discipline in the lab.
- Food and drink are not allowed inside the lab.
- Students should not carry their bags and valuables things inside the lab.
- Students should not move around during the lab hours.
- When the students take the braille typewriter, walker and abacus they are required to enter the details along with their signatures in the lab book.
- The materials taken should be kept back in the respective places.

## Commerce Lab

- Students should follow the lab timing strictly.
- Food and drink are not allowed inside the lab.
- Students should not carry their bags and valuables inside the lab.
- Chairs always should be pushed back close to the desk when they leave the lab.
- Students should not move around during the lab hours.
- Students should not use their pen drive or cd drive without the prior permission of the lab admin.
- When the students enter the lab, they should sign in the log book.
- Students should always be seated in the system allotted to them.
- Students are not allowed to play games in the computers, if found, they will be suspended from the lab session.
- Students are not allowed to use the internet without prior permission of the teacher.
- Staff of the respective department monitor effective utilization of the laboratories

## LIBRARY RULES

- ID card should be carried to the Library to access books
- Library membership is given to students for one academic year.
- 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.
- Maintain silence and discipline in the library.
- Library books will be issued between 12:00-12:30 pm to 2:30 - 4:00pm.
- 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 to be kept on the shelves.
- Students are permitted to take 3 reference books from the library during the examination.
- Renewal of books is not allowed during exams.
- Students have to pay late fine if they don't return/renew the book in time.
- Overdue charge is Rs.2/- per day per book.
- Student can refer the reference book in the library during library hours by submitting I card. They have to return the book on the same day
- For book damage, fine will be charged 100% of the book cost.
- In case of book loss, students have to replace the book of the same author and latest edition or will have to pay book mentioned price.
- In case of loss of library Borrower card, students have to fill the fresh application for getting new borrower card.

## FEE REGULATIONS

- ❖ 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.**

## DRESS CODE

Dress code is not about what is convenient to wear as girls but convincing to wear as students of St. Anne. Hence, Students are expected to wear simple and modest clothes and they are permitted to wear Chudithar with Dupattas pinned or Jeans with long closed tops.

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 be modest in their attire, if any student found wearing indecent dress will be charged a fine of R.500.

## **RULES OF ATTENDANCE**

1. 5 Marks per paper in every semester is being allotted for regular attendance to the classes.
2. Attendance is being taken at the beginning of every class hour.
3. Attendance is compulsory on the reopening day, closing day; seminar days, department programs, and industrial visit. Attendance is compulsory for all the special activities of the College.
4. Student who wishes to avail leave for one day has to get permission from the Class Teacher by a written letter, for two days from the HOD and for more days, from the Principal. Students who are absent due to illness should also produce the medical certificate.
5. Student who avails leave is expected to obtain signature from her parent/Guardian and the class teacher in the record of absence sheet provided in the Hand book.
6. Student can obtain monthly attendance status from the Class Teacher. Name of the students who have shortage of attendance will be displayed on the notice board at the end of every month.
7. Students are expected to get 100% attendance. Appreciation certificate of attendance will be issued to students who score 100% attendance at the end of the year.

## EXAMINATION AND EVALUATION SYSTEM

The College follows the same Semester system of the Bengaluru Central University, Bengaluru.

1. Each semester has two periodical tests, two assignments, seminar, model exam and attendance as part of the internal assessment for 30 marks Theory Paper.
2. University Exam at the end of each Semester for 70 marks Theory Paper.
3. University Practical Exam is conducted at the end of each semester.
4. 75% of attendance is compulsory to appear for University Exam.
5. All the eligible students who appear for the examination for the first time in any semester should pay the examination fee in full for all the subjects whether the candidate writes the examination or not.
6. Students reported of malpractice in examination will be severely dealt with and even dismissed.
7. No student who is admitted to college is automatically eligible for the university examination. At her due discretion the Principal, may direct any student to withdraw from the examination, either to student's repeated poor performance in studies, or irregular attendance, or indulging in any unwanted activities.

### Minimum Pass Mark

Candidates who have obtained a minimum of 35% marks in university examination (i.e. 25 marks out of 70 marks of theory examination) and 40% in aggregate in each subject shall be eligible for a pass or exemption in that subject.

## **Theory**

Internal Assessment - 15 Marks (Out of 30)

Semester Exam - 25 Marks (Out of 70)

## **Practical**

Internal Assessment - 07 Marks (Out of 15)

Semester Exam - 13 Marks (Out of 35)

## **STUDENT'S RESPONSIBILITIES**

The students shall

- Appreciate the Institution's Vision, Mission 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 resources and other support services available in the institution.
- Prepare for Internal Assessments, Tests and Semester Examinations with diligence.
- Give feedback for system improvement. Have faith and ability to pursue lifelong learning.



## 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.
- Students are not permitted to do any of the following without the prior permission from the College Management: give interviews, publish any materials, participate in live/photographic modeling, fashion shows/stage shows and radio/TV Programmes.
- To raise fund for any purpose what so ever.
- To arrange meeting, party, picnic etc.
- To take leave on account of health issues and other reasons.

## NOTE TO PARENTS

1. Parents and guardians are informed that the **college does not accept donations** for admission directly or indirectly. Any malpractice in this regard may be brought to the notice of the Principal immediately.
2. **Dress Code:** Students are expected to wear simple and modest clothes and they are permitted to wear Chudithar with Dupattas pinned or Jeans with long closed tops.
3. **Cell Phone:** Use of cell phone is banned inside the campus. Any violation of this rule may lead to the seizure of the phone. A fine of Rs. 1000/- will be imposed and the mobile phone will be returned at the end of the academic year.

4. **ID Card:** Students should wear ID Card when they come to the college. If any student fails to wear, she will be allowed inside only on payment of penalty fee of Rs.100.
5. **Late Comers** are not permitted. The main gate will be closed sharply at 9.00 a.m as the class begins with a prayer at 8.50 am.
6. Students are expected to get 80% attendance. **Appreciation Certificate of Attendance** will be issued to students who score 100% attendance at the end of the year.
7. **Anti-Ragging:** Ragging is a serious offence and in accordance with UGC norms, ragging in any form is strictly not allowed. A student found guilty of ragging will face cancellation of admission, suspension from the college and punishment under this Act.
8. The Students should behave very decently. Violation of this will be informed to Parents and **Disciplinary action** will be taken immediately.
9. Parents are asked to **pay College fees and University Examination Fees** on time.
10. Parents / Guardians 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 before the Semester Exams.
11. Check their marks and progress in **EMS portal** of the college. Parents need to go through the Marks during PTA meeting and attest their signature and take remedial measures, if needed.
12. Parents/Guardians may bring any **suggestion and complaints** to the notice of the Principal and not to the staff directly.
13. Parents/Guardians should not enter the class rooms.

14. Parents/Guardians should not meet the students in the college premises without the prior permission of the principal.
15. 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.
16. Principal will be available between 10.00 am and 11.00 am or by prior appointment.

## **FACULTY & ADMINISTRATIVE STAFF**

### **SECRETARY & ADMINISTRATOR**

**Rev. Mother Margaret Julie**, M.A, B.Ed, M.Phil.,

### **PRINCIPAL**

**Prof. Nisha Joseph**

M.Com, M.Phil, MBA, PGDM, K-SET, M.A (Education), Ph.D

### **TEACHING STAFF**

#### **Department of Commerce**

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

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

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

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

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

**Ms. Suman**, MBA .,

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

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

**Ms. TVS. Bhanumathi**, M.Com., M.Phil.,

**Ms. Veronica Evangeline.P**, M.Com.,

**Ms. Arul Kalaimathi.A**, M.Com.,

#### **PG Department of Commerce**

**Dr. Venkatalakshmi.K**, M.Com, M. Phil, Ph.D - **HOD**

**Ms. Veena Kumari.V**, M.Com, M. Phil, Ph.D

**Ms. Bindu.N**, MBA.,

**Ms. Medline**, M.Com.,

**Mr. Anil Kumar**, MBA., Ph.D

## **Department of Business Administration**

**Ms. Nisha Joseph**, M.Com,M.Phil,MBA,PGDM,K-SET,M.A (Edu), Ph.D

**Ms. Lily Regina Arthi Moses**, MBA.,K-SET, NET,Ph.D - **HOD**

**Ms. Sheetal.G**, MBA,PGDBM

**Ms. Alen Krithika**, MBA,NET

## **Department of Computer Applications**

**Ms. B. Marina**, M.Sc., M.Phil., SET,NET, Ph.D - **HoD**

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

**Ms. Rekha**, M. Tech

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

**Ms. Eva Sandhya Raj**, M.C.A

## **Department of Science**

### **Mathematics**

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

**Ms. Navya**, M.Sc.,

### **Physics**

**Ms. Savitha. M**, M.Sc., - **HoD**

**Ms. Sindhu.S**, M.Sc., B.Ed., M.Phil.,

### **Rehabilitation Science**

**Ms. Priya**, M.Sc.

### **EVS & IC**

**Ms. Sindu**, M.Sc.,M.Phil.,

## **Department of Humanities**

### **Psychology & Counseling**

**Ms. Shruthi.BP**, M.Sc., PGDPC, K-SET, Ph.D – **HoD**

**Ms. Sindhya Prida**, M.Sc., \_\_\_\_\_

**Ms. Rajeshwari.R**, M.Sc., KSET, NET - **PG**

### **Journalism**

**Sr. Shiji Abraham**, M.A.,(Journalism & Mass Communications)

### **Sociology**

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

**Ms.T. Shobha**, M.A.,

## **Department of Languages**

### **Department of English**

**Ms. A.R. Vasudha**, M.A., M.Phil,NET Ph.D-**HoD**

**Ms. Vasantha Pillai**, M.A., M.Phil., PGDHRM, Ph.D

**Ms. Vijaya kumari**, M.A., M.Phil.

**Mr. Divakar**, M.A.,

**Ms. Daljit Kaur**, M.A.,

**Ms. Maria Josephine Vannini**, M.A.,

### **Department of Hindi**

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

**Ms. Sangita**, M.A.,M.Phil., B.Ed., PGDHT, Ph.D

**Dr. R. Ramesh Naik**, M.A., B.Ed., Ph.D.,

### **Department of Kannada**

**Ms. Prameela**, M.A,M.Phil,Ph.D - **HoD**

**Ms. Sujatha**, M.A., M.Phil., B.Ed.,

**Mr. Ravi Prakash**, M.A, Ph.D

## **Department of Library & Information Centre**

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

**Ms.Sandhya.**, B.Com

## **Department of Physical Education**

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

## **NON-TECHING STAFF**

### **System Administrator**

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

**Mr. Arockya dass**, MCA.

## **OFFICE STAFF**

**Ms. Lissy George**, B.Com., D.Sc, DRTO - **Office Superintendent**

**Mr. Manjunatha**, M.A., - Liaison Officer

**Ms. Ashwini**, B.A.,-SDA

**Ms. Nithya John**, DME .,

## **SUPPORTING STAFF**

**Mr. Gopi.V** - Security

**Mr. Chethan Kumar** - Driver

## **ATTENDERS**

**Ms. Uma**

**Ms. Khaki Bujjamma**

**Ms. Roseline**

**Ms. Revathi**

**Ms. Anitha**

**Ms. Kondamma**

**Ms. Radha**

**Ms. Fathima**

**Ms. Natchatra**

## **STAFF COUNCIL**

The Staff Council comprises the Principal, the Staff Secretary, the Heads of Departments, Faculty Members, Physical Instructor and the Librarian. The Staff Council meets on the last Saturday of every month to evaluate, discuss, and plan about the programmes and academic endeavours of the college, between 12.00 pm and 1.00 pm.

## **THE STUDENTS' COUNCIL**

The Students' Council and other associations bring dynamism in the College campus. Students develop leadership skills, team spirit and organizing abilities by involving in various functions, competitions, celebrations and events of the college.

The office bearers of the Students' Council are; President, Vice-President, General Secretary, Treasurer, Cultural & Sports Secretaries. They are selected at the beginning of each academic year.

Students entrusted with the responsibility of an office in the College should endeavor to prove themselves worthy of their task. They should always remember that they should be an example of loyalty and devoted service to their fellow students to a great measure. They should work closely with the college authorities, helpful and co-operative as true members of St. Anne's family. The student Co-ordinators and class representatives are responsible for the order and discipline of the class and Campus.

The College looks to the senior students in particular to uphold the culture, standard and tradition of St. Anne's Degree College for Women.



## The Functions of the Students' Council

1. To uphold, work for and implement the ideals of the College in a benefitting manner by organizing programme which have the prior sanction of the Principal.
2. To foster and promote good and cordial relationship between the students and the teaching staff.
3. To oversee the students movements and maintain discipline & punctuality .

## PLACEMENT OFFICE

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



Northern Trust | 125 YEARS



Accenture



TESCO



Mphasis  
Unleash the Next



Standard  
Chartered  
Here for good



Infosys

ORACLE



WHITE HORSE  
CONSULTING, INC.



### FESTS

- ❖ **Department Fests**
- ❖ **KALA** – Intra Collegiate Fest
- ❖ **Ebullience** – Inter Collegiate Fest

The creativity is brought to the fullest in the departmental cultural fests, Intra collegiate fest KALA, Intercollegiate fest Ebullience, Business Fests and Association Fests.

The intra collegiate fest and the inter-collegiate fests that intend to explore the talents are initiated by IQAC and conducted by SWO and departments inviting participation from various colleges far and wide. The fests are hosted both at the under graduate and post graduate levels.

These fests also implant in the students the organizational and managerial skills that develop qualities of effective leadership, team spirit and sportsmanship. Thus the life at St. Anne's Degree College for Women truly enhances vibrancy and competency.

The college celebrates intra & inter collegiate fests, offering a spectrum of excitement and an opportunity to bring out the best talent in various domains. This is to keep with the tradition of nurturing young talents into an all-round personality and enriching their potentials for the finer things in life. The activities are skillfully customized by the faculty and student coordinators to challenge the 'intellect' and "aesthetics" of the participants.

## **Committees, Cells, Clubs, Units & Associations**

The Main objective of the college is to empower young girls with knowledge, skills and competence. Various Committees, Cells, Clubs, Units & Associations 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.

### **Committees**

#### **Admission Committee:**

The Pride of any institution is its Student body. They adorn the College through their vibrant presence in the Campus. They also give the institution an opportunity to swerve the society in and through them. Hence the College has designed a system to promote admissions by constituting an exclusive Committee.

#### **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.

#### **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.

## **Disaster Management Committee**

A disaster is an unexpected, catastrophic event that disturbs the normal functioning of a community or society and causes human, material and economic or environmental losses that exceed the community's or society's ability to cope using its own resources. It can be

- Geophysical (Ex: Earthquakes, Landslides, Tsunamis and Volcanic Activity)
- Hydrological (Ex: Avalanches and floods)
- Climatological (Ex: Extreme Temperatures, Drought and Wildfires)
- Meteorological (Ex: Cyclones and Storms/ Wave Surges)
- Biological (Ex: Disease Epidemics and Insect / Animal Plagues)

## **Disciplinary Committee**

Education should bring in ethics, moral values of wellbeing to the learners and every educator and educating institutions should strive hard to bring in the core humanness in the process of learning and focus on quality approach to ensure better living with better educated citizens of the nation. Discipline is the bridge between goals and accomplishment of tasks pertaining rules and regulations for students. It is the substratum on which every educational institution positions itself and acts

The Discipline Committee is constituted to create a peaceful and congenial environment by preventing any unpleasant incidents taking place in the campus. It shall be the duty of the discipline committee to ensure the compliance of the rules and regulations of the institution and in-disciplined behaviour in the college premises.

### **Internal Compliance Committee**

The Internal Compliant Committee has been constituted at St. Anne's as per the Sexual Harassment of Women at Workplace (Prevention, Harassment and Redressal) Act 2013. This Committee functions as a guardian for women in our premises. It takes responsibility in redressing the complaints raised by the employees and ensures speedy action and safety.

### **IT and Website Committee**

The Website Committee Commonly known as IT CELL on campus manages the network, servers, website etc. The committee works towards providing quality services and best IT support to the students. This committee is the first point of contact for any internet related or connectivity issues. The committee also provides download support to the students meeting the requirements of software, educational documentaries, journals, e-books etc.

The committee is responsible for procurement of all hardware items and renewal of software licenses and AMC's. Web Site Design and Website Programming of the College is the responsibility of the web team constituted for the purpose.

### **Sports Committee**

The College keeps the overall development of the students in mind and has appointed a full time Physical Instructor. It organizes 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.

## CELLS

### **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.

### **Dr. Ambedkar Cell (SC/ ST/OBC 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.

### **Grievance Cell:**

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

### **Human Rights Cell:**

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.

### **Minority Cell**

The Minority Cell of St. Anne's Degree College for Women initiates with the purpose to empower the minority students in the college. The cell enhances support to the students who belong to such communities and bring them to the mainstream. The minority cell has been very desirous to furnish services in educational and cultural needs of the minority community along with other caste, creed and nationality.

## **Think Tank Cell**

Think Tank Cell has been constituted in the college to enrich learning through its creative gamut of ideas and multidisciplinary sessions across various domains. It aims to provide a platform for students to use creative learning for seeking innovative and practical solutions.

## **CLUBS**

### **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 as an urgent call to educate our Students about consumer protection.

### **Eco Club :**

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

### **Fine Arts Club:**

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.

## **Heritage Club**

The idea of setting up the Heritage Club in our college is to conserve the tradition of our country. The aim of the Club is to motivate the students to get back to their roots in this westernized world.

Every student who becomes a member of Heritage club learns to appreciate the culture, traditional practices and the natural environment that fosters healthy and holistic life.

## **Innovation Club**

Innovation is the unrelenting drive to break the status quo and develop anew where few have dared to go. It is in conceiving new ideas and generating new values in its usage.

The College has given a thought to journey in this process of innovation by engaging the students to think anew and to step forward in focusing on new impetus and venture. The innovation club is the outcome of this process. The Club creates awareness on thinking patterns, Educates on different arenas of new perspectives, nurtures on incubating new projects and inculcates a culture of newness among the students.

## **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.



### **Health Club:**

The world has created a fast track system that makes every individual to cope with this situation. Maintaining good physic and healthy body is of prime importance in this context. The college understood the importance of wellness and health of its every member. Hence it constituted Health Club to promote a healthy way of living.

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

### **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.

### **Spirituality Club:**

The College has set up this club to make the students spiritual through value education and Inter religious programmes. It introduces the students to various types of learning and wisdom to live a grace-filled life through Value Education and Catechism Classes.

## UNITS

### **NSS Unit:**

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the students at Graduate & Post Graduate level at colleges to take part in various government led community service activities & programs. The sole aim of the NSS is to provide hands on experience to young students in delivering community service.

The college Unit Organizes Outreach programmes like Village Camps, Social Awareness Programmes, Traffic Control, Blood Donation camps and so on.

### **Red Cross Unit:**

The Unit conducts programmes that promote Respect for Life through Anti-suicide sessions, Competitions to create wealth from waste and National Integration through Peace and Justice.

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

The unit is a National level Students movement of university students (AICUF). The **National headquarters is in Chennai** and is affiliated to the **International Movement** of Catholic Students (IMCS), Pax Romana. The AICUF works through university students, for their **own growth** and the welfare of the society in which they live. AICUF members, confirm their solidarity with everyone engaged in the struggle for peace, democratic and human rights and for a world by growing economic interdependence and equality. **it tramps with the Theme “Students……To Act and to be”.**

## ASSOCIATIONS

### **Alumnae Association**

An alumnae association is an association of former students who passed out of the institution. It acts as a bridge between the current students and Passed out students. It helps to make a stronger relationship between the institute and the students who have been benefitted from the institute. It provides a platform with variety of benefits and services that help alumnae maintain connections to their educational institution and fellow graduates. The association involves in organising social events and raise funds for the Institutional growth. It also provides a forum to form new friendships and relationships with people of similar background.

The Alumnae association of our College was formed in 2009. Events are conducted every year to have network with our passed out Graduates.

### **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.

## AWARDS AND REWARDS

The College has instituted certain awards for the Staff and Students in the name of our Foundress Mother Thatipathri Gnanamma.

### For Students

- Best out going
- Best in Sports
- Best in Culturals
- Best in NSS
- Best AICUFER
- Best in Academics
- 100% Attendance
- High Performer - Rank Holders
- Best Library User
- Mother Gnanamma Endowment Cash Award

### For Faculty & Staff

- Best Performer - For giving 100% result in at-least 3 of their subjects in every semester.
- Best Volunteer
- 100% Attendance
- Best Library User

## ACADEMIC ENHANCEMENT & HOLISTIC DEVELOPMENT

### 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 prepares 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:**

The Counseling sessions aim at providing the students with emotional, mental and spiritual support by providing them with appropriate guidance and assistance.

- a) Personal counselling/ therapy – Throughout the week counsellors meet students for one on-one therapy sessions.
- b) Dance Therapy is a unique form of group therapy to undergo healing process of emotional issues.
- c) Workshops and Seminars/ Assessments were conducted in a systematic manner.

Apart from the individual the counsellor also addresses on the topics like personality development, mental health, self-confidence and stress management.

A full time counsellor is appointed to guide the students in their well being and she is facilitated with a separate room for personal counselling.

## RESEARCH ENDEAVOUR

### **Research & Development Forum:**

The College conducts State / National / International level conferences every year. Scholars from various Institutes 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.

## ADD ON COURSES

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

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

- SAS(Statistical Analysis System)
- Advanced Excel
- Women Studies
- Cyber Wellness
- Personality Development
- Soft skills
- Communication skills
- Interview skills
- Sign Language
- Animation courses
- Web designing

- Banking
- E-Filing
- Big Data
- Disability Management
- Tally
- Value Education

The student would be awarded with credits according to the number of courses they opt for. The student should at least complete one certification course in a year. One of the Programme will be considered as CC& EA and 50 marks will be awarded for the same. A portion of internal marks.

## EXECUTIVE BODIES & COMMITTEES

### NAAC Committee of the College

Ms.Nisha Joseph	-	<b>Chairperson</b>
Ms.Vennila.A	-	Co ordinator
Mr.Putanna, H.R	-	Core Group Member
Mr.RanjithKumar.A	-	Core Group Member
Ms.VeenaKumari.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.Mary Shaila.F	-	Core Group Member
Ms.Lily Regina Arthi Moses	-	Core Group Member

### Internal Quality Assurance Cell ( IQAC )

Ms.Nisha Joseph	-	<b>Chairperson</b>
Dr. Putanna HR	-	Advisor
Ms.Sangita	-	IQAC Co-ordinator
Ms.Mary Shaila.F	-	Staff Co-ordinator
Ms.Vasudha	-	Member
Mr.Mohamed Aftab	-	Member
Ms.Shirisha	-	Member
Ms.Venkatalakshmi	-	Member
Ms.Lily Regina Arithi Moses	-	Member
Ms.Sheetal	-	Member
Ms.Pradeepa	-	Member
Ms.Sindhu.S	-	Member

### Centre for Excellence

Ms.Nisha Joseph	-	Chairperson
Ms.Vasudha	-	Co-ordinator
Ms.VeenaKumari.V	-	Member
Ms.Medlin Rozario	-	”
Ms.Arthi Regina	-	”
Mr.Anil Kumar	-	”
Ms.Maria Glory	-	”



## STAFF RESPONSIBILITIES

**SWOs:** Asst.Prof. Shruthi BP(Co-ordinator)  
Asst.Prof. Deepu  
Asst.Prof. Medline  
Asst.Prof. Pradeepa  
Asst.Prof. Sr.Shiji  
Asst.Prof. Daljit Kaur  
Asst.Prof. Rajeshwari

**Staff Co-ordinator:** Asst.Prof. Mary Shaila

**Exam Committee:** **BU Semester Exams**  
Asst.Prof.RanjithKumar.A (Co-ordinator)  
Asst.Prof.VeenaKumari.V  
Asst,Prof.Prameela  
Asst.Prof.Mohammed Aftab  
Asst.Prof.Deepu.B

### **Internal Exams**

Asst,Prof.Sindhu.S (Co-ordinator)  
Asst.Prof.Ravi.H  
Asst.Prof.Rekha  
Asst.Prof.Sujatha  
Asst.Prof.Bhanumathi  
Asst. Prof. Veronica  
Asst,Prof. Josephine Vannini

**Library Advisory Committee:**

Prof.Nisha Joseph - **Chairperson**  
Asst.Prof.Ravi -(Co-ordinator)  
All Head of Departments

**Academic Committee :** Prof.Nisha Joseph–**Chairperson**  
Asst.Prof.Dr.Puttanna.HR  
Asst.Prof.Veena Kumari.V  
Asst.Prof.Vennila.A  
Asst.Prof. Ranjith Kumar.A  
Asst.Prof. Prameela  
Asst.Prof.Marina.B  
Asst.Prof. Mary Shaila. F  
Asst.Prof.Dr.K.Venkatalakshmi  
Asst.Prof. Shruthi BP

**Admission Committee :** Prof.Nisha Joseph–**Chairperson**  
Asst.Prof.Dr.Puttanna.HR  
Asst.Prof.RanjithKumar.A  
Asst.Prof.Ravi.H  
Asst.Prof.Shaila  
Asst.Prof.Aftab  
Asst.Prof.Krishna  
Asst.Prof. Maria Glory  
Asst.Prof. Anitha.R  
**Office Personnel**

**Discipline Committee :** Asst. Prof. Sujatha – Coordinator  
Asst. Prof. Prameela  
Asst. Prof. Aftab  
Asst. Prof. Krishna  
Asst. Prof. Suman  
Asst. Prof. Neha Mantri  
Asst. Prof. Sindhya

**Cultural Committee :** Asst.Prof.Bindhu.N (Co-ordinator)  
Asst.Prof.Venkatalakshmi  
Asst.Prof.Pradeepa  
Asst,Prof.Khutaija Nazneen

**Anti-Ragging Committee :** Asst. Prof.VijayaKumari (Co-ordinator)  
Asst. Prof.Bhanumathi

**Placement Cell:** Asst.Prof.Anil (Co-ordinator)  
Asst.Prof.Vennila  
Asst.Prof.Marina  
Asst.Prof.Shaila  
Asst.Prof. Deepu  
Asst.Prof.Maria Glory  
Asst.Prof.Rajeshwari

**Women's Cell  
(Anti-Sexual Harrasment)** Asst.Prof.NehaMantri, (Co-ordinator)  
Asst.Prof.VasanthaPillai  
Asst.Prof.Sangita  
Asst.Prof.Shobha

**Human Rights Cell:** Asst.Prof.Prameela(Co-ordinator)  
Asst.Prof.Pradeepa  
Asst.Prof.Navya  
Asst.Prof.Josephine Vannini

**SC/ST Cell:  
(Dr.Ambedkar Cell)** Asst.Prof.Krishna (Co-ordinator)  
Asst.Prof.Ramesh Naik  
Asst.Prof.Shruthi.BP  
Asst.Prof.Vijayakumari  
Asst.Prof.Rajeshwari

**Grievance Cell:** Asst.Prof.Sheetal (Co-ordinator)  
Asst.Prof.Sujatha  
Asst. Prof. Sindhu (EVS)

**E D Cell :** Asst.Prof.Dr.Puttanna.HR– Coordinator  
Asst.Prof.Anil Kumar.  
Asst.Prof.Veronica

**Counseling Cell:** Asst. Prof .Swathika – Coordinator  
Asst. Prof .Shruthi  
Asst. Prof .Sindhya

**Fine Arts Club:**

Asst.Prof. Ramesh Naik(Co-ordinator)  
Asst.Prof.Sheetal.G  
Asst.Prof.VasanthaPillai  
Asst.Prof. Anil Kumar  
Asst.Prof. Eva Sandhyaraj  
Asst.Prof.Sindhya Prida

**NSS UNIT:**

Asst.Prof.Ramesh Naik (Co-ordinator)  
Asst.Prof.Ravi  
Asst.Prof.Sindhu S  
Asst.Prof.Anitha  
Asst.Prof.Krishna  
Asst.Prof.VijajaKumari  
Asst.Prof.Shobha  
Asst.Prof.Maria  
Asst.Prof.Sindhya  
Asst.Prof.Navya  
Asst.Prof.Ravi Prakash  
Asst.Prof.Daljit Kaur

**AICUF UNIT**

Asst.Prof.Marina (Co-ordinator)  
Asst.Prof.Shaila  
Asst.Prof.Maria Glory  
Asst.Prof.Medline  
Asst.Prof.Sindhya  
Asst.Prof.Sr.Shiji Abraham  
Asst.Prof.Arul Kalaimathi  
Asst.Prof.Veronica Evangeline  
Asst.Prof.Josephine Vannini

**Red Cross Unit:**

Asst.Prof. VasanthaPillai– Coordinator  
Asst. Prof .Sheetal  
Asst. Prof.Anu  
Asst. Prof.Akhila

**Sports Club:**

Asst. Prof. Krishna – Coordinator  
Asst. Prof.Dr. Puttanna  
Asst. Prof. Ravi.H  
Asst. Prof. Mohamed Aftab  
Asst. Prof. Anil Kumar  
Asst. Prof. Ramesh Naik  
Asst. Prof. Deepu  
Asst. Prof. Savitha  
Asst. Prof. Rekha  
Asst. Prof. Nehamantri  
Asst. Prof. Navya  
Asst. Prof. Ravi Prakash

**Eco Club:**

Asst.Prof.Sindu, (EVS) (Co-ordinator)  
Asst.Prof.Rekha  
Asst.Prof.Deepu  
Asst.Prof.Anitha

**Yoga Club:**

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

**Health Club:**

Asst. Prof.Khutaijanazneen – Coordinator  
Asst. Prof .Shobha  
Asst. Prof .Deepu  
Asst. Prof .Eva

**Red Ribbon Club:**

Asst. Prof .Bindhu – Coordinator  
Asst. Prof .Shruthi  
Asst. Prof .VijayaKumari  
Asst. Prof .Arul Kalaimathi

## **Disaster Management Club**

Asst. Prof .Ramesh Naik – Coordinator  
Asst. Prof .Anil Kumar  
Asst. Prof .Krishna  
Asst. Prof .Ravi  
Asst. Prof .Shruthi  
Asst. Prof .Neha mantri  
Asst. Prof .Sr.Shiji  
Asst. Prof .Shobha  
Asst. Prof .Maria  
Asst. Prof .Bhanumathi  
Asst. Prof .Rajeshwari  
Asst. Prof .Sindhya

## **Consumer Club:**

Asst. Prof .Suman – Coordinator  
Asst. Prof .Venkatalakshmi  
Asst. Prof .Anitha  
Asst. Prof.Maria

## **Excursion Committee:**

Asst. Prof .Sangita – Coordinator  
Asst. Prof .Ramesh Naik  
Asst. Prof .Krishna  
Asst. Prof .Deepu  
Asst. Prof .Rekha  
Asst. Prof .Sindhu  
Asst. Prof .Ravi Prakash

## **Magazine/News Letter and Editorial Board**

Prof.Nisha Joseph - Chairperson  
Asst.Prof.Arthi (Co-ordinator)  
Asst Prof.VeenaKumari  
Asst.Prof.Ranjith Kumar  
Asst.Prof.Vasudha  
Asst.Prof.Savitha  
Asst. Prof.Khutaija  
Asst.Prof.Anitha  
Asst.Prof.Alen Krithika  
Asst.Prof.Daljit Kaur

## **Association Co-Ordinators**

Ms.Sheetal	- <i>Business Administration Association</i>
Ms.Deepu	- <i>Commerce Association</i>
Ms.NehaMantri	- <i>Computer Science Association</i>
Ms.VasanthaPillai	- <i>English Association</i>
Ms.Sujatha	- <i>Kannada Association</i>
Ms.Sangita	- <i>Hindi Association</i>
Ms.Navya	- <i>Mathematics Association</i>
Ms.Sindhu.S	- <i>Physics Association</i>
Ms.Shruthi	- <i>Humanities Association</i>

## **Alumnae Association**

Asst.Prof.Mohammed Aftab(Co-ordinator)  
Asst.Prof.Savitha  
Asst. Prof.Anitha  
Asst. Prof.Sindhya  
Asst. Prof.Rajeshwari  
Asst. Prof .Eva  
Asst. Prof .Daljit Kaur  
Asst. Prof .Josephine Vannini

## **Mother Gnanamma Education Fund:**

Dr.Puttanna – Coordinator  
Asst. Prof .Sangita  
Class Teachers of all classes

**Research Forum:**

Asst.Prof. Dr.Venkatalakshmi(Co-ordinator)  
Asst.Prof. Dr.Puttanna.HR  
Asst.Prof. Dr.Ramesh Naik  
Asst. Prof. VeenaKumari.V  
Asst. Prof. Anil Kumar  
Asst. Prof. Prameela  
Asst. Prof. Ravi.K  
Asst. Prof. Marina.B  
Asst. Prof. Sangita  
Asst. Prof. Vasudha  
Asst. Prof. Vasantha Pillai  
Asst. Prof. Lily Arthi Regina  
Asst. Prof. Neha Mantri  
Asst. Prof. Deepu.B  
Asst. Prof. Shruthi  
Asst. Prof .Dr.Ravi Prakash

**Midday Meals  
Scheme :**

Asst. Prof. Anil Kumar  
Class Teachers of all classes

**Maintenance Committee:**

Asst.Prof. Puttanna HR (Co-ordinator)  
Sr. Rabecca  
Ms.Nithya

**Web Team :**

Asst.Prof. Ranjith Kumar(Web Master)  
Asst.Prof. Marina  
Mr.Jesuraj

**EMS (I Boss) Team :**

Asst.Prof. Ranjith Kumar.A  
Asst.Prof. Ravi.H  
Ms.Ashwini  
Ms.Nithya  
All HoDs



## SCHOLARSHIPS

### SCHOLARSHIPS GIVEN BY THE GOVERNMENT

Name of the Scholarship	Agency	Eligibility	Mode of Application
SC/ST Scholarship	Government	Annual Income Less than Rs.2,50,000/-	<a href="http://www.sw.kar.nic.in">www.sw.kar.nic.in</a>
OBC Scholarship	Government	Annual Income Less than Rs.2,50,000/-	<a href="http://karepass.cgg.gov.in">karepass.cgg.gov.in</a>
Minority Scholarship	Government	Annual Income Less than Rs.2,50,000/-	<a href="http://gokdom.kar.nic.in">gokdom.kar.nic.in</a>
National Scholarship	Government	Annual Income Less than Rs.2,50,000/-	<a href="http://scholarships.gov.in">scholarships.gov.in</a>
Prize money	Government	60% & Above	<a href="http://www.sw.kar.nic.in">www.sw.kar.nic.in</a> <a href="http://karepass.cgg.gov.in">karepass.cgg.gov.in</a>
Merit scholarship	Government	60% & Above	<a href="http://www.sw.kar.nic.in">www.sw.kar.nic.in</a> <a href="http://karepass.cgg.gov.in">karepass.cgg.gov.in</a>
<b>OTHER SCHOLARSHIPS</b>			
Mother Gnanamma Education Fund	Students Contribution ( 1 Rupee a Day Scheme)	Deserving Students of the college	Through College
	Staff Contribution		Through College

### Documents Required

- ♣ Caste / Community certificate
- ♣ Income Certificate
- ♣ Aadhaar card
- ♣ SSLC & II PUC Marks Card
- ♣ Bank Pass Book ( In the name of the Student)
- ♣ College fee receipt
- ♣ Study Certificate

# CALENDAR OF ACTIVITIES



## Schedule for Academic Year 2020-2021

### JUNE 2020

Mon	01-06-2020	National Level Workshop on Python Programming
Tue	02-06-2020	Admission Meeting / Webinar - "Life skills for future"
Wed	03-06-2020	Commerce Trivia National level online Quiz begins
Thu	04-06-2020	
Fri	05-06-2020	National Webinar on "Campus to Corporate"/ Video Competition Webinar on Dalit Identity in Literature - English Department
Sat	06-06-2020	
Sun	07-06-2020	
Mon	08-06-2020	
Tue	09-06-2020	National Webinar - Department of Science Webinar on Skill Sets - Department of English
Wed	10-06-2020	National Webinar - Department of Kannada
Thu	11-06-2020	
Fri	12-06-2020	
Sat	13-06-2020	
Sun	14-06-2020	Bible Quiz on Luke's Gospel begins - AICUF
Mon	15-06-2020	Commerce Trivia National level online Quiz Ends
Tue	16-06-2020	International Webinar - Day-1
Wed	17-06-2020	International Webinar - Day-2
Thu	18-06-2020	
Fri	19-06-2020	
Sat	20-06-2020	
Sun	21-06-2020	
Mon	22-06-2020	
Tue	23-06-2020	Webinar on "An Overview of Research and its process"
Wed	24-06-2020	
Thu	25-06-2020	
Fri	26-06-2020	
Sat	27-06-2020	Webinar - Impact of Covid-19 Pandemic on Environment
Sun	28-06-2020	
Mon	29-06-2020	Planning Meeting / Webinar on "Impact of Covid-19 on women's mental health"
Tue	30-06-2020	National level Inter-Disciplinary Webinar-Rehab Sci

## JULY 2020

Wed	01-07-2020	College Re-opens- Inauguration of the Academic Year/ Orientation
Thu	02-07-2020	Department Meeting
Fri	03-07-2020	College reopens for all the students - Prayer Service for Isr& II Year Students
Sat	04-07-2020	Orientation for Year students
Sun	05-07-2020	
Mon	06-07-2020	National Level E-Quiz on YOGA & WELLNESS
Tue	07-07-2020	
Wed	08-07-2020	Health E-Quiz - Health Club
Thu	09-07-2020	
Fri	10-07-2020	
Sat	11-07-2020	Enhancing English Skills for Career Building - Alumnae Webinar
Sun	12-07-2020	
Mon	13-07-2020	Planning Meeting to conduct Internal & External Exams
Tue	14-07-2020	
Wed	15-07-2020	E-poster contest Begins - PG Dept.of Commerce
Thu	16-07-2020	
Fri	17-07-2020	Online Workshop on “Professional Development”
Sat	18-07-2020	FDP on Conduct of Online Exams
Sun	19-07-2020	
Mon	20-07-2020	
Tue	21-07-2020	
Wed	22-07-2020	Online Internal Examination Begins
Thu	23-07-2020	
Fri	24-07-2020	
Sat	25-07-2020	Higher Education in Commerce, the transformational power towards excellence - Webinar
Sun	26-07-2020	<b>St Anne's Feast - Holiday</b>
Mon	27-07-2020	
Tue	28-07-2020	
Wed	29-07-2020	
Thu	30-07-2020	
Fri	31-07-2020	

## AUGUST 2020

Sat	01-08-2020	
Sun	02-08-2020	
Mon	03-08-2020	Value Added Programmes Begins
Tue	04-08-2020	Value Education through one minute Videos - Begins
Wed	05-08-2020	
Thu	06-08-2020	
Fri	07-08-2020	
Sat	08-08-2020	
Sun	09-08-2020	
Mon	10-08-2020	
Tue	11-08-2020	
Wed	12-08-2020	<b>Bakrid- Holiday</b>
Thu	13-08-2020	
Fri	14-08-2020	
Sat	15-08-2020	<b>Independence Day -Holiday</b>
Sun	16-08-2020	
Mon	17-08-2020	
Tue	18-08-2020	
Wed	19-08-2020	
Thur	20-08-2020	
Fri	21-08-2020	
Sat	22-08-2020	
Sun	23-08-2020	
Mon	24-08-2020	
Tue	25-08-2020	
Wed	26-08-2020	
Thu	27-08-2020	
Fri	28-08-2020	Faculty Meeting
Sat	29-08-2020	
Sun	30-08-2020	
Mon	31-08-2020	

## SEPTEMBER 2020

Tue	01-09-2020	
Wed	02-09-2020	College Reopens for the academic Session 2020-21
Thu	03-09-2020	Orientation Programme for II & III Year Students - Day 1
Fri	04-09-2020	Orientation Programme for II & III Year Students - Day 2
Sat	05-09-2020	
Sun	06-09-2020	
Mon	07-09-2020	Commencement of online classes for 2 <sup>nd</sup> & 3 <sup>rd</sup> year students
Tue	08-09-2020	
Wed	09-09-2020	International Webinar
Thu	10-09-2020	
Fri	11-09-2020	Webinar - Physical Fitness and Mental Health during Covid-19 and beyond.
Sat	12-09-2020	
Sun	13-09-2020	
Mon	14-09-2020	
Tue	15-09-2020	Orientation for 1st Year / Webinar - Department of BBA
Wed	16-09-2020	
Thur	17-09-2020	
Fri	18-09-2020	
Sat	19-09-2020	
Sun	20-09-2020	
Mon	21-09-2020	
Tue	22-09-2020	
Wed	23-09-2020	Faculty meeting
Thu	24-09-2020	
Fri	25-09-2020	
Sat	26-09-2020	
Sun	27-09-2020	
Mon	28-09-2020	
Tue	29-09-2020	
Wed	30-09-2020	

## OCTOBER 2020

Thu	01-10-2020	Inauguration Programme for First Year
Fri	02-10-2020	<b>Gandhi Jayanthi- Holiday</b>
Sat	03-10-2020	Orientation on our Website
Sun	04-10-2020	
Mon	05-10-2020	Orientation on our Mother Foundress
Tue	06-10-2020	
Wed	07-10-2020	Orientation on SWO&Think Tank Cell / BCA Fest
Thu	08-10-2020	Orientation on NSS, AICUF, Sports and Scholarship
Fri	09-10-2020	Orientation on Clubs & Cells
Sat	10-10-2020	Orientation on Placement & Value Added Programmes
Sun	11-10-2020	
Mon	12-10-2020	Orientation on Library & Research, CC&EC
Tue	13-10-2020	Stress Management & Awareness on Virtual Class Rooms
Wed	14-10-2020	Department Orientation
Thu	15-10-2020	Regular Online Classes
Fri	16-10-2020	Alumni Talk Series
Sat	17-10-2020	
Sun	18-10-2020	
Mon	19-10-2020	BSE – Investors Awareness Programme - Day 1
Tue	20-10-2020	IQAC Meeting / BSE – Investors Awareness Programme - Day 2
Wed	21-10-2020	
Thu	22-10-2020	Department Meeting - Commerce
Fri	23-10-2020	
Sat	24-10-2020	Entrepreneurship during Pandemic Times Webinay by NSS
Sun	25-10-2020	<b>Maha Navami, Ayudapooja - Holiday</b>
Mon	26-10-2020	<b>Vijaya Dashami - Holiday</b>
Tue	27-10-2020	Faculty Research Programme - Day 1
Wed	28-10-2020	Faculty Research Programme - Day 2
Thu	29-10-2020	
Fri	30-10-2020	<b>Eid e Milad - Holiday</b>
Sat	31-10-2020	<b>Maharishi Valmiki Jayanti - Holiday</b>

## NOVEMBER 2020

Sun	01-11-2020	<b>Kannada Rajyotsava - Holiday</b>
Mon	02-11-2020	
Tue	03-11-2020	Webinar on Befriending Emotions during Pandemic -AICUF
Wed	04-11-2020	
Thu	05-11-2020	
Fri	06-11-2020	Department Fest- C3 Move
Sat	07-11-2020	Students orientation Programme for CA aspirants
Sun	08-11-2020	
Mon	09-11-2020	
Tue	10-11-2020	
Wed	11-11-2020	Webinar - Eco Club
Thu	12-11-2020	
Fri	13-11-2020	
Sat	14-11-2020	
Sun	15-11-2020	
Mon	16-11-2020	
Tue	17-11-2020	
Wed	18-11-2020	
Thu	19-11-2020	
Fri	20-11-2020	
Sat	21-11-2020	
Sun	22-11-2020	
Mon	23-11-2020	
Tue	24-11-2020	International webinar on “Emerging Industrial Trends in Computing Technology”
Wed	25-11-2020	
Thu	26-11-2020	
Fri	27-11-2020	
Sat	28-11-2020	
Sun	29-11-2020	
Mon	30-11-2020	



## DECEMBER 2020

Tue	01-12-2020	World AIDS Day
Wed	02-12-2020	
Thu	03-12-2020	
Fri	04-12-2020	
Sat	05-12-2020	
Sun	06-12-2020	
Mon	07-12-2020	
Tue	08-12-2020	
Wed	09-12-2020	
Thur	10-12-2020	Human Rights Day
Fri	11-12-2020	
Sat	12-12-2020	
Sun	13-12-2020	
Mon	14-12-2020	
Tue	15-12-2020	
Wed	16-12-2020	
Thu	17-12-2020	Department Fest “Prakruthi” Begins
Fri	18-12-2020	
Sat	19-12-2020	
Sun	20-12-2020	
Mon	21-12-2020	Foundress Day Celebration
Tue	22-12-2020	Christmas Celebration - AICUF
Wed	23-12-2020	
Thu	24-12-2020	
Fri	25-12-2020	
Sat	26-12-2020	
Sun	27-12-2020	
Mon	28-12-2020	
Tue	29-12-2020	
Wed	30-12-2020	
Thu	31-12-2020	

## JANUARY 2021

Fri	01-01-2021	
Sat	02-01-2021	
Sun	03-01-2021	
Mon	04-01-2021	
Tue	05-01-2021	
Wed	06-01-2021	Kannada Department Fest “Chiguru”
Thur	07-01-2021	
Fri	08-01-2021	
Sat	09-01-2021	
Sun	10-01-2021	
Mon	11-01-2021	
Tue	12-01-2021	
Wed	13-01-2021	
Thu	14-01-2021	
Fri	15-01-2021	<b>Shankaranthi/ Pongal- Holiday</b>
Sat	16-01-2021	
Sun	17-01-2021	
Mon	18-01-2021	
Tue	19-01-2021	
Wed	20-01-2021	
Thu	21-01-2021	
Fri	22-01-2021	Mid Sem Exams for 1 Years / End Sem for II & III Years
Sat	23-01-2021	
Sun	24-01-2021	
Mon	25-01-2021	
Tue	26-01-2021	
Wed	27-01-2021	Inauguration - PG Programmes
Thu	28-01-2021	
Fri	29-01-2021	
Sat	30-01-2021	
Sun	31-01-2021	

## FEBRUARY 2021

Mon	01-02-2021	
Tue	02-02-2021	
Wed	03-02-2021	
Thur	04-02-2021	
Fri	05-02-2021	
Sat	06-02-2021	National Seminar/ Conference
Sun	07-02-2021	
Mon	08-02-2021	
Tue	09-02-2021	
Wed	10-02-2021	
Thu	11-02-2021	
Fri	12-02-2021	
Sat	13-02-2021	
Sun	14-02-2021	
Mon	15-02-2021	Practical Examination begins
Tue	16-02-2021	
Wed	17-02-2021	
Thu	18-02-2021	
Fri	19-02-2021	
Sat	20-02-2021	
Sun	21-02-2021	<b>Mahashivaratri- Holiday</b>
Mon	22-02-2021	
Tue	23-02-2021	
Wed	24-02-2021	
Thu	25-02-2021	
Fri	26-02-2021	
Sat	27-02-2021	
Sun	28-02-2021	

## MARCH 2020

Mon	01-03-2021	
Tue	02-03-2021	
Wed	03-03-2021	
Thu	04-03-2021	
Fri	05-03-2021	
Sat	06-03-2021	
Sun	07-03-2021	
Mon	08-03-2021	Women's Day Celebration / BCU Exam commences for II&III years
Tue	09-03-2021	
Wed	10-03-2021	
Thu	11-03-2021	
Fri	12-03-2021	
Sat	13-03-2021	
Sun	14-03-2021	
Mon	15-03-2021	
Tue	16-03-2021	
Wed	17-03-2021	
Thu	18-03-2021	
Fri	19-03-2021	
Sat	20-03-2021	
Sun	21-03-2021	
Mon	22-03-2021	
Tue	23-03-2021	
Wed	24-03-2021	
Thu	25-03-2021	
Fri	26-03-2021	
Sat	27-03-2021	
Sun	28-03-2021	
Mon	29-03-2021	
Tue	30-03-2021	
Wed	31-03-2021	

## APRIL 2021

Thu	01-04-2021	
Fri	02-04-2021	<b>Good Friday - Holiday</b>
Sat	03-04-2021	
Sun	04-04-2021	New semester commences
Mon	05-04-2021	
Tue	06-04-2021	National Seminar
Wed	07-04-2021	
Thu	08-04-2021	
Fri	09-04-2021	
Sat	10-04-2021	
Sun	11-04-2021	
Mon	12-04-2021	
Tue	13-04-2021	
Wed	14-04-2021	AmbedkarJayanthi-Holiday
Thu	15-04-2021	
Fri	16-04-2021	
Sat	17-04-2021	
Sun	18-04-2021	
Mon	19-04-2021	
Tue	20-04-2021	
Wed	21-04-2021	
Thu	22-04-2021	
Fri	23-04-2021	
Sat	24-04-2021	
Sun	25-04-2021	
Mon	26-04-2021	
Tue	27-04-2021	
Wed	28-04-2021	
Thu	29-04-2021	
Fri	30-04-2021	

## MAY 2021

Sat	01-05-2021	
Sun	02-05-2021	
Mon	03-05-2021	
Tue	04-05-2021	
Wed	05-05-2021	
Thu	06-05-2021	
Fri	07-05-2021	
Sat	08-05-2021	
Sun	09-05-2021	
Mon	10-05-2021	
Tue	11-05-2021	
Wed	12-05-2021	
Thu	13-05-2021	
Fri	14-05-2021	
Sat	15-05-2021	FDP on NET Preparation
Sun	16-05-2021	
Mon	17-05-2021	
Tue	18-05-2021	
Wed	19-05-2021	
Thu	20-05-2021	
Fri	21-05-2021	
Sat	22-05-2021	
Sun	23-05-2021	
Mon	24-05-2021	
Tue	25-05-2021	
Wed	26-05-2021	
Thu	27-05-2021	
Fri	28-05-2021	
Sat	29-05-2021	
Sun	30-05-2021	

## RECORD OF ABSENCE

NOTE: THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW, 75%WHATEVER 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%WHATEVER 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

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

## RECORD OF ABSENCE

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

# University Rank Holders

## B.Com

2008 Batch	2013 Batch	2015 Batch		2016 Batch
				
<b>Shruithi.SM</b>	<b>Dharshini.DR</b>	<b>Harshitha.G</b>	<b>Sneha.I</b>	<b>Bhargavi B V</b>
<b>III Rank</b>	<b>III Rank</b>	<b>IV Rank</b>	<b>VI Rank</b>	<b>VIII Rank</b>

## B.A

2005 Batch	2007 Batch	2009 Batch		2012 Batch
				
<b>Deepa.K</b>	<b>Ephine P Jose</b>	<b>Manali.H</b>	<b>Renisha</b>	<b>Michelle</b>
<b>IX Rank</b>	<b>II Rank</b>	<b>II Rank</b>	<b>III Rank</b>	<b>IV Rank</b>
2014 Batch		2015 Batch		
				
<b>Keerthana Raj</b>	<b>Sonia.G</b>	<b>Varsha.C</b>	<b>Sheeba Shalini</b>	<b>Sindhu. S</b>
<b>II Rank</b>	<b>V Rank</b>	<b>I Rank</b>	<b>II Rank</b>	<b>IV Rank</b>

## B.A

2016 Batch	
	
<b>Priyanka Paul</b>	<b>Suganya M</b>
<b>II Rank</b>	<b>III Rank</b>

## B.Sc


<b>Vidhu Catherine</b>
<b>II Rank</b>