

PADUA COLLEGE OF COMMERCE & MANAGEMENT



NANTHUR, MANGALORE - 575 004

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Website : www.paduainstitutions.com

ESTD : 2011



PADUA COLLEGE OF COMMERCE & MANAGEMENT

PROSPECTUS & CALENDAR 2015-16



CHAMPIONS TROPHY (III B.Com)

BEST OUTGOING STUDENTS



Ashalatha
III BBM



Melcome J. Lobo
III BCom



Johnson Mascarenhas
III BCom



Ashalatha
III BBM

SPORTS INDIVIDUAL CHAMPIONSHIP

Prasad Printers, Kulshekar, Mangalore. Ph: 0824-2232536, 2232356

PATRON

ST. ANTONY OF PADUA

St. Antony of Padua the role model and patron saint of our College was born in Lisbon, Portugal in the year 1195 on 15th of August. St. Antony was the son of a Knight and of royal lineage. His mother was a devout lady and it is she who inculcated in him the feelings of piety and devotion, charity and humility. For a young lad, who mainly spent his time studying scriptures and doing menial tasks. He astounded every one with his ability to preach.

He was blessed with gift of tongues, the power to cure the sick, restore broken limbs, lull the storms, raise the dead to life and the charism of finding the lost things. As a preacher, St. Antony used to preach at a place called Padua in Italy and hence came to be known as 'St. Antony of Padua'. Under his mantle, we have named our educational institution as Padua College of Commerce and Management.

VISION

An integral development of whole human person guided by value based quality higher education to help the students to evolve into competent citizens of the nation to be of better service to the society.

MISSION

In keeping with this vision statement, Padua College of Commerce and Management has the following mission:

1. To instill and sustain in the students a lasting desire to seek knowledge and to impart to them the basic human values and skills to acquire it.
2. To inculcate team spirit and leadership skills in the students to ensure success in their professions and to assume career responsibilities.
3. To instill in the students a deep sense of pride for the nation and its culture along with a progressive and global outlook.
4. To produce future citizens of moral integrity who uphold the values enshrined in the Constitution, without prejudices to the religion.
5. To train men and women who go on expanding their consciousness.
6. To foster creative ability and critical thinking.
7. To develop a sense of concern towards the poor and the weak.

TO BE FILLED IN BY THE PARENT OR GUARDIAN

Phone : } College (0) : 2217711 Principal : 2222161
 Email : paduadegreecollege@yahoo.com Website : www.paduainstitutions.com
 paduadegreecollege@gmail.com

Name of Student : Division :
 Class :
 Father's Name : Ph :
 Mother's Name : Ph :
 Gardian Name (If any) : Ph :
 Home Address :
 Phone : (R) (Cell)
 Hostel/PG Address
 Phone Hostel/PG
 Blood Group
 Specimen Signature of Father :
 Mother :
 Guardian :

After filling this page please return it to the Class Co-ordinator before 25th of June

PRAYER BEFORE CLASS

God our heavenly father, we are in your presence. We thank and praise you. Help us and guide us during this period of study for your greater glory. Amen.



PRAYER AFTER CLASS

God our heavenly father, we thank you and praise you for all the benefits during the hour of our study. Bless us and our teacher. Amen.



ಕಾಲೇಜು ಪ್ರಾರ್ಥನೆ

ಜಯಶು ಜಯಶು, ದೇವ ನಿನ್ನ ಪುಣ್ಯ ನಾಮವು
ದೇವ ನಿನ್ನ ಪಾದಕ್ಕೆ ಶಿರವ ಬಾಗಿ ನಮಿಸೆವು
ಮನದೊಳಗಿನ ದುರ್ವಿಚಾರಗಳನು ನೀಗಿಸು
ವಿನಯ ಶೀಲರಾಗುವಂತೆ ವರವ ಪಾಲಿಸು |
ಪರರ ಹಿತವ ಬಗೆವ ಮತಿಯ ಮನದಿ ಮೂಡಿಸು
ಸರಳ ಮಾರ್ಗದಲ್ಲಿ ನಡೆಯೆ ಬೆಳಕ ತೋರಿಸು |
ನಮ್ಮ ನಡೆಯ ನಮ್ಮ ನುಡಿಯ ಅಮರವಾಗಿರಿಸು |
ನಮ್ಮ ಓದು ಪೂರ್ಣವಾಗುವಂತೆ ಕರುಣಿಸು |
ಪಾದುವ ಕಾಲೇಜು ವಿದ್ಯಾರ್ಥಿಗಳೆಲ್ಲ ಬೇಡಿಕೊಳುವೆವು
ಬೇಡಿಕೊಳುವೆವು, ಬೇಡಿಕೊಳುವೆವು.

Introduction :

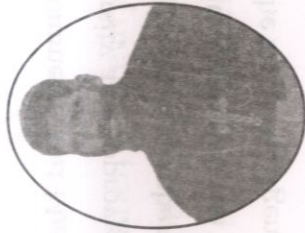
Padua College of Commerce and Management is affiliated to Mangalore University and approved by the Government of Karnataka as per the order number ED25UDV 2011. This is a Religious Minority Institution run by the Catholic Board of Education under the Local Management of Bendur parish. It is a premier institution which imparts value based quality education to all without distinction of caste and creed. Our College aims at allround development of physical, intellectual and emotional life of the students.

This Institution is situated beside the National Highway-66 close to Kadri Park. It stand on calm and serene Kadri hills, surrounded by natural green environment. The institution helps students to create harmonious society by inculcating in them various moral and human values. It offers B.Com and B.B.M., three year duration under graduate courses.

COLLEGE MOTTO

The motto of this Institution is ' Vincit Labor' which means 'success through hard work'. We expect every student to live up to this motto. No stone should be left unturned in the quest for education. The chief objective of this Institution is to provide men and women to the society who inspired by education are ready to serve the mankind with zeal.

HISTORY OF THE INSTITUTION



Rt Rev. Dr. Victor R. Fernandes
Bishop of Mangalore (1931-1955)

The Founder

Padua School was founded as Secondary School by the then Mangalore Bishop Rt. Rev. Victor R. Fernandes on 1-6-1944, for the students of the rural areas.

Padua Primary School was founded on 1-6-2000 as per Registration No.3/2001-02 dtd. 30.8.2001.

The Govt. of Karnataka upgraded the High School into a Pre University College on 20-5-2000, to admit both the Boys and Girls.

The PU College was raised to the status of a Degree College with B.Com and B.B.M courses from June 15th 2011 as per the order number ED25UDV 2011. The College is affiliated to Mangalore University and recognized by Govt of Karnataka, Ministry of High Education.

It is an unit of Catholic Board of Education and locally managed by the Bendur Parish. The new degree block was inaugurated on 25th November 2011 by our Bishop Most Rev. Dr Aloysius Paul D'Souza. The Vice Chancellor of Mangalore University Prof. T.C. Shivashankar Murthy was present.

CALENDAR 2015-2016

JUNE 2015							JULY 2015						
1	Mon						1	Wed					Student Committee
2	Tue						2	Thu					Club Inauguration
3	Wed						3	Fri					Carrom Competition
4	Thu						4	Sat					*
5	Fri						5	Sun					
6	Sat						6	Mon					
7	Sun						7	Tue					
8	Mon						8	Wed					
9	Tue						9	Thu					Singing (solo/duet)
10	Wed						10	Fri					World Population Day
11	Thu						11	Sat					Throw ball/ Valley ball match
12	Fri						12	Sun					*
13	Sat						13	Mon					
14	Sun						14	Tue					
15	Mon						15	Wed					Singing Competition (group)
16	Tue						16	Thu					Inter Class Football Match
17	Wed						17	Fri					*
18	Thu						18	Sat					
19	Fri						19	Sun					
20	Sat						20	Mon					
21	Sun						21	Tue					
22	Mon						22	Wed					
23	Tue						23	Thu					PTA Gen. Body Meeting
24	Wed						24	Fri					
25	Thu						25	Sat					Staff Enrichment programme
26	Fri						26	Sun					*
27	Sat						27	Mon					I Internal Exams
28	Sun						28	Tue					"
29	Mon						29	Wed					"
30	Tue						30	Thu					"
31	Wed						31	FRI					

All Sundays and days * marked are holidays. Rest are Class days.

AUGUST 2015		SEPTEMBER 2015	
1	Sat	1	Tue
2	Sun *	2	Wed
3	Mon	3	Thu
4	Tue	4	Fri
5	Wed	5	Sat
6	Thu	6	Sun *
7	Fri	7	Mon
8	Sat	8	Tue
9	Sun *	9	Wed
10	Mon	10	Thu
11	Tue	11	Fri
12	Wed	12	Sat
13	Thu	13	Sun *
14	Fri	14	Mon
15	Sat	15	Tue
16	Sun *	16	Wed
17	Mon	17	Thu
18	Tue	18	Fri
19	Wed	19	Sat
20	Thu	20	Sun *
21	Fri	21	Mon
22	Sat	22	Tue
23	Sun *	23	Wed
24	Mon	24	Thu
25	Tue	25	Fri
26	Wed	26	Sat
27	Thu	27	Sun *
28	Fri	28	Mon
29	Sat	29	Tue
30	Sun *	30	Wed
31	Mon		

All Sundays and days * marked are holidays. Rest are Class days.

OCTOBER 2015		NOVEMBER 2015	
1	Thu	1	Sun
2	Fri	2	Mon
3	Sat	3	Tue
4	Sun *	4	Wed
5	Mon	5	Thu
6	Tue	6	Fri
7	Wed	7	Sat
8	Thu	8	Sun *
9	Fri	9	Mon
10	Sat	10	Tue
11	Sun *	11	Wed
12	Mon	12	Thu
13	Tue	13	Fri
14	Wed	14	Sat
15	Thu	15	Sun *
16	Fri	16	Mon
17	Sat	17	Tue
18	Sun *	18	Wed
19	Mon	19	Thu
20	Tue	20	Fri
21	Wed	21	Sat
22	Thu	22	Sun *
23	Fri	23	Mon
24	Sat	24	Tue
25	Sun *	25	Wed
26	Mon	26	Thu
27	Tue	27	Fri
28	Wed	28	Sat
29	Thu	29	Sun *
30	Fri	30	Mon
31	Sat		

All Sundays and days * marked are holidays. Rest are Class days.

DECEMBER 2015		JANUARY 2016	
1	Tue	1	Fri
2	Wed	2	Sat
3	Thu	3	Sun *
4	Fri	4	Mon
5	Sat	5	Tue
6	Sun *	6	Wed
7	Mon	7	Thu
8	Tue	8	Fri
9	Wed	9	Sat
10	Thu	10	Sun *
11	Fri	11	Mon
12	Sat	12	Tue
13	Sun *	13	Wed
14	Mon	14	Thu
15	Tue	15	Fri
16	Wed	16	Sat
17	Thu	17	Sun *
18	Fri	18	Mon
19	Sat	19	Tue
20	Sun *	20	Wed
21	Mon	21	Thu
22	Tue	22	Fri
23	Wed	23	Sat
24	Thu	24	Sun *
25	Fri	25	Mon
26	Sat	26	Tue
27	Sun *	27	Wed
28	Mon	28	Thu
29	Tue	29	Fri
30	Wed	30	Sat
31	Thu	31	Sun *

All Sundays and days * marked are holidays. Rest are Class days.

FEBRUARY 2016		MARCH 2016	
1	Mon	1	Tue
2	Tue	2	Wed
3	Wed	3	Thu
4	Thu	4	Fri
5	Fri	5	Sat
6	Sat	6	Sun *
7	Sun *	7	Mon
8	Mon	8	Tue
9	Tue	9	Wed
10	Wed	10	Thu
11	Thu	11	Fri
12	Fri	12	Sat
13	Sat	13	Sun *
14	Sun *	14	Mon
15	Mon	15	Tue
16	Tue	16	Wed
17	Wed	17	Thu
18	Thu	18	Fri
19	Fri	19	Sat
20	Sat	20	Sun *
21	Sun *	21	Mon
22	Mon	22	Tue
23	Tue	23	Wed
24	Wed	24	Thu
25	Thu	25	Fri
26	Fri	26	Sat
27	Sat	27	Sun *
28	Sun *	28	Mon
29	Mon	29	Tue
30	Tue	30	Wed
31	Wed	31	Thu

All Sundays and days * marked are holidays. Rest are Class days.

APRIL 2016		MAY 2016	
1	Fri	1	Sun * Workers Day
2	Sat	2	Mon
3	Sun *	3	Tue
4	Mon	4	Wed
5	Tue	5	Thu
6	Wed	6	Fri
7	Thu	7	Sat
8	Fri *	8	Sun * Mothers Day
9	Sat	9	Mon
10	Sun *	10	Tue
11	Mon	11	Wed
12	Tue	12	Thu
13	Wed	13	Fri
14	Thu *	14	Sat
15	Fri	15	Sun *
16	Sat	16	Mon
17	Sun *	17	Tue
18	Mon	18	Wed
19	Tue	19	Thu
20	Wed	20	Fri
21	Thu	21	Sat
22	Fri	22	Sun *
23	Sat	23	Mon
24	Sun *	24	Tue
25	Mon	25	Wed
26	Tue	26	Thu
27	Wed	27	Fri
28	Thu	28	Sat
29	Fri	29	Sun *
30	Sat	30	Mon
		31	Tue

All Sundays and days * marked are holidays. Rest are Class days.

PLEASE TAKE SPECIAL NOTE

Ragging is a major offence. Those who indulge in ragging, even in a 'friendly' way, or encourage ragging, will face immediate dismissal from the College. No justification in this regard is acceptable.

Without obtaining prior permission from the Principal, no picnics, send-off parties and get-togethers in which our College students are involved, either in the campus or in any other place are to be organised. Strict disciplinary action will be taken against those who violate these rules.

Taking tuition outside the College is strongly discouraged. Students who have difficulty in any subject are recommended to approach the lecturers for help. They are also advised to attend remedial classes organised for such students after the usual classes.

75% attendance in each subject is compulsory to appear for the semester examinations. Condoning the attendance with a fine for those who have less than 75% but above 60% is withdrawn from this year.

General Rules and Regulations

- Classes will be held between 8.45 a.m. to 4.00 p.m. from Monday to Friday and between 8.45 a.m. to 12.15 pm on Saturday.
- Club activities will be held on every Thursday from 2.00 p.m. to 4.00 p.m.
- Late comers can enter the class only if permitted by a lecturer. They may be marked present at the end of the hour only if there was sufficient reason for being late. In this case an entry in the calendar will be made in order to enter the class. Those who depend on public conveyance to come to the college, should leave their home early

enough to avoid peak hours and be at the college well in time.

- A Lecturer has the right to change the place of a student, to send him out of the class or to cut the attendance without giving any reason, if a student misbehaves in the class. However the student can meet the concerned lecturer in the staff room to settle the matter.
- Use of Mobile phone inside the building premises is strictly prohibited. Mobile phone should be **in switched off mode** inside the building premises. If anybody found using the cell phone will be fined progressively starting with Rs. 1000/- or mobile phone will be confiscated and returned only after the semester examination.
- During the class, lecturer's permission is needed to move away from one's place or to leave the room.
- Punctuality and regular attendance is essential for the formation of character and is therefore insisted upon. Leave of absence from college should be obtained from the concerned authority. Unforseen absence must be justified on return before entering the class with a note of excuse from the parent or guardian. A medical certificate from a Government Doctor should be furnished especially when a student is absent for a long time due to illness. **A medical certificate however does not entitle a student for attendance.**
- Serious notice will be taken of absence without leave from the college examinations and at the re-opening of the classes after the holidays. In the case of illness, the production of a medical certificate shall be required. Parents have to inform of the absence of their ward on the same day of the examination. Re-exam may be conducted with a extra exam fees of Rs. 100/- per subject.

- Irregularity in attendance, insubordination, discourtesy to Staff members, habitual in-attention and late coming, neglect of work, obscenity in word or act will be punishable by permanent or temporary dismissal. Minor offences are punishable by a fine or loss of attendance.
- Books, magazines, Newspapers etc. which are not approved by the Principal, should not be brought to the college.
- Every student should possess an identity card/calendar issued by the College which should be produced whenever asked for, especially when dealing with the office and library.
- Everyday Students should wear the College Identity Card in the College Campus compulsorily or else the progressive fine will be charged starting from Rs. 25/-.
- Students are expected to use the classroom furniture with care. Scribbling on the walls, sketching on planks, desks or chairs will be considered a serious offence. A very serious cognizance will be taken of any infringement of this rule and suitable action will be taken.
- Students are allowed to bring two-wheelers and can park them in the parking area with a annual parking fee of Rs. 100-. Since pay and park area is limited "First Come First Served" principle is used. Others can park their two wheelers behind the high school at open space in a proper order. Four wheelers are not allowed inside the college campus.
- Students who habitually steal or rob will be dismissed from the College.
- If calender is lost student can apply for another paying Rs. 500/- and if ID Card is lost then they can get another by paying Rs. 250/-.

- Misusing of internet, facebook, SMS, E-mail to malign someones name is a serious cyber crime resulting in criminal punishment by law.
- Eating chewing gums in the College campus is strictly prohibited. If someone found doing so will be fined.
- Back answering and misbehaving with the staff will be considered seriously. Such students are liable for getting their parents and also for suspension from the College. But students have the right to inform the Principal / Vice-Principal if there is any matter of disagreement.
- Disfiguring or writing comments on the photos of the staff and students, printed in the calendar is considered a serious offence. Violators of this rule will be fined heavily or suspended.
- Tattoos on any part of the body are not allowed.
- Students without the calculator and question bank are not entertained in the class.

DRESS CODE

Students attending the classes or other gatherings within the College campus are expected to be neatly dressed in accordance with the rules of approved etiquette.

All the students are expected to wear the college uniform compulsorily on all working days. Students without uniform will be fined progressively starting with Rs. 25/-.

Men students should be properly tucked in their shirts properly. Low-waist and pencil bottom pants are strictly prohibited.

Long hair, Shabby beard, Tattoos, single ear-rings or similar ornaments on any other parts of the body are not allowed.

For girls tight fittings/short tops and sleeveless tops are not permitted.

Disciplinary action will be taken on students violating the dress code.

LIBRARY RULES

- College library is open only to the staff and students of the college.
- Silence must be observed at all the time in and outside the library.
- Library will be open every day from 8.30 a.m. to 5.00 p.m.
- Books will be issued to the students on all the working days of the week.
- No student is allowed to take more than 2 books.
- Books must be returned within 5 days. If the student fails to return on the specified day, a fine of Rs. 5/- per day will be charged.
- Internet facility is available in the evenings from 3.10-4.30 p.m.
- Books will be issued to only those who pay a library fee of Rs. 50/- annually and possess library card.

Mangalore University Examination Rules and Regulation :

Credit based semester scheme for bachelor degree programmes (Applicable to students joining the degree course in 2006)

The University Grants Commission, New Delhi in its tenth plan guidelines directed the Universities in the Country to implement the credit based semester scheme in both

undergraduate and postgraduate programmes. The Credit Based Semester Scheme makes the product of a University at par with the global practices in terms of academic standards and evaluation strategies. In the emerging scenario of Internationalization of Indian Higher Education, it is imperative that the Universities in India should follow this system so that the mobility of their products both within and across the geographical jurisdiction becomes possible. Hence the Mangalore University thought it fit to introduce the credit based semester scheme in its under-graduate degree programmes effective from the academic year 2006-07

The Salient Features of the Credit Based Semester Scheme.

Each course shall carry certain number of credits. Credits normally represent the weightage of a course and are function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning expectations, maximum marks, etc. In the proposed programmes, in general, **2 hours of instructions per week in a semester is assigned one credit. In terms of evaluation, one credit is equivalent to 50 marks in a semester.** On these basis, a three year degree programme will have a **maximum of 100 credits.** The other features of the Credit Based Semester Scheme are :

- The degree programmes are structured on semester basis.
- The relative importance of subjects of study and activities are quantified in terms of credits and also their overall relative importance.
- The subjects of study include foundation courses, general studies and interdisciplinary subjects.
- The programme permits horizontal mobility in course selections.

e) The students are required to take part in co-curricular and extra-curricular activities and their participation is compulsory as a part of the credit based system.

f) The curricula and question papers are unitized. The results of successful candidates at the end of VI semester is classified on the basis of aggregate marks obtained in all the six semesters and the aggregate Grade point average (GPA)

First Class with Distinction 70% and above

First Class Between 60% and 70%

High Second Class Between 55% and 60%

Second Class Between 50% and 55%

Pass Class Between 35% and 50%

Each semester result is also declared in terms of grades. An eight point grading system which is based on the actual absolute marks scored and alpha- sign grade as described below shall be adopted.

%Marks	<35	35<50	50<55	55<60	60<70	70<80	80<90	90<100
Alpha Sign Grade	D	C	B	B+	A	A+	A++	0
Grade Point	2	3	4	5	6	7	8	9

The Semester Grade Point Average (Semester GPA) is computed by dividing the sum of the Grade Point Weights (GPW) of all the subjects of study by the maximum credits for the semester.

$$\text{i.e Semester GPA.} = \frac{\text{Total of semester credit weightages}}{\text{Maximum credits for the programme}}$$

GPW in turn is calculated as

$$\text{GPW} = \text{Grade Point} \times \text{Credit for a Subject}$$

The aggregate GPA at the end of sixth semester is calculated as the weighted average of the semester GPA. It is obtained by dividing the total of semester credit weightages (SCW) by the maximum credits for the programme (100).

$$\text{i.e. Aggregate GPA} = \frac{\text{Sum of GPW's of all subjects}}{\text{Maximum credits for the semester}}$$

The semester credit weightage in turn is calculated as

$$\text{SCW} = \text{Semester GPA} \times \text{Semester Credits}$$

(Ref. Page No. 20 for Semester Credits)

The candidate shall be declared to have passed the UG program if he/she secures at least an aggregate GPA of 3.0 or Course alpha- Sign Grade C.

EXAMINATION & CARRY OVER (SEMESTER SCHEME)

No candidate shall be declared to have passed the Semester Examination unless he / she obtains not less than 35% marks in written examination and 35% marks in the aggregate of written examination and internal assessment put together in each of the subjects, 35% marks in practical examination (for subjects with practicals) and 35% marks in Project work & viva wherever prescribed. The internal assessment marks are based on two tests.

Table showing semester credits for various faculties :

Faculty	Semesterwise credits				Total credits		
B.Com	17	17	15	18	18	100	
B .B.M.	15	15	17	17	18	18	100

COLLEGE EXAMINATION & INTERNAL ASSESSMENT :

- There shall be Two Internal Assessment Examinations in each semester. Provisional dates of the Tests and Examinations are notified against the dates in this calendar.
- The internal assessment marks will be awarded in each paper of a subject in an academic year. Average of two Internal Assessment Examinations will be taken as the final award in that paper. If a candidate is absent from any one of the tests due to genuine and satisfactory reasons, such a candidate may be given a re-test.
- In addition to these term examination, Lecturer will hold tests/ give assignments to assess the student's progress.
- No student shall absent himself from examination/test without obtaining prior sanction of leave from the Principal or in the case of class tests/assignments, from the lecturer concerned. Violation of these rules may result in the imposition of such penalties as the Principal may deem necessary.
- The Cumulative Record will be issued for the information of the parents. Shortage of attendance if any, may be indicated in the progress report.
- Parents and guardians are particularly requested to supervise the regularity of attending classes and the studies of their wards and co-operate with the Principal and his staff in all matters pertaining to the welfare of the students. The Principal and Lecturers will be glad to meet the parents/guardians and discuss with them the problem and progress of their wards..
- If any Student wants to leave the College in between the Course he/she should pay full fees of the whole course. Then only NOC and TC will be issued.
- Students should have a minimum of 75% of attendance in each subject to appear for the semester exams. Students with shortage of attendance are not permitted to appear for the semester exam.

FEE REGULATIONS

1. A receipt signed and dated by one deputed by the Principal shall be issued for every payment of fee made.
2. If a student fails to pay his fee within 8 days after the day fixed for payment, a fine at the rate of Rs. 1.00 per day will be levied. If the fee be not paid within 15 days, the students name shall be struck off the rolls. If re-admitted, in addition of the fees and fines due from him, he will pay a re-admission fee of Rs. 10/-
3. Students who wish to leave the college in the middle of the course, must pay the full fees of the entire course.
4. If a student leaves College during a term, he shall have no right to claim a remission of any portion of a fee. Payment of examination fees does not entitle the candidate to appear for the examination. The candidate has to submit the application within the last date prescribed by the College and fulfil the requirement of satisfactory attendance, progress and conduct. A candidate who does not satisfy these requirements will not be permitted to take the examinations.
5. Applications for scholarships and fee concessions should be made to the Principal in the prescribed form. Selection of candidates for scholarships and fee concessions will be made on the basis of merit in studies and the financial status of the family. The fee concessions and scholarships are granted by the Government and College subject to regular attendance, good conduct and satisfactory progress. Even after being granted, these benefits can be withdrawn if the above conditions are not satisfied.
6. A student already in the enjoyment of a scholarship from Government or any other source, is not eligible for the College Scholarship or concession.

WITHDRAWALS & CERTIFICATES

1. All applications for certificates must be addressed to the Principal in writing. Certificates must be taken from the office in person.
2. Certificates and marks cards will not be handed over to unauthorized person.
3. Applications for certificates should contain the following particulars :
 - a) The student's name and initials
 - b) The class in which the student was originally enrolled.
 - c) The class in which the student was studying at the time of leaving and the roll number.
 - d) Languages under part I and optionals under part II
 - e) The University Examination passed with Reg. No and the year of passing.
4. T.C. will be issued within 7 days of application. Other certificates will not be issued on less than 3 days notice. However in case of emergency the certificates will be issued on payment of extra fees.
5. The official conduct certificate is a document, which a student has to earn by his/her conduct and the behavior during his/her college course and it will be issued only by the Principal. It will not be issued as a matter of course and the Principal may refuse the Conduct Certificate to any student whose conduct, in his opinion, has not been satisfactory.
6. Office Timings : 8.30 a.m. to 5.00 p.m.
7. Principal's meeting time : 2.30 p.m. to 5.00 p.m.

GOVERNING BODY OF THE COLLEGE

Name Designation

Most. Rev. Dr. Aloysius Paul D'Souza (Bishop of Mangalore) President
 Msg. Dennis Prabhu Vice President
 Rev. Fr. Gerald D'Souza Secretary
 Rev. Fr. Antony Serrao Correspondent
 Rev. Fr. Alwin Serrao Principal
 Mr. Vincent Goveas Member
 Dr. N. N. Lobo Member
 Dr. Prakash Pinto Member
 Mr. Roshan Santhumayor Staff Representative
 Mr. Alex Serrao Member
 Mr. Jugul Saldanha Member
 University Nominee -

ACADEMIC AND EXTRA CURRICULAR ACTIVITIES

Student Council - Mr. Roshan & Ms. Akshatha
 N.S.S. Programme Officers - Mr. Shridhar & Ms. Anusha
 Sports Club - Mr. Sachin & Ms. Mitchell
 Commerce Club - Mr. Roshan & Mr. Wilson
 Liturgy / Choir - Ms. Zeena & Ms. Flavita
 Cultural Club - Ms. Jyothi & Ms. Zeena
 Human Rights Association - Mr. Prashanth & Mr. Rahul
 Literary Club - Mr. Ramesh & Mrs. Pramila
 Women's Forum - Ms. Akshatha & Ms. Jesfrida
 Konakani Club - Mrs. Ashwitha
 Examination - Mr. Roshan Santhumayor
 Discipline Incharge - Mr. Sachin, Mr. Shridhar, Mrs. Pramila, Ms. Zeena

Career Guidance & Employment Cell - Mrs. Ashwitha
 Competitions & Programme Co-ordinator - Mr. Roshan Santhumayor
 Ms. Zeena & Mr. Rahul
 Maintenance officer - Mr. Ramesh
 Prathidhwani - Mr. Roshan Santhumayor & Mr. Prashanth
 PTA - Mrs. Pramila Mascarenhas
 IQAC CELL - Mr. Roshan, Mrs. Ashwitha, Mr. Shridhar & Ms. Zeena
 Anti Harrassement cell against women - Mrs. Pramila Mascarenhas & Ms. Anusha
 Anti ragging cell - Fr. Alwin Serrao, Mr. Sachin & Ms. Jyothi
 SMS & Website - Ms. Jyothi

CLASS CO-ORDINATORS

I B.Com A - Ms. Jyothi Periera
 I B.Com B - Mr. Rahul Suvarna
 II B.Com A - Ms. Akshatha
 II B.Com B - Ms. Zeena Cornelio
 III B.Com A - Ms. Anusha.
 III B.Com B - Mr. Roshan Santhumayor
 I BBM - Mr. Prashanth D'Costa
 II BBM - Mrs. Ashwitha D'Souza
 III BBM - Mr. Shridhar

Note: You should have minimum of 75% attendance in each subject

RECORD OF ABSENCE

NAME : CLASS : ROLL NO. :
 SPECIMEN SIGNATURES : Father Mother Guardian

Date of Absence	SESSIONS						Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Principal/ Class Guide
	I hr	II hr	III hr	IV hr	V hr	VI hr				
	A.M.			P.M.						
Initial of subject lecturer										
Initial of subject lecturer										
Initial of subject lecturer										
Initial of subject lecturer										
Initial of subject lecturer										
Initial of subject lecturer										

Date of Absence	SESSIONS						Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Principal/ Class Guide
	I hr	II hr	III hr	IV hr	V hr	VI hr				
	A.M.			P.M.						
Initial of subject lecturer										
Initial of subject lecturer										
Initial of subject lecturer										
Initial of subject lecturer										
Initial of subject lecturer										
Initial of subject lecturer										

I / III V SEMESTER - TIME TABLE							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
9.00-10.00	10.05-11.05	11.15-12.15	1.00-2.00	2.10-3.10	3.10-4.00		
BREAK			LUNCH BREAK				
11.05-11.15							

II / VI SEMESTER - TIME TABLE							
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
9.00-10.00	10.05-11.05	11.15-12.15	1.00-2.00	2.10-3.10	3.10-4.00		
BREAK			LUNCH BREAK				
11.05-11.15							

National Anthem

Jana Gana Mana Adhinayaka Jaya he

Bharatha Bhagya Vidhatha

Punjaba Sindhu Gujaratha Maratha

Dravida Utkala Vanga

Vindya Himachala Yamuna Ganga

Uchchala Jaladhi Taranga,

Tava -Shubha-naame Jage

Tava-Shubha-asisha Mage

Gahe Tava Jaya Gatha

Jana Gana Mangala Dayaka Jaya he

Bharatha Bhagya Vidhatha

Jaya-he Jaya -he Jaya he

Jaya Jaya Jaya Jaya he

FACULTY OF COMMERCE & MANAGEMENT

Rev. Fr Alwin Serrao - Principal
MHRM, M.A (English), M.A (Pol.Sc.), PGDIRPM, T&D

DEPARTMENT OF COMMERCE

Mr. Roshan Santhumayor, M.Com, M.A (Eco), PGDCA
Ms. Anusha, M.Com
Ms. Zeena Cornelio M.Com
Ms. Akshatha, M.Com
Ms. Mitchell Dias, M.Com
Ms. Flavita Lewies, M.Com
Mr. Wilson D'Souza, M.Com
Mr. Rahul Suvarna, M.Com

DEPARTMENT OF MANAGEMENT

Mr. Prashanth D'Costa, MBA
Mrs. Ashwitha D'Souza, MBA, MSW
Ms. Jesfrida Menezes, M.Sc (Stats)
Ms. Jasmine Serrao, M.Sc (Computer Science)

DEPARTMENT OF ECONOMICS

Mr. Shridhar, M.A. (Eco), M.Phil

DEPARTMENT OF LANGUAGES

Mrs. Pramila Mascarenhas, M.A (Kan) M.Phil, M.Sc (IT), PGDCA
Mr. Ramesh, M.A. (Hindi), B.Ed.
Ms. Jyothi Pereira, M.A. (Eng)

DEPARTMENT OF PHYSICAL EDUCATION

Mr. Sachin Nayak, M.PED (Physical Director)

NON TEACHING STAFF

Mrs. Deena Pinto, M.Lib - Librarian
Mrs. Manisha Menezes, B.Com - Clerk
Mr. Alfred Vijay Pinto, B.Com - Accountant
Mrs. Anitha Pashan - Office Staff
Mr. Melchidias Ferrao - Office Staff
Mrs. Lavina Correia - Office Staff
Mr. Bheem Bahadur - Watchman