

PADUA COLLEGE OF COMMERCE & MANAGEMENT

(Affiliated to Mangalore University)
Nanthur, Mangalore - 575 004

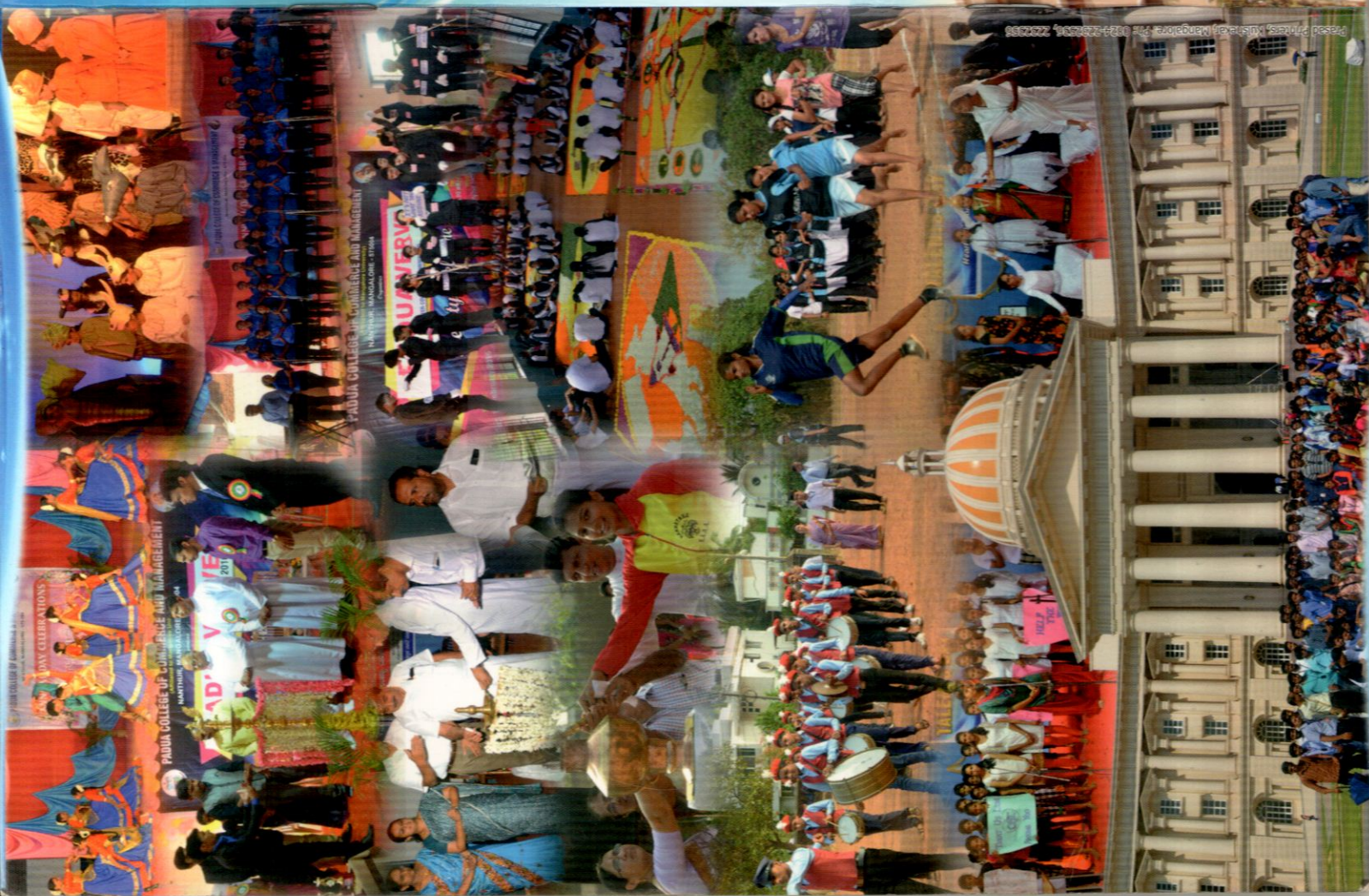


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PATRON

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 (O) : 2217711 Principal : 8050310755
 Email : paduadegreecollege@yahoo.com Website : www.paduadegreecollege.org
 paduadegreecollege@gmail.com

Name of Student :

Class : Division :

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 15th July

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
ನರಳ ಮಾರ್ಗದಲ್ಲಿ ನಡೆಯ 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 2016-2017

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

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

AUGUST 2016		SEPTEMBER 2016		OCTOBER 2016		NOVEMBER 2016			
1	Mon		1	Sat	1	Tue	1	Tue	* Karnataka Rajyotsava
2	Tue		2	Fri	2	Sun	2	Wed	
3	Wed		3	Sat	3	Mon	3	Thu	
4	Thu	Interclass Moral	4	Sun	*	Tue	4	Fri	
5	Fri	Skit Competition	5	Mon	*	Wed	5	Sat	
6	Sat		6	Tue		Thu	6	Sun	*
7	Sun	* International Friendship Day	7	Wed		Fri	7	Mon	
8	Mon		8	Thu	*	Sat	8	Tue	
9	Tue		9	Fri	*	Sun	9	Wed	
10	Wed		10	Sat	*	Mon	10	Thu	
11	Thu	Flower India Competition	11	Sun	*	Tue	11	Fri	
12	Fri		12	Mon	*	Wed	12	Sat	
13	Sat	Cross Country Race	13	Tue		Thu	13	Sun	*
14	Sun	* Independence Day	14	Wed		Fri	14	Mon	Children's Day
15	Mon		15	Thu		Sat	15	Tue	
16	Tue		16	Fri		Sun	16	Wed	
17	Wed		17	Sat		Mon	17	Thu	* Kanakadasa Jayanthi
18	Thu	} Ist Internal Exam	18	Sun	*	Tue	18	Fri	
19	Fri		19	Mon		Wed	19	Sat	
20	Sat	Konkani Manyatha Divas	20	Tue		Thu	20	Sun	*
21	Sun	*	21	Wed		Fri	21	Mon	
22	Mon		22	Thu		Sat	22	Tue	
23	Tue		23	Fri		Sun	23	Wed	
24	Wed	Group Singing Competition	24	Sat		Mon	24	Thu	
25	Thu		25	Sun	*	Tue	25	Fri	
26	Fri		26	Mon		Wed	26	Sat	Constitution Day
27	Sat	Inter Class Chess Competition	27	Tue		Thu	27	Sun	*
28	Sun	*	28	Wed		Fri	28	Mon	
29	Mon		29	Thu		Sat	29	Tue	
30	Tue		30	Fri		Sun	30	Wed	
31	Wed	Inter Class Mime Competition	31	Sat		Mon	31	Thu	
								All Sundays and days * marked are holidays. Rest are Class days.	

DECEMBER 2016		JANUARY 2017	
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	31	Tue

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

FEBRUARY 2017		MARCH 2017	
1	Wed	1	Wed
2	Thu	2	Thu
3	Fri	3	Fri
4	Sat	4	Sat
5	Sun	5	Sun
6	Mon	6	Mon
7	Tue	7	Tue
8	Wed	8	Wed
9	Thu	9	Thu
10	Fri	10	Fri
11	Sat	11	Sat
12	Sun	12	Sun
13	Mon	13	Mon
14	Tue	14	Tue
15	Wed	15	Wed
16	Thu	16	Thu
17	Fri	17	Fri
18	Sat	18	Sat
19	Sun	19	Sun
20	Mon	20	Mon
21	Tue	21	Tue
22	Wed	22	Wed
23	Thu	23	Thu
24	Fri	24	Fri
25	Sat	25	Sat
26	Sun	26	Sun
27	Mon	27	Mon
28	Tue	28	Tue
29	Wed	29	Wed
30	Thu	30	Thu
31	Fri	31	Fri

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

APRIL 2017		MAY 2017	
1	Sat	1	Mon
2	Sun *	2	Tue
3	Mon	3	Wed
4	Tue	4	Thu
5	Wed	5	Fri
6	Thu	6	Sat
7	Fri	7	Sun *
8	Sat	8	Mon
9	Sun *	9	Tue
10	Mon	10	Wed
11	Tue	11	Thu
12	Wed	12	Fri
13	Thu	13	Sat
14	Fri	14	Sun *
15	Sat	15	Mon
16	Sun *	16	Tue
17	Mon	17	Wed
18	Tue	18	Thu
19	Wed	19	Fri
20	Thu	20	Sat
21	Fri	21	Sun *
22	Sat	22	Mon
23	Sun *	23	Tue
24	Mon	24	Wed
25	Tue	25	Thu
26	Wed	26	Fri
27	Thu	27	Sat
28	Fri	28	Sun *
29	Sat	29	Mon
30	Sun *	30	Tue
		31	Wed

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

Students are bound to observe the General regulations and other Rules of Discipline of the College. They are also bound to observe the regulations, which the Management may frame from time to time. In particular, their attention is drawn to the following:

1. Classes are held between 8.45 a.m. to 3.40 p.m. from Monday to Friday and between 8.45 a.m. to 1.00 pm on Saturday. Club activities will be held on every Thursday from 2.00 p.m. to 4.00 p.m.
2. 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 such cases, an entry in the calendar will be made 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.

3. At the beginning of the morning session all must stand and pray devoutly. They shall stand respectfully for the National Anthem.
4. On the teacher's arrival to the classroom, students must rise and remain standing until they are asked to sit or till teacher takes his/her seat. When the attendance roll is called each one must rise and answer to his name.
5. 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.
6. Use of Mobile phone inside the building premises is strictly prohibited. Mobile phone should be in "**SWITCHED OFF MODE**" inside the college premises or campus. 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 examinations.
7. During the class, lecturer's permission is needed to move away from one's place or to leave the room.
8. Punctuality and regular attendance is essential for the formation of character and is insisted upon. Leave of absence from college should be obtained from the concerned authority. Unforeseen 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.
9. Serious note will be taken of the 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 an extra exam fees of Rs. 100/- per subject.

10. 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.
11. Students those who absent themselves should show the leave note writing it in the college calendar properly signed by the parents and the subject lecturers & Vice-Principal or the Principal before 9.00 a.m.
12. Every student should possess the Identity card/calendar issued by the College, which should be produced whenever asked for, especially when dealing with the office and library.
13. Students should wear the College Identity Card daily in the College Campus compulsorily or else the progressive fine will be levied starting from Rs. 30/-
14. Students are expected to use the classroom furniture with care. Breaking of the furniture, 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.
15. Students are allowed to bring two-wheelers and can park them in the parking area assigned to them behind the High School at open space in a proper order. Four wheelers are not allowed inside the college campus. The college does not own responsibility for the safety of the vehicles.
16. Students who habitually steal or rob will be dismissed from the College.

17. Students are not permitted to leave the college before time either during the morning or afternoon session unless the parents or guardians personally for valid reasons request leave. However, such students should obtain the permission from the Principal or the Vice Principal and write their names in the Movement Register before leaving.
18. Irregular attendance, in subordination to Lecturers, habitual inattention to College work, obscenity in word of act are sufficient reasons for the temporary or permanent dismissal of a student.
19. The college does not hold itself responsible for the student's conduct outside its premises. In justice, however it takes cognizance of any serious misconduct of its students committed outside its precincts and should any serious charge be fairly substantiated, the guilty shall be punished according to the gravity of the offence.
20. Progress Records will be issued after the Internal exams.
21. The students should wear the prescribed college uniform on all days. A student will not be permitted to sit in the class without the prescribed college uniform. They should cut their hair from time to time and brush neatly.
22. Students must respect the members of the staff and salute them on meeting them for the first time during the day.
23. If a student fails to submit the assignment on the assigned date, he/she will not be allowed to attend the classes till he/she submits the assignment.
24. Books, magazines, newspapers and articles not approved by the Principal should not be brought to the college.
25. The use of tobacco in any form is forbidden in the college premises. Explosives are banned inside the college campus.
26. Students are expected to speak in English or Kannada or Hindi according to the medium of instruction within the college premises. The defaulters will be fined.

27. Students must equip themselves with a complete outfit of everything that is necessary for their studies. They must use their own materials and be responsible for their safety. The college should not be made responsible for books, money, clothes and other articles that are lost.
28. Attendance at Mass for the catholic students and Value Education classes for the others is obligatory for all the students. A test will be conducted in the value education topics dealt during the year.
29. The Catholic students are advised to go to confession at least once a month and to Mass and Communion every day if possible.
30. Serious action like dismissal or suspension can also be taken against those men students who involve in eve teasing.
31. Students must not join any club or society or make any engagements outside college that would interfere with their studies without the permission of the Principal. They are not allowed to play in any team against the college.
32. Students are not allowed to take part in political agitation directed against the authority or the lawful Government.
33. Letters officially addressed to the Principal must be accompanied by stamped reply envelope.
34. Students should adhere to the discipline of the college whole-heartedly. They should follow the bells scrupulously, particularly the bells rung after the recess, both in forenoon and in the afternoon. Those who go to the canteen should come in time. They should never leave the college premises during these intervals.
35. Attendance at classes and examinations, progress as well as conduct of the students, will be taken into consideration while recommending the students for merit certificates concessions and scholarships.
36. Cleanliness of the classrooms and college premises is also essential for the proper and smooth functioning of the

institution. Therefore, students should keep their classrooms, corridors and the playground clean and tidy. Dustbins should be used to throw the waste.

37. To improve student's reading and knowledge, the College provides a good collection of books in the college library. Strict discipline is to be maintained in the library. Books should be read and returned intact. Penal fee will be collected for the damage and the lost ones.

38. If calendar 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/-.

39. Any Students caught in the Internal examination on malpracticing will be suspended for a week and those who are caught in the semester examination on malpractice will be punished according to the University rules.

40. Misusing of internet, face book, SMS, E-mail to malign someone's name is a serious cyber crime resulting in criminal punishment by law.

41. Eating chewing gum in the College campus and any eatables in the classroom is strictly prohibited. If someone is found doing so, will be fined.

42. Playing or shouting inside the college building is not allowed. A student is not permitted to enter any classroom other than his own without permission.

43. Back answering and misbehaving with the staff will be considered seriously. Such students are liable for getting their parents and for suspension from the College. However, students have the right to inform the Principal / Vice-Principal if there is any matter of disagreement.

44. 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.

45. Tattoos on any part of the body are not allowed.

46. Students without the calculator, question bank and other stationery required for the class are not entertained in the class.

47. 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.

48. Students should follow only oral communication and not tactile communication in their conversation. This rule should be strictly followed in inter-gender communication.

DRESS CODE

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

2. All the students are expected to wear the college uniform compulsorily on all working days. Uniform should be stitched according to the prescribed pattern given by the college.

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

4. Long hair, Hair colouring, Shabby beard, Tattoos, single earrings or similar ornaments on any other parts of the body are not allowed.

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

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

7. Students who do not follow the above rules will be fined progressively starting with Rs. 30/-.

LIBRARY RULES

1. College library is open only to the staff and students of the college.
2. Silence must be observed at all the time in and outside the library.
3. Library will be open every day from 8.30 a.m. to 4.30 p.m.
4. Books will be issued to the students on all the working days of the week.
5. No student is allowed to borrow more than 2 books.
6. Books must be returned within 5 days. If the student fails to return on the specified day, a fine of Rs. 1/- per day will be charged.
7. Books will be issued to only those who pay a library fee of Rs. 50/- and possess library card.

COLLEGE EXAMINATION & INTERNAL ASSESSMENT:

1. 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.
2. The Internal Assessment marks will be awarded in each paper of a subject in every semester. 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.
3. In addition to these term examination, Lecturer will hold tests/ give assignments to assess the student's progress.
4. No student shall absent himself/herself 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. Hall tickets of such students will not be issued unless they submit the assignments.

5. The Cumulative Record will be issued for the information of the parents. Shortage of attendance if any will be intimated to the parents.
6. 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 difficulties and progress of their wards.
7. If any Student wants to leave the College in between the Course he/she will have to pay the full fees of the whole course. Only then NOC and TC will be issued.
8. 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. **Students should remember that from this year onwards there would not be condoning of shortage of attendance even if the fine is paid.**

FEE REGULATIONS

1. Fees can be paid in three installments of 50:25:25. A new candidate shall pay the fees payable for the first installment when his/her name is enrolled. A student shall not be enrolled or admitted after the beginning of a term unless, he has paid all the fees which he would have had to pay, as his name been on the rolls from the beginning of the term.
2. A receipt signed and dated by one deputed by the Principal shall be issued for every payment of fee made and will be entered in the Fee Receipt tag attached to the Hand Book, for every payment of fee made.

3. If a student fails to pay his fee within 8 days after the day fixed for payment, a fine will be levied. If the fees are not paid within 15 days, the students name shall be struck off from the college rolls. If readmitted, in addition of the fees and fines due from him, he will have to pay a re-admission fee.
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 a candidate to appear for the examination. The candidate has to submit the application within the last date prescribed by the College and fulfill 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. A student will not be allowed to appear for the Semester Examination if he/she has not paid the fees as prescribed by the college.
6. 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 based on merit in studies and the financial status of the family. The fee concessions and scholarships granted by the Government and College are 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.
7. 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 optional 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 only the Principal will issue it. 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 4.30 p.m. On working days, students should approach the office for their work before 9.00 a.m., during the lunch break, or after class hours.

Recommendation to Parents/Guardians

1. Parents play a decisive role in the development of students in their formative years. Therefore the college expects the whole-hearted co-operation from the parents.
2. Parents are requested to co-operate with the college authorities by enforcing regularity and discipline to

prepare their lessons daily and to take an active and salutary interest in the activities of the college.

3. Parents are particularly requested to sign Leave Notes, Messages, Progress Reports, Weekly Reports or any other similar documents when so requested. Failure to do this may put their children to great inconvenience and render them liable to be sent home. Repeated coming late or forgetting to bring relevant books may be punished in the same way.
4. Parents are also invited to meet the Principal and other members of the staff personally especially when there is unsatisfactory behavior, shortage of attendance and poor progress in studies.
5. Parents are requested not to give extra money to their children other than for bus travel and meals. If any payment is made to the college a receipt should be demanded.
6. Private tuitions are forbidden as per Government rules.

7. Parents are requested to meet the Class Coordinator on the appointed days to enquire about the progress of their wards.

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 :

- a) The degree programmes are structured on semester basis.
- b) The relative importance of subjects of study and activities are quantified in terms of credits and also their overall relative importance.
- c) The subjects of study include foundation courses, general studies and interdisciplinary subjects.
- d) 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.

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

GPW in turn is calculated as

GPW = Grade Point X 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).

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

SCW = Semester GPA x 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
	17	17	15	15	18	18	
B.Com	17	17	15	15	18	18	100
B .B.M.	15	15	17	17	18	18	100

GOVERNING BODY OF THE COLLEGE

Name	Designation
Most. Rev. Dr. Aloysius Paul D'Souza	President
(Bishop of Mangalore)	Vice President
Msg. Dennis Prabhu	Secretary
Rev. Fr. Gerald D'Souza	Correspondent
Rev. Fr. Antony Serrao	Principal
Rev. Fr. Alwin Serrao	Member
Mr. Vincent Goveas	Member
Dr. Nobert 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 & Mrs. Pramila
N.S.S. Programme Officers	- Mr Shridhar & Ms. Renita
Sports Club	- Mr Hariprasad & Ms. Mitchellle
Commerce Club	- Mr Wilson & Mrs. Thanuja
Liturgy	- Mrs. Zeena & Ms. Flavita
Choir / Music Club	- Mr Roshan Santhumayor
Cultural Club	- Mr Rahul & Mrs. Zeena
Human Rights Association	- Mrs. Jesfrida
Literary Club	- Mr Ramesh & Ms. Seema

Women's Forum	- Ms. Akshatha & Ms. Flavita
Konakani Club	- Mrs. Pramila & Mr Prashanth
Dramatics Club	- Mr Christopher
Traffic Warden / Red Cross	- Mr Deenath
Examination	- Mr Roshan Santhumayor
Discipline Incharge	- Mr Hariprasad, Mr. Shridhar, Mrs. Pramila, Ms. Zeena
Career Guidance & Employment Cell	- Mr Deenath
Competitions &	
Programme Co-ordinator	- Mr Roshan Santhumayor
Maintenance officer	- Ms. Zeena & Mr. Rahul
Prathidhwani	- Mr Roshan Santhumayor & Mr Christopher
PTA	- Mrs. Pramila Mascarenhas
IQAC CELL	- Mr. Roshan, Mr Deenath
Anti Harrassement cell	- Mr. Shridhar & Ms. Zeena
Anti ragging cell	- Ms. Akshatha & Mrs. Tanuja
Mid-Day Meal	- Fr. Alwin Serrao, Mr
Student Welfare Officer	Mr Hariprasad & Mrs. Jesfrida
Value Education	- Mr Ramesh
	- Mr Roshan Santhumayor
	- Mrs Thanuja

CERTIFICATE COURSES

Drama - Mr Christopher
Banking - Mr Roshan
Kathak / Bharathnatyam - Mr Prshanth
Tally - Ms. Renita
Communicative English - Ms. Seema
Band - Mr Ramesh

CLASS CO-ORDINATORS

Class	Main Co-ordinator	Sec-tion	Assistant Co-ordinator
IB.Com	Mr Shridhar	A	Mrs. Jesfrida Menezes Mr Rahul Suvarna
II B.Com	Mrs. Pramila Mascarenhas	A	Ms. Akshatha
III B.Com	Mr. Roshan Santhumayor	B	Ms. Seema Periera
BBM	Mr. Zeena Cornelio	A	Mr Prashanth
		B	Ms. Flavita Lewis
		I	Ms. Thanyja Mitchell-Diaz
		II	Ms. Wilson D'Souza
		III	Ms. Renita Sequiera

Note : Students are requested to sign their leave note with the main Co-ordinator.

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						No. of Hours	REASON	Signature of Parent/ Guardian	Principal/ Vice Principal/ Class Co-ordinator
	I hr	II hr	III hr	IV hr	V hr	VI hr				

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

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

Department of Commerce

Mr Roshan Santhumayor, M.Com, M.A (Eco), M.Phil, PGDCA - Vice Principal
Mrs. 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
Ms. Renita Sequeira, M.Com
Mr Deenath D'sa, M.Com
Mrs. Thanuja, M.Com, UGC NET

Department of Management

Mr Prashanth D'Costa, MBA
Mrs. Jesfrida Menezes, M.Sc (Stats)
Mr Anil Crasta, M.Sc(IT), PGDCA

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. Seema Pereira, M.A. (Eng), M.B.A
Mr Christopher D'Souza, M.A (Hindi), Dip. in Theatre

Department of Physical Education

Mr Hariprasad, M.Ped (Physical Director)

Non Teaching Staff

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

National Anthem

Jana Gana Mana Adhinayaka Jaya he

Bharatha Bhagya Vidhatha

Punjabo 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