

# PADUA COLLEGE OF COMMERCE & MANAGEMENT



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



Email: [paduadegreecollege@gmail.com](mailto:paduadegreecollege@gmail.com)  
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Website : [www.paduadegreecollege.org](http://www.paduadegreecollege.org)  
ESTD : 2011

## PROSPECTUS & CALENDAR 2020-21



# 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 :** (M) 9482597161    **College (O) :** 2217711    **Principal :** 8050310755  
**Email :** paduadegreecollege@gmail.com    **Website :** www.paduadegreecollege.org

**Name of the Student :** .....

**Ph No. :** ..... **Email:** .....

**University Reg. No.**.....

**College Roll No.** .....

**Class :** ..... **Division :** .....

**Father's Name :** ..... **Ph :** .....

**Mother's Name :** ..... **Ph :** .....

**Guardian's Name (If any) :** ..... **Ph :** .....

**Home Address :** .....

.....

.....

**Phone : (R)** ..... **(Mobile No)**.....

**Hostel/PG Address** .....

.....

.....**Phone Hostel/ PG** .....

**Blood Group** .....

**Specimen Signature of the Father :** .....

**Mother :** .....

**Guardian :** .....

*After filling this page please return it to the Class Co-ordinator*



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Blood Group .....

Specimen Signature of the Father : .....

Mother : .....

Guardian : .....

## 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.

## COLLEGE ANTHEM

### GLORIOUS LIGHT, OUR HOPE, OUR BEACON

1. Glorious light, our hope, our beacon,  
We're your children, make our life shine,  
True for ma tor, life's great partner,  
Make us human, be our guardian.

**We, the clay, and you're our potter,  
Shape our lives for you're our Mother,  
Knead us, mould us, you're our mentor,  
Guard and lead us, be our shelter.**

2. Teaching us to walk with wisdom,  
Guide us in the path of freedom,  
Make us ardent, keep us prudent,  
In your bosom our life will blossom.

## **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 St. Sebastian Church, Bendur. 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 stands on calm and serene Kadri hills, surrounded by natural green environment. The institution helps students to create harmonious socieity by inculcating in them various moral and human values. It offers B.Com and B.B.A., 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.A 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 2020-21

SEPTEMBER 2020			OCTOBER 2020		
1	Tue	Commencement of I, III, V Semester (online classes)	1	Thu	
2	Wed		2	Fri	* Gandhi Jayanthi
3	Thu		3	Sat	
4	Fri		4	<b>Sun</b>	*
5	Sat		5	Mon	
6	<b>Sun</b>		6	Tue	
7	Mon		7	Wed	
8	Tue		8	Thu	
9	Wed		9	Fri	
10	Thu		10	Sat	
11	Fri	11	<b>Sun</b>	*	
12	Sat	12	Mon		
13	<b>Sun</b>	13	Tue		
14	Mon	14	Wed		
15	Tue	15	Thu		
16	Wed	16	Fri		
17	Thu	17	Sat		
18	Fri	18	<b>Sun</b>	*	
19	Sat	19	Mon		
20	<b>Sun</b>	20	Tue		
21	Mon	21	Wed		
22	Tue	22	Thu		
23	Wed	23	Fri		
24	Thu	24	Sat	* Mahanavami Ayudha Pooje	
25	Fri	25	<b>Sun</b>	* Vijayadashami	
26	Sat	26	Mon		
27	<b>Sun</b>	27	Tue		
28	Mon	28	Wed		
29	Tue	29	Thu		
30	Wed	30	Fri	* Id Milad	
		31	Sat	* Valmiki Jayanthi	

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

NOVEMBER 2020			DECEMBER 2020		
1	Sun	* Kannada Rajyotsava	1	Tue	
2	Mon	Commencement of I, III, V Semester (online Offline/Blended Mode)	2	Wed	
3	Tue		3	Thu	* Kanakadasa Jayanthi
4	Wed		4	Fri	
5	Thu		5	Sat	
6	Fri		6	Sun	*
7	Sat		7	Mon	
8	Sun	*	8	Tue	
9	Mon		9	Wed	
10	Tue		10	Thu	
11	Wed		11	Fri	
12	Thu		12	Sat	
13	Fri		13	Sun	*
14	Sat	* Naraka Chaturdashi	14	Mon	
15	Sun	* Deepavali	15	Tue	
16	Mon	* Balipadyami	16	Wed	
17	Tue		17	Thu	
18	Wed		18	Fri	
19	Thu		19	Sat	
20	Fri		20	Sun	*
21	Sat		21	Mon	
22	Sun	*	22	Tue	
23	Mon		23	Wed	
24	Tue		24	Thu	
25	Wed		25	Fri	* Christmas
26	Thu		26	Sat	
27	Fri		27	Sun	*
28	Sat		28	Mon	
29	Sun	*	29	Tue	
30	Mon		30	Wed	
			31	Thu	

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

JANUARY 2021			FEBRUARY 2021			
1	Fri	New Year Day	1	Mon		
2	Sat		2	Tue		
3	Sun	*	3	Wed		
4	Mon		4	Thu		
5	Tue		5	Fri		
6	Wed		6	Sat		
7	Thu		7	Sun	*	
8	Fri		8	Mon	} IInd Internal	
9	Sat		9	Tue		
10	Sun		10	Wed		
11	Mon	} Ist Internal	11	Thu		
12	Tue			12	Fri	
13	Wed			13	Sat	
14	Thu	* Makara Sankramana	14	Sun	*	
15	Fri		15	Mon		
16	Sat		16	Tue		
17	Sun	*	17	Wed		
18	Mon		18	Thu		
19	Tue		19	Fri		
20	Wed		20	Sat		
21	Thu		21	Sun	*	
22	Fri		22	Mon		
23	Sat		23	Tue		
24	Sun	*	24	Wed		
25	Mon		25	Thu		
26	Tue	* Republic Day	26	Fri		
27	Wed		27	Sat	End of I, III & V Semester Classes	
28	Thu		28	Sun	*	
29	Fri					
30	Sat					
31	Sun	*				

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

MARCH 2021			APRIL 2021		
1	Mon		1	Thu	
2	Tue		2	Fri	* Good Friday
3	Wed		3	Sat	
4	Thu	Commencement of I, III & V Semester Examination	4	Sun	*
5	Fri		5	Mon	
6	Sat		6	Tue	
7	Sun	*	7	Wed	
8	Mon	International Women's Day	8	Thu	
9	Tue		9	Fri	
10	Wed		10	Sat	
11	Thu	* Maha Shivarathri	11	Sun	*
12	Fri		12	Mon	
13	Sat		13	Tue	
14	Sun	*	14	Wed	* Ambedkar Jayanthi
15	Mon		15	Thu	
16	Tue		16	Fri	
17	Wed		17	Sat	
18	Thu		18	Sun	*
19	Fri		19	Mon	
20	Sat		20	Tue	
21	Sun	*	21	Wed	Commencement of II, IV & VI Semester Classes
22	Mon		22	Thu	
23	Tue		23	Fri	
24	Wed		24	Sat	
25	Thu		25	Sun	*
26	Fri		26	Mon	
27	Sat		27	Tue	
28	Sun	*	28	Wed	
29	Mon		29	Thu	
30	Tue		30	Fri	
31	Wed				

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

MAY 2021			JUNE 2021		
1	Sat	* May Day	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	} I Internal Exam
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	* Ramzan	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.

JULY 2021			AUGUST 2021		
1	Thu		1	<b>Sun</b>	*
2	Fri		2	Mon	
3	Sat		3	Tue	
4	<b>Sun</b>	*	4	Wed	
5	Mon		5	Thu	
6	Tue		6	Fri	
7	Wed		7	Sat	
8	Thu		8	<b>Sun</b>	*
9	Fri		9	Mon	
10	Sat		10	Tue	End of the II, IV & VI Semester Classes
11	<b>Sun</b>	*	11	Wed	
12	Mon		12	Thu	Commencement of II, IV, VI Semester Examination
13	Tue		13	Fri	
14	Wed		14	Sat	
15	Thu		15	<b>Sun</b>	* Independence Day
16	Fri		16	Mon	
17	Sat		17	Tue	
18	<b>Sun</b>	*	18	Wed	
19	Mon		19	Thu	
20	Tue		20	Fri	* Moharam
21	Wed		21	Sat	
22	Thu		22	<b>Sun</b>	*
23	Fri		23	Mon	
24	Sat		24	Tue	
25	<b>Sun</b>	*	25	Wed	
26	Mon	} II Internal Exam	26	Thu	
27	Tue		27	Fri	
28	Wed		28	Sat	
29	Thu		29	<b>Sun</b>	*
30	Fri		30	Mon	
31	Sat		31	Tue	

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

### PLEASE TAKE SPECIAL NOTE

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, trolling, stalling, sending vulgour messages.
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. Students are discouraged from contesting or participating in any students unions or organization outside the college as it may hinder the promotion of peace, harmony and brotherhood in the college. Serious action will be taken against such students.**
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 mal-practicing 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.

**49. 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.**

### **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. Girls should wear the shawl as prescribed in the uniform format.
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 eligible to appear for the semester exam. **A students shall have to repeat the semester, if he/she fails to put in 75% of attendance without which he/she will not be eligible to move to the next semester.**

#### **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/her fee within 8 days after the day fixed for payment, a fine will be levied. If the fees is 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 :**

Regulations Governing choice based credit system for Bachelor Degree Programmes.

#### **Preamble :**

The University Grants Commission, New Delhi has directed all Universities in the country to implement the Choice Based Credit System (CBCS, semester scheme) in both the under graduate and post graduate programmes and has been issuing a series of guidelines with regard to this. The choice based credit system enables the degrees of Mangalore University to be on par with the global standards. Given the present trend of globalisation, it is all but fitting that Mangalore University should adopt the CBCS so that the acceptability of the programmes and degrees offered by the University becomes comparable and readily acceptable. The University considered the feasibility of CBCS at several levels and through the meeting of several of its statutory bodies. After due consideration, the following regulations were drawn up.

The salient feature of the choice based credit system (CBCS) (Semester scheme) :

Each course in a programme shall carry certain number of credits, which normally represent the weightage of a course

and are a function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning expectations 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 the basis of these parameters, a three year degree programme will have a maximum of 100 or 104 credits.

**The other features of the CBCS (Semester scheme) are :**

- i) The 'Degree Course' is to be replaced by 'Degree Programme' and the term 'Subject/Paper' is to be replaced by 'Course'.
- ii) The under graduate degree programmes are structured on choice based credit system (semester scheme)
- iii) The relative importance of courses of study and activities are quantified in terms of credits. Total credit of the programme is in the range of 100-104.
- iv) Each programme of study will have
  - a) Core courses (Group - I)
  - b) "Electives (Group - II)
  - c) Foundation courses (Group - III)
  - d) Extra and Co-curricular activities (Group - IV)

The core courses (Group - I) will consist of Compulsory / Optional courses which are compulsorily studied by a student in all six semesters, whereas Elective and Foundation courses are to be studied in I to IV semesters.

Elective courses are :

- a) Supportive to the discipline of study.
- b) Providing an expanded scope.
- c) Nurturing student's proficiency / skill.
- d) Enabling an exposure to some other discipline / domain.

The student shall opt any one of the elective courses (a to d) in each semester.

### **Eligibility for admission**

#### **B.Com, B.Com (e-Com), B.B.A**

- a) A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent there to by Mangalore University is eligible for admission to these programmes.
- b) Admission of Diploma Holders in Commercial / Secretarial Practice to B.Com. Degree : Candidate successful at the Diploma examination of Secretarial / Commercial practice conducted by the Government of Karnataka may be directly admitted to the III semester (second year) B.Com. degree programme. Such candidates are eligible for grading but not for ranking.

#### **Massive open online courses (MOOCs)**

MOOCs are online courses which are made available on SWAYAM (Study Web of Active learning by Young and Aspiring Minds) platform of Government of India. Maximum 20% of total credits can be earned through MOOCs by choosing courses offered under SWAYAM Platform. In case a student select a MOOCs in lieu of any one courses offered under Group I to Group III, the credit earned will be considered for grading and ranking. The credits earned under SWAYAM platform are also transferable from the institution to another. The student is eligible to take additional courses under MOOCs if he/she opts to earn extra credits and these would be considered as

additional SWAYAM /MOOCs and will not be considered either for grading or for ranking

**Internal Assessment :**

1. The internal assessment marks for a course shall be based on two tests or one test and one assignment. The test shall be of at least one hour duration to be held during the semester. The average marks of the two tests or one test and one assignment shall be taken as the internal assessment marks.
2. The marks of the internal assessment shall be published on the notice board of the college for information of the student before forwarding to University and the relevant records to be retained by the college for at least six months.
3. The Internal assessment marks shall be communicated to the Registrar (Evaluation) at least 15 days before the commencement of the University examinations and the Registrar (Evaluation) shall have access to the records of such periodical assessments.
4. There shall be no minimum in respect of internal assessment marks.
5. Internal assessment marks shall be shown separately in the marks card. A candidate, who has failed or rejected the result, shall retain the internal assessment marks.

**Classification of successful candidates :**

The result of successful candidates at the end of each semester shall be declared in terms of Semester Grade Point Average (SGPA). The result at the end of the programme shall be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in all the six semester and the corresponding programme Alpha-Sign Grade.

The SGPA in a semester and the CGPA and the alpha - sign grade at the end of sixth semester shall be computed as follows :

**Semester Grade Point Average (SGPA) :** The grade points in a course shall be assigned on the basis of actual marks scored (end semester examination and I.A.) in that course as per the table given below provided they have secured a minimum of 35% marks in the end semester examination. The candidate securing less than 35% marks in the end semester examination in the any unit/theory/practical / project work /dissertation / internship shall be declared to have failed in that unit indicated with FF grade. A student obtaining grade FF or absent will be required to reappear for the examination of that course.

Table 1 : Semester Grades and Grade Points

Limits*	Grade point
95 - 100	10
90 - 94	9.5
85 - 89	9
80 - 84	8.5
75 - 79	8
70 - 74	7.5
65 - 69	7
60 - 64	6.5
55 - 59	6
50 - 54	5.5
45 - 49	5
40 - 44	4.5
35 - 39	4
0 - 34	0

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all these courses undergone by a student during that semester. It shall be expressed up to two decimal places.

$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$  where  $C_i$  the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course

**Table 2 : An example of the Calculation of SGPA**

Course Code	Credit ( $C_i$ )	Grade Points ( $G_i$ )	Credit Points ( $C_i G_i$ )
C1	4	8.5	34
C2	4	7.0	28
C3	4	5.0	20
C4	3	8.5	25.5
C5	3	10.0	30
C6	4	7.5	30
C7	2	4.0	8
Total	24 ( $\sum C_i$ )		175.5 $\sum (C_i \times G_i)$
SGPA	= sum of the credit points / Sum of the credits = 175.5 / 24 = 7.3125 $\approx$ 7.31		

Cumulative grade point average (CGPA) : It is a measure of overall performance of a student over all semester. The CGPA is the ratio of total credit points secured by a student in various courses in all the semester and the sum of the total credits of all courses in all the semester. It is expressed up to two decimal places.

**Table 3 : Illustration for CGPA (for 100 and 104 credits)**

	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI
Credit (Ci)	16	16	16	16	18	18
SGPA (Si)	8.23	7.31	6.95	8.20	7.50	7.80

Ci of all 6 semester -  $\sum Ci$

Ci x Si of all 6 semester -  $\sum CiSi$

$$\text{CGPA} = \frac{16 \times 8.23 + 16 \times 7.31 + 16 \times 6.95 + 16 \times 8.20 + 18 \times 7.50 + 18 \times 7.80}{100} = \frac{767.448}{100} = 7.67$$

CGPA will not be declared in the case of such candidates who either secure grade FF or Absent in any one of the courses.

There is no minimum mark for Group - IV courses, However, the candidate has to be awarded with PP grade (I-IV Semester) under SGPA and grade point if he / she attends a minimum of 50% of classes in that semester. Otherwise a candidate is not eligible of SGPA / alpha-sign grade. However, if he / she secures more marks, he / she is given higher corresponding grade.

The alpha-sign grade of a programme is determined based on CGPA as given below

**Table 4 : Programme alpha-sign grade**

<b>Programme al pha-sign grade</b>	<b>CGPA</b>
O+	More than or equal to 9 but less than 10
O	More than or equal to 8 but less than 9
A+	More than or equal to 7 but less than 8
A	More than or equal to 6 but less than 7
B+	More than or equal to 5.5 but less than 6
B	More than or equal to 5 but less than 5.5
C	More than or equal to 4 but less than 5



Marks - cum grade card : Marks awarded in each course to a candidate will be shown in the marks cum grade card along with alpha -sign grades, grade points, SGPA, and CGPA. The University shall issue the marks cum grade card for each semester and a programme grade card indicating the performance in all semester. The marks card cum grade card may also indicate that the grade points are in 10 point scale.

**Minimum for a pass :**

1. A candidate shall be declared to have passed the undergraduate programme if he/she secures least a CGPA of 4.0 (Programme alpha-sign grade C).
2. The candidates who pass all the semester examinations in the first attempt in three years are eligible for rank provided they secure at least a CGPA of 6.0 (at least alpha-sign grade A).
3. The result of the candidates who have passed the sixth semester examination but not passed the lower semester examination shall be declared as NCL (Not Completed Lower semester examination). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.
4. A candidate who passes the semester examinations in parts is eligible for only CGPA and alpha-sign grade but not for ranking.
5. There shall be no minimum in respect of internal assessment and viva-voce marks. However, in case of Group-IV courses clause 15.5 will remain.
6. A candidate who fails in any of the course/project work / project report / dissertation shall reappear in that course/project work / project report / dissertation and pass the examination subsequently.

## **DISCIPLINARY RULES**

1. All powers relating to disciplinary action against the students shall vest in the Principal and the Disciplinary Committee.
2. The Principal shall be responsible for the maintenance of discipline amongst the students of the College and shall exercise all powers necessary for this purpose, including the power to impose fine, forfeiture of attendance, suspension or debarring a student from the College for limited/unlimited period.
3. In case the Principal feels that a more deterrent punishment than that mentioned above is warranted, in any particular case he may suspend a student from the College for the entire academic year or expel him from the College forthwith.
4. The Principal may either 'suo moto' on a report received from the Head of the Department, take cognizance of any lapse or a serious breach of discipline and levy suitable punishment, which may even include expulsion of a student from the College.
6. The Principal may prohibit the student from attending a meeting if he apprehends a breach of peace.
8. Memoranda, petitions or complaints from individual student of the College to any higher authority must be submitted through the concerned Head of the Department.
9. Students are prohibited from organizing any meeting of entertainment at College, or collecting money for any purpose within or outside the College, without the prior permission of the Principal, in writing.
10. Students going to other Colleges or Institutions, and indulging in acts of indiscipline such as organizing demonstrations and strikes, would be liable for punishment.
11. Students shall not hold meeting for criticizing the authorities of the College or University. Such meeting shall be deemed unlawful, and the Principal may take such action as he may feel necessary under the rules.

12. All students admitted to the college are subject to the discipline and control of the college authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the college authorities. Proper observance of college discipline, good conduct and participation in games and other events will play an important role in recommendation for final university examination/ scholarships/ placement /award of certificates, when leaving the college. In case of breach of discipline the Principal shall have the power to fine, suspend, rusticate or even expel the concerned student(s) from the College.
13. Ragging is prohibited. Any student found indulging in ragging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary disciplinary action will be taken as per orders of Honorable Supreme Court of India.
14. Students are required to show due regard to the property of the college. Any student found guilty of defacing or damaging property like doors, windows, furniture, equipment, fixtures, books, buildings, vehicles etc. of the college or hostel shall be liable for penal action and expulsion from the college.
15. No Student should take the law into his/her own hands, whatever the circumstances may be. Use of violence by a student on any other person will be viewed seriously and dealt with severely. Students shall make representation for any difficulty or grievance directly to the Principal. The decision of the Principal in these matters shall be final.
16. All notices shall be displayed on the notice board and it shall be presumed that the students have knowledge of the same. Any negligence to read the notices and the loss thereafter will not be the responsibility of the college.
17. No student shall be permitted to take the College / examination unless he / she has paid all his / her dues to the college, his/her progress, conduct, and attendance are found satisfactory.

18. All students shall carry their identity cards and shall produce them whenever called for by the authorities.
19. College authorities, under no circumstances shall accept any liability of an accident in which a student is involved during his / her stay in the college or on educational tour/visit. Students are therefore, cautioned to conduct themselves in a careful manner wherever they are.
20. The Principal reserves the right to remove from the rolls the name of any student who fails to pay the college dues on time.
21. Student shall not drive four wheelers to the college campus. Two wheelers will be parked properly in parking areas and students are expected to help security guard in ensuring proper parking discipline.
22. The Parents / Guardians of the students are expected to see that their Wards should adhere the rules & regulations of the College.
23. The Parents are expected to see that the conduct of their Wards should be at par with acceptable social norms of the Indian Culture and in no way tarnish the name and image of the College.
24. The College reserves the right to delete, to add or amend the rules & regulations given above as and when deems necessary.
25. Being a professional college and with students who are adults (eligible to exercise their adult franchise); we expect a high standard of discipline with emphasis on self discipline. It would be pragmatic to implement rules and regulations of the college enforced by Ordinances through self-discipline.
26. Students are prohibited from disrespecting the college uniform by participating in any function or rally outside college campus unless permitted by the college authorities.

## Governing Body of the College

Name	Designation
<b>MOST REV. DR PETER PAUL SALDANHA</b> (BISHOP OF MANGALORE DIOCESE)	PRESIDENT
<b>Rt. REV. MSGR. LAWRENCE MAXIM NORONHA</b>	VICE PRESIDENT
<b>REV. FR. ANTONY SHERA</b>	SECRETARY
<b>REV. FR. VINCENT MONTEIRO</b>	CORRESPONDENT
<b>REV. FR. ALWIN SERRAO</b>	PRINCIPAL
<b>MR. ROSHAN SANTHUMAYOR</b>	STAFF REPRESENTATIVE
<b>MRS. PRAMILA MASCARENHAS</b>	STAFF REPRESENTATIVE
<b>MR STEPHEN PINTO</b>	} ELECTED FROM THE PARISH COUNCIL
<b>MR NORBERT LOBO</b>	
<b>MRS. HAZEL D' CUNHA</b>	PARENT REPRESENTATIVE
<b>MRS. GEETHA MARY PINTO</b>	PARENT REPRESENTATIVE
<b>DR. JOHN SHERA</b>	MEMBER
<b>DR. PRAKASH PINTO</b>	MEMBER
<b>MR. NAVEEN DIAS</b>	MEMBER

### ACADEMIC AND EXTRA CURRICULAR ACTIVITIES

Student Council	- <b>Mr Roshan / Mr Shridhar</b>
N.S.S.	- <b>Mr Roshan / Mr Rahul / Ms Reshma</b>
Sports Club	- <b>Mr Hariprasad</b>
Commerce & Management Club	- <b>Mr Prashanth</b>
Weekly Mass / Liturgy	- <b>Mrs Pramila</b>
Choir / Music Club	- <b>Mrs Zeena</b>
Cultural Club	- <b>Ms Seema</b>
Human Rights Association	- <b>Mrs Akshatha</b>
Literature Club	- <b>Mr Ramesh</b>
Women's Forum	- <b>Mrs. Flavita</b>

Konkani Club	- Mrs. Pramila Mascarenhas
Dramatics Club	- Mr Christopher D'Souza
Eco Club	- Mr Shridhar
Red Cross	- Mr Deenath D'Sa
Examination	- Mr Roshan Santhumayor
Career Guidance & Employment Cell	- Mr Deenath D'Sa, Mr Samuel
Competitions & Programme Co-ordinator	- Mr Roshan Santhumayor
Maintenance Officer	- Mr Hariprasad
Prathidhwani	- Mr Ramesh, Mr Christopher
PTA	- Mr Shridhar
IQAC CELL	- Rev. Fr Alwin, Mr Roshan, Mr Deenath, Mrs. Zeena, Mrs. Akshatha, Mrs. Jesfrida, Mr Shridhar, Prof. Neville Noronha, Dr Norbert Lobo, Dr Prakash Pinto, Mrs. Vijaya Shetty, Dr Niveditha Dias
Internal Complaints Committee	- Mrs. Mariyamma Thomas Mrs. Pramila, Mrs. Thanuja, Mrs. Flavita Lewis, Mrs. Deena Pinto, Mrs. Jacintha Gretta Pereira
Anti ragging cell	- Fr. Alwin, Mr Hariprasad, Mrs. Pramila, Ms. Seema
Mid-Day Meal	- Mr Ramesh
Student Welfare Officer	- Mr Roshan Santhumayor
Value Education	- Mr Hariprasad
Student Grievance Redressal Committee	- Principal, Vice Principal, Class Main Coordinators & Concerned Class Asst. Coordinators
Disciplinary Committee	- Principal, Vice Principal Mr Francis D'Cunha, Class Main Coordinators
Counselling	- Rev. Fr Alwin Serrao

## CERTIFICATE COURSES

Dramatics	- <b>Mr Christopher D'Souza</b>
Banking & Competitive Exam	- <b>Mr Deenath D'Sa</b>
Computer / Tally	- <b>Mrs Jesfrida Menezes</b>
Communicative English	- <b>Ms. Reshma D'Souza</b>
Aviation & Hospitality	- <b>Mrs Zeena Cornelio</b>

## CLASS CO-ORDINATORS

Class	Main Co-ordinator	Section	Assistant Co-ordinator
I Year	Mr Shridhar	I B.Com A	Mrs. Jesfrida Menezes
		I B.Com B	Ms Reshma D'Souza
		IBBA	Ms Seema Pereira
II Year	Mrs Zeena Cornelio	II B.Com A	Mr Rahul
		II B.Com B	Mrs Akshatha
		II BBA	Ms Flavita Lewies
III Year	Mr Roshan Santhumayor	III B.Com A	Mr Deenath D'Sa
		III B.Com B	Mr Prashanth D'Costa
		III BBA	Mrs Thanuja

**Note : Students are to sign their Leave Note by the main Co-ordinator.**

# RECORD OF ABSENCE - Odd Semester

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

NAME : ..... CLASS : ..... ROLL. NO. : .....

SPECIMEN SIGNATURES : Father ..... Mother ..... Guardian .....

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

# RECORD OF ABSENCE - Even Semester

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

NAME : ..... CLASS : ..... ROLL. NO. : .....

SPECIMEN SIGNATURES : Father ..... Mother ..... Guardian .....

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

	9.00-10.00		10.05-11.05	11.20-12.20	12.20-1.00	1.00-1.50	1.55-2.45	2.50-3.40
MONDAY					<b>LUNCH BREAK</b>			
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								

## II / IV/ VI SEMESTER - TIME TABLE

	9.00-10.00	10.05-11.05	11.20-12.20	12.20-1.00	1.00-1.50	1.55-2.45	2.50-3.40
<b>MONDAY</b>				<b>LUNCH BREAK</b>			
<b>TUESDAY</b>							
<b>WEDNESDAY</b>				<b>BREAK</b>			
<b>THURSDAY</b>							
<b>FRIDAY</b>							
<b>SATURDAY</b>							

# Remarks from the Principal/Lecturers

Date	Notice	Signature Principal/ Lecturer	Parents Signature



**MEMORANDUM OF PAYMENT**  
**2020-21**

Name \_\_\_\_\_

Class : \_\_\_\_\_ Fees Book Folio \_\_\_\_\_

<b>Date</b>	<b>Amount</b>	<b>Balance</b>	<b>Receiver's Signature</b>

*No entries or alterations are to be made except by the order of the College Authorities. Parents / Guardians are requested to verify the entry in the Hand Book after payment.*

## **Covid - 19 Rules**

### **“Prevention is better than cure”**

- \* Use hand sanitizer as you enter the building; you are advised to carry your personal sanitizer. If not use the sanitizer placed at the entry points.
- \* Wearing mask is mandatory (No mask, no entry)
- \* Please carry your own water bottles.
- \* You are requested not to share stationaries, food, water bottles and any other things so as to avoid physical contact with others.
- \* Please avoid crowding in the staff room and Principal’s chamber; visit these two places in seclusion and only for important matters.
- \* Visit the office only for official purpose.
- \* Maintain social distance, please don’t stand or sit in a group
- \* Don’t loiter in the corridors before or after the class.
- \* Leave the campus as soon as the classes get over.
- \* If you are experiencing any symptoms of cold, cough and fever, you are advised to inform the Class Coordinator well in advance.
- \* Please be cautious while using the washrooms and maintain hygiene.
- \* Please be cautious while using the washrooms and maintain hygiene.

#### **REMEMBER SMS**

S - Sanitize      M - Mask      S - Social Distance

- \* Utmost cooperation from your side is highly appreciated for the mutual protection.

# Faculty

## Principal

**Rev. Fr Alwin Serrao**

MHRM, M.A. (English), M.A. (Pol.Sc.), PGDIRPM, Dip. in T&D, B.Th

## Vice Principal/HOD

**Prof. Roshan Vincy Santhumayor**

M.Com, M.A (Eco), M.Phil, PGDCA, UGC (NET), KSET

## Teaching Staff

**Mrs. Pramila Mascarenhas**, M.A. (Kan) M.Phil, M.Sc (IT), PGDCA

**Mr Ramesh H.B.** M.A. (Hindi), B.Ed.

**Prof. Shridhar**, M.A. (Eco), M.Phil, KSET

**Mrs. Akshatha**, M.Com, B.Ed

**Mrs. Zeena Cornelio**, M.Com., M.A., (ENG)

**Mrs. Jesfrida Menezes**, M.Sc (Stats), B.Ed

**Mr Prashanth D'Costa**, MBA, M.Com.

**Mr Rahul**, M.Com.

**Prof. Flavita Lewies**, M.Com., UGC (NET)

**Ms. Seema Pereira**, M.B.A, M.A.(ENG)

**Mr Deenath D'sa**, M.Com.

**Prof. Thanuja**, M.Com., M.Phil, UGC (NET)

**Mr Christopher D'Souza**, M.A (Hindi), Dip. in Theatre (Neenasam), M.A. (Kannada), M.A. (Konkani)

**Ms Reshma Reshal D'Souza**, M.A (English)

**Mr Hariprasad**, M.PEd (Physical Director)

**Prof. Samuel**, M.Com., UGC (NET), KSET

## Non Teaching Staff

**Mrs. Deena Pinto**, M.Lib

- Librarian

**Mr Alfred Pinto**, B.Com

- Accountant

**Mrs Vineetha Cutinha**, B.Com

- Administrative Staff

**Mrs Jacintha Gretta Pereira**, BA

- Administrative Staff

**Mrs. Anitha Pashan**

- Support Staff

**Mrs. Lavina Correa**

- Support Staff

**Mr. John Joseph Fernandes**

- Support Staff

# PADUA COLLEGE OF COMMERCE & MANAGEMENT

Affiliated to Mangalore University

A unit of Catholic Board of Education & Managed by

St. Sebastian Church, Bendur

Kadri Hills, Nanthur, Mangaluru - 575 004

## We offer following Certificate Courses

Dramatics and Theatre

Computer Basics / Tally

IBPS Coaching to face Banking and other Competitive Exams

Nudi

Communicative English

Daily Physics

Public Speaking

Basic Managerial Skills

## Special Features of the Programme

- \* Training in skills and personality development
- \* Coaching in B.Com regular syllabus along with professional syllabus
- \* An overall training in knowledge, skills and attitudes

*at Padua we think of your future*

For more information contact

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