



# PADUA

## COLLEGE OF COMMERCE AND MANAGEMENT



Nanthur, Mangaluru-575 004, Ph: 2217711, 9482597161

NAAC Accredited 'B' grade with 2.43 CGPA

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

*Success Through Hardwork*



**ACADEMIC CALENDAR**  
**2022-23**

# PATRON



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, raised the dead to life and the charisma 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 : 9901330232  
Email : paduadegreecollege@gmail.com Website : www.paduadegreecollege.org

Name of the Student : .....



: ..... ☒ : .....



: .....

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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.....

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

Hostel / PG Address .....

.....

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

Blood Group .....

Specimen Signature of the Father : .....

Mother : .....

Guardian : .....

## PRAYER

Eternal Wisdom! Deign to send a ray of Your light to illumine my mind. Grant me an intellect capable of understanding, a memory capable of retaining and a speech capable of expressing. Above all, grant me the strength, to do Thy will, now and always.

## ಪ್ರಾರ್ಥನೆ

ಹೇ ದೇವಾ! ನನ್ನಲ್ಲಿರುವ ಅಜ್ಞಾನವನ್ನು ದೂರಮಾಡಲು ಬೇಕಾಗುವ ಜ್ಞಾನದಕಿರಣಗಳನ್ನು ಅನುಗ್ರಹಿಸು. ಅರ್ಥಮಾಡಿಕೊಳ್ಳಲು ಬೇಕಾಗುವ ಬುದ್ಧಿಶಕ್ತಿ, ನೆನಪಿಟ್ಟುಕೊಳ್ಳುವುದಕ್ಕೆ ಬೇಕಾಗುವ ನೆನಪಿನ ಶಕ್ತಿ, ಅಭಿವ್ಯಕ್ತಿಸಲು ಬೇಕಾಗುವ ಮಾತಿನ ಶಕ್ತಿ, ಇವುಗಳನ್ನು ಅನುಗ್ರಹಿಸು. ಇವೆಲ್ಲಕ್ಕಿಂತಲೂ ನಿನ್ನ ಇಚ್ಛೆಯನ್ನು ನೆರವೇರಿಸಲು ಬೇಕಾಗುವ ಶಕ್ತಿಯನ್ನು ಕರುಣಿಸು

## 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. Our College aims at all- round 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 society by inculcating in them various moral and human values. It offers B.Com, B.B.A. and B.C.A. under-graduate courses.

## **COLLEGE MOTTO**

*‘Vincit Labor’ which means ‘Success through hard work’.*



# 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 Higher Education.

It is a unit of Catholic Board of Education and locally managed by St Sebastian Church, Bendur. 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.



September – 2022			October – 2022		
1	Thu	Commencement 1st Sem Classes	1	Sat	
2	Fri	Orientation Programme English Bridge Course	2	<b>Sun</b>	*
3	Sat		3	Mon	
4	<b>Sun</b>	*	4	Tue	
5	Mon		5	Wed	
6	Tue		6	Thu	Commencement of III <sup>rd</sup> & V <sup>th</sup> Sem/ Freshers day.
7	Wed		7	Fri	Seminar-Women's Forum
8	Thu		8	Sat	Campus Placement Drive
9	Fri		9	<b>Sun</b>	*
10	Sat		10	Mon	
11	<b>Sun</b>	*	11	Tue	
12	Mon		12	Wed	
13	Tue	Onam Celebration	13	Thu	Solo / Group Singing
14	Wed		14	Fri	Club activities - Literary Club - Essay
15	Thu	NSS Training Programme	15	Sat	Sports - Events
16	Fri		16	<b>Sun</b>	*
17	Sat		17	Mon	
18	<b>Sun</b>	*	18	Tue	} 1 <sup>st</sup> Internals - 1 <sup>st</sup> Years
19	Mon		19	Wed	
20	Tue	YRC - talk	20	Thu	Seminar - Dept of Commerce & Mgt
21	Wed		21	Fri	Seminar - Dept of Computer App
22	Thu	Seminar - Dept wise	22	Sat	Sports - Events
23	Fri		23	<b>Sun</b>	*
24	Sat		24	Mon	
25	<b>Sun</b>	*	25	Tue	
26	Mon		26	Wed	
27	Tue		27	Thu	PTA - 1 <sup>st</sup> Years
28	Wed		28	Fri	Gudu-Deepa / Brand Rangoli / Flower Arrangement
29	Thu	} Club activities	29	Sat	Sports - events
30	Fri		30	<b>Sun</b>	*
			31	Mon	

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

November – 2022			December – 2022			
1	Tue		1	Thu		
2	Wed		2	Fri	Padua Sambram	
3	Thu	Club activities	3	Sat	Padua Soccer League /PPL	
4	Fri	Competitions - BCA Dept	4	<b>Sun</b>	*	
5	Sat		5	Mon		
6	<b>Sun</b>	*	6	Tue		
7	Mon		7	Wed	End of 1 <sup>st</sup> Sem Classes	
8	Tue		8	Thu	} Seminar IQAC	
9	Wed		9	Fri		} PTA - 2 <sup>nd</sup> & 3 <sup>rd</sup> yrs Human Rights Day Celebration
10	Thu	Competitions - Commerce & Mgt related	10	Sat		
11	Fri	Students Day / Traditional Day	11	<b>Sun</b>	*	
12	Sat		12	Mon	Exam -I <sup>st</sup> Semester begins	
13	<b>Sun</b>	*	13	Tue		
14	Mon		14	Wed		
15	Tue	} Sports Day	15	Thu	Seminar - 3 <sup>rd</sup> & 2 <sup>nd</sup> years	
16	Wed			16	Fri	Product Launch for final years
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	Greeting Card/Star Competition/ Crib Competition	
23	Wed		23	Fri		
24	Thu	} Padua Verue	24	Sat		
25	Fri			25	<b>Sun</b>	*
26	Sat		26	Mon		
27	<b>Sun</b>	*	27	Tue		
28	Mon		28	Wed		
29	Tue	} 1 <sup>st</sup> Internals - III <sup>rd</sup> & V <sup>th</sup> Sem II <sup>nd</sup> Internals - 1 <sup>st</sup> Sem	29	Thu		
30	Wed			30	Fri	
			31	Sat		

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

January – 2023			February – 2023		
1	<b>Sun</b>	*	1	Wed	
2	Mon		2	Thu	
3	Tue		3	Fri	End of III & V Semester Classes III & V Semester begins
4	Wed		4	Sat	
5	Thu	Seminar - Dept of Commerce and Mgt	5	<b>Sun</b>	*
6	Fri		6	Mon	
7	Sat		7	Tue	
8	<b>Sun</b>	*	8	Wed	
9	Mon		9	Thu	
10	Tue		10	Fri	
11	Wed	} II Internal exam for III & V Semester	11	Sat	
12	Thu		12	<b>Sun</b>	*
13	Fri		13	Mon	
14	Sat		14	Tue	
15	<b>Sun</b>	*	15	Wed	
16	Mon	Commencement of II Semester Classes	16	Thu	
17	Tue		17	Fri	
18	Wed		18	Sat	
19	Thu		19	<b>Sun</b>	*
20	Fri		20	Mon	
21	Sat		21	Tue	
22	<b>Sun</b>	*	22	Wed	
23	Mon		23	Thu	
24	Tue		24	Fri	
25	Wed		25	Sat	
26	Thu		26	<b>Sun</b>	*
27	Fri	Seminar by IQAC	27	Mon	
28	Sat		28	Tue	
29	<b>Sun</b>	*			
30	Mon				
31	Tue				

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

March – 2023			April – 2023		
1	Wed	} 1 <sup>st</sup> Internal Exam 2 <sup>nd</sup> Exam	1	Sat	
2	Thu		2	<b>Sun</b>	*
3	Fri		3	Mon	
4	Sat		4	Tue	
5	<b>Sun</b>	*	5	Wed	
6	Mon	Commencement of IV & VI Sem	6	Thu	Treasure hunt
7	Tue		7	Fri	
8	Wed	Women's Day Celebration	8	Sat	
9	Thu		9	<b>Sun</b>	*
10	Fri		10	Mon	
11	Sat	Local Industrial visit (1 <sup>st</sup> year)	11	Tue	
12	<b>Sun</b>	*	12	Wed	
13	Mon		13	Thu	
14	Tue		14	Fri	
15	Wed		15	Sat	
16	Thu	Moral Skit / Street Play	16	<b>Sun</b>	*
17	Fri	Paper presentation Competition, Craft Competition	17	Mon	
18	Sat	Local Industrial Visit (2 <sup>nd</sup> Year)	18	Tue	
19	<b>Sun</b>	*	19	Wed	
20	Mon		20	Thu	College Day
21	Tue		21	Fri	
22	Wed		22	Sat	
23	Thu		23	<b>Sun</b>	*
24	Fri	Talents Day	24	Mon	
25	Sat		25	Tue	
26	<b>Sun</b>	*	26	Wed	
27	Mon		27	Thu	
28	Tue		28	Fri	
29	Wed		29	Sat	
30	Thu		30	<b>Sun</b>	*
31	Fri	Retreat			

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

May – 2023			June – 2023			
1	Mon	} I <sup>st</sup> Internals for IV & VI Sem II <sup>nd</sup> Internals for II <sup>nd</sup> Sem	1	Thu		
2	Tue		2	Fri		
3	Wed		3	Sat		
4	Thu		4	<b>Sun</b> *		
5	Fri	} Industrial Tour	5	Mon		II <sup>nd</sup> internals for IV & VI Sem
6	Sat		6	Tue		
7	<b>Sun</b> *		7	Wed		
8	Mon		8	Thu		
9	Tue		9	Fri		
10	Wed		10	Sat		
11	Thu		11	<b>Sun</b> *		
12	Fri		12	Mon		
13	Sat		13	Tue		
14	<b>Sun</b> *		14	Wed		
15	Mon		15	Thu		
16	Tue		16	Fri		
17	Wed		17	Sat		
18	Thu		18	<b>Sun</b> *		
19	Fri		19	Mon		
20	Sat	Semester Exam I <sup>st</sup> years	20	Tue		
21	<b>Sun</b> *		21	Wed		
22	Mon		22	Thu		
23	Tue		23	Fri		
24	Wed		24	Sat		Sem exam IV & VI Sem
25	Thu		25	<b>Sun</b> *		
26	Fri		26	Mon		
27	Sat		27	Tue		
28	<b>Sun</b> *		28	Wed		
29	Mon		29	Thu		
30	Tue		30	Fri		
31	Wed					

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

## FACULTY

Rev. Fr Arun Wilson Lobo	Principal	M.A.(Eng), M.Com.
Prof. Roshan Vincy Santhumayor	Vice-Principal	M.Com, M.A (Eco), PGDCA, UGC NET, K-SET
Mrs. Pramila Mascarenhas	Lecturer	M.A(Kan), M.Phil, M.Sc (IT), PGDCA
Mr. Ramesha H B	Lecturer	M.A.(Hindi), B.Ed
Prof. Shridhara	Lecturer	M.A (Eco), M.Phil, K-SET
Prof. Akshatha	Lecturer	M.Com, B.Ed, K-SET, UGC NET
Mrs. Zeena Trinita Cornelio	Lecturer	M.Com, M.A (Eng)
Mrs. Jesfrida Priya Menezes	Lecturer	M.Sc (Stats), B.Ed.
Prof. Prashanth Kevin D'Costa	Lecturer	M.B.A, M.Com, K-SET
Prof. Flavita Verina Lewies	Lecturer	M.Com, UGC NET.
Ms. Seema Pereira	Lecturer	M.B.A, M.A.(Eng)
Prof. Thanuja	Lecturer	M.Com, UGC NET, M.Phil
Mrs. Reshma Reshal D'Souza	Lecturer	MA (Eng)
Prof. Samuel	Lecturer	M.Com ,UGC NET , K-SET
Ms. Jaslin Venita D'Souza	Lecturer	M.Sc (Computer Science)
Ms. Chaitra Koppal	Lecturer	M.Sc (Computer Science)
Mr. Hariprasad	Physical Education Director	M.P.Ed.
Mrs. Deena Pinto	Librarian	MLIS

## ADMINISTRATIVE STAFF – OFFICE

Mr. Alfred Vijay Pinto, B.Com	- Accountant
Mrs. Vineetha Cutinha, B.Com	- Administrative Staff
Mrs. Jacintha Gretta Pereira, B.A	- Administrative Staff
Mrs. Anitha Pashan	- Support Staff
Mrs. Lavina Correa	- Support Staff
Mr. Ujwal D'Souza	- Support Staff

## COMMITTEE & CLUB IN-CHARGES

Committee Name	Coordinator	Members
Anti Human Trafficking Club	Mrs. Zeena	Prof. Akshatha
Internal Complaints Committee (ICC)	Mrs. Pramila Mascarenhas	Prof. Thanuja, Prof. Flavita Lewies, Mrs Deena Pinto, Mrs Jacintha Gretta Pereira
Anti Ragging Cell	Mr. Hariprasad	Mrs. Pramila Mascarenhas, Prof. Flavita Lewis
College Choir	Mrs. Zeena Cornelio	Prof. Flavita Lewis
Placement cell	Prof. Prashanth	Prof. Samuel
National Service Scheme	Prof. Roshan Santhumayor	Mrs. Zeena Cornelio Prof. Akshatha Ms. Chaitra
Youth Red Cross Unit	Prof. Shridhara	Mrs. Deena Pinto, Prof. Thanuja
Co curricular Activities Programme Coordinators	Prof. Roshan Santhumayor	Mrs Jesfrida Menezes, Ms. Seema Pereira
Disciplinary Committee	Principal	Prof. Roshan Santhumayor, Mr. Francis D'Cunha and Class Coordinators
NEP implementation cell	Prof. Roshan Santhumayor	Mrs Jesfrida Menezes, Ms. Seema Pereira

Library Advisory Committee	Mrs. Deena Pinto	Prof. Shridhara, Ms. Seema Pereira, Ms. Jaslin D Souza
Swayam Awareness Cell	Prof. Prashanth D Costa	Mrs. Reshma D Souza, Prof. Flavita Lewies, Prof. Thanuja, Prof. Samuel
Examination Committee	Prof. Roshan Santhumayor	Prof. Akshatha, Ms. Seema Pereira, Ms. Jaslin D Souza
Counselor	Fr. Arun Wilson Lobo	Prof. Roshan Santhumayor
Internal Quality Assurance Cell/ NAAC	Mrs. Jesfrida Menezes Prof. Roshan Santhumayor	Fr. Arun Wilson Lobo Prof. Shridhara, Prof. Akshatha, Mrs. Zeena Cornelio, Dr. Prakash Pinto, Mrs. Vineetha, Mrs. Vijaya Shetty, Dr. Norbert Lobo, Dr. Niveditha Lobo, Mr. Calvin Mr. Lavith
College Academic Calendar & Work Dairy	Prof. Prashanth D Costa	Prof. Samuel
Timetable	Prof. Roshan Santhumayor	Prof. Akshatha, Mrs. Jesfrida Menezes
Information & Communication Technology Academy	Ms. Jaslin Dsouza	Prof. Thanuja Ms. Chaitra
Sports Advisory Committee	Mr. Hariprasad	Ms. Jaslin Dsouza, Prof. Flavita Lewies, Prof. Shridhara, Prof. Samuel
Student Council & Student Welfare Officer	Prof. Roshan Santhumayor	Mrs. Zeena Cornelio, Prof. Akshatha
Parent Teachers Association	Prof. Shridhara	Prof. Flavita Lewies



Alumni Association	Mrs. Jesfrida Menezes	Prof. Shridhara, Mrs. Pramila Mascarenhas
Holy Mass In-charge	Mrs. Pramila Mascarenhas	Prof. Flavita Lewies
Value Education Cell	Mr Hariprasad	Prof. Thanuja, Prof. Akshatha
Annual Magazine Committee	Mr. Ramesha	Mrs. Pramila Mascarenhas, Prof. Shridhara, Mrs. Reshma D'Souza
Assembly Coordinators	Ms. Seema Pereira	Class Coordinators
Admission Committee	Prof. Roshan Santhumayor	Mrs. Jesfrida Menezes, Ms. Seema Pereira Prof. Prashanth D Costa
SC/ST Cell	Prof. Shridhara	Ms. Seema Pereira, Prof. Thanuja
Research Promotion Committee	Prof. Thanuja	Prof. Roshan Santhumayor, Prof. Flavita, Prof. Samuel, Prof. Shridhara, Prof. Prashanth DCosta, Prof. Akshatha
Grievance Redressal Cell	Principal	Prof. Roshan Santhumayor, Class Coordinators
Campus Improvement & Maintenance Committee	Mr. Hariprasad	Mr. Alfred, Prof. Roshan
Website updation	Mrs. Reshma Dsouza	Ms. Chaitra
Advance Learners & Slow Learners in-charges	Mrs. Zeena Cornelio	Prof. Thanuja
Canteen /Mid Day Meal Committee	Mr. Ramesh	Mrs. Deena Pinto Mr. Alfred
Commerce & Management Club	Prof. Prashanth Kevin D'Costa	Ms. Seema
Literary Club	Mrs. Reshma D Souza	Mrs. Pramila

IT Club	Mrs. Jesfrida Menezes	Ms. Jaslin
Cultural club	Ms. Seema Pereira	Mrs. Reshma
Women Forum	Prof. Flavita Lewies	Mrs. Deena
Electoral literacy club	Mrs. Pramila Mascarenhas	Prof. Shridhara
Eco Club/ Green Teacher Forum	Mr. Ramesh	Mr. Hariprasad
Wall Magazine In-charge	Mr. Ramesh	Class Co-ordinators
Consumer Education Cell	Prof. Shridhara	
Human Rights Education Cell	Prof. Samuel	
Anti Drug Awareness Cell	Mr. Hariprasad	
Tobacco Free Education Institution Nodal Officer	Mr. Hariprasad	
Staff Secretary	Ms. Seema Pereira	
Media In-charge	Prof. Shridhara	Mr. Hariprasad Mrs Reshma
Documentation	Prof. Thanuja	
Yearly Activities Record	Mrs. Reshma DSouza	
Log Book	Prof. Thanuja	
Photography	Mr. Hariprasad	Prof. Samuel
Computer Lab Incharge	Mrs. Jesfrida Menezes	Mr. Ujwal
Ladies Room	Prof. Flavita Lewies	
ID Card	Mr Alfred Pinto	Prof. Shridhara
Points Table /Book	Prof. Flavita Lewies	
Internal Discipline Incharge	Mr. Hariprasad	Prof. Roshan Santhumayor
Visitors Diary	Mrs Vineetha	Mrs Gretta
Absentees List	Prof. Shridhara	Mr. Ramesh, Mrs Gretta
UUCMS	Mrs. Jesfrida Menezes	Mrs Gretta & All Class Coordinators
Inter Collegiate Competitions	Ms. Seema Pereira	Prof. Roshan Santhumayor, Mrs. Zeena Cornelio
Staff Picnic	Prof. Flavita Lewies	

## HEAD OF THE DEPARTMENTS

Department	HOD
Commerce	Prof. Roshan Santhumayor
Business Administration	Ms. Seema Pereira
Computer Applications	Mrs. Jesfrida Menezes
Languages	Mrs. Pramila Mascarenhas

## CLASS COORDINATORS

Class	Class Coordinators
I B.Com	Prof. Akshatha
I BBA	Prof. Samuel
I BCA	Ms. Jaslin DSouza
II B.Com	Prof. Thanuja
II BBA	Prof. Shridhara
II BCA	Prof. Reshma Dsouza
III B.Com A	Prof. Prashanth D'Costa
III B.Com B	Mrs. Zeena Cornelio
III BBA	Prof. Flavita Lewies

## FLOOR INCHARGES:

BBA BLOCK & BASEMENT	Mrs Pramila, Mr. Ramesh, Prof Samuel
1 <sup>st</sup> FLOOR	Prof. Prashanth D'Costa, Mrs. Zeena Mrs. Reshma
2 <sup>nd</sup> FLOOR	Prof. Thanuja, Prof. Akshatha, Ms Seema
3 <sup>rd</sup> FLOOR	Mrs. Jesfrida Menezes, Ms. Jaslin, Ms. Chaitra
Ground floor	Prof. Shridhara, Prof. Flavita Mr. Hariprasad

## NAAC CRITERIA

Criteria	Criterion Head	Assistant Criteria Head
Criteria 1	Mrs. Reshma D Souza	Mrs. Pramila Mascarenhas, Mr. Hariprasad
Criteria 2	Mrs. Zeena Cornelio	Prof. Roshan Santhumayor
Criteria 3	Prof. Thanuja	Prof. Samuel
Criteria 4	Mr. Ramesh	Mrs. Deena Pinto, Ms. Chaitra
Criteria 5	Prof. Shridhara	Ms. Seema Pereira
Criteria 6	Prof. Prashanth	Prof. Akshatha
Criteria 7	Prof. Flavita	Ms. Jaslin D Souza

## ADD ON COURSES/ CERTIFICATE COURSES

Course	Coordinator	Assistant Coordinator
Aviation & Hospitality	Ms. Seema	Prof. Prashanth
Goods and Service Tax	Mrs. Zeena	Prof. Flavita
Competitive Exam Training Coordinator	Prof. Samuel	Prof. Roshan Santhumayor
Communicative English	Mrs. Reshma	Ms. Seema
Nudi	Mrs. Pramila	
Tally / GST / Hardware & Networking	Mrs. Jesfrida	Ms. Jasline
National Accounting Talent Search Exam	Prof. Akshatha	Prof. Prashanth
Banking, Insurance and Finance	Prof. Thanuja	Prof. Flavita Lewies

## TIMINGS

WEEK DAYS : College Timings : 8.30 a.m to 4.30 p.m  
 SATURDAY : College Timings : 8.30 a.m to 1.00 p.m

## ATTENDANCE

1. 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.
2. 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.
3. 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.

## LEAVE

1. Students those who absent themselves should show the leave note written in the college calendar properly signed by the parents and the subject lecturers & Vice- Principal or the Principal **before 9.00 a.m.**
2. Students are not permitted to leave the college before time either during the morning or afternoon session unless the parents or guardians contact personally for valid reasons requesting 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.

## STUDENT DISCIPLINE

1. The College assembly will be held at 8:55am, at the beginning of the assembly all must stand respectfully. It consists of college prayer, value reflection, announcements by the Principal, if any, and National Anthem.

2. 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.
3. During the class, lecturer's permission is needed to move away from one's place or to leave the room.
4. 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.
5. Students should wear the College Identity Card daily in the College Campus compulsorily.
6. 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 as a serious offence. A very serious cognizance will be taken of any infringement of this rule and suitable action will be taken.
7. Students who habitually steal or rob will be dismissed from the College.
8. 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.
9. Students must respect the members of the staff and wish them on meeting them for the first time during the day.
10. 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.
11. Books, magazines, newspapers and articles not approved by the Principal should not be brought to the college.
- 12. The use of tobacco in any form is forbidden in the college premises. Explosives are banned inside the college campus.**
13. Students are expected to speak in English or Kannada or Hindi according to the medium of instruction within the college premises.

14. 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.
15. Serious action like dismissal or suspension can also be taken against those men students who involve in eve teasing, trolling, stalling, and sending vulgar messages.
16. Students must not join any club or society or make any engagements outside the 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.
- 17. 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.**
18. Letters officially addressed to the Principal must be accompanied by stamped reply envelope.
19. Students should adhere to the discipline of the college wholeheartedly. 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.
20. 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.
21. 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.
22. If calendar is lost student can apply for another by paying Rs. 500/- and if ID card is lost then they can get another by paying Rs. 250/-.

23. Misusing of internet, face book, SMS, E-mail to malign someone's name is a serious cyber crime resulting in criminal punishment by law.
24. Eating chewing gum in the College campus and any eatables in the classroom is strictly prohibited. If someone is found doing so, will be punished.
25. 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.
26. 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.
27. 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.
28. Tattoos on any part of the body are not allowed.
29. Students without the calculator, question bank and other stationery required for the class are not entertained in the class.
30. 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. Strict disciplinary action will be taken against those who violate these rules.
31. Students should follow only oral communication and not tactile communication in their conversation. This rule should be strictly followed in inter-gender communication.
32. 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.
33. Progress Records will be issued after the internal exams. 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.



34. If students have to come to the campus for other than regular classes they should wear college uniform and ID. Failing this they will be fined.
35. Student should wear the College Identity Card daily in the College Campus compulsorily or else the progressive fine will be levied starting from Rs. 30/-

### **CAUTION-CELL PHONES**

1. College prohibits use of Mobile phone in the campus. They should be in **“SWITCHED OFF MODE”** inside the college premises or campus. Anybody found using the cell phone will be fined progressively starting with Rs. 1000/- or mobile phone will be returned only after the semester examinations. Any problem arising out of the use of mobile should be resolved by the student and the parents, the college will not take any responsibility in this matter.

### **RAGGING**

- **Ragging is a campus menace that has taken a toll of many lives in India. Such acts are totally forbidden on the college campus, if any incident comes to the notice of the authority, and on enquiry, a student is found guilty, he/she will be expelled from the college (Refer Supreme Court of India order SLP (C) No 24295/2004; UGC statute No F 1-18/2006 (CPP-11) dated 4-3-2000 and Mangalore University statute No. Gen/Reg/2007-08/G-1 dated 27-3-2008)**
- **Any act resulting in the following amounts to ‘Ragging’**
  - \* Mental/Physical/Sexual abuse      \* Verbal abus
  - \* Indecent behavior                      \* Undermining human dignity
  - \* Criminal intimidation/wrongful restraint
  - \* Financial exploitation/extortion      \* Use of force
- **A student indulging in Ragging can be**
  - \* Expelled from the institution
  - \* Banned from the mess/ hostel
  - \* His/her scholarship can be withdrawn
  - \* Debarred from examinations
  - \* Denied admission to any institution

- \* Prosecuted for criminal action
- \* Institutions have been asked to file FIR With local police against those Rag / Abet ragging.

### **EXAMINATION**

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.  
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.
6. 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.
7. 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 student 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.**

8. Re-exam will be conducted after Second Internal Assessment Examination.
9. Special exam will be conducted to those students absent for any one internal examination for representing university in sports and cultural event.

### **VALUE EDUCATION**

1. Value reflection is done every day during the assembly prayer service.
2. One hour value education on Wednesday from 8:45 a.m to 9:30 a.m.
3. Classes are allotted by the value education Co-ordinators.
4. Value education will not be adjusted with any other program.
5. Imparting value education through mentoring system.

**Note: This is mandatory to all the students**

### **STUDENTS DRESS AND GROOMING**

1. Students are expected to wear the official College uniforms on campus on all working days.
2. Separate official college uniform are prescribed for first year, from this academic year.
3. The decision of the institution is final and binding as per the uniform concerned.
4. Students are expected to wear prescribed uniforms and present a neat appearance at all times.
5. Colour dress is permitted on special occasions with some restriction. Only formal dress is encouraged on the campus.

### **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. Books must be returned within 7 days. If the student fails to return on the specified day, a fine will be levied as per the norms.
6. Books will be issued to only students who possess library card.

### **FEE REGULATIONS**

1. Parents and students are requested to know the annual course fees from the college office at the time of admission.
2. Course fees need to be paid immediately on admission.
3. Academically good and economically poor students can pay the course fees in two installments.
4. “No Concession” will be provided by the college on any course fees henceforth.
5. However, various scholarships will be provided to the deserving students subject to availability of funds and support from management.
6. Certificate will be issued to students clearing all the dues to the college.
7. Any fees once paid to the college/university will not be refunded under any circumstances.
8. Only those who have cleared Semester Exam will be Eligible for Scholarship from College subject availability of funds.

### **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 and other certificates will be issued within 7 days of application.
  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 discretion of the Principal.
  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.

### **TO PARENTS AND 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.
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. If any payment is made to the college a receipt should be demanded.
6. Parents are requested to meet the Class Coordinator on the appointed days to review academy, discipline, achievements, scholarship and employability enancement programme provided by the college.

### **STUDENT VEHICLES**

1. Students wearing Helmet are allowed to bring two-wheelers with proper documents 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.
2. Parking area can be utilized by the student on first come first served' basis.
3. No student's vehicles should be parked in the space earmarked to Principal or Staff.
4. Students with vehicles should have valid Driving license, Insurance, Registration certificate and other documents pertaining to the vehicle.
5. The college is not responsible for any theft or damage of vehicle in the parking area however CCTV surveillance will be extended as far as possible.
6. Safe use of vehicles is expected on campus.
7. "Over speed & Negligence" in driving will attract disciplinary action
8. Vehicles with unusual noise & horn will be confiscated and the rider will be brought under disciplinary action.

### **WEBSITE LINKS FOR SCHOLARSHIPS**

Post matric minorities (Physically disabled, ST scholarship)	<a href="http://www.gokdom.kar.nic.in">www.gokdom.kar.nic.in</a>
Post-matric OBC	<a href="http://kareepass.egg.gov.in">kareepass.egg.gov.in</a>
	<a href="http://www.backwardclasses.kar.nic.in">www.backwardclasses.kar.nic.in</a>
SC scholarship	<a href="http://www.sw.kar.nic.in">www.sw.kar.nic.in</a>

## HELPLINE

Students Welfare Officer	:	9743078519
Sports	:	9945220216
Anti Ragging	:	9945220216
Counseling	:	9901330232
ICC	:	9242183960
Placement Officer	:	9481552457
College Office	:	9482597161 / 0824 - 2217711
TOFEI Nodal Officer	:	9945220216
Anti- Human Trafficking Nodal Officer:		9591520463
SVEEP Nodal Officer	:	9242183960

## Mangalore University Examination Rules and Regulation (NEP)

The New Education Policy (2019) initiated and developed by the Ministry of Human Resource Development (HRD), Govt. of India, has been approved by the Central cabinet on 29<sup>th</sup> July 2020. The National Education Policy (NEP) has brought several reforms in Indian education which includes broad based multidisciplinary Undergraduate Education with 21<sup>st</sup> Century skills while developing specialized knowledge with disciplinary rigor. It is to bring equity, efficiency and academic excellence in National Higher Education System. The important ones include innovation and improvement in course-curricula, introduction of paradigm shift in learning and teaching pedagogy, evaluation and education system.

Mangalore University thought it fit to implement the multidisciplinary and holistic education in all the under-graduate programmes and the consequential post-graduate programmes, with multiple entry and exit

options with multiple certificate/diploma/degrees in the Faculties of Arts, Science, Commerce and Management to replace the present undergraduate degree programmes effective from the academic year 2021-22. Students will have the option to exit after one year with a certificate, 2-years with award of the diploma and after 3-years with the award of the bachelor degree. Successful completion of the four-year programme will lead to award of the bachelor degree with honors in particular subjects.

### **1. DURATION OF PROGRAMMES, CREDITS REQUIREMENTS AND OPTIONS:**

The undergraduate degree should be of either a three- or four-year duration, with multiple entry and exit options within this period. The four years multidisciplinary Bachelor's programme is the preferred option as it allows the opportunity to experience the full range of holistic and multidisciplinary education with a focus on major and minor subjects as per the student's preference. The four-year programme may also lead to a degree with Research, if the student completes a rigorous research project in the major area (s) of study.

The undergraduate programmes shall extend over four academic years (Eight Semesters) with multiple entry and exit options. The students can exit after the completion of one academic year (two semesters) with the Certificate in a discipline or a field; Diploma after the study of two academic years (four Semesters) and Regular Bachelor Degree after the completion of Three academic years (six Semesters). The successful completion of Four Years undergraduate Programme would lead to Bachelor Degrees with Honors in a discipline/subject. Each semester shall consist of at least 16 weeks of study with a minimum of 90 working days (excluding the time spent for the conduct of end semester examinations).



The candidates shall complete the courses equivalent to minimum credit requirements

<b>Exit with</b>	<b>Minm Credits Requirement*</b>	<b>NSQF Level</b>
<b>Certificate</b> at the Successful Completion of First Year (Two Semesters) of Four Years Multidisciplinary UG Degree Programme	48	5
<b>A Diploma</b> at the Successful Completion of the Second Year (Four Semesters) of Four Years Multidisciplinary UG Degree Programme	96	6
<b>Basic Bachelor Degree</b> at the Successful Completion of the Third Year (Six Semesters) of Four Years Multidisciplinary Under graduate Degree Programme	140	7
<b>Bachelor Degree with Honours</b> in a <b>Discipline</b> at the Successful Completion of the Four Years (Eight Semesters) Multidisciplinary Under graduate Degree Programme	180	8

**Credit Requirements:**

The candidates shall complete courses equivalent to a minimum of 140 credits to become eligible for the Regular Bachelor Degree, 180 credits to become eligible for the Bachelor Degree with Honors, 220 credits to become eligible for the Integrated Master's Degree.

**2. MINIMUM FOR A PASS:**

- (a) No candidate shall be declared to have passed the Semester Examination as the case may be under each course/paper unless he/she obtains not less than 35% marks in written examination / practical examination and 40% marks in the aggregate of written / practical examination and internal assessment put together in each of the courses and 40% marks (including IA) in Project work and viva wherever prescribed.

- (b) A candidate shall be declared to have passed the program if he/she secures at least 40% of marks or a CGPA of 4.0 (Course Alpha-Sign Grade P) in the aggregate of both internal assessment and semester end examination marks put together in each unit such as theory papers / practical/ fieldwork / internship/project work / dissertation / viva-voce, provided the candidate has secured at least 40% of marks in the semester end examinations in each unit.
- (c) The candidates who pass all the end semester examinations in the first attempts are eligible for ranks provided they secure at least CGPA of 6.00 (Alpha-Sign Grade B+).
- (d) A candidate who passes the end-semester examinations in parts is eligible for only Class, CGPA and Alpha-Sign Grade but not for ranking.
- (e) The results of the candidates who have passed the last semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed the Lower Semester Examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.

## **Mangalore University Examination Rules and Regulation (CBCS)**

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.

Enabling an exposure to some other discipline / domain.

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

**Internal Assessment:**

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.

**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 and staff are 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.
5. 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.
6. Students going to other Colleges or Institutions, and indulging in acts of indiscipline such as organizing demonstrations and strikes, would be liable for punishment.
7. 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.
8. 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.

9. 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.
10. Students are required to show due regard to the property of the college. Any student found guilty of defacing or damaging property liable for damages and punishment.
11. 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.
12. All notices shall be displayed on the notice board or shared in the class wise whatsapp group. Any negligence to read the notices and the loss thereafter will not be the responsibility of the college.
13. All students shall carry their identity cards and shall produce them whenever called for by the authorities.
14. 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.
15. The Parents / Guardians of the students are expected to see that their Wards should adhere the rules & regulations of the College.
16. 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.
17. The College reserves the right to modify or amend the rules & regulations given above as and when deems necessary.
18. Any disrespect in any form by the students which will damage the name of the college inside/outside of the college campus will be seriously dealt with.

# 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	Remark	Signature of Parent/ Guardian	Principal/ Vice Principal/ Class Coordinator
	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											







# 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	Remark	Signature of Parent/ Guardian	Principal/ Vice Principal/ Class Coordinator
	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											





**I/III/V SEMESTER - TIME TABLE**

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

## II/IV/VI SEMESTER - TIME TABLE

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













# CONGRATULATIONS



## BEST NSS UNIT AWARD



### State Level Best NSS Unit Award

Received from Honourable Governor of Karnataka  
Sri Thavar Chand Gehlot on 10-09-2022

## BEST NSS PROGRAMME OFFICER AWARD



### PROF. ROSHAN VINCY SANTHUMAYOR

Vice-Principal/NSS Programme Officer  
Padua College of Commerce & Management

### State Level

### Best NSS Programme Officer Award

Received from Honourable Governor of Karnataka  
Sri Thavar Chand Gehlot on 10-09-2022

Best Wishes From

The Management, Correspondent, Principal, Alumni, Staff & Students

## COURSES OFFERED

**B.Com** - Bachelor of Commerce  
**BBA** - Bachelor of Business Administration  
**BCA** - Bachelor of Computer Applications  
With Aviation and Hospitality

### WE OFFER THE FOLLOWING ADD-ON / CERTIFICATE COURSES

Competitive Exam Training

Nudi

Communicative English

Tally with GST

National Accounting Talent Search

UNDP Code Unnathi

EDP

Goods and Service Tax

Training for professional Courses

Banking, Insurance & Finance

Hardware & Networking

## Special Features of the Programme

- Training in skills and personality development
- Focus on job oriented learning
- Instilling values and ethics
- Overall improvement and growth
- Extension activities to ensure real life exposure

*at Padua we think of your future*

**For more information contact  
9482597161, 0824-2217711**

Website

