



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

Permanently Affiliated to Bengaluru City University

Accredited with "A" Grade by NAAC

ISO 9001:2015 Certified Institution

Halasuru, Bangalore, Karnataka - 560 008



**ALMANAC**

**2022-2023**

# St. Anne - Our Patroness



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

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

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

Affiliated to Bengaluru City University, Recognized by UGC under 2(f)  
Accredited with 'A' Grade by NAAC, ISO 9001:2015 Certified Institution



## **ALMANAC 2022 - 2023**

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

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





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

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

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



## **Board of Management**

**President**

***Rev.Mother Clara Vasanthi, SSAM***

**Superior General**

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

**Vice-President**

***Rev.Sr. Joyce Teresia, SSAM***

**Provincial, Bangalore Province**

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

**Secretary**

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

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

**Administrator**

***Rev.Sr. Imelda Rani, SSAM***

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

**Principal**

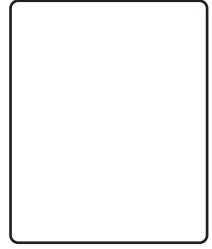
***Prof. Nisha Joseph***

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

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## **BIO DATA**



Name of the Student:.....

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

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

Name of the Father: .....

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

Name of the Mother: .....

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

Address: .....

.....

.....

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

Email: .....

### **Declaration**

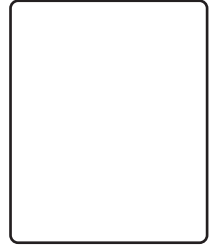
The information given above is true to the best of my knowledge.

Signature of Parent/Guardian

Signature of the Student



## Alumnae Registration Form



Name of the Student:.....

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

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

Name of the Father: .....

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

Name of the Mother: .....

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

Address: .....

.....

.....

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

Email: .....

### **Declaration**

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

Signature of Parent/Guardian

Signature of the Student





# **PRAYERS**



## **PRAYER TO SAINT ANNE**

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

**-Amen**

## **COLLEGE PRAYER**

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

**-Amen**

## **PRAYER BEFORE AN EXAMINATION**

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

## THE UNIVERSAL PRAYER

Our Father Who Art in Heaven/ Hallowed be Thy name/ Thy  
Kingdom come/ Thy will be done/ On Earth as it is in Heaven/  
Give us this day/ our daily bread/ Forgive us our sins/ As we  
forgive/ those who sin against us/ Do not bring us to the test/ But  
deliver us from evil. - **Amen**

- *Jesus*

## PRAYER FOR OUR COUNTRY

Where the mind is without fear and the head is held high  
Where knowledge is free  
Where the world has not been broken up into fragments  
By narrow domestic walls  
Where words come out from the depth of truth  
Where tireless striving stretches its arms towards perfection  
Where the clear stream of reason has not lost its way  
Into the dreary desert sand of dead habit  
Where the mind is led forward by thee  
Into ever-widening thought and action  
Into that heaven of freedom,  
my Father, let my country awake.

- *Rabindranath Tagore*

## PRAYER FOR STRENGTH

This is my prayer to you my Lord  
Strike, Strike at the Root of Penury in my heart  
Give me the strength  
Lightly to bear my joys and sorrows  
Give me the strength  
To make my love fruitful in service  
Give me the strength  
Never to disown the poor  
Give me the strength  
Not to bend my knees before insolent might  
Give me the strength  
Not to bend my mind high above daily trifles  
Give me the strength  
To surrender my strength to your will with love.

*- Rabindranath Tagore*

## PRAYER FOR PEACE

Lord make me an instrument of Thy peace.  
Where there is injury, Pardon;  
Where there is doubt, Faith;  
Where there is despair, Hope;  
Where there is darkness, Light:  
Where there s sadness, Joy.  
O Divine Master, grant that I may not  
So much seek to be consoled as to console  
To be understood as to understand  
To be loved as to love  
For it is in giving that we receive;  
It is in dying to self that we are pardoned;  
Id is in dying to self that we are born to eternal Life.

*- Francis of Assisi*

## INSTITUTION

St. Anne's Degree College for Women, affiliated to Bengaluru City University is located at # 23, Cambridge Road, Halasuru, Bangalore - 560 008. The College is Managed by the Society of the Sisters of St. Anne, founded by Mother Thatipathri Gnanamma, a young widow of 19<sup>th</sup> century. She had a great vision in changing the life of thousands of Young, deserving and marginalized women through education. Following her footsteps, St. Anne's Sisters are in the service of education for more than hundred and fifty years.

St. Anne's Degree College for Women was started in the year 2005, by the Society of the Sisters of St. Anne, Madras. The College has set a remarkable record by securing University Ranks and Gold Medals in the academics. The vibrant student life, co- curricular and extracurricular activities and campus placement, provided to the students make this institution stand apart from other institutions.

The College is Re-Accredited with 'A' Grade by NAAC in 2021. The College affiliated to Bengaluru City University, Bengaluru, offers three years UG Programmes namely BCOM, BBA, BCA, B.A, B.Sc(PMC), B.Sc (Rehabilitation Science) and Two years PG Degree Programmes such as M.Com, M.A. (English Literature) and M.Sc (Psychology).



## VISION

To provide Humanizing and Liberalizing Education so as to form responsible citizens who in solidarity with others will create a just society.

## MISSION

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

## AIMS & OBJECTIVES

### **To foster Academic Excellence**

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

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

The objective of organizing personal and interpersonal skills is to help students to discover their potentials, develop their talents and aesthetic sense, to inculcate soft skills that would be helpful for healthy and harmonious interpersonal relationship and teamwork in order to cultivate sincere respect for the individual person's dignity, freedom and equality.

### **To Trigger Spiritual Pursuit**

Give importance to the spiritual formation of our students of other faiths, who form the vast majority in our institutions. Assist them to develop a personal set of values and principles and become persons of character and integrity, internalizing the social aspects of their religious traditions and thus leading them to experience personal well-being. Educate the students and staff to accept and respect differences based on religion and culture and nurture inter-religious spirit. Shape them into citizens who are morally sound and have personal conviction, deep compassion, competence and commitment, to the larger world.

### **To inculcate Social Consciousness**

Advocating the social and societal transformation is a major goal and mission of the institution. Our education mission, in the context of India today and the India of tomorrow, is the re-creation of human lives, communities and the wider society. The Clubs, Cells, Committees and Units Educate, Equip, Empower and Conscientise the students with skills to work on the transformation of the society with commitment.

## COURSES OFFERED

### U.G Courses

- ♦ **B.Com**
- ♦ **BBA**
- ♦ **BCA**
- ♦ **B.A (Psychology, Journalism & Open Elective)**
- ♦ **B.Sc (Physics, Mathematics & Open Elective)**
- ♦ **B.Sc (Psychology, Rehabilitation Science & Open Elective)**

### P.G Courses

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

### Admission Eligibility for UG Courses:

- ❖ The student who has passed II PUC / Class 12 / Intermediate / equivalent to 10+2 years of learning.
- ❖ **Lateral Entry Admission to second year B.Com:** Only a student who has completed her Diploma in Secretarial Practice.
- ❖ SC/ST/OBC Students should produce their Original Caste Certificate with specific category & Income Certificate at the time of Admission.

## **Admission Eligibility for PG Programmes**

Graduates who have secured 40% in the aggregate of all subjects and 50% marks in the cognate subject in the qualifying University examinations are eligible.

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

## **Required Certificates**

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

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

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

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

## **RULES AND REGULATIONS**

The Institution strongly believes in creating a just society through right education to the students. Keeping in view the betterment of the students, the management expects certain disciplinary practices from the students.

### **Office Hours:**

The College office functions from 08:30a.m. to 02:30p.m on all the working days. Request for certificates, testimonials and other documents that require Principal's signature should be addressed to the Principal and submitted to the College Office. Certificates will be issued only with a minimum of 3 days prior notice.

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

The college appreciates and acknowledges the students' punctuality and discipline. The college opens at 8.20 am in the morning and closes at 1.30 pm in the evening for students. For those who have practical, the classes will be till 3.30 pm. The Students are required to enter the college premises by 8.20 am and occupy their places in the class rooms by 8.20 am. The college gates remain closed thereafter. All the students are expected to be in their classes for Prayer at 8.25 a.m. The late comers are obliged to do the assignments given to them.

### **Personal Discipline**

Regularity, Obedience, Courtesy in Speech and Conduct, respect for elders, cleanliness in dress and person is expected from every student. Irregular attendance, disobedience and objectionable conduct will justify dismissal. The personal copy of the Handbook/Calendar must be brought to the college every day. The personal bio data form has to be filled by every student immediately after receiving the Handbook.

## **ID Card**

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

## **Attendance**

80% of attendance in each subject is compulsory. Students falling short of the attendance will not be permitted to write the semester examinations. If a student is absent for an hour on a day without permission, she shall be marked absent for the whole day.

## **Absence & Late Coming**

If a student is absent for more than six days, her name will be removed from the roll. A student who has been absent for the classes & coming late will not be admitted to the class without the Principal's permission. All such permission shall be entered in the college calendar or leave card only. The Students who come late will obtain the signature of the faculty incharge or Security on a late coming attendance record sheet of the Handbook at the gate.

## **Leave**

Leave of absence will not be granted to the student except for serious reasons and prior written application from the parents or guardian. If a student absents herself without prior permission, she must bring her parent/ guardian to the college and meet the Principal. The student will not be given leave for Marriage and maternity. The students can only avail the 20% leave for Medical or for any other reason. No student will be permitted to leave the college during the working hours and lunch hours.

### **Mobile Phones**

The mobile phones are strictly prohibited in the classroom and in the college premises. If any student is found using the mobile phone, it would be confiscated and the mobile phone will be returned at the end of the academic year. If there is an emergency the students can use the college phone available in the office.

### **Ragging**

Ragging is a criminal offense against the Law. College would not encourage such activities in the campus; any issues related to this can be addressed to the college authorities. If any such crime found, the student would be called for action i.e Cancellation of Admission, Suspension from the college and punishment.

### **Safety**

The student is required to submit six pass port size photographs and a family photograph at the time of admission. This would ensure the safety of the student at any strange situation.

### **Damage**

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

### **Cleanliness**

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

### **Writing on Wall**

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

### **Free Hour**

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

### **Vehicle**

Students using vehicles must possess a valid driving licence

### **Problem Situations**

Any issues or a serious settlement of students / staff to be brought to the notice of Principal and Secretary. No other persons than parents are allowed as mediators.

### **Valuables & Personal Belongings**

No student is permitted to bring expensive goods/ gadgets like laptops, Mobile Phones, I Phones, I pods, Jewellery and money worth more value along with them to the college. In case of losing anything of this kind, the Management will not take responsibility. The students and the Parents are expected to follow this strictly.

## **MISCONDUCT**

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

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



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

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

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

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

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

#### **Computer Lab**

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

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

## Psychology Lab

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

## Physics Lab

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

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

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

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

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

### **Mathematics Lab**

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

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

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

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

### **Rehabilitation Science Lab**

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

## Commerce Lab

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

## LIBRARY RULES

- ID card should be carried to the Library to access books
- Library membership is given to students for one academic year.
- Books issued are to be returned within 8 days after which 2 renewals can be permitted.
- Personnel books and files are not to be taken inside the library.
- Maintain silence and discipline in the library.
- Library books will be issued between 11:00 to 02:30 pm
- Reference books are not for circulation.
- Sign in the register when you enter the library.
- Do not make any mark with pen/pencil in the book
- Do not fold/tear the pages.
- The books taken from the shelves must be left on the table and not to be kept on the shelves.
- Students are permitted to take 3 reference books from the library during the examination.
- Renewal of books is not allowed during exams.
- Students have to pay late fine if they don't return/renew the book in time.
- Overdue charge is Rs.2/- per day per book.
- Student can refer the reference book in the library during library hours by submitting I card. They have to return the book on the same day
- For book damage, fine will be charged 100% of the book cost.
- In case of book loss, students have to replace the book of the same author and latest edition or will have to pay book mentioned price.
- In case of loss of library Borrower card, students have to fill the fresh application for getting new borrower card.



## FEE REGULATIONS

- ❖ Fee once paid will not be refunded for any reasons.
- ❖ The student has to be alert to all the announcements with regard to paying the college fees, Exam fees and oblige to pay them on or before the stipulated date. If failed she has to pay with fine.
- ❖ **The last minute payment at the time of Semester Exams will not be permitted. The students and the Parents need to accept the decision of the college in case of delay or Non Payment.**

## DRESS CODE

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

Good attire is a best way of presenting oneself. The Students show Indianness in dressing by not wearing tight tops, short tops, sleeveless tops, T-Shirts, skirts and three forth pants. All are expected to be modest in their attire, if any student found wearing indecent dress will be charged a fine of R.500.

## **RULES OF ATTENDANCE**

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

## EXAMINATION AND EVALUATION SYSTEM

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

1. Each semester has two periodical tests, two assignments, seminar, model exam and attendance as part of the internal assessment for 40 marks Theory Paper.
2. University Exam at the end of each Semester for 60 marks Theory Paper.
3. University Practical Exam is conducted at the end of each semester.
4. 75% of attendance is compulsory to appear for University Exam.
5. All the eligible students who appear for the examination for the first time in any semester should pay the examination fee in full for all the subjects whether the candidate writes the examination or not.
6. Students reported of malpractice in examination will be severely dealt with and even dismissed.
7. No student who is admitted to college is automatically eligible for the university examination. At her due discretion the Principal, may direct any student to withdraw from the examination, either to student's repeated poor performance in studies, or irregular attendance, or indulging in any unwanted activities.

### Minimum Pass Mark

Candidates who have obtained a minimum of 35% marks in university examination (i.e. 21 marks out of 60 marks of theory examination) and 40% in aggregate in each subject shall be eligible for a pass or exemption in that subject.

## **Theory**

Internal Assessment	-	15 Marks (Out of 40)
Semester Exam	-	21 Marks (Out of 60)

## **Practical**

Internal Assessment	-	09 Marks (Out of 25)
Semester Exam	-	09 Marks (Out of 25)

## **STUDENT'S RESPONSIBILITIES**

The students shall

- Appreciate the Institution's Vision, Mission and Objectives and contribute to the realization of the same by participating in all institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Follow the time schedule, rules and regulations, undertake regular and intense study of learning materials
- Give priority to Time management and discipline inside and outside the College.
- Make optimum use of the learning resources and other support services available in the institution.
- Prepare for Internal Assessments, Tests and Semester Examinations with diligence.
- Give feedback for system improvement. Have faith and ability to pursue lifelong learning.

## PRINCIPAL'S PRIOR PERMISSION IS REQUIRED

- To arrange private tuition under any one of the faculty members.
- To take part in competitions in any other institutions as a student of this college.
- To join in a Sports Meet or playing in tournaments, outside the college.
- Students are not permitted to do any of the following without the prior permission from the College Management: give interviews, publish any materials, participate in live/photographic modeling, fashion shows/stage shows and radio/TV Programmes.
- To raise fund for any purpose what so ever.
- To arrange meeting, party, picnic etc.
- To take leave on account of health issues and other reasons.

## NOTE TO PARENTS

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

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

14. Parents/Guardians should not meet the students in the college premises without the prior permission of the principal.
15. As **parental co-operation** is indispensable for the proper education of the children, you are requested to keep in touch with the college authorities to know the progress and conduct of the students. No third party intervention is allowed. Any grievance or issue to be smoothly handled between the college and the parents only.
16. Principal will be available between 10.00 am and 11.00 am or by prior appointment.

## **FACULTY & ADMINISTRATIVE STAFF**

### **SECRETARY**

**Rev.Sr.Dr. Margaret Fatima Mary**, M.A, M.Phil, Ph.D.

### **ADMINISTRATOR**

**Rev.Sr. Imelda Rani**, M.A, B.Ed,

### **PRINCIPAL**

**Prof. Nisha Joseph**

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

### **TEACHING STAFF**

#### **Department of Commerce**

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

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

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

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

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

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

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

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

**Ms. Sailalitha K**, M.Com.,

**Ms. Ruth Ankitha R**, M.Com.,

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

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

**Mr. Anil Kumar**, MBA.,

**Ms. Bhavyashree**, M.Com, B.Ed.



## **Department of Business Administration**

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

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

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

**Sr. Kulandai Yesu**, M.BA, M.A (Mass Communications)

**Ms. R.Kavya**, M.Com.,

**Ms. Madhu**, M.Com.

## **Department of Computer Applications**

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

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

**Ms. Rekha**, M. Tech

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

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

**Ms. Prathiba Priya**, M.C.A

## **Department of Science**

### **Mathematics**

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

**Ms. Rahila Begum MS**, M.Sc.,

### **Physics**

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

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

### **Rehabilitation Science**

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

### **EVS & IC**

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

## **Department of Humanities**

### **Psychology & Counseling**

**Ms. Swathi.S**, M.Sc., - **HoD**

**Ms. Rosemol Thamby**, M.Sc.,

**Ms. Monisha. AK**, M.Sc,

### **Journalism**

**Mr. Albert Fidelis, M.A.,(Journalism & Mass Communications) – HoD**

### **Sociology**

**Ms.T. Shobha, M.A.,– HoD**

## **Department of Languages**

### **Department of English**

**Ms. Vasantha Pillai, M.A(Eng),M.A (Pol.Sci), B.Ed, M.Phil.,Ph.D**

**Ms. Vijaya Kumari, M.A., M.Phil.,B.Ed - HoD**

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

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

**Mr. Prince Xavier, M.A.,B.Ed**

### **Department of Hindi**

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

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

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

### **Department of Kannada**

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

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

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

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

**Dr. Mohan Babu, M.L.I.Sc.,M.Phil., Ph.D - Chief Librarian**

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

## **Department of Physical Education**

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

## **NON-TECHING STAFF**

### **System Administrators**

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

**Mr. Arockya dass**, MCA.

## **OFFICE STAFF**

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

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

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

**Ms. Nithya John**, DME - **SDA (Finance)**

## **SUPPORTING STAFF**

**Mr. Somu** - Security

**Mr. Edison Anthony raj** - Driver

## **ATTENDERS**

**Ms. Uma**

**Ms. Khaki Bujjamma**

**Ms. Roseline**

**Ms. Revathi**

**Ms. Anitha**

**Ms. Kondamma**

**Ms. Fathima**

**Ms. Parishudhamma**

**Ms. Nandhini**

**Ms. Vivaram Rathna**

**Ms. Bhathina Rajini**

**Ms. Surekha**

**Ms. Lakshmi**

## **STAFF COUNCIL**

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

## **THE STUDENTS' COUNCIL**

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

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

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

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

## The Functions of the Students' Council

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

## PLACEMENT OFFICE

The college has full time placement officer to ensure job opportunities to the students. It trains students and creates Placement by inviting various companies to the campus.

The regular companies that visit us



Northern Trust | 125 YEARS



Accenture



TESCO



Mphasis  
Unleash the Next



Standard  
Chartered  
Here for good



Infosys

ORACLE



WHITE HORSE  
CONSULTING, INC.



### FESTS

#### ❖ Department Fests

#### ❖ KALA – Intra Collegiate Fest

#### ❖ Ebullience – Inter Collegiate Fest

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

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

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

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

## **COMMITTEES, CELLS, CLUBS, UNITS & ASSOCIATIONS**

The Main objective of the college is to empower young girls with knowledge, skills and competence. Various Committees, Cells, Clubs, Units & Associations are formed and activities are organized to help them grow as responsible citizens of the Society. The clubs help them nourish their leadership skills and act diligently at the given situations.

### **COMMITTEES**

#### **Admission Committee:**

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

#### **Anti-Ragging Committee:**

The cell takes care of the dignity of every student in the campus. The College has created its campus as non-ragging campus making the students to practice responsible freedom.

#### **Cultural Committee:**

The committee aspires at creating life with the culture of music, dance, art and beauty. They perform during the important events at college and represent the college at various intercollegiate fests.

## **Disciplinary Committee**

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

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

## **Internal Compliance Committee**

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



### **IT and Website Committee**

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

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

### **Sports Committee**

The College keeps the overall development of the students in mind and has appointed a full time Physical Instructor. It organizes regular sports activities. Students are given chance to participate in the intercollegiate sports events conducted by the University and represent the college at state and national level.

## CELLS

### **Women Cell/ Anti-Sexual Harassment Cell:**

The Cell tackles the problems of the Students. It Organizes Women's' Day Programme and brings in awareness on the plights of Women and the rights pertaining to issues that can create a safer environment promising empowerment and dignity as women.

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

The Cell works towards promoting equality among the students. It conducts seminars on Dr. Ambedkar and helps the students to get financial benefits from the Government.

### **Grievance Cell:**

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

### **Human Rights Cell:**

Aims at cultivating Leadership qualities. The club gives exposure to the students allowing them to respond to the social issues through writing articles, participating in the debates on social themes, arranging guest lecturers on Legal issues, Health issues and Social issues, visiting orphanages and schools.

### **Minority Cell**

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

## CLUBS

### **Consumer Club:**

Today we live in a Multi-culturalistic society where the children are the most vulnerable members as they do not have adequate information about goods and services they are using.

They are not aware of the unfair, unethical market practices of businesses and the damage of being exposed to junk foods that have become both prevalent and hazardous. Hence the College feels it as an urgent call to educate our Students about consumer protection.

### **Eco Club :**

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

### **Fine Arts Club:**

The College constituted this Club to trigger the imagination and creative terrain of the students. The Club will initiate itself with more of Performing and fine arts to maximize the aesthetic sense that gives the students a mind to appreciate the beauty in the creation of God and adds colour and flavor to the spiritual realm.

### **Heritage Club**

The aim of the Club is to motivate the students to get back to their roots in this westernized world.

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

## **Innovation Club**

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

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

## **Red Ribbon Club:**

Red Ribbon Club is a movement started by the Government of India in schools and colleges to spread awareness over HIV / AIDS and to extend their able help towards developing healthy life styles as the youth are growing up in a rapidly changing environment with different beliefs and values about morality and sex that has created conflicting demands and a wavering lifestyle.

The College initiated this Club as a platform to motivate the students for a safe and healthy lifestyle. It promotes health seeking behavior and enables them to become change agents in HIV & AIDS prevention programs.

### **Health Club:**

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

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

### **Yoga Club:**

Yoga means union of the individual consciousness or soul with the Universal Consciousness or Spirit. Yoga is a 5000-year- old Indian body of knowledge. Though many think of yoga only as a physical exercise where people twist, turn, stretch, and breathe in the most complex ways, these are actually only the most superficial aspect of this profound science of unfolding the infinite potentials of the human mind and soul. The science of Yoga imbibes the complete essence of the Way of Life.

The Club promotes Yoga Practice to bring in holistic understanding about life and its facets for a peaceful and joyful living.

### **Spirituality Club:**

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

## UNITS

### NSS Unit:

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

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

### Red Cross Unit:

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

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

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

## ASSOCIATIONS

### **Alumnae Association**

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

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

### **Rehabilitation Forum:**

The College has a Unique programme as three year degree course. It gives a room for the students to respect the differently abled in and through its forum organising special programmes and activities.

## AWARDS AND REWARDS

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

### For Students

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

### For Faculty & Staff

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

## ACADEMIC ENHANCEMENT & HOLISTIC DEVELOPMENT

### Bridge Course:

The admission Committee scrutinises the applications and marks cards after the admission and List out the names of the students from different subject background in each course and handover & the same to HoD's of each department. The HoD's with their Faculty plan and prepares a syllabus to give them basic knowledge in the subjects they are to learn.



### **Remedial Classes:**

The Departments verify the marks cards of the students during the first department meeting and categorise the students according to their marks and plan for the remedial classes for those students with less percentage. The Lecturers conduct additional classes for them and maintain a record to check their performance.

### **Counselling:**

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

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

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

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

## RESEARCH ENDEAVOUR

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

The College conducts State / National / International level conferences every year. Scholars from various Institutes are invited to participate, present papers, participate in the Panel discussions and draw action plans for the better future. The students are encouraged to Prepare Projects, Present Papers and Participate in the seminars conducted within and outside the college. Their assignments, projects, internships and paper presentations carry a portion of Internal Marks.

## ADD ON COURSES

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

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

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

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

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

## EXECUTIVE BODIES & COMMITTEES

### NAAC Committee of the College

Ms. Nisha Joseph	-	<b>Chairperson</b>
Ms.Vennila.A	-	Co ordinator
Dr. HR Puttanna,	-	Core Group Member
Mr. Ranjith Kumar.A	-	Core Group Member
Dr. Prameela	-	Core Group Member
Ms. Marina B	-	Core Group Member
Ms. Mary Shaila.F	-	Core Group Member
Dr. K.Venkatalakshmi	-	Core Group Member
Dr. Lily Regina Arthi Moses	-	Core Group Member
Ms. Savitha	-	Core Group Member
Ms. Rekha	-	Core Group Member
Ms.Sindhu.S	-	Core Group Member

### Internal Quality Assurance Cell ( IQAC )

Ms.Nisha Joseph	-	<b>Chairperson</b>
Rev.Sr.Dr.Margaret Fatima Mary-		Management (Representative)
Ms.Sangita	-	IQAC Co-ordinator
Dr. HR.Puttanna	-	Advisor
Sr.Kulandai Yesu	-	Member
Mr.Mohamed Aftab	-	Member
Dr.K.Venkatalakshmi	-	Member
Dr.Lily Regina Arthi Moses	-	Member
Ms.Pradeepa	-	Member
Ms.Sindhu.S	-	Member
Ms.Anitha R	-	Member
Ms.Daljit Kaur	-	Member
Ms.Eva	-	Member
Mr.Albert Fidelis	-	Member
Ms.Madhu	-	Member

## STAFF RESPONSIBILITIES

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

**SWOs :** Asst.Prof. Vijaya Kumari (Co-ordinator)  
(Student Welfare Officers) Asst.Prof. Krishna  
Asst.Prof. Daljit Kaur  
Asst.Prof. Josephine Vannini  
Asst.Prof. Priya  
Asst.Prof. Albert Fidelis  
Asst.Prof. Sailalitha  
Asst.Prof. Kavya

**Exam Committee:** **BCU Semester Exams**  
Asst.Prof.Ranjith Kumar.A (Co-ordinator)  
Asst,Prof.Dr.Prameela  
Asst.Prof.Mohammed Aftab  
Asst.Prof. Albert Fidelis

### **Internal Exams**

Asst,Prof.Veronica (Co-ordinator)  
Asst,Prof.Sindhu.S  
Asst.Prof.Rekha  
Asst,Prof.Priya  
Asst. Prof. Dr.Ravi Prakash  
Asst. Prof. Dr.Mohan Babu  
Asst. Prof. Prathiba Priya

**Library Advisory Committee:** Prof.Nisha Joseph - **Chairperson**  
Chief Librarian  
All Head of Departments

**Admission Committee :**

Prof.Nisha Joseph—**Chairperson**

Asst.Prof.Dr.Puttanna.HR

Asst.Prof.Ranjith Kumar.A

Asst.Prof.Mary Shaila

Asst.Prof.Krishna

Asst.Prof. Anil Kumar

Asst.Prof. Prince

**Office Personnel**

**Discipline Committee :**

Rev.Sr.Imelda Rani

Asst. Prof. Sr.Prema

Asst. Prof. Sindu (EVS) – Coordinator

Asst. Prof. Singaiah.S

**Anti-Ragging Committee :**

Asst. Prof.VijayaKumari (Co-ordinator)

Asst. Prof.Bhanumathi

**Placement Cell / CET:**

Asst.Prof.Anil (Co-ordinator)

Asst.Prof.Sailalitha

Asst.Prof.Eva

Asst.Prof. Alen Krithika

Asst.Prof.Priya

Asst.Prof. Prince

Asst.Prof. Albert

Asst.Prof. Kavya

Asst.Prof. Rahila Begum

:

**Women's Cell  
(Anti-Sexual Harrasment)**

Asst.Prof.NehaMantri, (Co-ordinator)

Asst.Prof.Sangita

Asst.Prof.Shobha

Asst.Prof.Arul

Asst.Prof.Ruth

**Human Rights Cell:**

Asst.Prof.Dr.Prameela(Co-ordinator)  
Asst.Prof.Vasantha  
Asst.Prof.Pradeepa  
Asst.Prof.Rahila Begum

**SC/ST/OBC Cell:  
(Dr.Ambedkar Cell)**

Asst.Prof.Sujatha (Co-ordinator)  
Asst.Prof.Vijayakumari  
Asst.Prof.Singaiiah.S

**Grievance Cell:**

Asst.Prof.Swathi (Co-ordinator)  
Asst.Prof.Sujatha  
Asst. Prof. Sindhu (EVS)

**E D Cell :**

Asst.Prof.Dr.Puttanna.HR– Coordinator  
Asst.Prof.Anil Kumar.  
Asst.Prof.Veronica

**Counseling Cell:**

Asst. Prof .Swathi – Coordinator  
Asst. Prof .Rose Thamby  
Asst. Prof .Monisha

**NSS UNIT:**

Asst.Prof.Dr.Ramesh Naik (Co-ordinator)  
Asst. Prof .Vasantha  
Asst.Prof.VijajaKumari  
Asst.Prof.Shobha  
Asst.Prof.Priya  
Asst.Prof. Dr.Ravi Prakash  
Asst. Prof .Monisha

**AICUF UNIT**

Asst.Prof. Prince Xavier (Co-ordinator)  
Asst.Prof.Marina  
Asst.Prof.Mary Shaila  
Asst.Prof.Priya  
Asst.Prof.Alen Krithika  
Asst.Prof.Arul  
Asst.Prof.Veronica Evangeline  
Asst.Prof.Josephine Vannini  
Asst.Prof. Albert Fidelis

**Red Cross Unit:**

Asst.Prof. Vasantha – Coordinator  
Asst. Prof.Eva  
Asst. Prof.Madhu  
Asst. Prof.Rahila Begum

**Sports & Yoga Club:**

Asst. Prof. Singaiah.S – Coordinator  
Asst. Prof. Mohamed Aftab  
Asst. Prof. Anil Kumar  
Asst. Prof. Dr.Ramesh Naik  
Asst. Prof. Savitha  
Asst. Prof. Rekha  
Asst. Prof. Priya  
Asst. Prof. Bhavyashree  
Asst. Prof. Prathiba Priya

**Eco Club:**

Asst.Prof.Sindu, (EVS) (Co-ordinator)  
Asst.Prof.Pradeepa  
Asst.Prof.Sailalitha  
Asst.Prof.Ruth



**Health Club:**

Asst. Prof.Khutaijanazneen – Coordinator  
Asst. Prof Shobha  
Asst. Prof.Vijaya Kumari  
Asst.Prof.VasanthaPillai  
Asst.Prof.Rose Thamby  
Asst.Prof.Bhanumathi

**Excursion Committee:**

Asst. Prof .Bhanumathi – Coordinator  
Asst. Prof .Sangita – Coordinator  
Asst. Prof .Dr. Ramesh Naik  
Asst. Prof .Sindhu  
Asst. Prof .Anitha  
Asst.Prof. Daljit Kaur  
Asst.Prof. Albert

**Internal Compliance Committee (ICC):**

Asst. Prof .Shobha.T – Coordinator  
Asst. Prof .Sujatha  
Asst. Prof .Kavya

**Magazine / Editorial Board:**

Prof.Nisha Joseph - Chairperson  
Asst.Prof.Dr.Arthi (Co-ordinator)  
Asst.Prof.Ranjith Kumar  
Asst.Prof.Savitha  
Asst.Prof.Khutaija  
Asst.Prof.Anitha  
Asst.Prof.Alen Krithika  
Asst.Prof.Pradeepa

**News Letter Committee:**

Asst.Prof.Daljit Kaur  
Asst.Prof.Albert (Co-ordinator)  
Asst.Prof.Prince  
Asst.Prof.Ruth  
Asst.Prof.Rose Thamby

**Mentor Mentee:**

Asst. Prof .Arul – Coordinator  
Asst. Prof .Swathi

**Association Co-Ordinators**

Ms.Alen Krithika	- <i>Business Administration Association</i>
Ms.Anitha. R	- <i>Commerce Association</i>
Ms.Neha Mantri	- <i>Computer Science Association</i>
Ms.Vasantha Pillai	- <i>English Association</i>
Dr.Ravi Prakash	- <i>Kannada Association</i>
Ms.Sangita	- <i>Hindi Association</i>
Ms.Navya	- <i>Mathematics Association</i>
Ms.Sindhu.S	- <i>Physics Association</i>
Mr.Albert	- <i>Humanities Association</i>

**Alumnae Association**

Asst.Prof.Mohammed Aftab(Co-ordinator)  
Asst.Prof.Prema  
Asst.Prof.Savitha  
Asst. Prof.Sindhya  
Asst. Prof.Rajeshwari  
Asst. Prof .Eva  
Asst. Prof .Daljit Kaur  
Asst. Prof .Josephine Vannini  
Asst.Prof.Sailalitha  
Asst.Prof.Priya  
Asst.Prof.Swathi  
Asst. Prof .Rahila Begum  
Asst. Prof. Prathiba Priya

**Mother Gnanamma Education Fund:**

Asst.Prof. Dr.Putanna – Coordinator  
Asst. Prof .Mary Shaila  
Class Teachers of all classes

**Research Forum:**

Asst.Prof. Dr.Venkatalakshmi(Co-ordinator)  
Asst.Prof. Dr.Puttanna.HR  
Asst.Prof. Ranjith Kumar A  
Asst. Prof. Dr.Prameela  
Asst. Prof. Marina.B  
Asst. Prof. Sangita  
Asst. Prof. Vasantha Pillai  
Asst.Prof. Dr.Ramesh Naik  
Asst. Prof. Dr.Lily Arthi Regina  
Asst. Prof. Dr.Neha Mantri  
Asst. Prof. Daljit Kaur  
Asst. Prof. Krithika  
Asst. Prof .Dr.Ravi Prakash  
Asst. Prof. Madhu

**Maintenance Committee:**

Rev.Sr.Imelda Rani  
Asst.Prof. Dr.Puttanna HR (Co-ordinator)  
Asst.Prof.Kulandai Yesu (Sr. Prema)  
Ms.Nithya

**Web Team :**

Asst.Prof. Ranjith Kumar (Web Master)  
Asst.Prof. Marina  
Asst.Prof.Rekha  
Asst.Prof.Kulandai Yesu (Sr. Prema)  
Asst. Prof. Prathiba Priya

**EMS (I Boss) Team :**

Asst.Prof. Ranjith Kumar.A  
Ms.Ashwini  
Ms.Nithya  
Mr. Arockya Dass  
All HoDs

**Feedback Analysis Team :** Asst.Prof. Shobha T (Co-ordinator)  
Asst.Prof. Prince  
Asst.Prof. Daljit Kaur  
Asst.Prof. Arul  
Asst.Prof. Sindhu.S  
Asst.Prof. Eva

**ISO Processing Team :** Asst.Prof. Marina (Co-ordinator)  
Asst.Prof. Shaila  
Asst.Prof. Medline  
Asst.Prof. Kulandai Yesu (Sr.Prema)  
Asst.Prof. Bhanumathi  
Asst.Prof. Vannini

# SCHOLARSHIPS

## SCHOLARSHIPS GIVEN BY THE GOVERNMENT

Name of the Scholarship	Agency	Eligibility	Mode of Application
SC/ST Scholarship	Government	Annual Income Less than Rs.2,50,000/-	<a href="http://www.sw.kar.nic.in">www.sw.kar.nic.in</a>
OBC Scholarship	Government	Annual Income Less than Rs.2,50,000/-	<a href="http://karepass.cgg.gov.in">karepass.cgg.gov.in</a>
Minority Scholarship	Government	Annual Income Less than Rs.2,50,000/-	<a href="http://gokdom.kar.nic.in">gokdom.kar.nic.in</a>
National Scholarship	Government	Annual Income Less than Rs.2,50,000/-	<a href="http://scholarships.gov.in">scholarships.gov.in</a>
Prize money	Government	60% & Above	<a href="http://www.sw.kar.nic.in">www.sw.kar.nic.in</a> <a href="http://karepass.cgg.gov.in">karepass.cgg.gov.in</a>
Merit scholarship	Government	60% & Above	<a href="http://www.sw.kar.nic.in">www.sw.kar.nic.in</a> <a href="http://karepass.cgg.gov.in">karepass.cgg.gov.in</a>

## OTHER SCHOLARSHIPS

Mother Gnanamma Education Fund	Students Contribution ( 1 Rupee a Day Scheme)	Deserving Students of the college	Through College
	Staff Contribution		Through College

### Documents Required for Scholarship

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

# CALENDAR OF ACTIVITIES



## Schedule for Academic Year 2022-2023

### JUNE 2022

Wed	01-06-2022	
Thu	02-06-2022	
Fri	03-06-2022	
Sat	04-06-2022	
Sun	05-06-2022	
Mon	06-06-2022	
Tue	07-06-2022	
Wed	08-06-2022	
Thu	09-06-2022	
Fri	10-06-2022	
Sat	11-06-2022	
Sun	12-06-2022	
Mon	13-06-2022	
Tue	14-06-2022	
Wed	15-06-2022	
Thu	16-06-2022	
Fri	17-06-2022	
Sat	18-06-2022	
Sun	19-06-2022	
Mon	20-06-2022	
Tue	21-06-2022	
Wed	22-06-2022	
Thu	23-06-2022	
Fri	24-06-2022	
Sat	25-06-2022	
Sun	26-06-2022	
Mon	27-06-2022	
Tue	28-06-2022	
Wed	29-06-2022	
Thu	30-06-2022	

## JULY 2022

Fri	01-07-2022	
Sat	02-07-2022	
Sun	03-07-2022	
Mon	04-07-2022	
Tue	05-07-2022	
Wed	06-07-2022	
Thu	07-07-2022	
Fri	08-07-2022	
Sat	09-07-2022	
Sun	10-07-2022	
Mon	11-07-2022	
Tue	12-07-2022	
Wed	13-07-2022	
Thu	14-07-2022	
Fri	15-07-2022	
Sat	16-07-2022	
Sun	17-07-2022	
Mon	18-07-2022	
Tue	19-07-2022	
Wed	20-07-2022	
Thu	21-07-2022	
Fri	22-07-2022	
Sat	23-07-2022	
Sun	24-07-2022	
Mon	25-07-2022	
Tue	26-07-2022	<b>St Anne's Feast - Holiday</b>
Wed	27-07-2022	
Thu	28-07-2022	
Fri	29-07-2022	
Sat	30-07-2022	
Sun	31-07-2022	



## AUGUST 2022

Mon	01-08-2022	
Tue	02-08-2022	
Wed	03-08-2022	
Thu	04-08-2022	
Fri	05-08-2022	
Sat	06-08-2022	
Sun	07-08-2022	
Mon	08-08-2022	
Tue	09-08-2022	
Wed	10-08-2022	
Thu	11-08-2022	
Fri	12-08-2022	
Sat	13-08-2022	
Sun	14-08-2022	
Mon	15-08-2022	<b>Independence Day -Holiday</b>
Tue	16-08-2022	
Wed	17-08-2022	
Thur	18-08-2022	
Fri	19-08-2022	
Sat	20-08-2022	
Sun	21-08-2022	
Mon	22-08-2022	
Tue	23-08-2022	
Wed	24-08-2022	
Thu	25-08-2022	
Fri	26-08-2022	
Sat	27-08-2022	
Sun	28-08-2022	
Mon	29-08-2022	
Tue	30-08-2022	
Wed	31-08-2022	

## SEPTEMBER 2022

Thu	01-09-2022	Orientation for First year students
Fri	02-09-2022	
Sat	03-09-2022	
Sun	04-09-2022	
Mon	05-09-2022	Annual Planning Meeting
Tue	06-09-2022	NSS Orientation
Wed	07-09-2022	Anti Sexual Harassment Cell Orientation
Thu	08-09-2022	Eco Club Orientation
Fri	09-09-2022	
Sat	10-09-2022	
Sun	11-09-2022	
Mon	12-09-2022	
Tue	13-09-2022	
Wed	14-09-2022	National Hindi Divas
Thur	15-09-2022	Commencement of (IV/VI Sem) Semester Exams
Fri	16-09-2022	Orientation Programme for Faculty
Sat	17-09-2022	Panel Discussion – English Department
Sun	18-09-2022	
Mon	19-09-2022	
Tue	20-09-2022	
Wed	21-09-2022	International Day of Peace- Red Cross Unit
Thu	22-09-2022	
Fri	23-09-2022	
Sat	24-09-2022	
Sun	25-09-2022	
Mon	26-09-2022	
Tue	27-09-2022	
Wed	28-09-2022	
Thu	29-09-2022	
Fri	30-09-2022	AICUF Outreach Activity

## OCTOBER 2022

Sat	01-10-2022	
Sun	02-10-2022	<b>Gandhi Jayanthi- Holiday</b>
Mon	03-10-2022	
Tue	04-10-2022	Ayudha Pooja ( Holiday)
Wed	05-10-2022	Vijaya Dashami( Holiday)
Thu	06-10-2022	
Fri	07-10-2022	Commencement of II Sem (NEP) BCU Examinations
Sat	08-10-2022	
Sun	09-10-2022	
Mon	10-10-2022	National Level Workshop - Department of English
Tue	11-10-2022	
Wed	12-10-2022	Commencement of III / V Semester Classes
Thu	13-10-2022	Professional Development Programme on Office Organisational Skills
Fri	14-10-2022	
Sat	15-10-2022	
Sun	16-10-2022	
Mon	17-10-2022	
Tue	18-10-2022	Student Council Election
Wed	19-10-2022	
Thu	20-10-2022	Student Council Investiture Ceremony
Fri	21-10-2022	
Sat	22-10-2022	
Sun	23-10-2022	
Mon	24-10-2022	Naraka Chaturdasi (Holiday)
Tue	25-10-2022	Commerce Department Fest “ Camaraderie”
Wed	26-10-2022	BBA Department Fest “Aspirez”
Thu	27-10-2022	
Fri	28-10-2022	
Sat	29-10-2022	
Sun	30-10-2022	
Mon	31-10-2022	

## NOVEMBER 2022

Tue	01-11-2022	<b>Kannada Rajyotsava - Holiday</b>
Wed	02-11-2022	
Thu	03-11-2022	C <sup>3</sup> Move -BCA Department Fest
Fri	04-11-2022	
Sat	05-11-2022	
Sun	06-11-2022	EDP
Mon	07-11-2022	
Tue	08-11-2022	Hindi Bhasha Utsav
Wed	09-11-2022	
Thu	10-11-2022	
Fri	11-11-2022	
Sat	12-11-2022	
Sun	13-11-2022	
Mon	14-11-2022	
Tue	15-11-2022	Bsc Department Fest “Rebasar”
Wed	16-11-2022	PG Student Orientation
Thu	17-11-2022	
Fri	18-11-2022	
Sat	19-11-2022	
Sun	20-11-2022	
Mon	21-11-2022	
Tue	22-11-2022	Kanakadasa Jayanthi - Holiday
Wed	23-11-2022	Outreach Programme- Anti Sexual Harassment Cell
Thu	24-11-2022	Humanities Fest “ Prakruthi”
Fri	25-11-2022	
Sat	26-11-2022	
Sun	27-11-2022	
Mon	28-11-2022	
Tue	29-11-2022	
Wed	30-11-2022	

## DECEMBER 2022

Thu	01-12-2022	
Fri	02-12-2022	
Sat	03-12-2022	Rehabilitation Forum Activities-World Disabilities Day
Sun	04-12-2022	
Mon	05-12-2022	
Tue	06-12-2022	
Wed	07-12-2022	
Thur	08-12-2022	
Fri	09-12-2022	
Sat	10-12-2022	Human Rights Day - Human Rights Cell Activities
Sun	11-12-2022	National Seminar
Mon	12-12-2022	
Tue	13-12-2022	
Wed	14-12-2022	Kannada Department Fest - “Chiguru”
Thu	15-12-2022	
Fri	16-12-2022	
Sat	17-12-2022	PG Department Fest
Sun	18-12-2022	
Mon	19-12-2022	
Tue	20-12-2022	
Wed	21-12-2022	Foundress Day Celebration
Thu	22-12-2022	
Fri	23-12-2022	Christmas Celebration - AICUF
Sat	24-12-2022	Christmas Vacation Begins
Sun	25-12-2022	
Mon	26-12-2022	Commencement of I Semester Examination
Tue	27-12-2022	
Wed	28-12-2022	
Thu	29-12-2022	Rastrakavi Kuvempu Birth Annivesary- Kannada Department
Fri	30-12-2022	
Sat	31-12-2022	

## JANUARY 2023

Sun	01-01-2023	
Mon	02-01-2023	
Tue	03-01-2023	
Wed	04-01-2023	
Thur	05-01-2023	
Fri	06-01-2023	
Sat	07-01-2023	
Sun	08-01-2023	
Mon	09-01-2023	
Tue	10-01-2023	
Wed	11-01-2023	
Thu	12-01-2023	
Fri	13-01-2023	
Sat	14-01-2023	<b>Shankaranthi / Pongal- Holiday</b>
Sun	15-01-2023	
Mon	16-01-2023	Faculty Research Programme-FRP
Tue	17-01-2023	
Wed	18-01-2023	Commencement of II Sem Classes
Thu	19-01-2023	
Fri	20-01-2023	
Sat	21-01-2023	
Sun	22-01-2023	
Mon	23-01-2023	
Tue	24-01-2023	National Girl Child Day- Anti Sexual Harassment Cell
Wed	25-01-2023	“Comblaze” PG Department of Commerce Fest
Thu	26-01-2023	Republic Day (Holiday)
Fri	27-01-2023	Sports Day
Sat	28-01-2023	
Sun	29-01-2023	
Mon	30-01-2023	
Tue	31-01-2023	Examination for III and V Semester

## FEBRUARY 2023

Wed	01-02-2023	
Thur	02-02-2023	
Fri	03-02-2023	Review of Documents/ Annual Budget by IQAC
Sat	04-02-2023	World Cancer Day-Health Club
Sun	05-02-2023	
Mon	06-02-2023	Commencement of BCU Theory Examination
Tue	07-02-2023	
Wed	08-02-2023	
Thu	09-02-2023	
Fri	10-02-2023	
Sat	11-02-2023	
Sun	12-02-2023	
Mon	13-02-2023	
Tue	14-02-2023	
Wed	15-02-2023	
Thu	16-02-2023	
Fri	17-02-2023	
Sat	18-02-2023	
Sun	19-02-2023	
Mon	20-02-2023	
Tue	21-02-2023	
Wed	22-02-2023	
Thu	23-02-2023	
Fri	24-02-2023	
Sat	25-02-2023	
Sun	26-02-2023	
Mon	27-02-2023	
Tue	28-02-2023	

## MARCH 2023

Wed	01-03-2023	
Thu	02-03-2023	
Fri	03-03-2023	World Wildlife Day-Eco Club
Sat	04-03-2023	
Sun	05-03-2023	
Mon	06-03-2023	
Tue	07-03-2023	
Wed	08-03-2023	International Women's Day/ Commencement of IV,VI Semester Classes
Thu	09-03-2023	
Fri	10-03-2023	
Sat	11-03-2023	
Sun	12-03-2023	
Mon	13-03-2023	
Tue	14-03-2023	English Dept. Fest- “ Literati”
Wed	15-03-2023	
Thu	16-03-2023	
Fri	17-03-2023	“Ebulillence”- Inter Collegiate Fest
Sat	18-03-2023	
Sun	19-03-2023	
Mon	20-03-2023	
Tue	21-03-2023	
Wed	22-03-2023	Ugadi (Holiday)
Thu	23-03-2023	
Fri	24-03-2023	FDP on Teaching Learning Methodologies
Sat	25-03-2023	“Gleam” Inter College Sports Fest
Sun	26-03-2023	
Mon	27-03-2023	
Tue	28-03-2023	
Wed	29-03-2023	
Thu	30-03-2023	
Fri	31-03-2023	



## APRIL 2023

Sat	01-04-2023	
Sun	02-04-2023	
Mon	03-04-2023	
Tue	04-04-2023	Mahavira Jayanthi (Holiday)
Wed	05-04-2023	
Thu	06-04-2023	
Fri	07-04-2023	Good Friday(Holiday)
Sat	08-04-2023	
Sun	09-04-2023	
Mon	10-04-2023	
Tue	11-04-2023	
Wed	12-04-2023	
Thu	13-04-2023	
Fri	14-04-2023	Ambedkar Jayanthi-Holiday
Sat	15-04-2023	
Sun	16-04-2023	
Mon	17-04-2023	
Tue	18-04-2023	
Wed	19-04-2023	Earth Day Exhibition-Science Department
Thu	20-04-2023	
Fri	21-04-2023	
Sat	22-04-2023	
Sun	23-04-2023	
Mon	24-04-2023	
Tue	25-04-2023	
Wed	26-04-2023	
Thu	27-04-2023	
Fri	28-04-2023	
Sat	29-04-2023	
Sun	30-04-2023	

## MAY 2023

Mon	01-05-2023	Workers Day (Holiday)
Tue	02-05-2023	
Wed	03-05-2023	
Thu	04-05-2023	
Fri	05-05-2023	
Sat	06-05-2023	
Sun	07-05-2023	
Mon	08-05-2023	
Tue	09-05-2023	
Wed	10-05-2023	
Thu	11-05-2023	
Fri	12-05-2023	
Sat	13-05-2023	
Sun	14-05-2023	
Mon	15-05-2023	
Tue	16-05-2023	
Wed	17-05-2023	
Thu	18-05-2023	
Fri	19-05-2023	
Sat	20-05-2023	
Sun	21-05-2023	
Mon	22-05-2023	Bio Diversity Day- Humanities Fest “Prakruthi”
Tue	23-05-2023	
Wed	24-05-2023	
Thu	25-05-2023	
Fri	26-05-2023	
Sat	27-05-2023	
Sun	28-05-2023	
Mon	29-05-2023	Commencement of II Semester Examination
Tue	30-05-2023	

## RECORD OF ABSENCE

NOTE: THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW, 75%WHATEVER BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION			
Date of Absence	Reason	Signature of Parent / Guardian	Signature of Staff in charge
Name:		Register Number	Class & Section

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Date of Absence	Reason	Signature of Parent / Guardian	Signature of Staff in charge
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## RECORD OF ABSENCE

<b>NOTE: THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW, 75% WHATEVER BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION</b>			
Date of Absence	Reason	Signature of Parent / Guardian	Signature of Staff in charge
Name:		Register Number	Class & Section

## LATE ATTENDANCE RECORD

JUNE	JULY	AUG	SEPT	OCT	NOV
1 .....	1 .....	1 .....	1 .....	1 .....	1 .....
2 .....	2 .....	2 .....	2 .....	2 .....	2 .....
3 .....	3 .....	3 .....	3 .....	3 .....	3 .....
4 .....	4 .....	4 .....	4 .....	4 .....	4 .....
5 .....	5 .....	5 .....	5 .....	5 .....	5 .....
6 .....	6 .....	6 .....	6 .....	6 .....	6 .....
7 .....	7 .....	7 .....	7 .....	7 .....	7 .....
8 .....	8 .....	8 .....	8 .....	8 .....	8 .....
9 .....	9 .....	9 .....	9 .....	9 .....	9 .....
10 .....	10 .....	10 .....	10 .....	10 .....	10 .....
11 .....	11 .....	11 .....	11 .....	11 .....	11 .....
12 .....	12 .....	12 .....	12 .....	12 .....	12 .....
13 .....	13 .....	13 .....	13 .....	13 .....	13 .....
14 .....	14 .....	14 .....	14 .....	14 .....	14 .....
15 .....	15 .....	15 .....	15 .....	15 .....	15 .....
16 .....	16 .....	16 .....	16 .....	16 .....	16 .....
17 .....	17 .....	17 .....	17 .....	17 .....	17 .....
18 .....	18 .....	18 .....	18 .....	18 .....	18 .....
19 .....	19 .....	19 .....	19 .....	19 .....	19 .....
20 .....	20 .....	20 .....	20 .....	20 .....	20 .....
21 .....	21 .....	21 .....	21 .....	21 .....	21 .....
22 .....	22 .....	22 .....	22 .....	22 .....	22 .....
23 .....	23 .....	23 .....	23 .....	23 .....	23 .....
24 .....	24 .....	24 .....	24 .....	24 .....	24 .....
25 .....	25 .....	25 .....	25 .....	25 .....	25 .....
26 .....	26 .....	26 .....	26 .....	26 .....	26 .....
27 .....	27 .....	27 .....	27 .....	27 .....	27 .....
28 .....	28 .....	28 .....	28 .....	28 .....	28 .....
29 .....	29 .....	29 .....	29 .....	29 .....	29 .....
30 .....	30 .....	30 .....	30 .....	30 .....	30 .....
	31 .....	31 .....		31 .....	

### NOTE

Three days of late coming will result in one day absence in your attendance.

**Signature of HoD**

## LATE ATTENDANCE RECORD

DEC	JAN	FEB	MAR	APR	MAY
1 .....	1 .....	1 .....	1 .....	1 .....	1 .....
2 .....	2 .....	2 .....	2 .....	2 .....	2 .....
3 .....	3 .....	3 .....	3 .....	3 .....	3 .....
4 .....	4 .....	4 .....	4 .....	4 .....	4 .....
5 .....	5 .....	5 .....	5 .....	5 .....	5 .....
6 .....	6 .....	6 .....	6 .....	6 .....	6 .....
7 .....	7 .....	7 .....	7 .....	7 .....	7 .....
8 .....	8 .....	8 .....	8 .....	8 .....	8 .....
9 .....	9 .....	9 .....	9 .....	9 .....	9 .....
10 .....	10 .....	10 .....	10 .....	10 .....	10 .....
11 .....	11 .....	11 .....	11 .....	11 .....	11 .....
12 .....	12 .....	12 .....	12 .....	12 .....	12 .....
13 .....	13 .....	13 .....	13 .....	13 .....	13 .....
14 .....	14 .....	14 .....	14 .....	14 .....	14 .....
15 .....	15 .....	15 .....	15 .....	15 .....	15 .....
16 .....	16 .....	16 .....	16 .....	16 .....	16 .....
17 .....	17 .....	17 .....	17 .....	17 .....	17 .....
18 .....	18 .....	18 .....	18 .....	18 .....	18 .....
19 .....	19 .....	19 .....	19 .....	19 .....	19 .....
20 .....	20 .....	20 .....	20 .....	20 .....	20 .....
21 .....	21 .....	21 .....	21 .....	21 .....	21 .....
22 .....	22 .....	22 .....	22 .....	22 .....	22 .....
23 .....	23 .....	23 .....	23 .....	23 .....	23 .....
24 .....	24 .....	24 .....	24 .....	24 .....	24 .....
25 .....	25 .....	25 .....	25 .....	25 .....	25 .....
26 .....	26 .....	26 .....	26 .....	26 .....	26 .....
27 .....	27 .....	27 .....	27 .....	27 .....	27 .....
28 .....	28 .....	28 .....	28 .....	28 .....	28 .....
29 .....	29 .....		29 .....	29 .....	29 .....
30 .....	30 .....		30 .....	30 .....	30 .....
31 .....	31 .....		31 .....		31 .....

### NOTE

Three days of late coming will result in one day absence in your attendance.

**Signature of HoD**



# TIME TABLE

Name: \_\_\_\_\_ Class: \_\_\_\_\_

	I	II	III	LUNCH BREAK			IV	V	VI
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

# TIME TABLE

Name: \_\_\_\_\_ Class: \_\_\_\_\_

	I	II	III	LUNCH BREAK			IV	V	VI
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									

# The Management, Principal and Faculty Congratulate

## University Rank Holders - 2022

SIDRA SIDDIQUA



**1<sup>st</sup> Rank**  
**B.Sc**

A R JEVASEELI



**2<sup>nd</sup> Rank**  
**B.Sc**

KAREN NAVAMANI S



**3<sup>rd</sup> Rank**  
**B.Sc**

RINU THOMAS



**4<sup>th</sup> Rank**  
**B.Sc**

NASHRA



**5<sup>th</sup> Rank**  
**B.Sc**

ELCAANA DAVIS



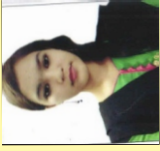
**6<sup>th</sup> Rank**  
**B.Sc**

RAMSHA SHAIKH



**7<sup>th</sup> Rank**  
**B.Sc**

TASNEEM KAUSER



**8<sup>th</sup> Rank**  
**B.Sc**

AYUSHI



**9<sup>th</sup> Rank**  
**B.Sc**

ROSHINI. M



**10<sup>th</sup> Rank**  
**B.Sc**

AISHWARYA.V



**7<sup>th</sup> Rank**  
**BCA**

PRIYANKA PAUL



**4<sup>th</sup> Rank**  
**M.A (English)**

*The Servant of God*  
**Mother THATIPATHRI GNANAMMA**



**Foundress**  
**The Society of Sisters of St. Anne Madras**  
**1822-1874**

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