



St. Clare College

AUTONOMOUS | BENGALURU

NAAC A+ Accredited | AICTE Approved | Affiliated to Bangalore University

NURTURING VALUES AND EXCELLENCE



CLARETINE HANDBOOK

2025-26

Our Prayer

**O my God and my Father,
May I know You and make You known.
May I love You and make You loved.
May I serve You and make You served.
May I praise You and make all creatures praise You.
My Father, grant that all be united in grace,
Justice be ever triumphed,
Peace be always prevailed
and all attain the fullness of lives in eternal glory, Amen.**

Our Anthem

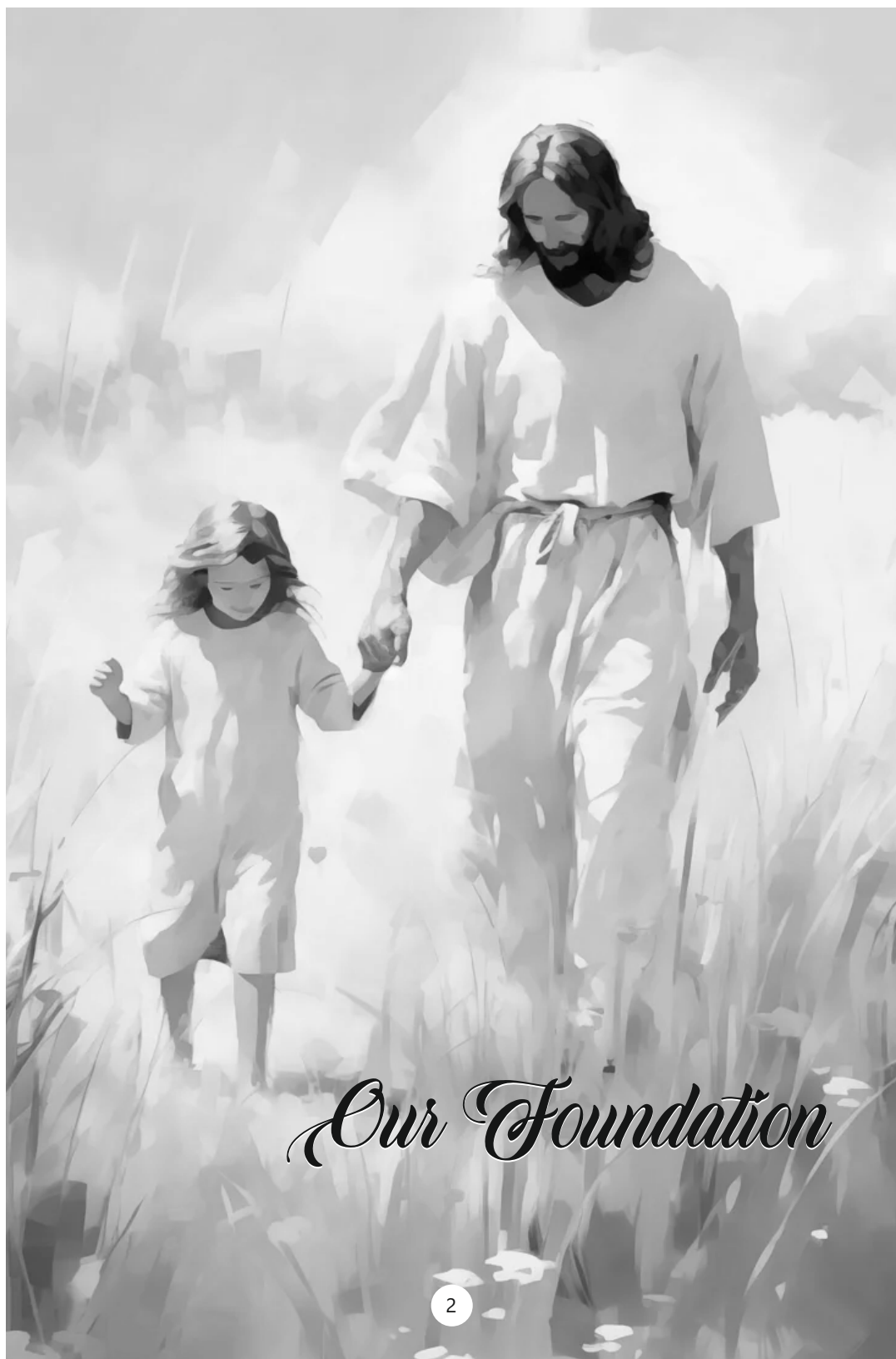
**With dreams in hearts and passion in our soul-wings
O Claretines move ever onward joyous
To form a culture of love and compassion
In the lives of all we love and serve and live with
You walk the labyrinth of time and space
Seeking the fruits of knowledge and skills
Schooling in the arithmetic of wisdom
You carry God's love in your hearts.**

**O Claretines! you are a beacon
Formed at the portals of Alma Mater St Clare
With skills of intellect 'n' competencies
With spirit bathed in morals and values
With social concern 'n' respect for cultures
Be a change agent for the world around you
The universe awaits renewal through your talents
For you carry God's love in your hearts.**



Claretine **HANDBOOK** 2025-26

Nurturing Values and Excellence



Our Foundation

HANDBOOK 2025-26



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NURTURING VALUES AND EXCELLENCE

Name of the Student: _____

Reg. No. : _____ Course : _____ Section : _____

Email : _____

Home Address _____

_____ Pin : _____

Home Tel. No. : _____ Email : _____

Driving License No.: _____

Vehicle Registration No. _____

Blood Group : _____ Passport No. : _____

Bank A/C No. : _____

IN CASE OF EMERGENCY, CONTACT

Name : _____

Address : _____

Tel No.: _____ Mobile : _____

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MOTTO AND CREST OF ST. CLARET COLLEGE, AUTONOMOUS

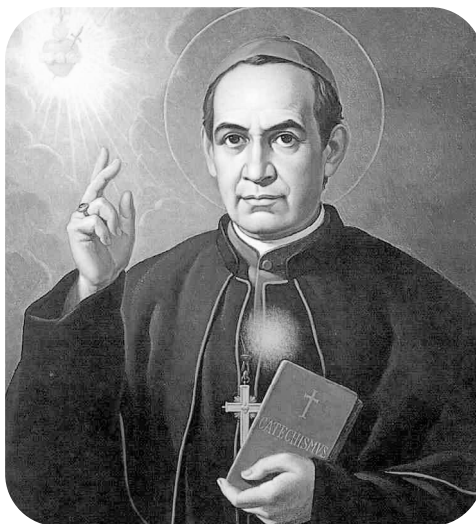


The Motto of an institution captures the essence of the mission of an institution, and presents the recipients of its mission with an inspirational vision-phrase to focus their creative energies on. The crest presents the same in symbols, which elaborates the ethos, status and purpose of the institution.

'Ever Onward', the motto of St. Claret College, Autonomous sums up the direction of the creative energies of the College. The College is ever committed to continuous and refreshing efforts to constantly renew itself and strive for the creation of a civilization of love, as stated in its Mission Statement. 'Ever Onward' inspires the management, faculty and staff to constantly improve their personal and professional skills to realize the onward march. The clarion call of 'Ever Onward' constantly encourages the Claretines - the students of SCC - to so nourish themselves at the portals of the college that their lives would always evolve into greater and finer levels of self-realization and transcendence.

The crest symbolically captures the educational mission and vision of SCC: the white dove stands for the noble qualities in a person, the qualities of the heart that shape ones character and transform one into a blessing unto the society. The dove also stands for the Holy Spirit, who is the source of all wisdom and signature of God in human hearts. Its forward and upward movement points to the evolution of the person into greater and finer levels of self-realization and transcendence at the service of the society, which finally leads to the creation of a civilization of love. The blue sky in the background symbolizes the limitless possibilities that invite a Claretine to evolve into. The letters CMF stand for the Claretians, the management of SCC, who, inspired by life and impelled by love, play the catalyst in the evolution of each Claretine.

ST. ANTHONY MARY CLARET



The College is named after its Heavenly Patron, St. Anthony Mary Claret, a 19th Century Catholic Archbishop of Cuba and Founder of the Congregation of Claretian Missionaries.

St. Anthony Claret (born on December 23, 1807) was a native of Sallent in Spain and a successful businessman. However, riches and success did not satisfy him and he left his worldly pursuits in response to God's call. Burning with love for God and fellow human beings, he became a priest and then founded a congregation of priests and brothers to spread the message of God's love for humanity. He sought to serve God and people using "all means possible". He was a profound teacher; he taught through his sermons and lectures, innumerable writings and exhortations. He was a social reformer; he initiated innovative undertakings for the uplift of the poor and the marginalized, to bring them to the mainstream of the society. He was a visionary; he designed and implemented original projects for agricultural and industrial development in the society. He was a prophet with genuine spiritual courage; he denounced unhealthy and oppressive structures and practices of the times and called for a return to spiritual and moral values. Above all, he was a caring spiritual father and symbol of God's love for the people. Persecuted and exiled, he died on October 24, 1870. He was canonized a Saint in 1950 by Pope Pius XII.

THE CLARETIANS

St Claret College, Autonomous is established by the Claretian Missionaries, an International Society of Catholic Priests and Brothers. The Congregation of Claretian Missionaries (also called Missionary Sons of the Immaculate Heart of Mary) was founded on July 16, 1849 by St Anthony Mary Claret, in Spain. At present, there are over 3000 Claretians working in 71 countries. On fire with love for God in Jesus Christ and fellow human beings, they engage in pastoral, social and educational endeavors for the promotion of human life and dignity.

In India, there are over 600 Claretians working in eleven states. They serve the poor and the marginalized through pastoral and spiritual animation, educational endeavors, care for the leprosy-affected, drug addicts, Aids patients, ex-prisoners, the blind, the differentially-abled, tribals and dalits. In India, they run more than 40 educational institutions, which include schools, colleges and institutes of higher learning.

BRIEF HISTORY

St. Claret College, Autonomous was established in 2005 by the International Missionary Congregation of Claretians who manage two universities and over 150 educational institutions in 71 countries around the world. Starting with two programs, now the college has many Undergraduate and Six Post-graduate programs and over 3000 students. The Bengaluru SCC Campus is managed by the Claretian Society for Integral Human Development established with the aim of providing holistic and quality education to students from India and overseas. The campus shelters three other educational institutions: St. Claret School, Anthony Claret (AC) School and St. Claret Pre-University College. Moved by the spiritual genius of St. Anthony Mary Claret, its patron, and supported by the robust Christian intellectual tradition, St. Claret College, Autonomous offers value-based education to transform students to be enlightened leaders and networkers who bring about a civilization of love and harmony. St. Claret College, Autonomous is recognized by UGC, permanently affiliated to **Bangalore University, AICTE Approved and NAAC accredited with A+ Grade**. Students bag university ranks on a regular basis and the number of championships won by the cultural and sports teams vouch for the support college gives for

co-curricular and extra-curricular activities. Situated on a serene and picturesque campus in the Garden City, Bengaluru, SCC offers a refreshing atmosphere conducive to serious academic pursuits and professional training. The College provides world class, state-of-the-art infrastructure and facilities. SCC is dedicated to the principle that its educational services and faculty should be both supportive and challenging, distinguished by creative and interactive learning experience for each student. In order to make the students employable, various corporate and non- profit organizational personnel are invited to give hands-on experience of the corporate world. In addition to the regular curriculum, special training by professional bodies is provided to equip the students with professional skills such as presentation skills, debating, group discussions, team work and leadership skills which enable them to get suitable jobs in the corporate world.

LOCATION AND CAMPUS

St. Claret College, Autonomous affiliated to Bangalore University, is located at MES Road at Jalahalli in Bengaluru. MES Road is a part of the Outer Ring Road, and it makes St. Claret College, Autonomous easily accessible from all parts of the city.

The presence of St. Thomas Church, St. Claret School, AC School and St. Claret PU College on the campus adds further a spiritual and academic aura to the campus and infuses into the students a commitment and devotion to study and facilitates a holistic and integrated learning experience in this temple of learning.

OUR OBJECTIVES

1. To provide for value-based, meaningful and productive higher education.
2. To offer traditional, professional and employment-oriented regular courses and innovative add-on courses that will equip the youngsters for effective and fruitful personal and professional lives.
3. To provide for on-going training, research and documentation at the service of knowledge and life enhancement, and community and nation building.
4. To create a scientific temper, research rigor, holistic vision and leadership skills at the service of building up a better society.
5. To impart basic human values of peace, love, justice, compassion, community-mindedness and a life of gratitude in the younger generation.

OUR VISION

Our Vision is to promote educational excellence, leadership and service based on universal love and brotherhood in an environment characterized by respect for the individual and concern for the community, so as to effect holistic transformation in each student.

OUR MISSION

Our Mission is to form intellectually competent, professionally skilled, spiritually vibrant, morally responsible, socially just and culturally sensitive global citizens, through holistic Claretine education, to advance a civilization of love and harmony.

QUALITY POLICY

SCC is guided by the following quality policy:

With a view to translating the vision into reality, St. Claret College, Autonomous is committed to:

- Identify, encourage and incorporate all good practices leading to a holistic development of students and constant upgradation of pedagogic skills of the teachers.
- Provide all necessary human and infrastructural resources and mechanisms to foster this development.

OUR HIERARCHY OF CORE VALUES

1. Faith in God

Claretines shall come to recognize that there is an Absolute Being to whom they belong and in whose love they live, move and have their being. A loving, genuine, creative faith shall come to permeate their life choices.

2. Justice

Having come to believe that they belong to God, Claretines shall come to appreciate the need for justice in their relationships and in society. They shall work towards the realization and furtherance of justice in personal lives and society.

3. Truthfulness & Personal Integrity

Claretines shall uphold Truthfulness and Personal Integrity in their lives and choices. Truth may hurt, but it eventually heals and gives life.

4. Respectful Relationality

In their four-fold relationship - to God, nature, fellow human beings and oneself, they shall have an attitude of respect and reverence. For the whole creation manifests the handiwork of God.

5. Service

Claretines shall commit themselves to study and professional training for the ultimate purpose of placing their skills and lives at the service of the fellow human beings and the society.

6. Synergic Co-operation

Claretines shall prize co-operation and synergic collaboration in group for the realization of goals. Any healthy competition shall be supplemented by co-operation that is synergic [mutually enhancing and productive]. Personal glory oriented competition is not to be a Claretine value.

7. Intellectual Competence

Every Claretine shall strive to the best of his / her ability to achieve intellectual competence, which would equip him / her to realize the creation of a civilization of love.

ADMISSION PROCEDURE

General Norms

1. Application for Admission should be in the prescribed form issued by the Office of Admissions. Application form and prospectus are issued from College Office on the payment of a nominal fee.
2. Applications should be submitted personally by the Candidates. Incomplete Applications will not be processed.
3. One photocopy each of all relevant certificates is to be submitted along with the application form. Reservation Category candidates have to submit the photocopy of the caste/category certificate along with the Application form. No original certificates should be attached to the application form.
4. A list of provisionally selected candidates will be published on the college notice board and the college website specifying the date and time for Admission Interview. If a candidate does not appear for the interview at the time specified, or thereafter does not take admission offered, he/she shall forfeit the selection and the seat will be offered to another eligible candidate in the waiting list.
5. The Applicant should be present for admission along with the Parent / Guardian.
6. All original certificates along with three stamp size photographs should be produced at the time of admission.
7. The Admission Process includes Interview, Payment of Fees, and Campus Culture Briefing.
8. Admissions are subject to the approval of the Bangalore University.
9. **Fee Regulations:**
 - a. The students shall keep the 'Student Copy' of the payment challan for future reference.
 - b. A student joining the college after the commencement of the academic year shall pay the full fees for the year.
 - c. Students are required to pay fees for the next higher class on the date and the time intimated to them from the college office.

I. Admission Procedure for Undergraduate Programs

The process of admission comprises interview and aptitude test (for some courses). Cut-off marks in the qualifying examination fixed annually is a key factor for eligibility for admission.

- Duly filled application form is to be submitted along with attested copy of the PU/+ 2 results.
- The list of provisionally selected candidates along with the schedule of counselling/ interview will be published on the college notice board and on the college website: www.claretcollege.edu.in.
- On the scheduled date, the candidates, along with her/his parents/guardian shall report to the college and attend the counselling/ interview with the admission panel.
- After the counselling with the admission panel, the candidates, along with the parents/ guardians shall attend the interview with the principal and enrol on payment of fees as per the fee structure.
- If a candidate fails to complete the admission process within the stipulated time as intimated, he /she forfeit the admission.
- All admissions are subject to approval from Bangalore University.
- Outstation students may have facility for telephonic/ online interview.
- Candidates need to apply online by visiting the admission section of SCC's website www.claretcollege.edu.in. and filling in the application form as per the directions given there.

Documents required (Original with Two Copies)

- 1) Original P U (I & II year)/ (Class 11 & 12 Marks Card)
- 2) Transfer Certificate
- 3) Migration Certificate
- 4) Conduct Certificate
- 5) Original 10th Marks card
- 6) Six passport size and four Stamp size photos
- 7) SC/ST/Backward Class/ Minority Certificate from Tahasildar
- 8) Aadhar Card Copy
- 9) Income certificate

NRI s & Foreign Students (In addition to the above)

- 1) Valid Passport copy
- 2) Valid Student Visa
- 3) Residential Permit issued by the Commissioner of police

ELIGIBILITY FOR ADMISSION (POSTGRADUATE)**M.Com.**

Applicants need to have 50% or above marks in aggregate in B. Com or BBA (45% for SC/ST and category 1 candidates) from any recognized university in India or its equivalent in other countries. Those in the final year of their studies should have 50% or above aggregate in all the Semesters/years of undergraduate examinations conducted so far. Even if an offer of admission is given to such candidates, it will be only provisional, and will be automatically cancelled if the candidate fails in the qualifying examination or fails to obtain 50% marks in the aggregate. Selection will be based on the qualifying exam, and interview.

M.S.W.

A candidate who has passed any Bachelor's Degree with 50% in aggregate of all subjects (45% for SC/ST and category 1 candidates), of Bangalore University or any other university from India and abroad, considered as equivalent thereto is eligible for admission to MSW course.

M. Sc. Psychology / M. Sc. Psychological Counselling

A candidate who has passed BA / B.Sc., in Psychology with 50% in aggregate of all subjects (45% for SC/ ST and category I candidates), of Bangalore University or any other university from India and abroad, considered as equivalent thereto is eligible for admission to M. Sc. Psychology / M. Sc. Psychological Counselling.

MBA

Eligibility: A graduate / honours degree under 10+2+3 or 10+2+4 pattern under any discipline securing at least 50% marks in aggregate including languages from a recognized university in India or abroad. In case of SC/ST/Cat I candidates, there will be a relaxation of 5% in the aggregate of marks required.

Those in the final year of their studies should have 50% or above aggregate in all the semesters/years of undergraduate examinations conducted so far. Even if an offer of admission is given to such candidates, it will only be provisional, and will be automatically cancelled if the candidate fails in the qualifying examination or fails to obtain 50% marks in the aggregate.

MCA

Candidate should have passed BCA / Bachelor Degree in Computer Science/ Engineering or equivalent Degree of Bangalore university or of any other recognized University.

OR

Candidate should have passed B.Sc. /B.Com. /B.A. with Mathematics / Computer science /Business Mathematics / Statistics / Computer Applications / Electronics at 10+2 Level / equivalent HSC (XII Standard) or at Graduation Level (with additional bridge courses as per the norms of the concerned University).

Candidate should also have obtained at least 50% marks in the aggregate of all subjects including languages (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.

Documents required (Original with Two Copies)

- 1) Original X, PU/XII Marks Card, and Degree Certificate
- 2) Transfer Certificate
- 3) Migration Certificate
- 4) Conduct Certificate
- 5) Eight passport size and Four Stamp size photos
- 6) SC/ST/Backward Class/ Minority Certificate from Tahsildar for verification of the student's status
- 7) Income Certificate
- 8) Aadhar card copy
- 9) CAT/GMAT/MAT/KMAT Score Card (Applicable only for MBA)

NRI & Foreign Students (In addition to the above)

- 1) Valid Passport copy
- 2) Residential Permit issued by the Commissioner of police
- 3) Equivalence Certificate from AIU (Applicable only for MBA)

Admission Procedure for M.Com., M.S.W., M.Sc. Psychology and M.Sc. Psychological Counselling

- Duly filled in Application forms along with the photocopies of the documents mentioned above should be submitted to the college office.
- Candidates will be informed of the Interview date on the website. No personal intimation will be given to the candidates. Candidates will have to appear for the interview on the prescribed date, and if selected, should take the admission on the same day itself after paying the requisite fees.
- Candidates will have to contact the Administrative Office/ refer the Notice Board for any clarification.

Admission Procedure for MBA and MCA

- Duly filled in Application forms along with the photocopies of the documents mentioned above should be submitted to the college office/Online.
- Selection process will consist of aptitude test, group discussion, and personal interviews. Candidates will be informed of the dates on the website. No personal intimation will be given to the candidates.
- If selected, should take the admission within three days by paying the requisite fees.
- Your admission also depends on the approval given by Bangalore University

Internal Quality Assurance Cell (IQAC)

SCC has established IQAC (Internal Quality Assurance Cell) in recognition of its relevance and significance of institutionalization of monitoring mechanisms for quality sustenance and enhancement, as advocated by NAAC (National Assessment and Accreditation Council).

Though the establishment of IQAC in Higher Education Institutions (HEIs) in India is a post NAAC accreditation quality sustenance requirement, St Clare College (SCC) has proactively established a full-fledged cell aimed at creating and putting in place all mechanisms essential to deliver quality – both academic and administrative – and ensure their consistency and enhancement as pre- accreditation measure.

In keeping with the framework provided by the NAAC, the SCC IQAC is established with the following guidelines:

Objectives and Strategies :

- Improving the academic and administrative performance of the institution.
- Monitoring the quality parameters of the college.
- Optimizing, integrating and monitoring modern methods of teaching and learning.
- Maintaining consistency and enhancement in quality Promoting and institutionalizing innovative practices.
- Establishing and ensuring maintenance and functioning of the support structures.

Functions:

- Development of benchmarks for quality in academic and administrative activities.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops and seminars related to quality and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.

IQAC will facilitate / contribute:

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision-making to improve institutional functioning.
- To act as a change agent in the institution.
- To improve inter communication.

NAAC Accreditation, AICTE Approval and UGC Recognition

In compliance with the UGC requirement for quality assurance, SCC is accredited by the **National Assessment and Accreditation Council (NAAC) with A+ Grade (CGPA of 3.31 on 4)**. The BCA, BBA, MBA and MCA programme are **AICTE (All India Council for Technical Education)** approved. The institution is also recognized under **Section 2(F) & 12(B) of UGC Act 1956** and permanently affiliated to **Bangalore University**. St. Claret College was awarded **Autonomous Status in 2024 by UGC for 10 years**.

SCC Publications

The following are the regular publications of SCC:

- 1) **Excelsior** is the annual college magazine of SCC. It covers the annual reports of the various activities of the college in an academic year and the creative expressions of students and faculty. Claretines are welcome to submit articles for publications in it to the editorial team.
- 2) **The Claretine** is the official News Bulletin of the events in the college.
- 3) **Bytes & Insights** is a biannual news bulletin, it serves as an effective platform to showcase the achievements, updates, and key activities of the BCA department. It acts as a bridge between students, faculty, alumni, and other stakeholders by providing timely and valuable information. The bulletin highlights important events such as seminars, workshops, conferences, academic accomplishments, research contributions, cultural activities, and student initiatives. The bulletin inspires readers, strengthens connections, and continues to showcase the vibrant academic culture of the BCA community.
- 4) **The Bottom Line** is a biannual bulletin released by Department of Management which highlights all the events achievements and the contributions of the students and faculty.
- 5) **Explorations** is the official bulletin of the Department of Tourism and Travel Management. It captures the spirit of travel, learning and discovery showcasing the academic milestones, student achievements and industry engagements of the department. The bulletin reflects our vision of preparing globally aware, service oriented and industry – ready professionals who can contribute to sustainable and innovative growth in the tourism sector.
- 6) **Meraki** is the bi-annual department newsletter of the Department of Social Work. It regularly chronicles the key programs and achievements of the department and its students. Field work, extension programs and knowledge enrichment sessions on varied social issues and themes.
- 7) **Mindful Milestones** is the department bulletin of the PG Psychology program, designed to capture the vibrant academic and co-curricular life of our students. It features reports on departmental events, workshops, and activities while highlighting achievements and documenting milestones.

The bulletin serves as a reflection of the department's commitment to learning, growth, and excellence.

- 8) **Fast Flash** is the official news bulletin of the PG Department of Commerce which serves as a platform to document and disseminate the academic, research, and co-curricular engagements of the department. The bulletin provides a comprehensive overview of faculty initiatives, student achievements, workshops, seminars, conferences, and other departmental milestones.
- 9) **Reflection** is the official bulletin of the Department of Commerce published at the end of every semester. It serves as a platform to showcase the vibrant academic and co-curricular activities of the department. The bulletin captures the achievements of the students and faculty, highlights seminars, workshop, industrial visits and research contributions and reflects the dynamic spirit of the department.
- 10) **E- Bulletin** is a semester wise digital publication showcasing the achievements of our Science students, faculty and the department. It highlights academic accomplishments, research contributions, events, workshops and innovative initiatives serving as a platform to celebrate excellence and inspire continuous learning and growth.
- 11) **Cognition** is a monthly e-magazine from the department of MBA that caters to the intellectual demands of students and teachers. Cognition is entirely run by a team of students whose endeavor is to provide interesting and important information, often neglected by main stream media, to its readers.

The digital copies of these publications are also available on the college website.
- 12) **Lantern**, the official bulletin of the Department of Humanities, proudly carries the tagline "The Mirror of Claret." It showcases the various events, activities, and achievements of the department. Each issue is enriched with articles written by our talented students, reflecting their creativity and perspective. The editorial work and design are collaboratively managed by the students and faculty of the department. Published once every semester, Lantern stands as a platform for expression, learning, and celebration of the Humanities spirit.
- 13) **Pratidhwani** is the official bulletin of the Language Department, serving as a vibrant platform for linguistic and literary expression. The name Pratidhwani, meaning "echo," symbolizes the reverberation of voices, ideas, and cultural narratives across languages. It features creative writings, scholarly articles, translations, and departmental updates, reflecting the rich diversity of linguistic traditions.

Student Support

Central to SCC's mission is to assist students on their journey towards holistic development. Through a variety of curricular, co-curricular and extra-curricular activities along with community orientation programmes, students learn skills, desirable attitudes, behaviours and values that make them balanced personalities and responsible global citizens. The student support services offer an overwhelming experience in the campus besides academic and personal growth.

A. Student Council

Student Council is a body of students to promote quality in student life. It is a support system for holistic development of the students. The Core Council is constituted of two College Captains (a girl and a boy, elected from the final year students); two Cultural Captains (a girl and a boy nominated from the final year batches) and two Sports Captains (a girl and a boy nominated from the final year batches). The larger student council comprises the Core Council, the department student councils, the elected class representatives and the nominated representatives of various clubs and associations. The student council is involved in organizing the Graduation day, Euphoria- the intra-collegiate cultural and arts competitions, Mayurika- the Inter-collegiate cultural fest, intra and inter-collegiate sports fests and other fests. The two College Captains are also members of IQAC. The members of the Core Council also represent in Discipline Committee and Grievance Redressal Cell. There are regular Student Council meetings every semester along with principal and the student council mentors. In this meeting the students evaluate activities, plan out the up-coming programmes and discuss relevant issues with the Management. The student council mentors are responsible for organizing the student council meetings and the other events in which student council has role. At the beginning of every academic year, a new student council is constituted. The Principal may dissolve the council at his discretion prior to its functional duration.

Category	Name	Class
College Captain - Boy	Mr. Paul Kurian	III BA
College Captain - Girl	Ms. Varsha N. Kumar	III B. Com
College Cultural Captain - Boy	Mr. Pranav Jayachandran	III B. Sc.
College Cultural Captain - Girl	Ms. Yashaswini S. H.	III BBA
College Sports Captain - Boy	Mr. Gourav D. Kanchan	III B. Com TTM
College Sports Captain - Girl	Ms. Ashley Antony	III BCA

College Student Council / Department Student Council

Course	Category	Name	Class
B. Com	Department Student Captain – Boy	Mr. Akhil A.	III B. Com
	Department Student Captain – Girl	Ms. Malavika B.	III B. Com
	Department Student Secretary	Mr. J. Varun Kumar	II B. Com
BBA	Department Student Captain – Boy	Mr. Devarag T. S.	III BBA
	Department Student Captain – Girl	Ms. Anne Terese	III BBA
	Department Student Secretary	Mr. S. Prathyush Rao	II BBA
BCA	Department Student Captain – Boy	Mr. Likith Arun	III BCA
	Department Student Captain – Girl	Ms. Janani	III BCA
	Department Student Secretary	Mr. Chethan Kumar S.	II BCA
BA	Department Student Captain – Boy	Mr. Yakshith	III BA
	Department Student Captain – Girl	Ms. Flora John	III BA
	Department Student Secretary	Ms. Jhanavi Shinde	II BA
B. Com TTM	Department Student Captain – Boy	Mr. Goutham Tard	III B. Com TTM
	Department Student Captain – Girl	Ms. Manushree	III B. Com TTM
	Department Student Secretary	Ms. Ridhi D. Ranawat	II B. Com TTM
B. Sc	Department Student Captain – Boy	Mr. Shonn wilfred Dias	III B. Sc.
	Department Student Captain – Girl	Ms. Ashmi Jude	III B. Sc.
	Department Student Secretary	Mr. Divinesh D.	II B. Sc.

B. Student Welfare Office

The Student Welfare Office of St. Claret College, Autonomous is established with idea of promoting all round development of our students. The Student Welfare Office, serves a central role in student social life and development on campus. The office is committed in promoting a campus environment that fosters academic success, personal growth and student development. We encourage students to actively pursue their academic and life goals.

Objectives

- It provides support and administrative service for students.
- It promotes campus environment which cultivates sense of belongingness.
- Creates opportunities for students to integrate curricular and co-curricular learning by coordinating various events.
- To maintain discipline within the student body

- Act as a liaison between the parents, students and the College management

The college has 7 Student Welfare Officers with specific areas of responsibilities to ensure well being and overall development of students.

C. Counselling Services

Counselling service is a vital part of student support established with an objective to help the students to achieve self-direction, self-knowledge and self-realization.

College students experience diverse emotional & psychological stressors at college and at home relating to interpersonal relationships, adjustment, educational choice and occupational choice etc. But most of their problems are of personal-social in nature like making and keeping friends, feelings of inferiority complex, getting along with peer group, failures, fear of rejection, peer pressure, poor choices, study habits, depression, anxiety, grief etc.

Our professionally qualified counsellors provide personal and psychological counselling to students seeking more in-depth guidance related to their overall well-being. We provide our students with a safe, confidential and non-judgemental environment to share their concerns.

We encourage and welcome you to visit our Counselling Services and fully utilize the services we offer.

D. Student Awards

SCC recognizes and awards the academic toppers and the outstanding performers in cultural, arts, literature, music and sports areas from the graduating batches during the graduation ceremony. A committee of faculty members headed by the principal scrutinizes the nominations for these awards. The winners are presented with a citation and a cash award. The following are the student awards established at SCC:

Undergraduate Programs

1. Academic Proficiency Awards

The academic topper (total score of all semesters from the university exams) from every program, at the completion of the program, receives a citation and a cash award during the graduation.

2. The Best Outgoing Student Award

The criteria for choosing the best outgoing student include the academic performance, active participation in co-curricular and extracurricular

activities, contributions to the department and the college, and involvement in the extension and outreach activities.

3. Principal's Best Student Award from II year UG Students

Every year, Principal's best student award is presented to a second year student who best represents the values of the college. Academic performance, active participation in the various activities of the college and community engagement are major criteria that determine the winner of this award.

4. Kalaprathibha (Cultural and Arts) Award

Kalaprathibha award is presented to the best performer in cultural and arts events, at the college, university, state and national levels.

5. Kreedaprathibha (Sports) Awards

The best sports performers (a boy and a girl) from the final year undergraduate batches at the college, university, state and national levels receive the Kreedaprathibha award.

6. Sangeetprathibha (Music) Award

The best music talent from the graduating batch receives the Sangeet prathibha award.

7. Saahityprathibha (Best Literary Performer) Award

Saahityprathibha award is presented to the best talent in literary areas from the graduating class.

8. Ms. Beatrice Memorial Outstanding Volunteer Award

Ms. Beatrice Memorial Outstanding Volunteer Award, instituted by admin staff, Ms. Whidhula Shine in memory of her beloved mother is presented to the best volunteer at the various events organized by the department and the college.

9. The Spirit of Claret Award for Outstanding Community Service

The Spirit of Claret award is presented to the best contributor from the graduating batches in community service and extension activities.

10. Library Award

The Library award is given to one student from the undergraduate programmes who has best made use of the library resources. The award is sponsored by the librarians. The winner receives a cash awarded and a citation.

Postgraduate Programs

1. Academic Proficiency Awards

The academic topper (total score of all semesters from the university exams) from every program, at the completion of the program, receives a citation and a cash award during the graduation.

2. The Best Outgoing Student Award

The criteria for choosing the best outgoing student include the academic performance, active participation in co-curricular and extracurricular activities, contributions to the department and the college, and involvement in the extension and outreach activities.

3. The Best All-round Performer in each Department

From each PG department, the best all-round performer- in academics, co-curricular and extracurricular activities, extension activities and other contributions to the department and the college will receive this award.

4. Library Award

The Library award is given to one student from the postgraduate programmes who has best made use of the library resources. The award is sponsored by the librarians. The winner receives a cash awarded and a citation.

E. Clubs, Cells, Centers and Committees

The Clubs, Cells, Centers and Committees in St. Claret College, Autonomous are envisioned to be a platform for the students to meet the challenges of the latest emerging trends to become competent in the competitive world. These also provide adequate support services. The following are the various Clubs, Cells, Centers and Committees in SCC.

Institutional Level

1. Cultural Association

The Cultural Association fosters creative talents in the Claretines. The Association takes care of the organization of the intra-collegiate cultural competitions (**Confluence**) and prepares students for inter-collegiate events. Organising the inter-collegiate fest, Mayurika is a major responsibility of the Association. The Association encourages the students to explore and exhibit their best intellectual capabilities and aesthetics.

The following are the Clubs that function under the Cultural Association

- a) **Dance Club – A Rhythm of Expression:** The Dance Club, a vibrant part of our Cultural Association, provides a platform for students to explore, express, and enhance their creativity through the art of dance. Open to dancers of all levels—from beginners to experienced performers—the club celebrates various dance forms, including classical, contemporary, folk, and modern styles. As a member of the Dance Club students have the opportunity to participate in cultural events, inter-college competitions, and workshops conducted by professional choreographers. The club also hosts annual performances, giving students a stage to showcase their skills and collaborate with fellow dancers.
- b) **Fashion and Designing Club:** Our Fashion and Designing Club is an exciting and dynamic student organization dedicated to celebrating style, creativity, and personal expression through fashion. Open to all students regardless of their major, the club provides a space for those passionate about fashion to come together, learn, collaborate, and share their love for design, trends, and style. It Foster a welcoming environment for all students interested in fashion, from beginners to seasoned fashion enthusiast. It also provides educational resources, workshops, and guest lectures from industry professionals and Offer opportunities for members to develop their skills in styling, design, marketing, and fashion journalism. It Encourage networking and collaboration with fashion industry professionals and designers.
- c) **Music Club:** The Claretines are provided professional training in music skills. Music Club is an extremely diverse group of students that continuously strive for one goal to share with others their passion for singing.

d) Street Theatre, Mime and Drama Club: The Street Theatre, Mime and Drama Club was started with the primary objective to enhance the acting skills of our college students by encouraging them to involve in various genre of theatre like Drama, Street Play and Mime. It aims to build a socially responsible student with creativity and innovation which help them in professional world. The club conducted workshops and certified programs in hand with various theatre professionals from educational institutions and theatre groups. Students are given opportunity to get trained in performing Proscenium or Drama with the help of faculty experts. Performing drama gives students a practical awareness of acting in a movie, films.

2. Dr. B. R. Ambedkar & Gandhi Study Centre

St. Claret College, Autonomous in association with Bangalore University established Dr. B. R. Ambedkar & Gandhi Study Centre to keep alive the vision and progressive ideas of Dr. B. R Ambedkar and Mahatma Gandhi. This centre plans to create awareness regarding the lasting relevance of Dr. Ambedkar as we believe that it gives students the chance to discover themselves. It also creates awareness among the students on the relevance of Mahatma Gandhi's Principles and to emulate the Gandhian Principles by coordinating and having a link with Gandhian organizations and Gandhians Gandhi Study.

3. Christian Students Association

Christian Students' Association has numerous activities that include worship services, prayer, community service, music etc. Holy Mass is celebrated on every first Friday of the month. Shalom, the annual intra-collegiate fest is organized by CSA. The annual retreat for the Christian Students is also taken care of by CSA.

St. Claret College, Autonomous AICUF (All India Catholic Union Federation) will be a part of Karnataka Chapter. The motto of AICUF is, "We were born in an unjust society and we are determined not to leave it as we have found it".

Aims & Objectives of AICUF

- To facilitate a truly Christian intercourse among Catholic Young Men and women.
- To create and promote among them, by means of study clubs, a wider interest in the study of their religion and of the social question so largely connected with it.

- To help the members in the study and in the application of catholic principles to the social problems by the publication of a monthly organ (Rally).

4. Consumer Rights Club

The Consumer Rights Club of St. Claret College, Autonomous is an initiative taken to enhance awareness amongst the student community about the rights and responsibility as a citizen of India, to spread awareness about the consumer rights provided under consumer protection act and Indian laws and also to impart knowledge by developing the skills to handle consumer right. It also instil the consciousness, confidence to question violation of consumer rights.

5. Current Affairs Forum

Current Affairs Forum at SCC aims to impart the students for the preparation for competitive examinations like Civil service examinations, Bank exams, CAT, MAT and Public Service Commission examinations. It is a twinning between UG & PG programs. The Forum is also focusing to make the students to be part of the global community and to make them learn about the cultures outside of their own. Above all it will help them in their campus placement drives.

6. Entrepreneurship Cell (E- Cell)

Entrepreneurship Cell at SCC manifests the latent entrepreneurial spirit of young students. The club provides a platform to students who want to set up their own business and gives opportunities to budding entrepreneurs to connect to successful businessmen and see their ideas turn into reality. The E-Cell hosts various workshops, speaker sessions, innovative games, competitions for the aspiring entrepreneurs and supports them by providing necessary resources, mentoring, consultancy and networking. It is our firm belief that original thoughts and radical ideas take shape in young minds. The E- Cell also takes care of the running of the E- Store through which stationary items are made available to the institutions in the campus.

7. Environment Club

SCC Environmental Club is committed to promoting environmentally conscious actions on campus and in the neighbourhood and to increase awareness of environmental issues on large and small scales. The Club helps to bring awareness to environmental concerns. Classes on environmental issues are also organised by the club.

8. Human Rights Club

The main aim of the club is to make the students to know the human rights which are inherent to all human beings, regardless of race, gender, nationality, ethnicity, language, religion, or any other status which includes the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more. The club aims to create awareness, conviction & commitment to values for improving the quality of life through education, and for advancing social and human well-being.

9. International & Outstation Students' Forum

SCC has established International & Outstation Students' Forum for the students which welcomes the new students every year to the campus and helps them settle in the new cultural environment at SCC. The institution facilitates the following support services for the International and Outstation students:

- Helps them find low rent housing and accommodation.
- Extra academic help is given to late admissions and/or to those who lack the ability to follow lectures in English.
- Administrative support to process visas and travel papers.
- Student loans and bursaries in financial crises.
- Counseling and mentoring in a human and caring way.

10. Leadership Incubation Cell (LIC)

The main objective of Leadership Incubation Cell at SCC is to bring out the best student leaders. On behalf of the cell, the aspirants will be given opportunities to gain the necessary leadership skills via various events such as exclusive leadership training programmes in collaboration with reputed external organizations, student leadership summits, State/National level youth – talk contests, activities based on team building, stress management, personal grooming, public speaking etc. As per the norms of our institution, if a student in the final year, would like to stand for the post of college captain, it is mandatory that the student should have been an active member of Leadership Incubation Cell either in the 1st or 2nd year. The Leadership Incubation Cell also acts as a platform to mould the upcoming leaders of our institution to take up new demanding responsibilities.

11. Literary Club

The Literary Club's objective is to develop and hone the literary skills of the students through book reviews, film criticism, creative writing, debates and public speaking, etc. The club also organizes the annual literary day, commemorating the literary contributions of an author/period/place which has some relevance in a given academic year.

12. Make up and Cosmetics Club

The Makeup and Cosmetics Club is a vibrant community designed for enthusiasts of all skill levels who are passionate about the art of beauty. Our mission is to celebrate the transformative power of makeup and skincare while fostering a supportive and creative environment. The students learn from industry experts and skilled makeup artist's in hands-on sessions covering the latest techniques, trends, and products. They Get insider knowledge on the best cosmetics and skincare products through detailed reviews and live demonstrations. It also engages in collaborative projects and challenges by encouraging members to experiment and showcase their unique styles with networking opportunities

13. Art and Decor Club

The Art and Décor Club at St. Claret College, Autonomous is a vibrant platform for students passionate about creativity, aesthetics, and visual expression. This club offers a space where artistic talent flourishes and innovation is encouraged. Members of the club engage in a variety of activities such as painting, sketching, crafting, digital art, interior décor, and event design. The club also hosts regular workshops, skill-building sessions, and competitions, fostering a community of like-minded individuals who share a passion for art. These activities not only develop student's artistic skills but also enhance teamwork, leadership, and project management abilities. Open to students from all disciplines, the club encourages creativity in all forms and offers a supportive environment for artistic exploration and expression. Whether you are an experienced artist or someone looking to explore your creative side, the Art and Décor Club provides a space to imagine, create, and inspire.

14. National Cadet Corps (NCC)

The NCC at St. Claret College, Autonomous aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure and ideals of selfless service amongst young citizens. Further, it aims at creating a pool of organized, trained and motivated youth with leadership qualities in all

walks of life, who will serve the Nation regardless of which career they choose. The NCC also provides an environment conducive to motivating young Indians to join the armed forces.

15. National Service Scheme (NSS)

Launched in the Mahatma Gandhi Birth Centenary year 1969, as a student youth service programme, National Service Scheme (NSS) aims at arousing social consciousness of the youth with an overall objective of personality development of the students through community service.

The main objectives of National Service Scheme (NSS) are:

- i. Understand the community in which they work.
- ii. Understand themselves in relation to their community.
- iii. Identify the needs and problems of the community and involve them in problem-solving.
- iv. Develop among themselves a sense of social and civic responsibility.
- v. Utilise their knowledge in finding practical solutions to individual and community problems.
- vi. Develop competence required for group-living and sharing of responsibilities.
- vii. Gain skills in mobilizing community participation.
- viii. Acquire leadership qualities and democratic attitudes.
- ix. Develop capacity to meet emergencies and natural disasters.
- x. Practice national integration and social harmony.

The motto of NSS “Not Me But You” reflects the essence of democratic living and upholds the need for selfless service. NSS helps the students develop appreciation to other person's point of view and also show consideration to other living beings. The philosophy of the NSS is well explained in this motto, which underlines the belief that the welfare of an individual is ultimately dependent on the welfare of the society on the whole and therefore, the NSS volunteers shall strive for the well-being of the society.

16. Photography Club

The Photography Club at St. Claret College, Autonomous provides a dynamic platform for students to explore and enhance their passion for photography. By joining the club, students will have the opportunity to refine their technical skills and artistic perspectives through exposure to a range of

activities, including workshops, practical sessions, and expert-led discussions. These initiatives aim to foster a deeper understanding of photography, covering essential aspects such as composition, lighting, and post-processing techniques. The club will regularly organize events designed to sharpen students skills, including photography challenges, photo walks, and seminars on emerging trends in the field. Moreover, members will be encouraged to participate in external competitions and attend photography expos, offering them a broader platform to showcase their work and gain professional recognition. Through these structured activities, the Photography Club aims to cultivate both the creative potential and professional competencies of its members, preparing them for future opportunities in the field of photography.

17. Public Speaking Forum

The Public Speaking Forum is initiated to enhance students' communication skills by providing a supportive environment for practice and refinement. The club's objectives are to help students grow both personally and professionally, build valuable networks, and prepare for future career opportunities. Members will engage in structured exercises, workshops, and mentorship programs designed to boost confidence, enhance verbal fluency, foster critical thinking, and promote teamwork. Through constructive feedback and continuous practice, members will be equipped to become effective and confident communicators.

18. Rotaract Club

Bring together people to exchange ideas with leaders in the community, develop leadership and professional skills, and have fun through service. Rotary and Rotaract members work side by side to take action through service. Some benefits of joining the club is make friends in your own community and throughout the world, giving back to the community, personal growth and development, continued learning, travel opportunities.

19. Centre for Sports and Physical Wellness

The Sports Club is established to develop athleticism, to keep students healthy in body and in mind. The Club provides coaching in athletics and games for committed performers. The Sports Club takes up the responsibility of organizing the intra-collegiate events like Athenia (intra-collegiate athletics and games) and Waterloo (games competitions between faculty and students). Organizing Inter-collegiate athletics meet and tournaments are also the responsibilities of the Sports Club.

It also focuses on the Indoor games which include Chess, Carom, Table tennis and so on. The experts of these games would give special training so that students would be able to represent in these sports at different levels.

20. Women's Empowerment Club

SCC has a Women's Club to build sensitivity to women's issues. The Club conducts programme for female students and for women in the neighborhood on themes such as women's rights, discrimination and empowerment. It also deals with women's grievances, promotes Gender equality and respect for women, empowerment of women and promotes women entrepreneurship. The Women's Club, at its own level organizes special workshops for girl students on health and other women related issues. The annual International Women's Day Celebrations are organized by the Club.

21. Yoga, Aerobics, Health and Hygiene Club

The Yoga, Aerobics, Health and Hygiene Club helps to create and sustain a healthy and positive setting for all the members. The yoga and aerobics classes are conducted by certified instructors. It is our hope that all who become involved can take everything they learn on their yoga mats and bring it outside of class and into the world.

Hygiene refers to conditions and practices that help to maintain health and prevent the spread of diseases. The personal hygiene benefits our own health and impacts the lives of those around us. So, the Yoga, Aerobics, Health and Hygiene Club of St. Claret College, Autonomous includes all the activities that are done for preserving and improving as well as maintaining sound health.

22. Youth Red Cross & Red Ribbon Club

The main objective of the club is to induce among youth the spirit to help and support people living with HIV/AIDS thereby reducing stigma and discrimination against PLHIVs. And also bring in awareness among the students on Blood Donation and to send our students to motivate our youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.

Department Level

1. Anti – Human Trafficking Club - Dep. of Social Work

The Anti – Human Trafficking Club of St. Claret College, Autonomous envisions a local and global community that fully realizes the value of each human life and detests any practice that denies a person her or his right to live a life free from violence, exploitation, or slavery. To ensure this vision becomes a reality for our college and beyond, The Anti – Human Trafficking Club of St. Claret College, Autonomous is committed to preventing human trafficking, prosecuting traffickers, and protecting survivors of human trafficking by building a strong collaborative of anti-trafficking advocates and experts in the society. It shall also serve to create a common platform for researchers, scholars, students, leaders, activists, social workers, NGOs, and others to share their experiences and data with contemporaries who are and have been fighting human trafficking in India and abroad.

Objectives

1. Awareness generation on human trafficking and related human rights violations.
2. Community-based campaigns addressing human trafficking as a crime and a violation of the rights and dignity of human beings.
3. Networking and sharing best practices with like-minded organizations for mutual support and sustenance.

2. Business Club - Dep. of Commerce, UG

Under the guidance of the staff coordinators, the Business Club provides a comprehensive understanding of the cultural, financial, geo-political, national and international economic issues that affect business activities. The club regularly organizes programmes like extension lectures, diploma courses, seminars and industrial interactive sessions to cater to the industrial demands. The club focuses on imparting knowledge in the field of finance and is expected to create employment opportunities for the participating students. The club brings together the various domains of Finance under one roof to develop students and make them sharpest and optimistic financial brains in the areas like Banking, Insurance, Equities and Derivatives. Mock Stock trading, Quiz, Paper presentation, Case folio analysis, Union Budget discussion etc. are some of the activities done in the club.

3. Humanities Club - Dep. of Humanities

The primary purpose of the Humanities Club is to provide a platform for students who are either pursuing or are interested in the humanities. The Club encourages the students to be actively involved in activities related to Literature, Psychology, Journalism, Political Science and Sociology.

The following are the various activities that figure in the annual plan of Humanities Club:

- Regular Publication of Wall Journal- The Lantern Guest Lectures
- Workshops
- Photography exhibition and competitions
- Exhibitions on Literature themes/ authors
- Visit to TV Channels/ Newspaper offices
- Book Reading Club
- Visit to Mental Health and Rehabilitation Centers
- Presentations and Debates
- Essay/Creative Writing/ Short Story writing competitions
- Involvement in Humanitarian Activities
- Movie screening and Movie review
- Short Movie/ Video Making Competitions
- Organizing Conferences

4. IT Club - Dep. of Computer Science

To keep pace with the rapid changes in the information sector, SCC has an IT Club. Under the aegis of the Department of Computer Science, the club organizes programmes like guest lectures, seminars, computer simulations, quizzes, industrial visits etc.

5. Journal Club - All PG Departments

The Journal Club commenced with the purpose of augmenting the research skills of students. The club provides hands-on experience on preparing questionnaires in Google forms, APA and MLA bibliography format, statistical tools using SPSS, Journal overview, debate, research quiz and research paper presentation. The journal club events provide a forum for masters students to improve their research skills in their field. Furthermore, these events equip the students to make research paper presentations in the National and International Conferences also for publications in peer-reviewed journals.

6. Language Club - Dep. of Languages

St. Claret College, Autonomous Language Club is part of the languages department. The aim of the Language club is to inculcate moral and human values in the students through the study of literature contained in Indian languages at the same time, to encourage the pursuit of literary excellence among the students regarding Indian languages. The club aims to foster the curiosity of the students and to respect and promote all the Indian Languages.

7. Management Club - Dep. of Management, UG

Management Club is a forum of the students of Business Management. The students are provided opportunities to develop the managerial and administrative skills through presentations, industry visits, seminars and lectures. The Club programmes are aimed to develop planning, coordinating and decisions making skills of the students and to equip them to face the challenges of their career.

8. Quiz Club - Dep. of Management, PG

Quizzing has always been an inherent part of the learning process across the world. The department of MBA initiated the Quiz Club, Prajna, in order to bring in a culture of learning through fact finding and to motivate the trainers and learners to stay updated with current affairs pertaining to different aspects of the world. The club aims to host competitions among students and teachers to promote the pursuit of knowledge and facts.

9. Science Club - Dep. of Sciences

The Science Club coordinated by the Department of Sciences mainly focuses on enriching the B.Sc. students in the world of science. It conducts workshops, seminars and guest lecturers to help the students to keep in touch with the recent advances in the world of sciences. The club not only organizes various intra and inter collegiate activities but also encourages the students to participate in the competitions conducted by other colleges as well.

10. Tourism & Heritage Club - Dep. of Commerce, Travel & Tourism

Tourism and Heritage Club is formed with the objective of creating awareness among the students about tourism activities and heritage related activities. It helps them to develop relations with business world through visits, internships, and interactions. All the students of B. Com Travel and Tourism Management are ipso facto members of this club which trains them in functional areas to enable them to improve their accountability, productivity and customer services.

Institutional Associations, Cells & Committees

1. Anti-Ragging Committee

St. Claret College, Autonomous has zero tolerance policy towards ragging and it is strictly prohibited on campus or outside campus by our students. Students found guilty of ragging will be severely dealt according to the guidelines provided by the Honourable Supreme Court of India. As per the guidelines, the college has the Anti-Ragging Committee in place to address any complaints or incidents of ragging by our students.

Ragging is a crime and is a punishable offence

All concerns regarding ragging can be mailed to antiragginghelpline@claretcollege.edu.in or call our Anti-Ragging Helpline No. 9620912639

Anti-Ragging Committee & Squad

Sl.	Anti - Ragging Committee and Squad Member	Email
1	Dr. Christina H., Faculty	christina@claretcollege.edu.in
2	Mr. Kagendra, Faculty	kagendra@claretcollege.edu.in
3	Ms. Binila, Faculty	binila@claretcollege.edu.in
4	Mr. Rudresh, Faculty	rudresh@claretcollege.edu.in
5	Ms. Suma, Faculty	suma@claretcollege.edu.in
6	Mr. Chethan, Faculty	chethan@claretcollege.edu.in
7	Mr. Manjunatha, Faculty	gmanjunatha@claretcollege.edu.in

Regulations for Prevention and Control of Ragging

1. Ragging in all its forms is totally banned in SCC. The College shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and /or of abetting ragging and the burden of proof shall lie on the perpetrator of alleged ragging and not on the victims. The College is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.
2. Depending on the nature and gravity of the offence as established by the Anti-Ragging Committee of the College, those found guilty of ragging shall be liable for any one or more of the following punishments. The decision of the Anti-Ragging Committee shall be final and binding.

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing scholarship/fee concession and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Debarring from representing the College in any fest, sports or other such events.
- Expulsion from the College and consequent debarring from admission to any other institution.
- Payment of fine amount determined by the Anti-Ragging Committee
- In the case of offences of very serious/grievous nature, referring the case to the Police, in addition to any other punishment.
- Collective punishment where the offence is committed collectively by a group or by a class when it is difficult or not possible to identify specific persons.

2. Claret Centre for Community Development

The Claret Centre for Community Development (CCCD) is the social extension wing of St. Claret College, Autonomous. The Centre places significance on developing linkages with communities and neighbourhoods near our College. Active student engagement with communities' offers learning opportunities to know their neighbourhood, social issues prevalent therein, and the space to provide their skills and talents to contribute towards community development. The Centre comprises of NSS, NCC, Rotoract Club, Youth Red Cross & Red Ribbon Club and Unnath Bharath Abhiyan (UBA) Programme. UBA which is a flagship programme of MHRD and coordinated by IIT Delhi.

UBA undertakes village development initiatives with pre-identified rural communities on specified thematic areas to empower them socially, economically and politically. Social Action Forum engages students with urban community issues and develops their skills on awareness generation and sensitization programmes for promoting community well being.

3. Centre for Professional Learning (CPL) / Internships / MOOC Courses

Claret Centre for Professional Learning (CPL) / Internship / MOOC aims at enhancing the professional skills of students and equips them with updated tools and techniques so that they can meet the needs of the corporate world. Leadership development, communication skills training and conflict resolution training are the skills covered under the club. The centre also provides guidance for Competitive Examinations with a view to induce general reading, general observation and thinking power for reasoning and courage to face various competitive examinations. It also guides the students in various examinations such as SET/NET, Defence services, Banks, Railways, Public sectors and corporate etc. The college has made it mandatory for all students to complete an internship and two MOOC courses during the year. The placement cell and the Department help the students obtain internship placements and guides them on the various platforms for MOOC courses and also suggest to them the relevant courses that they could take up in order to upskill themselves and learn beyond the curriculum.

4. CARE - Claret Centre for Mental Well-Being

The Claret Centre for Mental Well-being (CARE) at St. Claret College (Autonomous), under the aegis of the Department of Psychology, stands as a dedicated hub committed to fostering mental health and overall well-being. It provides a safe and confidential space where students, faculty, and the broader community can access essential mental health services. By addressing critical concerns and bridging gaps in mental health support, CARE ensures that individuals receive the guidance they need in a supportive and understanding environment.

With a broad spectrum of objectives, CARE actively promotes mental health awareness and emotional resilience. It offers personalized counselling services tailored to the unique needs of individuals, providing them with professional guidance to navigate personal and academic challenges. Through life skills development programs, CARE fosters emotional intelligence, resilience, and decision-making abilities, empowering individuals to handle stress and adversity effectively. Its community outreach initiatives aim to break down societal stigma, creating open spaces for dialogue and encouraging people to seek help without hesitation.

To further its mission, CARE regularly organizes workshops, seminars, and educational sessions designed to enhance awareness of mental health issues. These interactive events not only provide knowledge but also cultivate a culture of understanding and empathy. A key highlight of CARE's efforts is its annual celebration of World Mental Health Day, a vibrant occasion featuring competitions, activities, and creative engagements that promote awareness while fostering a sense of belonging and community. Through these initiatives, CARE becomes more than just a support system—it transforms into a beacon of hope and encouragement, ensuring that mental health is prioritized, respected, and celebrated. As conversations around well-being continue to evolve, CARE remains steadfast in its commitment to creating an inclusive and compassionate environment where no one feels alone on their journey to mental wellness.

5. Equal Opportunities Cell

India is potentially rich in human resources. To harvest the same and make the present education system inclusive, the degree of democratization of higher education has to be increased to a large extent. Further colleges should become more responsive to the needs and constraints of the disadvantaged social groups. Therefore, the UGC has made it mandatory to establish Equal Opportunity Centers in colleges.

The objective of this cell is to oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

The Advisory Committee is consisting of the Principal as Chairperson and three other members including an Advisor, to review the implementation of various schemes and programmes for the welfare of the disadvantaged and marginalized groups of the society and other related activities undertaken by the college as well as implementation of reservation policy in admission and recruitment for SC, ST, PH, OBC (non-creamy layer), Minority and Disabled.

6. Grievance Redressal Cell

Protection of human rights is essential for all round development of an individual's personality. To realise the primary needs of the students and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted. The Cell convenes meetings periodically and takes steps to redress the grievances. The students' problems are redressed at the

earliest, mediated by the Cell.

7. Internal Complaints Committee

St. Claret College, Autonomous is committed in creating and maintaining a secure work and academic environment where its employees, students, vendor and partners can work and study in an atmosphere free of harassment, exploitation and intimidation caused by acts of Sexual Harassment within but not limited to the college premises and other locations directly related to its students and employees.

St. Claret College, Autonomous firmly opposes any act of Sexual Harassment and that such behaviour is against law under University Grant Commission (Prevention, Prohibition and Redressal and Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulation, 2015.

St. Claret College, Autonomous constituted the Internal Complaints Committee in line with UGC regulation - 'Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions, UNIVERSITY GRANTS COMMISSION (Regulations 2015)'

Through this UGC Regulation, 2015, St Claret College, Autonomous is committed to provide protection against sexual harassment of women / students at workplace / College Campus and the prevention and redressal of complaints of sexual harassment and matters related to it.

Internal Complaints Committee Members

Sl.	Name	Position	Email
1.	Dr. Safeer Pasha	Coordinator	safeer@claretcollege.edu.in
2.	Ms. Jayalakshmi	Member	jayalakshmi@claretcollege.edu.in
3.	Dr. Christina	Member	christina@claretcollege.edu.in

8. SC and ST Cell

The Scheduled Caste (SC) and Scheduled Tribe (ST) Cell of St Claret College, Autonomous is established with the core objective of safeguarding the rights and welfare of students belonging to these communities. It ensures the effective implementation of the policies and programs of the Government of India, UGC, and the Government of Karnataka, while also creating a supportive environment for holistic growth. The Cell is

committed to empowering students by providing academic support, guidance, and opportunities that promote personal and professional development. In its endeavours, the SC/ST Cell strives to uphold inclusivity, foster equality, and ensure that every student has access to quality education and career advancement opportunities.

9. Institution Innovation Council (IIC) & IPR

Institution Innovation Council (IIC) & IPR leads the students and teaching fraternity to involve themselves in creating awareness on Intellectual Property Rights (IPR), promoting innovation and encouraging entrepreneurial activities in the campus. IIC-SCC is awarded the topmost rating (4 Star) in Institution's Innovation Council's Annual Performance 2020-2021 and St Claret College, Autonomous is recognized in the Band "Performer" in the General (Non -Technical) Category in ARIIA Rankings 2021 by Ministry of Education (MoE) by Government of India.

10. Training and Placement Center (TPC)

The College is committed to get the best placements for its meritorious students in reputed industries and corporate groups. The Center is responsible for approaching the prospective companies and other agencies and also to prepare the students to face the placement programme. The Center provides the students relevant information on promising courses that will lead to employment opportunities as well as career development. It offers one-to-one guidance, publishes notifications on notice board and arranges presentations and talks on careers.

Few of the companies that have been visiting our college for the placements are Cisco, Google India, Deloitte, Jaro Education, Infosys, Wipro, TCS, Cognizant, DXC Technology, Biju's, SLK Software, EY, Amazon, Mindtree LTI, Atos, London Stock Exchange group, Accenture, Target, Dell, Hp Inc, Delux, AXA Business, IBM, Federal Bank, McKinsey & Company, Axis Bank, Godrej & Boyce Mfg. Co. Ltd., CRM software, IQVIA, ANZ, Deutsche Bank & Delux Entertainment Distribution Indian Pvt. Ltd.

F. Facilities and Programs for Student Welfare

1. Library

The lifeline of an educational institution is its library. St Claret College, Autonomous encourages all Claretines to make use of the library facilities to the maximum. For the organized and effective use of the library, the following norms shall apply:

- The Library is a place of individual study and research. It is necessary to maintain an atmosphere of silence and dignity inside the Library. Students are therefore reminded that conversation among themselves/noisy/demonstrative greeting of friends inside the library is not permissible.
- The Library will remain open on all working days from 8:30 AM to 06:00 PM. On Saturdays the library is open from 8:30 AM to 01:00 PM.
- Library will remain open during the study holidays. ID is mandatory to enter inside the library.
- Text books placed in the reference rack will not be issued.
- UG Students: Books are issued for 10 days and they can borrow 3 books with their ID cards.
- PG Students: Books are issued for 15 days and students can borrow 5 books in their ID Card.

Note: Minimum 1 renewal can be done. In case if the book is lost, it should be brought to the notice of the librarian and same book should be replaced immediately or the double the cost of the book is to be paid to the library.

- Faculty and staff should return the book on the last working day of the semester.
- Students who have taken up CA / ACCA / CMA courses are eligible for 5 books (3 core paper books and 2 books related with CA / ACCA / CMA Courses)
- If issued books are returned after the due date a fine of Rs 2/- will be collected per day. Defaulters list will be displayed on the notice board every Monday.
- Books from the reference rack are only for reference inside the library.
- Projects are for reference in the library.

- No books/periodicals/newspapers other than the ones issued against one's library cards are allowed to be taken outside the library.
- Students should put back the newspaper /magazines/Journals from the place where they have taken them.
- Books once taken with the library ID should not be brought inside the library unless it's for returning.
- Students can use their Laptop in the Laptop area.
- In SCC Library we have separate Postgraduate area allotted for PG Students. Undergraduate students are requested not to use that particular area. And also not to take books from Post Graduate Section.
- Without registration the books should not be taken outside or to the reading room.

Book Bank Scheme

SCC Library has a book bank facility to provide free text books to the economically less privileged students. Considering the high demand for issue of text books, book bank facility aims at ensuring the availability of such books to deserving students as a support to their studies. In every academic year students will be allowed to apply for the same, and the library committee will decide on the list of candidates who will be granted the provision. The following are the broad eligibility criteria for the book bank facility:

- 1) All SC/ST students who score a minimum pass in the university exams
- 2) Students whose annual family income is less than Rs 1,20,000/ and who also score a minimum pass in the previous semester examinations.

Institutional Membership

SCC Library has institutional Membership with Bangalore University library, where the students can borrow books from Bangalore University Library. Students can collect the ID Card from the Librarian and return it after 10 days.

Inflibnet

SCC Library has also subscribed to online e-resource such as Inflibnet, where they can browse a wide range of ebooks and ejournals. Students can access the same with the official mail ID and password.

Delnet

SCC Library has also access to Delnet through the college registered User ID and Password. Access Millions of Networked Library Resources through DELNET

- 3,80,00,000+ Books available for loan
- 1,00,000+ list of Journals
- 5,000+ Full-text E-journals
- 1,00,000+ Thesis/Dissertations

NDL (National Digital Library)

NDL was introduced in SCC Library and resource centre. Every Academic year the librarian will send all the students and faculty's official mail ID for the bulk registration and link is sent to the official mail ID for their activation.

RFID (Radio- Frequency Identification) Technology and Web OPAC (Online Public Access Catalogue)

Library is following the leading RFID Technology with the integration of Libsoft Library Automation. RFID will minimize the theft of library books, the biometric of the library user's students/faculty can be generated. Web OPAC can be accessed through college website. The entire collection of SCC Library holdings can be searched through web OPAC (Title wise, author wise, Publication wise etc.,) and also the students/faculty can know their holdings of books borrowed in their ID card and the due date to return the books.

EBSCO online E- Resources

EBSCO is the leading provider of research databases, e-journal and e-package subscription management, book collection development and acquisition management, and a major provider of library technology, e-books and clinical decision solutions. Users can access EBSCO Essentials to search and use open content and connect to additional publications made available through their affiliated institutions. Every year beginning an

Orientation was given by the training manager from EBSCO and each student is given mail ID and password to access the same.

Pearson E-Book

Pearson eLibrary is a comprehensive digital learning solution to empower learners across all disciplines. They can now access their course books as per their convenience, from anywhere, on any device. An end-to-end solution that helps deliver an analytics driven personalized learning experience.

- a) Find the most relevant and up to date content to meet your needs.
- b) Find any title, Indian or Global, on your fingertips.
- c) Pick and choose as per your requirement.

2. LINWAYS: Institutional ERP

The Linways ERP provides SCC a communication and learning platform among students, teachers, parents and management. Various features include:

Dashboard: The students can view their performance (exam marks), attendance, they can take Online Tests and view all information of the college. Linways also provides a tile-based layout for each functional area. This makes it easy for the students to navigate through the app.

Notifications: Students get instant alerts on either their mobile/Tablet about any notification that is received from the institution. The notification can also be viewed date-wise. The office also sends instant notifications to all parents & staff or students groups through Linways.

Learning Center: The students can get access to the content shared by the teacher through the Learning Center in Linways. The content can be pdf, images, tasks, tests and blogs.

3. Computer Labs

Computer labs are equipped with state-of-the-art facilities and all the major application software which help to impart education. The labs are equipped with internet and is open even after class hours to meet students' computing needs. Effective lab assistance is also provided to help the students.

4. Language Lab

English Language Lab offers tremendous opportunities to excel in communicative skills. SCC is proud of its excellent language lab that develops students' skill to use English accurately and fluently. The lab technology helps students to become confident communicators and proficient in English.

5. Dance Lab

SCC's Dance Lab is a lively place where movement, rhythm, and creativity are brought to life. It gives pupils the chance to experiment with different dance styles, hone their abilities, and express themselves creatively. Members gain confidence, teamwork, and stage presence in addition to improving their technical skills via many practice sessions, workshops, and performances. The Dance Lab seeks to promote cultural awareness, personal development, and a love of dance.

6. Music Lab

A creative centre for fostering musical expression and skill is SCC's Music Lab. It gives students a place to study, practice, and try out many musical genres because it is outfitted with instruments and sound equipment. Members gain confidence, improve teamwork, and hone their talents via frequent concerts, seminars, and jam sessions. The lab fosters creativity, enthusiasm, and a greater understanding of music as an art form.

7. Media Lab

SCC's Media Lab is a vibrant environment devoted to fostering creativity via digital storytelling, state-of-the-art, photography, and videography. With its cutting-edge equipment and software, it offers practical expertise in media production and content development. In order to prepare for the rapidly changing landscape of digital media, students participate in projects, workshops, and partnerships that improve their technical proficiency, creativity, and communication skills.

8. Incubation Centre

SCC's Incubation center is a facility created to aid in the expansion and advancement of creative initiatives, entrepreneurs, and start-ups. It offers services including office space, networking opportunities, mentorship, technical help, and financing access in a supportive setting. Incubation centers assist early-stage businesses in honing their concepts, creating

prototypes, and creating long-term business plans by providing these services. Their ultimate goal is to speed up new enterprises' transition from concept to successful market launch while lowering the risks they encounter.

9. Life Skills Development Programme (LSDP)

In an effort to improve the psycho-social competence of students, Life Skills classes are conducted. These classes provide an open platform for students to share their opinion, understanding and experiences with regard to a variety of issues, which influence their personality. The attempt is to equip them with better skill for adaptive and positive behaviour. A minimum of ten hours of classes are held for LSDP in each of the first three semesters. Experts from outside as well as the trained in-house faculty members guide these sessions. Students who meet the requirements will be awarded a certificate of completion at the end of the fourth semester.

10. Scholarships and Endowment Prizes

The college offers scholarships to both meritorious and students from financially weak and disadvantaged sections through its own scholarship schemes. At the entry level itself, the meritorious students are offered scholarship as per the criterion determined by the management. Keeping in mind the national commitment to diversity and inclusion, due consideration is given to students from socially backward sections and SC/ST communities. The institution also facilitates scholarships endowed by the state/central social welfare departments. The student welfare section of the admin office provides all the required support to avail the scholarships from the state and central governments and non-governmental organisations. The Equal Opportunity Cell (EOC) facilitates student scholarships disbursement.

Kindly contact Mr. Somashekar, Office Staff to avail these Scholarships.

Internal Scholarship details

- 1) Financial Aid Scholarship
- 2) Merit Scholarship
- 3) Sports Scholarship
- 4) Divyangjan Scholarship
- 5) Alumni Scholarship
- 6) Paid Internship

State Scholarship

- 1) Backward Classes Welfare Department Scheme
- 2) Social Welfare Department Scheme
- 3) Tribal Welfare Department Scheme
- 4) Minorities Welfare Department Scheme
- 5) Karnataka State Brahmin Development Board Scheme
- 6) Department of Disability Welfare

National Scholarships

- 1) Ministry of Minority Affairs
(Post Matric Scholarships Scheme for Minorities)
- 2) Ministry of Social Justice and Empowerment
(Post matric scholarships for SC and OBC students)
- 3) Department of Higher Education (Centre Sector Scheme of Scholarships for College and University)
- 4) Department of Empowerment of Persons with Disabilities
(Scholarship for top class education with disabilities and post matric scholarships with disabilities)
- 5) Ministry of Tribal Affairs (Umbrella scheme for education of ST children post matric scholarship, national fellowship and scholarship for higher education of ST students formally top class education for ST students).
- 6) Ministry of Labour and Employment. (Under various labour welfare funds)
- 7) Ministry of Home Affairs (Prime Minister scholarship scheme for central armed police forces and Assam rifles mm, Prime Minister's scholarship for the wards of states and Union Territories Police. Personnel martyred during terror and naxal attacks)
- 8) Ministry of Railways (Railway Boards) Prime Minister's scholarship scheme for Ministry of Railways)
- 9) UGC (PG Indira Gandhi scholarship for single girl child, PG scholarship for University rank holders)

11. Medical Room

The institute has established a medical room with all the required equipments to give students medical care. Some students and staff are given special training in first aid services which comes handy in emergencies. Equipments like Oxygen Concentrator, Nebulizer Machine, Ambu Bag, Gluco meter, B.P. Apparatus, Saline and Stethoscope have been installed in the medical room.

Each year a thorough medical check-up is given to all first year students to make sure that they are physically fit to cope with their studies. If medical emergencies occur, the college makes use of the services of a fully trained doctor and nurse on-call.

12. Website & Management Information System

A comprehensive assortment of information on the institution, its facilities, academic programme and other activities, admission process, calendar of events, details of recent goings-on, journals and bulletins are all regularly updated in the website- www.claretcollege.edu.in. One special feature of the website is the provision for the students and parents to view the attendance and internal assessment marks with the help of an exclusive username name and password issued to each of them. Candidates can also download the application form and prospectus from the website during the time of admissions.

13. Parent-Teachers' Association

SCC maintains a good relationship with the parents of the students. Feedback from parents is valued to fine tune the academic program. Parent-Teachers Meet is organized once every semester wherein the student's performance in examinations, attendance etc., are discussed by the class mentors/ subject lecturers with parents/guardians. A core parent council is also instituted and meetings of the council are held from time to time.

14. Alumni Association

The institution has a registered alumni association and its administrative body holds periodical meetings, elects office bearers, prepares annual plans and regularly updates the database of alumni in the website. The alumni render significant service to the student body while keeping up an affectionate relationship. The following are some of the major contributions that the alumni make to the institution.

- The members of the alumni give valuable suggestions to improve the curriculum by adding extra skill development and add-on courses.
- The placement cell receives the help of alumni members to communicate with the HR of different corporate houses. Employee referrals are given by alumni for job recruitment.
- The alumni association members take training sessions for students to develop their soft skills before placement drive.
- The alumni association sends guest lecturers for certified diploma courses in the college.
- It also associates with the institution in its outreach activities.
- The alumni also contribute to student Scholarships.

15. Food Court

The campus provides wholesome and varied menu to the students at three facilities

- Canteen attached to the PU College
- Toffee Twangle attached to the PU College
- St. Claret Kiosk attached to the College

16. Divyanggan Facilities

Rails and lift, Braille Software, Separate parking facilities and Disabled friendly washrooms are available for Divyanggan Students. To cater the need of the Divyanggan students, a special category of Book Bank for Divyanggan students was introduced from the academic year 2018-19 onwards. Applications were issued and books were distributed to those students for the entire semester.

17. Reading and Browsing Centre

A special reading room is opened for Students/Faculty. This area can be used for reading newspapers and general magazines, 20 systems were installed in the reading room and named it as Reading and Browsing centre. Students from UG and PG are allowed to use the system for their academic purpose and e-resources.

18. Other Facilities

ATM, E- Store, Prayer Room, Wi-Fi Enabled Campus, ICT Enabled Classrooms, CCTV Secured Campus, Smart Board, Separate Hostel Facilities for Girls and Boys, ERP Interface, Gymnasium, Outdoor Courts for Football, Basketball, Throw ball, Badminton, Cricket, Hockey, Volleyball.

G. Certificate / Value Added Programs

SCC provides a number of Certificate Value Added Programs for skill development. The College provides state- of-the-art informatics and optimization expertise to the student community for improving their efficiency and competitiveness in the areas of Commerce and Management, Language Skills, Computers and Information Technology.

1. Advanced Excel for Business Applications

This course provides students and professionals with advanced Excel skills tailored specifically for business environments. Building upon foundational Excel knowledge, it focuses on powerful tools and techniques to perform complex data analysis, financial modelling, automation, and decision-making support. Learners will explore advanced functions, pivot tables, data visualization, what-if analysis, macros, and Excel-based dashboards. Emphasis is placed on applying these tools to real-world business scenarios in finance, marketing, operations, and strategy. By the end of the course, participants will be proficient in using Excel as a strategic tool for solving business problems and making data-driven decisions

2. Business Intelligence using Power BI

This course introduces students to the concepts and practical applications of Business Intelligence (BI) using Microsoft Power BI—one of the leading data analytics and visualization tools in the industry Business Intelligence (BI) is introduced through the use of Microsoft Power BI, one of the most widely used data analytics tools. It helps learners turn raw data into meaningful insights for strategic business decisions.

3. Fundamentals of Financial Technology (FinTech)

A foundational understanding of Financial Technology (FinTech) and its impact on the global financial services industry is provided in this course. Using innovations such as digital payments, block chain, robo-advisors, crowdfunding, and peer-to-peer lending, students will explore how technology is reshaping traditional financial systems.

4. Fundamentals of Forensic Accounting & Auditing

This course teaches the fundamentals of forensic accounting and its role in the detection, investigation, and prosecution of crimes investigating, and preventing financial fraud. The program examines the intersection of accounting, auditing, and investigative techniques used to analyze financial information for legal proceedings and corporate governance. Students will explore various topics, including fraud schemes, forensic auditing procedures, litigation support, financial statement analysis, and regulatory frameworks.

5. Analytics for Business Operations

Analytics for Business Operations introduces students to essential Excel skills for effective data management and analysis. It covers basic worksheet operations to organize data efficiently, the use of functions and tables for cleaning and managing structured data, and creating charts and PivotTables to visualize business information clearly. The course also teaches scenario analysis and advanced reporting techniques, along with building data models and automating tasks using PowerPivot, DAX formulas, and macros.

6. Visual Communication & Branding: Mastering Presentations with Prezi and Canva

Visual Communication & Branding: Mastering Presentations with Prezi and Canva enhances students' practical skills beyond the regular curriculum. It offers hands-on training in specialized tools and techniques, helping students develop industry-relevant competencies. The programme focuses on strengthening technical abilities, improving communication skills, and preparing students for real-world business challenges.

7. Web Development for Beginners

This course introduces the fundamentals of web development, focusing on building responsive and user-friendly websites. Students will learn how to apply CSS to enhance the visual appeal and layout of web pages. Basic JavaScript concepts will be covered to enable interactivity and dynamic behaviour. Through hands-on practice, learners will design and develop a complete multi-page website using HTML, CSS, and JavaScript. The course also emphasises best practices in web development, including accessibility, usability, and cross-browser compatibility. By the end of the course, students will have acquired the skills necessary to design and develop functional and visually appealing websites.

8. Exploring AI with IDE

This course provides an introduction to the core concepts of Artificial Intelligence (AI), helping students understand its fundamental principles. It explores various real-world applications and tools of AI used across different industries. Learners will gain hands-on experience by setting up and working with Python IDEs such as Jupyter Notebook. The course also covers basic data visualization techniques using Python's Matplotlib library. Through practical examples and exercises, students will develop a foundational understanding of how AI can be applied in problem-solving.

9. Tour Costing Certification Programme

The Tour Costing Certification Programme is designed to equip travel professionals, tour operators, and aspiring tourism managers with essential skills in pricing and budgeting for travel packages. The programme covers critical aspects such as cost components, markups, dynamic pricing, and profit analysis. Participants will gain practical insights into structuring competitive tour packages while ensuring profitability and compliance with industry standards.

10. Forex Management Certification Programme

The Forex Management Certification Programme offers comprehensive knowledge of foreign exchange operations essential for professionals in travel, hospitality, and international business. The course includes key concepts like currency conversion, exchange rate mechanisms, hedging techniques, regulatory guidelines, and risk management. Participants will be trained to handle forex transactions efficiently, ensuring compliance and minimizing financial risks in global trade or travel-related operations.

11. Foundations of Generative AI & ChatGPT

This course will introduce the fundamentals of Generative AI and its applications. To equip students with practical skills to use ChatGPT and other AI tools. To develop prompt engineering abilities for various use-cases. To encourage responsible and ethical use of generative technologies. After completing the course, Students will: Understand how generative AI and LLMs work and are able to write effective prompts for multiple purposes, use ChatGPT and similar tools productively in academics or work and recognize ethical considerations while using AI tools.

12. Psychology of Self

The Psychology of Self add-on program is designed to provide students with a deeper understanding of the inner dimensions of human experience. This interdisciplinary program integrates key psychological theories and practices to explore concepts like self-awareness, identity, and personal growth. It helps participants explore their thoughts, emotions, and behaviors through a psychological lens, fostering deeper self-understanding and emotional well-being.

13. Introduction to Counselling

This program offers a foundational understanding of counselling principles and skills. It introduces students to the basics of effective communication, active listening, empathy, and ethical practice in a counselling context. Ideal for beginners, the course helps participants develop the confidence and sensitivity needed to support others through a helping relationship.

14. Film Appreciation

The Department of Humanities offers a Certificate Course in Film Appreciation, a 2-credit, 30-hour programme aimed at developing a deeper understanding of cinema as a powerful medium of artistic and cultural expression. The course introduces students to the language of cinema, exploring its key elements, narrative structures, and visual techniques through a combination of lectures, screenings, group discussions, and assignments. It encourages learners to engage with films critically, appreciating not just their entertainment value but also their social, political, and ideological dimensions. With a focus on both global and Indian cinematic traditions, the course fosters an appreciation for diverse film styles and movements. By the end of the programme, students will be equipped with the skills to analyze and interpret films thoughtfully and express their insights with clarity and confidence.

15. Food & Cultures

The Department of Humanities offers an independent elective titled Food and Culture, a 30-hour certificate course that explores the rich and complex relationships between food, identity, memory, and society. Designed to introduce students to the art of food writing and appreciation, the course covers a variety of formats such as interviews, travel narratives, reviews, personal essays, and digital content. Through a curated selection of readings, visual media, and reflective assignments, students examine how

food acts as a powerful medium of cultural expression and storytelling. The course encourages critical engagement with themes like food politics, regional cuisines, representation, and social identity, while also fostering creative and personal responses through writing. Ideal for students across disciplines, Food and Culture cultivates both analytical insight and narrative skill, making it a unique blend of cultural study and literary practice

16. Spoken Kannada

A Spoken Kannada Add-on Certificate program introduces learners to the basics of the Kannada language, focusing on spoken communication, with a structured curriculum and practical application. These programs are designed to help non-Kannada speakers build confidence in engaging in everyday conversations, understanding Kannada in various settings, and appreciating the local culture.

17. Spoken Hindi

The Department of Languages (Hindi) at St. Clare College offers Varta, a 30-hour, 2-credit Certificate Course in Spoken Hindi, specially designed to help South Indian students overcome language barriers and build confidence in everyday Hindi communication. The course focuses on basic vocabulary, sentence construction, and practical conversational skills for real-life situations such as self-introduction, giving directions, shopping, ordering food, and engaging in social interactions. Through interactive activities like role-plays, games, and simulated situations, learners gain hands-on practice and cultural insight. Structured over 20 sessions of 90 minutes each, Vārta blends classroom teaching with audio-visual tools to make learning engaging and practical. Evaluation includes a written test and viva-voce, with successful participants receiving a certificate. This program not only enhances academic and professional mobility but also fosters better cultural connection across India.

18. Certification Course on Integrated Advertising and Brand Management

The IABM Certification is a 30-hour program designed to help students and professionals master the art of advertising and brand management. Covering the evolution of advertising, creative design, media strategy, and personal branding, the course blends theory with real-world application through case studies and hands-on projects. Ideal for those aspiring to excel in marketing, media, or brand strategy, this certification equips learners

with the skills to design impactful campaigns, build strong brand identities, and make strategic media decisions—essential for success in today's competitive, digital-first market.

19. Applied Behaviour Analysis

Applied Behaviour Analysis (ABA) provides a theoretical and practical guide to scientifically understand and analyse behaviours across age-groups. This course provides hands-on-experience in breaking down maladaptive behaviours and also formulate intervention plans for different age groups. Furthermore, knowledge of ABA enables the students to better equipped from a career perspective.

20. Essential Skills for Mental Health Practitioners

The Skill Development Program on Essential Skills for Mental Health Practitioners enables the students to learn and demonstrate skills such as interviewing and active listening. These skills are highly applicable and useful in addressing clients in hospitals, schools and corporates equally. Additionally, concepts such as inclusivity and diversity in the mental health settings are also taught that make students employability ready.

21. Statistical Data Analysis using SPSS and JAMOV

This course combines statistical theory with practical training in SPSS and JAMOV, preparing students to handle, analyze, and interpret real-world datasets. It covers descriptive and inferential statistics, regression, clustering, and factor analysis, along with data visualization and research validation techniques.

Research, Consultancy & Extension

St. Claret College, Autonomous recognizes the crucial link between research and the quality of education imparted and encourages faculty members to be actively involved in research leading to an overall climate of excellence. In keeping with its vision and mission, the institution endeavours to inculcate social responsibility and commitment through its extension and outreach programmes and makes its resources available for the benefit of humanity.

Research Promotion Centre

In order to inculcate a research culture, to monitor and address issues connected to research, the Research Promotion Centre (RPC) was established in August 2011. The aim of the RPC is to inculcate a research culture in the institution and encourage staff members in research and initiate students to the basics of research. It also seeks to facilitate and recommend the adoption of such policies that advance the pursuit of research. The RPC is headed by a senior faculty who is actively involved in research.

VIPAS Journal

St. Claret College, Autonomous has always promoted inquisitiveness and innovation among its students and faculty members. Taking this spirit forward, the institute is about to launch its own research journal in the area of commerce and management. The Journal is named VIPAS Journal of Commerce and Management (VJCM), the word VIPAS meaning illumination in the Sanskrit language. This Journal, published once a year, will provide a platform to academicians, industry professionals and students to publish quality research in the areas of commerce and management. VJCM is a double blind review annual journal and submissions are accepted throughout the year. VIPAS Journal of Commerce and Management looks to publish high quality work that fall in the categories of Empirical Research Papers, Conceptual Papers, Case Study and Articles.

Claret Centre for Consultancy and Skills Training (C3ST)

Since its inception, SCC has been engaged in the noble endeavour of moulding the youth into competent professionals who display a strong sense of responsibility towards the society at large. Having been recognised and awarded by multiple stakeholders for its contributions towards the society, SCC, deems it its own responsibility to share its bank of qualified and competent resources for others to utilise and tread the challenging yet exciting path of personal and professional growth.

Claret Centre for Consulting and Skills Training (C3ST) was established in 2022 with the aim to associate, collaborate with and assist other institutions and organisations in helping them to shape and achieve their aspirations. C3ST looks to engage the students and faculty members of schools and colleges through exciting activity based workshops and seminars across different fields that enhance the productive and creative skills for a sustainable career. The centre also engages with corporate houses for life skills training for employees and offers activity based sessions that help in team building and strategy formulations.

C3ST has been engaging young minds across India to ensure a better future for all thereby making its contribution towards a skill based, sustainable and self-reliant India.

Centre for Industry and Institution Collaboration (CIIC)

CIIC encompasses core academic-related collaborations, including partnerships with educational institutions, research organizations, and academic networks. These collaborations aim to enhance curriculum development, research initiatives, and student exchange programs, fostering a rich and diverse learning environment. It also involve corporate entities, industrial associations, and government bodies. By engaging with industry, we aim to make teaching and learning more effective through practical exposure, internships, industry projects, and expert lectures. Such partnerships ensure that our education is aligned with industry standards and needs, preparing students for the real world. This category includes supportive collaborations in administration, admission, and promotion. By working with various service providers and administrative bodies, we aim to streamline processes, enhance operational efficiency,

and promote our institution's values and strengths. It also helps in reaching out to prospective students, maintaining smooth administrative functions, and building a strong institutional brand.

LINKAGES AND COLLABORATIONS

The Institution has made linkages and collaborations with a number of Educational Institutions, Training Partners and Industries with a view to improving its quality and reach.

Educational Institutions

1. Saint Mary-Of- The- Woods College, United States of America
2. Skyline University College, Sharjah, UAE
3. Synergy University, Moscow, Russia and Dubai, UAE
4. Assumption College Autonomous, Changanacherry, Kerala
5. Christ College, Irinjalakuda, Kerala
6. Deva Matha College Autonomous, Kuravilanagad, Kerala
7. Farook college autonomous, Kozhikode, Kerala
8. Garden City University, Bengaluru, Karnataka
9. Jesus and Mary College, New Delhi
10. KLE S Nijalingappa College, Bengaluru
11. Nirmala College for Women Autonomous, Coimbatore, Tamil Nadu
12. St Joseph Convent High School, Bengaluru, Karnataka
13. St Philomena's College Autonomous, Mysore, Karnataka
14. St Vincent Pallotti College, Bangalore, Karnataka
15. St. Aloysius College (Autonomous), Jabalpur, Madhya Pradesh
16. St. Anthonys College, Shillong, Meghalaya
17. St. Francis DE Sales, College, Bengaluru, Karnataka
18. St. Teresas College Autonomous Ernakulam, Kerala
19. Thanthai Periyar Government Arts and Science College, Tiruchirappalli, Tamil Nadu
20. Vimala College Autonomous, Thrissur, Kerala
21. St. Xavier's College, Kathmandu, Nepal
22. Rajagiri College of Social Science, Kochi, Kerala
23. St. Joseph College, Ukhrul, Manipur

Training Partners and Industries

1. Acquire And Accord Solutions LLP, Bengaluru, Karnataka
2. Anubhuti Welfare Foundation, Bengaluru, Karnataka
3. C L Infotech Pvt. Ltd. , Bengaluru, Karnataka
4. KSCST- IISC, Bengaluru, Karnataka
5. Ditya Software Services Pvt Ltd
6. Dtorr India, Nagpur, Maharashtra
7. Excelr Edtech Pvt. Ltd, Bengaluru, Karnataka
8. Havana Yukta Solutions, Bengaluru, Karnataka
9. HR Success Talk Pvt. Ltd., Faridabad, Haryana
10. Humalitix Solutions Pvt Ltd, Bengaluru, Karnataka
11. ICA Edu Skills Pvt. Ltd, Kolkata, West Bengal
12. Infosys Ltd, Bengaluru, Karnataka
13. Kannada Janapada Parishath, Bengaluru, Karnataka
14. Mark Education Academy, Bengaluru, Karnataka
15. Milestone Charitable Trust, Bengaluru, Karnataka
16. Rubixe, Bengaluru, Karnataka
17. The association of people with disability, Bengaluru, Karnataka
18. Think Ahead Innovations Pvt. Ltd, Bengaluru, Karnataka
19. Inturn Advisors Pvt. Ltd, Bangalore, Karnataka
20. AISECT, Bhopal
21. Disciples Corporate School, Bengaluru, Karnataka
22. Miles Education, Bengaluru, Karnataka

STUDENT CODE OF CONDUCT

1. Every Student of St. Claret College, Autonomous is called Claretine and every Claretine is expected to strive for excellence.
2. Students shall abide by the rules and directives of the college and are expected to be worthy Claretines nourished by the values of universal love and respect for each person.
3. Students should maintain a sense of decorum and discipline at all times, both inside and outside the campus. This requirement of discipline and silence is mandatory while attending classes and during any function or programme organised in the campus.
4. **USE OF SOCIAL MEDIA:** Students are requested to be responsible in their use of Social Media. Strict Disciplinary Action & Criminal Proceedings will be initiated against those found guilty of using social media to defame the institution or any individual person.
5. Continuous striving for excellence, universal love, respect for others, and ardent pursuit of truth being the characteristics of Claretine education, every student should pledge not to indulge in any of the following acts which are detrimental to the values mentioned:
 - absenting from any class without valid reason and prior permission.
 - shouting and whistling inside the class room.
 - using mobile phone inside the college building.
 - causing damage to college property.
 - being present inside the college premises under the influence of alcohol/drugs and possessing any intoxicant.
 - any act of disobedience to any of the members of the college faculty and staff.
 - bullying, scuffle, fight and groupism adversely affecting the serene atmosphere of learning.
6. Indulging in any of what is mentioned above is considered a serious act of indiscipline warranting serious and adequate disciplinary action.
7. Ragging in all its forms is totally banned in St. Claret College, Autonomous. The College shall take strict action including but not limited to criminal proceeding and/or cancellation of admission

against those found guilty of ragging and/or abetting it. The decision of the Anti-Ragging committee of the college shall be final and binding in this regard.

8. Students shall always wear their ID card around their neck and produce the same to any member of the staff or College officials when asked for.
9. Students are required to be at their seats before the stroke of the second bell for the commencement of classes. Students who do not report in time will not be allowed to the class. Disciplinary actions will be initiated against frequent late-comers.
10. No student is allowed to leave the classroom without the permission of the teacher or until the class is dismissed.
11. As a gesture of respect, students shall greet teachers on first meeting them for the day within the premises of the College, and whenever they meet them in public. As the teacher enters the class room, students must rise from their seats, greet him/her and remain standing till directed to sit.
12. There should be complete silence on corridors during class hours to maintain an academic atmosphere. Students must not loiter on the corridors during the class hours.
13. Active participation in co-curricular activities is an excellent aid to students' striving for excellence and is mandatory for every student.
14. Moved by the rigor of academic goals of each student and the demands of excellence, each Claretine should take into confidence his/her class- mentor and maintain a healthy relationship with him/her; discuss any problem, academic or otherwise and arrive at a solution for the same.
15. Dress and general appearance of the students shall be in good taste and in no way be offensive to the cultural ethos and norms. The following attires are among those not acceptable to be worn to college: tight-fitting, netted and transparent clothes, short skirts, torn jeans, track pants, sleeveless tops, crop tops, low-waste clothes, deep necks, cargos with multiple pockets and accessories and t-shirts with inscription.

16. Smoking, chewing gum, chewing pan and use of any addictive substance is strictly prohibited within the campus. Those students who are found inside the college premises either under the influence of alcohol/drugs or in possession of any intoxicant will face stringent action including immediate dismissal and criminal proceedings.
17. The campus must be kept clean and tidy at all times. The college is a temple of learning. Hence all the Claretines are required to maintain the beauty and the academic ambience of the campus. Littering and defacing the walls or desks, damaging college property are not expected of any Claretine.
18. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
19. Boys and girls are expected to conduct themselves with dignity and maturity. In their interpersonal relationships, they must observe norms of decency, propriety and mutual respect. Any improper relationship will detract the students from their academic engagement and therefore, if noted, such students are liable for correction.
20. Movements of vehicles in the college campus must be in a moderate speed. Students can park their vehicles inside the college campus only on production of parking pass issued from the office which will be issued only to those having valid driving license. Vehicles are to be parked in the allotted parking area and appropriate censures will be initiated against violators. While parking the vehicles on campus, students should maintain order and keep their vehicles locked. Honking inside the campus is strictly prohibited.
21. The instructions given by the security officers on campus are to be adhered to.
22. **USE OF CELL PHONES:** As indicated above, use of cell phones can cause impediments to the academic focus of the student and may be detrimental to the learning atmosphere. Students are not permitted to use mobile phones anywhere inside the college building unless the faculty requires the students to use cell phones in a particular class. If any student is found using the cell phone inside, it will be confiscated and will not be returned.

23. Students are not allowed to carry with them or use in the campus/college any electrical or electronic gadget like CD players, digital cameras, radios, tape-records etc., without the prior permission from the Principal.
24. Active participation or promotion of politics is not allowed inside the campus. Students are forbidden to organize or attend any meeting within the College or collect money for any purpose or to circulate among them any notice or petition of any kind or paste such objects on the College notice boards without the written permission from the Principal. They must not join any club or society or make any engagement that would interfere with their studies without the permission of the Principal.
25. Functions of Associations, cultural programs including any kind of celebrations will be held after class hours and outside the class rooms. Practice for all programmes should be held either prior to or after the class hours. Students' outside participation in sports, cultural and academic activities as representatives of the college can be done only with the written permission of the head of the institution.
26. Use of internet by the students on campus is expected to be for their academic enrichment.
27. In every thought, word and deed, Claretines are expected to respect, uphold and communicate the dignity, decorum and honour of the institution.
28. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled.

INSTRUCTIONS TO PARENTS / GUARDIANS

1. Parents may kindly keep in mind that by attesting their signature to the application form at the time of admission, they are presumed to have understood and accepted all the rules and directives of the college. They are requested to read through the contents of this Handbook and be familiar with the norms of the college and procedural requirements.

2. They are encouraged to visit periodically the college, meet the mentor in charge and monitor the attendance and performance of their wards.
3. A student is required to put in at least 85% of attendance. No student is permitted to be absent for class without permission. Please see the section on "Attendance" for procedures for leave application for genuine and serious reasons.
4. The parents are also provided with the facility of keeping track of the attendance and internal assessment marks of their children through the Information Management System linked to the college website, www.claretcollege.edu.in. Parents are given a username and password to monitor their ward's attendance record and academic progress.
5. The parents/guardians may please note that no student will be permitted to attend the university examination if he/she fails to have the required percentage of attendance. And if a student is ineligible to qualify for any two end-semester university exams due to shortage of attendance, the student will be required to leave the institution.

CERTIFICATES

Applications for certificates viz. conduct, course, T.C. etc., must be made via **Linways** with the required documents to the principal in writing (must be accompanied by a stamped self-addressed envelope, if the certificates have to be sent by post).

- a. It would take atleast 2 working days to make certificate ready once all the document are submitted.
- b. Duplicates will not ordinarily be issued.
- c. Transfer Certificates will not be issued if the student has any dues to the college by way of fees, fines etc.
- d. Copies of certificates may be attested by any Gazetted officer or the Heads of the department of any College and not necessarily by the Principal. The Principal will not be in a position to attest certificates at the time of admission.
- e. A nominal fee will be charged for every certificate.
- f. Students applying for Certificates, testimonials and other documents requiring the Principal's signature should contact the College office since all the details have to be verified before the document is signed.

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

St. Claret College, Autonomous is committed to producing and promoting research and scholarship of the highest order, unadulterated with plagiarism and other unethical practices, while endeavouring to maintain academic freedom and innovation. The college invites its teachers and students to abide by the highest standards of integrity in their conduct of academic research and/or support to academic research activities, which include, but are not limited to the following:

No form of plagiarism is allowed. Plagiarism takes many forms viz. submitting another's paper as one's own, paraphrasing or copying sizable parts of another's work without due acknowledgement, claiming credit for another's research, receiving credit/marks on group assignments without contributing fairly, using exact phrases, sentences, or paragraphs from a source without quotation marks and/or proper citation, substituting synonyms for the author's language while keeping to the same general language framework and meaning as found in the original.

Use of proper plagiarism checks- both manual and technical – such as, use of software and other ICT enabled systems and procedures to check instances of plagiarism during review.

In the event of the teachers/students attending/participating in any conference/ seminar/workshop, etc, permission must be sought from the Principal, highlighting the purpose of attending the conference /seminar / workshop, etc.

Faculty members who serve as reviewers/editors on editorial boards of any journals, need to adhere to the strictest standards to ensure good quality publications.

Our college, while organizing conferences and seminars on pressing issues calling for academic inquiry, and selecting papers for the same, places strong emphasis on the standard of research, original thought and expression, and multiple layers of review.

We also keep our teachers and students informed of appropriate guidelines for publication in various journals, including those recognized by the UGC.

Our library is stocked with renowned journals from the world over, acting as a mirror for quality research and writing, for our teachers and students - a veritable tool that they can employ by emulating the standards of these publications.

SCC Library has Turnitin Software for checking plagiarism. Teachers and Students can check the quality of research papers through it.

Academic Excellence Committee (AEC)

The Academic Excellence Committee (AEC) at SCC plays a pivotal role in enhancing academic quality. Its key responsibilities include annual academic planning, teacher-student learning enhancement, academic quality improvement recommendations, guidance in course plan preparations and implementations, and organizing faculty seminars and workshops. The committee puts together the college's academic calendar and also ensure smooth operations throughout the year.

A critical function of AEC is to make recommendations for quality improvement, regularly assessing teaching methods, curricula, and assessments to maintain high academic standards. AEC closely monitors the preparation and execution of course plans to provide a structured and comprehensive education. It enhances the teaching and learning experience through faculty development programs and pedagogical training, constantly adapting to evolving education trends. The committee's unwavering dedication to academic excellence ensures that SCC continues to stand as a leading institute of higher education, offering students an educational experience that not only prepares them for the future but also inspires them to excel in all their academic endeavours.

ATTENDANCE, EXAMINATIONS, EVALUATION & RELATED MATTERS: GUIDELINES AND REGULATIONS

Class Attendance Requirement

- The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write the End Semester Examinations (ESE). The College strictly adheres to this norm. There is no provision for condonation of attendance in the UGC act.
- The attendance for the students of the first semester is calculated from the date of joining the College.
- Any student who has a shortage in this requirement will not be allowed to write any of the End Semester Examinations. Classes are to be attended from the first hour. Frequent first hour absenteeism may invite disciplinary actions.

Leave and Attendance Regularization Policies

- All leaves must be obtained with prior permission from the Class Mentor or Head of the Department. The Class Mentor may grant leaves for a maximum of two days; however, such leaves will not qualify for attendance regularization. Students are required to manage regular leave needs for illness, family events, and emergencies without impacting the 75 percent attendance requirement mandated by the affiliating university and the University Grants Commission (UGC).
- For leaves exceeding two days, prior permission must be obtained from the Head of the Department. These leaves will not be considered for attendance regularization. The Class Mentor or the Head of the Department reserves the right to reject leave applications if they are not convinced of the genuineness or necessity of the request.
- Students participating in college sports, NCC, NSS, cultural events, or other extracurricular activities must obtain prior permission from the Vice Principal before taking leave. Permission should be requested by submitting a letter to the Vice Principal, duly recommended and forwarded by the respective club or center coordinators. Upon completion of the event, students are required to fill out the record of absence form and submit it, along with the original permission letter, to the Vice Principal through the respective coordinators within three working days. It is the responsibility of the concerned students to provide the necessary documentary evidence for their absence to the respective coordinators or

Heads of the Department and ensure that their attendance is regularized on the institutional ERP (Linways).

- Attendance for sports will not be approved if students play for clubs other than the state or central government federations.
- No attendance will be recorded for students participating in Certificate Courses (conducted outside regular class hours) or taking Makeup Tests.
- Attendance regularization will only be considered for cases of hospitalization exceeding two days, provided valid documentation is submitted. Students who have been hospitalized for more than two days and require attendance regularization must submit a written request to the Head of the Department. This request must be accompanied by a medical certificate or hospital discharge summary. The application must be submitted within two working days after the student resumes attending classes; any documents submitted after this deadline will not be accepted for attendance regularization. The Heads of Departments are responsible for maintaining a record of these requests and will present them in a meeting with the Principal and Vice Principal towards the end of the semester. This meeting will assess the candidates' eligibility to appear for the End Semester Examination (ESE). Students who have submitted hospitalization documentation must have a minimum of 65% attendance at the time of this meeting to be considered for attendance regularization. Each case will be individually reviewed, and decisions will be made accordingly.
- Students who have less than 75% attendance in any subject are required to meet with their mentors along with their parents during the parents meet held around the middle of the semester.
- Any prolonged or serious illness, hospitalization, or medically advised rest must be reported in writing to the Vice Principal and the Head of the Department within 7 working days after taking leave.
- The request for attendance shall be rejected if the documents submitted are not genuine. In each semester, the maximum percentage of attendance that the institution may regularize for hospitalization is 10%. All the other leave requirements for illness, family events and emergencies will have to be met by students outside the 75 percent attendance requirement stipulated by the affiliating university and UGC.
- The students, parents and guardians are provided access to the institutional ERP (Linways) to regularly monitor the attendance records.

Any discrepancy in the attendance entry must be submitted in writing to the Head of the Department at least three weeks prior to the commencement of the End Semester Examinations. Any complaint regarding class attendance after this deadline will not be entertained. The attendance report is presented to the students at the end of every month.

- After the final attendance list is prepared at the end of each semester, no request for alteration of attendance will be considered favorably.
- Each paper will have a maximum of 5 marks for attendance as per the table below:

Attendance (%)	Marks
90-100	05
85-89.99	04
80-84.99	03
75-79.99	02
0-74.99	00

EVALUATION SYSTEM

1. The evaluation of core papers (including Languages and General English) for UG programmes consists of two components: Continuous Assessment (CA) and End Semester Examination (ESE), with a weightage of 20% for CA and 80% for ESE, respectively.
2. Continuous Assessment (CA) for UG courses includes a centrally organized Mid Semester Test (1.5 hours' duration for a maximum of 40 marks) and two activities, such as quiz, seminar, assignment, etc.
3. For undergraduate papers worth 3, 4 or 5 credits the Continuous Assessment (CA) marks will be calculated as follows:

05 marks from the Mid-Semester Test, 5 marks each for the two department-level activities ($5 \times 2 = 10$), and 5 marks for attendance in each paper.

For 2-credit undergraduate courses, the CA marks will be: 5 marks from the Mid-Semester Test and 5 marks for attendance in each paper.

4. For 2, 3, 4 or 5-credit postgraduate papers, 30 marks will be the CA marks for each paper. The CA marks will be calculated as follows: 10 marks from the Mid-Semester Test, 15 marks for three department-level activities, and 5 marks for attendance in each paper.
5. For UG practical papers, 20% (10/50) of which is for Practical Internal Assessment (PIA), the remaining 80% (40/50) of the total marks is for the Practical Semester Examination (PSE) which will be conducted towards the end of the semester. Out of the 10 marks for Practical Internal Assessment, 5 is for daily practical performance assessment and 5 is for Practical Internal Assessment (PIA) test.
6. For UG and PG programmes, the End Semester Examinations (ESE) of 3/4/5 credit courses will be held for 80 and 70 marks respectively and for 3 hours' duration. The UG Foundation Course examinations are held for 40 marks for 1.5 hours' duration.

Overview of Evaluation for Undergraduate and Postgraduate Programmes

The table shows the CA and ESE marks & the examination maximum time.

	Credits	Mid-Semester Examination		End Semester Examination	
		Max. Marks	Time	Max. Marks	Time
UG	3, 4, 5	40	90 min	80	3 hours
	2	40	90 min	40	90 min
PG	2, 3, 4	40	90 min	70	3 hours

Conversion Table for the CA marks

UG 3, 4, 5 credit courses				
	Semester	Exam to be conducted for (marks)	Reduced to	Total
Mid semester Exam	All	40	05	20
CA Activity - 1		05	10	
CA Activity - 2		05		
Attendance		05	05	

PG 2, 3, 4 credit courses				
	Semester	Exam to be conducted for (marks)	Reduced to	Total
Mid Semester Exam	All	40	10	30
CA Activity -1		05	15	
CA Activity -2		05		
CA Activity -3		05		
Attendance		05	05	

UG 2 credit courses				
	Semester	Exam to be conducted for (marks)	Reduced to	Total
Mid Semester Exam	All	40	05	10
Attendance		05	05	

SECOND LANGUAGE POLICIES FOR UG FIRST SEMESTER STUDENTS TO CHOOSE FROM

- Students who have studied an Indian language (that is offered in the college) in their qualifying examination (Plus two/ PU), should study either the same Indian language or any of the Indian Languages that are offered in the College: Kannada, Hindi, Sanskrit and Malayalam. For example, a student who studied Kannada in PU, can take any of the Indian languages offered in the College or French, but not Additional English.
- Any student can study the foreign language- French- that is offered in the college.
- Additional English is offered only to students who have not studied an Indian language in their qualifying examination.
- Students who, in their qualifying exams studied any of the Indian languages which are not offered in the college (Example: Tamil, Telugu, Marathi etc), can take French/ Additional English/ Sanskrit.

ELIGIBILITY TO WRITE END SEMESTER EXAMINATION

1. Students must have over 75% attendance in both theory and practical classes in each paper to be eligible for the End Semester Examination. Students will be permitted to write the End Semester Exams only in those papers in which they have the required percentage of attendance. If a student does not obtain at least 75% attendance in a subject, they must retake the subject at the next available opportunity.
2. Students are permitted to carry forward all papers not attempted due to a shortage of attendance. However, any student with less than 50 percent overall attendance in a semester is required to repeat the semester. These students must register for the supplementary examinations when eligible by paying the requisite examination fee. Additionally, they may be required to complete MOOC and add-on programs as determined by the institution before being allowed to appear for the end semester examinations.
3. If a student has a shortage of overall attendance in a semester and is required to repeat that semester, they will be permitted to attend classes with the next batch of students after taking a semester's break. The student will be classified as a supplementary student.

MINIMUM MARKS FOR PASSING THE EXAMINATION

1. UG students must score a minimum of 35% in ESE, and 40% in the aggregate of CA and ESE in each paper as minimum marks for passing the examinations. Even though there is no minimum marks required in CA, to be eligible to write the end semester examinations, students are encouraged to have at least 50% marks in Continuous Assessment.
2. To pass a paper, a postgraduate student must score a minimum of 35% in the ESE and 40% in the aggregate of the continuous assessment and end semester exams. Additionally, the student must achieve at least 50% in the aggregate of all papers in that semester to pass the semester.

Rules regarding the appointment of the Scribe for differently-abled students/examination for physically-challenged students

Scribes for writing the examination are allowed for differently-abled students. The writer has to be from a lower standard of academic qualification than the latter to ensure no scope for cheating. Compensatory time allotted should not be less than 15 minutes per hour of examination for persons using scribes. This facility is extended to students with a temporary disability or writing disability. Students with learning disabilities are allowed to use computers to write the examination if they have difficulty in writing.

All seeking to write the examination using the scribe will be allowed to do so, provided they apply in the prescribed application form with supporting documentation (including information on current limitations, prognosis, and expected course or length of time academic adjustments may be needed). They are also eligible for the extra time as applicable for visually challenged students.

All students with communicable diseases like chickenpox will be provided a separate room for writing the examinations. Any person suggested by the differently-abled examinee for appointment as scribe/helper to write the examination and who is not writing the same examination as the differently-abled examinee is writing and also who is not studying in the higher class of the same course may be appointed as a scribe by the Controller of Examinations. Such applications must be submitted to the COE at least one week before the examination. In case of any change of such scribe/helper appointed earlier, the examinee shall obtain fresh permission from the COE.

OTHER EXAMINATION RELATED RULES

All answer scripts for CA Tests will be returned to the students, who are expected to keep them safe. If a student believes that there is a mistake in the marks given for any part of the CA test, they should discuss it with the relevant faculty within 2 working days of receiving the marked answer scripts. If the issue is not resolved, the student can escalate it to the Head of the Department within 5 working days. No further appeals will be considered after this time period.

MAKEUP TEST POLICY

1. If an undergraduate student is unable to take the mid-semester examination due to valid reasons such as (i) hospitalization, (ii) medically advised rest, (iii) NCC camp, (iv) participation in a university-level sports activity, or (v) humanitarian considerations (as assessed by the Principal), they may apply for a makeup test by submitting the prescribed fee before the deadline. In cases of pre-planned absences, prior permission must be obtained from the Vice Principal before the test date to be eligible for the makeup test. Applications for the makeup test will not be accepted after the specified deadline. Not all applications for the makeup test will be granted permission. A student may apply for a makeup test only once during the entire course, with exceptions made for deserving candidates. The makeup test will be centrally organized, and the questions will cover the syllabus completed up to that point. The test will not include any bonus questions and will be conducted from 3:00 p.m. to 4:30 p.m. on regular teaching days. No attendance will be granted for participating in

the makeup test.

2. For postgraduate students, if any makeup tests are required, they will be conducted by the respective faculty members after informing the Controller of Examinations (COE).
3. There is no provision for improving Continuous Assessment (CA) marks. Students who were present for the mid-semester test are ineligible to apply for the makeup test. If a student misses the makeup test for any reason, no further retest will be conducted for that subject.
4. Final year postgraduate students who have completed their dissertation, viva, thesis, project, etc., but are not eligible to take the End Semester Examination due to a shortage of attendance must repeat the semester. However, they do not have to repeat the dissertation, viva, thesis, project, etc. Their marks which have already been secured will be entered in the marks card.
5. If a student misses the End Semester Examination, there will be no Makeup Examination available. The student will be marked as "Absent" for the End Semester Examination and will have to take the Supplementary Examination for that paper during the next available chance.
6. All Continuous Assessment (CA) marks will be recorded in students' accounts on the ERP platform-Linways. Students will be notified when the CA marks are published on Linways. It is the responsibility of the students to verify their marks. If any discrepancies are found, students must report them to the respective subject teacher within three days of the publication of results. The teacher is then required to submit a correction note to the Office of the Controller of Examinations (COE) within one day.
7. Any concerns about the End Semester Examination question paper should be submitted in writing to the COE within one hour of the completion of the examination.
8. The final results of the semester will be available on the College ERP within 30 days of the last examination of the semester. Any issues regarding mistakes in the results or personal information should be brought to the attention of the COE by the date specified on the result sheet.
9. Each student will receive a unique email ID and password to access their attendance and CA marks on the ERP. This password can also be used to download hall tickets and marks statements. For security, it is

recommended that students change their password. If a student requires the password for a second time, whether the original or changed one, they must submit a written request to the office of the COE and pay the required fee.

10. All candidates who are writing the ESE or the Supplementary Examinations will be issued a marks card within one month of the publication of the results. Students must collect this marks card within 2 months after which it will be issued with a nominal fine.
11. Final semester Marks Card, T.C., Migration Certificate, Provisional Degree Certificate and the consolidated marks card (Transcript) will be sent by post within 45 days after publishing the results to all final year students who have successfully completed the course. The students must pay the required fee for the same and submit the correct mailing address in the office of the COE.
12. The sixth-semester marks card for the UG students and IV semester marks card of the PG students and the Provisional Degree Certificates will not be issued if they have not completed other mandatory course completion requirements.
13. Those students who have discontinued their studies and are readmitted will be governed as per rules applicable in the academic year in which they have rejoined.

IMPROVEMENT EXAMINATION (UG & PG)

1. If a postgraduate student fails to achieve a minimum of 50% in a given semester, they will be deemed not to have completed that semester, even if they have passed all individual papers with 40% or more. In such cases, the student must apply for improvement in one or more papers of their choice and take the supplementary examinations in those papers to achieve the required 50% in that semester. The higher marks between the two examinations will be considered the final score. If the syllabus or pattern of the question paper has changed, the student will be granted two additional attempts under the old syllabus or pattern. There is no restriction on the number of papers or attempts for improvement; however, the student must complete the course within four years of enrollment. This rule also applies to those who wish to improve their marks to 55%, which is required for further studies under UGC guidelines.
2. If a postgraduate student has already achieved a score of 55% or higher but wishes to improve their marks, they may apply for an optional

improvement examination. This opportunity may be exercised only once, either during the course or within one year after its completion. While there are no restrictions on the number of papers within a single semester that the student may apply for, they are not permitted to select papers from different semesters. The student must submit the marks card along with the application form. The student will be required to take the next available supplementary examination, and the marks obtained in this attempt will replace the previous marks, even if they are lower. If a new syllabus or examination pattern has been introduced, the student must write the examination according to the new guidelines. A new marks card will be issued; however, the marks for continuous assessment will remain unchanged. This facility may be availed only once during the entire two-year course period. Candidates must apply in writing for the cancellation of marks scored in the End Semester Examination within one month of the publication of the examination results.

3. Undergraduate (UG) candidates who have achieved a minimum of 35% in the End Semester Examination (ESE) and at least 40% in the combined total of Continuous Assessment (CA) and the End Semester Examination (ESE), and who have been declared passed in the respective paper, have the option to improve their marks through an optional improvement examination. To pursue this option, candidates must cancel their original End Semester Examination marks within one month of receiving the results. This is done by submitting a written request to the Controller of Examinations (COE) for the cancellation of the marks for that particular paper. Along with the request, the candidate must surrender the marks card issued for that semester. This cancellation can be applied to either a single paper or the entire End Semester Examination. The candidate must then take the next available supplementary examination, with the marks obtained in this attempt replacing the previous marks, even if they are lower. A new marks card will be issued reflecting the updated marks, while the CA marks will remain unchanged. It is important to note that a student may only avail themselves of this opportunity once during the entire course period.

PROMOTION TO THE HIGHER SEMESTER

All students who have qualified to write the End Semester Examinations will be promoted to the next semester regardless of the number of papers they have failed. However, as mentioned above, any student with less than 50 percent overall attendance in a semester is required to repeat the semester.

REQUEST FOR THE SCANNED COPY OF THE END SEMESTER EXAMINATION ANSWER SCRIPTS

Undergraduate (UG) students may request a scanned copy of their marked answer scripts within the timeframe specified on the result sheet. The scanned copy, displaying all the markings, will be emailed to the students on the following working day. Postgraduate (PG) students may also apply for a photocopy of their answer scripts within the designated period. However, as examiners are not permitted to mark scores directly on the answer scripts, the photocopy of the PG papers will not show any examiner markings.

REVALUATION AND CHALLENGE EVALUATION

Undergraduate (UG) students have the opportunity to request a revaluation of their End Semester Examination answer scripts, including those from supplementary examinations. To initiate a revaluation, students must pay the required fee and submit the application form online by the deadline specified on the result sheet. The answer script will be reassessed by a different examiner, and the higher of the two marks will be considered the final mark for that paper. In cases where the revaluated marks show an increase of ten or more marks out of 80, students will be eligible for a 50% refund of the revaluation fee. If the increase exceeds twenty marks out of 80, the entire revaluation fee will be refunded. Additionally, UG students may request a review of the mark calculation by submitting an online application within the specified deadline and paying the prescribed fee, as noted on the result sheet.

Postgraduate (PG) candidates who believe that their answer script has not been evaluated fairly may request a challenge valuation by the deadline specified on the result sheet, subject to the payment of a prescribed fee. The application and fee payment must be completed online. The paper will be reassessed by two faculty members collaboratively, and the marks awarded during the challenge valuation will be considered final. If the candidate's claim is validated and they receive an increase of more than fifteen marks out of 70, the challenge valuation fee will be refunded.

There is no provision for revaluation in viva voce, practical examinations, dissertations, seminars, fieldwork, or term papers.

PRACTICAL EXAMINATION/ VIVA VOCE

1. To be eligible to take the practical examination in a particular subject, the candidate must have a minimum of 75% attendance. There is no minimum mark requirement in the internal assessment to be eligible for the practical examinations. However, it is advisable to score at least 50% in

the practical internal assessment for each subject.

2. A student who fails to write the practical examination/viva voce examination has to take the supplementary examination in the next available chance. No student can change the batch or date of practical examination without the prior approval of the COE.

There is no provision for improvement/revaluation in practical examination / viva voce / dissertation / seminar / fieldwork / thesis marks.

SUPPLEMENTARY EXAMINATION

1. Students who fail any paper in the End Semester Examination (theory or practical) are required to take the Supplementary Examination for that paper. Students will take the Supplementary Examinations for odd semester papers during the odd semester examination period and for even semester papers during the even semester examination period, alongside regular students.
2. If the syllabus or question paper pattern is revised in a particular year, two supplementary examinations will be conducted using the old syllabus or pattern that the student was originally taught, starting from that year. This applies regardless of the number of previous attempts made by the student under the old syllabus. If a paper is entirely removed from the curriculum, three supplementary examinations under the old syllabus will be offered starting from that year, again irrespective of the student's prior attempts. If a student fails these examinations, they will be required to take an alternative paper as approved by the Controller of Examinations (COE) in consultation with the Head of the Department.
3. The marks obtained by a student in Supplementary Examinations will not be considered for ranking. However, these marks will be taken into account for the award of grades. Marks obtained through revaluation will be considered for ranking.

RANK CERTIFICATE / CERTIFICATE OF MERIT

1. Upon completion of the program, rank certificates will be awarded to the top two undergraduate (UG) students in each program, based on their marks across all papers and semesters. For postgraduate (PG) students, the first and second ranks will be determined based on the total marks obtained in all papers. Marks from foundation courses will not be considered when determining the rank.

2. All first rank holders will receive a gold medal, a cash prize, and a certificate.
3. A student will not be eligible for a rank if they have passed any paper in the subject through multiple attempts during the program. Similarly, a student will be ineligible for a rank if they were absent for the End Semester Examination (ESE) on the first available attempt for any paper and subsequently passed the paper in a later attempt.

Maximum time period to complete the programme:

UG students must complete their programme within 5 years and PG students within 4 years, with a possible one-year extension by the Academic Council for deserving candidates as per UGC guidelines.

Examination Grievance Cell:

All grievances related to CA marks must be addressed first to the concerned faculty, then to the HOD of the department, and if not resolved, to the Examination Grievance Cell. Grievances related to the ESE may be addressed first to the Controller of Examinations and then to the Examination Grievance Cell. However, no examination-related grievances will be accepted by the Examination Grievance Cell after one month of publishing the results of that semester.

UG PROGRAMMES: Additional Credits Policies

To complete an Undergraduate degree programme, in addition to the required 150 credits at the end of the 6 semesters mandated by the University, a student has to earn 08 additional credits from the many credit-bearing activities offered by the college. **Without meeting this requirement, degree will not be granted.** The maximum additional credits an undergraduate student can earn is 16. These additional credits will not be counted for CGPA and Ranks. These credits will be recorded as additional credits on the marks cards of the II, IV, and VI semesters and will benefit students in applying for jobs or seeking admission to higher studies. The following table provides the details of the additional credits at the undergraduate level:

Program	Credits	Assessment Plans
Extension & Outreach	02	• 15 hours UBA activity/ 15 hours Social Camp/15 hours working at an NGO. (1 Credit) • Department level activity (1 credit). • Certificate Course offered by CCCD (2 Credits)

Certificate Course/ Interdisciplinary Course/ Independent Elective/ Vocational Training approved by the Academic Council of SCC	02	• Minimum of 30 hours' duration. • Certificate Courses Offered by the department. • Interdisciplinary Courses & Vocational Training Courses from other departments can also be taken.
MOOC Courses	01	• Minimum 30 hours course. Pick courses only from those recommended by the department.
NPTEL Course *MANDATORY	02	• Credits equivalent to the NPTEL credit will be considered. • Minimum of 8 weeks duration.
Internship *MANDATORY	02	• Mandatory in the second year, completed during the break between II & III Semesters. • Internship logbook should be duly filled by the student and it should be assessed by the internship supervisor at the interning organization and by the internship mentor from SCC. • Internship completion certificate signed and sealed by legitimate authorities must be submitted.
Paper Presentation/ Poster Presentations/ Case presentations/ idea presentations	01	• Paper presentations/ poster presentations/ case presentations/ business idea presentations/ hackathon/ bootcamp at both external and in-house national/international conferences will be considered. • The student must submit a full-length paper/ Case/ Business Idea • Maximum team of three students
Publications in Conference Proceedings and ISBN Listed Books	02	• Maximum team of three students
National Cadet Corps (NCC)	01 / 02	• 01 Credit to students who clear B Certificate • 02 Credits to students who clear C Certificate
Outstanding Achievements	01	• Only inter-university, national and international level achievements in sports, arts and cultural will be considered.

Note: Apart from the two mandatory programmes (NPTEL course and internship – 4 credits), students may earn their remaining required credits through any of the other activities. For example, a student may complete two certificate courses to earn 4 credits, or complete a second NPTEL course along with two paper presentations. However, through MOOC courses and outstanding achievements, a student may earn a maximum of two credits each.

PG PROGRAMMES: Additional Credits Policies

To complete a Postgraduate degree programme, in addition to the minimum required 88 credits at the end of the 4 semesters mandated by the University, a student has to earn minimum 8 additional credits from the many programmes offered by the college. **Without meeting this requirement, degree will not be granted.** The maximum additional credits a postgraduate student can earn is 12. These additional credits will not be counted for CGPA and Ranks. These credits will be recorded as additional credits on the marks cards of the II, IV, and VI semesters and will benefit students in applying for jobs or seeking admission to higher studies. The following table provides the details of the additional credits at the undergraduate level:

Program	Credits	Assessment Plans
Life Skills Development Program (15 hours in the I Semester)	01	50% attendance minimum requirement for credit.
Professional Skills Development Program (PSDP) (I & II - 20 hours in each semester- Total 40 hours)	02	- Attendance, continuous assessment and end Semester Assessment (formative and summative assessments). - Average of two semesters will be considered in the even semester for grant of credit. 40% score is minimum requirement for credit.
Extension	01	- UBA activity/ Social Camp/Working at an NGO/ Department level activity of minimum 15 hours' duration. - For MSW students, extension/ outreach activity that are part of the curriculum will not be considered.
NPTEL Course *MANDATORY	02	- Credits equivalent to the NPTEL credit will be considered. - One NPTEL course of minimum 8 weeks' duration is mandatory.
MOOC Courses	01	Minimum 45 hours course. Pick courses only from those recommended by the department.

Certificate Course/ Interdisciplinary Course/ Independent Elective/ Vocational Training approved by the Academic Council of SCC	02	· Minimum of 30 hours' duration. · Offered by the department/ Interdepartmental courses
Consultancy	01	· Minimum of 15 hours' duration · Documents such as the invitation for consultancy, and certificates related to consultancy completion must be provided.
Paper Presentations	01	· Paper presentations/ poster presentations / case presentations / business idea presentations/ hackathon/ bootcamp at both external and in-house national/international conferences will be considered. · The student must submit a full-length paper/ Case/ Business Idea · Maximum team of two students.
Publications * MANDATORY	02	· SCOPUS/ WOS publications for Professional Programmes (MBA and MCA) · Full Publications in Conference Proceedings with ISBN number and Peer Reviewed Journals for non-professional Programmes (M.Com, MSW, M.Sc.) · In-house Publications are not counted. · Maximum team of three students.
Note: Apart from the mandatory NPTEL course (2 Credits) and Publications (2 Credits), students may earn their remaining required credits through any of the other approved activities. However, through MOOC courses, a student may earn a maximum of two credits only.		

GRADING SYSTEM

Students are evaluated based on Continuous Assessment and the End Semester Examinations. For grading and classification, the performance of the students is first marked according to the conventional procedure. Marks are then converted into grades and grades into grade points by the ten-point grading system using the following table. The Semester Grade Point Average (SGPA)/Cumulative Grade Point Average (CGPA) shall be computed as

$$\text{SGPA / CGPA} = \frac{\sum (\text{Credits} \times \text{Grade point})}{\sum \text{Credits}}$$

GRADE DESCRIPTION

%of marks in a paper (theory or practical)	Grade Point	%of marks in a paper (theory or practical)	Grade Point
95-100	10	60-64.99	6.5
90-94.99	9.5	55-59.99	6.0
85-89.99	9.0	50-54.99	5.5
80-84.99	8.5	45-49.99	5.0
75-79.99	8.0	40-45.99	4.5
70-74.99	7.5	Less than 40	0
65-69.99	7.0		

Percentage	Alpha sign / Letter	Grade Result / Class Description
90-100	O	Outstanding
80-89.99	A++	First Class – Exemplary
70-79.99	A+	First Class – Distinction
60-69.99	A	First Class
55-59.99	B+	High Second Class
50-54.99	B	Second Class
40-49.99	C	Pass Class
0-39.99	F	Not Completed
	FA	Fail-shortage of attendance
	S	Satisfactory
	U	Unsatisfactory

Semester Result / Grade Description for PG Courses

Percentage	Alpha sign / Letter	Grade Result / Class Description
90-100	O	Outstanding
80-89.99	A++	First Class – Exemplary
70-79.99	A+	First Class – Distinction
60-69.99	A	First Class
55-59.99	B+	High Second Class
50-54.99	B	Second Class
40-49.99	F	Not Completed

DOCUMENTS NEEDED FOR CERTIFICATES

The following are the document/s needed to apply for certificates from College:

(a) Duplicate Marks Card

- Request letter addressed to the Principal.
- The original acknowledgment from the police station for the complaint the applicant has registered regarding missing document
- Affidavit from a notary.
- Fee paid receipt

(b) Consolidated Marks Card (Transcript)

- Request letter addressed to the Principal.
- Photocopy of all marks cards of all semesters
- Fee paid receipt.

(c) Migration Certificate

- Request letter addressed to the Principal.
- Photocopy of all marks cards
- Photocopy of TC
- Fee paid receipt.

(d) Transfer Certificate & Provisional Degree Certificate

- Request letter addressed to the Principal.
- Photocopy of all marks cards
- Eligibility from the office of the COE.
- Fee paid receipt.

(e) Character Certificate, Duplicate ID and Duplicate Hall Ticket

- (i) Request letter addressed to the Principal.
- (ii) Fee paid receipt.

(f) Any other Certificate

Letter specifying the nature of the certificate, addressed to the Principal.

COURSE COMPLETION REQUIREMENTS

Requirement for completion of undergraduate courses:

All undergraduate students must:

- Pass all examinations and other academic requirements as per the curriculum frame work.
- Earn a minimum of 12 additional credits.
- Pass the prescribed foundation courses and open elective papers as instructed.
- Attend and complete the prescribed Life Skills and Professional Skill programme.
- Attend and participate in the social outreach programme for the proposed duration during their course.

Postgraduate Course Requirements:

All postgraduate students must:

- Pass all examinations and other academic requirements as per the curriculum frame work. The student must also achieve the specified percentage of marks.
- Earn a minimum of 08 additional credits.
- Attend and complete the prescribed Life Skills and Professional Skill programme.
- Attend and participate in the social outreach programme for the proposed duration during their course.

Graduate Attributes

Graduate Attributes are the qualities, skills and understandings a university or a college agrees its students should develop during their time with the institution (Bowden, 2000). These generic graduate attributes outline the overarching capabilities that will be developed by students. The following are the graduate attributes which St. Claret College, Autonomous expects its students to achieve by the end of their studies here.

Graduate Attribute 1. Intellectual Rigor: A commitment to excellence in all scholarly and intellectual activities, including critical judgement.

Graduate Attribute 2. Creative and Critical Thinking: An ability to be effective problem-solvers, able to apply critical, creative and evidence-based thinking to conceive innovative responses to future challenges.

Graduate Attribute 3. Team Work: An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.

Graduate Attribute 4. Digital Capabilities: A competence and preparedness for living, learning and working in a digital society.

Graduate Attribute 5. Ethical Practices: A commitment to high ethical standards in social and professional lives and practices and to sustainability.

Graduate Attribute 6. Cultural Competence: An ability to understand, communicate with and effectively interact with people across cultures, being aware of one's own world view, and developing positive attitudes towards cultural differences.

Graduate Attribute 7. Communication Skills: A competence to convey ideas and convictions effectively to a range of audiences for a variety of purposes and contribute in a positive and collaborative manner to achieve common goals.

These Graduate Attributes are attained through various activities designed and implemented in the College such as:

- Curricular activities.
- Co-curricular and extracurricular activities.
- Workshops, seminars, skill development programs .
- Industry-academia Interface.
- Activities of clubs and associations.
- Sports and games.
- Add on and Certificate Courses.
- Campus Community activities and outreach programs.

Calendar of Events for UG students

ODD SEMESTER

Date	Events
01 Jul 2025	Inauguration of the Academic Year for UG I semester
01-05 Jul 2025	Orientation for First Sem Students
07 Jul 2025	Commencement of classes for III Semester UG
15-22 Sept 2025	Mid Sem Examination
06-13 Oct 2025	Makeup Test
13-18 Oct 2025	Pre-Practical Examination
27-31 Oct 2025	Practical Examination
07 Nov 2025	Last teaching Day for I and III Semester UG
8-14 Nov 2025	Study Holidays
15-29 Nov 2025	End Semester Examination
30 Nov -07 Dec 2025	Semester Holidays for students
08 Dec 2025	Commencement of classes for II and IV Sem UG
22 Dec 2025-11 Jan 2026	Christmas Holidays
12 Jan 2026	Classes resume after the Christmas Holidays

EVEN SEMESTER

08 Dec 2025	Commencement of classes for II and IV Sem UG
02-07 Mar 2026	Mid Sem Examination for II and IV Sem UG
23-28 Mar 2026	Makeup Examination
23-28 Mar 2026	Pre-Practical Examination
06-11 Apr 2026	Practical Examination
25 Apr 2026	Last teaching Day for II and IV Semesters UG
26 Apr-03 May 26	Study Holidays for II and IV Semesters UG
04-16 May 2026	End Semester Examination- II and IV Semesters
17 May-05 Jul 26	Semester Break for II and IV Sem students
08 Jun 2026	Results of II and IV Semesters
29 Jun 2026	Reopening for I Sem UG classes
06 Jul 2026	Commencement of classes for III and V Semester UG

Calendar of Events for PG students

ODD SEMESTER

Date	Events
01 Sep 2025	Inauguration of the Academic year for I Sem PG
01-06 Sep 2025	Orientation for I Sem PG
09 Sep 2025	Commencement of Classes for I & III Sem PG
10-13 Nov 2025	Mid-Semester Examination for I and III Sem PG
27 Nov-2 Dec 2025	Makeup Examination
12-17 Jan 2026	Practical Examination
19 Jan 2026	Last Teaching Day for I and III Semesters
20-26 Jan 2026	Study Holidays
27 Jan -10 Feb 2026	End Semester Examination (ESE)
11-22 Feb 2026	Semester Holidays
25 Feb 2026	I and III Semester Results

EVEN SEMESTER

Date	Events
23 Feb 2026	Commencement of classes for II and IV Sem PG
20-23 Apr 2026	Mid-Semester Examination for II and IV Sem PG
06-08 May 2026	Makeup Examination
15-19 Jun 2026	Practical Examination.
20 Jun 2026	Last Teaching Day for II and IV Semester
21-28 Jun 2026	Study Holidays
29 Jun -11 Jul 2026	End Semester Examination (ESE)
12 Jul- 24 Aug 2026	Semester Holidays
31 Jul 2026	II and IV Semester Result
24 Aug 2026	Orientation for I Sem PG
31 Aug 2026	Commencement of classes for I and III Sem PG

Examination Committee and In-charges

Committee	Names	Designation
Exam Committee	Rev. Dr. Thomas Thennadiyil	Principal (Chief Superintendent)
	Rev. Fr. Joseph S.	Vice Principal (Deputy Superintendent)
	Mr. John Binz	Controller of Examination
	Mr. Rathesh	Coordinator of Examination- UG
	Dr. Sharmila	Coordinator of Examination- PG
	Dr. Chinmaya Dash	IQAC Coordinator, Practical Exam Coordinator
	Ms. Angela Jean Mary E.	Senior Faculty, Practical Exam Coordinator
	Mr. Suresh	Custodian- UG
	Ms. Lidia Fernandez	Custodian- PG
	Mr. Thejaswi	Senior Staff
Examination Grievance Cell	Dr. Prashanth	Asst. Professor
	Dr. Fatin	Assoc. Professor
	Ms. Geethu Varghese	Asst. Professor
Examination Malpractice Enquiry Committee	Dr. Safeer Pasha	Assoc. Professor
	Dr. Supriya	Assoc. Professor
	Lt. Dr. Prakash Chandra Behera	Assoc. Professor

ADMINISTRATION Governing Body

	Name	Designation
01.	Dr. Fr. Sabu George, Ph. D.	Chairperson
02.	Dr. Fr. Xavier E. Manavath, Ph. D.	Manager
03.	Rev. Fr. Manoj K.J., M.A.	Administrator
04.	Sri. Ravindra Pai	BU Syndicate Member & Nominee
05.	Smt. Uma Reddy	Industrialist & Vice President, FKCCI: Industry Representative
06.	Mr. Jaijo Joseph	Former Syndicate Member, BNU: Educationist
07.	Rev. Fr. Abraham Patteril, M.A.	Secretary, Claretian Society for Integral Human Development
08.	Rev. Dr. Thomas Thennadiyil, Ph. D.	Principal, Member Secretary & President, CSIHD
09.	Rev. Fr. Joseph S., B. Ed., MSW	Vice Principal
10.	Dr. Chinmaya Dash, Ph. D.	IQAC Coordinator
11.	Dr. Madesh S., Ph. D.	Faculty Representative
12.	Mr. Aswath Narayan, MCA	Office Manager

Managing Committee

01.	Rev. Dr. Xavier E. Manavath., Ph. D.	Manager
02.	Rev. Fr. Manoj Kandathinkara John, MA	Administrator
03.	Rev. Dr. Thomas Thennadiyil, MA, M.Phil., Ph. D.	Principal
04.	Rev. Fr. Joseph S., B. Ed., MSW	Vice Principal

Faculty

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76	Ms. Beulah Praisly V.	MSW, NET, (Ph. D.)	Asst. Prof.	beulah@claretcollege.edu.in
77	Mr. Krishnanunni C. U.	MSW, NET, ICSSR, (Ph. D.)	Asst. Prof.	krishnanunni@claretcollege.edu.in
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MASTER OF BUSINESS ADMINISTRATION

79	Rev. Dr. Sabu George	MBA, M. Phil., NET, Ph. D.	Director	sabu@claretcollege.edu.in
80	Dr. Arijit Roy	MBA, NET & JRF, PGDM, Ph. D.	Head of the Dept.	arijit@claretcollege.edu.in
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82	Dr. Sharmila Fernandes	MBA, PGDHA, PGDIPR, PGDMAP, Ph. D.	Assoc. Prof.	sharmila@claretcollege.edu.in
83	Dr. Sneha Singh	MBA, Ph. D.	Assoc. Prof.	sneha@claretcollege.edu.in
84	Mr. Jayanth H.	M. Com., MBA, KSET, PGDFM, PGDFT, PGDHRM, PGDDM, PGCKS, (Ph. D.)	Asst. Prof.	jayanth@claretcollege.edu.in
85	Dr. Sasmita Panda	MBA, MARD, PGDCA, PGDBIM, PGDMIM, Ph. D.	Assoc. Prof.	sasmita@claretcollege.edu.in
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88	Dr. Robin Brahma	M. Com., NET-JRF, PGDCA, Ph. D.	Asst. Prof.	robin@claretcollege.edu.in

MASTER OF SCIENCE IN PSYCHOLOGY & PSYCHOLOGICAL COUNSELLING

89	Ms. Lidia Fernandez	M. Sc., M. Phil., PGDCP	Coordinator	lidia@claretcollege.edu.in
90	Ms. Lalitha K.	M. Sc., KSET	Asst. Prof.	lalitha@claretcollege.edu.in
91	Ms. Vaishnavi V.	M. Sc., KSET, (Ph. D.)	Asst. Prof.	vaishnavi@claretcollege.edu.in
92	Mr. Saptarshhee Mazumdar	M. Sc., NET	Asst. Prof.	saptarshhee@claretcollege.edu.in
93	Ms. Atheera Ashokan	M.Sc., MAEDU	Asst. Prof.	atheeraashokan@claretcollege.edu.in

MASTER OF COMPUTER APPLICATIONS

94	Dr. Chinmaya Dash	MCA, Ph. D.	Head of the Dept.	chinmaya@claretcollege.edu.in
95	Ms. Nagalambika Swamy	MCA, KSET, (Ph. D.)	Asst. Prof.	nagalambika@claretcollege.edu.in
96	Mr. Sunilkumar S.	MCA, (Ph. D.)	Asst. Prof.	sunil@claretcollege.edu.in

CONTROLLER OF EXAMINATION			
97	Mr. John J. Binze	M. Sc., M. Phil., B. Ed.	COE coe@claretcollege.edu.in

MUSIC			
98	Mr. Nathaniel Ruffus	B. Com.	Music Trainer nathaniel@claretcollege.edu.in

CENTRE FOR SPORTS AND PHYSICAL WELLNESS			
99	Dr. Muniraju M. G.	M. P. Ed., Ph. D.	Physical Education Director muniraju@claretcollege.edu.in
100	Mr. Vinod S. K.	B. Com.	Coach, Basketball vinod@claretcollege.edu.in
101	Mr. Krishnamurthy	Diploma in Coaching	Coach, Football krishnamurthy@claretcollege.edu.in
102	Mr. John Peter	B. P. Ed.	Coach, Volleyball john@claretcollege.edu.in
103	Mr. Shiva Kumar M.	B. Com.	Gym Instructor shivakumar@claretcollege.edu.in

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LIBRARY			
105	Ms. Priscilla Nancy S.	DCA, IATA, M. Lisc.	Librarian priscilla@claretcollege.edu.in
106	Mr. Suresha N.	MA, M. Sc., M. Lisc., NET, (Ph. D.)	Librarian suresh@claretcollege.edu.in

COUNSELLING			
107	Ms. Preethi Jain	M. Sc., B. Ed.	Counsellor counsellor@claretcollege.edu.in

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133	Mr. Ramesh			Driver	ramesh@claretcollege.edu.in

SECURITY STAFF	
145	Mr. Prakash R.
146	Mr. Lawrence D.

ATTENDERS & MINISTERIAL STAFF		
134	Mr. Santhosh Kumara	Ministerial Staff
135	Ms. Ramadevi	Ministerial Staff
136	Ms. Sharada	Ministerial Staff
137	Ms. Kamalamma	Ministerial Staff
138	Ms. Kempadevamma	Ministerial Staff
139	Mr. Ravikumar D.	Ministerial Staff
140	Mr. Anil Kumar T.	Ministerial Staff
141	Mr. Muthu C.	Ministerial Staff
142	Ms. Malamma	Ministerial Staff
143	Mr. Oblesh	Gardner
144	Mr. Narayan S.	Gardner

CLASS MENTORS FOR 2025- 26

BA	I BA	: Mr. Vineeth & Ms. Angela
	II BA	: Ms. Nice Aravind & Dr. Ashok
	III BA	: Ms. Preethi Jose & Ms. Angelin
BBA	I BBA A	: Mr. Rudresh & Ms. Ann
	I BBA B	: Mr. Rohit & Mr. Jose Joseph
	I BBA C	: Mr. Manu & Mr. Pruthvi
	II BBA A	: Ms. Neeta & Mr. Roshan
	II BBA B	: Dr. Narayana & Dr. Guneeta
	II BBA C	: Ms. Cassandra & Dr. Zameer
	III BBA A	: Mr. Shivaprasad & Ms. Simran
	III BBA B	: Ms. Bindu & Ms. Suha
BCA	I BCA A	: Ms. Rashmi B. K. & Mr. Sunil
	I BCA B	: Dr. Latha H. R. & Mr. Sachin Mundackal
	I BCA C	: Ms. Jeya Sudha M & Dr. Siddalingappa Deshmukh
	I BCA D	: Mr. Amit V. Madavi & Ms. Vaishnavi
	II BCA A	: Ms. Mary Joyce Vincia V. & Ms. Athira
	II BCA B	: Dr. Poornima D. & Mr. Krishnanunni
	II BCA C	: Mr. Vysakh V. Mohan & Mr. Saptarshee
	III BCA A	: Ms. Bincy Joseph & Ms. Jayalakshmi R.
	III BCA B	: Ms. Suma N. & Ms. Nagalambika Swamy
B. Com	I B. Com A	: Ms. Samisha & Mr. Vishal Halawai
	I B. Com B	: Ms Suneetha & Dr. Atul Kumar Pandey
	I B. Com C	: Mr. Rathish G. & Dr. Supriya Singh
	I B. Com D	: Ms. Sabeena L. & Mr. Shamanth
	II B. Com A	: Mr. Samuel & Mr. Manjunatha
	II B. Com B	: Dr. Radha T. & Dr. Ashish
	II B. Com C	: Mr. Abin Baby & Dr. Madesh N.
	II B. Com D	: Mr. Sangappa Poojari & Dr. Kumara I.
	III B. Com A	: Dr. Harmeet Matharu & Ms. Shashikala U.
	III B. Com B	: Mr. Akhilesh Gowda & Ms. Nikitha
	III B. Com C	: Ms. Binila B. & Mr. Rathesh
	III B. Com D	: Mr. Vasu V. & Mr. Jayanth

B. Sc	I B. Sc	:	Mr. Kagendra & Ms. Shrutha Prakash
	II B. Sc	:	Ms. Geethu & Mr. Ashok
	III B. Sc	:	Ms. Lakshmi & Lt. Dr. Prakash Chandra Behera
TTM	I B. Com TTM	:	Ms. Raji and Mr. Prashanth
	II B. Com TTM	:	Mr. Chethan
	III B. Com TTM	:	Dr. Siddalingappa Poojari
M. Com	I M. Com	:	Dr. Safeer Pasha
	II M. Com	:	Dr. Fatin
MSW	I MSW	:	Ms. Beulah Praisly
	II MSW	:	Ms. Sherin Jacob
MBA	I MBA A	:	Mr. Niranjana
	I MBA B	:	Dr. Robin
	I MBA C	:	Ms. Johnsy
	II MBA A	:	Dr. Sharmila
	II MBA B	:	Dr. Sasmita
	II MBA C	:	Ms. Bhagyalakshmi
M. Sc	I M. Sc	:	Ms. Lidia (Psychology)
	I M. Sc	:	Ms. Vaishnavi (Psychological Counselling)
	II M. Sc	:	Ms. Lalitha
MCA	I MCA	:	Mr. Sunil

Clubs, Associations, Cells and Committees for 2025-26

IQAC	Dr. Chinmaya Dash (Coordinator), Dr. Harmeet, Mr. Manjunatha, Mr. Rohit, Dr. Ashish, Ms. Jeya Sudha & Mr. Jose Joseph
Staff Coordinators	Dr. Safeer Pasha & Ms. Cassandra
Academic Excellence Committee (AEC)	Ms. Angela (Coordinator), Ms. Beulah, Dr. Radha, Mr. Amith, Dr. Sasmitha, Ms. Suneeta & Ms. Bhagyalakshmi
Institution Time Table	Ms. Angela (Coordinator)
Discipline Committee	Dr. Madesh (Coordinator) Dr. Muniraju, Dr. Harmeet, Ms. Nice, Mr. Niranjana & Mr. Shinil
Social Media & Institutional Photography	Mr. Melwyn & Mr. Tarun
College Website Updation	Ms. Raji, Mr. Vysakh V Mohan, Ms. Nagalambika Swamy & Ms. Jidhu
College Promotion	Lt. Dr. Prakash Chandra Behera, Dr. Arijit (Coordinators), Mr. Shamanth, Dr. Narayana, Mr. Sachin, Dr. Siddalingappa Poojari, Ms. Nikitha & Ms. Vaishnavi
Claretine, Excelsior, Claret Blog	Mr. Pruthvi, Ms. Athira & Ms. Ann Elizabeth
Face-to-Face	Ms. Angela, Mr. Pruthvi & Mr. Manu
TEDx Claret College	Dr. Arijith, Ms. Jayalakshmi & Mr. Samuel
EduClaret Portal	Mr. Rohit, Mr. Amith & Ms. Sumitha S.

Reporting to IQAC: Dr. Chinmaya Dash, Coordinator	
Examination Committee UG (For BU Affiliation Students)	Mr. Manu (Controller of Exams), Ms. Nice (Deputy Controller of Exams), Ms. Samisha, Dr. Poornima, Mr. Thejaswi, Mr. Somashekhar, Mr. Manjunath, Mr. Shinil & Mr. Vijay
Examination Committee PG (For BU Affiliation Students) *only until the end of PG fourth semester exams	Ms. Sherin Jacob (Controller of Exams), Ms. Bhagyalakshmi (Deputy Controller of Exams), Ms. Lalitha, Mr. Thejaswi & Mr. Vijay
Student Welfare Office	Ms. Angela Jean Mary (Coordinator & Student Council Mentor), Ms. Binila, Mr. Chetan, Mr. Kagendra, Mr. Manjunatha, Mr. Rudresh & Ms. Suma
Library Committee Coordinators	Mr. Zameer (Coordinator), Ms. Nancy & Mr. Suresh
Research Promotion Centre	Mr. Jayanth & Dr. Ashok (Coordinators)
IIC & IPR	Dr. Chinmaya Dash (Coordinator)
Alumni Association	Ms. Jayalakshmi R. (Coordinator)
Office of International Relations	Mr. Manu & Ms. Sherin
Centre for Professional Learning (CPL) Internships/ MOOC Courses	Ms. Cassandra (Coordinator)
Professional Skills Development Program (PSDP)	Mr. Abin (Coordinator), Mr. Shivaprasad & Mr. Jayanth
Claret Centre for Community Development	Mr. Rathesh & Ms. Beulah (Coordinators)
Claret Centre for Consultancy & Skills Training	Dr. Chinmaya Dash & Dr. Arijit
CARE- Claret Center for Mental Wellbeing	Ms. Angela & Ms. Lidia (Coordinators) Ms. Suha, Ms. Angelin, Mr. Saptarshee, Ms. Lalitha, Ms. Vaishnavi & Ms. Preethi Jain

Reporting to Student Welfare Office: Ms. Angela Jean Mary E., Coordinator		
SWO In- charge	Club/Associations	Faculty Coordinators
Ms. Suma	Make Up & Cosmetics	Ms. Angelin & Ms. Shrutha
	Art & Décor Club	Ms. Ann & Ms. Bincy
	Literary Club	Ms. Nice & Ms. Athira
	Photography Club	Dr. Robin, Mr. Melwyn & Mr. Tarun
	Public Speaking Forum	Mr. Vineeth & Dr. Fatin
Mr. Kagendra	Centre for Sports and Physical Wellness	Dr. Muniraju, Ms. Angelin, Mr. Krishnanunni & Mr. Ashok A.
	NCC	Lt. Dr. Prakash Chandra Behera, & Ms. Suha
	NSS	Dr. Madesh, Mr. Sangappa P. & Ms. Joyce
	Rotaract Club	Dr. Muniraju & Ms. Rashmi
	Youth Red Cross & Red Ribbon	Ms. Neeta & Dr. Indrabetta
Mr. Rudresh	Ambedkar & Gandhi Study Center	Dr. Siddalingappa Deshmukh & Dr. Ashok
	CSA	Ms. Preethi Jose & Ms. Geethu Varghese
	Consumers Rights Club	Mr. Rathish & Ms. Suneeta
	Current Affairs Forum	Dr. Radha & Mr. Sunil
	Human Rights Club	Ms. Simran & Dr. Guneeta

Ms. Binila	E-Cell	Ms. Sabeena & Mr. Akhilesh
	Leadership Incubation Cell	Ms. Jayalakshmi & Ms. Bindhu
	International & Outstation Students' Forum	Ms. Cassandra & Mr. Vishal
	Women's Empowerment Cell	Dr. Sneha, Dr. Sasmita & Jeyasudha
	Environment Club	Mr. Abin & Ms. Bincy
	Yoga, Aerobics, Health & Hygiene	Mr. Suresha & Ms. Latha
	Cultural Association	Mr. Sachin M. & Ms. Johnsy
Mr. Chethan	Dance	Ms. Samisha & Ms. Joyce
	Fashion & Designing	Mr. Samuel & Ms. Nagalambika
	Music Club	Mr. Rohit & Mr. Vishal
	Street, Theater, Mime & Drama	Dr. Narayana & Mr. Jose Joseph
	Language Club	Ms. Shashikala & Dr. Atul

Mr. Manjunatha	Anti-Ragging Committee	Dr. Christina (Coordinator), Mr. Kagendra, Ms. Binila, Mr. Rudresh, Ms. Suma, Mr. Chetan & Mr. Manjunath
	Equal Opportunities Cell	Mr. Prashanth (Coordinator), Mr. Shivaprasad, Dr. Atul Kumar Pandey. Mr. Somashekhar, Ms. Shashikala & Dr. Robin
	Grievance Redressal Cell	Mr. Vasu (Coordinator), Dr. Safeer, Ms. Cassandra & Ms. Preethi Jain
	Internal Complaints Committee	Dr. Safeer (Coordinator), Ms. Jayalakshmi & Dr. Christina
	SC & ST Cell	Mr. Shivaprasad (Coordinator), Dr. Ashish, Ms. Bhagyalakshmi, Ms. Raji and Mr. Somashekhar.

Department Level in-Charges

Departments	Dep. Documentation Committee	Department Clubs	Research Promotion	Library	Placement	Time Table	Internship MOOC	Extension	Social Media	Alumni	Dep. Bulletin	HC & IPR
	DDC		RPC	LRC	TPC		CPL	CCCD		CAA		HC & IPR
Commerce	Dr. Radha	Ms. Suneetha Ms. Sabena	Dr. Radha	Mr. Abin	Mr. Samuel Mr. Sangappa	Mr. Abin Mr. Akhilesh	Mr. Shanthan	Ms. Binila Mr. Rathish	Ms. Sabena Mr. Samuel	Dr. Harmeet	Mr. Sangappa Ms. Samisha	Mr. Akhilesh
Travel & Tourism Management	Dr. Siddalingappa P.	Mr. Prashanth Dr. Siddalingappa P.	Mr. Rathesh	Ms. Nikitha	Dr. Siddalingappa	Mr. Chethan	Ms. Raji	Mr. Rathesh Ms. Raji	Mr. Prashanth	Mr. Chethan	Ms. Nikitha	Ms. Raji
Management	Mr. Rudresh	Ms. Neeta Mr. Rudresh	Dr. Zameer	Ms. Neeta	Mr. Rohit	Mr. Shriviprasad	Ms. Cassandra	Mr. Shivprasad Dr. Narayana	Mr. Manu	Ms. Bindu	Mr. Manu	Mr. Manu
Computer Science	Ms. Bincy	Ms. Joyce Ms. Suma	Ms. Rashmi	Dr. Poornima D	Mr. Amith	Ms. Joyce	Ms. Rashmi	Ms. JayaSudha Dr. Poornima D	Mr. Vysakh V	Ms. Jayalakshmi	Ms. Latha	Mr. Vysakh V
Sciences	Ms. Geethu	Ms. Geethu Ms. Lakshmi	Mr. Ashok	Mr. Ashok	Ms. Shrutha	Mr. Kagendra T	Ms. Lakshmi	Dr. Lt. Prakash Mr. Kagendra T	Ms. Shrutha	Mr. Kagendra T	Ms. Lakshmi	Dr. Lt. Prakash
Humanities	Ms. Sulha	Ms. Niece Joseph Ms. Shashikala Dr. Atul	Dr. Guneta	Ms. Ann	Ms. Ahira	Ms. Niece	Mr. Vineeth	Ms. Angelin Ms. Shrinan	Ms. Sulha	Ms. Preethi	Mr. Roshan	Dr. Ashok
Languages	Dr. Indrabetta	Ms. Shashikala Dr. Atul	Dr. Supriya Dr. Deshmukh	Mr. Vishal	---	Dr. Madesh	---	---	Mr. Vishal	---	Dr. Ashish	---
Commerce PG	Dr. Fatim	Dr. Fatim	Mr. Manjunatha	Mr. Manjunatha	Mr. Manjunatha	Mr. Manjunatha	Dr. Safeer	Mr. Manjunatha	Dr. Fatim	Dr. Safeer	Dr. Fatim	Dr. Safeer
Management PG	Dr. Sneha	Ms. Susmita	Mr. Jayanth	Dr. Susmita	Ms. Sharmila	Ms. Johnsy	Mr. Niranjan	Dr. Robin	Dr. Arjith	Ms. Johnsy	Ms. Bhagyalakshmi	Ms. Bhagyalakshmi
Social Work PG	Ms. Buelah	Ms. Buelah	Dr. Christina	Dr. Christina	Mr. Krishnamunni	Ms. Buelah	Ms. Sherin	Mr. Krishnamunni	Ms. Sherin	Dr. Christina	Ms. Sherin	Mr. Krishnamunni
Psychology PG	Ms. Lalitha	Ms. Vaishnavi	Mr. Saptarshree	Ms. Lalitha	Mr. Saptarshree	---	Ms. Lidia	Ms. Vaishnavi	---	Ms. Lidia	Ms. Lalitha	Mr. Saptarshree
Computer Science- PG	Mr. Sunil	Ms. Nagalambika	Dr. Chinmay	Mr. Sunil	Dr. Chinmay	Mr. Sunil	Ms. Nagalambika	Mr. Sunil	Ms. Nagalambika	---	Ms. Nagalambika	Dr. Chinmay
Admin	Ms. Jeniviv	---	---	---	---	---	---	---	---	---	---	---

DDC- Department Documentation Committee

RPC- Research Promotion Centre

LRC- Library and Resource Centre

TPC- Training and Placement Centre

CPL- Centre for Professional Learning

CCCD- Claret Centre for Community Development

CAA- Claret Alumni Association

IIC & IPR - Institution Innovation Council & Intellectual Property Rights

TIME TABLE - ODD SEMESTER

Day/Time	09.00 TO 10.00	10.00 TO 11.00	11.00 TO 11.15	11.15 TO 12.15	12.15 TO 1.00	1.00 TO 2.00	2.00 TO 3.00	3.00 TO 4.00
Monday			BREAK					
Tuesday					LUNCH			
Wednesday								
Thursday								
Friday								
Saturday								

TIME TABLE - EVEN SEMESTER									
Day/Time	09.00 TO 10.00	10.00 TO 11.00	11.00 TO 11.15	11.15 TO 12.15	12.15 TO 1.00	1.00 TO 2.00	2.00 TO 3.00	3.00 TO 4.00	
Monday			BREAK						
Tuesday					LUNCH				
Wednesday									
Thursday									
Friday									
Saturday									

CLASS TIMINGS

MONDAY TO FRIDAY

09.00 a.m. to 04.00 p.m.

SATURDAY

09.00 a.m. to 1.00 p.m.

COLLEGE OFFICE WORKING HOURS

MONDAY TO FRIDAY

08.30 a.m. to 01.00 p.m. (Pre-Lunch Session)

01.00 p.m. to 01.30 p.m. (Lunch Break)

01.30 p.m. to 04.00 p.m. (Post Lunch Session)

SATURDAY

08.30 a.m. to 01.30 p.m.

COLLEGE OFFICE SERVICE TIME FOR STUDENTS

MONDAY TO FRIDAY

08.30 a.m. to 09.00 a.m.

11.00 a.m. to 11.15 a.m.

12.15 p.m. to 01.00 p.m.

03.00 p.m. to 04.00 p.m.

SATURDAY

08.30 a.m. to 09.00 a.m.

11.00 a.m. to 11.15 a.m.

1.00 p.m. to 01.30 p.m.



*Nurturing Values and
Excellence*



St. Claret College

AUTONOMOUS | BENGALURU

NAAC A+ Accredited | AICTE Approved | Affiliated to Bangalore University

NURTURING VALUES AND EXCELLENCE

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