

St. Claret College

Bengaluru - 13

Permanently Affiliated to Bangalore University
Recognized under Section 2 (f) & 12 (B) of UGC Act 1956
Served by the Global Network of Claretian Missionaries

Student Handbook

2021-22



Nurturing Values and Excellence

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's
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.

St. Claret College

Jalahalli, Bengaluru - 560 013



Student Handbook

2021-2022

Our Foundation





St. Clare's College

Jalahalli, Bengaluru - 560 013

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



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 Saint Claret College (SCC) 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 and the teaching faculty and the administrative and ministerial 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 Missionary Fathers.

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 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 66 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 30 educational institutions, which include schools, colleges and institutes of higher learning.

Brief History

St. Claret College (SCC) was established in 2005 by the International Missionary Congregation of Claretians who manage two universities and over 150 educational institutions in 66 countries around the world. Starting with two programs, now the college has many Undergraduate and Post-graduate programs and over 2000 students. The Bengaluru campus is managed by St. Claret Educational Society established with the aim of providing holistic and quality education to the people in and around North Bangalore. The campus shelters three other educational institutions: St. Claret School, Anthony Claret (AC) School and St. Claret Pre-University College, St. Claret Evening college, St. Claret Institute of Mangement. Moved by the spiritual genius of St. Anthony Mary Claret, its patron, and supported by the robust Christian intellectual tradition, St. Claret College 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 is recognized by UGC, permanently affiliated to Bangalore University. Students bag university ranks on a regular basis and the number of championship 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, 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 easily accessible from all parts of the city. Situated in a serene and picturesque campus, St. Claret College enjoys a refreshing atmosphere, conducive for serious academic pursuits and professional training.

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 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. Fees once paid will not be refunded under any circumstances.
 - b. The students shall keep the 'Student Copy' of the payment challan for future reference.
 - c. A student joining the college after the commencement of the academic year shall pay the full fees for the year.
 - d. 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 Under Graduate 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/ skype 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 PU (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) HIV Negative Certificate
- 4) Residential Permit issued by the Commissioner of police

Eligibility for Admission (Post Graduate):

M.Com.

Applicants need to have 50% or above marks in aggregate in B. Com or BBA from any recognized university. 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 Bachelor's Degree in Social Work (BSW) or Bachelors of Arts (BA) with 50% in aggregate of all subjects (45% for SC/ST and category I candidates), of Bangalore University or any other university from India, considered as equivalent thereto are eligible for admission to MSW course.

Attendance

1. As per the Bangalore University norms, 80% attendance in each subject is the minimum requirement for examination eligibility. However, as part of its academic culture, SCC holds it mandatory that every student shall put in at least 85% of actual attendance in each paper. Failure to achieve 85% of attendance will invite suitable censures.
2. Students with attendance below the required level will not be permitted to appear for the university examination.
3. Application for leave of absence may be rejected by the mentor/Vice-Principal/Principal if he/she is not satisfied with its genuineness and the request will be considered only if the overall attendance is above 85%.
4. If a student fails to attend classes without sufficient reason and prior permission as mentioned above, suitable actions will be initiated. **If a student fails to qualify for any two end-semester university exams due to shortage of attendance, the student will be required to leave the institution.**
5. A student who is absent from classes for two weeks or more continuously without the written permission of the principal/vice-principal will be considered to have left the College.
6. If a student takes leave / is absent on the day of CIA exams, he / she will lose those marks.
7. For attendance regularization, student will have to follow these procedures:
 - Inform the mentor via **EDUMERGE** when the student falls ill.
 - Within two days of coming back to college, collect Grant of attendance form (Yellow form) from office. Attach medical certificate and prescription with the signatories of Parent / Guardian and Mentor and submit to the concerned authority.
 - Sick leave will be given only for those who were absent for more than two days. Only 75% of the attendance will be given. Student will have to sit in the library after class hours and make up attendance for the remaining days lost.
 - For more than two days, concerned authority is Principal / Vice Principal.

The leave is sanctioned only on medical grounds and any other leave claimed will not be considered for the attendance.

Regulations of Bangalore University Regarding Attendance

1. Each semester shall be taken into consideration for the purpose of calculating attendance.
2. A student shall be considered to have completed a semester if he/she attended not less than 80% of the number of working periods in each of the subjects of study during the said semesters and if his/her conduct and progress have been satisfactory.
3. The attendance is presented to the students at the end of every month.

All the students and parents are provided access to the Information Management System linked to the college web: **www.claretcollege.edu.in** to keep track of the attendance and internal assessment marks.

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 NAAC has made IQAC mandatory for institutions following their first accreditation, SCC mandates it for itself, in tune with its uncompromising commitment to quality and excellence.

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 Bench marks 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.

UGC Recognition

In compliance with the UGC requirement for quality assurance, the institution is also recognized under Section 2(F) & 12(B) of UGC Act 1956 and permanently affiliated to Bangalore University.

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 a quarterly News Bulletin of the events in the college.
- 3) **E-Waves** is the e-journal of the department of Sciences.
- 4) **The Lantern** is the lab journal of the department of Journalism.

The digital copies of these publications are also available on the college website.

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 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.

College Student Council

Category	Name	Class
College Captain - Boy	Mr. Srinivas R.	III B. Com TTM
College Captain - Girl	Ms. Jyothis Joy	III BCA
College Cultural Captain - Boy	Mr. Jayaprakash B.	III BBA
College Cultural Captain - Girl	Ms. Florence Kukkiyar Royachan	III B.Com
College Sports Captain - Boy	Mr. Wilson Raj	III BA
College Sports Captain - Girl	Ms. Praisya A.	III B. Com

Department Student Council

Department/ Course	Category	Name	Class
B. Com	Department Student Captain - Boy	Mr. M. Rahul	III B. Com
	Department Student Captain - Girl	Ms. Archana Biju Kumar	III B. Com
	Department Student Secretary	Ms. Hema B.	II B. Com
B. Com TTM	Department Student Captain - Boy	Mr. Clement Denis A	III B. Com TTM
	Department Student Captain - Girl	Ms. Fathima N A	III B. Com TTM
	Department Student Secretary	Mr. Kiran A	II B. Com TTM
BCA	Department Student Captain - Boy	Mr. Manish G	III BCA
	Department Student Captain - Girl	Ms. Priyanka P	III BCA
	Department Student Secretary	Mr. Aryan Rai V	II BCA
B.Sc.	Department Student Captain - Boy	Mr. Abel Varghese George	III B.Sc.
	Department Student Captain - Girl	Ms. Catherine Josen	III B.Sc.
	Department Student Secretary	Ms. Sinchana R	II B.Sc.
BBA	Department Student Captain – Boy	Mr. Dhananjay Pratap Singh	III BBA
	Department Student Captain - Girl	Ms. Mayola D Souza	III BBA
	Department Student Secretary	Mr. Abhishek Joseph	II BBA
BA	Department Student Captain - Boy	Mr. Mohan	III BA
	Department Student Captain - Girl	Ms. Blessy Johnson	III BA
	Department Student Secretary	Mr. Tarun	II BA

B. Student Welfare Office

The Student Welfare Office of St Claret College was established in the year 2019 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 6 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. Kalaprabhitha (Cultural and Arts) Award

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

5. Kreedarathna (Sports) Award

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 Kreedarathna award.

6. Sangeetprathibha (Music) Award

The best music talent from the graduating batch receives the Sangeetprathibha 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.

Post-graduate 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 all-round performance- in academics, co-curricular and extracurricular activities, extension activities and other contributions to the department and the college - are taken into account to determine the Best Outgoing Student.

3. Vishesh Prathibha Award

The best talent in arts, cultural events, music, literature and/or in sports from the PG batches receives the Vishesh Prathibha award.

4. The Spirit of Claret Award: For Outstanding Community Service

The best student in extension activity and community service from the PG batches receives the Spirit of Claret Award.

E. Clubs, Cells, Centers, and Committees

The Clubs, Cells, Centers and Committees in St. Claret College 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.

1. Business Club

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.

2. Management Club

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.

3. Cultural and Arts Club

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

Your extracurricular experiences are just as important as what you learn in the classroom. The primary objective of the arts club is to provide a platform for your creativity. The Arts club helps the students to nurture their skills in paintings, drawings, craft works. Activities may include pencil sketching, oil pastel drawings, glass painting, making of crafts items etc. Discussion on famous artworks through history maybe encouraged. Students can also explore art as a career objective.

4. IT Club

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. Sports Club

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.

6. 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.

7. Humanities Club

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

8. Tourism Club

Tourism Club is formed with the objective of creating awareness among the students about tourism activities and to help them discover and develop their potential in tourism business. Through various activities, the club enhances the soft skills of its members and trains them in functional areas of tourism to enable them to improve their accountability, productivity and customer services. The club seeks to increase awareness within the college community of the scope and importance of hospitality and tourism as a worldwide industry. It is a forum for Claretines to develop relations with business world through visits, internships, and interactions. All the students

of B.Com Travel and Tourism are ipso facto members of the Tourism Club.

9. Science Club

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. 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.

11. 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.

12. 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.

13. 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 of the St. Claret community. 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 includes all the activities that are done for preserving and improving as well as maintaining sound health.

14. 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.

15. Young Communicators Club

The Young Communicator's Club, the youth wing of the Public Relation Council India and chapter of St. Claret College provides strong support to the youth community of Claret College under a single non-political and non-Governmental communication umbrella to help facilitate effective communication, bring in leadership movement and help groom the students into responsible citizens of the country. Social media workshop, documentary filmmaking and add making are some of the activities which are part of the club.

16. Youth Red Cross & Red Ribbon Club

The Indian Red Cross is a voluntary humanitarian organization having a network of over 1100 branches throughout the country, providing relief in times of disasters/emergencies and promotes health & care of the vulnerable people and communities. The Mission of the Indian Red Cross is to inspire, encourage and initiate at all times all forms of humanitarian activities so that human suffering can be minimized and even prevented and thus contribute to creating more congenial climate for peace.

Red Ribbon Club (RRC) Programme is a voluntary on-campus intervention, aimed at heightening the risk perception and preventing HIV among youth. Red Ribbon Clubs have become a powerful medium to reach out to young people. RRC empower students in the age group of 17-25, by giving them information and life-skills to protect themselves from

HIV/AIDS and changing the most active among them into peer educators. The main objective of the club is to induce among youth the spirit to help and support people living with HIV/AIDS thereby reduces stigma and discrimination against PLHIVs. Also, to motivate youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.

17. Consumer Rights Club

The consumer rights club of St. Claret College 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. The club was started in the year 2020-2021. It also instil the consciousness, confidence to question violation of consumer rights.

18. Heritage Club

The Heritage Club of St. Claret College was set up with the motive of creating awareness and participation in heritage related activities among the students. Every student who becomes a member of heritage club is motivated to participate in heritage conservation and to learn more about their local and natural heritage.

19. 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.

20. 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.

21. Journal Club (M.Com)

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.

22. Public Speaking Club

The SCC- Public Speaking Club seeks to refine the communication skills of young students who desire to be good public speakers. The Club intends to support students' varied communication development needs. These include supporting them to get over their stage fright, become impromptu speakers and sharpen their abilities to think on their feet effectively. Structured sessions with constant guidance in a supportive environment form the core elements of the club.

23. The Anti – Human Trafficking Club

The Anti – Human Trafficking Club of St. Claret College 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 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.

24. International Students' Forum (ISF)

SCC has established International Students' Forum (ISF) for the international 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 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.

25. Christian Students Association, Catholic Claretines Association & AICUF

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 AICUF (All India Catholic Union Federation) will be a part of Karnataka Chapter. The motto of AICUF , “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).

26. Claret Kannada Academy

The Claret Kannada Academy of St. Claret College has an historical significance among the Kannada students. The Kannada Academy has conducted various programmes such as talks and lectures by prominent Kannada writers, workshops and cultural camps to places of literary and cultural significance. Claret Kannada Academy organises two important Programmes – Kannada Rajyotsava, an intra-collegiate program for the college students and Spoken Kannada Classes for Non Kannada faculties and students of the college. The English saying, 'Think globally, act locally' instils the order of seeing the world through the eyes of Kannada, in the minds of students. Kannada Academy has also been conducting several National Seminars as a means of raising awareness on social, political and economic issues.

27. 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.
- i. Understand themselves in relation to their community.
- ii. Identify the needs and problems of the community and involve them in problem-solving.
- iii. Develop among themselves a sense of social and civic responsibility.
- iv. Utilise their knowledge in finding practical solutions to individual and community problems.
- v. Develop competence required for group-living and sharing of responsibilities.
- vi. Gain skills in mobilizing community participation.
- vii. Acquire leadership qualities and democratic attitudes.
- viii. Develop capacity to meet emergencies and natural disasters.
- ix. 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.

28. National Cadet Corps (NCC)

The NCC at St. Claret College 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.

29. 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. Students are the greatest natural resource and the Cell intends to nurture them, provide them with opportunities for excellence. 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.

30. 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.

31. 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.

32. Students Research Cell

The main aim of Students Research Cell is to inculcate research attitude in the students. It enables students to develop scientific thinking and enriches their knowledge on the subject. The Students Research Cell make the students become more familiar with the advanced literature in their field of study, frame title, objectives, hypothesis, learn basic statistical tools using SPSS and prepare a quality research article. The cell also aims at equipping students with presenting papers in Department/State/National/International level conferences.

33. 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.

34. 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.

35. Placement and Career Guidance Cell (PCGC)

The college is committed to get the best placements for its meritorious students in reputed industries and corporate groups. The Cell is responsible for approaching the prospective companies and other agencies and also to prepare the students to face the placement programme. The cell 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, Hucon Software, Wipro, TCS, Cognizant, DXC Technology, Square yards, Biju's, SLK Software, EY, Cultfit, Amazon, Mindtree, Atos, London Stock Exchange group, Accenture, Target, Dell, Dream Gain, Hp Inc, Delux and Sudlife star Union Dai- Ichi.

36. Gandhi Study Centre

Gandhi Study Centre at St. Claret College takes an initiative to create 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. It also helps the present generation to disseminate the thought and message of Mahatma Gandhi by conducting various activities.

37. Dr. B. R. Ambedkar Study Centre

St. Claret College in association with Bangalore University established Dr.B.R. Ambedkar's Study Centre to keep alive the vision and progressive

ideas of Babasaheb Dr.B.R Ambedkar, one of the great architects of our nation. The Centre was inaugurated by the Director of Dr.B.R. Ambedkar Study Centre, Bangalore University, Dr. Siddlingaiah on 9th February 2016. An Ambedkar Study Corner was also inaugurated in the auditorium. The Ambedkar Study centre plans to create awareness regarding the lasting relevance of Dr. Ambedkar as we believe that it gives students the chance to discover themselves. The club aims at promoting studies and research on Dr. B.R. Ambedkar.

38. Claret Center for Professional Skills Development

Claret Centre for Professional Skills Development enhances 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 center also provides guidance for Competitive Examination with a view to induce general reading, general observation and thinking power for reasoning and courage for facing various competitive examinations. The center provides guidance in various examinations such as SET/NET, Defence services, Banks, Railways, Public sectors and corporate etc.

39. Claret Centre for Community Development

The Claret Centre for Community Development (CCCD) is the social extension wing of Saint Claret College. 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.

40. Claret Blog

Blogs allow you to have a voice and be heard. It's a great way to share your thoughts and musings with the world around you. The best part about it is the opportunity to hone your passion in writing even while keeping the readers engaged. For those who love the written word, Claret Blog offers a dedicated page to showcase their writing style, opinions, dreams and ambitions.

41. Internal Complaints Committee

St. Claret College 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 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 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 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

SL	Name	Position	Email
1	Dr. Christina H., Faculty	Presiding Officer	christina@claretcollege.edu.in
2	Mr. Clement , Faculty	Member	clement@claretcollege.edu.in
3	Ms. Whidhula Shine, Non - Teaching	Member	whidhula@claretcollege.edu.in

42. Anti- Ragging Committee

St. Claret College 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

SL	Anti- Ragging Committee Member	Email
1	Rev. Dr. Thomas V. Thennadiyil, CMF	principal@claretcollege.edu.in
2	Ms. Teresa Jerry Wilfred, Counsellor	teresa@claretcollege.edu.in
3	Ms. Tina Martin, Admin Officer	tina@claretcollege.edu.in
4	Mr. Varkey Mathew, Office Manager	varkey@claretcollege.edu.in

Anti- Ragging Squad

SL	Squad Members	Email
1	Mr. Rathish G, Asst. Prof (Commerce)	rathish@claretcollege.edu.in
2	Mr. Uday, Admin Staff	uday@claretcollege.edu.in
3	Mr. Suresha, (Librarian)	suresh@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.

F. Facilities and Programs for Student Welfare

1. Library

The lifeline of an educational institution is its library. St Claret College 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 05:00 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: Text books placed in the stack section are issued for 10 days and they can borrow 3 books in 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 of the book cost be paid to the librarian.

- Teaching/Non-teaching staff should return the book on the last working day of the semester.
- Students who have taken up CA/ICWA courses are eligible for 5 books (3 core paper books and 2 books related with CA/ICWA 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 general section and novels are issued to students.
- Books from the reference rack are to be used only in the library and replaced properly accordingly where you have taken.

- Reference books are not issued to students. An overnight issue is possible on request.
- Projects are for reference in the library.
- The students should not stand in the lobby. As soon you enter the main entrance, bags should be placed in the bag area and get inside immediately.
- No books/periodicals/newspapers other than the ones issued against one's library cards are allowed to be taken outside the library.
- Do put back the newspaper /magazines/Journals from the place where you have taken.
- Books once taken in the library ID should not be brought inside the library unless it's for returning.
- Students can use the Laptop in the Laptop area.
- When you come inside the library, kindly come with your personal note, pen etc. This will avoid too many moving of in and out in the library hour.
- Kindly register your books for borrowing before 5 minutes of the bell, before you leave.
- Student should leave the library during the lunch, interval and last hour only after the bell rings. When the students have the next hour class, kindly leave before 3 minutes.
- 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.

2. 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.

SCC Library has Institutional Membership with Bangalore University. It has also subscribed to online e-resources such as INFLIBNET, DELNET and MINTBOOK.

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.

Knimbus

SCC Library has subscribed to Knimbus to access e-resources. The embedded remote access feature of Knimbus makes all resource links in the e-Library including A-Z e Catalog, Browse, Search and Remote Access pages work seamlessly whether the user is on campus or somewhere else and requires zero setup by the users. Knimbus m-Library provides a one-stop solution with integrated tools like Off- Campus Access, Universal Search, Mobile App, Librarian Dashboard and Reporting so that the students can seamlessly access the digital resources anytime, anywhere and on any device.

Edumerge

The Edumerge App provides SCC a communication & 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 the notices of the college. Edumerge also provides a tile-based layout for each functional area. This makes it easy for the students to navigate through the app.

Get 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.

Send Notifications

The office can send instant notifications to all Parents & staff or students Groups through Edumerge. There is no limited on the alerts on events, notices, academic details, dues etc that can be sent. Features of Edmerge are enabled for Institution's Administration Team.

Learning Center

The students can get access to the content shared by the teacher through the Learning Center in Edumerge. 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. 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.

6. 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

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 Minorities cs)
- 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 fund)
- 7) Ministry of Home Affairs (Prime minister scholarship scheme for central armed police forces and Asaam 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)

7. 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.

8. 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.

9. 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.

10. Alumni Association

The institution has a strong 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.

11. Canteen Facilities

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

- Canteen attached to the PU College
- St. Claret Kiosk attached to the Degree College

12. Divyangan facilities

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

13. 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.

14. Other Facilities

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

G. Add on/ Diploma Programs

SCC provides a number of Add on/ Diploma 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. Data Analysis using SPSS & AMOS

The add on programme of Statistical Package for the Social Sciences (SPSS) and Analysis of a Moment structures (AMOS) software's was initiated by the St. Claret College with the aim to equip the students to become better researchers with a thorough understanding of the most popular data analysis software packages. The syllabus of the programme includes the basics of research, beginning of SPSS, Parametric, Non-parametric and Multi-variate analysis as well as AMOS. The programme includes practice sessions and theory classes. The hands on training sessions is helpful for the students to understand the concepts clearly and to practically apply them on their own.

2. Digital Marketing

The Digital Marketing course which is an add on certified program which will be conducted for the students of III year BBA. The course is open for the students irrespective of the electives chosen. In the course of Digital marketing, students will be trained to market products or services using digital technologies, mainly on the Internet, but also including mobile phones, display advertising, and any other digital medium.

The course module comprises of methods such as search engine optimization (SEO), search engine marketing (SEM), content marketing, influencer marketing, content automation, campaign marketing, data-driven marketing, e-commerce marketing, social media marketing, social media optimization, e-mail direct marketing, Display advertising and e-books.

3. Soft Skills Training

The soft skills course which is an add on certified program which will be conducted in the even semester for the students of 1st year BBA. The course aims at toning the soft skills of the students so that they can confidently face interviews, events, activities and also the corporate world. The course will run through twenty sessions which is spread throughout the semester. The course comprises of modules such as effective public speaking, presentation skills, time & stress management, grooming, skills required for interviews and professionalism. The sessions will be conducted by experts in the respective fields.

4. Certificate Course in Indian Equity Market

The objective of this course is to familiarize students with the understanding of Savings, Investment, Speculation, Global & Indian Economic climate. Investment opportunities - IPOs, Secondary markets, Debentures, Bonds, Fixed Deposits. It also gives them a clear understanding about the working and functioning of live market.

Highlights of the Course

- Trains the students in knowing the stock movements.
- Prepare the participants to trade and expose them to on line trading.
- Software will be used in class to explain the price movements in stocks.

5. Tally with GST

Tally course gives an overview of the tally basics along with hands on experience. It gives comprehensive knowledge on GST and GST filing. The course provides conceptual knowledge and application skills in the domain so that the students are in par with the industry standards locally and in the global arena. The unique characteristic of Tally course is the curriculum and the framework which gives an overall idea on the various accounting and financial dimension of the business.

6. Advanced Excel

Microsoft Excel is a spreadsheet program used to record and analyse numerical and statistical data. The course is offered to third year students Microsoft Excel provides multiple features to perform various operations like calculations, pivot tables, graph tools, macro programming, etc. It is compatible with multiple OS like Windows, macOS, Android and iOS.

The objective of this course is to train them on advanced aspects of excel. It will facilitate students to work on excel sheets quickly. This course also gives an idea and increases the chances of employability of the students. Students who complete this course will have an edge over the others.

Highlight of the Course

- Trains the students on basics of excel.
- Students can easily work on excel spreadsheet.
- It increases the effectiveness of reports and presentations.
- Train the students to prepare reports in a systematic way.

7. Certificate Course in Gender Studies

The certificate course is offered to the social work students in order to help them differentiate between the concepts of Sex and Gender, its implications and how these concepts intersect and operate in their daily lives.

The course will orient the students towards

- Developing a conceptual understanding of 'Gender' and 'Sex', its differences and implications.
- Develop conceptual understanding and understand significance of 'Gender socialization' and Gender main streaming.
- The threats to UN SDG 5 (Sustainable Development Goal related to women empowerment) in a COVID-19 world.
- Developing a gender lens/perspective when engaging with Media and Literature.

8. Communication skills and Employability

The ability to converse in English opens the doors to employment in various sectors. The program has been designed keeping in mind the present language levels of the target segment and the spoken English requirements of potential employers. The programme aims to give learners the confidence to use English in contexts such as retail, customer service, travel and hospitality, financial services and job interviews.

Objectives of the Course

- Improves levels of English teaching and learning among the student's community through a network of NGOs.
- Develop a sustainable and scalable model for delivering relevant English Language Skills to targeted youth to enhance their employability.

9. Business Analytics

Business analytics is a powerful tool in today's marketplace. Across industries, organizations are generating vast amounts of data which, in turn, has heightened the need for professionals who know how to interpret and analyze that information. In light of this trend, gaining an in-depth understanding of business analytics can be a way to advance your career and make better decisions in the workplace.

Objective of the course

- More Informed Decision-Making.
- Improved Operational Efficiency.

10. Entrepreneurship Development Skills

Entrepreneurship Development Skills which helps in developing entrepreneurial abilities. The skills that are required to run a business successfully is developed among the students through this programme. Sometimes, students may have skills but it requires polishing and incubation. This programme is perfect for them. This programme consists of a structured training process to develop an individual as an entrepreneur. It helps the person to acquire skills and necessary capabilities to play the role of an entrepreneur effectively. ED skills are not just a training programme but it is a complete process to make the possible transformation of an individual into an entrepreneur. This programme also guides the individuals on how to start the business and effective ways to sustain it successfully.

Objectives

- To motivate a person for entrepreneurial career.
- To make capable of perceiving and exploiting successfully opportunities for enterprises.

11. Certificate Course in Macroeconomics

This course is being started this academic year 2020 with the objective of making students aware of the Macroeconomics fundamentals so that they are in touch with the economic situation of the country.

12. Certificate course in Search Engine Optimisation and Online Marketing

SEO stands for "search engine optimization." In simple terms, it means the process of improving your site to increase its visibility for relevant searches. The better visibility your pages have in search results, the more likely you are to garner attention and attract prospective and existing customers to your business. The Department of Commerce is conducting an in-house certificate program for the second year students who would like to establish their online business. The course module includes search engine marketing, Facebook marketing, Twitter Marketing and IG marketing.

13. Certificate program on IELTS

Global connectivity and survival have emerged as one of the biggest challenges today. It's very important for an individual to be globally competent these days. Keeping in mind the challenge faced by individuals to be fluent and effective in oral and written communication in order to be recognised and accepted by thousands of institutions around the world, including companies, universities, professional bodies, and government agencies department of Commerce planned to come up with a training program for the students who would wish to improve and compete globally.

Objective of the course

- Improve listening, speaking, academic reading and writing skills.
- Develop test-taking strategies for the IELTS tests.
- Improve IELTS test scores in all the four skills.

14. Certificate program on Basics of Mutual Funds

Having money and keeping it idle is of no use. We need to understand what to invest, when to invest and how to invest. To understand and adherence to a basic principle of investing: Don't put all your eggs in one basket, students need to understand how to build up portfolios in order to decrease and minimise the risk of loss from any one of those investments.

Objectives of the course

- To Keep Money Safe.
- To Help Money Grow.
- To Earn a Steady Stream of Income.
- To Minimize the Burden of Tax.
- To Save up for Retirement.
- To Meet your Financial Goals.

15. Certificate course in Fundamentals of Capital Market

The Department of Commerce in association with Finmark association is conducting a certificate program for the second year students. The course offers wide range of insights to the students on preparing for success in the capital market with practical learning along with conceptual understanding. It increases the financial literacy among the fresh graduate students. The students also learn the nuances of financial modelling and valuation techniques with this course.

16. Certificate Course in Business Correspondence and Etiquettes

Business Correspondence and Etiquettes is an in house certificate program designed by the Department of Commerce for the first year students. Business correspondence means the exchange of information in a written format for the process of business activities. Business correspondence can take place between organizations, within organizations or between the customers and the organization. The correspondence refers to the written communication between persons. In order to make the students corporate ready, the program is designed for the first year students keeping in mind the skill development initiated by the college.

17. Certificate course in 'Fundamentals of Accounting'

Fundamentals of accounting aids the students of both commerce and non-commerce backgrounds. They can enhance their knowledge on the purpose of financial statements, its uses and its effectiveness in decision making. Students can familiarise themselves with the users of such reports and also about accounting debits and credits. It will help students to learn basic financial and management accounting. Techniques, understand the importance of Profit & Loss account, learn how to assess the profitability of different types of investments, key financial indicators, principles of budgeting and get an understanding of how accounts help in process.

18. Certificate Course in Stock and Commodity Markets

The course on Stock and Commodity Market is designed to train the second year B. Com students on topics such as Savings, Investment, Speculation, Global & Indian Economic climate, Investment opportunities in IPOs, Secondary markets, Debentures, Bonds, Fixed Deposits. It aims to give them a clear understanding about the working and functioning of live market. It is open to all Commerce students.

Highlight of the Course

- Trains the students in knowing the stock movements.
- Prepare the participants to trade and expose them to online trading.
- software will be used in class to explain the price movements in stocks.

19. Certificate Course in GST

The course on Basic knowledge and important aspects in Goods and Services Tax (GST) is designed to train third year B. Com students on the system of indirect taxation in India merging most of the existing taxes into

single system of taxation. GST would be a comprehensive indirect tax on manufacture, sale and consumption of goods and services throughout India, to replace taxes levied by the Central and State Governments. In order to give sufficient practical knowledge of GST, the course has been structured and it is open to all commerce students.

Highlight of the course

- History and introduction
- Effects of GST
- Legislation and law
- Proposed regime GSTN
- Migration of the existing taxpayers to GST regime
- Practical training on the important GST aspects

20. NET/KSET Training

The PG Department of Commerce offers training for Competitive exams to prepare candidates for appearing in KSET/NET examination, so that sufficient number of candidates becomes eligible for Lectureship /Junior Research Fellowship in the University system and to pursue their higher studies in doctoral programs. The 40 hours programme includes practice sessions as well as theory classes.

21. Diploma in Soft Skills & Personality Development (SSPD)

The Diploma in Soft Skills and Personality Development is offered by the Department is a skill-oriented certificate program. The 30-hour program covers a wide array of skills ranging from intra vs interpersonal skills, to the essential Corporate Skills such as Public speaking, Stress Management, People Skills, Time Management, Leadership & Negotiation skills and so on. The classes are handled by Industry and Personality training experts with greater emphasis on application oriented training.

22. Reasoning & Aptitude Training

The Department of Commerce (PG) offers add on programme on Reasoning & Aptitude to equip the students to ace their aptitude round of interviews. Several companies in the Accounting, Finance, Banking, HR, Marketing & IT sectors conduct aptitude tests as part of their interview process to test the analytical and logical reasoning abilities of the candidates. The course is designed to cover all the necessary skills required to crack the Aptitude round and help the students to get their dream job.

23. Digital Marketing

The course on Digital Marketing is designed for the students of third year BBA in the odd semester. The course is open for the students irrespective of the electives chosen. It is conducted by Aquire and Accord Solutions LLP. In the course of Digital marketing, students will be trained on market products or services using digital technologies, mainly on the Internet, but also including mobile phones, display advertising, and any other digital medium. The course module comprises of methods such as search engine optimization (SEO), search engine marketing (SEM), content marketing, influencer marketing, content automation, campaign marketing, data driven marketing, e-commerce marketing, social media marketing, social media optimization, e-mail direct marketing, Display advertising and e-books.

24. Workforce Skills

The course on The Workforce Skills course is an add on certified program which will be conducted by the Faculty of St. Claret College, for the students of third year BBA in the even semester. In this course students will be equipped and trained with business skills needed to be successful in the workplace. The courses are designed to provide management students with the tools needed to do their jobs efficiently and effectively before and after graduation. The course module comprises of research as a career, researcher's skill, referencing methods, plagiarism tools, excel essentials, email etiquettes, personal etiquettes, CV, Cover Letter and LinkedIn-Importance of Networking.

25. Basic Computer Skills

The course on Basic Computer Skills is designed to train first year MSW students/social work trainees, on basic computer literacy skills to equip them for a successful professional experience in the future. The course syllabi will cater to the needs of the students when they undertake their presentations and studies which require basic computer knowledge. The course will ensure that the students learn the basics and are familiar with them before advancing to the next stage. The knowledge gained will allow students to apply their knowledge successfully during their field placements and internships as well.

26. Advanced Computer Skills

The course on Advanced Computer Skills is designed to train second-year professional social work trainees /students who have completed their basic

computer literacy to an advanced level. The course syllabi will cater to the needs of MSW students when they undertake their research dissertation projects, an essential requirement of their course. Students will be able to apply knowledge of the application of various functions and formulas in their work as well and thereby be workplace ready.

27. Certificate Course in Spoken Hindi and Kannada

The course on Spoken Hindi (Varta) and Spoken Kannada is a unique programme designed to enhance the communication skill of the students. It is designed for students who have chosen Hindi and Kannada as their language. The course is offered by CCPS of the St Claret College. It is a 30hrs course. The objectives of the programme is to develop students' command over various aspects of spoken Hindi and Kannada, grammar, vocabulary, sentence framing, situational conversation etc. The course contents included public speaking, writing communication, conversation practice, voice and accent and personality development. The objective of the programme is to expose learners to Hindi and Kannada as a link language in Indian context, to understand different approaches to early language learning and the role of multilingualism in supporting language learning etc.

28. Office Automation Tools

The course on Office automation tools is designed for all BSC and BCA students. It is offered to help students to learn various software to carry out routine office works. The course includes modules on working with MS-Office, Internet applications, Internet ethics and basics of working with various ERPs and databases. The programme intends to help the learners in electronic publishing and processing. It also encourages the students to learn group communication systems. The office automation tools motivate the learners in digital content creation and automation in information processing.

29. Training for competitive exam 'COMPETE'

The training is designed to provide academic facilities and offers guidance to train students to appear for various competitive examination. The training is offered to all BSC and BCA. It includes tips & strategies to go through various company selections and other competitive examinations. The program has modules on logical reasoning and quantitative aptitude skills. Various modules deal with techniques and methods for problem solving in a quick and easy way.

30. Cryptography & Network Security

The course on Cryptography and Network Security is designed for the third year BCA students. The course provides necessary details on information security. This tactic and understanding are used to protect enterprise information and communication from cyber threats through the use of codes. Cryptography helps in achieving security-related objectives on confidentiality, integrity, and authentication. The learners get detailed understanding on security related issues and also understands various protocols for network security to protect against the threats in the networks.

31. Basic R- Software

The course on R programming is designed for all BSC statistics students. This course is used for statistical analysis for research purpose. The programme offers the methods to analyse the data. The programming concepts help the learners to design the programmes to transform, discover, model and establish communication among various data sets. The learners also get insight to statistic, visualization, and machine learning.

32. Business Analytics with Excel

The course on Business Analytics teaches students the basic concepts of data analysis and statistics to help data-driven decision making. It is designed for first year students of MBA and is held during the first semester. This training introduces students to Power BI and delves into the statistical concepts that will help our students devise insights from available data in order to present findings using executive-level dashboards.

33. Python Programming

The course on Python as a programming language has been designed for first year students of MBA. Python is considered as one of the easiest programming languages. It is held during the second semester. This is chiefly because of its relevance in the second year. This Python Training course covers the fundamentals of Python and how to apply it to real-world applications. Python's syntax is characterized by very few rules and special cases. The modules, lesson-end projects, and assignments comprising the curriculum cover data operations in Python, strings, conditional statements, error handling, shell scripting, web scraping and the commonly used Python web framework Django.

34. Digital Marketing Associate

The course on Digital Marketing Associate is designed for second year students of MBA. It is held during the third semester. The course is held keeping in mind the Businesses and recruiters' preference of marketing professionals with genuine knowledge, skills, and experience verified by a certification that is accepted across industries. In digital marketing, in particular, companies are looking for professionals with a 360-degree skill set that cuts across sub-domains such as PPC, social, email marketing and more. They are also prioritizing candidates that have exposure to many of the leading marTech vendors and are current with the latest best-practices. This DMA course provides both the breadth and depth of skills to help you take your marketing career to the next level.

35. Stereotyping on Advertisements

The course on Stereotyping on Advertisements is offered to all BA students as advertisements today have a unique blend of technology and innovations creating greater impacts on minds of viewers. The advertising industry has become a huge platform because of the large number of products and services being offered. As a result, the competition has also increased, requiring every business to promote the products and services in the best possible manner. In the urge of reaching out to audience the message creation is being stereotyped in nature.

Objectives

- To understand its various applications, impacts, misdirection and interpretations in advertisements today.
- Develop conceptual understanding and understanding significance of gender stereotypes.
- Developing a critical bent of mind when engaging with media with socially responsible message.

36. Certificate Course in Technical Writing

The Technical Writing Course which is an add-on certified course programme will be conducted in the Odd Semester for all UG students. The objective of this certificate course is to provide the students with a background in the practical, technical writing skills necessary for today's workplace. The goal of this course is to improve your ability to write clear, comprehensible examples of technical writing, most subunits include short

writing activities that will give you hands-on experience in many different writing tasks. Each unit also includes a series of writing self-assessments that will allow you to evaluate your own writing based on specific criteria and provide examples and commentary on how to write successfully. This practical focus on specific writing skills will help you learn the writing skills you will need in the workplace. By the end of the course, you will feel comfortable tackling a wide variety of workplace communications.

37. Application of Literary Theory

The course on Application of Literary Theory is one that it offered to English Literature students. It is a unique add-on course programme which is designed to enhance the efficiency of the students in applying theories in the research writings. Students are equipped to explore multiple perspectives and hidden meanings are unveiled through the application of theories. The authenticity and the weightage of scholarly work is deteriorated due to the lack theoretical frame work that support an original idea very often. This gap is bridged by learning to know about the appropriate application of the theories. The course includes basics of research, what is theory, reading a text from the basis of various theories, application of theoretical outlook.

38. Health Psychology

Health psychology enhances students' understanding of different psychological and behavioral processes in health, illness, and healthcare. The add on course focuses on understanding how psychological, behavioral, and cultural factors contribute to physical health and illness. Students are given an in-depth understanding of how psychological factors can affect health directly. For example, chronically occurring environmental stressors affecting the hypothalamic–pituitary–adrenal axis, cumulatively, can harm health. They are also introduced to the Behavioral factors that can affect a person's health. For example, certain behaviors can, over time, harm (smoking or consuming excessive amounts of alcohol) or enhance health (engaging in exercise). The objective of this add on program also is to help students understand the different health psychologists take an approach that are used in the treatment of various problems.

39. Development Administration

The course on Development Administration is one that is offered to all BA students. The objective of the add on programme on Development Administration is to enhance the knowledge of the students in exploring the new dimensions of administration. The purpose is to integrate the socio-

economic progress in the perspectives of administration especially related to the public administration. The course includes the concepts of development administration in the fields of political, economic, social and cultural changes. The other topics include programming and people's participation in decision making. Its open for all the students.

40. Destination Specialist & Leisure Management

The add on program in Destination Specialist & Leisure Management is designed for B. Com TT students who want to acquire valuable destination knowledge and understand the basics of leisure management and managerial concepts allied. To achieve this, students on the program with this major will be trained in two interrelated areas. This enables students to gain skills to tackle situations and challenges related both to Tourism and Leisure, and to Business Management.

Research, Consultancy & Extension

St Claret College 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 Forum

In order to inculcate a research culture, to monitor and address issues connected to research, the Research Promotion Cell (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 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.

Consultancy Services

The various departments at SCC offer consultancy services within their field of expertise to other educational organizations, companies, NGOs etc. Any organization requiring the consultancy services may contact the respective department in the college.

Extension Activities and Institutional Social Responsibility

Holistic development with a stress on social consciousness and responsibility of the students is a prime concern of SCC as declared in its vision. A number of extension activities are initiated by all the departments and through associations like Social Action Forum (SAF), National Service Scheme (NSS), Women's Cell, E-Cell, Environment Club and Christian Students' Association, Claret Centre for Community Development. These clubs and associations promote students' involvement in social movements and activities and are co-ordinated by staff members who accompany and guide the students. The objective of all activities is to bring students closer to the society and instill the sense of social responsibility in them. At the beginning of the academic year all the associations prepare a detailed plan of activities for the year.

Linkages and Collaborations

The Institution has made linkages and collaborations with a number of institutions with a view to improving its quality and reach. It has launched the following programmes in collaboration with external agencies of repute:

- The department of Social work has linkage with Indian Social Institute to provide opportunities for MSW students with concurrent field work placement, block placement and participation in seminars and Conferences.
- SCC has signed MoU with Milestone Charitable Trust to provide quality competitive examination coaching for government service to the students of the College.
- St.Claret College has signed an MoU with Primax Foundation for collaborative organisation of National & International seminars, Conferences, FDPs, Research based training, Article publication, National & International education tours, industrial visits and also to receive support as a funding consultancy.
- The MoU was signed between Child Rights & You (CRY) an Indian NGO with St. Claret College. The main objective of this MoU is to foster Industry – Institution relationship and to effectively complement each other's efforts and build synergy to serve the students and staff of St. Claret College. The NGO will also partnership with the college in helping the underprivileged children by identifying projects across the country and ensuring happy, healthy and creative childhoods.
- Department of Commerce – TT has an MoU with DTORR, INDIA for skill development, outcome based trainings, placement, research and development and related services.
- An MoU has been signed with connaissance Software and Services Pvt. Ltd. To provide SAP Training for BCA students.
- SCC has signed an MoU with YWCA of Bangalore City to encourage young students of Women's club with an opportunity to acquire knowledge, to help students from the college to be empowered with awareness of women's issues and social concerns.
- SCIM has signed an MoU with Simplilearn to provide certification courses on Python, excel, DMCA for MBA Students.

- MoU has been signed with REST Society of Research International for collaborative research projects, research internship and conducting FDP, workshops and training programs.
- SCC has entered an MoU with Acquire and Accord Solutions LLP to provide certification programs for students.
- Department of Humanities, Psychology of SCC has an MoU with Don Bosco Centre for Extension Education and Services, Sacred Hearts College for outreach programs, field trips and rural camps.
- SCC has signed MoU with Garden City University to involve in Collaborative research projects, organise FDP's, Training Programs and Professional Development Programs.
- An MoU has been signed with PG and Research Department of Counselling Psychology, Sacred College to provide certificate courses and for sharing of resource in education.
- SCC has an agreement with Madras School of Social work to jointly develop research projects, conduct FDP on entrepreneurship.
- An MoU with Reva Nest - TBI, Reva University is signed to create an ecosystem for innovation and Knowledge transfer, organise training programs on innovation, entrepreneurship and start – up.
- The Indian Science Congress Association (Institutional Membership-IM1 to add in the hand book along with other membership.
- An MoU with Wealth Junction Consultants Pvt. Ltd is signed to have Industry institution relationship and conduct workshops on Financial Planning and Investments
- SCC has linkage with Mahatma Gandhi National Council of Rural Education for initiating Rural Entrepreneurship, networking with Rural manufacturers and grooming students to be Rural Entrepreneur.
- An MoU is signed with Humalix Solutions Pvt Ltd with an intention to foster Industry – Institution relationship and to effectively built synergy to serve the students and staff of SCC.
- The College has entered into an MoU with K2 Learning for CA (Chartered Accountancy) and CS (Company Secretary) courses to be held in the premises for the benefit of the students and for those from outside.

- An MoU has been signed with England based ISDC (International Skill Development Corporation) to impart ACCA (Association of Chartered Certified Accountants) and CIMA (Chartered Institute of Management Accountants) programs in the campus. Founded in 1904, ACCA is the global professional accounting body offering the Chartered Certified Accountant qualification. As of May 2012, ACCA was one of the largest and fastest-growing global accountancy bodies with 154,000 members and 432,000 students in 170 countries. CIMA is the world's largest professional body of management accountants that offers the most relevant finance qualification for business.
- An MoU has been signed with St. Claret College, Ziro (SCCZ), Arunachal Pradesh, for a twinning program that would facilitate student and faculty exchange for short duration of periods (a week to one month), during which specific training programs and skill-based modules will be imparted to students and the faculty will exchange their resources and talents for mutual benefit.
- The College has signed an MoU with Mark Education Academy to conduct courses like Tally and advanced excel in order to make the students proficient in these areas and it also helps to be market ready for the jobs.
- MoU has been signed with KASSIA- Karnataka Small Scale Industries Association to provide Skill Awareness program and inculcate the habit of Entrepreneurship among the students.
- The College has entered into an MoU with S-Vyasa University to provide yoga skill oriented courses as well as certificate on yoga Courses.
- SCC has signed an MoU with Peenya Industries Association (PIA) to provide Incubation Facility and Internship opportunities to the students.
- College is having Linkage with Sishu Mandhir, Sa- Mudra Foundation and World Vision to collaborate with each other in allowing the students for concurrent field work, Block Placements and for Research work.christina
- SCC as an MoU with Bradford Aviation Pvt. Ltd. which provides training for students on Fountain on Travel & Tourism, Airport Operation Courses and International Airline Management.

- The College has signed an MoU with IMS Pro School that provides training on marketing Activities for the students.
- SCC has Institution Membership with NIPM- National Institute of Personnel Management, ICT Academy, SWAYAM NPTEL (ID 1542) (National Programme on Technology Enhanced Learning), CSI (Computer Society of India), ACMW (Association for Computing Machinery) The Indian Science Congress Association (Institutional Membership- IM1).
- The Linkage is signed between Mask People Pvt. Ltd., Bangalore and Department of Humanities, St. Claret College. It is agreed by Department of Humanities and Mask People Private Limited to train students in acting skills, provide certificate course in street play, mime, Drama, proscenium and mono act and team buildings sessions in the field of theatre studies.
- The College has signed a MoU with Finmark which provides training for students on Mutual funds, certified by NSE.
- SCC have signed MoU with Business Toys for Add on course on Business Analytics for Commerce Students.
- MoU has been signed with CMA, Miles Education Pvt. Ltd. on Add on course for students on CMA, (USA).
- SCC has signed MoU with AWAKE to facilitate the student's by improving their entrepreneurial skills and for vocational skill Development.
- The Department of Social Work has linkages with Vimochana, Vathsalaya Charitable Trust, Diya Foundation, Sparsha Trust, we care Social Service Society and Nightingales Medical Trust The purpose for the linkages is meant to secure opportunities for social work students with respect to conducting Concurrent Field Work, Block placement, Orientation Visit, Thematic knowledge enhancement sessions and resource persons for conducting workshop, conferences and Webinars / Seminars.
- The MoU has been signed between St. Claret College and Karnataka State Council for Science and Technology (KSCST) to strengthen the awareness of Intellectual Property Rights, Organizing Science and

Technology Events, providing Internship for students, helping to organize Faculty Development Programme/Conference of Staff and assisting outreach activity like UBA Programme.

- The MoU was signed between Child Rights & You (CRY) an Indian NGO with St. Claret College. The main objective of this MoU is to foster Industry – Institution relationship and to effectively complement each other's efforts and build synergy to serve the students and staff of St. Claret College. The NGO will also partnership with the college in helping the underprivileged children by identifying projects across the country and ensuring happy, healthy and creative childhoods.
- SCIM has an MoU with Innovative Tooling's, Eagle Fabtech, Shiva Poly Pack, Vignesh Vidyuth Controls, Edupinnacle and Apex Technologies – MSME Sectors, to provide industrial visits, industrial institutional interaction, placements and extended support to deliver guest lectures to the students.

Student Code of Conduct

1. Every Student of St Claret College 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 as well as 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 SCC or any individual in 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. 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 report to the class after 9.00 are to be in the library, while losing their attendance for the first hour. 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 so as to take up with him/her any problem, academic or otherwise and to consult for arriving at a solution for the same.
15. Dress and general appearance of the students shall be in good taste and no way be offensive to the cultural ethos and norms.
16. Smoking, chewing gum, chewing pan and use of any addictive substance is strictly prohibited within the campus.
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 keep the

beauty and the spiritual 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 censurs will be initiated against violators. While parking the vehicles on campus students are to keep in an orderly way and keep their vehicles locked.
21. The instructions given by the security officers on campus are to be adhered to.
22. **USE OF MOBILE PHONES:** As indicated above, use of mobile 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. If any student is found using the mobile 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 in politics is not allowed. 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 board 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.
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.

Certificates

Applications for certificates viz. conduct, course, T.C. etc., must be made via **Edumerge** 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).

- i. It would take atleast 2 working days to make certificate ready once all the document are submitted.
- ii. Duplicates will not ordinarily be issued.
- iii. Transfer Certificates will not be issued if the student has any dues to the college by way of fees, fines etc.
- iv. 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.
- v. A nominal fee will be charged for every certificate.
- vi. 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 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.

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.

National Education Policy (NEP) Implementation

Education plays a significant role in building a nation. Our present education system is churning out youth who have to compete locally, regionally, nationally as well as globally. The 21st Century has opened up many new challenges in the field of Higher Education. The present alarming situation necessitates transformation and/or redesigning of the system, not only by introducing innovations but developing a “learner-centric” approach. The National Education Policy (NEP) is one such approach which has brought several reforms in Indian education that includes broad based multidisciplinary Undergraduate Education with 21st Century skills while developing specialized knowledge with disciplinary rigor. It enables an individual to study one or more specialized areas of interest at a deeper level. It is introduced to bring equity, efficiency and academic excellence in National Higher Education System. Karnataka is the first state to implement NEP. St. Claret College, being affiliated to Bangalore University, implements NEP beginning with the first year undergraduate programs from the academic year 2021-22.

NEP Structure and Credit Score

The undergraduate degree under NEP will be a multi-disciplinary program of four-year duration with multiple exit and entry options.

Description	Certificate Type	Minimum Credits Required
The successful completion of 2 semesters	Certificate	48
The successful completion of 4 semesters	Diploma	96
The successful completion of 6 semesters	Degree	140
The successful completion of 8 semesters	Honours	180

The following is the NEP structure for PG programs:

Description	PG Degree	Credits Required	Exit/ Entry
For Honours Degree Holders	2 Sems or 1 Year	44	No
OR			
For Basic Degree Holders - 2 semesters Completion	PG Diploma	44	Yes
For Basic Degree Holders- 4 semesters Completion	PG Degree	88	No

Students will have the option to exit from UG Programs after one year with a certificate, two-years with award of the diploma and after three-years with the award of the bachelor degree. Successful completion of the four-year program will lead to award of the bachelor degree with honours in particular subjects. Continuation of the undergraduate programs into the fourth year (honours) is optional, especially if the college is not offering postgraduate degrees in those subjects. But it is a preferred option. The graduates of these colleges can seek admission to the fourth year, honours program in the respective postgraduate departments in the university or in the colleges where it is offered. This is because the present postgraduate programs will be restructured into one-year Master's degree for honours degree holders and two years' master's degree for the basic degree holders. The candidates shall complete courses equivalent to a minimum of 140 credits to become eligible for the Regular Bachelor Degree and 180 credits to become eligible for the Bachelor Degree with Honours.

Points to note:

1. Every Semester, student have to complete a certain number of credits. On an average, a course having 4 hrs of class per week is equal to 4 credits. One hour per week is equal to one credit.
2. Honours are not equal to master's; a student needs to take another year to get their master's.

Once the NEP is bought in the country, the Credit score earned can be carried from one College or University to another, but from the degree granting institution, the student should have completed 50% of their classes. Example: If BU is the granting university, a student under BU needs to have a minimum of 50% credits from BU, not from other places.

Structural Changes and Languages in UG

There will be no triple main arrangement for BA and BSc programs under NEP. During the first four semesters, BA and BSc students will study two core subjects of their choice. At the beginning of the third year/ 5th Semester, they may choose one of the core subjects as major and the other as minor. They could also continue both as major subjects in the third year. In the fourth year, for the honours program, they have to continue studies with the major or one of the majors of their choice, if they studied both the core subjects as majors in the third year. During the first six semesters, along with the core subjects, the students need to study open elective courses and skill enhancement/development courses as prescribed by the concerned faculty and approved by the Academic Council.

Languages

The Candidates shall study two languages in the first four semesters of the programs. The students who have studied Kannada at the Pre-University or equivalent level, shall opt Kannada as one of the languages and should mandatorily study Kannada for the first 4 semesters of the programmes. In addition to Kannada, the students shall opt for another language from the languages offered in college and study it in the first two semesters of the programmes. The students may continue to study the same language in the second year or may choose different language in the second year.

Students who have not studied Kannada at Pre-University or equivalent level, shall study Kannada as functional language in one of the first two semesters along with another language of their choice. They shall study any two languages of their choice in the remaining three semesters. The basic functional Kannada will be their second language for either 1st or 2nd semester. At SCC, we offer Generic English in all the 4 semesters and a student will be able to opt for second language from the list of languages offered in the college.

Speech/hearing/visually impaired/mentally challenged and study disabled students are exempted from studying one of the languages.

Evaluation and Grades

Total marks for each course shall be based on continuous internal assessments and semester-end examinations. For theory examinations 40% marks come from internal assessment and 60% from Semester End examinations. And for papers that have practical examinations, 50% marks come from internal assessment and 50% from semester end examinations. Internal assessment includes two IA Exams, Attendance, Assignments and Presentations.

Pass Criteria:

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

CGPA & Grades

Semester GPA / Program CGPA	Alpha-Sign / Letter Grade	Semester/Program % of Marks	Results / Class Description
9.00 – 10.00	O (Outstanding)	90.0 – 100	Outstanding
8.00 – < 09.00	A+ (Excellent)	80.0 – < 90.0	First Class Exemplary
7.00 – < 08.00	A (Very Good)	70.0 – < 80.0	First Class Distinction
6.00 – < 07.00	B+ (Good)	60.0 – < 70.0	First Class
5.50 – < 06.00	B (Above Average)	55.0 – < 60.0	High Second Class
5.00 – < 05.50	C (Average)	50.0 – < 55.0	Second Class
4.00 – < 05.00	P (Pass)	40.0 – < 50.0	Pass Class
Below 04.00	F (Fail)	Below 40.00	Fail / Reappear
Absent	Ab	Absent	

The declaration of result is based on the Semester Grade Point Average (SGPA) earned towards the end of each semester or the Cumulative Grade Point Average (CGPA) earned towards the completion of all the eight semesters of the programme and the corresponding overall alpha-sign grades. If some candidates exit at the completion of first, second or third year of the four years Undergraduate Programmes, with Certificate, Diploma or the Basic Degree, respectively, then the results of successful candidates at the end of second, fourth or sixth semesters shall also be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in the two, four, six or eight semesters, respectively.

Choice Based Credit System (CBCS) Internal Assessment (IA)

Starting with the academic year 2014-15 Bangalore University has introduced Choice Based Credit System (CBCS) in all the Undergraduate and Postgraduate Programmes with multiple exit options in the Faculties of Arts, Science and Commerce. As per this system the subjects of study are quantified in terms of credits and they include foundation, core and skill development courses. The co-curricular and extra-curricular activities are also quantified in terms of credits.

The following are some of the important components of CBCS:

1. Foundation / Skill Development Courses.

- Digital Fluency
- Financial Literacy
- Banking & Finance
- Creativity and Innovation
- Science & Society
- Culture, Diversity and Society
- Life skills/ Personality Development
- Banking and Finance
- Building Mathematical Ability
- Capital Market
- French
- Entrepreneurship & Innovation
- Computer Application & Information Technology
- Value Education

2. Co-curricular and Extra-Curricular Activities (CC & EC)

A student shall opt for one of the following activities offered in the college, in each of the first four semesters of the undergraduate programmes. The activity carries a credit each and will be internally assessed for 50 marks.

- a) NSS/NCC
- b) Sports and Games
- c) Physical Education or Activities related to Yoga
- d) Field studies / Industry Implant Training

- e) Involvement in campus publication
- f) Publication of articles in news papers, magazines or other publications
- g) Community work such as promotion of values of National Integration, Environment, Human rights and duties, Peace, Civic sense etc.
- h) A Small project work concerning the achievements of India in different fields
- I) Evolution of study groups/seminar circles on Indian thoughts and ideas
- j) Activity exploring different aspects of Indian civilizations
- k) Involvement in popularization programmes such as scientific temper
- l) Computer assisted/web-based learning and e-library skills
- m) Innovative compositions and creations in music, performing and visual arts etc.
- n) Other Activities such as Cultural Activities as prescribed by the University.

3. Internal Assessment in CBCS

According to CBCS, 30% marks are allotted for internal assessment. In alignment with the norms of Bangalore University, the internal assessment marks shall be based on attendance, tests, seminars and assignments. 30 marks assigned for internal assessment shall be divided into the following components:

Continuous Internal Assessment Examinations (CIAE)

As part of the Continuous Internal Assessment (CIA), SCC conducts two examinations in each semester. While the first is of one and a half hour duration for 35 marks, the second is an internal assessment cum preparatory examination in view of the end semester university examination, out of 70 marks for a duration of three hours. The pass mark for each subject is 40%. After the first exam, Progress Report indicating the marks and term attendance will be dispatched to the parents/guardians. The parents/guardians are required to sign the progress report and return the same to the Class Mentors.

University Examinations

The Odd Semester Examinations are usually held in October-November and the Even Semester, in May-June. The dates and fees of each semester examinations will be duly notified on the notice board of the college. Exam Admission Cards will be issued to the students only on production of the No-Dues Certification from the Admin. Office and the Library.

Component	Criterion	Marks allotted
Attendance	80 -100%	05
Mid-semester Examination (I-CIA)		10
Preparatory Examination (II-CIA)		10
Assignments/ Presentations		05
Total		30

A candidate should have a minimum 80% attendance per semester, for each paper to be permitted to take the end-semester examinations. The marks for attendance will be awarded as follows:

Attendance Percentage	Marks allotted
90 - 100	05
85 -89	04
80 -84	03
75 -79	02
0 - 74	00

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 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.

Administration

Rev. Fr. Benny Mathew C., MA, B. Ed.	Manager
Rev. Dr. Thomas Thennadiyil, MA, M.Phil., Ph. D.	Principal
Rev. Fr. Abraham P J., M.A., M.A., B. Ed.	Vice Principal
Rev. Fr. Joseph Mathew, M.A.	Administrator

Faculty

Department of Commerce				
No.	Faculty Member	Qualification	Designation	Mail
01	Ms. Maria D'souza	M. Com., MBA, M. Phil., NET, (Ph. D.)	Head of the Dept.	maria@claretcollege.edu.in
02	Mr. Anand R.	M. Com., MBA, NET, PGDBA, OMA Inter. (Ph.D.)	Asst. Prof.	anand@claretcollege.edu.in
03	Dr. Safeer Pasha	M. Com., M. Phil., NET, PGDRD, Ph. D.	Asst. Prof.	safeer@claretcollege.edu.in
04	Dr. Rashmi B. H.	M. Com., M. Phil., NET, Ph. D.	Asst. Prof.	rashmibh@claretcollege.edu.in
05	Mr. Suraj M.	M. Com., NET, KSET	Asst Prof.	suraj@claretcollege.edu.in
06	Mr. Vasu V.	M. Com., NET, KSET, PGDBA, (Ph.D.)	Asst. Prof.	vasu@claretcollege.edu.in
07	Ms. Shwetha C.	M. Com., NET, (P.hD)	Asst. Prof.	shwetha@claretcollege.edu.in
08	Dr. Harmeet Matharu	MBA, PGDEM, Ph. D.	Asst. Prof.	harmeet@claretcollege.edu.in
09	Ms. Blessy Baby K.	M. Com., PGDCA	Asst. Prof.	blessy@claretcollege.edu.in
10	Ms. Binila B. Chandran	M. Com., KSET	Asst. Prof.	binila@claretcollege.edu.in
11	Mr. Rathish G.	M. Com., M. Phil., (Ph.D)	Asst. Prof.	rathish@claretcollege.edu.in
12	Mr. Clement Vivian S.	M. Com., NET	Asst. Prof.	clement@claretcollege.edu.in
13	Mr. Abin Baby	M. Com., M. Phil., (Ph. D.)	Asst. Prof.	abin@claretcollege.edu.in
14	Ms. Nisha Tony	M. Com., M. Phil., (Ph.D)	Asst. Prof.	nisha@claretcollege.edu.in
15	Ms. Sabeena L.	M. Com., (Ph. D.)	Asst. Prof.	sabeena@claretcollege.edu.in

Department of Commerce (Travel & Tourism)

16	Mr. Prashanth P.	MBA, NET, PGDTEL, (Ph.D.)	Coordinator	prashanth@claretcollege.edu.in
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18	Mr. Chethan S.	M. Com., NET	Asst. Prof.	chethan@claretcollege.edu.in
19	Mr. Sharath Kumar S.	M. Com.	Asst. Prof.	sharath@claretcollege.edu.in
20	Ms. Siddalingappa M. P.	MTA, KSET, (PGDHRM), (Ph. D.)	Asst. Prof.	siddalingappapoojari@claretcollege.edu.in

Department of Management

No.	Faculty Member	Qualification	Designation	Mail
21	Ms. Cassandra Raneer	MBA	Head of the Dept.	cassandra@claretcollege.edu.in
22	Dr. Zameer Pasha	MBA, M. Phil., SAP FI/CO, Ph. D.	Asst. Prof.	zameer@claretcollege.edu.in
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24	Mr. Rudresh S.	MBA, (Ph. D.)	Asst. Prof.	rudresh@claretcollege.edu.in
25	Ms. Bindu V.	MBA, PGDHRM, NET, (Ph.D.)	Asst. Prof.	bindu@claretcollege.edu.in
26	Mr. Manu V. Unni	MBA, M. Sc., MIM,(Ph. D.)	Asst. Prof.	manu@claretcollege.edu.in
27	Mr. Shivaprasad B. S.	M. Com., B. Ed, NET, (Ph. D.)	Asst. Prof.	shivaprasad@claretcollege.edu.in
28	Mr. Rohit Kar	MBA, (Ph.D.)	Asst. Prof.	rohit@claretcollege.edu.in

Department of Humanities Psychology

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30	Sr. Nirmala Joyce	M. Sc., M. Phil, NET, KSET	Asst. Prof.	joyce@claretcollege.edu.in

Economics

31	Mr. Vineeth R.	M.A., LLB, KSET	Asst. Prof.	vineethr@claretcollege.edu.in
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Journalism

32	Ms. Priyanka Chala	M.A.	Asst. Prof.	priyanka@claretcollege.edu.in
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Sociology

33	Dr. Vineeth Sahadevan	MA, Ph. D.	Asst. Prof.	vineeth@claretcollege.edu.in
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Political Science

34	Dr. Ashok Jacob Mathews	MA, M. Phil., Ph. D.	Asst. Prof.	ashok@claretcollege.edu.in
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English

35	Ms. Nice Aravind K. A.	MA	Asst. Prof.	nice@claretcollege.edu.in
36	Ms. Preethi Jose	MA	Asst. Prof.	preethi@claretcollege.edu.in
37	Mr. Sachin Mundakkal	MA	Asst. Prof.	sachinmundakkal@claretcollege.edu.in
38	Ms. Nithya Rajesh	M.A., M.Phil., KSET, TESOL, PGDCA, (Ph. D.)	Asst. Prof.	nithya@claretcollege.edu.in
39	Ms. Mercy Shilpa P.	MA	Asst. Prof.	mercy@claretcollege.edu.in
40	Ms. Rianka Sarkar	M.A., NET, (Ph. D.)	Asst. Prof.	rianka@claretcollege.edu.in

Department of Languages**Kannada**

41	Dr. Madesh N.	MA, M. Phil., NET, Ph. D.	Head of the Dept.	madesh@claretcollege.edu.in
42	Ms. Shashikala U.	MA, B. Ed., (P.hD)	Asst. Prof.	shashikala@claretcollege.edu.in
43	Dr. Siddalingappa S. Deshmukh	Ph. D., M. Phil., M.Ed., MA.	Asst. Prof.	siddalingappa@claretcollege.edu.in
44	Dr. Vittal Talavar	MA, M. Phil., NET Ph. D.	Asst. Prof.	vittal@claretcollege.edu.in

Hindi

45	Dr. Supriya Singh	MA, NET, Ph. D.	Asst. Prof.	supriya@claretcollege.edu.in
46	Dr. Atul Kumar Pandey	MA, NET, B. Ed., Ph. D.	Asst. Prof.	atul@claretcollege.edu.in
47	Mr. Ashish	MA, M. Phil., NET, (Ph. D.)	Asst. Prof.	ashish@claretcollege.edu.in

Malayalam

48	Ms. Jiby K.	MA, B. Ed.	Asst. Prof.	jiby@claretcollege.edu.in
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Sanskrit

49	Mr. Srinivasa Rao	MA, B. Ed.	Asst. Prof.	srinivasa@claretcollege.edu.in
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French

50	Vishal Halawai	MA	Asst. Prof.	vishal@claretcollege.edu.in
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Department of Sciences**Computer Science**

51	Ms. Jayalakshmi R.	MCA, M. Phil., KSET, (Ph. D.)	Head of the Dept.	jayalakshmi@claretcollege.edu.in
52	Mr. Chinmaya Dash	MCA, (Ph.D.)	Asst. Prof.	chinmaya@claretcollege.edu.in
53	Ms. Somanjoli Mohapatra	MCA, MA, (Ph. D.)	Asst. Prof.	somanjoli@claretcollege.edu.in
54	Ms. Renita Blossom Monteiro	M. Tech.	Asst. Prof.	renita@claretcollege.edu.in
55	Ms. Vidya Shree M.G.	M.Sc.	Asst. Prof.	mgvidyashree@claretcollege.edu.in

Mathematics

56	Lt. Prakash Chandra Behera	M.Sc., MCA, PRCN, (Ph.D)	Asst. Prof.	prakash@claretcollege.edu.in
57	Ms. K.C. Kavitha	M.Sc.	Asst. Prof.	kavitha@claretcollege.edu.in

Statistics

58	Ms. Divya V. R.	M. Sc., B.Ed., (Ph. D.)	Asst. Prof.	divya@claretcollege.edu.in
59	Mr. Kagendra T.	M. Sc.	Asst. Prof.	kagendra@claretcollege.edu.in

Department of Post-Graduation**M.Com**

60	Ms. Seema Joseph	M. Com., MBA, M. Phil., NET, B.Ed., (Ph. D.)	PG Coordinator and Head of the Dept.	seema@claretcollege.edu.in
61	Dr. Vidyashree D V	M.Com, NET, Ph. D.	Asst. Prof.	vidya@claretcollege.edu.in
62	Dr. K. Siva Murugan	M. Com., M. Phil., NET., PGDCA., PGDBIM., PGDFM, Ph.D.	Asst. Prof.	siva@claretcollege.edu.in
63	Dr. Dharmendra H.	M. Com., NET, TNSET, Ph. D	Asst. Prof.	dharmendrah@claretcollege.edu.in

MSW

64	Dr. Christina H.	MA, PMIR, Ph.D.	Head of the Dept.	christina@claretcollege.edu.in
65	Ms. Sherin Jacob	MA, NET, (Ph. D.)	Asst. Prof.	sherin@claretcollege.edu.in
66	Mr. Rony Geo Alex	M. Phil., NET, (Ph. D.)	Asst. Prof.	rony@claretcollege.edu.in
67	Ms. Beulah Praisyy V.	MSW, NET	Asst. Prof.	beulah@claretcollege.edu.in

Physical Education

73	Dr. Murriraju M.G.	Ph.D., M.P.Ed.	Physical Education Director	murriraju@claretcollege.edu.in
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Placements

74	Ms. Prameela B.	CS	Placement Officer	prameela@claretcollege.edu.in
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Librarians

75	Ms. Priscilla Nancy S.	DCA, IATA, M. LISc.	Librarian	priscilla@claretcollege.edu.in
76	Mr. Suresha N.	MA, M. Sc., M. LISc., NET	Librarian	suresha@claretcollege.edu.in

Counseling and Student Welfare

77	Ms. Teresa Jerry Wilfred	MSCP- Counselling & Psychotherapy	Counselor	teresa@claretcollege.edu.in
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Administrative Staff

78	Mr. Varkey Mathew	MBA, PGDBA	Office Manger	varkey@claretcollege.edu.in
79	Mr. Thejaswi Kumar T.R	MA, M. LISc.	University Liaison Officer	thejas@claretcollege.edu.in
80	Ms. Tina Martin	B. Com., IATA	Admin Officer	tina@claretcollege.edu.in
81	Ms. Jeniviv Pinto	M. Com., PGD-Sc, EMBA-HRM	Office Staff	jeniviv@claretcollege.edu.in
82	Ms. Whidhula shine	B. A	Office Staff	whidhula@claretcollege.edu.in
83	Mr. Manjunath V.	B. A., MA	Office Staff	manjunath@claretcollege.edu.in
84	Ms. Janett Martha D'Souza	B. Com	Office Staff	janett@claretcollege.edu.in
85	Mr. Somashekar N.	M. Com, B. Com.	Office Staff	somashekar@claretcollege.edu.in
86	Ms. Jidhu Jacob	B. Com., IATA	PRO	jidhu@claretcollege.edu.in
87	Mr. Jishnu Krishnan	MJMC	Media Production Manager	jishnu@claretcollege.edu.in
88	Mr. Shinil M. K.	BCA, CCNA, MCSA, (Msc. IT.)	Sys. Admin.	shinil@claretcollege.edu.in
89	Mr. Uday Kumar M. C.	BCA, (MCA)	Tech. Admin.	uday@claretcollege.edu.in
90	Mr. Sachin K.B.	BA	Audio Visual Staff	sachin@claretcollege.edu.in
91	Mr. Vijay C.K.	B. Com.	Lab Assistant	vijay@claretcollege.edu.in
92	Ms. Kavya S.	BCA	ERP-Adminstrator	kavya@claretcollege.edu.in

Attender & Ministerial Staff

93	Mr. Jomon Rapheal	Attender
94	Mr. Muhtu C.	Ministerial staff
95	Mr. Santhosh Kumara	Ministerial Staff
96	Mr. Ramesh	Ministerial Staff
97	Ms. Ramadevi	Ministerial Staff
98	Ms. Sharada	Ministerial Staff
99	Ms. Kamalamma	Ministerial Staff
100	Ms. Kempadevamma	Ministerial Staff
101	Mr. Obalesh	Gardner
102	Mr. Narayan S.	Gardner

Security Staff

103	Mr. Prakash R.
104	Mr. Lawrence D.

Class Mentors for 2021-22

BA

- I BA : Ms. Nice Aravind & Dr. Ashok Jacob
II BA : Sr. Nirmala Joyce & Dr. Vineeth Sahadevan
III BA : Ms. Angela Jean Mary & Mr. Vineeth R.

BBA

- I BBA A : Mr. Shivaprasad & Ms Mercy Shilpa
I BBA B : Ms. Neeta & Ms. Rianka Sarkar
II BBA A : Mr. Rudresh & Mr. Rohit Kar
II BBA B : Ms. Bindu & Mr. Sachin Mundakkal
III BBA A : Mr. Manu & Ms. Nithya Rajesh
III BBA B : Mr. Zameer Pasha & Ms. Cassandra

BCA

- I BCA : Ms. Somanjoli Mohapatra & Ms. Vidya Shree M. G.
II BCA : Mr. Prakash Chandra Behera &
Ms. Renita Blossom Monteiro
III BCA : Mr. Chinmaya Dash & Ms. Jayalakshmi R.

B. Sc

- I B.Sc : Ms. Divya V. R.
II B.Sc : Mr. Kagendra T.
III B. Sc : Ms. Kavitha K. C.

B.Com

- I B.Com A : Ms. Shwetha & Dr. Supriya
I B.Com B : Mr. Rathish & Mr. Ashish
I B.Com C : Ms. Nisha & Dr. Madesh
I B.Com D : Mr. Abin & Ms. Preeti Jose
II B.Com A : Dr. Rashmi & Dr. Siddalingappa
II B.Com B : Dr. Harmeet & Ms. Shashikala
II B.Com C : Ms. Binila & Ms. Sabeena
II B.Com D : Mr. Vasu & Dr. Atul Kumar Pandey

III B.Com A : Ms. Blessy & Ms. Maria
III B.Com B : Mr. Anand & Ms. Seema Joseph
III B.Com C : Mr. Suraj & Dr. Safeer Pasha
III B.Com D : Mr. Clement & Dr. Shivamurugan

B. Com TTM

I B.Com TTM : Mr. Chethan & Ms. Priyanka Chala
II B.Com TTM : Mr. Sharath & Mr. Prashanth P.
III B.Com TTM : Mr. Siddalingappa & Dr. Padmapriya

M. Com

I M.Com : Dr. Vidyashree D.V.
II M.Com : Dr. Dharmendra H.

M.S.W.

I MSW : Dr. Christina H.
II MSW : Ms. Sherin Jacob

Clubs, Associations, Cells and Committees for 2021-22

Faculty Coordinator	Ms. Jayalakshmi
Alumni Association	Ms. Angela Jean Mary (Coordinator), Ms. Somanjoli, Mr. Rudresh, Mr. Anand, Ms. Blessy Baby, Dr. Padmapriya & Dr. Vidyashree
Ambedkar Study Centre	Mr. Vasu & Mr. Atul Kumar Pandey
Anti-Human Trafficking Club (MSW)	Ms. Sherin Jacob & Ms. Buela
Business Club (Dep. Of Commerce)	Mr. Suraj & Ms. Nisha Tony
Christian Students Association, Catholic Claretines Association & AICUF	Ms. Maria D'Souza, Sr. Joyce & Ms. Buela
Claret Centre for Community Development (CCCD)	Mr. Rony, Dr. Muniraju & Ms. Maria D'Souza (Coordinators) From other departments: Sr. Joyce, Ms. Sashikala, Ms. Somanjoli, Mr. Shivaprasad & Mr. Siddalingappa P.
Claret Centre for Professional Skills Development. (CCPSD) (Skill development programs, competitive exams etc.)	Ms. Jayalakshmi, Dr. Zameer & Mr. Srikanth Reddy (Coordinators) From other departments: Dr. Vineeth, Mr. Suraj & Mr. Sharath Kumar
Claretine, Excelsior, Claret Blog	Ms. Preethi, Ms. Mercy & Ms. Nitya
Consumer Rights' Club	Mr. Vasu & Mr. Abin Baby
Cultural and Arts Club	Mr. Clement, Ms. Johnsy & Ms. Nisha Tony
Current Affairs Forum (UG and PG)	Mr. Suraj, Mr. Abin & Ms. Umme Asma
Entrepreneurial Cell	Ms. Bindu & Mr. Rathish
Environment Club	Ms. Neeta & Ms. Rianka
Gandhi Study Centre	Mr. Anand & Mr. Ashish
Heritage Club (Dep. Of TTM)	Mr. Prashanth & Mr. Sharath Kumar
Human Rights' Club (UG)	Dr. Ashok & Ms. Bindu
Humanities Club (Dep. Of Humanities)	Dr. Vineeth Sahadevan & Ms. Rianka
Institution's Innovation Council & Intellectual Property Rights	Dr. Safeer, Dr. Dharmendra & Mr. Srikanth Reddy
International Students' Forum	Ms. Teresa Wilfred
IQAC (Departments)	Ms. Shwetha, Ms. Neeta, Ms. Somanjoli, Mr. Chetan, Sr. Joyce, Dr. Atul Kumar Pandey, Ms. Sherin Jacob, Dr. Shivamurugan, Ms. Umme Asma & Ms. Jeniviv Pinto
IQAC Coordinators	Fr. Abraham P.J., Mr. Chinmay (Coordinator), Mr. Rony (Member Secretary), Dr. Supriya & Dr. Harmeeth
IT Club (Dep. of Computer Science)	Ms Vidyashree M G & Ms. Renita Blossom Monteiro
Journal Club (M.Com)	Ms. Seema
Quiz Club (MBA)	Ms. Johnsy
Language Club (Dep. of Languages)	Ms. Shashikala & Mr. Ashish
Leadership Incubation Cell	Mr. Clement & Ms. Cassandra
Literary Club	Ms. Preethi & Ms. Sabeena
Management Club (Dep. of Management)	Mr. Manu & Ms. Bindu
Music Club	Ms. Binila & Mr. Rohit
NCC	Lt. Prakash Chandra Behera & Ms. Blessy
NSS	Ms. Shwetha & Mr. Sharath
Research Promotion Forum	Dr. Dharmendra, Ms Kavitha K. C., Mr. Rohit, Dr. Ashok Jacob, Mr. Prashanth & Dr. Rashmi B. H., Dr. Siddalingappa
Rotaract Club	Dr. Muniraju & Ms. Binila
Science Club (Dep. of Sciences)	Ms Divya V. R. & Mr Kagendra T.

Sports Club	Dr. Muniraju, Ms. Blessy & Mr. Ashish
Claret Kannada Academy (Dep. of Languages)	Dr. Madesh & Dr. Siddalingappa
Street Theatre, Mime & Drama Club	Ms. Nitya & Mr. Vineeth
Student Council Mentor	Ms. Teresa Wilfred
Student Research Cell (UG)	Dr. Ashok & Dr. Zameer
Student Welfare Officers	Fr. Abraham P.J . and Ms Seema Joseph (Coordinators) , Dr. Rashmi, Mr. Manu, Mr. Sachin Mundakkal, Dr. Padmapriya & Lt. Prakash
Tourism Club (Dept. of TTM)	Mr. Siddalingappa & Mr. Sharath
Vipas: Research Journal	Dr. Arijit Roy, Dr. Safeer Pasha & Dr. Vidyashree
Women's Empowerment Club	Dr. Christina, Dr. Supriya & Ms. Janett
Yoga, Aerobics, Health and Hygiene Club	Ms. Divya & Ms. Kavitha
Young Communicator's Club	Ms. Priyanka Chala & Ms. Sabeena
Public Speaking Club	Ms. Sherin Jacob & Ms. Priyanka Chala
Youth Red Cross & Red Ribbon Club	Dr. Vineeth & Ms. Binila

Cell/Committee	
Anti-Ragging Committee	Ms. Teresa Wilfred, Ms. Tina Martin , Mr. Varkey, Mr. Rathish, Mr. Suresha N. & Mr. Uday
Academia-Industry - Society Interaction, College Promotion & Brand Building Committee	Dr. Arijith, Dr. Safeer, Mr. Chinmay & Mr. Manjesha
Discipline Committee	Dr. Madesh, Dr. Siddalingappa D., Dr. Harmeet, Ms. Nice & Mr. Shinil
Equal Opportunity Cell	Ms. Angela, Mr. Shivaprasad, Ms. Shashikala , Dr. Atul & Mr. Somashekar
Examination Committee PG	Dr. Shivamurugan (Controller), Ms. Sherin Jacob, Ms. Umme Asma, Mr. Tejaswi & Mr. Jomon
Examination Committee UG	Mr. Anand (Controller), Ms. Nice (Deputy Controller), Mr. Rudresh, Ms. Divya, Mr. Chetan, Mr. Tejaswi, Mr. Manju, Mr. Somashekar, Mr. Vijay & Mr. Jomon
Grievance Redressal Cell	Dr. Zameer, Ms. Shashikala, Mr. Sachin Mundakkal & Ms. Nancy
Internal Complaints Committee	Dr. Christina, Mr. Clement & Ms. Widhulla
Library Committee	Mr. Rony, Ms. Renita Blossom Monteiro, Shivaprasad, Mr. Vineeth R, Mr. Sharath, Mr. Abin Baby , Dr. Supriya Singh
LSDP Coordinators	Ms. Cassandra & Ms. Preethi
Placement & Career Guidance Coordinators	Ms. Prameela, Mr. Manjesha, Mr. Rudresh, Ms. Mercy Shilpa, Mr. Siddalingappa, Mr. Vasu, Mr. Rathish & Mr. Kagendra
Timetable Committee	Ms. Angela (Coordinator) Mr. Kagendra, Ms. Vidyashree, Mr. Shivaprasad, Ms. Nice Aravind, Dr. Padmapriya, & Mr. Suraj

FACULTY INCHARGE FOR CLUBS / ASSOCIATION / COMMITTEES / CELLS-2021-22

Name of the Faculty	Assignment 1	Assignment 2	Assignment 3
UG Department of Business Administration			
Ms. Bindu	Entrepreneurial Cell	Human Rights' Club (UG)	Management Club
Ms. Cassandra Rancee	Leadership Incubation Cell	LSDP Coordinator	
Mr. Manu V. Unni	Student Welfare Officer	Management Club	
Ms. Neeta	IQAC (Department)	Environment Club	
Mr. Rohit	Research Promotion Forum	Music Club	Placement & Career Guidance Coordinator
Mr. Rudresh	Alumni Association	Exam Committee	Equal Opportunity Cell, CCCD
Mr. Shivaprasad	Library Committee	Timetable coordinator	Student Research Cell-UG
Mr. Zameer Pasha	Claret Center for Professional & Skill Development (CCPSD)	Grievance Redressal Committee	
UG Department of Commerce			
Mr. Anand	Controller of Examination UG	Alumni Association	Gandhi Study Centre
Mr. Abin Baby	Consumer Rights Club	Current Affairs Forum (UG and PG)	Library Committee
Ms. Binila B. Chandran	Music Club	Rotaract Club	Youth Red Cross & Red Ribbon
Ms. Blessy Baby K.	Sports Club	Alumni Association	NCC
Mr. Clement Vivian	Cultural and Arts Club	Leadership Incubation Cell	Internal Complaints Committee
Dr. Harmeet	Core IQAC	Discipline Committee	
Ms. Maria D' Souza	Claret Center for Community Development	CSA	
Ms. Nisha Tony	Business Club	Cultural and Arts Club	
Dr. Rashmi B.H.	Student Welfare Officer	Research Promotion Forum	
Mr. Rathish G.	Entrepreneurial Cell	Anti-Ragging Committee	Placement & Career Guidance Coordinator
Ms. Shwetha	IQAC (Department)	NSS	
Dr. Saifeer Pasha	Institution Innovation Council & Intellectual Property Rights	Vipras: Research Journal	Academia-Industry - Society Interaction, College Promotion & Brand Building Committee
Ms. Sabeena	Literary Club	Young Communicators' Club	
Mr. Suraj	Business & Finance Club	Current Affairs Forum (UG and PG)	Timetable coordinator, CCPSD

Mr. Vasu	Consumer Rights' Club	Placement & Coordinator	Career Guidance	Ambedkar Study Center
UG Department of Humanities				
Rev. Fr. Abraham P.J.	Student Welfare Office Coordinator	IQAC		
Ms. Angela Jean Mary	Alumni Coordinator	Equal Opportunities Cell Coordinator	Time Table Coordinator	
Dr. Ashok Jacob	Human Rights' Club (UG)	Research Promotion Forum	Student Research Cell UG	
Ms. Mercy	Claretine, Excelsior, Claret Blog	Placement & Career Guidance Coordinator		
Sr. Nirmala Joyce	IQAC (Department)	CSA	CCCD	
Ms. Nice Aravind K.A.	Deputy Controller of Examination	Timetable coordinator	Discipline Committee	
Ms. Nitya	Claretine, Excelsior, Claret Blog	Street Theatre, Mime & Drama Club		
Ms. Preethi Jose	Claretine, Excelsior, Claret Blog	Literary Club	LSDP Coordinator	
Ms. Priyanka	Young Communicator's Club	Public Speaking Club		
Ms. Rianka Sarkar	Humanities Club	Environment Club		
Mr. Sachin Mundakkal	Student Welfare Officer	Grievance Redressal Cell		
Mr. Vineeth R.	Street Theatre, Mime & Drama Club	Library Committee		
Dr. Vineeth Sahadevan	Humanities Club	Youth Red Cross & Red Ribbon Club	CCPSD	
Department of Languages				
Dr. Atul Kumar Pandey	IQAC (Department)	Ambedkar Study Center	Equal Opportunity Cell	
Mr. Ashish	Language Club	Sports Club	Gandhi Study Center	
Mr. Madesh	Discipline Committee	Claret Kannada Academy		
Ms. Sashikala U.	Language Club	Grievance Redressal Committee	CCCD, Equal Opportunities Cell	
Dr. Siddalingappa D.	Research Promotion Forum	Claret Kannada Academy	Discipline Committee	
Dr. Supriya Singh	Core IQAC	Women's Empowerment Club	Library Committee	
Department of Sciences				
Mr. Chinmaya Dash	IQAC Coordinator	Academia-Industry- Society Interaction, College Promotion & Brand Building Committee		
Ms. Divya	Science Club	Exam Committee	Yoga, Aerobics, Health and Hygiene Club	

Ms. Jayalakshmi	Claret Center for Professional & Skill Development (CCPSD)	Faculty Coordinator	
Ms. Kavitha	Research Promotion Forum	Yoga, Aerobics, Health and Hygiene Club	
Mr. Kagendra	Science Club	Placement & Career Guidance Coordinators & Time Table Coordinator	
Lt. Prakash Chandra	Student Welfare Officer	NCC	
Ms. Renita Blossom	Library Committee	IT Club	
Ms. Somanjoli	IQAC (Department)	Alumni Association	CCCD
Ms. Vidyashree	IT Club	Time table coordinator	
Department of Travel and Tourism			
Mr. Chethan	IQAC (Department)	Exam Committee	
Mr. Prashanth	Heritage Club & Tourism Club	Research Promotion Forum	
Dr. Padmapriya	Student Welfare Officer	Alumni Coordinator Timetable coordinator	
Mr. Siddalingappa	Heritage Club & Tourism Club	Placement & Career Guidance Coordinators	CCCD
Mr. Sharath Kumar	Library Committee	NSS	CCPSD
PG Department of Commerce			
Dr. Dharmendra	Research Promotion Forum	Institution's Innovation Council & Intellectual Property Rights	
Ms. Seema Joseph	Student Welfare Office Coordinator	Journal Club	
Dr. Siva Murugan	Controller of Examination PG	IQAC (Department)	
Dr. Vidyashree	Alumni Association	Vipras: Research Journal	

PG Department of Social Work		
Ms. Buela	CSA	Anti-Human Trafficking Club (AHTC)
Dr. Christina H.	Internal Complaints Committee	Women's Empowerment Club
Mr. Rony Geo Alex	Core IQAC	Claret Center for Community Development
Ms. Sherin Jacob	IQAC (Department)	Public Speaking Club
Physical Education Department		
Dr. Muniaraju	Sports Club	Claret Center for Community Development
Library		
Ms. Priscilla Nancy	Library Committee	Grievance Redressal Cell
Mr. Suresha N.	Library Committee	Anti-Ragging Committee
Counselor		
Ms. Teresa Wilfred	Student Council Mentor	Anti-Ragging Committee
Placements		
Ms. Prameela B.	Placement Committee Coordinator	
Office		
Ms. Jenivive Pinto	IQAC Department	
Ms. Janet D'Souza	Women Empowerment Committee	
Mr. Jomon Raphael	Examination Committee (PG & UG)	
Mr. Manjunath	Examination Committee (UG)	
Mr. Shiniil	Discipline Committee	
Ms. Tna Martin	Anti-Ragging Committee	
Mr. Thejaswi Kumar	Examination Committee (PG & UG)	
Mr. Uday Kumar	Anti-Ragging Committee	
Mr. Varkey Mathew	Anti-Ragging Committee	
Mr. Vijay C.K.	Examination Committee (UG)	
Ms. Whidhula Shine	Internal Complaints Committee	
Mr. Somashekar	Examination Committee UG	Equal Opportunity Cell
		Rotaract Club
		International Students' Forum

RECORD OF ABSENCE

Name _____ Class _____ Sec. _____ Reg. No. _____

Date of Absence	SESSIONS					Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Mentor	Signature of HOD / Principal
	1	2	3	4	5					

Specimen Signature : Father _____ Mother _____ Guardian _____

THERE WILL BE NO CONDONATION FOR SHORTAGE OF ATTENDANCE BELOW 80% WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION

RECORD OF ABSENCE

Name _____ Class _____ Sec. _____ Reg. No. _____

Date of Absence	SESSIONS					Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Mentor	Signature of HOD / Principal
	1	2	3	4	5					

Specimen Signature : Father _____ Mother _____ Guardian _____

THERE WILL BE NO CONDONATION FOR SHORTAGE OF ATTENDANCE BELOW 80% WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION

RECORD OF ABSENCE

Name _____ Class _____ Sec. _____ Reg. No. _____

Date of Absence	SESSIONS					Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Mentor	Signature of HOD / Principal
	1	2	3	4	5					

Specimen Signature : Father _____ Mother _____ Guardian _____

THERE WILL BE NO CONDONATION FOR SHORTAGE OF ATTENDANCE BELOW 80% WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE SEMESTER EXAMINATION

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		LUNCH			
Tuesday								
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		LUNCH			
Tuesday								
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.



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