



St. Claret College

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

NURTURING VALUES AND EXCELLENCE

MES Ring Road, Jalahalli, Bengaluru - 560 013.

Claretine Handbook 2023-24

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
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.



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Our Foundation





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NURTURING VALUES AND EXCELLENCE

Name of the Student: _____

Reg. No. : _____

Course : _____

Section : _____

Email : _____

Home Address _____

_____ Pin : _____

Home Tel. No. : _____ Email : _____

Driving License No.: _____

Vehicle Registration No. _____

Blood Group : _____

Passport No. : _____

Bank A/C No. : _____

IN CASE OF EMERGENCY, CONTACT

Name : _____

Address : _____

Tel No.: _____ Mobile : _____

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Motto and Crest of St. Claret College



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, faculty and staff to constantly improve their personal and professional skills to realize the onward march. The clarion call of 'Ever Onward' constantly encourages the Claretines - the students of SCC - to so nourish themselves at the portals of the college that their lives would always evolve into greater and finer levels of self-realization and transcendence.

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

St. Anthony Mary Claret



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

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

The Claretians

St Claret College 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 40 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 four Post-graduate programs and over 2500 students. The Bengaluru SCC Campus is managed by the Claretian Society for Integral Human Development established with the aim of providing holistic and quality education to students from India and overseas. In addition to St. Claret College, the institution has an Evening College for students that are employed during the day. The campus shelters three other educational institutions: St. Claret School, Anthony Claret (AC) School and St. Claret Pre-University College. Moved by the spiritual genius of St. Anthony Mary Claret, its patron, and supported by the robust Christian intellectual tradition, St. Claret College 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, AICTE Approved** and **NAAC accredited with A+ Grade**. Students bag university ranks on a regular basis and the number of championships won by the cultural and sports teams vouch for the support college gives for co-curricular and extra-curricular activities. Situated on a serene and picturesque campus in the Garden City, Bengaluru, SCC offers a refreshing atmosphere conducive to serious academic pursuits and professional training. The College provides world class, state-of-the-art infrastructure and facilities. SCC is dedicated to the principle that its educational services and faculty should be both supportive and challenging, distinguished by creative and interactive learning experience for each student. In order to make the students employable, various corporate and non- profit organizational personnel are invited to give hands-on experience of the corporate world. In addition to the regular curriculum, special training

by professional bodies is provided to equip the students with professional skills such as presentation skills, debating, group discussions, team work and leadership skills which enable them to get suitable jobs in the corporate world.

Location and Campus

St. Claret College, 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.

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/ online interview.
- Candidates need to apply online by visiting the admission section of SCC's website www.claretcollege.edu.in. and filling in the application form as per the directions given there.

Documents required (Original with Two Copies)

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

M.S.W.

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

M. Sc. Psychology

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

MBA

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

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

Documents required (Original with Two Copies)

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

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

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

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

- Duly filled in Application forms along with the photocopies of the documents mentioned above should be submitted to the college office.

- Candidates will be informed of the Interview date on the website. No personal intimation will be given to the candidates. Candidates will have to appear for the interview on the prescribed date, and if selected, should take the admission on the same day itself after paying the requisite fees.
- Candidates will have to contact the Administrative Office/ refer the Notice Board for any clarification.

Admission Procedure for MBA

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

Attendance

Class Attendance Requirement

- At the end of every semester, for each course and for the overall programme, students are required to have at least 75% of class attendance to be eligible to appear for the end semester examination as per the University regulation.
- Any student who has a shortage in this requirement will not be allowed to write any of the end-semester university examinations.

Leave and Attendance Regularization Policies

- All leaves are taken with prior permission from the class mentor/ head of the department. For up to a maximum of two days, the class mentors grant leaves. For more than two days of leave prior permission needs to be taken from the head of the department. Leave applications can be rejected either by the class mentor or the head of the department, if they are not convinced about the genuineness or the need.

- Any student who is absent from classes with permission for representing the college in seminars, conferences, sports and cultural activities will be rewarded class attendance for the hours the student has been legitimately absent.
- Only cases of hospitalization of more than three days with valid documents will be accepted for attendance regularization. The request for attendance shall be rejected if the documents submitted are not genuine. In each semester, the maximum number of days the institution can regularize attendance for a student is 10 days. All the other leave requirements for illness, family events and emergencies will have to be met by students outside the 75 percent attendance requirement stipulated by the affiliating university.
- In the case of hospitalization, the documents for attendance regularization should be submitted to the Vice Principal/ Principal with the signature of class mentor and head of the department within three working days after the student reports back to classes. Documents submitted after this deadline will not be accepted for attendance regularization.
- It is the responsibility of the students concerned to submit the documentary evidences for their absence to the respective coordinators/ class mentors/ heads of the department and ensure that the attendance is regularized on the institutional ERP (Linways).
- The students, parents and guardians are provided access to the institutional ERP (Linways) to regularly monitor the attendance records. Any discrepancy in the attendance entry must be submitted in writing to the head of the department at least three weeks prior to the commencement of the end semester University examinations. Any complaint regarding class attendance after this deadline will not be entertained.

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 75% 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 establishment of IQAC in Higher Education Institutions (HEIs) in India is a post NAAC accreditation quality sustenance requirement, St Claret College (SCC) has proactively established a full-fledged cell aimed at creating and putting in place all mechanisms essential to deliver quality – both academic and administrative – and ensure their consistency and enhancement as pre- accreditation measure.

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

Objectives and Strategies :

- Improving the academic and administrative performance of the institution.
- Monitoring the quality parameters of the college.
- Optimizing, integrating and monitoring modern methods of teaching and learning.

- Maintaining consistency and enhancement in quality Promoting and institutionalizing innovative practices.
- Establishing and ensuring maintenance and functioning of the support structures.

Functions:

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

IQAC will facilitate / contribute:

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

NAAC Accreditation, AICTE Approval and UGC Recognition

In compliance with the UGC requirement for quality assurance, SCC is accredited by the **National Assessment and Accreditation Council (NAAC) with A+ Grade (CGPA of 3.31 on 4)**. The MBA programme is **AICTE (All India Council for Technical Education)** approved. The institution is also recognized under **Section 2(F) & 12(B) of UGC Act 1956** and permanently affiliated to **Bangalore University**.

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 News Bulletin of the events in the college.
- 3) **Department Bulletin** is a News Bulletin by the Departments recording the Department activities.
- 4) **The Lantern** is the lab journal of the department of Journalism.
- 5) **Cognition** is a monthly e-magazine from the department of MBA that caters to the intellectual demands of students and teachers. Cognition is entirely run by a team of students whose endeavor is to provide interesting and important information, often neglected by main stream media, to its readers.

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

Student Support

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

A. Student Council

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

College Student Council

Category	Name	Class
College Captain - Boy	Mr. Harsh Bafna R.	III B. Com
College Captain - Girl	Ms. Krishnapriya K. M.	III BA
College Cultural Captain - Boy	Mr. Prajwal Pinto	III BBA
College Cultural Captain - Girl	Ms. Srishti Biswas	III B. Sc.
College Sports Captain - Boy	Mr. Vivek M. Patel	III BCA
College Sports Captain - Girl	Ms. Ranjitha Jadhav G.	III B. Com TTM

Department Student Council

Department Course	Category	Name	Class
B.Com	Department Student Captain – Boy	Mr. Baqeer Khan	III B. Com
	Department Student Captain – Girl	Ms. Bhoomika Ravishankar	III B. Com
	Department Student Secretary	Mr. Santhosh R.	II B. Com
BBA	Department Student Captain – Boy	Mr. Amith Saji	III BBA
	Department Student Captain – Girl	Ms. Harshini K.	III BBA
	Department Student Secretary	Mr. Shree Naveen	II BBA
BCA	Department Student Captain – Boy	Mr. Piyush Kumar S.	III BCA
	Department Student Captain – Girl	Ms. Nushiba Taniya	III BCA
	Department Student Secretary	Mr. Milton	II BCA
BA	Department Student Captain – Boy	Mr. Prem Kumar K.	III BA
	Department Student Captain – Girl	Ms. Brundha Reddy	III BA
	Department Student Secretary	Mr. Om Rajput	II BA
B. Com TTM	Department Student Captain – Boy	Mr. Chandan Anand	III B.Com. TTM
	Department Student Captain – Girl	Ms. Marreyn Delffin J.	III B.Com. TTM
	Department Student Secretary	Mr. Athiq R.	II B.Com. TTM
B.Sc.	Department Student Captain – Boy	Mr. Nagesh H.K.	III B.Sc.
	Department Student Captain – Girl	Ms. Rakshitha R.	III B.Sc.
	Department Student Secretary	Ms. Shriya Giridhar	II B.Sc.

B. Student Welfare Office

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

Objectives

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

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

C. Counselling Services

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

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

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

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

D. Student Awards

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

Undergraduate Programs

1. Academic Proficiency Awards

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

2. The Best Outgoing Student Award

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

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

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

4. 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. Kreedaprabhitha (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 Kreedaprabhitha award.

6. Sangeetprabhitha (Music) Award

The best music talent from the graduating batch receives the Sangeetprabhitha award.

7. Saahityaprabhitha (Best Literary Performer) Award

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

8. Ms. Beatrice Memorial Outstanding Volunteer Award

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

9. The Spirit of Claret Award for Outstanding Community Service

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

10. Library Award

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

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 All-round Performer in each Department

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

3. Library Award

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

E. Clubs, Cells, Centers, and Committees

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

Institutional Level

1. Alumni Association

The administrative body of the SCC Alumni Association comprises elected office bearers from alumni, faculty coordinators and college management. To engage and empower the alumni network, SCC alumni regularly connect with the college, wherein, alumni share their ideas and views for the progress of the institution. The alumni of SCC are very keen on bringing uniqueness to the working of the association through various initiatives. The association keeps the objective of student progress and spreads the message of social ethics at every pace. The annual alumni meet of St. Claret College, HOMECOMING, on the 2nd Saturday of April of each year, is a great occasion that reunites different batches of alumni back to their campus.

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

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

3. Christian Students Association, 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 is, “We were born in an unjust society and we are determined not to leave it as we have found it”.

Aims & Objectives of AICUF

- To facilitate a truly Christian intercourse among Catholic Young Men and women.
- To create and promote among them, by means of study clubs, a wider interest in the study of their religion and of the social question so largely connected with it.
- To help the members in the study and in the application of catholic principles to the social problems by the publication of a monthly organ (Rally).

4. Consumer Rights Club

The consumer rights club of St. Claret College 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.

5. Cultural and Arts Club

The Cultural and Arts Club fosters creative talents in the Claretnes. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. Institution Innovation Council (IIC) & IPR

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

12. International & Outstation Students' Forum

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

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

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. Rotaract Club

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

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. Youth Red Cross & Red Ribbon Club

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

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

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.

2. Business Club - Dep. of Commerce, UG

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

3. Humanities Club - Dep. of Humanities

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

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

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

4. IT Club - Dep. of Computer Science

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

5. Journal Club - All PG Departments

The Journal Club commenced with the purpose of augmenting the research skills of students. The club provides hands-on experience on preparing questionnaires in Google forms, APA and MLA bibliography format, statistical tools using SPSS, Journal overview, debate, research quiz and research paper presentation. The journal club events provide a forum for

masters students to improve their research skills in their field. Furthermore, these events equip the students to make research paper presentations in the National and International Conferences also for publications in peer-reviewed journals.

6. Language Club - Dep. of Languages

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

7. Management Club - Dep. of Management, UG

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

8. Quiz Club - Dep. of Management, PG

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

9. Science Club - Dep. of Sciences

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

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

Tourism and Heritage Club is formed with the objective of creating awareness among the students about tourism activities and heritage related

activities. It helps them to develop relations with business world through visits, internships, and interactions. All the students of B. Com Travel and Tourism Management are ipso facto members of this club which trains them in functional areas to enable them to improve their accountability, productivity and customer services.

Institutional Associations, Cells & Committees

1. Anti- Ragging Committee

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

Ragging is a crime and is a punishable offence.

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

Anti- Ragging Committee & Squad

Sl.	Anti- Ragging Committee and Squad Member	Email
1	Rev. Dr Thomas Thennadiyil, Principal	principal@claretcollege.edu.in
2	Rev. Fr. Joseph S., Vice- Principal	viceprincipal@claretcollege.edu.in
3	Mr. Vasu, Faculty	vasu@claretcollege.edu.in
4	Mr. Kagendra, Faculty	kagendra@claretcollege.edu.in
5	Ms. Binila B. Chandran, Faculty	binila@claretcollege.edu.in

2. 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.

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

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

4. CARE - Claret Centre for Mental Well-Being

Claret Centre for Mental Well-Being at St. Claret College under the aegis of the department of Psychology is a dedicated hub for promoting mental health and well-being. CARE's primary objectives encompass mental health services, life skills training, extension activities, psychological counselling services, celebration of mental health day and knowledge enhancement programs in the area of mental health. CARE offers a safe and supportive environment where students, staff, and the broader community can access essential mental health services, addressing issues from stress to more severe mental health challenges. Life skills training equips individuals with the tools to navigate life's challenges, fostering resilience and emotional intelligence. Extension activities engage the community, reducing the stigma surrounding mental health. Psychological counselling services provide personalized support, while knowledge enhancement programs

educate and raise awareness about mental health issues. Regular celebrations and competitions foster a sense of community, celebrating life and talents. In short, CARE is a holistic centre committed to creating a more resilient community, empowering individuals to lead fulfilling lives while promoting mental health awareness.

5. Equal Opportunities Cell

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

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

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

6. Grievance Redressal Cell

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

7. Internal Complaints Committee

St. Claret College 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 Members

SL	Name	Position	Email
1	Ms. Neeta M., Faculty	Presiding Officer	neeta@claretcollege.edu.in
2	Dr. Vineeth, Faculty	Member	vineeth@claretcollege.edu.in
3	Dr. Ashish, Faculty	Member	ashish@claretcollege.edu.in
4	Dr. Ashok Jacob, Faculty	Member	ashok@claretcollege.edu.in

8. Training and Placement Cell (TPC)

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, Wipro, TCS, Cognizant, DXC Technology, Biju's, SLK Software, EY, Amazon, Mindtree LTI, Atos, London Stock Exchange group, Accenture, Target, Dell, Hp Inc, Delux, AXA Business, IBM, Federal Bank, McKinsey & Company, Axis Bank, Godrej & Boyce Mfg. Co. Ltd., CRM software, IQVIA, ANZ, Deutsche Bank & Delux Entertainment Distribution Indian Pvt. Ltd.

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 06:00 PM. On Saturdays the library is open from 8:30 AM to 01:00 PM.
- Library will remain open during the study holidays. ID is mandatory to enter inside the library.
- Text books placed in the reference rack will not be issued.
- UG Students: Books are issued for 10 days and they can borrow 3 books with their ID cards.
- PG Students: Books are issued for 15 days and students can borrow 5 books in their ID Card.

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

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

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

Book Bank Scheme

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

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

Institutional Membership

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

Inflibnet

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

Delnet

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

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

NDL (National Digital Library)

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

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

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

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.

EBSCO online E- Resources

EBSCO is the leading provider of research databases, e-journal and e-package subscription management, book collection development and acquisition management, and a major provider of library technology, e-books and clinical decision solutions. Users can access EBSCO Essentials to search and use open content and connect to additional publications made available through their affiliated institutions. Every year beginning an Orientation was given by the training manager from EBSCO and each student is given mail ID and password to access the same.

Pearson E-Book

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

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

2. LINWAYS: Institutional ERP

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

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

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

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

3. Computer Labs

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

4. Language Lab

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

5. 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
- 6) Paid Internship

State Scholarship

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

National Scholarships

- 1) Ministry of Minority Affairs
(Post Matric Scholarships Scheme for Minorities)
- 2) Ministry of Social Justice and Empowerment
(Post matric scholarships for SC and OBC students)
- 3) Department of Higher Education (Centre Sector Scheme of Scholarships for College and University)
- 4) Department of Empowerment of Persons with Disabilities
(Scholarship for top class education with disabilities and post matric scholarships with disabilities)
- 5) Ministry of Tribal Affairs (Umbrella scheme for education of ST children post matric scholarship, national fellowship and scholarship for higher education of ST students formally top class education for ST students).
- 6) Ministry of Labour and Employment. (Under various labour welfare funds)
- 7) Ministry of Home Affairs (Prime Minister scholarship scheme for central armed police forces and Assam rifles mm, Prime Minister's

scholarship for the wards of states and Union Territories Police. Personnel martyred during terror and naxal attacks)

- 8) Ministry of Railways (Railway Boards) Prime Minister's scholarship scheme for Ministry of Railways)
- 9) UGC (PG Indira Gandhi scholarship for single girl child, PG scholarship for University rank holders)

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
- Toffee Twangle attached to the PUC College
- St. Claret Kiosk attached to the College

12. Divyangnan Facilities

Rails and lift, Braille Software, Separate parking facilities and Disabled friendly washrooms are available for Divyangnan Students. To cater the need of the Divyagjan students, a special category of Book Bank for Divyagjan 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, Smart Board, 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. Professional Skills Development Program

The Professional Skills Development Program at St. Claret College was designed to equip students with essential skills to enhance their employability and career prospects. The program aimed to bridge the gap between academic knowledge and real-world application by focusing on both technical and soft skills which is necessary for success in today's competitive job market.

The program emphasized the development of communication, teamwork, leadership, time management, aptitude, logical and verbal reasoning skills. Interactive sessions, group activities, and role-play exercises helped students enhance these essential attributes.

This program ensures students gain confidence in their abilities and are better equipped to face the challenges of the professional world. This also paves the way for better employment opportunities and a strong professional network which enables them to thrive in their chosen field of work.

2. Demystifying Data Analytics

The Statistical Package for the Social Sciences (SPSS) add-on programme is created with the intention of preparing the students to be better researchers

by giving them a comprehensive understanding of the most popular data analysis software programmes. The programme consists of theory lessons and practise sessions. The curriculum will be carried out based on practical training sessions, which will allow the students comprehend the concepts properly and implement them independently.

3. Python

Students will learn how to program in Python and how to use the Python programming language in different aspects of Industries. The programming concepts covered will be focussed on the variables, data structures, conditionals, and loops. This course allows the students to rapidly learn the basics of writing and executing Python code. In addition, students use commonly used data structures, custom functions, and file reading and writing activities in this course.

4. Multimedia and Animation

Design Roots Company is offering Add-On program on Multimedia and Animation. The program provides hand-on experience on Digital Designing.

- Introduction to Multimedia, Graphic Design, Photoshop software and about Raster
- Introduction to Selection Tools
- Color Theory & Digital painting
- Collage work
- Poster Design
- Visiting Card
- Brochure
- Design and Design thinking
- Design Hi-fi prototypes

5. Cloud Computing

Jetking offer a wide range of certification courses that are designed to equip our students with the skills and knowledge they need to succeed in the ever-evolving technology landscape.

The program provides hand-on experience on Cloud Computing.

- System Administration
- Cloud Management
- Programming
- Practical experience
- An understanding of how Cloud providers work
- Virtualization
- Networking

6. Advanced Excel

A spreadsheet tool called Microsoft Excel is used to store and analyse numerical and statistical data. The course, which is obtainable to first-year M. Com. Students', offers numerous features to carry out various operations, such as calculations, pivot tables, graph tools, macro programming, etc. This facilitates quicker and more accurate decision making, quick calculations, and seamless data visualisation. All young professionals need these skills, which increases their chances of securing employment opportunities.

7. Business Analytics

Staying up to date on real-world business analytics applications is the key to getting placed in corporates. The certification course enables the students to learn in-depth about the different skills required in Statistics, visualization, predictive analytics, prescriptive analytics, machine learning, neural networks, and many other topics covered in the Business Analytics curriculum. Students will also gain first-hand experience evaluating real-time data and researching industrial initiatives.

8. 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 adhere 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.

9. 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 enhance valuation techniques with this course.

10. Microsoft Office Program

The main aim of introducing this program is to fill the gap between current Indian education system and the present corporate requirements. This Microsoft Office Program is introduced for commerce TTM students to gain practical knowledge on Office Skills, keeping in view the current requirements of the industry, we have designed the program for two applications, which are as follows:

1. Microsoft Office Word
2. Microsoft Office Power Point

11. Microsoft Excel

Microsoft Excel gives businesses the tools they need to make the most of their data. And when it comes to making the most of resources, and maximizing return on investment, this is becoming increasingly important. Firms are collecting ever-greater volumes of data from multiple sources, including in-store-transactions, online sales and social media.

They need to be able to collate and analyse this information quickly and effectively. Excel spreadsheets are commonly used across business to

display financial information and other data relevant to the running of the business. This could be information relevant to the customer relationship management department, sales, marketing or HR. With so many business functions now reliant on IT and the internet, Excel continues to be seen as a vital tool for administration and the effective running of a business.

12. SMM Program

St. Claret College, in collaboration with ICA Edu Skills Pvt Ltd., offers a 30-hour add-on program in Social Media Marketing tailored specifically for BBA II year students. This program serves as an invaluable extension of their academic journey, bridging the gap between theory and practical expertise in the dynamic realm of digital marketing. Through this comprehensive course, students will delve into the intricacies of social media strategy, content creation, audience engagement, and data analytics. With the guidance of industry experts and hands-on learning experiences, BBA II year students will acquire the skills necessary to excel in the ever-evolving landscape of social media marketing, enhancing their career prospects and enabling them to make an immediate impact in the business world.

13. Data Analytics

Data analytics is the science of analysing raw data to make conclusions about that information. Many of the techniques and processes of data analytics have been automated into mechanical processes and algorithms that work over raw data for human consumption. Data analytics is a broad term that encompasses many diverse types of data analytics. Any type of information can be subjected to data analytics techniques to get insight that can be lost in the mass of information. This information then be used to optimize processes to increase the overall efficiency of a business or system.

14. Journalistic Writing

The Journalistic Writing Add-on course introduces students from all backgrounds to the various writing techniques used in journalism. They will practice writing a news report in various genres like politics, sport, science, culture, sports, etc., Other forms of writing like feature writing, writing stories of human interest, etc., are also covered. They are also taught about the ethics and stylistics of journalistic writing with news angles, editorial policies, journalistic objectivity, etc., In addition, they are also exposed to the writing strategies of public relations and advertising.

15. Socio- Political Dynamics of Economic Systems

This course could explore the intricate relationships between political science, sociology, and economics, examining how political ideologies and systems, societal structures, and economic policies intersect and impact one another. Students could delve into case studies, analyse real-world issues, and develop a holistic understanding of the forces shaping our modern world.

16. Diploma in English Speaking

A Diploma in English Speaking course is a comprehensive programme designed to enhance an individual's proficiency in the English language, both in spoken and written form. This course equips students with the essential skills required to communicate effectively and confidently in English, which is a valuable asset in today's globalized world. Through a combination of structured lessons, practical exercises, and interactive activities, participants develop their vocabulary, grammar, pronunciation, and fluency. The curriculum typically covers various aspects of communication, such as public speaking, interpersonal skills, and presentation techniques, ensuring that graduates are well-prepared for diverse professional and personal situations.

17. Basic Counselling Skills

The course imparts thorough knowledge in the field of counselling, multicultural approaches of counselling and behavioural approaches. The course will help the students to not only learn the Counselling Skills but also the effective communication skills, wise perspectives, and how transformational improvements can be made to people's beliefs, behaviour's attitudes, careers, and daily interactions.

18. Data Analysis using SPSS

The Statistical Package for the Social Sciences (SPSS) add-on programme is created with the intention of preparing the students to be better researchers by giving them a comprehensive understanding of the most popular data analysis software programmes. The programme consists of theory lessons and practise sessions. The curriculum will be carried out based on practical training sessions, which will allow the students comprehend the concepts

properly and implement them independently.

19. NET/SLET Training with Teaching Practices:

The Department of Commerce(PG) provides preparation for competitive exams to students taking the NET and SLET exams so that a sufficient number of students will be qualified for lectureships and Junior Research Fellowships within the University system and will be able to continue their higher education in doctoral programs. To give the students real-world experience, the NET/SLET programme will be integrated with instructional teaching classes.

20. Reasoning and Aptitude- Soft Skills

To prepare the students to succeed in the aptitude phase of interviews, the Department of Commerce (PG) offers an add-on programme on reasoning and aptitude - soft skills. A number of businesses in the accounting, financing, banking, human resources, marketing, and information technology sectors use aptitude tests to applicants as part of the interviewing process to gauge their capacity for logic and analysis. The course is meant to cover all the abilities essential to succeed on the aptitude test as well as soft skills characteristics that are very qualitative in nature and aid the students in landing their dream jobs.

21. R Programming Certification

In today's rapidly evolving business landscape, data-driven decision-making has become paramount for success. The Master of Business Administration (MBA) program at St. Claret College is committed to providing its students with a well-rounded education that prepares them to excel in a data-centric world. As a part of this commitment, we are excited to offer an add-on course on R Programming, designed to enhance your MBA experience and equip you with essential skills in data analysis and visualization.

22. Stock Trading Certification

The Stock Trading Certification for MBA Students course is meticulously designed for MBA students who recognize the importance of financial markets and trading strategies in today's business environment. This course offers a comprehensive exploration of stock trading, technical analysis, and portfolio management, equipping you with the proficiency to navigate the complexities of the financial markets consistently.

23. MS Excel

The Social Work Department provides a 30-hour add-on course on Microsoft Excel. The program is a valuable tool for social work students as it shall aid in research data management, analysis, and visualization of intended outcomes. It helps students organize and analyze beneficiary information, conduct research, and manage budgets, making it easier to track project progress, allocate resources, and maintain records. MS Excel shall develop students' ability to collaborate and develop essential skills and also add to its utility, enhancing a student's preparedness for a career in social work.

24. Alternative Psychotherapy

The PG Department of Psychology offers an add-on course on alternative psychotherapies. Alternative psychotherapy is a broad term that encompasses a range of unconventional therapy methods, each based on different philosophical and theoretical frameworks. These approaches often focus on the mind-body connection, holistic wellness, and a more individualized approach to therapy. They may integrate elements of spirituality, energy work, mindfulness, and cultural practices, among other components, to help people address their emotional and psychological issues. Key approaches to alternative psychotherapies include movement therapies, art therapies, holistic approaches, energy-based therapies, narrative therapies and transpersonal psychology. In the add-on course we focus intensively on some of the therapies. The potential benefits of alternative psychotherapies include individualization, holistic well-being, nonverbal expression, complimentary care, cultural relevance, and so on.

Course Objectives:

- To impart awareness, knowledge, and understanding of various alternative psychotherapeutic techniques/methods.
- To impart theoretical and practical concepts and practices for understanding the practical application of Alternative psychotherapies.

25. Digital Marketing

Digital marketing is a critical skill for MBA students, as it's becoming increasingly important in the business world. Understanding digital

marketing is crucial for MBA students as it equips them with the knowledge and skills needed to navigate and succeed in the modern business landscape. Digital marketing coursework will help you develop strong analytical skills, enabling you to make data-driven decisions, which are essential for business success.

26. Tableau

Tableau is a powerful data visualization and business intelligence tool that is widely used in various industries. MBA students can benefit from learning Tableau as it can enhance their data analysis and presentation skills. Learning Tableau can be a valuable addition to your MBA skillset. It enables you to present data-driven insights more effectively, which is essential in various business roles, including marketing, finance, operations, and strategy. Additionally, Tableau expertise can enhance your marketability and career prospects as businesses increasingly seek professionals who can make data-driven decisions and communicate results through compelling visualizations.

27. Advanced Excel for MBA

Advanced Excel skills are highly valuable for MBA & M.Com students and professionals in various fields, as Excel is a powerful tool for data analysis, reporting, and decision-making. Advanced Excel course give hands-on experience with real-world data that will help students to solidify their advanced Excel skills, making them more proficient at data analysis and reporting in their MBA & M.Com coursework and professional endeavours.

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 Centre

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

VIPAS Journal

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

Claret Centre for Consultancy and Skills Training (C3ST)

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

competent resources for others to utilise and tread the challenging yet exciting path of personal and professional growth.

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

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

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 Claret Centre for Community Development (CCCD), National Service Scheme (NSS), Women's Cell, E-Cell, Rotract Club, Environment Club and Christian Students' Association. 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 Educational Institutions, Training Partners and Industries with a view to improving its quality and reach.

Educational Institutions

- Don Bosco Centre for Extension Education and Services (Tirupattur, Tamil Nadu)

- Sacred Heart College (Tirupattur, Tamil Nadu)
- Madras School of Social Work (Chennai, Tamil Nadu)
- Garden City University (Bangalore, Karnataka)
- Reva Nest- TBI, Reva University (Bangalore, Karnataka)
- The American College (Madurai, Tamil Nadu)
- Trinity College (Jalandhar, Punjab)
- Shri Ram College of Commerce (Maurice Nagar, New Delhi)
- St. Pauls College (Bangalore, Karnataka)
- UPSA, ACCRA (Madina, Ghana)
- St. Aloysius College (Jabalpur, Madhya Pradesh)
- St. Vincent Pallotti College (Bangalore, Karnataka)
- Deva Matha College (Kuravilangad, Kerala)
- Jesus and Mary College (New Delhi)
- St. Teresa's College (Ernakulum, Kerala)
- Nirmala College (Coimbatore, Tamil Nadu)
- Christ College (Irinjalakuda, Kerala)
- St. Anthony's College (Shillong, Meghalaya)
- Thanthai Periyar Government Arts and Science College (Tiruchirappalli, Tamil Nadu)
- St. Philomena's College (Mysore, Karnataka)
- Vimala College (Thrissur, Kerala)
- Assumption College (Changanacherry, Kerala)
- Alphonsa College (Pala, Kerala)
- St Francis De Sales College (Bangalore, Karnataka)
- St. Francis College for Women (Hyderabad)
- St. Albert's College (Ernakulum, Kerala)
- Maharani Lakshmi Ammani College for Women (Bangalore, Karnataka)
- Government First Grade College (Magadi, Karnataka)
- St. Joseph Convent High School Education (Bangalore, Karnataka)
- Farook College (Kozhikode, Kerala)

Training Partners and Industries

- Mile Education Pvt. Ltd. (Gandhinagar, Hyderabad)
- ISDC - Association of Chartered Certified Accounts (Bangalore, Karnataka)
- Mark Computer Education (Bangalore, Karnataka)
- Infosys (Bangalore, Karnataka)
- Peenya Industries Associations (Bangalore, Karnataka)
- TNS India Foundation (Joshi Marg, Mumbai)
- IMS Proschool PVT LTD (Data Science Analytics, Navi Mumbai)
- Edumerge (Bangalore, Karnataka)
- REST Society for Research International (Krishnagiri, Tamil Nadu)
- Acquire and Accord Solutions LLP (Bangalore, Karnataka)
- Wealth Junction Consultants Pvt. Ltd. (Bangalore, Karnataka)
- Arivu Educational Consultants Pvt. Ltd. (Bangalore, Karnataka)
- AB Plastomech (Bangalore, Karnataka)
- Blitz Network (Bangalore, Karnataka)
- Elite Mentors (Bangalore, Karnataka)
- Primax Foundation (Bangalore, Karnataka)
- Eurasian Institute of Management (Kayakulam, Kerala)
- E- Waste Recycling (Bangalore, Karnataka)
- Bangalore District Amateur Cycling Association (Bangalore, Karnataka)
- Rotaract Club (Bangalore, Karnataka)
- Sense Kaleidoscopes (Bangalore, Karnataka)
- Bangalore Oniyavara Seva Coota – BOSCO (Bangalore, Karnataka)
- Karnataka State Council for Science and Technology (Bangalore, Karnataka)
- Smartsense (Bangalore, Karnataka)
- Skill Academy by Testbook (Khorghar, Mumbai)
- GTT foundation (Kalyaninagar, Pune)

- Aspire for her management and Consultancy Pvt. Ltd. (Kharwest, Mumbai)
- Ditya Software Services Pvt. Ltd. (Bangalore, Karnataka)
- Aspire for her management and consultancy Pvt. Ltd. (Kharwest, Mumbai)
- Scholiverse Educare Pvt. Ltd. Nirvana Country (Haryana)
- ProU Education (Bangalore, Karnataka)
- Havana Yukta Solution (Bangalore, Karnataka)
- Glovish Technologies LLP (Bangalore, Karnataka)
- Rubixe (Think ahead innovations Pvt. Ltd.) (Bangalore, Karnataka)
- JVGLOBAL Services LLP (Bangalore, Karnataka)
- HR Success Talk Pvt. Ltd. (Bangalore, Karnataka)
- CL Infotech Industry (Bangalore, Karnataka)
- Karnataka German Technical Training Institute (Bangalore, Karnataka)
- The Future Founders Co. (Bangalore, Karnataka)
- The Association of People with Disability (Bangalore, Karnataka)

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

committee of the college shall be final and binding in this regard.

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

17. The campus must be kept clean and tidy at all times. The college is a temple of learning. Hence all the Claretines are required to maintain the beauty and the academic ambience of the campus. Littering and defacing the walls or desks, damaging college property are not expected of any Claretine.
18. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
19. Boys and girls are expected to conduct themselves with dignity and maturity. In their interpersonal relationships, they must observe norms of decency, propriety and mutual respect. Any improper relationship will detract the students from their academic engagement and therefore, if noted, such students are liable for correction.
20. Movements of vehicles in the college campus must be in a moderate speed. Students can park their vehicles inside the college campus only on production of parking pass issued from the office which will be issued only to those having valid driving license. Vehicles are to be parked in the allotted parking area and appropriate censures will be initiated against violators. While parking the vehicles on campus, students should maintain order and keep their vehicles locked. Honking inside the campus is strictly prohibited.
21. The instructions given by the security officers on campus are to be adhered to.
22. **USE OF CELL PHONES:** As indicated above, use of cell phones can cause impediments to the academic focus of the student and may be detrimental to the learning atmosphere. Students are not permitted to use mobile phones anywhere inside the college building unless the faculty requires the students to use cell phones in a particular class. If any student is found using the cell phone inside, it will be confiscated and will not be returned.
23. Students are not allowed to carry with them or use in the campus/college any electrical or electronic gadget like CD players, digital cameras, radios, tape-records etc., without the prior permission from the Principal.
24. Active participation or promotion of politics is not allowed inside the campus. Students are forbidden to organize or attend any meeting

within the College or collect money for any purpose or to circulate among them any notice or petition of any kind or paste such objects on the College notice boards without the written permission from the Principal. They must not join any club or society or make any engagement that would interfere with their studies without the permission of the Principal.

25. Functions of Associations, cultural programs including any kind of celebrations will be held after class hours and outside the class rooms. Practice for all programmes should be held either prior to or after the class hours. Students' outside participation in sports, cultural and academic activities as representatives of the college can be done only with the written permission of the head of the institution.
26. Use of internet by the students on campus is expected to be for their academic enrichment.
27. In every thought, word and deed, Claretines are expected to respect, uphold and communicate the dignity, decorum and honour of the institution.
28. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled.

Certificates

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

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

Code of Ethics to Check Malpractices and Plagiarism in Research

St. Claret College 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.

Academic Excellence Committee (AEC)

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

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

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.

B. A. & B. Sc. Programme Structure

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 one language in addition to General English 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.

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 Mid-term Exam, Attendance, Assignments, Class tests and Presentations.

Internal Assessment (IA) Marks Break Up for UG Students

1. Languages / Core Courses/ Open Electives- Each Course- 3/4 Credits; (IA 40; ESE 60)

Mid-Semester Exam- 2.5 hours examination	10	C1 (20) for final entry on UUCMS
Class Tests (2 tests)	10	
Student Centric Activities (Minimum one recorded activity)	05	C2 (20) for final entry on UUCMS
Class Presentations (Minimum 1 recorded activity, preferably ICT enabled activity)	05	
Attendance	05	
Research Activity/ Assignment based on online library resources (Minimum one recorded activity)	05	
Total	40	

2. Ability Enhancement Courses- Each Course- 2 Credits (IA 20; ESE 30)

Example: Environmental Studies; Constitutions of India- 2 credit course.

Skill Enhancement Courses - Each Course- 2 Credits (IA 20; ESE 30)

Example: Digital fluency, Artificial intelligence, and Cyber security

Mid-semester exam- 1.5 hours	05
Attendance	05
Class Tests- best of two	05
Student centric activity (Minimum 1 recorded activity)	05

3. Value Based Skill Enhancement 2 Credits: 50 marks

Every semester there is 50 marks (two credits) Skill Development activity under NEP. There is no end semester examination for this activity. The University mentions Physical Education - Yoga, Health and Wellness; Sports and Cultural activities as the possible list of activities. We will include a number of other skill development regular activities under this segment to motivate our students to actively participate in them. The breakup of the IA marks for Skill Enhancement activities is as follows:

MOOC/ NPTEL / Departmental Add on Course- One of these is mandatory in each semester.	10	C1 (25)
Internship/ Life Skills Development Programme (LSDP)	10	
Professional Skills Development Programme (PSDP)	05	
Club Activities (Graded by the Club Coordinators after students have submitted the self-reporting card)	10	C2 (25)
Departmental Activities: Participation in workshops, seminars, conferences, paper presentations	10	
Yoga/ Extension Activities	05	
Total	50	

Internships in I, IV and VI Semesters

The hardcopy of the internship certificate (of minimum 15 days) needs to be submitted along with the duly filled out Internship Report Card - on the prescribed format. Seven marks are for the submission of the internship certificate and 3 marks for submission of the internship report. Total 10 marks.

LSDP in II, III and V Semesters: Scoring is based on attendance in the LSDP programme.

Attendance	Marks
90-100 %	10
85-89	09
80-84	08
75-79	07
70-74	06
50-69	05
Less than 50	00

In every semester, Training and Placement Center (TPC) will organize Professional Skills Development Programme (PSDP). Scores will be based on attendance.

PSDP- 5 Marks based on attendance

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

Club Activities: At the beginning of every semester, all students should enroll in one of the clubs. The student welfare officers, along with the Club coordinators and class mentors should ensure that all students are enrolled and have enough opportunities for involvements. Towards the end of each semester, the students self-report their club activities on a prescribed format and the Club Coordinators grade and enter the marks on Linways.

Yoga Classes- 5 Marks based on attendance

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

Extension Activities: After every extension activity, soft copies of certificates are provided for students. All those who submit at least one certificate of extension activity involvement will receive 5 marks.

For Papers with University Practical Exams

Class attendance	05
Practical Records	05
Internal Examination	10
Lab Activity/ Viva Voce	05
Total	25

The lab activity/ viva voce or any other substituting activity is left to the choice of the respective department.

- The internal examination for the practical component will be planned and conducted by the respective department. The faculty are advised to conduct the practical exams as per the University pattern. The marks will be entered into Linways by the respective faculty and the hardcopies of the marks will be submitted to the Exam Cell.
- Like in theory papers, if students do not have the required attendance, they will not be permitted to appear for the University Practical exams. Similarly, if the practical records are not completed and submitted on time, students will not be permitted to appear for the University practical exams.

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 or six semesters, respectively.

Internal Assessment Marks Break up for PG Programmes

Internal Assessment - 30; End Semester Exam - 70

01	Mid-Sem examination	10
02	Attendance	05
03	Research Activity	05
04	Student Centric Activities: Minimum 2 activities (5x2)	10
TOTAL		30 Marks

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

01.	Rev. Dr. Xavier E. Manavath., Ph. D.	Manager
02.	Rev. Fr. Joseph Mathew, M.A.	Administrator
03.	Rev. Dr. Thomas Thennadiyil, MA, M.Phil., Ph. D.	Principal
04.	Rev. Fr. Joseph S., MSW	Vice Principal

Faculty

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55	Ms. Mary Joyce Vincia	M. Sc.	Asst. Prof.
56	Ms. Rashmi B. K.	M. Tech., PGDM, (Ph. D.)	Asst. Prof.
57	Ms. Suma N.	MCA	Asst. Prof.
58	Ms. Bincy Joseph	M. Tech.	Asst. Prof.
59	Ms. Jeya Sudha M.	M. Sc., M. Phil., NET	Asst. Prof.

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61	Ms. Geethu Varghese	M. Sc., (Ph. D.)	Asst. Prof.
Statistics			
62	Ms. Divya V. R.	M. Sc., B. Ed., (Ph. D.)	Asst. Prof.
63	Mr. Kagendra T.	M. Sc., (Ph. D.)	Asst. Prof.

Departments of Post- Graduation			
Master of Commerce (M. Com)			
64	Dr. Safeer Pasha M.	M. Com., M. Phil., NET, PGDRD, Ph. D.	Head of the Dept.
65	Dr. K. Siva Murrugan	M. Com., M. Phil., NET, PGDCA., PGDBIM, PGDPM, Ph. D.	Assoc. Prof.
66	Mr. Jayanth H.	M. Com., MBA, KSET, PGDFM, PGDFT, PGDHRM, PGDDM, PGCKS, (Ph. D.)	Asst. Prof.
67	Mr. Manjunatha G.	M. Com., NET, KSET, PGDFM, PGDFT, (Ph. D.)	Asst. Prof.
68	Dr. Fatin	M. Com, M. Phil., NET, KSET, Ph.D.	Asst. Prof.

Master of Social Work (MSW)			
69	Dr. Christina H.	MA, PMIR, Ph. D.	Head of the Dept.
70	Ms. Sherin Jacob	MA, NET, (Ph. D.)	Asst. Prof.
71	Mr. Rony Geo Alex	M. Phil., NET, (Ph. D.)	Asst. Prof.
72	Ms. Beulah Praisly V.	MSW, NET	Asst. Prof.
73	Rev. Fr. Valentine	MSW	Asst. Prof.

Master of Business Administration (MBA)			
74	Dr. Arijit Roy	MBA, NET & JRF, PGDM, Ph. D.	Head of the Dept.
75	Ms. Johnsy Mary Johnson	MBA, B. Tech., KSET, (Ph. D.)	Asst. Prof.
76	Ms. Sharmila Fernandes	MBA, PGDHA, (Ph. D.)	Asst. Prof.
77	Ms. Sneha Singh	MBA, (Ph. D.)	Asst. Prof.
78	Mr. Abhijeet Anand	M. Com., CA, NET (Ph. D.)	Asst. Prof.
79	Dr. Sasmita Panda	M.F.C., MA, PGDBIM, PGDMM, Ph. D.	Asst. Prof.
80	Mr. K. Niranjana	MBA	Asst. Prof.
81	Ms. Christina Sonia	M. Com., B. Ed.	Asst. Prof.

Master of Science - Psychology			
82	Ms. Lidia Fernandez	M. Sc., M. Phil., PGDCP	Coordinator
83	Ms. Sruthy Nair	M. Sc., M. Phil., NET	Asst. Prof.
84	Mr. Arul Prabakaran	M. Sc., (Ph. D.)	Asst. Prof.

Sports and Physical Education				
85	Dr. Muniraju M. G.	M. P. Ed., Ph. D.	Physical Education Director	muniraju@claretcollege.edu.in
86	Mr. Pramod S.K.	ITI	Coach, Basketball	pramod@claretcollege.edu.in
87	Mr. Krishnamurthy	Diploma in Coaching	Coach, Football	krishnamurthy@claretcollege.edu.in
88	Mr. Shiva Kumar M.	B. Com	Gym Instructor	shivakumar@claretcollege.edu.in
Placements				
89	Ms. Mumtaz Shaik	MA	Head- Training and Placement Centre	placements@claretcollege.edu.in
90	Ms. Prameela B.	CS	Placement Officer	prameela@claretcollege.edu.in
Library				
91	Ms. Priscilla Nancy S.	DCA, IATA, M. Lisc.	Librarian	priscilla@claretcollege.edu.in
92	Mr. Suresha N.	MA, M. Sc., M. Lisc., NET	Librarian	suresh@claretcollege.edu.in
Counselor				
93	Ms. Preethi Jain	M. Sc., B. Ed.	Counselor	counsellor@claretcollege.edu.in
Staff				
Administrative Staff				
94	Mr. Varkey Mathew	MBA, PGDBA	Office Manger	varkey@claretcollege.edu.in
95	Mr. Thejaswi Kumar T. R.	MA, M. Lisc.	University Liaison Officer	thejas@claretcollege.edu.in
96	Ms. Tina Martin	B. Com., IATA	Admin Officer	tina@claretcollege.edu.in
97	Ms. Jeniviv Pinto	M. Com., PGD-Sc, EMBA- HRM	Admin. Associate	jeniviv@claretcollege.edu.in
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100	Ms. Janett Martha D' Souza	B. Com	Admin. Associate	janett@claretcollege.edu.in
101	Mr. Somashekar N.	B. Com., M. Com.	Admin. Associate	somashekar@claretcollege.edu.in
102	Rev. Fr. Anthony Raj	BA	Admin. Associate	anthony@claretcollege.edu.in
103	Mr. Shaju Cheriyan	B. Com.	Accountant	shaju@claretcollege.edu.in
104	Ms. Jidhu Jacob	B. Com., IATA	PRO	jidhu@claretcollege.edu.in
105	Mr. Shinil M. K.	BCA, CCNA, MCSA, (Msc. IT.)	Sys. Admin.	shinil@claretcollege.edu.in
106	Mr. Uday Kumar M. C.	BCA, (MCA)	Tech. Admin.	uday@claretcollege.edu.in
107	Mr. Sachin K. B.	B. A.	Media Production Associate	sachin@claretcollege.edu.in
108	Mr. Rynel Melwyn	B. A.	Media Production Associate	melwyn@claretcollege.edu.in
109	Mr. Vijay C. K.	B. Com.	Lab Assistant	vijay@claretcollege.edu.in
110	Ms. Kavya S.	BCA	ERP- Administrator	kavya@claretcollege.edu.in
111	Mr. Narayana Gowda M.	ITI	System Maintenance	narayana@claretcollege.edu.in

Attenders & Ministerial Staff	
112	Mr. Santhosh Kumara
113	Mr. Ramesh
114	Ms. Ramadevi
115	Ms. Sharada
116	Ms. Kamalamma

117	Ms. Kempadevamma	Ministerial Staff
118	Mr. Ravikumar D.	Ministerial Staff
119	Mr. Anil Kumar T.	Ministerial Staff
120	Mr. Muthu C.	Ministerial Staff
121	Mr. Obalesh	Gardner
122	Mr. Narayan S.	Gardner

Security Staff	
123	Mr. Prakash R.
124	Mr. Lawrence D.

Class Mentors for 2023-24

BA

I BA	:	Ms. Preethi and Dr. Vineeth
II BA	:	Ms. Angela & Mr. Vineeth
III BA	:	Ms. Nice & Dr. Ashok

BBA

I BBA A	:	Mr. Rudresh & Mr. Sachin M.
I BBA B	:	Ms. Bindu & Ms. Ann
II BBA A	:	Mr. Rohit & Ms. Suha
II BBA B	:	Mr. Manu & Ms. Simran
III BBA A	:	Mr. Shivaprasad & Ms. Cassandra
III BBA B	:	Ms. Neeta & Dr. Zameer

BCA

I BCA A	:	Ms. Bincy & Lt. Dr. Prakash Chandra Behera
I BCA B	:	Ms. Suma N. & Dr. Chinmaya Dash
II BCA	:	Ms. Rashmi B. K. & Ms. Renita Blossom Monteiro
III BCA	:	Ms. Jeyasudha & Ms. Jayalakshmi R.

B. Sc

I B.Sc	:	Ms. Divya R. & Ms. Joyce
II B.Sc	:	Mr. Kagendra & Ms. Angelin
III B. Sc	:	Ms. Geethu & Mr. Sapthashree

B. Com

I B. Com A	:	Dr. Harmeet & Dr. Supriya
I B. Com B	:	Mr. Akhilesh & Dr. Atul Pandey
I B. Com C	:	Ms. Binila & Ms. Swetha
I B. Com D	:	Mr. Vasu & Ms. Noopura
II B. Com A	:	Ms. Suneetha KS & Ms. Shashikala
II B. Com B	:	Ms. Samisha & Dr. Siddalingappa Deshmukh.
II B. Com C	:	Mr. Rathish G. & Mr. Arul Prabhakaran
II B. Com D	:	Ms. Sabeena L. & Dr. Sivamurugan
III B. Com A	:	Mr. Jayanth & Dr. Madesh

III B. Com B	:	Ms. Apoorva & Mr. Manjunatha
III B. Com C	:	Ms. Radha T. & Dr. Ashish
III B. Com D	:	Mr. Abin Baby & Mr. Vishal

B. Com TTM

I B. Com TTM	:	Dr. Siddalingappa P. & Mr. Pruthvi
II B. Com TTM	:	Mr. Rathesh & Ms. Athira
III B. Com TTM	:	Mr. Chethan S. & Mr. Prashanth P.

M. Com

I M. Com	:	Dr. Safeer Pasha
II M. Com	:	Dr. Fatin

M.S.W.

I MSW	:	Ms. Sherin Jacob
II MSW	:	Ms. Beulah Praisay

MBA

I MBA A	:	Dr. Sasmita
I MBA B	:	Ms. Sneha
I MBA C	:	Ms. Johnsy
II MBA A	:	Mr. Niranjana
II MBA B	:	Mr. Abhijeet
II MBA C	:	Ms. Christina Sonia

M. Sc.

I M. Sc.	:	Ms. Lidia
II M. Sc.	:	Ms. Sruthy Nair

Clubs, Associations, Cells and Committees for 2023-24

Staff Coordinator	Dr. Safer Pasha
Academic Excellence Committee	Ms. Angela (Coordinator), Mr. Vasu, Mr. Manu & Ms. Buela
Alumni Association Coordinator	Ms. Jayalakshmi R.
Ambedkar & Gandhi Study Centre	Dr. Madesh & Dr. Ashok
Anti-Human Trafficking Club (MSW)	Ms. Buelah
Business Club (Dept. of Commerce)	Ms. Suneeta & Ms. Apoorva
Christian Students Association, Catholic Claretines Association & AICUF	Ms. Preethi Jose & Ms. Geethu Varghese
Claret Centre for Community Development	Mr. Prashanth (Coordinator)
Centre for Professional Learning (CPL) Internships/ MOOC Courses	Ms. Cassandra (Coordinator)
Centre for Industry Institution Collaborations	Mr. Rathesh & Mr. Saptarshhee
Claretine, Excelsior, Claret Blog	Ms. Athira, Ms. Ann Elizabeth & Mr. Pruthvi
Consumer Rights' Club	Mr. Rathish & Ms. Suneeta
Coordinator, Ph.D in Commerce	Dr. Sivamurugan
Cultural & Arts Club	Mr. Sachin M., Ms. Johnsy, Mr. Rudresh, Ms. Joyce & Ms. Apoorva
Current Affairs Forum (UG & PG)	Ms. Radha & Mr. Saptarshhee
Entrepreneurial Cell	Ms. Sabeena & Mr. Akhilesh
Environment Club	Mr. Abin & Ms. Suma
Human Rights' Club (UG)	Mr. Rathish & Ms. Simran
Humanities Club (Dept. of Humanities)	Ms. Suha & Ms. Noopura
Institution Innovation Council (IIC) & IPR	Mr. Niranjan (Coordinator)
Institution Time Table	Ms. Angela (Coordinator)
International & Outstations Students' Forum	Ms. Cassandra & Mr. Vishal
International Relations	Dr. Harmeet

IQAC	Dr. Chinmay Dash (Coordinator), Mr. Rony, Dr. Harmeet, Dr. Supriya & Dr. Vineeth Sahadevan
IT Club (Dept. of Computer Science)	Ms. Joyce & Ms. Suma
Journal Club (PG)	Dr. Fatin
Quiz Club (PG Dep. of Management)	Dr. Arijith
Language Club (Dep. of Languages)	Dr. Siddalingappa Deshmukh & Dr. Ashish
Leadership Incubation Cell	Ms. Jayalakshmi & Ms. Bindhu
Literary Club	Ms. Athira & Ms. Noopura
Life Skills Development Program (LSDP)	Ms. Angela, Ms. Suha & Ms. Lidia
Management Club (UG Dep. of Management)	Dr. Zameer & Mr. Shivprasad
Music Club	Mr. Rohit & Mr. Vishal
NCC	Lt. Dr. Prakash Chandra Behera, & Ms. Suha
Professional Skills Development Program (PSDP)	Mr. Rohit & Mr. Chetan
NSS	Dr. Madesh, Mr. Siddalingappa Poojari & Ms. Joyce
Rotaract Club	Dr. Muniraju & Ms. Samisha
Science Club (Dept. of Sciences)	Mr. Kagendra & Ms. Geethu Varghese
Sports Club	Dr. Muniraju, Ms. Angelin & Dr. Ashish
Claret Kannada Academy (Dept. of Languages)	Dr. Siddalingappa Deshmukh & Dr. Madesh
Street Theatre, Mime & Drama Club	Mr. Vineeth R. & Mr. Rohit Kar
Tourism & Heritage Club (Dept. of TTM)	Mr. Prashanth & Mr. Siddalingappa Poojari
VIPAS: Journal	Dr. Arijit & Dr. Safer
Women's Empowerment Club	Dr. Christina & Ms. Shashikala
Yoga, Aerobics, Health & Hygiene Club	Ms. Angelin & Mr. Akhilesh
Young Communicator's Club	Ms. Swetha & Ms. Sabeena
Youth Red Cross & Red Ribbon Club	Dr. Zameer & Ms. Samisha

Cell / Committee	Members
Anti-Ragging Committee	Rev. Dr. Thomas Thennadiyil, Rev. Fr. Joseph, Mr. Vasu, Mr. Kagendra & Ms. Binila
Discipline Committee	Dr. Madesh, Dr. Muniraju, Dr. Harmeet, Ms. Shashikala & Mr. Shinil
Equal Opportunity Cell	Rev. Dr. Thomas Thennadiyil, Dr. Zameer Pasha, Mr. Shivaprasad, Mr. Somashekar, Ms. Shashikala & Dr. Atul Kumar Pandey
Examination Committee PG	Dr. Siva Murugan (Controller of Exams), Ms. Sherin Jacob (Deputy Controller of Exams), Ms. Sharmila, Ms. Lidia, Mr. Thejaswi & Mr. Vijay
Examination Committee UG	Mr. Manu (Controller of Exams), Ms. Nice (Deputy Controller of Exams), Mr. Rathesh, Ms. Samisha, Ms. Suma, Mr. Thejeswi, Mr. Manju, Mr. Shinil, & Mr. Vijay
Social Media, Photography, College & Webpage Updation	Ms. Jidhu, Mr. Sachin K.B. & Mr. Melwyn
Grievance Redressal Cell	Rev. Dr. Thomas Thennadiyil, Rev. Fr. Joseph S., Counsellor, Staff Coordinators & Student Welfare Coordinator
Internal Complaints Committee	Ms. Neeta, Dr. Vineeth, Dr. Ashish & Dr. Ashok
Library Committee Coordinators	Mr. Zameer (Coordinator), Ms. Nancy & Mr. Suresh
Training & Placement Centre Coordinators	Ms. Mumtaz & Ms. Prameela
Research Promotion Centre	Mr. Jayanth
Student Welfare Office	Ms. Angela Jean Mary (Coordinator & UG Student Council Mentor), Ms. Neeta, Ms. Binila, Mr. Chetan, Mr. Kagendra, Ms. Renita & Mr. Manjunatha (PG Student Council Mentor)
College Promotion; Claret Centre for Consultancy and Skills Training (C3ST), Academia-Industry- Society Interaction	Dr. Arijit, Lt. Dr. Prakash Chandra Behera, Mr. Safer Pasha, Mr. Chinmaya Dash.
Claret Centre for Mental Well-Being	Ms. Angela Jean Mary & Ms. Lidia Fernades

Department Level in-Charges

Departments	Dep. Documentation Committee	Research Promotion	Library	Placement	Time Table	Internship MOOC	Extension	Social Media	Alumni	Dep. Bulletin	IIC & IPR
Commerce	DDC	RPC	LRC	TPC		CPL	CCCD		CAA		IIC & IPR
	Ms. Radha	Ms. Radha	Mr. Abin	Ms. Sabena	Mr. Abin	Ms. Sunceta	Ms. Binila	Ms. Apoorva	Dr. Harmeet	Ms. Apoorva	Dr. Safer
Travel & Tourism Management	Dr. Siddalingappa P	Mr. Rathesh	Dr. Siddalingappa P.	Mr. Chetan	Mr. Chetan	Mr. Prashanth	Mr. Prashanth	Mr. Rathesh	Mr. Chetan	Mr. Prashanth	Mr. Chetan,
Management	Mr. Rudresh	Ms. Bindu	Dr. Zameer Pasha	Mr. Rohit	Mr. Shivaprasad	Mr. Shivprasad	Ms. Necta	Mr. Rudresh	Mr. Manu	Ms. Bindu	Mr. Rudresh
Computer Science	Ms. Bincy	Ms. Rashmi	Ms. Renita	Ms. Suma	Ms. Joyce	Ms. Rashmi	Ms. JeyaSudha	Ms. JeyaSudha	Ms. Jayalakshmi	Mr. Kagendra	Dr. Chinmay
Sciences	Ms. Geethu	Ms. Geethu	Dr. Prakash	Dr. Prakash	Mr. Kagendra	Ms. Divya	Dr. Prakash	Ms. Divya	Ms. Divya	Ms. Bincy	Mr. Kagendra,
Humanities	Ms. Nice	Dr. Ashok	Mr. Pruthvi	Ms. Ann	Ms. Nice	Mr. Vineeth	Ms. Preethi	Mr. Sachin	Ms. Angelin	Ms. Swetha	Mr. Saptashee
Languages	Dr. Atul	Ms. Shashikala	Dr. Madesh	---	Dr. Madesh	---	Dr. Supriya	Dr. Ashish	---	Mr. Vishal	---
Commerce PG	Dr. Fatim	Mr. Jayanth	Mr. Manjunath	Dr. Sivamurugan	Mr. Manjunath	Dr. Safer	Mr. Jayanth	Dr. Fatim	Dr. Sivamurugan	Mr. Jayanth	Dr. Safer
Management PG	Ms. Sneha	Dr. Shasmita	Mr. Abhijeeth	Ms. Sharmila	Ms. Johnsy	Mr. Niranjan	Ms. Christina	Dr. Arijith	Ms. Johnsy	Mr. Niranjan	Mr. Abhijeet
Social Work PG	Ms. Buelah	Dr. Christina	Ms. Sherin	Mr. Rony	Ms. Beulah	Ms. Sherin	Mr. Rony	Mr. Rony	Dr. Christina	Ms. Sherin	Ms. Buelah
Psychology PG	Ms. Sruthy	Mr. Arul	Mr. Arul	Mr. Arul	Ms. Lidia	Ms. Sruthy	Ms. Lidia	Ms. Lidia	---	Ms. Sruthy	Ms. Sruthy
Admin	Ms. Jeniviv	---	---	---	---	---	---	---	---	---	---

DDC- Department Documentation Committee
 RPC- Research Promotion Centre
 LRC- Library and Resource Centre
 TPC- Training and Placement Centre

CPL- Centre for Professional Learning
 CCCD- Claret Centre for Community Development
 CAA- Claret Alumni Association
 IIC & IPR - Institution Innovation Council & Intellectual Property Rights

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 75% 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 75% 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 75% 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					
Tuesday			BREAK					
Wednesday			BREAK					
Thursday			BREAK					
Friday			BREAK					
Saturday			BREAK					

TIME TABLE - EVEN SEMESTER

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

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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