



Student Handbook

2020-21

Nurturing Values and Excellence

St. Claret College

Bengaluru - 13.

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

Our Prayer

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

Our Anthem

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

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

St. Claret College

Jalahalli, Bengaluru - 560 013



Student Handbook

2020-2021

Our Foundation





St. Clare College

Jalahalli, Bengaluru - 560 013

Name of the Student: _____

Reg. No. : _____

Course : _____

Section : _____

Email : _____

Home Address _____

_____ Pin : _____

Home Tel. No. : _____ Email : _____

Driving License No.: _____

Vehicle Registration No. _____

Blood Group : _____

Passport No. : _____

Bank A/C No. : _____

IN CASE OF EMERGENCY, CONTACT

Name : _____

Address : _____

Tel No.: _____ Mobile : _____

C O N T E N T S

Motto and Crest of St. Claret College.....	5
St. Anthony Mary Claret	6
The Claretians	6
Brief History	7
Location and Campus	7
Objectives	8
SCC Vision, Mission & Quality Policy	8
SCC Core Values	9
Admission Procedure	10
Attendance	14
IQAC.....	15
NAAC Accreditation and UGC Recognition.....	16
SCC Publications	17
Student Support	17
A. Student Council.....	17
B. Student Welfare office	18
C. Counselling Services	18
D. Clubs, Associations, Centers, Cells and Forums.....	19
Regulations for Prevention & Control of Ragging.....	34
E. Facilities and Programs for Student Welfare.....	35
D. Add on / Diploma Programs	41
Research, Consultancy & Extension.....	50
Claret Centre for Skills Development (CCSD).....	50
Linkages and Collaborations.....	51
Campus Culture Directives	55
Certificates	58
Code of Ethics to Check Malpractices and Plagiarism in Research..	59
Instructions to Parents / Guardians	60
Course Details.....	61
Choice Based Credit System (CBCS)	86
Graduate Attributes.....	89
Administration, Faculty & Staff.....	90
Class Mentors	97
Staff Assignments for 2020-21.....	99
Record of Absence	106
Time Table	109

Motto and Crest of St. Claret College



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

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

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

St. Anthony Mary Claret



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

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

The Claretians

St Claret College is established by the Claretian Missionaries, an International Society of Catholic Priests and Brothers. The Congregation of Claretian Missionary Fathers (also called Missionary Sons of the Immaculate Heart of Mary) was founded on July 16, 1849 by St Anthony Mary Claret, in Spain. At present, there are over 3000 Claretians working in 66 countries. On fire with love for God in Jesus Christ and fellow human beings, they engage in pastoral, social and educational endeavors for the promotion of human life and dignity.

In India, there are over 600 Claretians working in eleven states. They serve the poor and the marginalized through pastoral and spiritual animation, educational endeavors, care for the leprosy-affected, drug addicts, Aids patients, ex-prisoners, the blind, the differentially-abled, tribals and dalits. In India, they run more than 30 educational institutions, which include schools, colleges and institutes of higher learning.

Brief History

St. Claret College (SCC) was established in 2005 by the International Missionary Congregation of Claretians who manage two universities and over 150 educational institutions in 66 countries around the world. Starting with two programs, now the college has many Undergraduate and Post-graduate programs and over 2000 students. The Bengaluru campus is managed by St. Claret Educational Society established with the aim of providing holistic and quality education to the people in and around North Bangalore. Apart from St. Claret College, 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 and NAAC accredited. Students bag university ranks on a regular basis and the number of trophies won by the cultural and sports teams vouch for the support college gives for co-curricular and extra-curricular activities. Situated on a serene and picturesque campus in the Garden City, Bengaluru, SCC offers a refreshing atmosphere conducive to serious academic pursuits and professional training. The College provides world class state-of-the-art infrastructure and facilities. SCC is dedicated to the principle that its educational services and faculty should be both supportive and challenging, distinguished by creative and interactive learning experience for each student. In order to make the students employable, various corporate and non-profit organizational personnel are invited to give hands-on experience of the corporate world. In addition to the regular curriculum, special training by professional bodies is provided to equip the students with professional skills such as presentation skills, debating, group discussions, team work and leadership skills which enable them to get suitable jobs in the corporate world.

Location and Campus

St. Claret College, affiliated to Bangalore University, is located at MES Road at Jalahalli in Bengaluru. MES Road is a part of the Outer Ring Road, and it makes St. Claret College easily accessible from all parts of the city. Situated in a serene and picturesque campus, St. Claret College enjoys a refreshing atmosphere, conducive for serious academic pursuits and professional training.

The presence of St. Thomas Church, St. Claret School, AC School and St. Claret PU College on the campus adds further a spiritual and academic aura

to the campus and infuses into the students a commitment and devotion to study and facilitates a holistic and integrated learning experience in this temple of learning.

Our Objectives

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

Our Vision

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

Our Mission

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

Quality Policy

SCC is guided by the following quality policy:

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

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

Our Hierarchy of Core Values

1. Faith in God

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

2. Justice

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

3. Truthfulness & Personal Integrity

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

4. Respectful Relationality

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

5. Service

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

6. Synergic Co-operation

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

7. Intellectual Competence

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

Admission Procedure

General Norms

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

I. Admission Procedure for Under Graduate Programs

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

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

Documents required (Original with Two Copies)

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

- 8) Aadhar Card Copy
- 9) Income certificate
- 10) Letter from the parish priest in case of Catholic Students.

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

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

Eligibility for Admission (Post Graduate):

M.Com.

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

M.S.W.

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

MBA

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 obtained.

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.

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) HIV Negative Certificate
- 4) Yellow Fever Test Certificate
- 5) Equivalence Certificate from AIU (Applicable only for MBA)

Admission Procedure for M. Com and M.S.W.

- 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

1. As per the Bangalore University norms, 80% attendance in each subject is the minimum requirement for examination eligibility. However, as part of its academic culture, SCC holds it mandatory that every student shall put in at least 85% of actual attendance in each paper. Failure to achieve 85% of attendance will invite suitable censures.
2. Students with attendance below the required level will not be permitted to appear for the university examination.
3. Application for leave of absence may be rejected by the mentor/Vice-Principal/Principal if he/she is not satisfied with its genuineness and the request will be considered only if the overall attendance is above 85%.
4. If a student fails to attend classes without sufficient reason and prior permission as mentioned above, suitable actions will be initiated. **If a student fails to qualify for any two end-semester university exams due to shortage of attendance, the student will be required to leave the institution.**
5. A student who is absent from classes for two weeks or more continuously without the written permission of the principal/vice-principal will be considered to have left the College.
6. If a student takes leave / is absent on the day of CIA exams, he / she will lose those marks.
7. For attendance regularization, student will have to follow these procedures:

- Inform the mentor when he/she falls sick via **EDUMERGE**.
- Within two days of coming back to college, collect Grant of attendance form (Yellow form) from office. Attach medical certificate and prescription with the signatories of Parent / Guardian and Mentor and submit to the concerned authority.
 - Sick leave will be given only for those who were absent for more than Two days. Only 75% of the attendance will be given. Student will have to sit in the library after class hours and make up attendance for the remaining days lost.
 - For more than Two days, concerned authority is Principal / Vice Principal.

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

Regulations of Bangalore University Regarding Attendance

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

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

Internal Quality Assurance Cell (IQAC)

SCC has established IQAC (Internal Quality Assurance Cell) in recognition of its relevance and significance of institutionalization of monitoring mechanisms for quality sustenance and enhancement, as advocated by NAAC (National Assessment and Accreditation Council). Though the NAAC has made IQAC mandatory for institutions following their first accreditation, SCC mandates it for itself, in tune with its uncompromising commitment to quality and excellence.

The Objectives of IQAC are:

- 1) To facilitate and ensure continuous quality- improvement in the entire systems, operations, and process of the institution.
- 2) To affirm, proclaim and translate into action the commitment and accountability of SCC to quality and excellence, thus assuring the stakeholders of higher education of its own quality and probity.
- 3) To facilitate SCC realizing its objective of holistic education for the transformation of self and society.

The Major Functions of IQAC are:

- 1) Development and application of quality benchmarks/parameters.
- 2) Recording and monitoring of quality measures of the institution.
- 3) Documentation and dissemination of information on quality aspects.
- 4) Supervision of implementation of departmental objectives and planning.
- 5) Organization of discussions, workshops, seminars and quality circles.
- 6) Coordination of students, peer and self-assessment of the faculty.
- 7) Preparation of the Annual Quality Assurance Perspective Plan (AQAPP)
- 8) Preparation of the Annual Quality Assurance Report.

NAAC Accreditation and UGC Recognition

In compliance with the UGC requirement for quality assurance, SCC is accredited by the National Assessment and Accreditation Council (NAAC). The institution is also recognized under Section 2 (F) of UGC Act 1956 and permanently affiliated to Bangalore University.

SCC Publications

The following are the regular publications of SCC:

- 1) **Excelsior** is the annual college magazine of SCC. It covers the annual reports of the various activities of the college in an academic year and the creative expressions of students and faculty. Claretines are welcome to submit articles for publications in it to the editorial team.
- 2) **The Claretine** is a quarterly News Bulletin of the events in the college.
- 3) **E-Waves** is the e-journal of the department of Sciences.
- 4) **The Lantern** is the lab journal of the department of Journalism.

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

Student Support

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

A. Student Council

Student Council is a body of students to promote quality in student life. It is a support system for holistic development of the students. The Core Council is constituted of two College Captains (a girl and a boy, elected from the final year students); two Cultural Captains (a girl and a boy nominated from the final year batches) and two Sports Captains (a girl and a boy nominated from the final year batches). The larger student council comprises the Core Council, the elected class representatives and the nominated representatives of various clubs and associations. The student council is involved in organizing the Graduation day, Euphoria- the intra-collegiate cultural and arts competitions, Mayurika- the Inter-collegiate cultural fest, intra and inter-collegiate sports fests and other fests. The two College Captains are also members of IQAC. The members of the Core Council also represent in

Discipline Committee and Grievance Redressal Cell. There are regular Student Council meetings every semester along with principal and the student council mentors. In this meeting the students evaluate activities, plan out the up-coming programmes and discuss relevant issues with the Management. The student council mentors are responsible for organizing the student council meetings and the other events in which student council has role. At the beginning of every academic year, a new student council is constituted. The Principal may dissolve the council at his discretion prior to its functional duration.

B. Student Welfare Office

The Student Welfare Office of St Claret College was established in the year 2019 with idea of promoting all round development of our students. The Student Welfare Office, serves a central role in student social life and development on campus. The office is committed in promoting a campus environment that fosters academic success, personal growth and student development. We encourage students to actively pursue their academic and life goals.

Objectives

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

The college has 6 Student Welfare Officers with specific areas of responsibilities to ensure well being and overall development of students.

C. Counselling Services

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

College students experience diverse emotional & psychological stressors at college and at home relating to interpersonal relationships, adjustment, educational choice and occupational choice etc. But most of their problems

are of personal-social in nature like making and keeping friends, feelings of inferiority complex, getting along with peer group, failures, fear of rejection, peer pressure, poor choices, study habits, depression, anxiety, grief etc.

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

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

D. Clubs, Associations, Centers, Cells and Forums

The Clubs, Associations, Centers, Cells and Forums 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, Associations, Centers, Cells and Forums in SCC.

1. Business Club

Under the guidance of the staff coordinators, the Business Club provides a comprehensive understanding of the cultural, financial, geo-political, national and international economic issues that affect business activities. The club regularly organizes programmes like extension lectures, diploma courses, seminars and industrial interactive sessions to cater to the industrial demands.

2. Management Club

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

3. Cultural Club

The Cultural & Arts Club fosters creative talents in the Claretines. The Club takes care of the organization of the intra-collegiate cultural competitions (Euphoria) and prepares students for inter-collegiate events. Organising the inter-collegiate fest, Mayurika is a major responsibility of the Club. The

club encourages the students to explore and exhibit their best intellectual capabilities and aesthetics.

4. IT Club

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

5. Sports Club

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

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

6. Literary Club

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

7. Humanities Club

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

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

- Regular Publication of Wall Journal- The Lantern
- Guest Lectures
- Workshops
- Photography exhibition and competitions

- Exhibitions on Literature themes/ authors
- Visit to TV Channels/ Newspaper offices
- Book Reading Club
- Visit to Mental Health and Rehabilitation Centers
- Presentations and Debates
- Essay/Creative Writing/ Short Story writing competitions
- Involvement in Humanitarian Activities
- Movie screening and Movie review
- Short Movie/ Video Making Competitions
- Organizing Conferences

8. Tourism Club

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

9. Environmental 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. Christian Students' Association (CSA)

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

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

Aims & Objectives of AICUF

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

11. International Students' Forum (ISF)

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

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

12. 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.

13. 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 and
- 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.

14. Placement and Career Guidance Cell (PCGC)

The college is committed to get the best placements for its meritorious students in reputed industries and corporate groups. The Cell is responsible

for approaching the prospective companies and other agencies and also to prepare the students to face the placement programme. The cell provides the students relevant information on promising courses that will lead to employment opportunities as well as career development. It offers one-to-one guidance, publishes notifications on notice board and arranges presentations and talks on careers.

15. 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.

16. College Choir

The Claretines are provided professional training in music skills. SCC choir is an extremely diverse group of students that continuously strive for one goal: to share with others their passion for singing.

17. 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. 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.

18. 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.

19. Yoga & Aerobics Club

Yoga & Aerobics club was commenced from the academic year 2017. The ultimate goal of Yoga & Aerobics Club is to help create and sustain a healthy and positive setting for all the members of the St. Claret community. We see members of every class coming out each week and having fun while forging new relationships and building strength physically as well as mentally. The 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.

20. Theatre Club

The Theatre Club was started in the academic year 2017 – 2018. The primary objective of the club is 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. The Competitive Examination Guidance Cell

The Competitive Examination Guidance Cell in St. Claret College (SCC) was established in the year 2017 with a view to induce general reading, general observation and thinking power for reasoning and courage for facing various competitive examinations. The cell is designed to build a sense of awareness among students to provide guidance, necessary literature, brochure and other information about various competitive examinations. This cell provides guidance in various examinations such as SET/NET, Defence services, Banks, Railways, Public sectors and corporate etc.

22. Claret Centre for Professional Studies

It was established in 2012 with one of the most experienced Institute ICAI (The Institute of Cost Accountants of India) which is the preferred source of resources and professionals for the financial leadership of enterprises globally. Comprehensive classes are conducted at St. Claret College for

Foundation, Inter and Finals. Cent percent FOCUS on clarity of concepts and understanding of subject in a systematic time bound manner.

23. 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.

24. 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.

25. Youth Red Cross & Red Ribbon Club

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

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

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

26. Dr. B. R. Ambedkar Study Centre

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

27. Students Research Cell

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

28. Fine Arts Club

Your extracurricular experiences are just as important as what you learn in the classroom. The primary objective of the fine arts club is to provide a platform for your creativity. Fine arts club helps the students to nurture their skills in paintings, drawings, craftworks. 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.

29. Science Club

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

30. 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 Social Action Forum and Unnath Bharath Abhiyan (UBA) Programme, which is a flagship programme of MHRD and coordinated by IIT Delhi. Saint Claret College is designated as a Participating Institute within UBA programme.

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.

31. St. Claret Kannada Academy

The St. 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. St. 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.

32. Gandhi Study Centre

Gandhi Study Centre at St. Claret College takes an initiative to create awareness among the students on the relevance of Mahatma Gandhi's Principles and to emulate the Gandhian Principles by coordinating and having a link with Gandhian organizations and Gandhians. It also helps the present generation to disseminate the thought and message of Mahatma Gandhi by conducting various activities.

33. 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.

34. Rangers and Rovers

The Rangers and Rovers at St. Claret College is commencing from this academic year 2020. It aims to contribute to the development of young people in achieving their full physical, Intellectual, Emotional, Social and Spiritual Potentials as Individuals, as Responsible Citizens and as members of the Local, National and International Communities.

35. 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.

36. Health and Hygiene Club

"Hygiene refers to conditions and practices that help to maintain health and prevent the spread of diseases." Your personal hygiene benefits your own health and impacts the lives of those around you So, the 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.

37. Heritage Club

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

38. Claret Radio

A new club introduced this year which aims at creating confidence in students in public speaking ability and also focus on being spontaneous. This club aims at developing the communication skills and also creative skills among the students. This platform could be the one for students who wish to compeer and be the MC of various events. Most people find talking to a 'mic' in a closed room far less intimidating than appearing on camera or on stage. This allows students to express their views and build their confidence whether it is discussing important issues or sharing ideas, radio gives students a confident voice within campus.

39. Finance Club

The Finance Club of St. Claret college focuses on imparting the knowledge in the field of finance and expected to create employment opportunity to the participating students. The finance 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. This club will create interest of students in this managerial domain and inspire their creativity to innovate through practical learning and application oriented mind-set. Unquestionably, this is the aspect mainly

seen in the management profession and thus boost the career prospects and employability. Mock Stock trading, Quiz, Paper presentation, Case folio analysis, Union Budget discussion etc. are some of the activities done in the club.

40. 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.

41. Commerce Club

St. Claret College, strongly believes in producing well rounded personalities. Numerous skills and talents have been unearthed amongst our students and to allow these talents to flourish, numerous clubs, associations and cells have been started for likeminded individuals to meet and polish their skills. In order to meet the challenging needs of corporate world environment, it is not just sufficient for a student of commerce to be sound theoretically but must also be exposed to the outer world in a dynamic way to face practical situation. Hence, the Club not only concentrates on the academic excellence of its students but also nurtures their co-curricular activities to stand with the vision of exploring new horizons together with collective wisdom. Commerce club was initiated from 2020 to enrich and empower the students with academic and technical excellence. Business Quiz, Group discussion, Power point presentations, Guest lectures, Industrial Visits, Debate are some of the activities conducted under this club.

42. Writers' Club

Writers' Club is the latest addition to in-house clubs of the Department of Humanities. The club was introduced in the academic year 2019-20 with the motive of bringing together students who are interested in writing and giving them an opportunity to write and edit articles and reports. They are also trained to be active contributors to the annual college magazine – 'Excelsior'

43. Claret Blog

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

44. Photography and Video Club

Photography and Videography club aims to connect people who are interested in photography, Filmmaking and other types of visual content creation. It aims at discussing, creating and exhibiting all kinds of photographs, films and other visual materials. Group will equip students who are enthusiasts, to practice refine their visual aesthetics and produce contents such as Photographs, Videos etc. during their life at Claret. It will be a place of learning, experiencing and exploring visual media at its best.

45. Toast Masters International Club

The Toastmasters club aims at enabling students to learn how to speak, conduct meetings, plan programs and work on committees. The main responsibilities of the Toastmaster are to give an introduction which sets the tone for the meeting. Also, to explain the structure of a typical meeting for the benefit of guests and new members and to give short introductions for each of the main speakers and link between the various meeting segments.

46. 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.

47. Internal Complaints Committee for Sexual Harassment

St. Claret College (SCC), 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.

Constitution of Internal Complaints Committee

Sl No	Name	Position	Email Id
1	Ms. Teresa Jerry Wilfred, Student Welfare Officer	Presiding Officer	teresa@claretcollege.edu.in
2	Dr Christina H (Faculty)	Member	christina@claretcollege.edu.in
3	Mr. Zameer Pasha (Faculty)	Member	zameer@claretcollege.edu.in
4	Ms. Widhula Shine, (Non-Teaching)	Member	whidhula@claretcollege.edu.in
5	Mr. Manjunath, (Non Teaching)	Member	manjunath@claretcollege.edu.in

48. 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

Constitution of Anti-Ragging Committee

Sl. No	Anti-Ragging Committee Member	Email
1	Rev. Dr. Sabu George, Principal	principal@claretcollege.edu.in
2	Ms. Teresa Jerry Wilfred, Student Welfare Officer	teresa@claretcollege.edu.in
3	Ms. Joan L, Asst. Prof	joan@claretcollege.edu.in
4	Ms. Tina Martin, Admin Officer	tina@claretcollege.edu.in
5	Mr. Varkey Mathew, Office Manager	varkey@claretcollege.edu.in

Regulations for Prevention and Control of Ragging

1. Ragging in all its forms is totally banned in SCC. The College shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall lie on the perpetrator of alleged ragging and not on the victims. The College is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.
2. Depending on the nature and gravity of the offence as established by the Anti- Ragging Committee of the College, those found guilty of ragging shall be liable for any one or more of the following punishments. The decision of the Anti-Ragging Committee shall be final and binding.
 - Cancellation of admission.
 - Suspension from attending classes.
 - Withholding/withdrawing scholarship/fee concession and other benefits.
 - Debarring from appearing in any test/examination or other evaluation process.
 - Debarring from representing the College in any fest, sports or other such events.
 - Expulsion from the College and consequent debarring from admission to any other institution.
 - Payment of fine amount determined by the Anti-Ragging Committee
 - In the case of offences of very serious/grievous nature, referring the case to the Police, in addition to any other punishment.
 - Collective punishment where the offence is committed collectively by a group or by a class when it is difficult or not possible to identify specific persons.

E. Facilities and Programs for Student Welfare

1. Library

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

- The library is a place of individual study and research. It is necessary to maintain an atmosphere of silence and dignity inside the library. Students are therefore reminded that conversation among themselves/noisy/demonstrative greeting of friends inside the library is not permissible.
- The library will remain open on all working days from 8:30 AM to 05:00 PM. On Saturdays the library is open from 8:30 AM to 01:00 PM.
- Library will remain open during the study holidays. ID is mandatory to enter inside the library.
- Text books placed in the reference rack will not be issued.
- UG Students: Text books placed in the stack section are issued for 10 days and they can borrow 3 books in their ID cards.
- PG Students: Books are issued for 15 days and students can borrow 5 books in their ID Card.

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

- Teaching/Non-teaching staff should return the book on the last working day of the semester.
- Students who have taken up CA/ICWA courses are eligible for 5 books ((3 core paper books and 2 books related with CA/ICWA Courses)
- If issued books are returned after the due date a fine of Rs 2/- will be collected per day. Defaulters list will be displayed on the notice board every Monday.
- Books from the general section and novels are issued to students.
- Books from the reference rack are to be used only in the library and replaced properly accordingly where you have taken.

- Reference books are not issued to students. An overnight issue is possible on request.
- Projects are for reference in the library.
- The students should not stand in the lobby. As soon you enter the main entrance, bags should be placed in the bag area and get inside immediately.
- No books/periodicals/newspapers other than the ones issued against one's library cards are allowed to be taken outside the library.
- Do put back the newspaper /magazines/Journals from the place where you have taken.
- Books once taken in the library ID should not be brought inside the library unless it's for returning.
- Students can use the Laptop in the Laptop area.
- When you come inside the library, kindly come with your personal note, pen etc. This will avoid too many moving of in and out in the library hour.
- Kindly register your books for borrowing before 5 minutes of the bell, before you leave.
- Student should leave the library during the lunch, interval and last hour only after the bell rings. When the students have the next hour class, kindly leave before 3 minutes.
- In SCC Library we have separate Postgraduate area allotted for PG Students. Undergraduate students are requested not to use that particular area. And also not to take books from Post Graduate Section.
- Without registration the books should not be taken outside or to the reading room.

2. Book Bank Scheme

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

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

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

NDL (National Digital Library):

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

RFID (Radio-frequency identification) Technology and Web OPAC (Online Public Access Catalogue)

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

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. Professional Skills Development Programme (PSDP)

In order to enhance the professional skills of students and equip them with updated tools and techniques so that they can meet the needs of the corporate world, Professional Skills classes are organised. Leadership development, communication skills training and conflict resolution training are the skills covered in our Professional Skills Development Programme (PSDP). These classes are held from I semester. This programme is designed special to enable student's to become career - ready and dive head on into the world of work.

7. 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. Kindly contact the office for details.

8. 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.

9. 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.

10. 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.

11. 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.

12. Canteen Facilities

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

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

13. Divyanggan facilities

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

14. 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.

15. Other Facilities:

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

D. Add on/ Diploma Programs

Through Claret Centre for Informatics (CCI), the college provides a number of Add on/ Diploma programs for their skill development. This unique venture 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.

CCI offers the following courses:

1. Diploma in Advanced English Speaking (DAES)

DAES is a unique programme designed to enhance the communication skills of the students. The objectives of the program is to develop the students' command over various aspects of spoken English, grammar, fluency, diction, vocabulary, letter writing, sentence framing etc. The course contents include grammar practice, public speaking, written communication, presentation skills, conversation practice, voice and accent, body language, personality development and business English.

2. Diploma in Soft Skills (DSS)

DSS is designed with skills that are necessary in today's corporate world and it instills confidence in the participant and carves a niche to deal with the corporate world as well as their personal life. This multi-dimensional diploma training deals with a vibrant array of skills ranging right from intra-personal skills to functional corporate soft skill. The training contents include confidence building, presentation skills, communication skills, body language, interview skills, decision making, stress management, goal setting, time management, conflict management, interpersonal skills, team building, leadership skills and negotiation skills.

3. SPSS & AMOS

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

is helpful for the students to understand the concepts clearly and to practically apply them on their own.

4. Digital Marketing

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

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

5. Soft Skills Training

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

6. Technical Training for Basic Desktop Engineer

The objective of add on programme on 'Technical Training for Basic Desktop Engineer' in association with Jetking, Bangalore is to introduce the students to actual working environment of desktop computing to enhance their knowledge. The course focuses on creating awareness amongst students about the basics of hardware and networking. It provides an insight on PC configuration, booting and symptoms, troubleshooting desktop issues, installing windows OS, virtualization & OS installation on virtual machine, configuring OS control panel, securing your files and folders, sharing files, printers and other devices, assigning IP address, PC to PC

communication wired & wireless, connecting to internet, securing PC from virus attacks, basics of MS Word MS Power Point. The curriculum of the programme is designed in such a way that it enhances students' familiarity with the Information Technology requirement and enables them to reflect constructively on issues related to work. Training activities including theory and practical sessions are planned to enable students to meet the needs of IT industry by exploring better career prospects.

7. Certificate Course in Indian Equity Market

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

Highlights of the Course

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

8. Tally with GST

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

9. Advanced Excel

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

Highlight of the Course:

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

10. Certificate Course in Gender Studies

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

The course will orient the students towards

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

11. Technical Training for Basic Desktop Engineer

The objective of the add on programme on 'Technical Training for Basic Desktop Engineer' in association with Jetking, Bangalore is to introduce the students to the actual working environment of desktop computing to enhance their knowledge. The course focuses on creating awareness amongst students about the basics of hardware and networking. It provides an insight on PC configuration, booting and symptoms, troubleshooting desktop issues, installing windows OS, virtualization & OS installation on virtual machine, configuring OS control panel, securing your files and folders, sharing files, printers and other devices, assigning IP address, PC to PC communication wired & wireless, connecting to internet, securing PC from virus attacks, basics of MS Word MS Power Point. The curriculum of the programme is designed in such a way that it enhances students' familiarity with the Information Technology requirement and enables them to reflect constructively on issues related to work. Training activities including theory and practical sessions are planned to enable students to meet the needs of the IT industry by exploring better career prospects.

12. Python

Python is an interpreted, high-level and general-purpose programming language. Created by Guido van Rossum and first released in 1991, Python's design philosophy emphasizes code readability with its notable use of significant whitespace. Its language constructs and object-oriented

approach aim to help programmers write clear, logical code for small and large-scale projects. Python is dynamically typed and garbage-collected. It supports multiple programming paradigms, including structured (particularly, procedural), object-oriented, and functional programming. Python is often described as a "batteries included" language due to its comprehensive standard library.

Objective:

Python is a great programming language that supports OOP. You will use it to define a class with attributes and methods, which you will then call. Python offers a number of benefits compared to other programming languages like Java, C++ or R. It's a dynamic language, with high-level data types. This means that development happens much faster than with Java or C++. It does not require the programmer to declare types of variables and arguments. This also makes Python easier to understand and learn for beginners, its code being more readable and intuitive.

13. French Language

The Department of Commerce – Travel and Tourism in partnership with the Alliance française de Bangalore, a not for profit organization offers. the 120 hours A1 (Discovery/introductory level) French language course.

Objectives of the Program:

- To provide SCC non-specialist students from Commerce Travel and Tourism with excellent teaching in French language, at the initial levels of the Common European Framework of Reference for Languages.
- To make them eligible for the international DELF certifications that are conducted at AFB, on behalf of the French ministry of education (several sessions offered every year: June, Sept. and Dec. 2020).

14. Communication skills and Employability

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

Objectives of the Course:

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

15. Business Analytics

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

Objective of the course:

- More Informed Decision-Making
- Improved Operational Efficiency

16. Entrepreneurship Development Skills

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

Objectives

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

17. NET/SLET Coaching

The Add on Program of NET/SLET Coaching is initiated by the Department of Commerce (PG) with an intention to equip the PG students to clear National Eligibility Test (NET) conducted by NTA which determines the eligibility for the post of Assistant Professor and/or Junior Research Fellowship award in Indian universities and colleges. NET coaching classes are conducted for the teaching aspirants of PG Department for two hours on a weekly basis. The Syllabus of the program includes Teaching Aptitude, Research Aptitude, Comprehension, Communication, Mathematical Reasoning, Logical Reasoning, Data Interpretation, People Development and Environment, Information and Communication Technology (ICT), and Higher Education System of General Paper-I which is taught by qualified faculty members. The exam oriented crash training programme by experts are also conducted as part of the Add on Program.

18. Certificate Course in Macroeconomics

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

19. Certificate course in Search Engine Optimisation and Online Marketing:

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

20. Certificate program on IELTS

Global connectivity and survival have emerged as one of the biggest challenges today. It's very important for an individually to be globally competent these days. Keeping in mind the challenge faced by individuals to be fluent and effective in oral and written communication in order to be recognised and accepted by thousands of institutions around the world, including companies, universities, professional bodies, and government

agencies department of Commerce planned to come up with a training program for the students who would wish to improve and compete globally.

Objective of the course:

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

21. 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.

22. Certificate course in Fundamentals of Capital Market

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

23. Certificate Course in Business Correspondence and Etiquettes

Business Correspondence and Etiquettes is an in house certificate program designed by the Department of Commerce for the first year students. Business correspondence means the exchange of information in a written format for the process of business activities. Business correspondence can

take place between organizations, within organizations or between the customers and the organization. The correspondence refers to the written communication between persons. In order to make the students corporate ready, the program is designed for the first year students keeping in mind the skill development initiated by the college.

24. Certificate course in 'Fundamentals of Accounting'

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

Research, Consultancy & Extension

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

Research Promotion Forum

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

Consultancy Services

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

Claret Centre for Skills Development (CCSD)

CCSD has been established with the objective of extending the expertise of the institution in Skills development. The centre has a team of experts to train school and college teachers, students, youth groups and NGOs in various skills. Some specific areas of training include:

- ⌘ Team Building
- ⌘ Inter-Personal Relationship
- ⌘ Communication
- ⌘ Self-Awareness
- ⌘ Self Esteem
- ⌘ Time Management
- ⌘ Goal Setting
- ⌘ Stress Management
- ⌘ Media Literacy

Those interested could contact the CCSD coordinator to avail the services. The duration of the sessions vary from half day to 10 days.

Extension Activities and Institutional Social Responsibility

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

Linkages and Collaborations

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

- The College has entered into an MOU with K2 Learning for CA (Chartered Accountancy) and CS (Company Secretary) courses to be held in the premises for the benefit of the students and for those from outside.
- An MoU has been signed with England based ISDC (International Skill Development Corporation) to impart ACCA (Association of Chartered Certified Accountants) and CIMA (Chartered Institute of Management Accountants) programs in the campus. Founded in 1904, ACCA is the global professional accounting body offering the Chartered Certified Accountant qualification. As of May 2012, ACCA was one of the largest and fastest-growing global accountancy bodies with 154,000 members and 432,000 students in 170 countries. CIMA is the world's largest professional body of management accountants that offers the most relevant finance qualification for business.

- An MoU has been signed with St. Claret College, Ziro (SCCZ), Arunachal Pradesh, for a twinning program that would facilitate student and faculty exchange for short duration of periods (a week to one month), during which specific training programs and skill-based modules will be imparted to students and the faculty will exchange their resources and talents for mutual benefit.
- The College has signed an MoU with Mark Education Academy to conduct courses like Tally and advanced excel in order to make the students proficient in these areas and it also helps to be market ready for the jobs.
- The College has also signed a MoU with Stocktale. The objective is to provide students with a conceptual framework of stock markets and commodity markets, functionalities in these markets and their mode of trading.
- MoU has been signed with KASSIA- Karnataka Small Scale Industries Association to provide Skill Awareness program and inculcate the habit of Entrepreneurship among the students.
- The College has entered into an MoU with S-Vyasa University to provide yoga skill oriented courses as well as certificate on yoga Courses.
- SCC has signed an MoU with Peenya Industries Association (PIA) to provide Incubation Facility and Internship opportunities to the students.
- An MoU has been signed with Connaissance Software and Services Pvt. Ltd to provide SAP Training for BCA Students of SCC.
- College is having Linkage with Sishu Mandhir, Sa- Mudra Foundation and World Vision to collaborate with each other in allowing the students for concurrent field work, Block Placements and for Research work.
- SCC as an MoU with Athena Training Academy and Bradford Aviation Pvt. Ltd. which provides training for students on Fountain on Travel & Tourism, Airport Operation Courses and International Airline Management.
- The College has signed an MoU with IMS Pro School that provides training on marketing Activities for the students

- SCC has Institution Membership with NIPM- National Institute of Personnel Management, ICT Academy, SWAYAM NPTEL (ID 1542) (National Programme on Technology Enhanced Learning), CSI (Computer Society of India), ACMW (Association for Computing Machinery).
- The Department of Commerce – Travel and Tourism has a performance agreement with the Alliance française de Bangalore, a not for profit organization to offer the A1 (Discovery/introductory level) French language course.
- The Linkage is signed between Mask People Pvt. Ltd., Bangalore and Department of Humanities, St. Claret College. It is agreed by Department of Humanities and Mask People Private Limited to train students in acting skills, provide certificate course in street play, mime, Drama, proscenium and mono act and team buildings sessions in the field of theatre studies.
- The College has signed a MOU with Finmark which provides training for students on Mutual funds, certified by NSE.
- SCC have signed MOU with Business Toys for Add on course on Business Analytics for Commerce Students.
- MOU has been signed with CMA, Miles Academy on Add on course for students on CMA, (USA)
- SCC has signed MOU with AWAKE to facilitate the student's by improving their entrepreneurial skills and for vocational skill development.
- The Department of Social Work has linkages with Vimochana, Vathsalaya Charitable Trust, Diya Foundation, Sparsha Trust, We care Social Service Society, Nightingales Medical Trust and Samarthanam Trust for Disabled. The purpose for the linkages is meant to secure opportunities for social work students with respect to conducting Concurrent Field Work, Block placement, Orientation Visit, Thematic knowledge enhancement sessions and resource persons for conducting workshop, conferences and Webinars / Seminars.

- Teach India is a Corporate Social Responsibility initiative of “The Times of India”. With the British Council as its knowledge partner, the initiative is implemented on ground through the partner NGOs. St. Claret College has entered into an MOU with Times of India and British Council to offer an add on program that imparts spoken English skills to the students to enhance their employability. The curriculum is designed by the British Council that takes care of the needs of the student's employability skills.
- The MOU has been signed between St. Claret College and Karnataka State Council for Science and Technology (KSCST) to strengthen the awareness of Intellectual Property Rights, Organizing Science and Technology Events, providing Internship for students, helping to organize Faculty Development Programme/Conference of Staff and assisting outreach activity like UBA Programme.
- SCC have membership with Public Relations Council of India (PRCI) Student Chapter which gives an opportunity to the students of Journalism, MASS Communication and Business Management to learn the ropes of the industry and get industry ready after interacting with eminent media personalities through a series of workshops, seminars, symposiums, contests, creative events and festivals.

Campus Culture Directives

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

7. Ragging in all its forms is totally banned in St. Claret College. The College shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or abetting it. The decision of the Anti-Ragging committee of the college shall be final and binding in this regard.
8. Students shall always wear their ID card around their neck and produce the same to any member of the staff or College officials when asked for.
9. Students are required to be at their seats before the stroke of the second bell for the commencement of classes. Students who report to the class after 9.00 are to be in the library, while losing their attendance for the first hour. Disciplinary actions will be initiated against frequent late-comers.
10. No student is allowed to leave the classroom without the permission of the teacher or until the class is dismissed.
11. As a gesture of respect, students shall greet teachers on first meeting them for the day within the premises of the College, and whenever they meet them in public. As the teacher enters the class room, students must rise from their seats, greet him/her and remain standing till directed to sit.
12. There should be complete silence on corridors during class hours to maintain an academic atmosphere. Students must not loiter on the corridors during the class hours.
13. Active participation in co-curricular activities is an excellent aid to students' striving for excellence and is mandatory for every student.
14. Moved by the rigor of academic goals of each student and the demands of excellence, each Claretine should take into confidence his/her class-mentor and maintain a healthy relationship with him/her so as to take up with him/her any problem, academic or otherwise and to consult for arriving at a solution for the same.
15. Dress and general appearance of the students shall be in good taste and no way be offensive to the cultural ethos and norms.
16. Smoking, chewing gum, chewing pan and use of any addictive substance is strictly prohibited within the campus.

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

written permission from the Principal. They must not join any club or society or make any engagement that would interfere with their studies without the permission of the Principal.

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

Certificates

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

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

Code of Ethics to Check Malpractices and Plagiarism in Research

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

- No form of plagiarism is allowed. Plagiarism takes many forms viz. submitting another's paper as one's own, paraphrasing or copying sizable parts of another's work without due acknowledgement, claiming credit for another's research, receiving credit/marks on group assignments without contributing fairly, using exact phrases, sentences, or paragraphs from a source without quotation marks and/or proper citation, substituting synonyms for the author's language while keeping to the same general language framework and meaning as found in the original.
- Use of proper plagiarism checks- both manual and technical – such as, use of software and other ICT enabled systems and procedures to check instances of plagiarism during review.
- In the event of the teachers/students attending/participating in any conference/ seminar/workshop, etc, permission must be sought from the Principal, highlighting the purpose of attending the conference /seminar / workshop, etc.
- Faculty members who serve as reviewers/editors on editorial boards of any journals, need to adhere to the strictest standards to ensure good quality publications.
- Our college, while organizing conferences and seminars on pressing issues calling for academic inquiry, and selecting papers for the same, places strong emphasis on the standard of research, original thought and expression, and multiple layers of review.
- We also keep our teachers and students informed of appropriate guidelines for publication in various journals, including those recognized by the UGC.
- Our library is stocked with renowned journals from the world over, acting as a mirror for quality research and writing, for our teachers and students - a veritable tool that they can employ by emulating the standards of these publications.

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.

COURSE DETAILS

1. B.Com Regular

Course Duration: 3 Years / Six Semesters

Semester	Paper No.	Title of Paper
I	1.1	Language - I: Kannada/Sanskrit/Urdu/Tamil/Telugu Malayalam/Additional English/Marathi/ Hindi
	1.2	Language-II: English
	1.3	Financial Accounting
	1.4	Fundamentals of Management and Life Skills
	1.5	Business Organization & Market Dynamics
	1.6	Business Mathematics
	-	Foundation Course
	-	CC & EC
II	2.1	Language - I: Kannada/Sanskrit/Urdu/Tamil/Telugu Malayalam/Additional English/Marathi/ Hindi
	2.2	Language-II: English
	2.3	Advanced Financial Accounting
	2.4	Marketing & Event Management
	2.5	Human Capital Management
	2.6	Quantitative Analysis for Business Decision
	-	Foundation Course
	-	CC & EC
III	3.1	Language-I: Kannada / Malayalam / Hindi / Arabic / Additional English
	3.2	Language-II: English
	3.3	Corporate Accounting
	3.4	Financial Management
	3.5	Business Ethics
	3.6	Quantitative Analysis for Business Decisions-II
	3.7	Public Relations and Corporate Communications
	-	Science and Society
	-	CC & EC

IV	4.1	Language-I: Kannada / Malayalam / Hindi / Arabic / Additional English
	4.2	Language-II: English
	4.3	Advanced Corporate Accounting
	4.4	Cost Accounting
	4.5	E-Business and Accounting
	4.6	Stock and Commodity Markets
	4.7	Principles of Event Management
	-	Skill Development Course (Personality Development)
	-	CC & EC

V	5.1	Entrepreneurship Development
	5.2	International Financial Reporting Standards
	5.3	Income Tax - I
	5.4	Costing Methods
	5.5	Elective - I
	5.6	Elective - II
	-	Culture and Diversity

VI	6.1	Business Regulations
	6.2	Principles and Practice of Auditing
	6.3	Income Tax - II
	6.4	Management Accounting
	6.5	Elective - III
	6.6	Elective - IV
	-	Creativity and Innovation

2. B. Com (Vocational)

Travel and Tourism Management

Course Duration: 3 Years / Six Semesters

Semester	Paper No.	Title of Paper
I	1.1	Language - I: Kannada/Sanskrit/Urdu/Tamil/Malayalam/Marathi/Hindi/Additional English
	1.2	Language-II: English
	1.3	Financial Accounting
	1.4	Fundamentals of Management and Life Skills
	1.5	Tourism Business – I
	1.6	Tourism Products of India - I
		Practical: Study Tour Report & Viva Voce – I
	-	Foundation Course
	-	CC & EC

Semester	Paper No.	Title of Paper
II	2.1	Language - I: Kannada/Sanskrit/Urdu/Tamil/Malayalam/Marathi/Hindi/Additional English
	2.2	Language-II: English
	2.3	Advanced Financial Accounting
	2.4	Marketing & Event Management
	2.5	Tourism Business – II
	2.6	Tourism Products of India - II
		Practical: Study Tour Report & Viva Voce – II
	-	Foundation Course
	-	CC & EC

III	3.1	Language-I: Kannada / Malayalam / Hindi / Arabic / French / Additional English
	3.2	Language-II: English
	3.3	Corporate Accounting
	3.4	Financial Management
	3.5	Vocational Paper – III: Travel Agency and Tour Operator Organizations (Theory & Practical)
	3.6	Quantitative Analysis for Business Decision II
	3.7	Public Relations & Corporate Communication
	-	Science & Society
	-	CC & EC

IV	4.1	Language-I: Kannada / Malayalam / Hindi / Arabic / French / Additional English
	4.2	Language – II: English
	4.3	Advanced Corporate Accounting
	4.4	Cost Accounting
	4.5	e-Business and Accounting
	4.6	Vocational Paper – IV Tourism Marketing Personal selling and Salesmanship (Theory & Practical)
	4.7	Principles of Event Management
	4.8	OJT – 1 (FIELD TRIP REPORT)
	-	Skill Development Course (Personality Development)
	-	CC & EC

V	5.1	Entrepreneurship Development Program (Vocational Paper V)
	5.2	International Financial Reporting Standards
	5.3	Income Tax –I
	5.4	Costing Methods
	5.5	Elective Paper I
	5.6	Elective Paper II
	5.7	Practicals
	5.8	OJT – 2 (ON THE JOB TRAINING REPORT)

VI	6.1	Business Regulations
	6.2	Vocational Paper – VI Tourism Development Planning and Policies
	6.3	Income Tax – II
	6.4	Management Accounting
	6.5	Elective Paper – III
	6.6	Elective Paper – IV
	6.7	PROJECT REPORT
	-	VIVA - VOCE
	-	Practicals

3. B.B.A.

Course Duration: **3 Years / Six Semesters**

Semester	Paper No.	Title of Paper
----------	-----------	----------------

I	1.1	Language I: Kannada / Sanskrit / Urdu / Tamil / Telugu Malayalam/ Additional English / Marathi / Hindi
	1.2	Language-II: English
	1.3	Accounting for Business
	1.4	Enterprises Management
	1.5	Corporate Regulations
	1.6	Business Mathematics and Logical Reasoning
	-	Business Skill Development Course (BSDC) Small Scale Industrial Visit Report
	-	Foundation Course
	-	CC & EC

II	2.1	Language I: Kannada / Sanskrit / Urdu / Tamil / Telugu Malayalam/ Additional English / Marathi / Hindi
	2.2	Language-II: English
	2.3	Financial Accounting
	2.4	Human Resource Practices
	2.5	Statistical applications in Business
	2.6	Production and Inventory Management

	-	Industry review project /Business Skill Development Course (BSDC) Community Service Report
	-	Foundation Course
	-	CC & EC

III	3.1	Language-I: Kannada / Malayalam / Hindi / Arabic / French / Additional English
	3.2	Soft Skills for Business
	3.3	Corporate Accounting
	3.4	Human Resource Management
	3.5	Business Regulations
	3.6	Corporate Environment
	3.7	Business Ethics
	3.8	Science & Society
	3.9	CC & EC

IV	4.1	Language-I: Kannada / Malayalam / Hindi / Arabic / French / Additional English
	4.2	Business Research Methods
	4.3	Marketing Management
	4.4	Financial Management
	4.5	Services Management
	4.6	Banking Regulations and Operations
	4.7	Cost Accountancy
	4.8	Personality Development
	4.9	CC & EC

V	5.1	Entrepreneurial Management
	5.2	Computer applications in business
	5.3	Investment Management
	5.4	Management Accounting
	5.5	Elective paper I
	5.6	Elective paper II
	5.7	Culture and Diversity

VI	6.1	International Business
	6.2	E-Business
	6.3	Income Tax
	6.4	Strategic Management Or Project Report and Viva(Voce)
	6.5	Elective paper I
	6.6	Elective Paper II
	6.7	Creativity and Innovation

4. BCA

Course Duration: 3 Years / Six Semesters

Semester	Paper No.	Title of Paper
----------	-----------	----------------

I	1.1	Language
	1.2	English
	1.3	Problem Solving Techniques using C
	1.4	Digital Electronics
	1.5	Discrete Mathematics
	1.6	C Programming Lab
	1.7	Digital Electronics Lab
	1.8	Indian Constitution and Human Rights
	1.9	CC & EC

II	2.1	Language
	2.2	English
	2.3	Data Structures
	2.4	Database Management System
	2.5	Numerical and Statistical Methods
	2.6	Data Structures Lab
	2.7	DBMS Lab
	2.8	Environment and Public Health
	2.9	CC & EC

III	3.1	Language
	3.2	English
	3.3	Object Oriented Programming using C ++
	3.4	Financial Accounting and Management
	3.5	Operating System
	3.6	C ++ Lab
	3.7	Accounting Package Lab
	3.8	Culture Diversity and Society
	3.9	CC & EC

IV	4.1	Language
	4.2	English
	4.3	Visual Programming
	4.4	Unix Shell Programming
	4.5	Operation Research
	4.6	Visual Programming Lab
	4.7	Unix Lab
	4.8	Personality Development
	4.9	CC & EC

V	5.1	Data Communication and Networks
	5.2	Software Engineering
	5.3	Computer Architecture
	5.4	Java Programming
	5.5	Microprocessor and Assembly Language
	5.6	Java Programming Lab
	5.7	Assembly Language Programming Lab
	5.8	Project
	5.9	Banking and Finance

VI	6.1	Theory of Computation
	6.2	System Programming
	6.3	Cryptography and Network Security
	6.4	Web Programming
	6.5	Web Programming Lab
	6.6	Project Work
	6.7	Computer Application and IT

5. B. A.

(Economics, Psychology, Optional English)

Semester	Paper No.	Title of Paper
I	1.1	Language-I: Kannada / Malayalam / Hindi / Arabic / French / Additional English
	1.2	Language-II: English
	1.3	Business Economics
	1.4	British Literature from Chaucer to Johnson
	1.5	Psychology: Basic Psychological Processes - I Practical
	1.6	Environment and Public Health
	1.7	CC & EC

II	2.1	Language-I: Kannada / Malayalam / Hindi / Arabic / French / Additional English
	2.2	Language-II: English
	2.3	Managerial Economics
	2.4	British Literature - The Romantic Age
	2.5	Psychology : Basic Psychological Processes- II & Practical
	2.6	Indian Constitutions and Human Rights
	2.7	CC & EC

III	3.1	Language-I: Kannada / Malayalam / Hindi / Arabic / French / Additional English
	3.2	Language-II: English
	3.3	Economics of Infrastructure or Monetary Economics
	3.4	Op. English: British Literature & Language - III
	3.5	Psychology : Child Psychology/Development Psychology-I & Practical
	3.6	Science and Society
	3.7	CC & EC

IV	4.1	Language-I: Kannada / Malayalam / Hindi / Arabic / French / Additional English
	4.2	English
	4.3	International Business Environment / Public Economics
	4.4	Op. English: American Literature & Language
	4.5	Psychology: Child Psychology/Developmental Psychology-II & Practical
	4.6	Skill Development Course
	4.7	CC & EC

V	5.1	Economics V: Corporate Economics
	5.2	Economics VI: Elective Paper
	5.3	Optional English V: Literature of Indian : An Introduction (Part-I)
	5.4	Optional English VI: European & Non European Writing (Part-I)
	5.5	Psychology V: Elective A (Abnormal Psychology)- I & Practical
	5.6	Psychology VI: Elective B (Industrial Psychology)- I & Practical
	5.7	Banking & Finance

VI	6.1	Economics VII: Economics of Human Resource Management
	6.2	Economics VIII: Elective Paper
	6.3	Optional English VII: Literature of Indian : An Introduction (Part-II)
	6.4	Optional English VIII: European & Non European Writing (Part-II)
	6.5	Psychology VII: Elective A (Abnormal Psychology)- I & Practical
	6.6	Psychology VIII: Elective B (Industrial Psychology)- I & Practical
	6.7	Skill Development Course

6. B. A.

(Political Science, Journalism, Sociology)

Semester	Paper No.	Title of Paper
I	1.1	Language I :Kannada/Malayalam/Hindi/Arabic/French/ Additional English
	1.2	Language II : English
	1.3	Journalism : Introductions To Communication And Media
	1.4	Political science : Core Concepts Of Political Science
	1.5	Sociology : Fundamentals of Sociology
	1.6	Environment and Public Health
	1.7	CC & EC
II	2.1	Language I: Kannada/Malayalam/Hindi/Arabic/French/ Additional English
	2.2	Language II : English
	2.3	Journalism : PRINT MEDIA
	2.4	Political science : Understanding political Theory
	2.5	Sociology : Social Institutions
	2.6	Indian Constitution and Human Rights
	2.7	CC & EC
III	3.1	Languages-1:Kannada/Malayalam/Hindi/Arabic/French/ Additional English
	3.2	Language II: English
	3.3	Journalism : AUDIO VISUAL MEDIA
	3.4	Political science : Public Administration: Core Concepts
	3.5	Sociology : Sociology of Mass Media and Communication
	3.6	Science and society
	3.7	CC & EC
IV	4.1	Languages-1:Kannada/Malayalam/Hindi/Arabic/French/ Additional English
	4.2	Language II :English
	4.3	Journalism :MEDIA LAWS
	4.4	Political science :Western and Eastern Political Thought
	4.5	Sociology : Anthropology
	4.6	Skill development course
	4.7	CC & EC

V	5.1	Journalism : Reporting methods
	5.2	Journalism : Editing methods
	5.3	Political science : Indian Constitution: Institutional Framework
	5.4	Political science: International Politics
	5.5	Sociology :Sociology of Women
	5.6	Sociology : Sociology of Health and Medicine
	5.7	Banking and Finance

VI	6.1	Journalism : Media Management
	6.2	Journalism : Introduction to Advertising And Public Relation
	6.3	Political science : Major Constitutional Systems
	6.4	Political science : International Institutions and Foreign Policies
	6.5	Sociology : Method and technique of social Research
	6.6	Sociology : Current social problems of India
	6.7	Skill development course

7. B. A.

(Political Science, Sociology, Economics)

Semester	Paper No.	Title of Paper
I	1.1	Languages-1: Kannada/Malayalam/Hindi/Arabic/French/ Additional English
	1.2	Language II : English
	1.3	Economics :Business Economics
	1.4	Political science : Core Concepts Of Political Science
	1.5	Sociology : Fundamentals of Sociology
	1.6	Environment and Public Health
	1.7	CC & EC

II	2.1	Languages:1Kannada/Malayalam/Hindi/Arabic/French/ Additional English
	2.2	Language II : English
	2.3	Economics : Managerial Economics
	2.4	Political science : Understanding political Theory
	2.5	Sociology : Social Institutions
	2.6	Indian Constitution and Human Rights
	2.7	CC & EC

III	3.1	Languages-1: Kannada/Malayalam/Hindi/Arabic/French/ Additional English
	3.2	Language II : English
	3.3	Economics of Infrastructure or Monetary Economics
	3.4	Political science : Public Administration: Core Concepts
	3.5	Sociology :Sociology of Mass Media and Communication
	3.6	Science and society
	3.7	CC & EC

IV	4.1	Languages-1: Kannada/Malayalam/Hindi/Arabic/French/ Additional English
	4.2	Language II : English
	4.3	Economics : International Business Environment or Public Economics
	4.4	Political science : Western and Eastern Political Thought
	4.5	Sociology : Anthropology
	4.6	Skill development course
	4.7	CC & EC

V	5.1	Economics : Corporate Economics (Compulsory)
	5.2	Economics : Elective: Mathematics for Economists or Rural Development & Cooperation or Economics of Tourism
	5.3	Political science: Indian Constitution: Institutional Framework
	5.4	Political science: International Politics
	5.5	Sociology :Sociology of Women
	5.6	Sociology : Sociology of Health and Medicine
	5.7	Banking and Finance

VI	6.1	Economics : Human Resource Management (Compulsory)
	6.2	Economics : Elective: Statistics for Economist or Karnataka Economy or Hospitality Economics
	6.3	Political science :Major Constitutional Systems
	6.4	Political science: International Institutions and Foreign Policies
	6.5	Sociology :Method and technique of social Research
	6.6	Sociology : Current social problems of India
	6.7	Skill development course

8. B.Sc

(Mathematics, Statistics, Economics)

Course Duration: 3 years/ Six Semesters

Semester	Paper No.	Title of Paper
I	1.1	Language
	1.2	English
	1.3	Mathematics
	1.4	Mathematics Lab
	1.5	Basic Statistics - I
	1.6	Practical - I
	1.7	Business Economics
	1.8	Indian Constitution and Human Rights
	1.9	CC & EC
II	2.1	Language
	2.2	English
	2.3	Mathematics
	2.4	Mathematics Lab
	2.5	Basic Statistics - I
	2.6	Practical - I
	2.7	Managerial Economics
	2.8	Environment and Public Health
	2.9	CC & EC
III	3.1	Language
	3.2	English
	3.3	Mathematics
	3.4	Mathematics Lab
	3.5	Statistical Inference - I
	3.6	Practical III
	3.7	a) Economics of Infrastructure or b) Monetary Economics
	3.8	Culture Diversity and Society
	3.9	CC & EC

IV	4.1	Language
	4.2	English
	4.3	Mathematics
	4.4	Mathematics Lab
	4.5	Statistical Inference - II
	4.6	Practical IV
	4.7	a) International Business Environment or b) Public Economics
	4.8	Skill Development Course
	4.9	CC & EC

V	5.1	Mathematics I
	5.2	Mathematics Lab I
	5.3	Mathematics II
	5.4	Mathematics Lab II
	5.5	Sampling Theory and Statistical Quality Control
	5.6	Practical – V
	5.7	Design of Experiments and Demography
	5.8	Practical - VI
	5.9	Corporate Economics (Compulsory) Electives a) Mathematics for Economists b) Rural Development & Cooperation c) Economics of Tourism
	5.10	Banking & Finance

VI	6.1	Mathematics I
	6.2	Mathematics Lab I
	6.3	Mathematics II
	6.4	Mathematics Lab II
	6.5	Applied Statistics
	6.6	Practical VII
	6.7	Operational Research
	6.8	Practical – VIII
	6.9	Human Resource Management (Compulsory) Electives a) Statistics of Economists b) Karnataka Economy c) Hospitality Economists
	6.10	Skill Development Course

9. B. Sc.

(Mathematics, Statistics, Computer Science)

Course Duration: 3 years/ Six Semesters

Semester	Paper No.	Title of Paper
I	1.1	Language
	1.2	English
	1.3	Mathematics-I
	1.4	Mathematics-I Lab
	1.5	Basic Statistics - I
	1.6	Practical - I
	1.7	Programming Concepts using C
	1.8	C Programming Lab
	1.9	Environment and Public Health
	1.10	CC & EC
II	2.1	Language
	2.2	English
	2.3	Mathematics-II
	2.4	Mathematics-II Lab
	2.5	Basic Statistics - I
	2.6	Practical - I
	2.7	Data Structures
	2.8	Data Structures Lab
	2.9	Indian Constitution and Human Rights
	2.10	CC & EC
III	3.1	Language
	3.2	English
	3.3	Mathematics-III
	3.4	Mathematics-III Lab
	3.5	Statistical Inference - I
	3.6	Practical III
	3.7	Database Management System and Software Engineering
	3.8	DBMS Lab
	3.9	Culture Diversity and Society
	3.10	CC & EC

IV	4.1	Language
	4.2	English
	4.3	Mathematics-IV
	4.4	Mathematics-IV Lab
	4.5	Statistical Inference - II
	4.6	Practical IV
	4.7	Operating System and UNIX
	4.8	UNIX Programming Lab
	4.9	Skill Development Course
	4.10	CC & EC

V	5.1	Mathematics V
	5.2	Mathematics Lab V
	5.3	Mathematics VI
	5.4	Mathematics Lab VI
	5.5	Sampling Theory and Statistical Quality Control
	5.6	Practical – V
	5.7	Design of Experiments and Demography
	5.8	Practical - VI
	5.9	Object Oriented Programming using JAVA
	5.10	Java Programming Lab
	5.11	Visual Programming
	5.12	Visual Programming LAB
	5.13	Banking & Finance

VI	6.1	Mathematics-VII
	6.2	Mathematics-VII LAB
	6.3	Mathematics-VIII
	6.4	Mathematics-VIII LAB
	6.5	Applied Statistics
	6.6	Practical
	6.7	Operation Research
	6.8	Practical
	6.9	Web Programming
	6.10	Web Programming LAB
	6.11	Computer Networks
	6.12	Project Lab

10. B. Sc.

(Psychology, Journalism, Computer Science)

Course Duration: 3 years/ Six Semesters

Semester	Paper No.	Title of Paper
I	1.1	Language
	1.2	English
	1.3	Psychology: Basic Psychological Processes
	1.4	Practicals I
	1.5	Journalism: Introduction to Mass Communication & Media
	1.6	Programming Concepts using C
	1.7	C Programming Lab
	1.8	Environment and Public Health
	1.9	CC & EC
II	2.1	Language
	2.2	English
	2.3	Basic psychological processes II
	2.4	Practicals II
	2.5	Journalism: Print Media
	2.6	Data Structures
	2.7	Data Structures Lab
	2.8	Indian Constitution and Human Rights
	2.9	CC & EC
III	3.1	Language
	3.2	English
	3.3	Child Psychology I Or Developmental Psychology I
	3.4	Practicals III
	3.5	Journalism: Basic Audio Visual Media
	3.6	Database Management System and Software Engineering
	3.7	DBMS Lab
	3.8	Culture Diversity and Society
	3.9	CC & EC

IV	4.1	Language
	4.2	English
	4.3	Child Psychology II Or Developmental Psychology II
	4.4	Practicals IV
	4.5	Journalism: Media Laws
	4.6	Operating System and UNIX
	4.7	UNIX Programming Lab
	4.8	Skill Development Course
	4.9	CC & EC

V	5.1	Journalism V: Reporting Methods
	5.2	Journalism VI: Editing Methods
	5.3	Counseling Psychology I Or Health psychology I Or Social Psychology I Or Industrial & Organizational psychology I Or Educational Psychology I Or Abnormal Psychology I
	5.4	Practical V & Practical VI
	5.5	Object Oriented Programming using JAVA
	5.6	Java Programming Lab
	5.7	Visual Programming
	5.8	Visual Programming LAB
	5.9	Banking & Finance

VI	6.1	Counseling Psychology II Or Health psychology II Or Social Psychology II Or Industrial & Organizational psychology II Or Educational Psychology II Or Abnormal Psychology II
	6.2	Practical VII & Practical VIII
	6.3	Journalism VII: Media Management
	6.4	Journalism VIII: Introduction to Advertising & Public Relations
	6.5	Web Programming
	6.6	Web Programming LAB
	6.7	Computer Networks
	6.8	Project Lab

11. M. Com

Course Duration: 2 years/ Four Semester

Semester	Paper No.	Title of Paper
I	1.1	Monetary System
	1.2	International Business
	1.3	Macro Economics for Business Decisions
	1.4	Information Systems and Computers
	1.5	Advanced Financial Management
	1.6	Human Resource Management
	1.7	SOFT CORE: Communication Skills

II	2.1	Indian Banking
	2.2	Risk Management
	2.3	Advanced E – Commerce & Mobile Commerce
	2.4	Business Research Methods
	2.5	Operations Research & Quantitative Techniques
	2.6	Business Marketing
	2.7	SOFT CORE: Micro Finance

Elective-I ACCOUNTING & TAXATION

III	3.1	Business Ethics & Corporate Governance
	3.2	Corporate Financial Reporting
	3.3	Accounting for Managerial Decision
	3.4	Strategic Cost Management – I
	3.5	Direct Taxes & Planning
	3.6	Open Elective

Elective-II FINANCE AND BANKING

III	3.1	Business Ethics & Corporate Governance
	3.2	Financial Markets
	3.3	Financial Services
	3.4	Security Analysis
	3.5	Portfolio Management
	3.6	Open Elective

Elective-III System Management

III	3.1	Business Ethics & Corporate Governance
	3.2	Relational Database Management Systems
	3.3	Data Communications and Networking
	3.4	Enterprise Resource Planning
	3.5	Systems Analysis and Design
	3.6	Open Elective

Elective-I ACCOUNTING & TAXATION

IV	4.1	Commodity Markets
	4.2	Corporate reporting practices and Ind AS
	4.3	Strategic Cost Management - II
	4.4	Goods and Service Taxes
	4.5	Dissertation

Elective-II FINANCE AND BANKING

IV	4.1	Commodity Markets
	4.2	Forex Management
	4.3	International Financial Institutions & Markets
	4.4	Banking Operations and Management
	4.5	Dissertation

Elective-III System Management

IV	4.1	Commodity Markets
	4.2	Artificial Intelligence
	4.3	Distributed Computing and Applications
	4.4	Data Mining and Data Warehousing
	4.5	Dissertation

OPEN ELECTIVE

	a.	Income Tax
	b.	Finance and Banking

12. MBA

Course Duration: 2 years/ Four Semester

Semester	Paper No.	Title of Paper
I	1.1	Economics for Managers
	1.2	Organizational Behavior
	1.3	Accounting for Managers
	1.4	Statistics for Management
	1.5	Marketing for Customer Value
	1.6	Business and Industry
	1.7	Communication Skills
II	2.1	Technology for Management
	2.2	Management Research Methods
	2.3	Entrepreneurship and Ethics
	2.4	Human Capital Management
	2.5	Financial Management
	2.6	Quantitative Techniques and Operations Research
	2.7	Innovation Management
III	3.1	Strategic Management & Corporate Governance
	3.2	Projects and Operations Management
	3.3	Elective Subject - Finance
	3.4	Elective Subject - Marketing
	3.5	Elective Subject – Human Resources
	3.6	Elective Subject – Banking Finance and Insurance Service Management (BFIS)
	3.7	Open Elective
	3.8	Project Work for 4 weeks
IV	4.1	International Business Dynamics
	4.2	Elective Subject - Finance
	4.3	Elective Subject - Marketing
	4.4	Elective Subject – Human Resources
	4.5	Elective Subject – Banking Finance and Insurance Service Management (BFIS)
	4.6	Open Elective
	4.7	Dissertation for 6 weeks

Elective – Finance

III	3.3.1	Indian Financial System
	3.3.2	Corporate Tax Planning and Management
	3.3.3	Corporate Valuation and Restructuring

IV	4.2.1	Investment Analysis and Management
	4.2.2	International Financial Management
	4.2.3	Risk Management and Derivatives

Elective – Marketing

III	3.4.1	Retailing Management and Services
	3.4.2	Consumer Behaviour
	3.4.3	Rural and Agricultural Marketing

IV	4.3.1	Strategic Brand Management
	4.3.2	International Marketing Strategy
	4.3.3	Digital Marketing

Elective – Human Resources

III	3.5.1	Learning and Development
	3.5.2	Industrial and Employee Relations
	3.5.3	Performance Management Systems

IV	4.4.1	Strategic HRM
	4.4.2	International HRM
	4.4.3	Talent and Knowledge Management

Elective – Banking Finance and Insurance Service Management (BFIS)

III	3.6.1	Strategic Credit Management in Banks
	3.6.2	Insurance Planning and Management
	3.6.3	Indian Financial System

IV	4.5.1	Banking Technology and Management
	4.5.2	International Financial Management
	4.5.3	Risk Management for Banks and Insurance Companies

13. MSW

Course Duration: 2 years/ Four Semester

Semester	Paper No.	Title of Paper
I	1.1	Introduction to Social Work and contemporary ideologies for social work profession
	1.2	Social Science Perspectives for Social Work Practice
	1.3	Methods of Working with people-I Social Case work
	1.4	Methods of Working with people-II Group work
	1.5	Methods of Working with people-III Community Organization
	1.6	Personal and Professional Growth
	1.7	Social Work Concurrent Field Practicum-I : Orientation Visits
II	2.1	Social Policy and Social Legislation
	2.2	Research in Social work and application of Computers and Statistics
	2.3	Counseling Theory and Practice
	2.4	Social Work Practice with Vulnerable / Marginalized Sections of the Society
	2.5	Communication for Social Work Practice
	2.6	Social Work Field Practicum-II Concurrent field Work
	2.7	Social Work Field Practicum-III: Social work Camp
III	3.1	Management of Service Organisation
	3.2	Social Legislation
	3.3	Specialization (A/B/C)
	3.4	Specialization (A/B/C)
	3.5	Open Elective
	3.6	Social Work Field Practicum – IV : Summer Placement
	3.7	Social Work Field Practicum – V : Concurrent Field Work
IV	4.1	Social Welfare Administration
	4.2	Organizational Behaviour and Organizational Development
	4.3	Social Work Intervention in Disaster Management
	4.4	Specialization (A/B/C)
	4.5	Project Work: Dissertation/Case Study
	4.6	Social Work Field Practicum – VI : Concurrent Field Work
	4.7	Social Work Field Practicum – VII : Block Placement

Specialization (A/B/C)
(For III and IV Semester)

Branch : A Human Resource Management

Sl. No	Paper Code	Title of the Paper
1	SWHCP – 3.3	Human Resource Management and Development
2	SWHCP – 3.4	Labour Legislation and employee Welfare
3	SWHCP – 4.4	Industrial Relations

Branch : B Medical and Psychiatric Social Work

Sl. No	Paper Code	Title of the Paper
1	SWHCP – 3.3	Social Work Intervention in Health Care
2	SWHCP – 3.4	Child and Family Centered Social Work
3	SWHCP – 4.4	Medical and Psychiatric Social Work

Branch : C Community Development

Sl. No	Paper Code	Title of the Paper
1	SWHCP – 3.3	Urban, Rural and Tribal Community Development
2	SWHCP – 3.4	Project Formulation and Management
3	SWHCP – 4.4	Social Change and Sustainable Development

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

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

1. Foundation Courses in CBCS

The following are compulsory papers in all the semesters, one in each semester:

1. AECC-EVS (Ability Enhancement Certified Course- Environmental Studies)
2. Indian Constitution & Human Rights
3. Science & Society
4. Culture, Diversity and Society
5. Personality Development
6. Banking and Finance
7. Banking and Insurance
8. Entrepreneurship & Innovation
9. Creativity & Innovation
10. Computer Application & Information Technology

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

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

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

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

3. Skill Development Courses

CBCS will have three skill development courses in the fourth, fifth and sixth semesters, one in each semester. The courses may include the following:

1. Entrepreneurship
2. Communication skills
3. Life Skills and Personality Development
4. Human Resource Development
5. Indian History, Culture and Diversity
6. Banking and Finance
7. Capital and stock market

4. Internal Assessment in CBCS

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

Continuous Internal Assessment Examinations (CIAE)

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

University Examinations

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

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

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

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

Graduate Attributes

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

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

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

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

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

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

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

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

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

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

Administration

Rev. Fr. Benny Mathew C., MA, B. Ed.	Manager
Rev. Dr. Sabu George, MBA, M. Phil., NET, DBA	Principal
Rev. Fr. Abraham P J., M.A., M.A., B. Ed.	Vice Principal
Rev. Fr. Joseph Mathew, M.A.	Administrator

Faculty

Department of Commerce				
No.	Faculty Member	Qualification	Designation	Mail
01	Ms. Maria D'souza	M. Phil., M. Com., MBA, NET, (Ph. D.)	Head of the Dept.	maria@claretcollege.edu.in
02	Mr. Anand R.	M. Com, MBA, NET, PGDBA, CMA Inter (Ph. D)	Asst. Prof.	anand@claretcollege.edu.in
03	Dr. Safeer Pasha M.	Ph.D., M. Phil, M. Com., NET, PGDRD	Asst. Prof.	safeer@claretcollege.edu.in
04	Dr. Rashmi B. H.	Ph. D., M. Phil, M. Com, NET	Asst. Prof.	rashmi@claretcollege.edu.in
05	Mr. Suraj M.	M. Com, NET	Asst Prof.	suraj@claretcollege.edu.in
06	Mr. Vasu V.	M. Com., NET, PGDBA, (Ph. D)	Asst. Prof.	vasu@claretcollege.edu.in
07	Ms. Shwetha C.	M. Com., NET	Asst. Prof.	shwetha@claretcollege.edu.in
08	Dr. Harmeet Matharu	Ph. D., MBA, PGDEM	Asst. Prof.	harmeet@claretcollege.edu.in
09	Ms. Blessy Baby K.	M. Com., PGDCA	Asst. Prof.	blessy@claretcollege.edu.in
10	Ms. Binila B. Chandran	M. Com., KSET	Asst. Prof.	binila@claretcollege.edu.in
11	Mr. Rathish G.	M. Com., (M. Phil.)	Asst. Prof.	rathish@claretcollege.edu.in
12	Mr. Clement Vivian S.	M. Com., NET	Asst. Prof.	clement@claretcollege.edu.in
13	Mr. Abin Baby	M. Phil., M. Com., (Ph. D.)	Asst. Prof.	abin@claretcollege.edu.in
14	Dr. Rajasekar T.	Ph. D., M. Phil., MBA, M.Com., NET	Asst. Prof.	rajasekar@claretcollege.edu.in

Department of Commerce (Travel & Tourism)

15	Mr. Prashanth P.	MBA, NET	Coordinator	prashanth@claretcollege.edu.in
16	Dr. Padmapriya S.	Ph. D., M. Com, MBA, B.Ed.	Asst. Prof.	padma@claretcollege.edu.in
17	Mr. Chethan S.	M. Com., NET	Asst. Prof.	chethan@claretcollege.edu.in
18	Ms. Catherine P. Saju,	M. Com., (Ph. D.)	Asst. Prof.	catherine@claretcollege.edu.in

Department of Management

No.	Faculty Member	Qualification	Designation	Mail
19	Ms. Cassandra Raneer	MBA	Head of the Dept.	cassandra@claretcollege.edu.in
20	Mr. Zameer Pasha	MBA, M. Phil., SAP FI/CO, (Ph. D.)	Asst. Prof.	zameer@claretcollege.edu.in
21	Ms. Sandhya Rakesh	MBA, (Ph.D.)	Asst. Prof.	sandhya@claretcollege.edu.in
22	Ms. Neeta M.	M. Com, MBA, NET	Asst. Prof.	neeta@claretcollege.edu.in
23	Mr. Rudresh S.	MBA	Asst. Prof.	rudresh@claretcollege.edu.in
24	Ms. Lakshmi Shetty	M. Com., NET (Ph. D.)	Asst. Prof.	lakshmi@claretcollege.edu.in
25	Ms. Bindu V.	MBA, PGDHRM, NET, (Ph.D)	Asst. Prof.	bindu@claretcollege.edu.in
26	Mr. Manu V. Unni,	MBA, M. Sc., MIM	Asst. Prof.	manu@claretcollege.edu.in
27	Mr. Shivaprasad B. S.	M. Com., NET	Asst. Prof.	shivaprasad@claretcollege.edu.in

Department of Humanities

Economics

28	Mr. Triyogi Nath Pandey	MA, KSET, B. Ed., (Ph. D)	Head of the Dept.	triyogi@claretcollege.edu.in
----	-------------------------	---------------------------	-------------------	------------------------------

Psychology

29	Ms. Angela Jean Mary E.	M. Sc.	Asst. Prof.	angela@claretcollege.edu.in
30	Ms. Sonal Singh	M. Sc.	Asst. Prof.	sonal@claretcollege.edu.in

Journalism

31	Ms. Revathy R.	M.S., (Ph.D)	Asst. Prof.	revathy@claretcollege.edu.in
32	Mr. Jishnu Krishnan	MJMC	Asst. Prof.	jishnu@claretcollege.edu.in

Sociology

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

Political Science

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

English

35	Ms. Nice Aravind K. A.	MA	Asst. Prof.	nice@claretcollege.edu.in
36	Mr. Thomas A. Mattappallil	MPhil., MA, (Ph.D.)	Asst. Prof.	thomas@claretcollege.edu.in
37	Ms. Gopika L. Ramesh	MA, NET	Asst. Prof.	gopika@claretcollege.edu.in
38	Ms. Preethi Jose	MA	Asst. Prof.	preethi@claretcollege.edu.in
39	Ms. Krithiga M.	M. Phil, MA, NET	Asst. Prof.	krithiga@claretcollege.edu.in
40	Mr. Sachin Mundakkal	MA	Asst. Prof.	sachinmundakkal@claretcollege.edu.in

Department of Languages**Kannada**

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

Hindi

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

Malayalam

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

Sanskrit

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

Department of Sciences**Computer Science**

50	Ms. Jayalakshmi R.	M. Phil., MCA, KSET	Head of the Dept.	jayalakshmi@claretcollege.edu.in
51	Mr. Chinmaya Dash	MCA, (Ph.D.)	Asst. Prof.	chinmaya@claretcollege.edu.in
52	Ms. Somanjoli Mohapatra	MCA, MA, (Ph. D.)	Asst. Prof.	somanjoli@claretcollege.edu.in
53	Dr. Rajkumar N.	Ph. D., MCA	Asst. Prof.	rajkumar@claretcollege.edu.in

Environmental Sciences

54	Ms. Sherin Jibu	M. Sc., (Ph. D)	Asst. Prof.	Sherinjibu@claretcollege.edu.in
----	-----------------	------------------	-------------	---------------------------------

Mathematics

55	Mr. Prakash Chandra Behera	M. Sc., MCA, (Ph. D.)	Asst. Prof.	prakash@claretcollege.edu.in
56	Dr. Jyothi Prasad	Ph. D., M. Sc.	Asst. Prof.	jyothi@claretcollege.edu.in

Statistics

57	Ms. Divya V. R.	M. Sc., B.Ed.	Asst. Prof.	divya@claretcollege.edu.in
58	Ms. Navatha K.	M. Phil., M. Sc., B. Ed., (Ph. D)	Asst. Prof.	navatha@claretcollege.edu.in

M.Com

59	Ms. Seema Joseph	M. Phil, M. Com, MBA, NET, B Ed, (Ph. D.)	PG Coordinator and Head of the Dept.	seema@claretcollege.edu.in
60	Dr. Vidya Shree D V	Ph. D., M.Com, NET	Asst. Prof.	vidya@claretcollege.edu.in
61	Dr. K. Siva Murugan	Ph. D., M. Phil, M. Com, NET, PGDCA., PGDBIM., PGDPM	Asst. Prof.	siva@claretcollege.edu.in
62	Dr. K.V. Ramanathan	Ph. D., M. Phil., M. Com., MBA	Assoc. Prof.	ramanathan@claretcollege.edu.in

MSW

63	Dr. Christina H.	Ph.D., MA, PMIR	Head of the Dept.	christina@claretcollege.edu.in
64	Ms. Andrea Vincent	M. Phil., MSW, NET, (Ph. D.)	Asst. Prof.	andrea@claretcollege.edu.in
65	Ms. Sherin Jacob	MA, NET	Asst. Prof.	sherin@claretcollege.edu.in
66	Mr. Rony Geo Alex	M. Phil., NET, (Ph. D.)	Asst. Prof.	rony@claretcollege.edu.in
67	Rev. Fr. Valentine	MSW	Asst. Prof.	valentine@claretcollege.edu.in

MBA

68	Dr. Baranidharan S.	Ph. D., MBA	Asst. Prof.	baranidharan@claretcollege.edu.in
69	Ms. Joan J.	M. Phil., MBA, NET, B. Tech., (Ph. D.)	Asst. Prof.	joan@claretcollege.edu.in
70	Dr. Bidisha Sarkar	Ph. D., M. Phil., MBA	Asst. Prof.	bidisha@claretcollege.edu.in
71	Dr. Arijit Roy Ph. D.,	MBA, NET, PGDM	Asst. Prof.	arijit@claretcollege.edu.in
72	Ms. Johnsy Mary	MBA, B. Tech., (Ph. D.)	Asst. Prof.	johnsy@claretcollege.edu.in

Physical Education

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

Placements

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

Librarians

01	Ms. Priscilla Nancy S.	M. LISC., DCA, IATA	Librarian	Priscilla@claretcollege.edu.in
02	Mr. Suresha N	M. LISC., M. Sc., MA, NET	Librarian	suresh@claretcollege.edu.in
03	Ms. Princy joshi	M. LISC.	Librarian	princy@claretcollege.edu.in

Counseling and Student Welfare

01	Ms. Teresa Jerry Wilfred	MSCP- Counseling & Psychotherapy	Counselor & Student Welfare Officer	teresa@claretcollege.edu.in
----	--------------------------	----------------------------------	-------------------------------------	-----------------------------

Administrative Staff

01	Mr. Varkey Mathew	MBA, PGDBA	Office Manger	varkey@claretcollege.edu.in
02	Mr. Thejaswi Kumar T.R	MA, M. LISC.	University Liaison Officer	thejaswi@claretcollege.edu.in
03	Ms. Tina Martin	B. Com., IATA	Admin Officer	tina@claretcollege.edu.in
04	Ms. Jeniviv Pinto	M. Com., PGD-Sc, EMBA-HRM	Office Staff	jeniviv@claretcollege.edu.in
05	Ms. Whidhula shine	B. A	Office Staff	whidhula@claretcollege.edu.in
06	Mr. Manjunath V.	MA, B. A.	Office Staff	manjunath@claretcollege.edu.in
07	Ms. Janett Martha D'Souza	B. Com	Office Staff	Janette@claretcollege.edu.in
08	Mr. Shinil M. K.	BCA, CCNA, MCSA, (Msc. IT.)	Sys. Admin.	shinil@claretcollege.edu.in
09	Mr. Uday Kumar M. C.	BCA, (MCA)	Tech. Admin.	uday@claretcollege.edu.in
10	Mr. Sachin K.B.	BA	Audio Visual Staff	sachin@claretcollege.edu.in
11	Mr. Vijay C.K.,	B. Com.	Lab Assistant	vijya@claretcollege.edu.in
12	Ms. Jidhu Jacob,	B. Com., IATA	PRO	jidhu@claretcollege.edu.in

Attender & Ministerial Staff

13	Mr. Jomon Rapheal	Attender
14	Mr. Muhtu C.	Ministerial staff
15	Mr. Santhosh Kumara	Ministerial Staff
16	Mr. Ramesh	Ministerial Staff
17	Mr. Narayan S.	Ministerial Staff
18	Ms. Ramadevi	Ministerial Staff
19	Ms. Sharada	Ministerial Staff
20	Ms. Kamalamma	Ministerial Staff
21	Ms. Kempadevamma	Ministerial Staff
22	Mr. Obalesh	Gardner

Security Staff

23	Mr. Prakash R.
24	Mr. Lawrence D.

Class Mentors for 2020-21

BA

- I BA : Ms Sonal Singh and Dr. Vineeth
II BA : Ms Angela and Mr Triyogi Pandey
III BA : Mr Thomas and Ms Revathy Raghu

BBA

- I BBA A : Mr. Rudresh & Ms. Nice
I BBA B : Ms. Lakshmi & Mr. Sachin M.
II BBA A : Ms. Bindu & Ms. Gopika
II BBA B : Ms. Sandhya & Mr. Manu
III BBA A : Mr. Zameer & Ms. Cassandra
III BBA B : Ms. Neeta & Mr. Shivaprasad

BCA

- I BCA : Mr. Prakash Chandra & Ms. Sherin Jibu
II BCA : Mr. Chinmaya Dash & Dr. Rajkumar N.
III BCA : Ms. Somajoli Mohapatra & Ms. Jayalakshmi R.

B. Sc

- I B.Sc : Dr. Jyothi Prasad
II B.Sc : Ms. Divya R.
III B. Sc : Ms. Divya R.

B. Com (T & T)

- I B.Com TT : Mr. Prashanth P. & Ms. Catherin P. Saju
II B.Com TT : Mr. Chethan & Mr. Ashok Jacob
III B.Com TT: Dr. Padmapriya & Mr. Jishnu Krishnan

B.Com

- I B.Com A : Ms. Shwetha & Dr. Sidalingappa
I B.Com B : Dr. Harmeet & Ms. Shashikala
I B.Com C : Mr. Clement & Mr. Madesh N.
I B.Com D : Mr. Vasu & Dr. Atul
II B.Com A : Dr. Rashmi B H & Mr. Ashish
II B.Com B : Ms. Binila & Ms. Preethi

- II B.Com C : Mr. Suraj & Dr. Supriya
II B.Com D : Mr. Abin & Ms. Krithiga
III B.Com A : Mr. Rathish & Dr. Raja Shekar
III B.Com B : Dr. Safeer Pasha & Ms. Johnsy Johnson
III B.Com C : Mr. Anand & Mr. Rony Geo
III B.Com D : Ms. Blessy & Ms. Maria

M. Com

- I M.Com : Dr. Vidyashree D.V. & Dr. Sivamurgan
II M.Com : Dr. Ramanathan K.V. & Ms. Seema

M.S.W.

- I MSW : Dr. Christina H. & Ms. Andrea
II MSW : Ms. Sherin Jacob

- PG Diploma** : Fr. Abraham

MBA

- I MBA : Dr. Arijit Roy
Dr. Bharanidharan
Ms. Bidisha Sarkar
Ms. Joan J.

St. Claret College, Bangalore

Staff Assignments for 2020-21

Staff Coordinator:	Ms. Seema Joseph
Academia-Industry- Society Interaction Coordinators (Including student scholarships)	Mr. Safeer Pasha, Mr. Chinmaya Dash.
Alumni Coordinator	Ms. Sandhya Rakesh
Ambedkar Study Centre:	Mr. Madesh
Business Club:	Mr. Rathish G, Dr. T. Rajasekhar
Christian Students Association, Catholic Claretines Association & AICUF	Ms. Maria D'Souza, Ms. Preethi, Ms. Johnsy Mary Johnson
Claret Centre for Community Development	Mr. Rony Jose Alex, Dr. Muniraju, Ms. Shashikala U. Ms. Sherin Jacob
Claret Centre for Professional Studies:	Mr. Zameer Pasha
Claret Centre for Skills Development:	Ms. Jayalakshmi
Claret Radio	Ms. Blessy
Claretine, Excelsior, Claret Blog, Writer's Club	Ms. Gopika, Mr. Sachin M., Ms. Revathy Raghu, Ms. Krithiga
College Choir:	Ms. Cassandra
Commerce Club (PG students)	Dr. Ramanathan
Competitive Exam	Dr. Vineeth Sahadevan
Consumer Rights' Club	Mr. Vasu
Cultural Club	Ms. Nice, Ms. Blessy, Mr. Chetan
Current Affairs Forum (PG)	Ms. Joan
Current Affairs Forum (UG)	Mr. Suraj
DAES & Language Lab:	Ms. Krithiga M, Ms. Preethi, Ms. Nice
Entrepreneurial Cell	Dr. Rashmi, Ms. Bindu
Environment Club:	Ms. Sherin Jibu, Ms. Sonal, Ms. Neeta, Mr. Shivaprasad
Finance Club	Dr. Rajasekar
Fine Arts Club	Ms. Binila Chandran
Gandhi Study Centre	Mr. Anand
Health and Hygiene Club	Dr. Padmapriya
Heritage Club	Mr. Prashanth
Human Rights' Club (PG)	Dr. Bharanidharan
Human Rights' Club (UG)	Dr. Jyothi Prasad
Humanities Club:	Ms. Angela Mary
Indoor Games (Chess, Table Tennis, etc)	Mr. Abin Baby

International Students' Forum	Dr. Jyothi Prasad
IQAC (Coordinators)	Ms. Andrea Vincent, Rev. Fr. Abraham, Ms. Princy (Secretary)
IQAC (Core Members)	Dr. Supriya, Mr. Vasu, Ms. Bidisha Sarkar
IQAC (Department)	Dr. Harmeet, Ms. Neeta, Ms. Sherin Jacob, Dr. Siva Muruga, Ms. Bidisha Sarkar, Ms. Somanjoli, Dr. Supriya, Ms. Gopika, Mr. Chetan. Ms. Jeniviv
IT Club	Ms. Somanjoli
Leadership Incubation Cell	Mr. Clement Vivian
Literary Club	Dr. Atul Kumar Pandey, Mr. Ashish
Management Club:	Mr. Manu V. Unni
NCC	Mr. Prakash Chandra, Ms. Sonal.
NSS	Mr. Rudresh, Ms. Shwetha
Photo & Videography Club	Mr. Jishnu Krishan
Rangers & Rovers	Mr. Trioginath Pandey, Ms. Lakshmi
Research Promotion Forum	Dr. Rajkumar
Science Club	Ms. Divya
Sports Club	Dr. Muniraju
St. Claret Kannada Academy	Dr. Siddalingappa S.D.
Street Theatre, Mime & Drama Club	Mr. Thomas M., Mr. Sachin M (Drama Club)
Student Council Mentor	Ms. Teresa Wilfred
Student Research Cell (PG & UG)	Dr. Vidyasree, Ms. Bidisha Sarkar
Student Welfare Officers	Ms. Teresa, Ms. Angela, Mr. Chinmaya, Dr. Harmeet, Ms. Sandhya & Ms. Seema (PG)
Toast Masters' International Club	Ms. Johnsy Mary Johnson
Tourism Club	Ms. Catherine Saju
Women's Empowerment Club	Dr. Christina
Yoga & Aerobics	Dr. Arijit
Young Communicator's Club	Ms. Revathy Raghu, Dr. Ashok
Youth Red Cross & Red Ribbon Club	Mr. Madesh

Cell/Committee	Members
Admission Committee	Ms. Jidhu, Mr. Jishnu, Dr. Arijit Roy, Mr. Prakash, Ms. Sherin Jibu, Dr. Vineeth Sahadevan, Mr. Sachin M., Mr. Suraj, Mr. Shivaprasad, Ms. Catherine
Anti-Ragging Committee	Dr. Sabu George, Ms. Teresa Jerry Wilfred, Mr. Varkey Mathew, Ms. Tina Martin, Ms. Joan J.
Anti-Ragging Squad	Ms. Shwetha, Mr. Rathish G, Ms. Sashikala U, Ms. Jeniviv, Mr. Uday
Discipline Committee	Dr. Harmeet, Mr. Madesh, Dr. Munniraju, Ms. Nice, Mr. Shimil
Equal Opportunity Cell	Dr. Sabu George, Mr. Madesh N, Ms. Angela Jean Mary, Mr. Saifeer Pasha, Mr. Atul Kumar Pandey
Examination Committee PG	Dr. Siva Muruga (Controller of Exam), Ms. Sherin Jacob, Dr. Bharanidharan, Mr. Thejeswi, Mr. Jomon
Examination Committee UG	Mr. Chinmaya (Controller of Exam), Mr. Anand (Deputy Controller of Exams), Dr. Rashmi, Dr. Padmapriya, Ms. Krithiga, Dr. Deshmukh, Mr. Rudresh, Mr. Thejeswi, Mr. Manju, Mr. Shimil, Mr. Vijay, Mr. Jomon
Facebook, Photography, College Promotion & Webpage Updation	Ms. Jidhu, Mr. Sachin B.V., Mr. Jishnu Krishan, Mr. Manu V. Umni
Grievance Redressal Cell	Dr. Sabu George, Ms. Sandhya, Ms. Jayalakshmi, Mr. Trioginath Pandey
Internal Complaints Committee	Ms. Teresa Jerry Wilfred, Dr. Christina H, Mr. Zameer Pasha, Ms. Widhula Shine, Mr. Manjunath
Library Committee	Ms. Nancy, Ms. Preeti Jose, Atul Pandey, Dr. Jyothi, Ms. Lakshmi Shetty, Ms. Maria D' Souza, Dr. Vidhyashree, Ms. Joan, Mr. Rony Alex
LSDP Coordinators	Ms. Cassandra, Mr. Clement Vivian, Ms. Somanjoli, Ms. Gopika
Placement Committee	Ms. Prameela, Mr. Chimmaya, Mr. Zameer, Ms. Blessy, Mr. Ratheesh, Dr. Padmapriya, Mr. Thomas, Dr. Christina, Dr. Ramanathan
Research Promotion Forum	Dr. Rajkumar, Dr. Rashmi, Dr. Ashok, Dr. Rajashekhar, Mr. Prashanth, Ms. Bidisha Sarkar, Mr. Manu V. Umni
Social Media Committee	Dr. Arijit, Ms. Revathy, Mr. Rudresh, Ms. Catherine, Ms. Shwetha, Ms. Divya, Mr. Prakash, Mr. Rony Alex, Ms. Vidhyasree
Sports Committee	Dr. Munniraju, Ms. Sonal, Mr. Abin Baby, Mr. Suresha, Mr. Uday
Women Empowerment Committee	Dr. Christina, Ms. Janet, Ms. Princy, Ms. Johnsy Johnson, Ms. Bindu, Ms. Binila

Name of the Faculty	Assignment 1	Assignment 2	Assignment 3
UG Department of Business Administration			
Ms. Bindu	Entrepreneurial Cell	Women Empowerment Committee	
Ms. Cassandra Rancee	College Choir	LSDP Coordinator	HOD
Ms. Lakshmi Shetty	Rangers & Rovers Management Club	Library Committee	
Mr. Manu V. Unni		Facebook, Photography, College Promotion & Webpage Update	Research Promotion Forum
Ms. Neeta	Environment Club	IQAC Department	
Mr. Rudresh	NSS	Examination Committee (UG)	Social Media Committee
Ms. Sandhya Rakesh	Alumni Coordinator	Student Welfare Officer	Grievance Redressal Cell
Mr. Shivaprasad	Environment Club	Admission Committee	
Mr. Zameer Pasha	Claret Centre for Professional Studies	Internal Complaints Committee	Placement Committee
UG Department of Commerce			
Mr. Anand	Gandhi Study Centre	Examination Committee (UG)	
Mr. Abin Baby	Indore Games (Chess, Table Tennis etc.)	Deputy Controller of Exam	
Ms. Bimila B.Chandran	Fine Arts Club	Sports Committee	
Ms. Blessy Baby K.	Claret Radio	Women Empowerment Committee	Placement Committee
Mr. Clement Vivian	Leadership Incubation Cell	Cultural Club	
Dr. Harneet	IQAC Department	LSDP Coordinator	Discipline Committee
Ms. Maria D' Souza	Christian Students Association, Catholic Claretines Association & AICUF	Student Welfare Officer	HOD
Dr. Rashmi B.H.	Entrepreneurial Cell	Library Committee	
Mr. Rathish G.	Business Club	Examination Committee (UG)	Research Promotion Forum
Dr. T. Rajasekar	Business Club	Anti - Ragging Squad	Placement Committee
Ms. Shwetha	NSS	Finance Club	Research Promotion Forum
Dr. Safer Pasha	Academia- Industry – Society Interaction Coordinators	Social Media Committee	Anti - Ragging Squad
Mr. Suraj	(Including Student Scholarships)	Equal Opportunity Cell	
Mr. Vasu	Current Affairs Forum (UG)	Admission Committee	
	Consumer Rights' Club	IQAC Core Member	

Department of Humanities		
Rev. Fr. Abraham	IQAC (Coordinator)	Equal Opportunity Cell
Ms. Angela Mary	Humanities Club	Student Welfare Officer
Dr. Ashok Jacob	Young Communicator's Club	Research Promotion Forum
Ms. Gopika	Claretine, Excelsior, Claret Blog, Writer's Club	IQAC Department
Mr. Jishnu Krishnan	Photo & Videography Club	Admission Committee
Ms. Krithiga	Claretine, Excelsior, Claret Blog, Writer's Club	DAES & Language Lab
Ms. Niece Aravind K.A.	Cultural Club	DAES & Language Lab
Ms. Preethi Jose	Christian Students Association, Catholic Claretines Association & AICUF	DAES & Language Lab
Ms. Revathy R.	Claretine, Excelsior, Claret Blog, Writer's Club	Young Communicator's Club
Ms. Sonal Singh	Environment Club	NCC
Mr. Sachin Mundakkal	Claretine, Excelsior, Claret Blog, Writer's Club	Drama Club
Mr. Triyoginath Pandey	Rangers & Rovers	Grievance Redressal Cell
Mr. Thomas Mattappallil	Street Theatre, Mime & Drama Club	Placement Committee
Dr. Vineeth Sahadevan	Competitive Exam	Admission Committee
Department of Languages		
Dr. Atul Kumar Pandey	Literary Club	Equal Opportunity Cell
Mr. Ashish	Literary Club	Library Committee
Mr. Madesh	Ambedkar Study Centre, HOD	Youth Red cross & Red Ribbon Club
Ms. Sashikala U.	Claret Centre for Community Development	Anti - Ragging Squad
Dr. Siddalingappa D.	St. Claret Kannada Academy	Examination Committee (UG)
Dr. Supriya Singh	IQAC Core Member	IQAC Department
Department of Sciences		
Mr. Chinmaya Dash	Academia- Industry – Society Interaction Coordinators (Including Student Scholarships)	Student Welfare Officer
Ms. Divya	Science Club	Social Media Committee
Ms. Jayalakshmi	Claret Centre for Skills Development	Grievance Redressal Cell
		Examination Committee (UG) Controller of Exam Placement Committee
		HOD

Dr. Jyothi Prasad	Human Rights' Club (UG)	International Students' Forum	Library Committee
Mr. Prakash Chandra	NCC	Admission Committee	Social Media Committee
Dr. N. Rajkumar	Research Promotion Forum		
Ms. Somanjoli	IT Club	IQAC Department	LSDP Coordinator
Ms. Sherin Jibu	Environment Club	Admission Committee	
Department of Travel and Tourism			
Mr. Chethan	Cultural Club	IQAC Department	
Ms. Catherine P. Saju	Tourism Club	Admission Committee	Social Media Committee
Mr. Prashanth	Heritage Club	Research Promotion Forum	Coordinator
Dr. Padmapriya	Health and Hygiene Club	Examination Committee (UG)	Placement Committee
PG Department of Business Administration			
Dr. Arjit	Yoga & Aerobics	Admission Committee	Social Media Committee
Dr. Bharanidharan	Human Rights' Club (PG)	Examination Committee (PG)	
Dr. Bidisha Sarkar	IQAC Core Member	IQAC Department	Student Research Cell (PG & UG) Research Promotion Forum
Ms. Joan L.	Current Affairs Forum (PG)	Anti- Ragging Committee	Library Committee
Ms. Johnsy Mary Johnson	Christian Students Association, Catholic Claretines Association & AICUF	Toast Masters' International Club	Women Empowerment Committee
Dr. Sabu George	Anti- Ragging Committee	Equal Opportunity Cell	Grievance Redressal Cell, Director
PG Department of Commerce			
Dr. Ramanathan V.	Commerce Club (PG Students)	Placement Committee	
Ms. Seema Joseph	Staff Coordinator	Student Welfare Officer (PG)	HOD
Dr. Siva Murugan	IQAC Department	Examination Committee (PG)- Controller of Exam	
Dr. Vidyasree	Student Research Cell (PG & UG)	Library Committee	Social Media Committee
PG Department of Social Work			
Ms. Andrea Vincent	IQAC (Coordinator)		
Dr. Christina H.	Women's Empowerment Club, Committee	Internal Complaints Committee	Placement Committee, HOD
Mr. Rony Jose Alex	Claret Centre for Community Development	Library Committee	Social Media Committee
Ms. Sherin Jacob	Claret Centre for Community Development	IQAC Department	Examination Committee (PG)
Physical Education Department			
Dr. Mumiraju	Claret Centre for Community Development	Sports Club, Committee	Discipline Committee

Library		
Ms. Priscilla Nancy	Library Committee	
Ms. Priny	IQAC (Secretary)	Women Empowerment Committee
Mr. Suresha N.	Sports Committee	
Counselor		
Ms. Teresa Wilfred	Student Council Mentor	Student Welfare Officer
Placements		
Ms. Prameela B.	Placement Committee	
Office		
Ms. Jenivive Pinto	IQAC Department	Anti - Ragging Squad
Ms. Janett D'Souza	Women Empowerment Committee	
Ms. Jidhu Jacob	Admission Committee	Facebook, Photography, College Promotion & Webpage Update
Mr. Jomon Rapheal	Examination Committee (PG)	Examination Committee (UG)
Mr. Manjunath	Examination Committee (UG)	Internal Complaints Committee
Mr. Shinil	Discipline Committee	Examination Committee (UG)
Mr. Sachin K.B.	Facebook, Photography, College Promotion & Webpage Update	
Ms. Tina Martin	Anti- Ragging Committee	
Mr. Thejaswi Kumar	Examination Committee (PG)	Examination Committee (UG)
Mr. Uday Kumar	Anti - Ragging Squad	Sports Committee
Mr. Varkey Mathew	Anti- Ragging Committee	Office Manager
Mr. Vijay C.K.	Examination Committee (UG)	
Ms. Whidhula Shine	Internal Complaints Committee	
		Anti- Ragging Committee Internal Complaints Committee

RECORD OF ABSENCE

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

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

Specimen Signature : Father _____ Mother _____ Guardian _____

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

RECORD OF ABSENCE

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

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

Specimen Signature : Father _____ Mother _____ Guardian _____

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

RECORD OF ABSENCE

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

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

Specimen Signature : Father _____ Mother _____ Guardian _____

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

TIME TABLE - ODD SEMESTER

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

TIME TABLE - EVEN SEMESTER

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

CLASS TIMINGS

MONDAY TO FRIDAY

09.00 a.m. to 04.00 p.m.

SATURDAY

09.00 a.m. to 1.00 p.m.

COLLEGE OFFICE WORKING HOURS

MONDAY TO FRIDAY

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

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

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

SATURDAY

08.30 a.m. to 01.30 p.m.

COLLEGE OFFICE SERVICE TIME FOR STUDENTS

MONDAY TO FRIDAY

08.30 a.m. to 09.00 a.m.

11.00 a.m. to 11.15 a.m.

12.15 p.m. to 01.00 p.m.

03.00 p.m. to 04.00 p.m.

SATURDAY

08.30 a.m. to 09.00 a.m.

11.00 a.m. to 11.15 a.m.

1.00 p.m. to 01.30 p.m.



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.

P. O. Box 1355, Sharadamba Nagar, M.E.S. Ring Road,
Jalahalli, Bengaluru - 560 013. INDIA

Tel. No.: +91-80-23454755 / 23454788,

Mobile: +91-9620912639 / 6361718834

E-mail: scc@claretcollege.edu.in

Web: www.claretcollege.edu.in