ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University | Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act

COLLEGE HANDBOOK

(Postgraduate)

2019-20

Students Rights and Responsibilities

Name.....

Course.....Semester.....

University Register No.....Roll No.....

THE CREST

The pen and the open book symbolize the quest for knowledge, and serve as means to true wisdom. The MSFS Fathers serve as guides, instructors, and motivators of proper learning, training and the development process. As light dispels darkness, the youth educated at St. Francis de Sales College become the light that catalytically transforms society by acquiring educational excellence and efficiency. The outstretched tendrils symbolize collective human effort. The downward-slanting rays represent the blessings and graces of God Almighty raining down on everyone connected with St. Francis de Sales College.

OUR VISION

To provide a centre of excellence for a holistic formation of the young who are capable of both transforming themselves and acting as catalysts of transformation in society so as to become the epitome of efficiency, mastering their life-situations and building a progressive and secular nation.

OUR MISSION

To impart quality higher education and to offer professional skills

- To inculcate cultural and moral values
- To foster faith in God, to motivate service-orientation and to strengthen humanism.

CORE VALUES

The core values upheld by the College are such that the students are expected to personalize them even as they pursue their studies at the College. These values are:

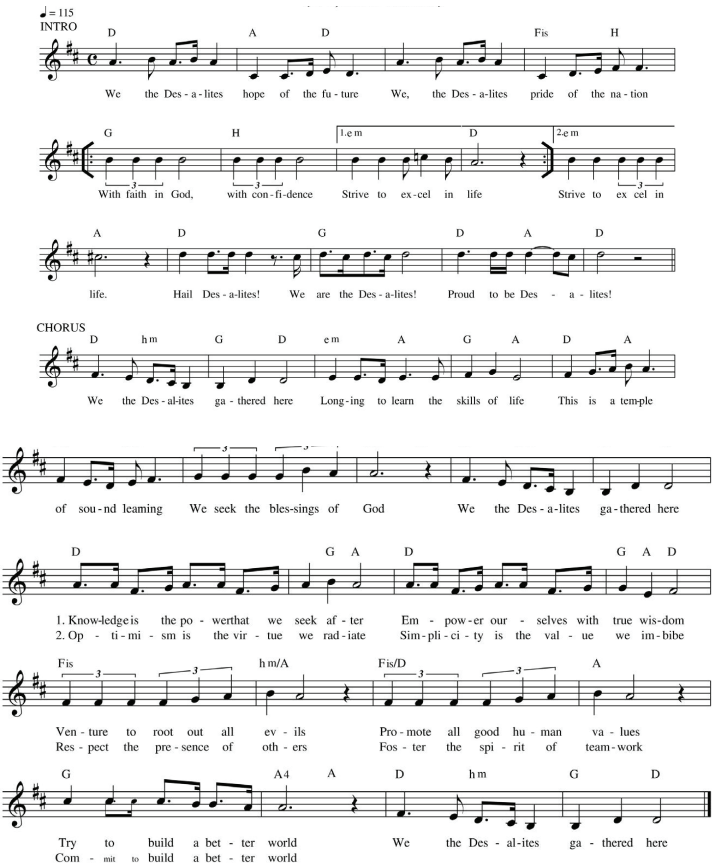
- Faith in God, Love of God and of neighbour
- True Patriotism
- Simplicity of Life
- Team Work
- Respect for Diversity
- Quest for Knowledge
- Respect for Faculty and Staff
- Honesty, Truthfulness and Hard Work
- Commitment to Quality Campus Environment

Contents

1. The Crest 2
2. Personal Data Folio 5
3. Administration 11
4. Foreword 12
5. Members of Staff 14
6. Prayers 17
7. Events 18
8. An Overview of St Francis De Sales College 20
9. Admission Procedure 23
10. Courses of Study 26
11. Students' Council 28
12. Exposure to Organizational Skills 29
13. Facilities 31
14. Code of Elections 34
15. Student's Opportunities 35
16. College Codes 43
17. Conditions to Appear for University Examinations 51
18. Guidelines for Applying Scholarship 55
19. Faculty Portfolios: 2019-20 57
20. Calender of Events: 2019–20 59
21. Former Administration 65

NATIONAL ANTHEM

Jana gana mana adhinayaka, jaya hey
Bharatha bhagya vidhata
Punjaba Sindhu Gujarata Maratha Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga Uchchala Jaladhi taranga
Tava shubha name jage
Tava shubha ashisha mange Gahe tava jaya gatha
Jana gana mangala dayaka, jaya hey Bharatha bhagya vidhatha
Jaya hey, jaya hey, jaya hey jaya jaya jaya jaya hey!

COLLEGE ANTHEM

PERSONAL DATA FOLIO

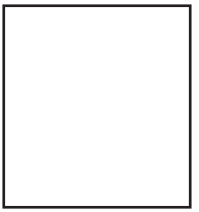
(To be filled in by the parent / student)

St. Francis de Sales College

Accredited with 'A' Grade by NAAC

Affiliated to Bangalore University

Electronics City P.O., Bengaluru – 560 100



Student Name: .....

Course: ..... Section: .....

University Register No.....Roll No.....

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

Father's Name: .....

Mother's Name: .....

Father's Occupation: .....

Mother's Occupation: .....

Guardian's Name (if Applicable): .....

Present Address: .....

.....

Parent's Mobile No.: .....

Student's Mobile No.: .....

E-mail: .....

Religion:.....Caste:.....

Personal Marks of Identification: .....

Aadhar Card No: .....

Personal Vehicle No (if Applicable): .....

Bus boarding point (if Applicable) : .....

Class Mentor: .....

Specimen Signature of Parent / Guardian / Student

Father Mother Local Guardian Student

PERSONAL DATA FOLIO

(To be filled in by the parent / student)

St. Francis de Sales College

Accredited with 'A' Grade by NAAC

Affiliated to Bangalore University

Electronics City P.O., Bengaluru – 560 100

Student Name: .....

Course: ..... Section: .....

University Register No.....Roll No.....

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

Father's Name: .....

Mother's Name: .....

Father's Occupation: .....

Mother's Occupation: .....

Guardian's Name (if Applicable): .....

Present Address: .....

.....

Parent's Mobile No.: .....

Student's Mobile No.: .....

E-mail: .....

Religion:.....Caste:.....

Personal Marks of Identification: .....

Aadhar Card No: .....

Personal Vehicle No (if Applicable): .....

Bus boarding point (if Applicable) : .....

Class Mentor: .....

Specimen Signature of Parent / Guardian / Student

Father Mother Local Guardian Student

PERSONAL DATA FOLIO

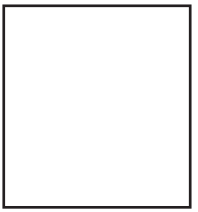
(To be filled in by the parent / student)

St. Francis de Sales College

Accredited with 'A' Grade by NAAC

Affiliated to Bangalore University

Electronics City P.O., Bengaluru – 560 100



Student Name: .....

Course: ..... Section: .....

University Register No.....Roll No.....

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

Father's Name: .....

Mother's Name: .....

Father's Occupation: .....

Mother's Occupation: .....

Guardian's Name (if Applicable): .....

Present Address: .....

.....

Parent's Mobile No.: .....

Student's Mobile No.: .....

E-mail: .....

Religion:.....Caste:.....

Personal Marks of Identification: .....

Aadhar Card No: .....

Personal Vehicle No (if Applicable): .....

Bus boarding point (if Applicable) : .....

Class Mentor: .....

Specimen Signature of Parent / Guardian / Student

Father Mother Local Guardian Student

ADMINISTRATION

General Manager

Rev Dr Benny Koottanal MSFS, Ph.D.

Manager

Rev Dr Santhosh Kumar MSFS, Ph.D.

Principal

Rev Dr Roy P.K. MSFS, MA, MEd, MBA, D. Litt

Vice Principal

Rev Fr Jijo Manjackal MSFS, MSCom

Finance Administrator

Rev Fr Tony Eranyakulathil MSFS

TIMINGS TO MEET

- **Principal** : Monday to Saturday - 09:30 am to 10:30 am Also with prior appointment.
- **Vice-Principal** : Monday to Saturday - 11:00 am to 12:30 pm Also with prior appointment.
- **Administrator** : Monday to Saturday - 10:00 am to 11:00 am
- **Teachers** : with prior appointment any day.
- **Class Timings (PG and UG):** 08.10 a.m. to 02.15 p.m.
- **College Office Timings (for students):** 07:30 am to 8:00 am, 10:05 am to 10:30 am, 1:15 pm to 2:30 pm. Parents will not be permitted to visit their wards or any teacher during college hours.

FOREWORD

Dear Students,

I have great pleasure in welcoming you to St Francis de Sales Postgraduate Centre (SFS College, Bengaluru). Over the last few years, SFS has witnessed remarkable development relating to teaching, research and institution building. In December 2018, SFS College was granted recognition under section 2(f), & 12(B) of the UGC Act, 1956. In 2019 we have started four more PG Programmes.

Since the PG Centre's founding in 2016, we have made conscious efforts to continuously improve our capacity to provide the best possible educational experience for our students. This relates to several aspects. Firstly, over 90% of our PG Centre faculty members are Ph.D. holders in their respective subjects. This means that they bring with them deep knowledge of their fields; diverse educational and professional experiences; and a passion to create innovative and rigorous learning experiences for their students. Secondly, our faculty members are encouraged to pursue research, contributing to not only their respective academic disciplines, but also to the quality of courses they deliver to you. Thirdly, SFS has established international collaborations with over 5 institutions and organisations in more than 7 countries. This would create multiple opportunities for you to explore programmes in study abroad, student exchange, global internships and international research opportunities. Fourthly, we have always been conscious that you, our students, are the reason for the College. Hence, all our academic and administrative capacities are oriented towards providing the best environment for you to have a holistic education at SFS.

To help us accomplish this, we have developed a number of policies that are relevant for promoting good governance and student participation within the College. These policies have drawn upon best practices from leading colleges and institutions in India.

This Student Handbook is a comprehensive guide to college's policies, in addition to other essential information that will be useful during your time at SFS. I would like to request you to read the Student Handbook carefully and to take note of all aspects of your academic and social life at the College campus. I would like to draw your attention particularly to two important aspects of this Handbook. One, as a Postgraduate Centre, we consistently emphasise the importance of ensuring honesty and integrity among our students. It is important that all students of SFS adhere to the principles of academic honesty, imbibe these values and uphold professional and personal integrity. Two, I would like to underscore that SFS has a zero-tolerance policy towards any form of violence. This includes ragging and sexual harassment, regardless of which department, programme or year students belong to.

Please acquaint yourself with the code of conduct and of the College. I request you to acquaint yourself with the relevant departments officers of the College and contact them for any support. I sincerely hope that your time at SFS will be productive and positive, and that your experience here will enable you to pursue careers and life paths that you value and continue to build on.

I am confident that the College – faculty, staff, peers and all other members of the SFS community – will inspire and motivate you to work hard and engage with important issues that will help you make a difference in the world you will graduate into. I once again take this opportunity to welcome you to the College.

With blessing and warm wishes,

Rev. Dr. Roy P.K.
Principal

Desalite™

MEMBERS OF STAFF

Department of Commerce (M.Com – M.F.A.)

NAME	QUALIFICATION
Dr. Gurubasavaraja	M.Com, Ph.D.
Mr. Mahesh N.V.	MA, MBA, M.Phil., (Ph.D.)
Dr. Thanapackiam	M.Com, M.Phil., Ph.D.
Mrs. Siny Philip	MBA, M.Phil., (Ph.D.)
Dr. S Rosaline Jayanthi	M.Com., M.Ph.D.

Department of English

NAME	QUALIFICATION
Dr. P. Tharini	MA, M.Phil., Ph.D.
Mrs. S. Vimala	MA, M.Phil., SLET, PGDTE, (Ph.D.)
Mrs. Noor Nigar	MA, M.Phil., B.Ed., PGJMC, (Ph.D.)

Department of Psychology

NAME	QUALIFICATION
Mrs. Mamatha K.	M.Sc., (Ph.D.)
Mrs. Shamala	M.Sc., K-SET, (Ph.D.)
Mrs. Dakshina U. Kanthy	M.Sc., PGDHRM, PGDSLD
Sr. Dr. Sonia	M.Sc., Ph.D.
Rev. Dr. Binu	M.Sc., Ph.D.
Rev. Fr. Ebin Christopher	M.Phil.

Department of Economics

NAME	QUALIFICATION
Mr. Shivakumar	MA, (Ph.D.)
Rev. Fr. Timson Parakottu	MA
Mrs. Gnanajyothi M	MA

Department of Mathematics

NAME	QUALIFICATION
Mrs. Padmavathi	M.Sc., M.Phil
Ms. Shilpa B	M.Sc

Placement Cell

NAME	QUALIFICATION
Mr. Xavier J Stalin	MBA (PH.D)
Mr. Mickey J. Thomas	PGDM

Lab Incharges

NAME	DESIGNATION	QUALIFICATION
Mr. Shaik Ahmed	Lab-Instructor	B.SC (MEC)
Ms. Inturi Aparna	Lab-Technician	M.SC - Chemistry

Librarians

NAME	QUALIFICATION
Mrs. Dheena Dhayalini	M.L.I.Sc
Mrs. Aruna Mary	BA
Mrs. Anthonyamma	BA
Mr. John D'souza	BA

Team Coaches

NAME	QUALIFICATION
Mr. Venkataramaiah. D	M.PED. PED
Mr. Mohan Ravi	Football
Ms. Nikitha M Shetty	Basket-Ball Coach
Mr. Naveen Bhargav	Base-Ball and Softball Coach
Mr. Premnath	Cricket Coach

Computer System Maintenance

NAME	DESIGNATION
Mr. Ramesh	Systems Manager

Mr. Neelakantan	System Administrator
Mr. Syed	System Administrator

Academic Office

NAME
Mrs. Vimala C (AO)
Mrs. Indrani
Mrs. Siji John
Mr. Nanjappa
Mrs. Jancy (Nurse)

Ministerial Staff

NAME
Sibi Sebastian (Supervisor)
Thomas
Daniel P.
Lavanya N
Lakshmi
Vasanthamma
Yashodha M
Annie
Fathima
Munirathna
Mariamma
Yashodha
Chandramma
Shivarathnamma
Vithal
Komala
Jyothi

Administrative Office

NAME
Mrs. Sandra Neville (HR)
Ms. S. Manju
Mrs. Jessy Binu
Mr. Raju. C (PG)
Mr. Siddaraju. S
Mrs. Sonia Ashok (HR- NAAC)
Mr. Sebastin F
Mrs. Sonia Baby (Receptionist)
Mr. Richie Raju

Sunandha
Ansuya
Lalithamma
Bhagyamma
Mercy
Geetha C
Deepa

PRAYERS

PRAYER BEFORE CLASS

Our Father, who art in heaven,
Hallowed be Thy name.
Thy kingdom come. Thy Will be done
On earth as it is in heaven.
Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us. Lead us not into temptation, but deliver us from evil, Amen!

PRAYER AFTER CLASS

Meaning in English

Asatho ma sadgamaya	–	From ignorance, lead me to truth;
Tamasoma jyotir gamaya	–	From darkness, lead me to light;
Mrityoma amritam gamaya	–	From death, lead me to immortality
Om shanti shanti shantih	–	Om peace, peace, peace!

PROFICIENCY AND MERIT AWARDS

The following awards are given by the College for the achievements of students in different fields:

Best Outgoing Student of the Year

Best Outgoing Sports person of the Year

Best Outgoing Cultural Champion of the Year

Proficiency Awards (Department Wise) –
Toppers of each batch for the Academic Year

EVENTS

NATIONAL SEMINARS (IQAC) / WORKSHOP

Vihaan	:	Inauguration of the Academic year and Freshers' day
Pravega	:	Intra-Collegiate Cultural Fest
Ethnic Day	:	Celebration of Unity in Diverse Cultures
Sammilana	:	Parent-Teacher Rendezvous
Kotinos	:	Intra-Collegiate Sports Fest
Razzmatazz	:	National Level Inter-Collegiate Cultural Fest
Igneous	:	All-India Inter-Collegiate and Industries Sports Fest
Africa Day	:	All-India African Diaspora Fest
Feliz Navidad	:	Christmas Celebrations
Infinity	:	Week of Guest Lectures
Foundation Cup	:	U-19 Sports Tournament on the Occasion of the Foundation Day of the MSFS
Yathra Fiesta	:	National Level Tourism Fest
Symposium	:	Inter-Disciplinary Academic Event

ASSOCIATIONS/ CLUB ACTIVITIES

Akarya	:	Association of the Department of Commerce
De-Psy-Light	:	Association of the Department of Psychology
Zelos	:	Association of the Department of English

HOUSE TEAMS

The entire student body is grouped into four groups under the leadership of two Staff Animators.

The following are the names of the teams with their respective colours:

Akkadians	**:**	**Yellow**
Scythians	**:**	**Pink**
Spartans	**:**	**Green**
Titans	**:**	**Blue**

The teams compete with each other in cultural and sports competitions.

Theme for the Academic Year 2019-20

TEAMWORK

We are on the same team!

AN OVERVIEW OF ST FRANCIS DE SALES COLLEGE

St. Francis de Sales College is managed by the Missionaries of St. Francis de Sales (MSFS) of the South West India Province, who firmly believe that 'the education of the heart is the heart of education' as propounded by its founder, Fr. Peter Marie Mermier. The MSFS Fathers have nearly two centuries of experience and expertise in imparting quality higher education in every continent of the world. The Fathers are deeply committed to forming the 'future world citizens' through over 200 educational institutions in India.

The College is named after St. Francis de Sales, the patron of the Missionaries of St. Francis de Sales, who considered knowledge the Eighth Sacrament. We believe that true education is directed towards the formation of the human personality for the good of society. Hence, we motivate the young to strive for excellence and to become integrated persons who willingly shoulder their responsibility for building a just and humane society.

St. Francis de Sales College is a minority institution with a secular outlook. Fr. Jose Parappillil, MSFS, then Provincial, along with his Council in 2003 envisioned a college at Hebbagodi, in Electronics City, Bengaluru. A committee was appointed to explore possibilities for an educational institution of higher learning. The committee presented its findings at the meeting of the Planning-cum-Organizing Committee held in August 2003 at Mermier Bhavan. After much deliberation, the committee recommended establishing St. Francis de Sales College in June 2004 with the motto: Excellence, Transformation and Efficiency. The College was affiliated to Bangalore University, one of the largest of its kind in India.

The College had a humble beginning with just 09 students, using SFS Boys Home as a launching pad, and Fr. Wilson Kottam as Manager along with Fr. Anthony Swamy as its first Principal. Prof. Shripathi, a retired Professor from Kamaraj University, Madurai, helped coordinate academic matters. It was the financial support of Fr. James Manjackal MSFS, a global charismatic preacher, who helped raise the initial infrastructure. The College was granted "A" grade by the NAAC team for its excellent educational track record as well as infrastructure and high quality in May 2015.

In the academic year 2016-17, the College received permanent affiliation to Bangalore University along with permission to start five postgraduate courses namely, MSc Psychology, MA English, MA Mass Communication and Journalism, MCom, MCom-Finance and Accounts. The Institution also began a centre for counselling and research with the aim of helping children in need of counselling and therapy. In the academic year 2017-18, the College was granted permission to begin Pure Science at the undergraduate level. At present, the College offers BSc (Physics-Chemisty-Maths), BSc (Maths-Electronics-Computer Science, BCA, BBA), BA (Journalism-Psychology-Optional English), BA (Sociology-Economics-Psychology), BA (History-Economics-Political Science), B.Com (Finance and Accounts) & B.Com (Travel and Tourism). The College also runs an Evening College to cater to the working youth and to educate them. Many certificate /add-on courses have been introduced for the benefit of the students. In 2016-17, for the benefit of students and staff, the College signed a memorandum of understanding with Dayton University, Ohio, USA, for exchange programmes. The College has obtained the 2(f) and 12(b) recognition under the UGC Act of 1956. This year, the College has started a number of new courses – MA Economics, MSc Mathematics, PG Diploma in Counselling, PG Diploma in HR, BSc – CJP (Computer Science, Journalism,

Psychology) and BA – HES (History, Economics and Sociology) Now with all these new programmes introduced, the College stands ready to become an autonomous college in the near future.

THE CAMPUS

St. Francis de Sales College lies in the Silicon Valley of India - Electronics City - on the Bengaluru-Hosur National Highway. The College is situated amidst lush greenery, chirping birds, cool climate for learning, and spacious enough to support the sporting moods of the students. The College enjoys soothing sylvan surroundings, unsullied atmosphere, and an attractive ambience for a rigorous training and learning program. The College, with its superior infrastructure, intellectual pursuits and forward-looking vision, has made a mark on the educational scenario of the metropolis.

CLASS MENTORS

All classes will have one or two Class Mentors. The role of these mentors is to help the students under their care to attain their full potential.

SAMMILANA: (PARENT TEACHER MEETING)

Parents /Guardians are associated with the College in the formation of every Desalite. To help every Desalite form him/herself, 'Sammilana': Parent-Staff -student meeting – is scheduled minimum twice a year. The dates of these meetings are announced in the calendar and will also be intimated. Parents/guardians are requested to attend these meetings. It is also recommended that they meet the Welfare Officers and Class Mentors to assess the conduct and progress of their wards. The College always welcomes suggestions from parents and well-wishers.

ADMISSION PROCEDURE

KARNATAKA STUDENTS

1. High School and Higher Secondary (I&II year) Marks
2. Statement in original.
3. Degree (I, II & III) year Mark Statements in original.
4. Conduct Certificate from the Head of the Institution last attended.
5. Transfer Certificate.
6. Caste Certificate, (if applicable)
7. 5 passport size photographs in formal dress with names printed.

NON- KARNATAKA STUDENTS

1. High School and Higher Secondary (I&II year) Marks Statement in original.
2. Degree (I, II & III) year Mark Statements in original.
3. Transfer Certificate.
4. Migration Certificate.
5. 10 passport size photographs in formal dress with names printed.
6. Caste & Income Certificate (if applicable).

FOREIGN STUDENTS

1. Mark Statement of respective country equivalent to Higher secondary and Degree Certificates.
2. Testimonial.
3. Conduct Certificate from the Head of the Institution last attended.
4. 10 passport size photographs in formals (latest) with names printed.
5. Birth Certificate.
6. Residential Certificate from their country.
7. Provisional Eligibility Certificate.
8. Valid Student Visa.
9. Copy of passport attested by Gazetted Officer.

The candidate should satisfy all other conditions set by Bangalore University.

Soon after the counseling/interview, the candidates selected shall be enrolled on payment of fee as per the fee structure. Admission is subject to the University's approval. ***No transfer from one discipline to any other is permitted.***

FEE REGULATIONS

- The fee shall be paid for the full year or for the first semester on the day of admission. Fee once paid, will not be refunded.
- The fee shall be remitted to the South Indian Bank branch office located within the campus.
- Students should retain the payment receipt for future reference.

- Students are expected to clear all their arrears including fine and breakage, damages etc. if any, to obtain their hall tickets for all the exams.
- Students shall obtain and produce a No Due Certificate (NDC) to obtain the hall ticket for all the exams.
- Students shall obtain a receipt for any fine/fees paid at the office on demand.

ISSUE OF CERTIFICATES

1. Applications for certificates, viz., age, conduct, course, bona fide etc. must be made to the concerned office in writing and must be accompanied by a stamped self-addressed envelope if the certificates have to be sent by post.
2. Applications for certificates should contain the following particulars:
3. The student's full name (in capitals).
4. The month and year of joining the College and course/class in which the student originally enrolled.
5. In case of former students, the class the student was studying at the time of leaving, the date of leaving the College and register number should be mentioned.
6. A fee shall be charged for every certificate.
7. Certificates shall be issued within 2 working days, from the date of application.
8. Duplicates will not normally be issued.
9. Provisional Degree Certificate, Transfer Certificate and Consolidated Marks Card will be issued to students who complete their course within the normal course period.

10. TC will not be issued to students who discontinue the course, instead it will be sent to the college or institution in which the student has secured admission. In such case, an application for the TC should be made through the Principal of the college where admission has been secured.
11. TC will not be issued if a student has any dues to the College by way of fees, fines, breakage charges, non-return of books from the library, NCC kit, NSS, NSDC, etc.

POSTGRADUATE COURSES OF STUDY

M.COM (Master of Commerce)

Course Duration : Two year full-time course

Eligibility : A Candidate who has passed 10+2+3 with B.com/ BBA degree from Bangalore University or any other university recognized as equivalent are eligible for admission, provided they have obtained not less than 50% (45% for SC/ST/Category-1 candidates) marks in the aggregate in Commerce subjects.

M.Com (F/A) (Master of Commerce in Finance and Accounts)

Course Duration : Two year full-time course

Eligibility : A Candidate who has passed 10+2+3 with B.com/ BBA degree from Bangalore University or any other university recognized as equivalent is eligible for admission provided, they have obtained not less than 50% (45% for SC/ST/Category-1 candidates) marks in the aggregate in Commerce Subjects.

M.A in English (Master of Arts in English)

Course Duration : Two year full-time course

Eligibility : A Candidate who has passed 10+2+3 with BA/BSc or B.com degree from Bangalore University or any other university recognized as equivalent is eligible for admission, provided they

have scored 55% (50% for SC/ST/Category-1 candidates) marks in the concerned language in the degree course.

M.Sc Psychology (Master of Science in Psychology)

Course Duration : Two year full-time course

Eligibility : Candidates with 40% marks in the aggregate of all the Optional Subjects in 3 years of Under graduation, with Psychology as one of the subjects and having scored aggregate 50% marks in the same.

M.A Economics (Master of Arts in Economics)

Course Duration : Two year full-time course

Eligibility : Candidates who have secured 40% marks in the aggregate of all subjects and 50% marks in the cognate subject at the Bachelors degree level.

M.Sc Mathematics (Master of Science in Mathematics)

Course Duration: Two year full-time course: Program Code: MSM

Eligibility: B.A./B.Sc. with Honors in Mathematics or B.A./B.Sc. (pass course) with Mathematics as one of the subjects having at least 50% marks in aggregate.

PG Diploma in Psychological Counselling

Course Duration : One year (2 semesters)

Eligibility : A graduate of Bangalore University or any other recognized university in India having studied in a regular course, in any of the following optional subject. Viz., Psychology/ Sociology/ Social Work/Home Science/ Human Resource Development (Management)., or B.Ed., or a graduate in any discipline of Rehabilitation Science – A Doctor (from any medical faculty such as Allopathy/Ayurveda/Unani/Homeopathy), paramedical rehabilitation: Nurse, physiotherapist, Occupational therapist,

speech therapist, audiologist with 50% marks in aggregate (including languages). The degree is awarded by the Bangalore University.

PG Diploma in Human Resource Management

Course Duration : One year (2 semesters)

Eligibility : Candidate with 40 % marks in aggregate in Bachelor's/ Master's Degree of any discipline of a recognized University are eligible of admission. Candidates studying in a regular course of study in any discipline are not eligible for admission. The degree is awarded by the Bangalore University.

STUDENTS' COUNCIL

The Student Council is an elected body of student representatives to promote the democratic way of functionality being taught to them. It is a support system for the holistic development of all Desalites and will work in liaison with the General Administration and respective dedicated Centers/ Departments of the College.

Objectives

- To imbibe and inculcate among the Desalites the vision, mission and core values of the College.
- To provide constructive feedback on various aspects of campus life, academic programs, general discipline, library facilities, maintenance of the campus and other student services facilities.
- To suggest means for improving the academic quality and standards and research culture.
- To identify and suggest methods of improving student life and students' conduct and discipline.

- To help establish and maintain continuous and effective interaction with the alumni of the College.
- To create and encourage an environment for healthy and effective usage of student service facilities and suggest methods for its improvement.

EXPOSURE TO ORGANIZATIONAL SKILLS

In order give all Desalites a first hand experience of organizational skills and learning, the following major opportunities in the College are provided to the students.

Quills Quake- Campus Radio

Qulls Quake is the Campus Radio of St Francis de Sales College, managed and run by the Desalites. It is the veins of the College that fills the Desalites with vibrancy. Quills (Desalites) Quake (the dancing rhythm). Desalites of high caliber are selected and trained as Radio-Jockeys. Under the guidance of the Principal and staff in charge, programmes such as interviews, classes, new concept discussions, and songs are played to enhance the knowledge of the students as well as to entertain the campus with music and harmony.

National Cadet Corps (NCC)

In order to inculcate moral values, leadership qualities, discipline and patriotism among the students, we introduced NCC in our College. We are proud to announce that SFS College is the only college that has NCC hurdles and shooting range in the whole of Bangalore University and Karnataka State. The College offers training under the Army, Navy and Air wings of the NCC for both boys and girls. This unit is part of 1. KAR.BN.NCC. The NCC of SFS College will have 20 parades during the academic year.

It includes parades of firing, social service and other adventures. The regular parade includes training in drill, arms, map reading, weapon training etc. The adventure activities include para-sailing, horse riding, rock climbing, firing, mountaineering, cycle/ motorcycle expedition, trekking etc.

Karnataka Civil Defence (KCD)

Civil Defence is a volunteer organization of people who fight to mitigate the effects of a disaster like an air-raid, earthquake, floods or civil disturbance on civilian life and to maintain the morale of the people in a time of crisis. Civil defence is essential to augment the regular forces in war and peace. KCD was started in 2012 in order to encourage the Desalites to be active in helping the regular forces in times of need. At present, we have around 160 civil defence wardens. The wardens attend state- as well as national-level trainings and camps every year.

National Service Scheme (NSS)

The National Service Scheme at SFS College is sponsored by the Government of Karnataka through the leadership of Bangalore University, and it is a noble experiment in academic expansion. It inculcates the spirit of voluntary work among the students and staff through sustained community interaction. The NSS Unit at SFS College was started in 2007; the volunteers involve themselves actively in both special camps and regular activities.

Red Cross

The Red Cross works towards the betterment of the society by organising and participating in various works and events of social good. The Society organises awareness programmes for the students and joins with other associations like NCC and NSS for blood donation camps, civic duty campaigns.

FACILITIES

The College is housed in an imposing but user-friendly and spacious building with every modern infrastructure. The main building is a four-storey structure which includes the Administrative Wing, the Principal's Chamber and his Office, board room, hospitality room, staff rooms, retiring rooms, rest rooms, seminar halls, conference rooms and an auditorium.

SFS College APP : In order to keep abreast of the wired world and to maintain close ties with parents and students, the College launched an App on 10th January 2017. This App updates the staff, students, alumni, parents and interested persons with notifications.

The Classrooms : are spacious, well-furnished, with proper ventilation and lighting and most of the class rooms have audio-visual facilities.

The Library : is stacked with the latest tomes on the disciplines offered for study at the College.

The Digital Library : is uploaded with latest online database on the disciplines available for study at the College.

Canteen: A spacious and comfortable canteen is provided with a large area for students to sit around in an informal environment.

The Computer Hands-on-Experience : The College is equipped with three computer labs.

Sports and Games : Considering the importance of building a healthy personality, adequate provision has been made for both open-field and indoor sports activities. A sports complex with basketball courts, volleyball courts, handball, softball, football and cricket grounds, is provided to the Desalites for outdoor games

while indoor arrangements have been made for conducting games like table tennis, chess, carom board, badminton, etc. The College organizes intra-college and inter-college tournaments and sports meets to give students ample opportunity to develop their talents and skills.

Gymnasium : A well-equipped gymnasium managed by the College provides for the fitness requirements of the Desalites. The gym is equipped with tools that are user-friendly and attractive. It is always used by the Desalites under the supervision of a qualified instructor.

Parking : The College has made ample provision for parking two-wheelers and four-wheelers with sufficient security both for the Desalites, the staff and guests. Students who bring four-wheelers shall obtain parking passes from the H.R. Office. The College encourages the use of bicycles to enable and support an eco-friendly campus.

Bank : A branch of South Indian Bank operates within the campus for the benefit of the Desalites, parents and staff.

Language Labs : The College has two language labs furnished for the use of the Desalites. Language labs are used by the English as well as Kannada Departments. Besides, a separate lab has been established for IELTS courses.

Labs : The College has a well-furnished Physics Lab, Chemistry Lab, Electronics Lab, Computer Labs, Psychology Lab and Business Lab for the use of students and faculty.

Media Room : The College has a media room set apart for the Commerce Department at the basement. The room is furnished with an LCD projector and a large television with dish connection to see news, as well as other useful channels.

News Zones : To help students update themselves on a daily basis, two news zones were created in the College. These news zones are equipped with a television which runs news channels 24x7 and seating arrangements to read newspapers.

Recording Studio : The College has a large audio-video recording and editing studio. This would enable any interested Desalite to have a firsthand experience of audio-video recording and editing and its techniques.

Faculty : The Faculty comprises fully qualified, committed and competent lecturers and professors who are gentle, stern and trained to impart quality higher education, using student-friendly methods of imparting knowledge. The stress on discipline is never relaxed. Discipline and duty is the twin responsibility placed on all staff and students alike.

Hostel : Separate hostels for women and men are available with all necessary facilities promoting a homely atmosphere.

Thus ample opportunities are provided to the students for gaining proficiency and excellence in curricular and co-curricular activities.

CODE OF ELECTIONS

Elections are held annually at the beginning of the year for the following:

Chairperson	:	The Chairperson is the Head of the PG Student Council.
Secretary	:	The Secretary takes down notes of all the Student Council meetings and is responsible for organizing the meetings.
Sports Secretary	:	The Sports Secretary assists the Sports Committee in organizing and coordinating all sports events.
Cultural Secretary	:	The Cultural Secretary assists the Cultural Committee in organizing and coordinating all cultural events.
Deputies (Cultural, Sports)	:	They assist the respective in-charge in all the duties and responsibilities
Class Representative	:	Every class elects two class representatives – a boy and a girl.

GENERAL CRITERIA

- Should have a minimum of 60% in academics for Chairperson, Secretary and Class Representatives.
- Should have a minimum of 50% in academics for Sports and Cultural Posts
- Should have no suspension record

- Should not have any backlogs
- Sports and Cultural posts nominees should have proven good in their respective field with the support of documents and certificates.

NOTE

- Only Second Year students are eligible to become Chairperson, Secretary, Sports Secretary and Cultural Secretary.
- Only the First Years can be elected for the Post of Deputies

A student, once elected to a particular post, is not eligible to contest for the same post in successive years

STUDENT OPPORTUNITIES

Grievance Redressal Committee

As part of our constant endeavor to ensure transparency in all the activities at different stages, College provides proper mechanism to students for redressal of their grievances. This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. The aggrieved member shall submit his/her petition to the Grievance Redressal Committee in a sealed envelope marked 'confidential'. On receipt of a petition the Grievance Redressal Committee will endeavour to send its recommendation to the Principal for further action. In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Principal/ Disciplinary Authority to take appropriate action against the complainant. Complaints dropped in the 'Suggestion Box' by students and parents and oral complaints are also redressed. All complaints are scrutinized by the management and the grievance redressal cell.

Internal Complaints Committee

In reference to Ministry of Women & Child Development's D.O. Letter No. 19-8/2014-WW dated 14th January 2015, regarding constitution of Internal Complaint Committee as per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.

Executing above directions an internal complaint committee is constituted at SFS College to prevent sexual harassment at workplace. A written compliant is required to be taken from the aggrieved person to take the necessary actions. The committee carries out inquiry to sort the matter. Also provides counselling and conciliation to the aggrieved person.

Student Welfare Committee

Students Welfare Committee targets at avoiding the hindrances that may come in the path of a student's learning process so that they can be qualified professionally upon the national and international levels. This committee complies with the policies set by the College in order to facilitate a positive academic environment to the students and help them to proceed in their career with minimal obstruction. During the stay of a student in the campus, this committee is responsible for solving all the student's grievances.

SC/ST Harassment Prevention Cell

Any kind of discrimination on the basis of caste, creed, religion, language, ethnicity, gender and disability is strictly prohibited in SFS College. The college will be very sensitive while dealing with incidents of caste discrimination and a strict action will be taken against such cases. The Officials/faculty members should also desist from any act of discrimination against SC/ST students

on grounds of their social origin. The College also ensures that no official/ faculty member indulge in any kind of discrimination against any community or category of students. The college will take strict action against the erring official / faculty member, if any such incident comes to the notice of the authorities. Students can lodge grievance on this page of caste discrimination and also KJC has placed a complaint register in the Director/Principal Office for the same.

Counselling Centre & The Women Empowerment Cell

The youth of today are on the fast track to compete with one another to excel in every field. As a flipside to it they are subjected to lot of stress and pressure. Most often these pent up emotions lead to depression or mishandled outbursts. To ease out these bottled up emotions the college has a counselling centre and guidance cell that offers comfort, relief and confidentiality. With an in house counsellor available at all time the students receive personal and professional guidance in every aspect of life.

The existing counselling services give equal importance to women, though the college does not have separate guidance and counseling center for women. The Women Empowerment Cell of the institution empowers girls through awareness programmes, talks and extension activities. Expert lectures on 'Women and Atrocities' and 'Women and Gynaecological Issues,' workshops on 'Entrepreneurship' and 'Trafficking,' film reviews and monetary assistance to poor women are some of the activities of the Cell.

International Student Forum

There is an incremental growth in the number of International students. Students from Spain, Nepal, Tanzania, Chad, Thailand,

Nigerian, Cameroon, and Italy are studying in the Institution. Programmes offered at present are available to all International students as and when they seek admission in the institution, subject to the guidelines of University. To nurture the educational experience of the International students in the campus, International Students Forum (ISF) was established. The Forum offers the following support services:

- Arrangement of secure accommodation
- Administrative support to process papers for their visas
- Sanctioning of leave for renewal of their visa
- Counselling

Guidelines for International students

- To take Admission in SFS College, please bring all your pertinent documents with 5 set of photocopies and 5 passport size photos
- After your admissions, register with FRRO online for prior appointment
- Submit the copy of appointment letter, Passport, student visa and Rental agreement to the office and collect your bona fide letter for Residential Permit from FRRO
- Check the validity of your Passport, student visa, RP and Rental agreement. Don't wait till the last date, apply one month before the expiry dates
- After the renewal of each document (passport, student visa, RP and rental agreement), please make a copy and submit it in the office and collect the acknowledgement

- If your passport, student visa and residential permit is expired kindly report immediately to the FRRO office, so that you will not be in trouble of exist. Always check the validity of your rental agreement because many students come with expired rental agreement to office for the extension of Visa or RP, which will not be entertained by the office or the local police station too
- In case of supplementary papers to be appeared, please take prior permission from the office with the necessary documents (marks card copies) etc.

Examination Committee

The team comprises faculty members and two Deputy Controllers and is headed by the Controller of Examinations. The committee helps in the smooth conduct of term examination and the end-semester examinations for the students. The committee also helps the office of Controller of Examinations in various other capacities including effective conduct of the continuous evaluation process.

Extra-Curricular Activities Committee

The Extra- Curricular Activities Committee provides a platform for students to exhibit their skills and talents. It is a forum, where through the mode of cultural activities, like-minded people meet each other, exchange ideas and develop into better human beings. It conducts programs like Vihaan, Pravega, and Kotinos to identify and nurture talents and provide a platform for members to develop leadership skills.

Equal Opportunity Centre

The Institution has established an Equal Opportunity Centre, as per the guidelines of UGC, to oversee the effective implementation

of policies and programs 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.

Functions: a) To ensure equity and equal opportunity to the community at large in the College and bring about social inclusion. b) To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds. c) To look into the grievances of the weaker section of society and suggest amicable solution to their problems.

Health Care

The physical and mental well-being of the student and staff are given prime importance. Various measures are undertaken to ensure their care and welfare.

Tie-up with Ramakrishna and Vimalaya Hospital for 24/7 medical support and care

- A medical officer from the Ramakrishna hospital is available on campus on need basis
- First aid amenities are available in each block
- Full time Nurse and Retiring room facilities
- Awareness programmes on healthy practices
- Eye and dental camps, diabetes screening camp and general health camp are organized by CSA and NSS
- Free health checkup in collaboration with neighbourhood clinics
- Awareness programmes on women health are organized by

Women Empowerment Cell

- Medical insurance scheme for faculty members and non-teaching staff

Anti - Ragging Committee

Ragging is strictly prohibited in the premise of the college and hostels. Any student of SFS College accused and found guilty of ragging, will be severely dealt with, in accordance with the Provisions of the Law. An offence of ragging may be charged either on a written complaint by the affected or on independent findings of the Anti-ragging Committee/Squad. Wilful non-reporting of awareness of ragging incidents is also punishable. Any student affected by or subjected to ragging must lodge a written complaint in person to the Anti Ragging Committee.

Library Committee

Library Committee has been constituted for the purpose of smooth functioning of the library and coordination with all Heads of the Department, faculty members, students and the management. It is headed by Director, Library & Information Technology. The Committee makes recommendations on matters of library policy, including allocation of the purchasing budget among the academic departments.

IQAC / Academic Audit Committee

An Internal Quality Assurance Cell (IQAC) is formulated with a major purpose to maintain long-term quality standards. It is a significant administrative body that is responsible for all quality matters. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of Kristu Jayanti College and to channelize the efforts

and measures of the institution towards academic excellence. Documentation and collection of feedbacks from students, parents and other stakeholders on quality-related institutional processes are also taken care by the IQAC.

Library: Code of Conduct

- Identity card is a must for all library transactions. Id cards are non-transferable.
- Users are requested to maintain silence in the library.
- College dress-code is applicable while visiting the library on all occasions.
- Usage of cell phone is prohibited inside the library at any point of time.

Users should fully cooperate with the library staff. In case of any need, they should meet the Librarian. Textbooks shall be available only for reference and no student shall borrow the textbook for more than a day.

Persistent defaulters of various library rules will have their library services suspended.

Deserving students shall be given best library user award.

COLLEGE CODES

COLLEGE REGULATIONS

1. Ragging is a cognisable offence and those who indulge in it or encourage it will be handed over to the law as per G.O.Ed 122 URC 96 dated 16.1.97. Students in distress may call 080-27836069 or email at sfscollege.ecity@gmail.com
2. The warning bell (first bell) for class is given five minutes before the commencement of classes. The first period each day begins with the college anthem followed by the National anthem and the Lord's Prayer. During the singing of the anthems all staff and students shall stand still wherever they are as a mark of respect. Students should be in their respective classrooms before the second bell. When a Lecturer enters the class, the students must rise and remain standing until they are instructed to sit down.
3. Students must observe punctuality. Students will not be permitted into the class after the second bell.
4. During the college hours (8.10 am to 2.15pm) no one is permitted to leave the campus without the written permission of the Principal.
5. Eating and chewing of gum, while the class is in progress is strictly prohibited.
6. There should be complete silence on the corridors during class hours. Students must not loiter on the corridors during class hours.
7. No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
8. If the concerned Lecturer is absent, students are expected to use the library or the e-resources. No student is allowed to

leave the college building before completion of the fifth hour (1.20 pm) without permission. Canteen facility is available during the break and either before or after the college hours.

9. Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.

10. Students are forbidden to bring fire crackers and Holi colours to the campus. Students found doing so are liable to disciplinary action. Celebration of birthdays/feast days of lectures or students is not permitted in the College or in the canteen. Cutting of cakes or giving gifts to professors on special occasion by the students/parents is not permitted in the college.

11. Any display of indiscipline including insubordination, habitual inattention, and neglect of work, unbecoming language or conduct, obscenity in word or deed by a student shall be liable to temporary or permanent dismissal. Security personnel are to be obeyed at all times.

12. Students are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.

13. The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class representative will be responsible for the cleanliness of the room allotted to it. Electronic gadgets like projectors, sound systems, laptops must be operated as instructed by the technical staff. Any damage to the electronic equipment caused by wilful neglect or misuse shall be liable for payment of fine.

14. Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
15. Posters and notices must not be put up without the permission of the Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose in different blocks and not stuck on the walls of the College.
16. Vehicle parking will be allowed on all working days from 8.00 am to 3.00 pm. Students whose vehicles are parked in the premises after 3.00 pm are liable to be fined. Movement of vehicles within in the campus shall be at a moderate speed of 10 kmph.
17. Every student is required to carry her/his identity card to College. The ID cards must be worn at all times on campus and shown to the staff or College officials when asked at any time during the College hours including during Examination and formal programs, and in the administrative office and library.
18. Association functions and cultural programs will be held only after class hours. Practice for all programs should be held either prior to the classes or after classes.
19. Outsiders are not permitted to attend College functions. Strict action will be taken on those who bring outsiders to the campus.
20. No money is to be collected from students without the prior permission of the Principal. Any collection of money with the approval of the Principal shall be intimated to the parents through e-mail and text message.
21. Printed matter, photographs/videos not approved by the Principal is not to be brought to the College.

22. In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, use of mobiles in the College premises is prohibited. Students are informed not to use mobiles within the academic block. Once confiscated, mobiles will not be returned to the students without paying the prescribed fine and a letter of apology. Possession of mobile phones or similar electronic devices or resorting to unfair means during examination is considered as a serious malpractice.
23. Students must not join clubs or societies or make any engagements that interfere with their studies without the Principal's prior permission. They are not allowed to play for any team against the College.
24. Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the reading room where they can refer to books.
25. After class hours students are not expected to remain on the campus unless there is a function/program or rehearsal or games practice.
26. Students are not allowed to make complaints in a body or present any collective petitions, but they are welcome to present their cases if any, either individually or through their proper representatives.
27. Students are not allowed to organize picnics or social without the permission of the mentor and the Principal.
28. Any student who is suspended by the college authorities shall not appear on the campus for all the days of suspension mentioned in the suspension order. If found violating this norm, the authorities can proceed with the dismissal of the student concerned.

DRESS CODE

The College does expect all students to keep in mind the basic norms of modesty and decency with regard to dress. On the basis of a representation St. Francis de Sales College made by the student body, the Management in consultation with the staff has arrived at the following decisions:

On Mondays and Thursdays, College uniform is mandatory for all students.

Formal Dress Code: Monday to Friday

Formal Dress Code for boys:

- Formal Pants/Jeans
- Half or Full sleeve formal shirts.

Formal Dress Code for girls:

- Salwar/Churidhar Kameez only (No sleeveless, tight fitting or short tops)

Informal Dress Code: Only on Saturday

Informal Dress Code for boys:

- Pants/jeans with only collared-shirts/t-shirts (No Verbal or Pictorial Messages)

Informal Dress Code for girls:

- Pants, Kurtas (no sleeveless, tight fitting or short tops)
- Any student violating the dress code will not be allowed to sit in the class.
- Any member of the teaching or non-teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.

- Students attending class or meetings of the College societies, clubs and associations on the campus are expected to be dressed in conformity with norms of decency and propriety.
- Colouring of hair and unconventional haircuts are strictly prohibited.
- Earrings for boys is not permitted.
- Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days.

ATTENDANCE AND LEAVE

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave [in the prescribed format given in the hand book] after obtaining permission.

1. Absence up to 1 day requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 2 days requires signature of the HOD. Absence of more than 3 to 6 days requires signature of the Vice-Principal. Absence of more than 6 days requires signature of the Principal.
2. The University has mandated a minimum of 75% attendance in each paper to be eligible to write the Semester Examination. College will strictly adhere to the norm as demanded by the University. There is no provision for condonation of attendance in the University notification. Medical leave is restricted to a maximum of 5% in each semester.
3. Any attendance claim should be done within 3 working days. College mandates a minimum of 80% attendance in each paper to be eligible to write the Terminal and Model exams.

4. If a student is detained for a semester, She/he will have to repeat the semester and has to enrol afresh, by paying 50% of the annual fees.
5. If a student is absent for one period in a day, she/he will be marked absent for that period only.
6. Attendance is available for students/parents to view on the College website. Every student will be provided with a unique password at the beginning of the academic year to access information, including attendance.
7. Parents are requested to make use of this facility in tracking the attendance of their ward.
8. Students must check the attendance regularly, and if any discrepancy is found, the same should be brought to the notice of the class mentor/ HOD in writing within two working days.
9. It is mandatory for students to attend the terminal and model exams. There will be no retest.
10. Students, who absent themselves on medical grounds, should produce a bonafide medical certificate.
11. If a student is absent in a subject/paper, she/he may attend the next class of that subject/paper only after getting leave slip signed from the parent/guardian/warden .
12. If a student falls short of 75% attendance in any month in any subject she/he will be required to meet the Mentor with parents.
13. The name of the student will be removed from the rolls if she/he is absent continuously for more than 10 days without prior permission for leave.

14. Prolonged or serious illness, hospitalization or long medically advised rest must be reported to the Principal as early as possible.
15. Marks will not be awarded for attendance.
16. No attendance will be given to students for participation in Certificate Courses (they are held outside regular class hours).

CERTIFICATES AND PROCEDURE TO OBTAIN THE SAME

Certificates may broadly be grouped into two categories: (1) Routine (2) Special

Routine certificates are those which are applied for and obtained as a matter of course. For example, bonafide student certificate, provisional pass certificate, transfer certificate, student ID/bus pass and bus/train/air student concession forms.

Special certificates are in the nature of those which call for special certification from the Head of the Institution. For example, a certificate to state that X holds a valid passport, and is a student of the College, or a transcript of the College/university marks, or a special commendation in response to a general or special request from the third party.

How to apply:

The student desiring to apply for a certificate should give a request in writing and submit after paying the requisite fee. At least two working days are needed to process the application. Requests for special certificates are to be made in person to the Principal along with a written application appended by a specimen of the desired certificate. Special certificates may not always be issued within 24

hours if they need more time for verification or preparation.

Attestation of marks cards, etc. is done as a student service on request. The copies to be attested marks card should be presented in the office and can be collected on the following day.

Timings :

Please note that applications for certificates/attestation should be made between 10:10 am and 10:40 a.m. and between 2:15 and 2:45 p.m. The certificates will be issued only between 2.15 and 2:45 p.m. of the following day.

CONDITIONS REQUIRED TO APPEAR FOR UNIVERSITY EXAMINATIONS

Attendance – As per university norms, i.e., 75% in every subject as well as general. To appear for the first internal as well as the second internal (model) exams students must have 80% attendance for all the subjects.

To be qualified by performing well in the CIA (Continuous Internal Assessment) i.e., the First Internal Assessment Exams, Model Exams and the required number of assignments. [Please see Mandatory Enhancement Activities for Desalites.]

Compliance with the norms of behavior in the College and permission for admission to the University Examinations shall not be granted unless the Principal is satisfied with the character and conduct of the student.

Grading of Marks at the Examination

As per University guidelines, the grading or awarding of marks at examinations is as follows:

60% and above = First class

50% and above = Second class
40-49% = Pass

Internal Assessment System

The First Internal Examination carries 5% of total marks. The Model Examination carries 15% of total marks. Assignment and Seminar carries 5% marks each.

Attendance and Academic Progress

Classroom attendance is compulsory. Absence without proper leave application will be treated as an offence. Condonation of attendance is left to the discretion of the Principal.

The working day is divided into two sessions: the first two sessions before the break and four sessions after.

The first bell for class is given 5 minutes before the commencement of the morning session and the second bell at the hour fixed for the commencement of the class.

Students are expected to occupy their seats in their respective classrooms at the stroke of the first bell. Attendance will be marked at the commencement of each class. **Late comers, therefore, will strictly be not permitted to attend the class.**

Permission for admission to the university examination will not be granted unless:

- A student has to put in at least 75% of attendance at the end of each semester.
- A student gets minimum pass mark in internal examinations conducted by the College as per the norms laid down by the authorities.

- The Principal is satisfied with the character and conduct of the student.

Desalites who represent the College in conferences, seminars, sports, NCC, NSS and other extracurricular and co-curricular activities should obtain prior permission from the Principal.

The student should write a letter of permission to the Principal, forwarded by the Coordinators in-charge of the respective activities. On completion of activities, within two working days, the student should submit the letter of attendance for the event along with the filled-in prescribed leave application form (given to you at the beginning of the academic year) forwarded by the Coordinator to the Principal. Mentors must maintain the counterfoil of the leave form signed by the Principal. Students may note down the date of submission for further reference. As soon as the letter reaches the Mentor from the Principal, attendance for those days will be added in the website as well as in the Attendance Register. Discrepancies, if any, must be brought to the notice of the Principal in writing within three days.

No student shall absent himself/herself from classes without the prior permission of the mentor and the Vice-Principal.

When absence is caused by unforeseen circumstances, application for leave must be submitted to the Vice-Principal on the very first day of returning to the College, duly signed by the parent/ guardian and the mentor.

The Vice-Principal may reject the application for leave of absence if he is not satisfied with its genuineness.

If the application for leave of absence is accepted, the duly completed leave letter should be submitted to the Vice-Principal on return to the College after leave. If attended conferences,

seminars, etc. the certificates should be shown as a proof. These and any other rules at the time deemed necessary, are to be adhered to.

Absence up to 1 day requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook).

Absence up to 2 days requires signature of the HOD. Absence of more than 3 to 6 days requires signature of the Vice-Principal.

Absence of more than 6 days requires signature of the Principal. Any Attendance claim should be done within 3 working days.

The Maximum medical claim is 5% per semester.

GUIDELINES FOR APPLYING SCHOLARSHIP FOR THE ACADEMIC YEAR 2019 – 20

Scholarship	Document Required
Backward class Category (IIA, IIIA, Cat-I & other Hindus)	1. Caste & Income Certificate:- Issued from Tahasildar office within the last 5 years & renewed on or after July 2014. Income should be below (Cat-2A, 3A, 3B)1,00,000/- & for (Cat-I) 2.5 Lakh 2. Marks Card: - For 1st Year degree students – 10th & PUC marks card. For 2nd & 3rd Year students - 10th , PUC & Degree marks card. 3. Fee receipt of this Academic Year (2018 – 2019) 4. Student Bank Account detail - copy of Pass Book & Aadhaar 5. Mandate Form (Available in Online & college photo copy centre) Application Form are available in ONLINE: www.karepass.cgg.gov.in
SC	1. Caste Certificate:- Issued from Tahasildar office within the last 5 years (Reg no starting with RD) 2. Income Certificate of the Parents or Students:- Issued from Tahasildar office & renewed on or after July 2014. Income should be below 2.5 Lakh. 3. Marks Card: - For 1st Year degree students – 10th & PUC marks card. For 2nd & 3rd Year students - 10th Mark card, PUC and Degree marks card.

	4. Fee receipt of this Academic Year (2018 – 2019). 5. Student Bank Account detail – copy of Pass Book & Aadhaar card 6. The First year students should register their details in the Web site using the following links and attach the copy of the same. http://164.100.80.23/sw1/ | https://ssp.karnataka.gov.in/ (Only for Fresher) 7. Students are requested to take the Print out before saving their Data.
ST Minorities (Muslims / Christians / Sikhs / Buddhists)	www.scholarships.gov.in www.gokdom.kar.nic.in (One Set of Application Form & Documents Copies should be submitted in Office Counter No.1)
Only for PG Students	Post-Graduate Indira Gandhi Scholarship for Single Girl Child For PG Programms www.scholarships.gov.in

FACULTY PORTFOLIOS: 2019-20

Board of Studies (BOS)	Principal, Vice-Principal, Dr. Gurubasavaraja, Dr. Tharini, Mrs. Mamatha, Mr. Shivakumar, Mrs. Padmavathi
IQAC	Dr. Tharini
Board of Examination (BOE)	Mr. Mahesh, Mrs. Dakshina
Research Cell (Seminars)	Dr. Gurubasavaraja, Dr. Tharini, Dr. Thanapackiam
NAAC Steering Committee	Mrs. Vimala, Mrs. Siny
Faculty Secretary	Mrs. Vimala
Staff Meeting Report (Writer)	Mrs. Noor Nigar
Cultural and Sports Coordinators	Mr. Mahesh, Mrs. Dakshina, Dr. Rosaline
Discipline	Mr. Mahesh, Mrs. Shamala
Counselor	Ms. Prameela Dorairaj
Anti-Ragging Cell	Principal, Vice-Principal, Ms. Prameela, Dr. Gurubasavaraja, Mrs. Mamatha
Women's Cell	Mrs. Shamala
Certificate Courses & Placements Cell	Mrs. Vimala, Mr. Shivakumar
Amizade (Alumni Association)	Mr. Mahesh
Desalite Christian Association (DCA)	Mrs. Siny Philip

"The roots of education are bitter, but the fruit is sweet." Aristotle

Centre for Social Action (CSA)	Mrs. Mamatha
Health Club	Mrs. Noor Nigar
Graduation Day	Dr. Tharini, Mrs. Shamala, Dr. Rosaline
College Day	Mrs. Vimala S, Mr. Mahesh
Election Commission	Dr. Tharini, Dr. Thanapackiam
Group Animators	Akkadians: (Yellow) - Dr. Thanapackiam
	Scythians: (Pink) - Mrs. Mamatha K
	Spartans: (Green) - Mrs. Vimala S
	Titans: (Blue) - Mrs. Siny Philip
Vista - Annual Magazine	Mrs. Shamala
Newsletter	Mrs. Noor Nigar, Mr. Richie
Class Mentors	I M.Com. - Dr. Gurubasavaraja
	II M.Com.–Dr. Thanapackiam
	I M.Sc. (Psy) - Mrs. Shamala
	II M.Sc. (Psy) -Mrs. Dakshina
	I M.A. (Eng) -Mrs. Noor Nigar
	II M.A. (Eng) - Dr. Tharini
	I M.Com. FA – Mr. Mahesh
	II M.Com. FA –Mrs. Siny
	I M.A. (Eco) - Mr. Shivakumar
	I M.Sc. (Maths) - Mrs. Padmavathi

PG CALENDAR OF EVENTS 2019-20

MONTH	DATE	DAY	OCCASION
August 2019	06	Tuesday	Faculty Meeting
	13	Tuesday	Commencement of classes for 3rd Sem students
	15	Thursday	Independence Day
	20	Wednesday	An Hour With the Principal For 3rd Sem students
	25	Sunday	Amizade Alumni Meet

September 2019	02	Monday	Ganesh Chaturthi
	04	Wednesday	Commencement of classes for 1st Sem students
	05	Thursday	Teacher's Day
	06	Friday	1st Friday Mass
	08	Sunday	Feast of Nativity of Blessed Mother Mary
	09	Monday	PG Student Council Elections
	10	Tuesday	Muharram
	12	Thursday	Vihaan – Inauguration of the Academic Year and Welcome to the Freshers

"Education is the process in which we discover that learning adds quality to our lives. Learning must be experienced." William Glasser

	14	Saturday	Student Enhancement Program on Promoting and Preserving Life
	15	Sunday	Feast of Mother of Sorrows
	18	Wednesday	National Level Student's Seminar
	21	Saturday	Club Activity: Akarya
	23	Monday	Guest Lecture: Dept of Commerce
	28	Saturday	Mahalaya Amavasya
	30	Monday	Founder's Day (Fr Peter Marie Mermier)

October 2019	01	Tuesday	Razzmatazz
	02	Wednesday	Gandhi Jayanthi
	04	Friday	1st Friday Mass
	07	Monday	Ayudha Pooja
	08	Tuesday	Vijayadashami
	10	Thursday	World Mental Health Day
	14-17	Mon-Thurs	First Internal Exam: Odd Sem
	19	Saturday	Club Activity: Zelos
	23	Wednesday	Guest Lecture: Dept of English

November 2019	01	Friday	All Saint's Day || Kannada Rajyotsava
	02	Saturday	All Soul's Day
	09-10	Sat-Sun	Visit to Bangalore Literary Fest – Dept of English
	13-14	Wed-Thurs	Kotinos 2019: Intra-Collegiate Sports Fest
	15	Friday	Kanakadasa Jayanthi
	16	Saturday	Club Activity: De-Psy-Light
	21	Thursday	Workshop – "Use of Statistical tools for Research"
	26	Tuesday	Guest Lecture: Dept of Psychology
	30	Saturday	Industrial Visit

December 2019	02	Monday	World AIDS Awareness Day
	03	Tuesday	Final submission of Assignment/Seminar Marks: Odd Sem
	05-12	Thursday	Model Exams: Odd Sem
	06	Friday	1st Friday Mass
	25	Wednesday	Christmas

January 2020	01	Wednesday	New Year's Day
	02	Thursday	Bangalore University Exams: Odd Sem
	15	Wednesday	Sankranthi
	23	Thursday	International Conference
	24	Friday	Feast of St Francis de Sales – Patron of the College
	26	Sunday	Republic Day

February 2020	03	Monday	Commencement of Even Sem Classes
	07	Friday	1st Friday Mass
	15	Saturday	IQAC Workshop
	21	Friday	Mahashivarathri
	26	Wednesday	National Level Seminar

March 2020	06	Friday	1st Friday Mass
	08	Sunday	International Women's Day
	11	Wednesday	Yathra Fiesta – National Level Tourism Fest
	13	Friday	Guest Lecture : Dept of Commerce

"Education is not only a ladder of opportunity, but it is also an investment in our future." Ed Markey

	14	Saturday	Club Activity: Akarya
	16-19	Mon-Thurs	First Internal Exams: Even Sem
	20	Friday	World Story Telling Day
	23-27	Mon-Fri	Pravega 2019 : Intra-Collegiate Cultural Fest
	25	Wednesday	Ugadi

April 2020	03-05	Fri-Sun	Excursion/Field Trip
	09	Thursday	Maundy Thursday
	10	Friday	Good Friday
	11	Saturday	Holy Saturday
	12	Sunday	Easter
	14	Tuesday	Dr. Ambedkar Jayanthi
	15	Wednesday	Guest Lecture : Dept of English
	22	Wednesday	College Day
	23	Thursday	World Literature Day
	25	Saturday	Club Activity: Zelos
	26	Sunday	Basava Jayanthi

May 2020	06	Wednesday	Guest Lecture: Dept of Psychology
	09	Friday	Final submission of Assignment/Seminar Marks : Even Sem
	11-18	Mon-Mon	Model Exams: Even Sem
	23	Saturday	Club Activity : De-Psy-Light

June 2020	05	Friday	World Environment Day
	11	Thursday	Graduation Day and Sayonara - Farewell
	15	Monday	Bangalore University Exams : Even Sem

FORMER ADMINISTRATION

Previous Principals	**Years of Service**
Fr. A Antony Swamy MSFS	2004 – 2012
Fr. Jino Plathottathil MSFS	15.04.12 – 15.05.12
Fr. Manu Kumbidiamakkal MSFS	15.05.12 – 23.09.12
Fr. Benny Marangolil MSFS	24.09.12 – 20.05.15
Fr. Christopher Crasta MSFS	21.05.15 - 29.04.18
Fr. Roy Plathottathil MSFS	30.4.18 -

Previous Managers	**Years of Service**
Fr. Wilson Kottam MSFS	2004 – 2005
Fr. Thomas Kalariparambil MSFS	2005 - 2013
Fr. Santhosh Kumar MSFS	2013 -

Previous Administrators	**Years of Service**
Fr. Vinod Kanat MSFS	2004 – 2010
Fr. Saji Vadakkedath MSFS	2010 – 2012
Fr. Jose Kokkandathil MSFS	2012 – 2013
Fr. Tony Erniyakulathil MSFS	2013 -

Previous Vice – Principal	**Years of Service**
Fr. Tom Pannalakunnel MSFS	2004 – 2005
Fr. Manu Kumbidiamakkal MSFS	2005 – 2010
Fr. Jino Plathottathil MSFS	2010 – 2012
Fr. Sudeep Paul MSFS	2012 – 2013
Fr. Timson Parakkottu MSFS	2013 - 2016
Fr. Jijo Manjackal MSFS	2016 -

"There are no shortcuts to any place worth going." Beverly Sills

St. Francis De Dales College
(Postgraduate Centre)

Format for Submission of Grievance

1. Name/Class.....

Reg. No.....

E-mail ID.....

Ph.: (Residence).....

2. Grievance related to:

.....

.....

.....

3. A brief summary of the grievance:

.....

.....

.....

Signature of the Student/Parent

_____

Counter signed by Mentor (Optional)

FOR OFFICE USE ONLY

Comments of the Committee:

Action Taken:

.....

Signature of the Coordinator of
Grievance Committee

ST. FRANCIS DE SALES COLLEGE

Electronics City Post, Bengaluru - 100

APPLICATION FOR LEAVE OF ABSENCE

Name.....

Class / Combination.....Roll No.....

Period of leave from.....to.....

Reason for absence.....

.....

SL NO	*SUBJECT*	*Cumulative Number of Hours*	*Signature of the faculty*
01			
02			
03			
04			
05			
06			
07			
08			

Desalite™

Absence up to 1 day requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 2 days requires signature of the HOD. Absence of more than 3 to 6 days requires signature of the Vice-Principal. Absence of more than 6 days requires signature of the Principal.

Date of Submission **Signature of the Parent**

Signature of the Student **Signature of the HOD**

Signature of the Class Mentor

Signature of the Principal / Vice Principal

ST. FRANCIS DE SALES COLLEGE

Electronics City Post, Bengaluru - 100

APPLICATION FOR LEAVE OF ABSENCE

Name.....

Class / Combination.....Roll No.....

Period of leave from.....to.....

Reason for absence.....

.....

SL NO	*SUBJECT*	*Cumulative Number of Hours*	*Signature of the faculty*
01			
02			
03			
04			
05			
06			
07			
08			

Desalite™

Absence up to 1 day requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 2 days requires signature of the HOD. Absence of more than 3 to 6 days requires signature of the Vice-Principal. Absence of more than 6 days requires signature of the Principal.

Date of Submission **Signature of the Parent**

Signature of the Student **Signature of the HOD**

Signature of the Class Mentor

Signature of the Principal / Vice Principal

ST. FRANCIS DE SALES COLLEGE

Electronics City Post, Bengaluru - 100

APPLICATION FOR LEAVE OF ABSENCE

Name.....

Class / Combination.....Roll No.....

Period of leave from.....to.....

Reason for absence.....

.....

SL NO	*SUBJECT*	*Cumulative Number of Hours*	*Signature of the faculty*
01			
02			
03			
04			
05			
06			
07			
08			

Desalite™

Absence up to 1 day requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 2 days requires signature of the HOD. Absence of more than 3 to 6 days requires signature of the Vice-Principal. Absence of more than 6 days requires signature of the Principal.

Date of Submission **Signature of the Parent**

Signature of the Student **Signature of the HOD**

Signature of the Class Mentor

Signature of the Principal / Vice Principal

Notes

Notes

Notes

Notes

Notes

Notes