

PERSONAL INFORMATION

Name :

Father's Name :

Occupation :

Address :

Class :

Reg. No. :

Combination :

Telephone No. :

Date of Birth :

Category : SC/ST Group I, IIA, IIB, IIIA,, IIIB, GM

Blood Group :

Parent's Signature

Students Signature

INTRODUCTION

Madanthyar is a hamlet in the Malnad area of Dakshina Kanada. It is surrounded by rolling hills which are covered with green vegetation. Sacred Heart College is established in 1982 which is affiliated to Mangalore University. It is governed by Catholic Board of Education, Mangalore. The college offers B.A., B.Com. & B.C.A. Degree and Post Graduate Degree in M.Com. The college maintains high quality in education and secures high percentage of result as well as ranks in University Examinations.

VISION

Sacred Heart College, an institution imparting quality higher education, set in peaceful environment, seeks to function through mutual love and dedicated service with efficiency and creativity, catering to the needs of the poor and the downtrodden, to uphold the values propagated by Jesus Christ and enshrined in the constitution of India.

MISSION

The College exists to impart quality higher education to all especially the poor and the needy, to strive for the integral development of the students through efficiency and creativity, to educate young persons to love their fellowmen through dedicated service to the society and to uphold the values to build a Greater India.

CORE VALUES

- ✓ Pursuit of Excellence
- ✓ Love of Fellow being
- ✓ Dedicated Service
- ✓ Moral and Cultural work
- ✓ Faith in God

EMBLEM AND MOTTO



An artistic representation of Madanthyar nestling in the foothills of the western ghats and Kudremukh forms the base of the emblem. The open book and the lighted lamp stand for the aim of this institution to lead young people from the darkness of ignorance to the brightness of knowledge. The Sacred Heart of Jesus is the symbol of God's infinite love and service to mankind. The motto is "Love and Service".

MANAGEMENT

The College has a three-tier system of management. At the apex is the Catholic Board of Education, Mangalore headed by the Bishop. At the local level, the Governing Council under the Correspondentship of the local Parish Priest looks after the administration, supervision and welfare. At the college level the Principal looks after the day-to-day affairs.

MANAGEMENT COMMITTEE

Most Rev. Dr. Peter Paul Saldanha : President

Bishop of Mangalore Diocese
Bishop's House, Mangalore - 575
003

Rev. Msgr. Maxim Noronha : Vice - President

Vicar General, Bishop's House
Mangalore - 575 003

Rev. Fr. Antony Michael Shera : Secretary

'Shanthi Kiran'
Bajjodi, Mangalore - 575 005

Rev. Fr. Basil Vas : Joint Secretary &

Parish Priest, Sacred Heart Church : **Correspondent**
Madanthyar - 574 224

Dr. Joseph N. M. : Principal

Sacred Heart College
Madanthyar - 574 224

Mr. Leo Rodrigues : Vice President – Parish Council

Mr. Blanny D'Souza : Elected from Parish Council

Mr. John Baptist D'Souza : Staff Representative

Mr. Alex Ivan Sequeira : Staff Representative

Mrs. Molly Fernandes : Parents' Representative

Mr. Lancy Dcunha : Parents' Representative

Mr. Vivek Vincent Pais : Member

Mr. Joel Mondonca : Member

Mr. Vincent D'Souza : Member

Mr. Arun Furtado : Member

Mr. Gregory Sera

: Member

CORRESPONDENT

Rev. Fr Basil Vas

TEACHING STAFF

- Principal** : **Dr Joseph N.M. ,** *M.A.(Eco), M.A.(Pol.sc),Ph.D.*
Kannada : **Mrs Beby A.,** *M.A*
Mr Prasad Naik, *M.A.*
- English** : **Ms Spoorthi K. Philomena,** *M.A*
Mrs Rekha K., *M.A*
- Hindi** : **Ms Seema Kowsar,** *M.A*
Mrs Ranjini, *M.A*
- History** : **Mr Alex Ivan Sequeira,** *M.A., M.Phil*
Dr. Norbert Mascarenhas, *M.A.,Ph.D.*
- Economics** : **Dr Joseph N.M.,** *M.A.(Eco), M.A.(Pol.Sc),Ph.D*
: **Mr Alwyn K.G.,** *M.A*
Mrs Mahitha Kumari M., *M.A*
- Political Science** : **Mr Janardhanan P.,** *M.A., M.Phil., B.Ed*
Mr Srinath B.S., *M.A.*
- Sociology** : **Mr Prakash Kramadhary,** *M.A*
Mrs Rashmi, *M.S.W*
- Office Practice &
Management** : **Mr John Baptist D'Souza,** *M.Com.*
Mrs Kavitha Pereira, *M.Com*
- Commerce** : **Mrs Agnes Rodrigues,** *M.Com.*
Mr Ishwara Gowda, *M.Com., M.A., MBA. M.Phil*
Mr Vincent D'souza, *M.Com.*
Ms Preethi D'Souza, *M.Com*
Ms Jovita Priya Gonsalves,
M.Com **Mr Robin Joseph Sera,**
M.Com **Mr Prashantha M.,** *M.Com*
Mr Dilsun Loyster D'Souza, *M.Com*
Mr Emerson Crasta, *M.Com*

Commerce –

P.G.Department

: Mrs Pavana, *M.Com.*
Mr Venkatesh Nayak,
M.Com **Mr Nelson Monis,**
M.Com **Mrs Nalini Kumari**
P., *M.A*

Computer

Science

: Mr Janardhana Rao.,
M.C.A. **Mrs Jecintha**
D'Souza, *M.Sc* Mr Rajesh
Shetty., *M.C.A* Mrs Lidwin
L.P., *M.Tech*
Mrs Usha K., *B.E.*

Physical Education

Teacher

: Mr Prakash D'Souza., *M.PEd*

Library

: Mr Paul Menezes, *M.Com., M.L.I.Sc.*
Mrs Gayathri, *B.Sc., B.L.I.Sc.*

Administrative

Staff

: Mrs Leena Lewis, *B.Com. Office Superintendent*
Mr Severine Mascarenhas *F.D.A*
Mr Peter Padmaraj *S.D.A.*
Mrs Severine D'Souza, *B.A S.D.A- on deputation*
Mrs Apoline Serrao *Typist*
Mr Joannes R.Pais *Attender*
Mr Marcel B.S. D'Souza *Attender*
Mr Felix Vas *Peon*
Mr Peddy *Peon*
Mr Henry S. Moras *Peon- on deputation*
Mr Nagendrappa A.K. *Peon*
Mr Sadashiva Shetty, *Night Watchman*
Mrs Kavitha Pereira, *Clerk*
Mrs Prathima Flavia Crasta, *Clerk*
Mrs Rozita Sera, *Clerk*
Mr Vijith Vincent Pinto *Clerk*

COMMITTEES AND CELLS

IQAC : **Mr John Baptist D'Souza** –Co-ordinator
Mr Vincent D'Souza
Mr Alex Ivan Sequeira
Mr Prakash Kramadhary
Mr Ishwara Gowda P.
Mrs Beby A.
Mr Janardhanan P.
Mr Paul Menezes
Mr Prakash D'Souza
Mr Janardhan Rao
Mrs Pavana Rai
Mr Rajesh Shetty
Ms Spoorthi K Philomena
Mr Alwyn K.G.

Admission Committee : **Mr Paul Menezes**, Co-Ordinator
Mr Peter Padmaraj
Mr J.R. Pais

Academic Co-ordinators

I B.A. : **Mr Prakash Kramadhary**
II B.A. : **Mr Alex Ivan Sequeira**
III B.A. : **Mr Janardhanan P**

I B.Com(A) : **Ms Jovita Gonsalves**
I B.Com(B) : **Ms Preethi D'Souza**
II B.Com(A) : **Mr Ishwara Gowda**
II B.Com(B) : **Mr Robin Joseph Sera**
III B.Com (A) : **Mr Vincent D'Souza**
III B.Com(B) : **Mr Prashantha. M.**

I BCA : **Mrs Usha K.**
II BCA : **Mrs Jesintha D'Souza**
III BCA : **Mr Janardhana Rao**

Calendar & Work Diary : **Mr Prakash Kramadhary**
Mr J.R. Pais

Time Table & Calendar of Events : **Ms Preethi D'Souza**
Ms Jovita Gonsalves

- Examination Committee** : **Mr Paul Menezes., Co-Ordinator**
Mr Prakash Kramadhary
Mrs Apoline Serrao
Mrs Kavitha Pereira
Mrs Rozita Sera
Mr Peddy
- Student Welfare Officer & Council Directors** : **Mr Prakash Kramadhary., Co-ordinator**
Mr Vincent D'Souza
Mr Peddy
- Women & Gender Sensitivity Cell** : **Mrs Beby A , Co-ordinator** Mrs Pavana Rai
Ms Preethi D'Souza
Mrs Jecintha D'Souza
Mrs Mahitha Kumari M.
Mrs Gayathri P
- PTA** : **Mr Ishwara Gowda P., Co-ordinator** Mr Nelson Monis
Mrs Gayathri P.
- Alumni Association** : **Mrs Rozita**
- Sera Discipline & Anti-Ragging Committee** : **Mr Vincent D'Souza, Co-Ordinator**
Mr Alex Ivan Sequeira
Mr John Baptist D'Souza
Mrs Beby A.
Mr Prakash D'Souza
- Mid-Day Meal** : **Mrs Beby A., Co-Ordinator** Mrs Usha K.
Mr Felix Vas

Mentoring : **Mr Nelson Monis**, Co-Ordinator
Mr Emerson Crasta

Library Advisory Committee : **Mr Paul Menezes**, Co-ordinator
Mr Vincent D'Souza

Grievance Redressal Cell : **Mr Alex Ivan Sequeira**, Co-Ordinator
Mrs Beby A.

Campus Improvement & Maintenance : **Mr Janardhanan P.**, Co-ordinator
Mr Robin Joseph Sera
Mr Felix Vas

Prevention of Sexual Harassment Cell : **Mrs Beby A.**, Co-ordinator
Mrs Pavana Rai
Ms Preethi D'Souza
Mrs Jecintha D'Souza
Mrs Mahitha Kumari P.
Mrs Gayathri P.

Website Committee : **Mr Rajesh Shetty**, Co-ordinaor
Mrs Rozita Sera

Nodal Officer / Election **Mr Janardhanan P.**

Statistics **Mr Prakash**

Kramadhary

MOOCS **Mr Robin Joseph Sera**
Mr Emerson Crasta

Sakala : **Mr Venkatesh Nayak.**
Mr Vijith Vincent Pinto

Media **Mrs Beby A.**, Co-ordinator
Mr Robin Joseph Sera
Mrs Rozita Sera
Mr J.R. Pais

- Purchasing** : **Mr John Baptist D'Souza**
Mr Paul Menezes
Mr Alex Ivan
Sequeira Mr Rajesh
Shetty
Mrs Apoline Serrao
- National Service Scheme** : **Mr Janardhanan P,**
Programme Officer Unit I
Mr Robin Joseph Sera,
Programme officer Unit
II Mr Prashantha M.
Ms Jovita Priya Gonsalves
Mr Rajesh Shetty
Ms Seema Kousar
Mr Felix Vas
Mr Nagendrappa A.K.
- National Cadet Corps** : **Mr Alwyn K G.,** Co-Ordinator
Ms Preethi D'Souza
- Literary Association** : **Mrs Beby A .,** Co-ordinator
Ms Spoorthi K. Philomena
Ms Seema Kousar
Mrs Rekha
- Humanities Association** : **Mr Prakash Kramadhary,** Co-ordinator
Mr Janardanan P.
Mr John Baptist D'Souza
Mr Alex Ivan Sequeira
Mrs Mahitha Kumari M.
- Commerce Association** : **Mr Vincent D'Souza.,** Co-ordinator
Mr Ishwara Gowda P.
Mr Robin Joseph Sera
Mr Dilsun Loyster D'Souza
Mr Emerson Crasta

- I.T.Forum** : **Mr Janardhan Rao., Co-ordinator**
Mrs Jecintha
D'Souza Mr Rajesh
Shetty Mrs Usha K.
- Career Guidance & Placement Cell** : **Mr Ishwar Gowda P., Co-ordinator**
Mr Paul Menezes
Mr Alwyn K. G.
Mr Robin Joseph Sera
Mr Dilsun Loyter D'Souza
- Human Rights & Consumer Edn. Cell** : **Mr Srinath B.S., Co-Ordinator**
Mr Prashantha M.
- Wall Magazine** : **Mrs Beby A., Co-ordinator**
Mr Prasad Naik
Ms Seema Kousar
Ms Spoorthi K. Philomena
- Red Ribbon Club** : **Mr Janardhanan P.,**
Mr Robin Joseph Sera
- SC/ST and Backward Classes Cell** : **Mr Alex Ivan Sequeira., Co-Ordinator**
Mr Paul Menezes
Mr Siranth B.S.
- Sports & Games Committee** : **Mr Prakash D'Souza, Co-Ordinator**
Mr Alex Ivan Sequeira
Mr Nelson Monis
Ms Preethi
D'Souza Mr Alwyn
K. G. Mr Peter
Padmaraj
- Youth Red-Cross Wing** : **Mr Janardhan Rao, Co-ordinator**
Mrs Rashmi
Mr Prashantha M.

Nature Club : **Mr Janardhanan P., Co-ordinator**
Mr Nagendrppa A.K.

Annual Souvenir : **Mrs Beby A., Co-ordinator** Ms Spoorthi K.
Philomena Ms Seema
Kousar
Mrs Rozita Sera

Rovers And Rengers : **Mr Srinath B. S.**
Ms Preethi D'Souza
Mr Emerson Crasta

Staff Welfare Fund : **Mr Vincent D'Souza**
Mr Emerson Crasta

Remedial Coaching **Ms Preethi D'Souza**
Ms Jovita Gonsalves

UGC Projects/Planning Board **Principal**
IQAC Co –Ordinator
Heads of All Departments
Office Superintendent
Librarian
Physical Education Teacher

Anti-Drugs Cell **Mr Janardhanan P., Co-ordinator**
Mr Robin Joseph Sera
Mr Alwyn K. G
Mr Srinath B S
Ms Preethi D'Souza
Mr Janardhan Rao

Performing Arts Club : **Mrs Seema Kousar, Co-ordinator**
Mrs Rashmi
Mrs Nalini
P. Mrs Usha
K.

Staff Secretary : **Mr Vincent D'Souza**

RULES AND REGULATIONS

TIMINGS:

Forenoon: 8-45 to 12-45 p.m.

Afternoon: 1-45 to 4.45 p.m.

- The warning bell for the class is given 5 minutes before the commencement of each session and the second bell at the hour fixed for the commencement of the class.
- Students who arrive before the first bell will engage themselves usefully either in the library or in the classrooms.
- If students arrive after the second bell they should enter the class only after seeking permission from the Principal.

DURATION OF THE PROGRAMMES:

The duration of Bachelor Degree programmes is six semesters. Each semester consists of 16 weeks of study (excluding the time spent for the conduct of final examination of each semester).

MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMMES:

The candidate shall complete the programme within the period prescribed in the regulation governing the maximum period for completing degree from the date of admission. The term 'completing the programme' means passing all the prescribed examinations of the programme to become eligible for the degree. No candidate shall be permitted to appear for the examinations after the prescribed maximum period for completing the programme.

MEDIUM OF INSTRUCTION:

The medium of instruction and examination shall be English.

ATTENDANCE :

Students are required to attend all the classes. However, in cases of emergency they are required to obtain permission of the Principal before leaving the campus. Those who violate this rule are liable to pay a fine of Rs.10/- per hour.

- A student shall be considered to have satisfied the requirements of the attendance for a semester if he attends not less than 75% of the

number of classes actually held during the semester in each of the subjects.

- If a candidate represents his/her institution/University/Karnataka State/ Nation in Sports/NCC/NSS/Cultural or any officially-sponsored activity he/she may be permitted to claim attendance for actual number of days participated based on the recommendation of the Head of the Institution. If a candidate is selected to participate in national level events such as Republic Day Parade, he/she may be permitted to claim attendance of actual number of days participated based on the recommendation of the Head of the Institution.
- A student who does not satisfy the requirements of attendance even in one subject shall not be permitted to take examinations in other subjects and he/she shall repeat the course in the subsequent year.
- Attendance at college examinations, monthly tests, class tests, reopening days after holidays is compulsory. Violation of this rule will be punished with a fine.
- Allowing the late comers to the class room will be at the discretion of the lecturer concerned.

LEAVE:

- Punctual and regular attendance is insisted upon. Absence without leave note will be considered an offence and will render the student liable to a fine in addition to loss of attendance.
- Application for leave should be made to the Principal in advance. When absence is due to unforeseen reasons, leave note should be submitted immediately after the student's return to the college.
- Application for sick leave must be accompanied by a medical certificate.
- Every application for leave should be countersigned by parent or guardian.

STUDENT DISCIPLINE

- All students are expected to behave politely and respectfully towards members of the staff. Exchange of greetings with members of the staff in the college or outside is insisted upon.
- Irregular attendance, insubordination and discourtesy to the teachers, habitual inattention to college work and obscenity in word or act are sufficient reasons for the permanent or temporary dismissal of a student from the college.
- Offences such as coming late to class habitually, damaging college property, defacing the walls or furniture etc., is punishable.
- The college does not hold itself responsible for the conduct of the students outside its premises. However, serious notice will be taken of any offence committed outside and should any serious charge be fairly substantiated, the guilty shall be punished depending on the gravity of offence.
- Students are forbidden to organize or attend meetings in the college except those of the college activities, to collect money for any purpose, to circulate among students any notice or petition of any kind or to paste it on the college notice board or premises.
- Students are not allowed to take part in any political agitation directed against the authority of the government. It is also the express aim of the Management to keep its staff and students free from any association with party or communal politics.
- Every Catholic student shall attend without fail any prayer service, retreat or religious classes organized in the college during the academic year.
- All students shall compulsorily attend the mentoring / Tutorial classes in the college.
- Books, Magazines, Newspapers etc. not approved by the Principal are not allowed to be brought to the college.
- Students are not expected to leave the books in the class rooms after

the class hours.

- The use of tobacco in any form is forbidden on the college premises.
- During the class hours lecturer's permission is to be sought to move away from one's place or to leave the room. Students are liable to be sent out of the class, if their behaviour in the class is detrimental to its smooth functioning. They are not supposed to argue against the lecturer's decision in the classroom. However, they will be given an opportunity to present their views later. A student sent out by a lecturer will not be allowed to attend any class until and unless the lecturer concerned gives permission to attend the classes.
- Causing disturbance within the college premises, library, reading room, common room, play ground, diverting attention of the students from the lecturers, insubordination and disrespect to the teacher within or outside college premises, habitual deviation from class work, frequent absenteeism, disturbing a class from outside, loitering on the corridors making noise and disturbing the classes, picking up quarrel with the staff - teaching or non-teaching - or with other students and any other act or acts which the Principal may deem as minor acts of indiscipline are minor acts of indiscipline. Punishment for those acts of indiscipline may range from issue of warning, suspension from class and keeping the offender out of class consecutively for four periods by the lecturers concerned, imposition of fine or even suspension from the college for a period of seven working days at a time by the Principal.
- Repetition of acts of indiscipline in spite of repeated warnings and penalties, attending the college dressed in a manner contrary to social norms prevailing from time to time, indecent exposure in a provocative manner, disfiguring the walls, floors, furniture etc., of the college by writing offensive and indecent slogans, wanton destruction of the college properties, instigating others to commit acts of indiscipline, organization of movements subversive of discipline of the college, physical intimidation of law-abiding students, indulging in criminal acts of any kind rousing communal and caste feelings among students, demonstration of disloyalty to the country, Constitution and Flag, ragging of any kind tending to cause physical

and mental torture, attending the college in a drunken state, bringing to the college instruments like whistles, toys with the intention of creating noise and disturbing the peace of the college, possessing mobile phones, smoking on the college campus and any other act or acts which the Principal may consider as major acts of indiscipline, are major acts of indiscipline.

- Students indulging in these major acts of indiscipline are liable to be suspended or rusticated from the college or the parent/ guardian may be asked to withdraw the student from the college.
- Organizing picnics, get-togethers etc., without the participation of the faculty and the permission of the Principal is considered an act of indiscipline.

MOBILE PHONES: A LINE OF CAUTION

The use of mobile phones is strictly prohibited in the college. Once confiscated, will be returned to the parents / guardian at the end of the academic year. A fine of Rs. 500/- will be levied on the spot.

Note:

- Coin phone facility is provided on campus.
- If situations require possession of mobile phones students are advised to deposit the same in the college office and collect it on leaving the campus for the day.

ANTI - RAGGING

If any incident of ragging comes to the notice of the authority, the concerned students shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

DRESS

Students, on the college premises, are expected to wear uniform on all working days except Saturday.

INTERNAL ASSESSMENT

- Two internal assessment tests will be conducted during a semester.

The first tests will be in the months of August / February and the second in September/March.

- The internal assessment marks shall be based on two tests or one test and one assignment. The test shall be of at least 1-hour duration. The average of the two shall be taken as the internal assessment marks.
- The marks of the internal assessment tests will be published on the notice board of the college for information of the students.
- A third test may be held only in the case of students who: are deputed from the college to take part in N.C.C., N.S.S., Sports and cultural activities or competitions.
 - Suffer from serious illness and are hospitalised,
 - Have to attend last rites of family members,
 - Are inconvenienced by bundhs and hartals.

In all the above circumstances barring the first one, students who are at default are required to inform the Principal or the person-in-charge within three days from the date of the examination personally along with parents or, if hospitalised, through parents only. No telephone calls or any other mode of communication will be entertained and validated in this regard.

- Students found guilty of malpractice will be debarred from writing that particular examination and will not be given a re-test in that subject.
- The progress reports of the students sent to the parents guardians have to be returned to the Principal duly signed.

UNIVERSITY ExAMINATIONS

- A candidate shall register for all the papers in the subject of a semester when he/she appears for the examination of that semester for the first time.
- No candidate shall be declared to have passed the First Semester Examination or as the case may be under Group I/Group II/ Group III unless he/she obtains not less than 35% marks in written examination

and 35% marks in the aggregate of written examination and internal assessment put together in each of the subjects.

- In case a candidate fails in a subject, he/she shall appear for that failed subject only at subsequent regular examination within the maximum period prescribed for completing the programme by the University.
- It is the responsibility of the students to verify the entries of marks in the academic records. Discrepancies noticed by them should be brought to the notice of the Principal/office immediately.
- A candidate who fails in lower semester examinations may go to the higher semesters only on fulfilling University laid regulations from time to time.

CLASSIFICATION OF SUCCESSFUL CANDIDATES

The results of successful candidates at the end of VI semester shall be classified on the basis of aggregate marks obtained in all the six semesters and the aggregate Grade Point Average (GPA). Declaration of Class on the basis of Percentage of Aggregate Marks :

First Class with Distinction 70% and
above First Class 60% and above but less
than 70%

High Second Class 55% and above but less than 60%

Second Class 50% and above but less than 55%

Pass Class 35% and above but less than 50%

Each semester result shall be declared in terms of grades. An eight point grading system which is based on the actual absolute marks scored and alpha-sign grade as described below shall be adopted. Scheme for Internal Assessment in Extra-Curricular & Co-Curricular Activities.

NATIONAL SERVICE SCHEME:

1st & 3rd Semester

Max. Marks: 50

I. Attendance

25

II. Regular NSS activities in the college like

a) Day camp or week end camp

10

b) Any of the five following activities of 3 marks each.

Blood Donation, Tree plantation, Programmes in the adopted village, Medical Camp, Leadership training programme, Literacy activity,

Renewable and solar energy programme, Monument protection, Inter
College Camp,

NSS Day Celebration.

Range of Marks:

% marks	Below 35	35-49	50-54	55-59	60-69	70-79	80-89	90-100
Alpha sign Grade	D	C	B	B+	A	A+	A++	O
Grade Point	2	3	3	4	6	7	8	9

**SCHEME FOR INTERNAL ASSESSMENT IN
EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES:**

NATIONAL SERVICE SCHEME:

1st & 3rd Semester

Max. Marks: 50

I. Attendance :

25

II. Regular NSS activities in the college like

a) Day camp or week end camp

10

b) Any of the five following activities of 3 marks each.

Blood Donation, Tree plantation, Programmes in the adopted village, Medi- cal Camp, Leadership training programme, Literacy activity, Renewable and solar energy programme, Monument protection, Inter College Camp, NSS Day Celebration.

2nd & 4th Semester

Max. Marks: 50

I. Attendance

25

II. College level regular activities like

a) 10 Day College Camp

10

b) Week end Camp

05

c) Any of the five following activities of 2 marks each.

State level camp, University level camp, National RD/ NIC, Monument Protection, Energy club activities, AID/ HIV Awareness programme, Youth Week/Day Programmes in the adopted village, Medical Blood Donation Camp, Leadership training, Awareness Programme in the college, Participation in state level RD.

NATIONAL CADET CORPS (N.C.C.):

1st & 2nd Semester

Max. Marks : 50

I. Regular Parade Attendance :

25

II. Participation in Trekking, Group level Camps (CATC)

Guard of Honour, Social Activity. 10
III. Independence Day/Republic Day/

25

‘A’ grade -10, ‘B’ grade -06, ‘C’ grade -04,

SPORTS & GAMES:

Assessment of the performance in Sports and Games in each semester shall be made as per the following:

Max. Marks: 50

1. Attendance for Sports and Games in the college : 25
2. Participation in Intramural Sports and Games : 10
3. Representing College in Mangalore University
Inter Collegiate competitions : 07
4. Winning medals in Mangalore University Inter
Collegiate competitions : 03
5. University Representation : 05
6. Winning medals in Inter University competitions :03
7. Participation at National & International
Sports/ Games representing State/National Sports
Assn./
Federations etc. : 02

Extra Curricular Activities:

Max. Marks : 50

1. Attendance : 25
2. College participation : 15

(10 for participation + 05 for medals)

3. IC level participation :	05 (03 for participation + 02 for medals)
4. University :	05 (03 for participation + 02 for medals)

LIBRARY RULES

- The library functions between 9 a.m. and 5 p.m.
- Strict silence should be observed inside the library.
- Each student will be issued borrower's tickets after the admission.
- Students are allowed to keep the borrowed books with them for a period of 7 days.
- Reference books and periodicals borrowed for overnight use should be returned before 9-50 a.m. on the following day.
- Books borrowed shall be returned on or before the due date. Defaulters will be fined at the rate of Rs. 0.50 per book per day.
- Students shall replace or pay for the cost of any book lost or damaged by them. If one book of a set is lost or damaged the whole set shall be replaced.
- Loss of borrower's ticket(s) shall be intimated to the Librarian in writing. Duplicate ticket(s) will be issued on payment of Rs.5-00 per ticket.
- Any student who is leaving the institution shall return all the books and borrower's tickets given to him/her and obtain a 'No Due' certificate from the Librarian.
- The books borrowed should be properly maintained. Disfiguring books in any form is forbidden.
- Sub-lending of books borrowed is not allowed.
- Latest periodicals and journals are not permitted to be taken out of the library.

BOOK BANK

- The book Bank is a unit of the college library. It contains text - books on various subjects, which are lent to deserving students on long- term basis.

- More books will be issued subject to availability.
- The books are to be returned to the college library on the prescribed date.

STUDENTS' COUNCIL

- There will be a students' council. The office bearers and the members of the students' council are expected to cooperate with the Principal in the smooth running of the College. The Principal reserves the right to dismiss the Council, if it functions in a way which is prejudicial to the interest of the College.
- Only the students who have completed the lower examinations are eligible to contest for the class representatives. The post of President and Secretary are reserved for the elected representatives of final year degree only.

CLASS ROOM BEHAVIOUR

- The working day is divided into two sessions. The morning session extends from 9:45 a.m. to 12:45 p.m. and the afternoon session from 1:45 p.m. to 4:45 p.m.
- Prayer at the beginning of the morning and afternoon session is compulsory.
- In matter of discipline, students are strictly prohibited to have even the least discussion with the Lecturers within the classroom. Students should obey the Lecturers in all respects. Any disobedience shown to the Lecturers during class hours will be seriously dealt with.
- Booing, whistling or producing non-human sounds etc. either in the Lecture halls or College Premises is forbidden.
- Putting Chappal marks on the wall or scribbling on walls, desks, benches etc., is an act of indiscipline.

SPORTS & GAMES

- The College offers ample facilities for sports and games. All students are required to make the best use of these facilities.
- In all games and sports, the participants are required to conduct themselves properly both on and off the field.

ALUMNI ASSOCIATION

- Sacred Heart College Old Students Association (SHCOSA) is formed to strengthen linkages between the past & present students through college development programmes. All the students who have completed their studies in our college can become the members of the Association.
- Annual membership fees Rs. 100/- & the life membership fees Rs. 500/ -
- The Executive Committee of the Association meets four times a year and the General body meets once in a year. The Association will conduct some of the activities for the development of our students & college.

THE PARENT TEACHER ASSOCIATION (PTA)

- All Parents of the students on the roll of the College become members of the PTA on payment of the membership fee. The membership fee is Rs. 100/- per student per academic year.
- The parents have the responsibility to attend the General Body meeting of the PTA arranged by the College once in a year and other special occasions. However, the Executive Committee members of PTA meet periodically.

THE NATIONAL SERVICE SCHEME (NSS)

The College has two National Service Scheme (NSS) Units with a strength of 200 volunteers to create social consciousness among college students along with the development of personality. The programme includes 120 hours of regular activities per annum for two years & Annual special camps for 6 days. 240 hours of regular NSS work and one special camp attended will be considered to issue NSS certificate by the University.

WOMEN'S CELL

The College has a "Women's Cell. All girl students of the College are the members of this cell. It will organize women empowerment & welfare programmes to the students as well as to the public. The cell will endeavour to work at eliminating evils that confront young women both on the campus and outside. They also work with the local women organization & organize

programmes beneficial to the public.

NCC

We have a N.C.C. Unit which is affiliated to 18 Kamataka Battalion Mangalore. The programme includes physical exercise, Arms training, Leadership training & to develop discipline, Patriotic spirit and social consciousness. The cadets can also appear for 'B' and 'C' certificate Examinations.

HUMAN RIGHTS AND CONSUMER EDUCATION CELL

The College has established Human Rights and Consumer Education Cell in order to achieve its goal of imparting to every student an adequate knowledge of Human Rights. Awareness of Human Rights Education to all is our ultimate aim.

SC/ST AND BACKWARD CLASSES CELL

To create awareness among the SC/ST and Backward Classes on the Education and employment opportunities available we have formed this cell. This cell will work for the upliftment and to the welfare of SC/ST and Backward Classes.

HRD CELL

The College has established this cell in view of helping students to get useful and systematic guidance on careers open to them in their respective field of study. It can chalk out various enrichment programmes. Counseling facilities are also available for needy students.

CONDUCT CERTIFICATE

Conduct Certificate cannot be claimed as a matter of right. It has to be earned. The Principal retains the right to refuse to issue the certificate to any student whose conduct in his opinion has not been good.

TO PARENTS AND GUARDIANS

- Parents or Guardians are earnestly requested to keep in touch with the Principal from time to time regarding the progress and conduct of their wards and to meet the Principal at least once in a term.
- While every effort will be made to inform the parents or guardians about the instance of serious misconduct on the part of their wards, the authorities of the college are not obliged to intimate in advance to the parents or guardians any action, which they are compelled to take against the students in the interest of the college.

JUNE-2020

1	Mon		
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat		
7	Sun	H	
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun	H	
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun	H	
29	Mon		
30	Tue		

JULY-2020

1	Wed		Commencement of Academic Year
2	Thu		
3	Fri		

4	Sat		
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat		
12	Sun	H	
13	Mon		
14	Tue		
15	Wed		Commencement of I and III Semester Classes
16	Thu		
17	Fri		
18	Sat		
19	Sun	H	
20	Mon		Last date for admission
21	Tue		
22	Wed		
23	Thu		
24	Fri		
25	Sat		
26	Sun	H	
27	Mon		
28	Tue		
29	Wed		Commencement of III Semester classes
30	Thu		
31	Fri		

AUGUST - 2020

1	Sat	H	Bakridh
2	Sun	H	
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		

9	Sun	H	
10	Mon		
11	Tue	H	Sri Krishna Janmastami
12	Wed		
13	Thu		
14	Fri		
15	Sat	H	Independence Day
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat	H	Ganesha Chaturthi
23	Sun	H	
24	Mon		
25	Tue		
26	Wed		
27	Thu		Reporting of Teachers to Duty
28	Fri		
29	Sat		
30	Sun	H	
31	Mon		

SEPTEMBER- 2020

1	Tue		Commencement of I, III and V semester Classes (Online Classes)
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun	H	
7	Mon		
8	Tue		
9	Wed		Last Date For Admission to 1st semester (without Penal Charge)
10	Thu		
11	Fri		

12	Sat		
13	Sun	H	
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun	H	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		Last Date For Admission Transfer From College to College
26	Sat		
27	Sun	H	
28	Mon		
29	Tue		

OCTOBER - 2020

1	Thu		
2	Fri	H	Gandhi Jayanthi
3	Sat		
4	Sun	H	
5	Mon		
6	Tue		
7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun	H	
12	Mon		Commencement of Internal Exam
13	Tue		
14	Wed		
15	Thu		
16	Fri		

17	Sat		
18	Sun	H	
19	Mon		
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat	H	Maha Navami
25	Sun	H	Vijayadashami
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		
31	Sat	H	Valmiki Jayanathi

NOVEMBER - 2020

1	Sun	H	Kannada Rajyotsava
2	Mon		
3	Tue		
4	Wed		
5	Thu		
6	Fri		
7	Sat		
8	Sun	H	
9	Mon		Commencement of Internal Exam
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat		Children's Day
15	Sun	H	Deepavali
16	Mon		
17	Tue	H	
18	Wed		
19	Thu		
20	Fri		

21	Sat		Last Date for receiving annual magazine from the college for "Best magazine contest"
22	Sun	H	
23	Mon		
24	Tue		
25	Wed		
26	Thu		Last Date for receiving annual fee affiliation (those who have been granted permanent affiliation)
27	Fri		
28	Sat		
29	Sun	H	
30	Mon		

DECEMBER-2020

1	Tue		
2	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun	H	
7	Mon		
8	Tue		
9	Wed		
10	Thu		
11	Fri		
12	Sat		
13	Sun	H	
14	Mon		
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun	H	
21	Mon		
22	Tue		
23	Wed		End of I, III & V Semester Classes
24	Thu		Vacation

25	Fri	H	Christmas
26	Sat		
27	Sun	H	
28	Mon		
29	Tue		
30	Wed		
31	Thu		

JANUARY-2021

1	Fri		Commencement of I, III & V semester Examinations
2	Sat		
3	Sun	H	
4	Mon		
5	Tue		
6	Wed		
7	Thu		
8	Fri		
9	Sat		
10	Sun	H	
11	Mon		
12	Tue		
13	Wed		
14	Thu	H	Commencement of valuation
15	Fri		
16	Sat		
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat		
24	Sun	H	
25	Mon		
26	Tue	H	Republic Day
27	Wed		
28	Thu		
29	Fri		

30	Sat		
31	Sun	H	

FEBRUARY-2021

1	Mon		Commencement of II, V & IV semester classes
2	Tue		
3	Wed		
4	Thu		
5	Fri		
6	Sat		
7	Sun	H	
8	Mon		
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun	H	
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun	H	
22	Mon		
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun	H	

MARCH-2021

1	Mon		
2	Tue		

3	Wed		
4	Thu		
5	Fri		
6	Sat		
7	Sun	H	
8	Mon		Commencement of internal exam
9	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun	H	
15	Mon		
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun	H	
22	Mon		cultural programmes
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun	H	
29	Mon		
30	Tue		
31	Wed		

APRIL-2020

1	Thu		
2	Fri		
3	Sat		
4	Sun	H	
5	Mon		
6	Tue		

7	Wed		
8	Thu		
9	Fri		
10	Sat		
11	Sun	H	
12	Mon		
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun	H	
19	Mon		Commencement of II internal exams
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun	H	
26	Mon		
27	Tue		
28	Wed		
29	Thu		
30	Fri		

MAY-2021

1	Sat		
2	Sun	H	
3	Mon		
4	Tue		
5	Wed		
6	Thu		
7	Fri		
8	Sat		
9	Sun	H	
10	Mon		
11	Tue		

12	Wed		
13	Thu		
14	Fri		
15	Sat		
16	Sun	H	
17	Mon		
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat		
23	Sun	H	
24	Mon		Commencement of II, IV & VI semester classes
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat		
30	Sun	H	
31	Mon		

JUNE-2021

1	Tue		Commencement of II, IV & VI semester examination
3	Wed		
3	Thu		
4	Fri		
5	Sat		
6	Sun	H	
7	Mon		
8	Tue		
9	Wed		
10	Thu		
11	Fri		
12	Sat		
13	Sun	H	
14	Mon		Commencement of valuation
15	Tue		

16	Wed		
17	Thu		
18	Fri		
19	Sat		
20	Sun	H	
21	Mon		
22	Tue		
23	Wed		
24	Thu		
25	Fri		
26	Sat		
27	Sun	H	
28	Mon		
29	Tue		
30	Wed		Announcement of Result

TIME TABLE
II / IV/ VI Semester
Classes Internal
Assessment Test

Date	Subject	Marks Obtained

TIME TABLE
II / IV/ VI Semester
Classes Internal
Assessment Test

Date	Subject	Marks Obtained

Days					
	1 9-45 to 10-45	2 10-45 to 11-45	3 11-45 to 12-45	4 1-45 to 2-45	2

Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					