

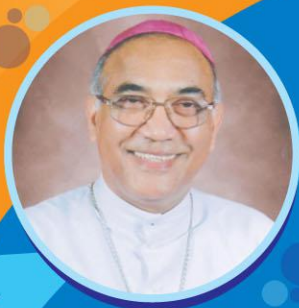


# St Philomena Pre-University College

Accredited with 'A' Grade  
Philonagar, Darbe - 574202  
Puttur, D K., Karnataka  
[stphilomenapucputtur@yahoo.com](mailto:stphilomenapucputtur@yahoo.com)  
[www.sppucputtur.org](http://www.sppucputtur.org)

**CALENDAR  
2018-19**





Our Management :

**CATHOLIC BOARD OF EDUCATION**

**Most. Rev. Dr. Aloysius Paul D'Souza**

President

## **Vision**

To be a premier institution for Higher Education, constantly in service to the society in the field of education and welfare.

## **Mission**

To educate and train the young knowledge seekers for their holistic development to make effective contribution to the society.

## **Objectives**

- To provide opportunities for higher Education to the young knowledge seekers.
- To prepare the students optimise the various social resources for sustainable growth and development.
- To sensitise the students about the social needs and problems.
- To provide guidance and support for the all-round development of personality of the students.
- To help the students accomplish their career opportunities.

Postal Address :

**ST. PHILOMENA PRE-UNIVERSITY COLLEGE**

Post Box No. 205, Darbe - 574202, Puttur, D.K. Karnataka - India

**E-mail : [stphilomenapucputtur@yahoo.com](mailto:stphilomenapucputtur@yahoo.com)**

**website : [www.sppucputtur.org](http://www.sppucputtur.org)**

**Telephones (STD CODE - 08251) :**

Correspondent: 234570 / 230570

Principal: 230390

College Office: 236340

Men's Hostel : 230540

Girl's Hostel : 236450

## **STUDENT'S PERSONAL MEMORANDA 2018-19**

Name of the Student	:	
Class	:	Roll Number :
Date of Birth	:	Blood Group :
Name of Parents	:	Father :
		Mother :
Telephone Number	:	
E-mail	:	
Address of Student	:	Address of Parent :
		(For Correspondence)
<hr style="border-top: 1px dotted black;"/>		
<hr style="border-top: 1px dotted black;"/>		
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<hr style="border-top: 1px dotted black;"/>		
Pincode :		Pincode :
Signature of Student	:	<hr style="border-top: 1px dotted black;"/>
Signature of Parent	:	<hr style="border-top: 1px dotted black;"/>
Signature of Local Guardian	:	<hr style="border-top: 1px dotted black;"/>

*Name of the  
Class Advisor*

*Signature of Principal  
with Seal*



## STUDENT'S PERSONAL MEMORANDA 2018-19

Name of the Student	:	
Class	:	Roll Number :
Date of Birth	:	Blood Group :
Name of Parents	:	Father :
		Mother :
Telephone Number	:	
E-mail	:	
Address of Student	:	Address of Parent :
		(For Correspondence)
.....		.....
.....		.....
.....		.....
.....		.....
Pincode :	.....	Pincode : .....
Signature of Student	:	.....
Signature of Parent	:	.....
Signature of Local Guardian	:	.....

*Name of the  
Class Advisor*

*Signature of Principal  
with Seal*



## **PRAYER**

Eternal Wisdom, deign to send a ray  
of your light to illumine my mind.

Grant me an intellect  
capable of understanding,  
a memory capable of retaining and  
a speech capable of expressing.  
Above all, grant me the strength to do  
thy will now and always.

---

## **ANTHEM**

Hail, dear Saint Philomena Loving Mother of us all  
Shine thou brightly, morning star, we need thy loving call.

1. 'Faith and Service' on our lips, in words and deeds and our  
lives

Truth and knowledge search we all with open minds and  
clean hearts

Driving darkness from around us, hold we high up our  
lamps

Hand in hand we march towards the India of our dreams.

2. Bharath Matha is our Mother, God our loving Father  
As united family, we all of us do gather heads held high  
and minds without fear, caring for each other Leading all  
to love and peace, each sister and each brother.

## **NATIONAL ANTHEM**

Jana-Gana-Mana-Adhinayaka,  
Jaya He

Bharata-Bhagya-Vidhata  
Punjab-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchchhala-JaladthaTaranga

Tava Subha Name Jage  
Tava Subha Ashisa Mage  
Gahe Tava Jaya Gatha.  
Jana-Gana-Mangala Dayaka, Jaya He  
Bharata-Bhagya-Vidhata,

Jaya He, Jaya He, Jaya He,  
Jaya, Jaya, Jaya, Jaya He

## **ST PHILOMENA PRE-UNIVERSITY COLLEGE**

(Accredited with 'A' grade by PU Board)

**DARBE - PUTTUR, D. K.**

### **THE INSTITUTION :**

St Philomena Pre - University College was bifurcated from St Philomena composite College and came into existence in 2001. It was founded by the visionary Very Rev. Msgr Antony Patrao in 1958. It is a minority institution, located in Puttur, a backward Malnad area of Coastal Karnataka State. During its long tenure of existence, it has grown and developed into a prestigious institution in the whole of Karnataka and neighbouring states. **The primary focus of this institution is to provide an opportunity for higher learning to the Catholic youth of the area. However, from its very inception it has been imparting liberal education to boys and girls of all castes and creeds without distinction.** Thus, the College is an expression of the love of Christ towards all youth. Inspired by the same spirit of sacrificial love and service, Msgr A. Patrao established this College and became the pioneer in the field of higher education in this backward Malnad area of Puttur. Today, the College is well known for discipline, academic excellence, outstanding performance in curricular, co-curricular and in sports and games fields.

### **THE MANAGEMENT :**

St Philomena P. U. College is managed by the Catholic Board of Education (CBE) of the Diocese of Mangalore which is registered under the Societies Registration Act of 1956. Most Rev. Dr. Aloysius Paul D'Souza, Bishop of Mangalore Diocese is the President of the Governing Council. Rev. Fr Gerald D'Souza is the Secretary and Very Rev. Fr. Alfred Pinto, the Parish Priest of Mai De Deus Church, Puttur is the Joint Secretary and the Correspondent.



## **THE MISSION AND VISION**

St Philomena Pre - University College is dedicated to serve the society by means of higher education. It is an expression of love and concern of Jesus Christ to humankind. The words 'Faith and Service', enshrined in the emblem of the College imply selfless service, commitment and dedication.

### **OBJECTIVES :**

- ❑ Opportunities of higher education in the rural area.
- ❑ Integrated development of personality of the students.
- ❑ Sensitizing the students to social needs and problems.
- ❑ Excellence in everything.

### **DISCIPLINE**

The College expects every student to maintain a high standard of discipline inside the class rooms. The authority of the College extends over every student on its rolls, whether resident or non-resident in all places and at all times. Misbehavior or delinquency of any kind which in the judgement of the Principal lowers the tone and prestige of the College will be appropriately dealt with and may even involve striking the name of the student off the roll of the College. Read all the rules written in this calendar

## FOUNDER OF THE COLLEGE



(1901 - 1975)

Very Rev. Msgr Antony Patrao was born on 10-12-1901 in an illustrious family of Mangalore, D. K. District of Karnataka. After his early education in St Aloysius College, Mangalore, he joined the St Joseph's Seminary, Jeppu, Mangalore. He was ordained a priest on 3-12-1927. After toiling for the welfare of the people of Urwa, Bajpe and Vittal, Fr Patrao was appointed as Parish Priest of Mai De Deus Church, Puttur on 8-10-1939. Here he dedicated himself wholeheartedly for the uplift of the people, irrespective of caste and creed. A true Philanthropist, visionary, he established the following institutions in Puttur.

**Mai De Deus Primary School**

**St Victor Girls. High School**

**St Philomena High School**

**St Philomena P. U. College**

**St Philomena College**

**St Victor English Medium School**

**Fr Patrao Hospital**

A man of great vision, loved by men and God, passed away on 14-05-1975 at the age of 74. His whole life could be summarised in the following words of Jesus Christ.

**'I HAVE COME TO SERVE AND NOT TO BE SERVED'**

## **POINTS TO REMEMBER**

1. Remember that Pre-University education is a high privilege and that it demands hard work, done with devotion and sincerity.
2. As a college student, you have a duty to cultivate a high standard of conduct and behavior.
3. Be courteous and considerate to others and carry out all the rules and regulations cheerfully.
4. Make good use of all the facilities provided in the College, in the Library, Reading Room, Laboratories, Computer Center and on the Playground.
5. Participate actively in all the programs of your Unions / Clubs / Associations.
6. Regular attendance is essential. Do not be absent from the class any day except for valid reasons. 75% attendance is compulsory.
7. Keep in touch with day-to-day activities of the college. Look at the notice-board every day.
8. If you have difficulties or problems, please consult your teachers who will be glad to guide and help you.
9. It is your college. Treat college property with respect and care.
10. Don't hate. Love every one. Bring peace and harmony in the College and Society.

## TEACHING STAFF

Rev. Fr Vijay Lobo, M.Sc, B.Ed.

- Principal

### DEANS

<b>Arts</b>	: Mr Bharath Kumar A.
<b>Commerce</b>	: Mr Govinda Prakasha C. H.
<b>Science</b>	: Mr Yashawanth M. D.

### FACULTY OF LANGUAGES

#### ENGLISH

- |                                       |                       |
|---------------------------------------|-----------------------|
| 1. Mrs Sathyalatha Rai M., M.A, B.Ed. | 9449386577 - Lecturer |
| 2. Mr Sandesh John Lobo, M.A., B.Ed.  | 7022406790 - Lecturer |
| 3. Mrs Suma D, M.A, B.Ed.             | 7760387375 - Lecturer |
| 4. Mrs Suma P R, M.A, B.Ed.           | 9481961348 - Lecturer |

#### KANNADA

- |  |                       |
|--|-----------------------|
| 1. Mr Rama Naik, M.A.                  | 9591366190 - Lecturer |
| 2. Mrs Usha Yashavanth A., M.A., B.Ed. | 9449332089 - Lecturer |
| 3. Mrs Sumana K, M.A.                  | 9448675248 - Lecturer |

#### HINDI

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Dr Asha Savithri, M.A., Ph.D | 9731298029 - Lecturer |
| 2. Mr Sathisha M, M.A.          | 9632129849 - Lecturer |

#### SANSKRIT

- |                            |                       |
|----------------------------|-----------------------|
| 1. Mr Suresh Kumar K, M.A. | 9448201690 - Lecturer |
|----------------------------|-----------------------|

### FACULTY OF ARTS

#### ECONOMICS

- |                                      |                       |
|--------------------------------------|-----------------------|
| 1. Mrs Geetha Kumari K, M.A. B.Ed.   | 9481760990 - Lecturer |
| 2. Mr Vijay Maxim D'Souza, M.A. B.Ed | 9632585842 - Lecturer |

#### HISTORY

- |                           |                       |
|---------------------------|-----------------------|
| 1. Ms Savitha, M.A. B.Ed. | 7259796641 - Lecturer |
|---------------------------|-----------------------|

#### POLITICAL SCIENCE

- |                            |                       |
|----------------------------|-----------------------|
| 1. Mr Bharath Kumar A, M.A | 9449639944 - Lecturer |
|----------------------------|-----------------------|

#### SOCIOLOGY

- |                              |                      |
|------------------------------|----------------------|
| 1. Mrs Jyothi M., M.A, B.Ed. | 9591407033 -Lecturer |
|------------------------------|----------------------|

## FACULTY OF SCIENCE

### PHYSICS

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Mrs Vathsala P, M.Sc.         | 9448953655 - Lecturer |
| 2. Mrs Usha Rai, M.Sc. B.Ed.     | 9972995358 - Lecturer |
| 3. Mr Rohith Kumar T, M.Sc.      | 8904288297 - Lecturer |
| 4. Mrs Rashmi P. S., M.Sc. B.Ed. | 8277402691 - Lecturer |
| 5. Mr Niranjana G.U., M.Sc.      | 9483904087 - Lecturer |

### CHEMISTRY

- |                                       |                       |
|---------------------------------------|-----------------------|
| 1. Mr Sukumar S. K., M.Sc.            | 9663054325 - Lecturer |
| 2. Mr Prashanth Bhat P, M.Sc.         | 9844284529 - Lecturer |
| 3. Mrs Ashwini K, M.Sc, B.Ed, M.Phil. | 9964000632 - Lecturer |
| 4. Mrs Jayalakshmi, M.Sc. B.Ed.       | 9739167651 - Lecturer |
| 5. Ms Divya K., M.Sc. B.Ed.           | 8722372271 - Lecturer |

### MATHEMATICS

- |                                       |                       |
|---------------------------------------|-----------------------|
| 1. Mrs Ashalatha, M.Sc. B.Ed.         | 9481178554 - Lecturer |
| 2. Mr Raviprasada B.G., M.Sc., B.Ed.  | 9964498926 - Lecturer |
| 3. Mrs Shilpa Emilia Rodrigues, M.Sc. | 8971399286 - Lecturer |

### BIOLOGY

- |                                      |                        |
|--------------------------------------|------------------------|
| 1. Rev. Fr. Vijay Lobo, M.Sc., B.Ed. | 9980431716 - Principal |
| 2. Mr Yashawanth M. D., M.Sc.        | 9449773801 - Lecturer  |
| 3. Mrs Kavitha K M.Sc, B.Ed.         | 7022555463 - Lecturer  |

### COMPUTER SCIENCE

- |                                      |                       |
|--------------------------------------|-----------------------|
| 1. Mr Govinda Prakasha, M.Sc.,M.Tech | 9591521890 - Lecturer |
| 2. Mr Anil Kumar K, MCA, B.Ed.       | 9741845217 - Lecturer |
| 3. Mr Harshad Ismail, M.Sc.          | 9902757865 - Lecturer |
| 4. Mrs. Yashaswini, M.sc.            | 9880985288 - Lecturer |

### ELECTRONICS

- |                    |                       |
|--------------------|-----------------------|
| 1. Mrs Rekha M.Sc. | 9964341327 - Lecturer |
|--------------------|-----------------------|



## **FACULTY OF COMMERCE**

- |  |                        |
|--|------------------------|
| 1. Mrs Philomena Monteiro, M.Com.          | ☎9481979547 - Lecturer |
| 2. Mr Sanjay S., M.Com.                    | ☎9535551883 - Lecturer |
| 3. Mrs Laveena L Santhmayor, M.Com., B.Ed. | ☎9980003840 - Lecturer |
| 4. Mr Rahul, M.Com.                        | ☎8147762827 - Lecturer |
| 5. Mr Santhosh D'Souza M.Com               | ☎9663089478 - Lecturer |

## **STATISTICS**

- |                             |                        |
|-----------------------------|------------------------|
| 1. Mr Bharath G. Pai, M.Sc. | ☎9481754817 - Lecturer |
| 2. Ms Shruthi P., M.Sc.     | ☎9916464404 - Lecturer |

## **LIBRARY & INFORMATION SCIENCE**

- |   |                         |
|---|-------------------------|
| 1. Mr Santhosh Moras, B.Com., M.L.I.Sc. | ☎9448465127 - Librarian |
|---|-------------------------|

## **NCC**

- |                              |                        |
|------------------------------|------------------------|
| 1. Lt. Johnson Sequeira, MSW | ☎9844325875 - Director |
|------------------------------|------------------------|

## **ADMINISTRATIVE STAFF**

- |                                   |                 |
|-----------------------------------|-----------------|
| 1. Mr Melvin Gonsalves, B.Com.    | - Office Suptd. |
| 2. Mrs Theresa Nancy Lobo, B.Com. | - SDA           |
| 3. Mr Izak D'Souza, B.A.          | - SDA           |
| 4. Ms Deepika Roche, M.A.         | - SDA           |
| 5. Mr Felix D'Souza               | - Dafadar       |
| 6. Mr Joseph Mascarenhas          | - Attender      |
| 7. Mr Lawrence Ronald Sequeira    | - Attender      |
| 8. Mr Madhava                     | - Attender      |
| 9. Mr Victor Ferrao               | - Attender      |
| 10. Mr Martin D'Souza             | - Attender      |
| 11. Mrs Helen D'Souza             | - Sweeper       |
| 12. Mrs Agnes Dias                | - Scavenger     |

## CO-CURRICULAR/EXTRA-CURRICULAR PROGRAMS

Students are expected to associate themselves with the following Organisations/Clubs/Associations functioning in the College.

Organisations/ Clubs/Association	Staff in charge	Department
Student's Council Directors	1)Mr.Yashawanth M D 2)Mrs. Usha Yashawanth 3)Mrs. Laveena L Santhmayor	Biology Kannada Commerce
Discipline Committee	1)Mr.Yashwanth M D 2)Mr.Bharath Kumar 3)Mr.Govinda Prakasha C H 4)Dr. Asha savithri 5)Mr. Harshad Ismail 6)Mr. Rahul 7)All Class Teachers	Biology Pol. Science Com.Science Hindi Com.Science Commerce
Time Table Committee	1)Mr. Raviprasad B G	Mathematics
Examination Committee	1)Mrs. Vathsala P. 2)Mrs.Sathyalatha Rai 3)Ms. Divya K. 4)Mr. Niranjana G U	Physics English Chemistry Physics
Value Education	1)Mr.Bharath Kumar 2)Mrs.Sumana K	Pol. Science Kannada

<b>Organisations Clubs/Association</b>	<b>Staff in charge</b>	<b>Department</b>
Career Guidance Cell	1)Mr. Govinda prakasha C H 2)Mr. Harshad Ismail	Com.Science Com.Science
PTA Secretary	1)Mr.Prashanth Bhat	Chemistry
PTA Treasurer	1)Mr.Anil kumar	Com.Science
Fine Arts	1)Dr. Ashasavithri 2)Mrs. Philomena Monteiro 3)Mr. Santhosh D'Souza 4)Mr. Rama Naik 5)Mr. Bharath G Pai 6)Mrs. Suma D 7)Mrs. Jyothi M 8) Mr. Sathisha M	Hindi Commerce Commerce Kannada Statistics English Sociology Hindi
Performing Arts	1)Mrs. Sumana k 2)Ms. Shruthi 3)Mrs. Rashmi	Kannada Statistics Physics
Eco Club	1)Mrs. Kavitha K 2)Mrs. Shilpa E Rodrigues	Biology Mathematics
Women Empowerment Cell	1)Mrs.Laveena L Santhmayor 2)Mrs. Suma P R	Commerce English
NCC	1)Mr.Johnson Sequira	BSW
Science Forum	1)Mr. Ravi Prasad B G 2)Mrs. Usha Rai 3)Mrs. Jayalaxmi	Mathematics Physics Chemistry

<b>Organisations Clubs/Association</b>	<b>Staff in charge</b>	<b>Department</b>
Computer Club	1)Mr. Anil Kumar K 2)Mrs Yashaswini	Com.Science Com.Science
Wall Board Magazine & Philodarshana	1)Mr. Suresh Kumar 2)Mr. Rama Naik 3)Mrs. Suma D 4)Mr. Sanjay S 5)Mr. Rohith Kumar T 6)Ms. Savitha 7) Mr. Sathisha M	Sanskrit Kannada English Commerce Physics History Hindi
Prathibha -2018	1) Mrs. Ashwini K	Chemistry
Kannada Sangha	1)Mrs. Usha Yashwanth A	Kannada
Hindi Sabha	1)Dr. Asha Savithri 2) Mr. Sathisha M	Hindi Hindi
Sanskrit Sangha	1)Mr.Suresh Kumar	Sanskrit
Commerce Association	1)Mr.Rahul 2)Mrs. Geetha Kumari	Commerce Economics
Humanities Association	1)Mr. Vijay Maxim D'Souza	Economics
DCA	1)Mrs. Philomena Monteiro 2)Mr. Santhosh C D'Souza 3)Mrs. Shilpa E Rodrigues	Commerce Commerce Mathematics
Press & Publicity	1)Mr. Santhosh Moras 2)Mrs. Sumana 3)Mrs. Suma D 4)Mrs. Laveena L Santhmayor	Library Kannada English Commerce

<b>Organisations Clubs/Association</b>	<b>Staff in charge</b>	<b>Department</b>
Staff Secretary	1)Mrs.Ashwini K	Chemistry
Interact Club	1)Mrs. Ashalatha 2)Mrs. Rekha	Mathematics Electronics
Admission Committee	1)Mr. Sukumar S K 2)Mr. Bharath Kumar 3)Mr. Govinda Prakasha C H 4)Mr. Rahul	Chemistry Pol. Science Com.Science Commerce
Prospectus, Calendar & Website	1)Mr. Govinda Prakasha C H	Com.Science
Rovers & Rangers	1)Mr. Harshad Ismail 2)Mr. Sandesh Lobo	Com.Science English
Alumni Association	1)Mr. Bharath Kumar 2)Mrs. Philomena Monteiro 3)Ms. Divya K	Pol.Science Commerce Chemistry



## ACADEMIC ADVISORS-2018-19

### I

Class	Academic advisors
I HESP	Mrs Suma P R
I SEBA - A	Mrs Philomena Monteiro
I SEBA - B	Mr Sanjay
I SCBA	Mr Govinda Prakash C H
I ECBA	Mr Harshad Ismail V
I PCMB - A	Mrs Ashwini K
I PCMB - B	Mr Prashanth Bhat P
I PCMB / E / S	Mrs Usha Rai
I PCMC	Mr Raviprasad B G

### II

II HESP	Mrs Jyothi M.
II EBAS - A	Mr Rahul
II EBAS - B	Mrs Laveena L Santhmayor
II BASC	Mr Anil Kumar
II ECBA	Mrs Geetha Kumari
II PCMB - A	Mr Yashwanth M.D.
II PCMB - B	Mrs Vathsala P.
II PCMB / E / S	Ms Divya K
II PCMC	Mr Rohith Kumar T.

# May 2018

\*-Holiday

Date	Day	Activity
1	Tue	* May day
2	Wed	College Re-opens for 2 <sup>nd</sup> PUC
3	Thur	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thur	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thur	
18	Fri	
19	Sat	
20	Sun	
21	Mon	College Re-opens for 1 <sup>st</sup> PUC
22	Tue	
23	Wed	
24	Thur	
25	Fri	
26	Sat	Inaugural Mass
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thur	

Date	Day	Activity
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thur	Students' council inuaguration
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thur	
15	Fri	
16	Sat	*Ramzan
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thur	
22	Fri	
23	Sat	PTA general body meeting
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thur	
29	Fri	
30	Sat	

Date	Day	Activity
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thur	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thur	
13	Fri	
14	Sat	
15	Sun	
16	Mon	1 <sup>st</sup> Test
17	Tue	
18	Wed	
19	Thur	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thur	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

# August 2018

\*-Holiday

Date	Day	Activity
1	Wed	
2	Thur	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thur	
10	Fri	
11	Sat	St Philomena Feast
12	Sun	
13	Mon	Display of Attendance shortage list
14	Tue	Issuing of the 1 <sup>st</sup> test marks card
15	Wed	*Independence Day
16	Thur	
17	Fri	
18	Sat	PTA meet with Attendance shortage students
19	Sun	
20	Mon	
21	Tue	
22	Wed	*Bakrid
23	Thur	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thur	
31	Fri	



# September 2018

\*-Holiday

Date	Day	Activity
1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thur	
7	Fri	
8	Sat	Nativity Feast
9	Sun	
10	Mon	Mid Term Exams
11	Tue	
12	Wed	
13	Thur	* Ganesh Chathurthi
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thur	
21	Fri	* Moharam
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thur	
28	Fri	
29	Sat	
30	Sun	

# October 2018

\*-Holiday

Date	Day	Activity
1	Mon	
2	Tue	* Gandhi Jayanthi
3	Wed	
4	Thur	
5	Fri	
6	Sat	
7	Sun	
8	Mon	* Mahalaya Amavasye
9	Tue	
10	Wed	
11	Thur	
12	Fri	
13	Sat	PTA interaction meeting
14	Sun	
15	Mon	
16	Tue	
17	Wed	Mid Term Holidays begin
18	Thur	* Maha Navami
19	Fri	* Vijaya Dashami
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	* Valmiki Jayanthi
25	Thur	College Reopens
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

# November 2018

\*-Holiday

Date	Day	Activity
1	Thur	*Kannada Rajyothsava
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	*Naraka Chathurdashi
7	Wed	
8	Thur	*Deepavali
9	Fri	
10	Sat	
11	Sun	
12	Mon	Display of Attendance shortage list
13	Tue	
14	Wed	
15	Thur	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	*Eid Milad
22	Thur	
23	Fri	
24	Sat	
25	Sun	
26	Mon	*Kanakadasa Jayanthi
27	Tue	
28	Wed	
29	Thur	
30	Fri	

# December 2018

\*-Holiday

Date	Day	Activity
1	Sat	
2	Sun	
3	Mon	2 <sup>nd</sup> Test
4	Tue	
5	Wed	
6	Thur	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thur	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	Diamond Jubilee Finale
20	Thur	College Day
21	Fri	
22	Sat	
23	Sun	
24	Mon	Christmas holidays begin
25	Tue	* Christmas
26	Wed	
27	Thur	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

# January 2019

\*-Holiday

Date	Day	Activity
1	Tue	
2	Wed	College Reopens
3	Thur	
4	Fri	
5	Sat	
6	Sun	
7	Mon	Preparatory Exams
8	Tue	
9	Wed	
10	Thur	
11	Fri	
12	Sat	
13	Sun	
14	Mon	
15	Tue	
16	Wed	
17	Thur	
18	Fri	
19	Sat	
20	Sun	
21	Mon	II PUC Lab Exams
22	Tue	
23	Wed	
24	Thur	
25	Fri	
26	Sat	* Republic Day
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thur	



# February 2019

\*-Holiday

Date	Day	Activity
1	Fri	
2	Sat	
3	Sun	
4	Mon	2 <sup>nd</sup> Preparatory for 2 <sup>nd</sup> PUC
5	Tue	
6	Wed	
7	Thur	
8	Fri	1 <sup>st</sup> PUC Annual Exams begin
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thur	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thur	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	2 <sup>nd</sup> PUC Annual Exams
28	Thur	

# March 2019

\*-Holiday

Date	Day	Activity
1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thur	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thur	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	1 <sup>st</sup> PU Result
20	Wed	
21	Thur	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thur	
29	Fri	
30	Sat	
31	Sun	

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

# May 2019

\*-Holiday

Date	Day	Activity
1	Wed	
2	Thur	College Re-opens for 2 <sup>nd</sup> PUC
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thur	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thur	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thur	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thur	
31	Fri	

# **COLLEGE REGULATIONS**

## **GENERAL**

- Classes begin at 9-00 a.m. in the morning session and end at 1-00 p.m. The afternoon session will be between 2-00 p.m. and 4-00 p.m. A warning bell will be sounded 5 minutes before the commencement of the classes in both the sessions. It is the time for the students to be in their respective class rooms.
- Attendance will be marked for each hour allotted to a subject. Students are required to put in not less than 75% attendance in individual subjects.
- Attendance is compulsory on the college reopening day and the students have to be present compulsorily for the tests and examinations.

## **LEAVE**

- Except for emergency reasons (Sickness, Death, Accident) for all other reasons leave must be applied earlier.
- Leave applications countersigned by Parents / Guardians should be forwarded to the Principal in advance in the proforma available in the College Office.
- Medical certificate should be produced if leave is for medical reasons.

## **STUDENT DISCIPLINE**

- Students are required to conduct themselves well. The College reserves the right to dismiss any student if his/her behaviour tarnishes the image of the College.
- Students are expected to be polite with the members of the Staff.
- Irregularity, insubordination, impertinence, misbehaviour, negligence of the work etc. of the students will attract disciplinary action.

- Fine will be charged from the students who willfully damage the College property.
- The College will not be responsible for the conduct of the students outside its premises. However it will take note of the offence if any, and action will be initiated against the guilty according to the magnitude of the offence.
- Students are forbidden to raise funds, organize functions, convene meetings without permission.
- **Use of Cell phones by students in the campus is strictly banned. Cell phones, if found with students will be confiscated.**
- The college will not be responsible for the loss of valuable gold, cash etc.
- Students are not allowed to participate in political agitations.
- **Use of tobacco, alcohol and other intoxicants is banned in the premises. Offenders will be strictly dealt with.**
- Loitering about the campus should be avoided. Students are advised to make use of the library whenever they do not have classes.
- Hostel facilities are available to both men and women students in the campus. Students who do not live with their parents are expected to reside in these hostels or in the hostels approved by the college.
- Bringing Two Wheelers/Four Wheelers to the college by the students is strictly prohibited.

## **DRESS**

All the Students are required to wear the prescribed uniform whenever they come to college. The uniform should be in the following format

### **Men :**

- Shirts should be in formal style (half sleeves only) without any designs or trendy cuts.
- Trousers should be in formal style and not in baggy, Cargo, low-waist, pencil/carrot cut or in any other style.
- The belts should be of leather and black in colour
- Tattoos, Single ear-rings, pigtails, awkward bracelets, headgear, cowboy/gypsy appearance etc. should be strictly avoided.

### **Women :**

- Tops should be round in 'Nehru Collar' style. (Deep neck and long sleeves are banned)
- Pants should be formal. push ups and leggings are banned.
- Scarves/Head Coverings are strictly prohibited.

## **Students Support**

Students can avail themselves of the following,

- various Scholarships
- Advanced Coaching (CET, NEET, JEE, CPT)
- Participation in competitions of different levels.
- Remedial Coaching

## **Ban on Ragging**

Any act which results in physical, physiological or psychological harm like teasing, abusing, asking any student to do any act is strictly banned in the campus.



## **EXAMINATIONS**

- Students progress will be assessed by Regular Class Tests, Assignments and examinations. Absence from the College tests, examinations without valid reasons will be severely dealt with.
- No re-examination will be conducted to absentees from the College examinations.
- There will be a District Level Public Examination at the end of the first year besides the Terminal Examinations and Class Tests. Promotion to second year will depend on the performance of the students in the Terminal Examinations and year end District Level Public Examination.
- PUE Board of Karnataka conducts State Level Public Examination at the end of the second year.
- A candidate who does not satisfy the requirements of 75% attendance in each subject and who does not record satisfactory progress and good conduct will not be permitted to take the Public Examinations.
- Non-submission of marks card on the specified day shall result in being fined.

### **CODE OF CONDUCT FOR STUDENT DURING EXAMINATIONS**

- Students are expected to arrive 15 minutes prior to the commencement of the examination.
- They should check their seating arrangements displayed on the notice board. They are strictly advised to sit according to the numbers allotted.
- Maintenance of perfect silence in the examination hall and obedience to instructions by the invigilator is a must.
- No written material of any sort, books or their pages should be taken inside the examination hall.

- They should have their identity card, admission ticket and stationery. Borrowing from others will not be allowed in the examination hall.
- Cases of malpractice will be strictly dealt with.
- Talking, whispering, copying and helping to copy or any other suspicious behaviour are considered as exam malpractice.
- Students are requested to read the instructions given in the question papers and answer booklets carefully and work accordingly.
- All necessary columns on the facing sheet of the answer booklet should be filled properly. While answering, page numbers of the answer sheet and question numbers should be written without fail.
- Nothing except the register number should be written in the question paper.

### **STUDENT'S COUNCIL**

- There will be a Students Council consisting of a President, Secretary, Joint Secretary and class representatives. There is no election for the student council. Council members are selected on merit basis. The office bearers and the members of the Students Council are expected to co-operate 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.

## **FEES**

- College fees will be collected in the first term - during the time of admission.
- Student once admitted shall pay the full fees when he / she leaves the College for any reason in the middle of the academic year.
- A receipt signed and dated by one deputed by the Principal shall be granted for every payment of fees made.
- If a Student fails to pay his / her fees on the day fixed for payment, a fine at the rate of Rs. 10/- per day shall be levied.
- If a Student leaves the college during a term, he / she shall have no right to claim remission of any portion of the term fees.

## **SCHOLARSHIPS AND FEE CONCESSIONS**

The Central Government and the State Government offer several Scholarships to deserving Students

- Government of India National Hindi Scholarship
- Sanskrit Scholarship
- Financial Assistance to the children of Beedi Workers
- Government of India Post-Matric Scholarship to SC/ST Students
- Incentive to SC/ST Students from Mangalore City Corporation
- Post Matric Scholarship
- Minority Scholarship from K.M.D.C.
- Scholarship to Ahamari Jananga Students
- Physically Handicapped Scholarship
- Scholarship to the children of Ex-Servicemen
- Free Concession to SC/ST Students

It is to be noted that all freeships and scholarships given by the government or college are subject to regular attendance, good conduct and satisfactory progress shown by the recipient.

### **CERTIFICATE**

- Applications for certificate (viz. Transfer, Age, Conduct etc.) must be made to the Principal in the form prescribed and must be accompanied by a self addressed stamped envelope.
- Certificates will not be issued on less 48 hours notice
- All the necessary certificates must be obtained within three months of leaving the College, after which a late fee of Rs. 5/- will be collected.
- Students admitted afresh will note that original certificates (T. C., Conduct, Age) once submitted at the time of admission will never be returned.

### **LIBRARY RULES & REGULATIONS**

The rules and regulations of the Library are formulated to ensure uniformity in meeting the demands of the readers. It is the genuine co-operation, sincere appreciation of the library services and adherence to the rules and regulations by readers that can really help the successful functioning of the library.

- Strict silence must be observed in the library at all times.
- Students are strictly prohibited from using edible things in the library.
- Students must behave in a reasonable and seemly fashion in the library and must not damage library property or disturb other readers.
- Library membership is compulsory for all students.
- Each student is issued with two Borrower.s Tickets and a reference ticket.
- Books are issued to the students only against the Borrower.s Ticket.
- Books issued for home reading must be returned within 15 days. Due date is found on the DUE DATE LABEL pasted on the book.
- Any student who fails to return the book within the due date shall pay an overdue charge.
- The book once borrowed may be got renewed on production of the book at the counter, before the expiry of the due date. However renewal requests are not honoured if that particular book is demanded by other students.
- Students have to sign in the student signature register whenever they visit the library.
- Students have to examine the book in detail while borrowing, to know whether all pages, maps, charts etc., are intact and in case the above are missing, it should be immediately brought to the notice of the library staff.
- Students will take good care of the books taken out. Any damage will be dealt with a fine.
- Magazines, question papers & reference books are issued only on production of the reference ticket which has to be returned before they leave the library.



- Library cards are not transferable.
- Students should return library books and surrender their library cards to the library and obtain NO DUE CERTIFICATE before receiving admission tickets for the examinations.

### N. C. C.

There is a N.C.C. Unit for boys and girls in the College to which first year P. U. Students are enrolled. Cadets shall put in attendance on all days on which they are required to attend N.C.C. Training Course. Cadets shall keep not less than 75% of attendance at N.C.C. Parades during a year and shall attend not less than one training camp during the two training period to complete the course.

### ಪೋಷಕರ ಮತ್ತು ಪಾಲಕರ ಗಮನಕ್ಕೆ

ತಮ್ಮ ಮಕ್ಕಳಲ್ಲಿ ಹಾಗೂ ಪಾಲಕರಲ್ಲಿ ಶಿಸ್ತಿನ ಹಾಗೂ ನಿಯಮಬದ್ಧ ಜೀವನವನ್ನು ಇರಗೊಳಿಸುವುದರ ಮೂಲಕ ಹೆತ್ತವರು, ಪಾಲಕರು, ಅಧ್ಯಾಪಕರೊಡನೆ ಸಹಕರಿಸಬೇಕಾಗಿ ವಿನಂತಿ. ಕುಟುಂಬವೇ ಮೊದಲ ತರಗತಿ. ಪಾಠದ ದಿನಗಳಲ್ಲಿ ಮೂರು ತಾಸುಗಳಷ್ಟಾದರೂ, ರಜಾ ದಿನಗಳಲ್ಲಿ ಇನ್ನೆರಡು ತಾಸುಗಳನ್ನಾದರೂ ವಿದ್ಯಾರ್ಥಿಗಳು ಕಲಿಕೆಗಾಗಿ ವಿನಿಯೋಗಿಸಬೇಕು. ಹಾಜರಿಯ ಹಾಗೂ ಓದುವಿಕೆಯ ಬಗ್ಗೆ ನಿಯಮಬದ್ಧತೆಯನ್ನು ಹೆತ್ತವರು ಹಾಗೂ ಪಾಲಕರು ತಮ್ಮ ಮಕ್ಕಳಲ್ಲಿ ಇರಗೊಳಿಸದಿದ್ದರೆ ಫಲಿತಾಂಶಗಳು ನಿರಾಶಾದಾಯಕವಾಗುವುದರಲ್ಲಿ ಸಂದೇಹವಿಲ್ಲ.

ಗೈರುಹಾಜರಾದ ವಿದ್ಯಾರ್ಥಿ / ವಿದ್ಯಾರ್ಥಿನಿ ತನ್ನ ಹೆತ್ತವರಿಂದ ಅಥವಾ ಪಾಲಕರಿಂದ ಸಹಿ ಮಾಡಿದ ರಜಾ ಅರ್ಜಿಯನ್ನು ತರಬೇಕು. ವಿದ್ಯಾರ್ಥಿಯು ಬಹುದಿನ ಗೈರುಹಾಜರಾಗಿದ್ದಲ್ಲಿ, ರಜಾ ಅರ್ಜಿಯೊಂದಿಗೆ ವೈದ್ಯಕೀಯ ಸರ್ಟಿಫಿಕೇಟನ್ನು ಕೊಡಬೇಕಾಗುತ್ತದೆ.

ವಿವಿಧ ಪಾಠಗಳಲ್ಲಿ ಕಡಿಮೆ ಅಂಕಗಳನ್ನು ಪಡೆದಿರುವ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವಿಶೇಷ ತರಗತಿಗಳನ್ನು ಏರ್ಪಡಿಸಲಾಗಿದೆ. ವಿದ್ಯಾರ್ಥಿಗಳು ಈ ತರಗತಿಗಳ ಪೂರ್ಣ ಪ್ರಯೋಜನವನ್ನು ಪಡೆಯಬೇಕು. ಯಾವುದೇ ಪಾಠದಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿ ಹಿಂದುಳಿದಿದ್ದರೆ, ಆಯಾ ಪಾಠವನ್ನು ಕಲಿಸುವ ಅಧ್ಯಾಪಕರ ಸಲಹೆ-ಸಹಕಾರಗಳನ್ನು ಪಡೆಯಬಹುದು.

ಕಾಲೇಜು ನಡೆಸುವ ಎಲ್ಲಾ ಪರೀಕ್ಷೆಗಳಿಗೂ ವಿದ್ಯಾರ್ಥಿಗಳು ಕಡ್ಡಾಯವಾಗಿ ಹಾಜರಿರಲೇಬೇಕು. ಪರೀಕ್ಷೆಗಳಿಗೆ ಗೈರುಹಾಜರಾಗುವುದು ನಿಯಮಗಳ ಉಲ್ಲಂಘನೆಯಾಗಿರುವುದರಿಂದ ಯಾವುದೇ ಒಂದು ದಿನ ಪರೀಕ್ಷೆಗೆ ಗೈರುಹಾಜರಾದರೂ, ಲಿಖಿತ ಕಾರಣಗಳನ್ನು ನೀಡಿ ಗೈರು ಹಾಜರಿಯನ್ನು ಸಮರ್ಥಿಸಬೇಕು. ಅನಾರೋಗ್ಯವೇ ಕಾರಣವಾಗಿ ಪರೀಕ್ಷೆಗೆ ಗೈರುಹಾಜರಾದರೆ ವೈದ್ಯಕೀಯ ಪ್ರಮಾಣ ಪತ್ರ ಅಗತ್ಯ. ಆದರೆ ವೈದ್ಯಕೀಯ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು ನೀಡಿದ ಮಾತ್ರಕ್ಕೆ ಹಾಜರಿಯನ್ನು ಕೊಡಲಾಗುವುದಿಲ್ಲ.

ಹುಡುಗನ / ಹುಡುಗಿಯ ಹಾಜರಾತಿ ಹಾಗೂ ಶಿಕ್ಷಣ ಮಟ್ಟದ ಬೆಳವಣಿಗೆ ಅತ್ಯಪ್ಪಿಕರವಾಗಿದೆ ಎಂದು ತಿಳಿದಾಗ ಹೆತ್ತವರು / ಪಾಲಕರು ವಿದ್ಯಾರ್ಥಿ ಕ್ಷೇಮಪಾಲಕ ಹಾಗೂ ಇತರ ಅಧ್ಯಾಪಕರನ್ನು ಭೇಟಿ ಮಾಡಿ ಸಮಾಲೋಚನೆ ನಡೆಸಲು ಕೋರಲಾಗಿದೆ

ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ 75% ಹಾಜರಾತಿ ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಆ ವಿದ್ಯಾರ್ಥಿಗಳು ಅಂತಿಮ ಪರೀಕ್ಷೆಗೆ ಅನರ್ಹರಾಗುತ್ತಾರೆ. ಅವರನ್ನು ಕಾಲೇಜಿಗೆ ಹಿಂತೆಗೆದುಕೊಳ್ಳಲಾಗುವುದಿಲ್ಲ.

ಹೆತ್ತವರು / ಪಾಲಕರು ಕಾಲೇಜಿನಲ್ಲಿ ನಡೆಯುವ ಎಲ್ಲಾ ಸಮಾರಂಭಗಳಲ್ಲೂ, ಶಿಕ್ಷಕ-ರಕ್ಷಕ ಸಭೆಗಳಲ್ಲೂ ಭಾಗವಹಿಸಿ, ಕಾಲೇಜಿನ ಕಾರ್ಯಕ್ರಮಗಳಲ್ಲಿ ತಮ್ಮ ಆಸಕ್ತಿಯನ್ನು ತೋರಿಸಬೇಕಾಗಿ ವಿನಂತಿ.

ತಮ್ಮ ಮಕ್ಕಳ ಗೈರುಹಾಜರಿ ಹಾಗೂ ಕೆಳಮಟ್ಟದ ಅಂಕಗಳ ಬಗ್ಗೆ ಹೆತ್ತವರಿಗೆ ಹಾಗೂ ಪಾಲಕರಿಗೆ ಮುನ್ನೆಚ್ಚರಿಕೆಯನ್ನಿತ್ತರೂ, ವರ್ಷದ ಕೊನೆಯಲ್ಲಿ ಹೆತ್ತವರು / ಪಾಲಕರು ಈ ಬಗ್ಗೆ ತಮ್ಮ ಅಸಮಾಧಾನವನ್ನು ಸೂಚಿಸುತ್ತಾರೆ. ವಿದ್ಯಾರ್ಥಿಗಳ ಅಂಕಪಟ್ಟಿಯನ್ನು ಆಗಸ್ಟ್, ನವಂಬರ್ ಹಾಗೂ ಫೆಬ್ರವರಿ ತಿಂಗಳುಗಳಲ್ಲಿ ಕೊಡಲಾಗುವುದು. ಕೆಲವು ವಿದ್ಯಾರ್ಥಿಗಳ ಅಂಕಪಟ್ಟಿಯನ್ನು ಹೆತ್ತವರಿಗೆ ತೋರಿಸುವುದೇ ಇಲ್ಲವಾದ್ದರಿಂದ, ಇಂತಹ ಸಂದರ್ಭದಲ್ಲಿ ತಾವಾಗಿಯೇ ಕಾಲೇಜಿಗೆ ಬಂದು ಮಕ್ಕಳ ಫಲಿತಾಂಶವನ್ನು ಅರಿತುಕೊಳ್ಳುವುದು ಸೂಕ್ತ.

ಶೈಕ್ಷಣಿಕ ಪ್ರವಾಸದ ಸಂದರ್ಭದಲ್ಲಿ ಹೆತ್ತವರಿಗೆ ತಿಳಿಸಲಾಗುವುದು. ಪ್ರಾಂಶುಪಾಲರ ಅನುಮತಿಯಿಲ್ಲದೆ ಪಿಕ್‌ನಿಕ್, ಪ್ರವಾಸಗಳು ಶಿಕ್ಷಾರ್ಹ ಅಪರಾಧವೆಂದು ಪರಿಗಣಿಸಲಾಗುವುದು.



## LEAVE RECORD

Name : ..... Class & Section : ..... Roll No. : .....

Date of Leave Taken/Required	Period/ Days	Reason	Parent/ Guardian	Dean/ Class Teacher	Subject Teachers

*Specimen Signature of Parent / Guardian* .....

## LEAVE RECORD

Name : ..... Class & Section : ..... Roll No. : .....

Date of Leave Taken/Required	Period/ Days	Reason	Parent/ Guardian	Dean/ Class Teacher	Subject Teachers

*Specimen Signature of Parent / Guardian* .....

## LEAVE RECORD

Name : ..... Class & Section : ..... Roll No. : .....

Date of Leave Taken/Required	Period/ Days	Reason	Parent/ Guardian	Dean/ Class Teacher	Subject Teachers

*Specimen Signature of Parent / Guardian* .....

## LEAVE RECORD

Name : ..... Class & Section : ..... Roll No. : .....

Date of Leave Taken/Required	Period/ Days	Reason	Parent/ Guardian	Dean/ Class Teacher	Subject Teachers

*Specimen Signature of Parent / Guardian* .....

## LEAVE RECORD

Name : ..... Class & Section : ..... Roll No. : .....

Date of Leave Taken/Required	Period/ Days	Reason	Parent/ Guardian	Dean/ Class Teacher	Subject Teachers

*Specimen Signature of Parent / Guardian* .....

## EXAM TIME-TABLE

### I TEST :

	Morning	Afternoon
Date	Time :	Time :

### Mid-Term :

	Morning	Afternoon
Date	Time :	Time :

**II Test :**

	Morning	Afternoon
Date	Time :	Time :

**Preparatory :**

	Morning	Afternoon
Date	Time :	Time :

**Annual Exam :**

	Morning	Afternoon
Date	Time :	Time :



**NOTE**

**NOTE**

**NOTE**

**NOTE**

**NOTE**

**NOTE**

## Extra Curricular Activities

Class : .....

Name of the Student : ..... Roll No : .....

[illegible]

This is to be signed after making the entries, by the Staff Member in charge of the extracurricular activities and the student will present it to the concerned subject teacher in advance. This note is produced by way of accountability for the absence and not to get attendance for the hours missed.

## Extra Curricular Activities

Class : .....

Name of the Student : ..... Roll No : .....

[illegible]

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# TIME TABLE

Class : ..... Room No. : ..... Academic Advisor : .....

DAYS	I 9-00 - 10.00	II 10.00 - 10.55	III 11.05 - 12.00	IV 12.00 - 1.00	LUNCH BREAK		V 2.00 - 3.00	VI 3.00 - 4.00
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								


ENTERTAINING  
**HEARTS..**  
EDUCATING  
**MINDS..**

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