

## CORE VALUES

- \* Family atmosphere
- \* Affordable quality education
- \* Team work
- \* Character building.

FEAR OF THE LORD  
IS THE BEGINNING OF WISDOM

Phone : 0820-2561200 (Office)  
0820-2561440 (Principal)  
0820-2561027 (Principal's Residence)  
Fax : 0820-2561200  
Website : [www.crosslandcollege.org](http://www.crosslandcollege.org)  
E.mail : [cross\\_land@rediffmail.com](mailto:cross_land@rediffmail.com)  
[su105.pue@gmail.com](mailto:su105.pue@gmail.com) (PU College)

CROSSLAND COLLEGE

# CROSSLAND COLLEGE

PRIORITY HIGHLANDS  
BRAHMAVAR - 576 213 Udupi Dist,  
KARNATAKA.

(Affiliated to Mangalore University)

Accredited by NAAC at 'B++' grade with a CGPA of 2.86

Ranked 82<sup>nd</sup> Best Arts College in India by India Today

- June 27, 2019



## STUDENT'S HANDBOOK

2019 - 2020

Sponsored and Managed by  
THE PRIORITY ONE INDIA  
and

THE PRIORITY EDUCATIONAL FOUNDATION  
BRAHMAVAR

## OUR BELOVED FOUNDER



**Dr. C. T. Abraham**

Founder – President  
(1932-2009)

### COLLEGE GOVERNING COUNCIL

1. **Dr. Roy Philip, M.Div., D.D.**  
Managing Trustee, Priority One India & Correspondent.  
(Degree Section)
2. **Mrs. Lali Abraham Mathew, M.A., M.Ed., M.S.**  
Secretary, Priority One India.
3. **Prof. Mathew C. Ninan, M.A., M.Ed.**  
Managing Trustee, Priority Educational Foundation.
4. **Mr. Varghese Daniel, M.A., H.D.C.**  
Correspondent (PU Section)
5. **Mrs. Leela Abraham Varghese.**
6. **Prof (Mrs.) Elizabeth Roy, M.Com., M.S.**
7. **Dr. Aby Dany Varghese, MBBS, MD., FPCC.**
8. **Mr. James Varghese, M.A.**
9. **Prof. Samuel K. Samuel, M.Com., M.S., MBA, PGDHRM.**  
(Principal)
10. **Prof. K. K. Gurumurthy, M.A.** (Staff Rep.)
11. **Prof. Johnson Jacob, M.A., B.Ed.** (Staff Rep.)

## TIME TABLE

DAY	1	2	3	4	5	6
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

## PERSONAL DETAILS

Name : \_\_\_\_\_

Class : \_\_\_\_\_ Roll No.: \_\_\_\_\_

Father's Name : \_\_\_\_\_

Mother's Name : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Residential Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_

Name of Brother/Sister  
studying in this College : \_\_\_\_\_

Name of the Academic  
Counsellor : \_\_\_\_\_

Signature of the Academic  
Counsellor : \_\_\_\_\_

Name of the Mentor : \_\_\_\_\_

Signature of the Mentor : \_\_\_\_\_

## STUDENT CHARTER

1. Contribute towards the realization of the goals and objectives of the institution.
2. Be an active listener.
3. Be prompt and focused
4. Maintain proper interaction with the teacher to have high quality of learning.
5. Be regular in attending classes.
6. Follow the schedules, rules and regulations of the institution.
7. Make optimum use of the learning resources and other support services of the institution.
8. Develop the feeling of oneness in the Crossland family.
9. Actively involve in the extension activities of the college.
10. Give sincere feedback for institutional development.
11. Uphold the worthy traditions of our country and develop a deep love for others.
12. Be a true ambassador of the institution and live as worthy student of the institution.

## GENERAL INFORMATION

### A COLLEGE WITH A DIFFERENCE

**Dr. C. T. ABRAHAM**, a great visionary who has had extensive experience in the field of higher education is the founder of Crossland College. He realized the need for educational institutions for the upliftment of the socially and economically handicapped people in the locality. The College has realized the dreams and aspirations of first generation learners of this locality for whom education was a distant dream.

Dr.C.T.Abraham who made a difference in the lives of many and an inspiration to many, passed away on October 08, 2009. Priority Highlands, the 30 acre beautiful campus is the home of Crossland College.

### MANAGEMENT

Crossland College is sponsored and managed by the Priority One India Trust and the Priority Educational Foundation respectively. They are non-profitable Christian minority charitable Trusts working for the total welfare of the people of India. The India Theological Seminary which offers diploma and degree programmes in Bible studies and the Little Rock Indian School, an English medium School with CBSE Syllabus are also managed by these Trusts.

### THE MOTTO

“Fear of the Lord is the beginning of wisdom”

### Core Values

- ◆ Family Atmosphere
- ◆ Affordable Quality Education
- ◆ Team Work
- ◆ Character Building

## VISION

Excellence in Education and Service to God and Man.

### MISSION STATEMENT

“The Crossland College strives to educate the rural and economically backward students of the Community, providing them excellent training for their total development, with the ultimate objective of bringing about the empowerment and enrichment of the community, through their service to God and Man.”

In imparting meaningful education and effectively serving the community, the college has closely moved in agreement with its ‘mission statement’.

### OBJECTIVES

To provide quality higher educational opportunities to young men and women in and around Brahmavar and also the youth all over India.

To provide higher education that will build up national unity and international understanding.

To give opportunities to build up fear of God, patriotism and responsibility as citizens.

To develop a sense of dignity of labour through work experience.

To provide opportunity for the financially underprivileged youth for quality higher education by giving work on campus, in farms, mess etc. to earn money for their education.

To provide instruction in job-oriented courses.

### THE FAMILY CONCEPT

The Founder believed that the family concept gave a good climate for education. He stressed the importance to have the feeling of oneness in a family. The students, staff and management of the college are all members of the ‘Crossland Family’. The College fosters an atmosphere of mutual trust, love and affection in the campus.

## **MENTORING**

The effects of globalisation have created enormous problems and distractions for the younger minds. We, the Crossland family believe that the parents and the teachers have to play a very important role. The College has a group of dedicated and highly motivated faculty, who are willing to go out of the way to help the students. We firmly believe that by loving our students we can reach out to them closely. Each faculty member is allotted 10-15 students. The mentor with constant counseling helps them to cope with their personal problems. This helps the students to be closer to their mentor. The mentor points out the strengths and areas for development in each student. He/she also helps the student to set long term career goals and short term learning objectives to enable them to perform effectively. It is our tradition that students are known by staff members and are called by name. Parents are also encouraged to meet the mentors of their children.

A counseling room is in place for personal interaction between the lecturer and the student.

## **SCHOLARSHIP**

Students are eligible for the usual Scholarships from Government and other agencies.

The following scholarships are available to the students.

1. Dr. C. T. Abraham Memorial Endowment
2. Dr. C. T. Abraham & Mrs. Alice Abraham Memorial Endowment
3. P.T.A. Endowment
4. Faculty Scholarship fund instituted by the faculty of the college
5. S.J. Jindal Scholarship for I, II and III year students
6. Endowment by Alumni 2007 batch
7. AIACHE- Scholarship for Christian students.
8. Free-ship for low income group students (₹ 44,500/- p.a.)
9. SC/ST scholarship

10. Sanchi Honnamma Scholarship
11. Scholarship to children of Ex-Service pensioners
12. Backward & Minority Scholarship
13. Full Scholarship by alumni
  - a) Mr.Rajesh Shetty
  - b) Mr.Allwyn Quadress
  - c) Anonymous (2 Nos)

## **AWARDS**

To recognize the meritorious students there are 54 Endowment Awards and 44 Founder's Academic Merit Awards.

## **COMMUNITY ORIENTATION**

The extension department of the college has adopted a local village and helped out in sanitation, construction of toilets, a mini-library, adult literacy classes and supply of sports materials for the rural youth. The students voluntarily help the teachers to carry out the programmes. The management, staff and faculty support the programme financially. We expect our students to be actively involved in the project.

## **ANNUAL MEDICAL CHECK UP**

It is mandatory for the students to undergo an annual medical check up. All the students are to be present on the day of the check up.

## **GROUP INSURANCE COVER**

All the students, staff and faculty members are insured against personal accident. In case of any accident and consequent hospitalization, the matter must be informed to the principal immediately.

## **CROSSLAND FITNESS CENTRE**

An eight station gym is functioning in the college with the funds provided by the MHRD, Govt. of India. Interested students can get the details from the Physical Director.

## PERSONAL COUNSELLING CENTRE

A Personal Counselling Cell to help students overcome their personal and emotional problems is set up under the guidance of two qualified lecturers.

### GENERAL RULES

1. Every student shall attend the lectures with regularity and punctuality.
2. The first hour commences every day with the prayer song.
3. When the attendance roll is called out each student is expected to rise up and answer his/her name.
4. When a class is not engaged, students are expected to go to the Reading Room. Students are not allowed to loiter on the verandas or corridors of the College during class time.
5. Strict discipline should be maintained inside the Library Hall.
6. **A student must have a minimum of 75% attendance in each subject to qualify for the university Examination. If a student does not satisfy the required attendance even in one subject he/she shall not be permitted to take the entire University examination and he/she shall be required to repeat the course in a subsequent year.**
7. Attendance in tests and class examination is compulsory.
8. Lecturers are put in charge of each class as Academic Counselors to monitor the academic progress of the students. Leave of absence should be obtained from the Academic Counsellor. If a student is absent on a day, a leave note signed by the parent/Guardian should be submitted to the Academic Counsellor before entering the class on the next day. Parents have to come to the college along with their wards to collect the marks card of the Internal assessment exams from the respective Academic Counsellors.
9. **The Supreme Court India has issued the following strict guidelines to prevent ragging in educational institutions. If any instance of ragging comes to the notice of the**

**college authorities, strict action shall be taken. The student concerned shall be given an opportunity to explain and if his/her explanation is not found satisfactory, the authorities shall expel such a student from the institution.**

10. College property is our own and hence should be handled carefully. Anyone causing damages to property shall be liable to punishments including fine / common fine.
11. **All the students must be in College uniform on all working days.**
12. **Use of mobile phone is strictly prohibited inside the campus. If anyone is found using the mobile phone inside the campus, the instrument will be confiscated and the student concerned will be subject to serious disciplinary action.**
13. **Bringing colour powder inside the campus under the guise of celebrating festivals is banned and anyone violating the rule will be strictly punished.**
14. No degree student is permitted near the PUC class rooms after 1.20 p.m. (Except the Diploma Students)
15. A student who regularly comes late for the classes will be subject to disciplinary action.
16. Disrespect to the faculty and staff members will be treated as a serious offence.
17. The authority of the Principal in matters of the discipline of students extends outside the college premises and is final.
18. **Students are not permitted to bring their two wheelers inside the campus**
19. **Class rooms cannot be used for birthday celebrations. Students are requested not to celebrate the birthdays of the Principal or any faculty member. Instead, on such occasions students who are motivated to help the needy, may make a contribution to the Students' Medical Relief Fund.**

JUNE - 2019		
1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	Kuthub-E-Ramzan (Holiday)
6	Thursday	
7	Friday	
8	Saturday	
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	<b>Founder's Day</b>
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	
17	Monday	Commencement of academic year
18	Tuesday	IQAC Meeting
19	Wednesday	" " "
20	Thursday	Commencement of Classes/Orientation for freshers
21	Friday	" " "
22	Saturday	" " "
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	Last date of admissions without penal charge
30	Sunday	

JULY - 2019		
1	Monday	SQAC Meeting
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	
8	Monday	
9	Tuesday	Mentoring
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Students' Council Inauguration
14	Sunday	
15	Monday	Last date of admissions with penal charge
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	

AUGUST - 2019		
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	I Internal Assessment Exams
9	Friday	
10	Saturday	
11	Sunday	
12	Monday	Bakrid (Holiday)
13	Tuesday	
14	Wednesday	Mentoring
15	Thursday	Independence Day (Holiday)
16	Friday	
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	Sri Krishna Janmashtami (Holiday)
25	Sunday	
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	

SEPTEMBER - 2019		
1	Sunday	
2	Monday	Sri Varasiddhi Vinayaka Vratha (Holiday)
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	Moharam (Holiday)
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Submission of BM Project report - Part A
15	Sunday	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	Mentoring
20	Friday	
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	II Internal Assessment Exams
27	Friday	
28	Saturday	Mahalaya Amavasya (Holiday)
29	Sunday	
30	Monday	



OCTOBER - 2019		
1	Tuesday	
2	Wednesday	Gandhi Jayanthi (Holiday)
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	Mahanavami, Ayudha Pooja (Holiday)
8	Tuesday	Vijaya Dashami (Holiday) - Samsmaran Din
9	Wednesday	Submission of marks list.
10	Thursday	
11	Friday	
12	Saturday	End of Semester Classes
13	Sunday	
14	Monday	IQAC Meeting
15	Tuesday	” ”
16	Wednesday	” ”
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	
21	Monday	Commencement of University Sem. Exams
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	
27	Sunday	
28	Monday	
29	Tuesday	Balipadyami-Deepavali (Holiday)
30	Wednesday	
31	Thursday	

NOVEMBER - 2019		
1	Friday	Kannada Rajyotsava (Holiday)
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	Kanakadasa Jayanthi (Holiday)
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	

DECEMBER - 2019		
1	Sunday	
2	Monday	Commencement of II, IV, VI Sem Classes
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Submission of BM Project - Part II rough copy
15	Sunday	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	Mentoring
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	Christmas eve - (Holidays begin)
25	Wednesday	Christmas - (Holiday)
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	
31	Tuesday	

JANUARY - 2020		
1	Wednesday	New Year Day (Holiday)
2	Thursday	College Reopens after Christmas Vacation
3	Friday	
4	Saturday	
5	Sunday	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	Republic Day (Holiday)
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	

FEBRUARY - 2020		
1	Saturday	Mentoring
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	I Internal assessment Exams
7	Friday	” ” ”
8	Saturday	” ” ”
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	

MARCH - 2020		
1	Sunday	
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	Last date for BM Project submission - Final Copy
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	II Internal assessment Exams
13	Friday	
14	Saturday	
15	Sunday	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	Submission of marks list
20	Friday	
21	Saturday	
22	Sunday	
23	Monday	SQAC Meeting
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	
31	Tuesday	End of Semester classes

APRIL - 2020		
1	Wednesday	IQAC Meeting
2	Thursday	” ”
3	Friday	” ”
4	Saturday	
5	Sunday	
6	Monday	
7	Tuesday	
8	Wednesday	Commencement of University Sem. Exams
9	Thursday	
10	Friday	Good Friday (Holiday)
11	Saturday	
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

MAY - 2020		
1	Friday	May Day (Holiday)
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	

## 1. ACADEMIC INFORMATION:

Quality education is expensive. For meeting its heavy financial commitments the college depends on the aid from the government (only for B.A. Degree Courses) and on the contribution and support of people who care for the education of our youth. However, **the college does not collect any capitation fee or donation from the students.**

### a) Academic Year :

The academic year is divided into two terms. The first one is from June to October and the second one is from December to March.

### b) Working hours :

The College Office and Library will work from 8 a.m. to 5.35 p.m. Regular classes for Degree section will be held from 8.30 a.m. to 3 p.m. on all working days of the week, except Saturdays. On Saturdays classes will end at 1.10 p.m. PUC classes will be held from 1.45 p.m. to 5.30 p.m. on all working days.

### c) Schedule of fee :

The fees due for the year should be paid in two instalments as shown in the 'Schedule of fee' given below.

## CROSSLAND PRE-UNIVERSITY COLLEGE, BRAHMAVAR

### Fee for PUC Students

Fee Particulars	I Instalment (on admission) ₹	II Instalment (in December) ₹
Tuition fees	665	665
Library	60	60
Reading Room	50	50
Sports	-	84
College Magazine	100	200
Extra-Curricular	40	94
College Exams & Tests	168	-
Calendar & ID Card	50	-
Medical Test	-	10
Students' Welfare	15	10
Teachers' Welfare	15	10
Students' Safety Insurance	-	15
Board Sports Fund	20	40
Teachers' Day & Air Force Day Flag	15	15
District Level Exams	20	-
II PU Board exam fee	-	302
NSS	-	50
Rovers & Ranjers	-	50
Sevadala	-	10
Bridge Parents	-	100
<b>TOTAL</b>	<b>1,218</b>	<b>1,739</b>
Special Fee (to meet part-time lecturers' allowance)		
Arts Students	2,000	-
Commerce Students	3,000	-

<b>B.A. DEGREE COURSE :</b>		
Fee Particulars	I Instalment (on admission) ₹	II Instalment (in December) ₹
<b>UNIVERSITY FEES:</b>		
University Sports Affiliation	<b>300</b>	
University Career Guidance	<b>200</b>	
University Cultural Activities	<b>300</b>	
NSS	<b>05</b>	
<b>COLLEGE FEES</b>		
Tuition	<b>940</b>	<b>940</b>
Library	<b>60</b>	<b>60</b>
College Exams	<b>50</b>	<b>50</b>
Medical Test	<b>30</b>	
Calendar & ID Card	<b>50</b>	<b>50</b>
Reading Room		<b>100</b>
Sports & Games		<b>100</b>
Subject Associations		<b>30</b>
College Day & Students' Council		<b>120</b>
College Magazine		<b>300</b>
Students' Safety Insurance	<b>15</b>	
<b>OTHER FEES</b>		
Teacher's Day and Air Force Day Flags	<b>35</b>	
Youth Red Cross	<b>50</b>	
Students' Welfare	<b>25</b>	
Teachers' Welfare	<b>25</b>	
<b>TOTAL</b>	<b>2,085</b>	<b>1,750</b>

I B. Com., II B.Com. & III B.Com.	9,000	9,000
<b>Additional Fee for fresh students (To be paid at the time of admission.)</b>		
<b>PUC</b>		
Admission Fee	50	
Board Registration Fee	30	
Caution Deposit (including Library Deposit)	50	
<b>DEGREE</b>		
Admission Fee	80	
University Registration Fee	500	
Caution Deposit (Including Library Deposit)	250	
University Development Fund	300	
<p>Students from other states will have to pay the prescribed fees and expenses for obtaining the eligibility certificate from the University/PU Board.</p> <p>If a student fails to pay his/her fee on the day fixed for payment in the Handbook a fine at the rate of ₹ 20/- each per week of delay will be levied.</p> <p>If the fee is not paid within one month, the student's name shall be struck off the rolls. If re-admitted, the concerned student shall pay the fees, the fines for all the weeks of delay and a re-admission fee of ₹ 10/-.</p>		

Even if a student's name is on the College Register for only a part of the term, he/she is liable to pay the various fees for the entire term.

## 2. COURSE OF STUDY

The College offers the following courses during the academic year 2019-20

### 1. Pre-University Course (P.U.C)

(Recognised by Karnataka Pre-University Education Board)

### 2. Bachelor of Arts (B.A)

(Affiliated to Mangalore University)

### 3. Bachelor of Commerce (B.Com)

(Affiliated to Mangalore University)

### Languages:

1. English
2. Hindi/Kannada

### Subject Combinations:

### P.U.C.

History, Economics, Sociology, Political Science.  
History, Economics, Business Studies, Accountancy.

### B.A.

1. Business Management, Office Practice & Management and Secretarial Practice
2. History, Sociology and Rural Development

### B.Com.

Compulsory Subjects

SCHEME OF INSTRUCTION AND EXAMINATIONS OF VARIOUS DEGREE PROGRAMMES									
T-Theory, P-Practical, CC-Co-Curricular, EC-Extra-Curricular									
I / II / III / IV					Faculty of Arts				
1. B.A.									
Group	Particulars	No.of courses	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits	
					IA	Exam	Total		
I	3 Optionals * of 3 credits each	3T	3X6	3X3	3X30	3X120	3X150	3X3	
* One or more of the optionals may be courses with practicals or vocational course									
Group II Executive	Course with practicals / Vocational course	1T	4	3	20	80	100	2	
		1P	4	3	10	40	50	1	
Group III Foundation Course	One Course to be chosen from 4 Electives	1T	1X2	1X2	1X10	1X40	1X50	1X2	
		2L	2X4	2X3	2X20	2X80	2X100	2X2=4	
Group IV	Elective Foundation (Any one from Electives)	1T	1X2	1X2	1X10	1X40	1X50	1X1	
		1T	1X2	1X2	50	-	50	1X1=1	

### V / VI Semester

Group	Particulars	No of courses	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	3 Optionals * of 6 credits each	2T	2X5	2X3	2X30	2X120	2X150	2X3
		2T	2X5	2X3	2X30	2X120	2X150	2X3
		2T	2X5	2X3	2X30	2X120	2X150	2X3
* One or more of the optionals may be courses with practicals or vocational course								
	Course with practicals	2T	2x3	2x3	2x20	2x80	2x100	2x2
		2P	2x2	2x3	2x10	2x40	2x50	2x1
	Vocational course	2T	2x3	2x3	2x20	2x80	2x100	2x2
		2P	2x3	2x3	2x10	2x40	2x50	2x1

### SCHEME OF INSTRUCTION AND EXAMINATIONS OF VARIOUS DEGREE PROGRAMMES

#### T-Theory, P-Practical, CC-Co-Curricular, EC-Extra-Curricular

#### 1. B.Com. I / II / III / IV Semester

Group	Particulars	No of courses	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group I	4 Commerce Course	2T	2X4	2X3	2X20	2X80	2X100	2X2
		2T	2X6	2X3	2X30	2X120	2X150	2X6
* There may be a vocational courses in lieu of 2 Commerce courses (one course of 2 credits and other one is of 3 credits)								
	Vocational courses	2(T+P)	2X(4+2)	2X(3+2)	2X(20+5)	2X(80+20)	2X(100+25)	2X(2+0.5)
Group II Elective	One Course may be chosen from 4 Electives	1T	1X2	1X2	1X10	1X40	1X50	1X2
Group III Foundation Course	a. Foundation Languages	2L	2X4	2X3	2X20	2X80	2X100	2X2=4
	b. Elective Foundation	1T	1X2	1X2	1X10	1X40	1X50	1X1
Group IV	EC&CC	1T	1X2	1X2	50	-	50	1X1=1



<b>V Semester</b>									
	Particulars	No. of courses	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits	
					IA	Exam	Total		
Group 1	6 Commerce Courses *	6T	6X5	6X3	6X30	6X120	6X150	6X3	
* There may be a vocational courses in lieu of 2 commerce courses									
	Vocational course	2T	2x5	2x3	2x25	2x100	2x125	2x2.5	
		1P	1x2	1x2	1x10	1x40	1x50	1x1	
<b>VI Semester</b>									
	Particulars	No. of courses	Instruction hrs/week	Duration of Exam(hrs)	Marks			Credits	
					IA	Exam	Total		
Group 1	6 Commerce Courses *	6T	6X5	6X3	6X30	6X120	6X150	6X3	
* There may be a vocational courses in lieu of 2 commerce courses									
	Vocational course	2T	2x4	2x3	2x20	2x80	2x100	2x2	
		1Project	1x4	-	1x20	1x80	1x100	1x2	

### 3. SCHEME OF EXAMINATIONS:

The College will hold monthly tests and periodical examinations to assess the students' academic progress, on the dates shown in the Calendar of this Handbook.

#### Pre-University Course:

In addition to the monthly tests, three examinations will be conducted during the year in October, December and February. The examination in February will be a preparatory/model examination before the final exams.

#### Choice Based Credit System:

The Mangalore University has introduced the choice based credit system in the undergraduate degree programmes effective from the academic year 2019-20.

Each course in a programme shall carry certain number of credits. Credits represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as the number of contact hours, the course content, teaching methodology, learning expectations, maximum marks etc. In the proposed programme, in general 2 hours of instructions per week in a semester is assigned one credit. In terms of evaluation one credit is equivalent to 50 marks in a semester. On this basis a three year degree programme will have a maximum of 100 or 104 credits.

#### Other features

1. The Degree course is to be replaced by 'Degree Programme' and the term subject/paper is to be replaced by course.
2. Each programme of study will have "Core Course", Electives (of Group II & III), Foundation Courses and Extra and Cocurricular activities.

**Attendance in the Internal Assessment exams is compulsory and in normal circumstances a re-examination will not be conducted.**

**Duration of the Programmes:**

The duration of Bachelor Degree Programmes shall be six semesters (three academic years) of 16 weeks each. Each semester shall consist of 16 weeks of study (excluding the time spent for the conduct of final examination of each semester).

**Co-curricular and Extra Curricular Activities:**

Participation of students in Co-and Extra curricular activities is considered to be an integral part of credit based semester system. A student shall opt any one of the following activities under this category during I to IV semester (1 Credit in each semester).

- A) N.S.S./N.C.C/Scouts and Guides/Rangers
- B) Sports and Games
- C) Other Co-and Extra-Curricular Activities as prescribed by the University.

**Internal Assessment:**

The internal assessment marks shall be based on two tests. The average of the two shall be taken as the internal assessment marks.

**Minimum for a pass:**

No candidate shall be declared to have passed the Semester Examination 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, 35% marks in practical examination (for subjects with practicals) and 35% marks in Project work & viva (for vocational subjects) in each of the optional subjects.

In case a candidate fails in any subject, either in theory or practicals, he/she shall appear for theory or practicals of that failed subject only at any subsequent regular examination, within the maximum period prescribed for completing the programme. He/ She must obtain the minimum marks for a pass in that subject (theory and practicals separately).

**Carry Over Provision:**

A candidate who fails in lower semester examinations may go to the higher semester and take the examinations.

**TALLY TRAINING PROGRAMME**

**About Tally Academy**

Tally, the second largest software product company in India is recognized by the National Association of State Boards of Accountancy, USA and International Association of Book Keepers. There is a huge demand for professionals trained in tally, which gives a real edge for becoming a Tally Certified Professional.

1. Basic Course on Tally – Duration – 30 hrs.  
Fees – ₹ 1,000/-

The course is designed to give an opportunity to the student to get acquainted with Tally Accounting Software. The course covers the basics of accountancy.

Classes will be held in Crossland Computer Lab in the morning (10 a.m. – 12 p.m.) and afternoon (2.00 p.m. – 4.00 p.m.) Interested students can contact Mrs. Jyothi, Lecturer, in Secretarial Practice.

## Diploma Courses/Certificate Programmes

The special timings of the college enable the students who join the college to enroll themselves for the following diploma courses offered by the college.

1. Diploma in Basic Managerial Skills
2. Diploma in Communication Skills
3. Diploma in Soft Skills
4. Diploma in Computer Studies
5. Diploma in Environment Management

## The India Theological Seminary

Students who join the College have the opportunity to do parallel diploma and degree courses in Bible Education offered by the Seminary which functions in the same campus.

## Women's hostel

Hostel facilities are provided for girls in the UGC-funded Women's hostel.

There is provision for both vegetarian and non-vegetarian food. An establishment charge of ₹ 4,500 per year has to be paid (Lodging, electricity, water etc.) The mess charges per year is ₹ 19,500 payable in 10 monthly instalments. Concession will be provided to deserving students. For further details contact the Chief Warden.

## 4. CERTIFICATES

- a) All applications for certificates must be made to the Principal in writing. Certificates must be taken from the office in person. If they have to be sent by post, a stamped self-addressed cover must be left at the office. Certificates and mark cards will not be handed over to unauthorized persons.

- b) Applications for certificates should contain the following particulars.

- i) The student's name and initials.
- ii) The date of joining the college and the class in which the student was originally enrolled.
- iii) The class in which the student was reading at the time of leaving the college and his register number.
- iv) The language under part I and optional subjects under part II.
- v) The University exams passed with Reg. Nos. and the year of passing.

- c) The following are the fees charged:

- i) Conduct Certificate : 40.00
- ii) Transfer Certificate : 60.00
- iii) Any other Certificate : 20.00

- d) Certificates will not be issued on less than 24 hours notice.

- e) If Transfer Certificate (TC) is to be sent by post, the required registration charges have to be paid by students.

## DOWN THE MEMORY LANE .....

**Late Prof. A. Sanjeeva Shetty** (1984 – 1987)

**Founder Principal**

**Prof. Mathew C. Ninan** (1987 - 1988)

**Prof. K. M. John** (1988 – 2003)

## FACULTY AND STAFF

- Principal : Prof. Samuel K. Samuel, M.Com. M.S.  
MBA, PGDHRM.
- Vice-Principal : Prof. (Mrs.) Elizabeth Roy, M.Com, M.S.  
(Degree)
- Incharge : Mr. Sheshagiri Bhat, M.A.  
(PUC)

### Languages:

1. Prof. Johnson Jacob, M.A., B.Ed.  
(Head of the Dept.)
2. Mrs. Geetha N. M.A.
3. Mr. Sheshagiri Bhat, M.A.
4. Mr. Naveen Kumar, M.A.
5. Ms. Jyothi, M.A.

### Management Science

1. Prof. (Mrs.) Elizabeth Roy, M.Com., M.S.  
(Head of the Dept.)
2. Prof. Samuel K. Samuel, M.Com, M.S., MBA, PGDHRM
3. Mrs. Jyothi, B.A. (Sec.Practice), M.A.  
(Hist.& Per.Mgt.), M Phil., ADCA.
4. Mrs. Deepa Ananth Rao Kittur, M.A., MBA, PGDHRM
5. Ms. Supriya, M.Com.

### Social Science:

1. Prof. (Mrs.) Reebu Samuel, M.A., M.S., MPhil.  
(Head of the Dept.)
2. Prof. K. K. Gurumurthy, M.A.
3. Dr. G Robert Clive, M.A.(S.W.),MBA., PhD; PGDGC
4. Ms. Saritha, M.A.
5. Ms.Mamatha, M.A.
6. Ms.Smitha Maipadi, M.A.
7. Ms.Jyothi, M.A.

### Commerce :

1. Mr. Girish Rao, M. Com.  
(Head of the Dept.)
2. Mr. Pradeep., M. Com., M.B.A.
3. Mrs. Shashikala., M. Com.
4. Ms. Vanitha Kharvi, M. Com.

### Physical Education:

1. Mr. K. Biju Jacob, B.A., M.P.Ed., M Phil.

### Library:

1. Mrs. P. Shambhavi, B.Com., M.L.I.Sc., Librarian
2. Mrs. Geetha C. Cherian, B.A., B.L.I.Sc., Library Asst.

### Office:

1. Mr. T. I. Mathai, B.A. – Superintendent
2. Mr. Albert Monthero, B.A. – I Div. Assistant
3. Mr. Reji Jacob, M.Com. – II Div. Assistant
4. Mr. Abraham Chacko – II Div. Assistant
5. Mrs. P. Shobha, B.Com. – II Grade Typist
6. Mrs. Sosamma Thomas, B.A., – Clerk cum Typist
7. Ms. Radhika, B.A. – Clerk
8. Mr. Sathish Naik – Attender
9. Mr. Mathew Samuel – Peon
10. Mr. Johny K. M. – Gardener
11. Mrs. Sashikala

### Incharge, UGC Network Resource Centre

Mr. Sudheendra, M.A.

### PUC Section:

Mrs. Shailaja, B.A.

### Human Resources Development Department:

Head of Dept. – Prof. Johnson Jacob, M.A., B.Ed.

**Student Welfare Officer:**

Mr. Biju Jacob K., B.A., M.P.Ed., MPhil.

**Students Council:**

Degree - Director : Mr. Naveenkumar, M.A.

Coordinator - Prof (Mrs.) Reebu Samuel., MA, M.S.,M.Phil

PUC - Director : Mr. Pradeep, M.Com., M.B.A.

**National Service Scheme (N.S.S.):**

Programme Officer - Mr.Girish Rao, M.Com.

Coordinator - Prof.K.K.Gurumurthy, M.A.

**Personal Counselling Centre:**

Counsellor : Dr. Robert Clive G,  
M.A.(S.W), MBA., Ph.D., PGDGC

Woman Counsellor : Prof. (Mrs) Elizabeth Roy,  
M.Com., M.S.

**Youth Red Cross:**

Programme Officer : Mrs. Jyothi, B.A. (Sec. Practice) M.A.  
(Hist. & Per.Mgt) ; ADCA

**Sexual Harassment Prevention Cell**

Prof. (Mrs) Elizabeth Roy, M.Com. M.S.  
(Chair Person)

Mrs. Jyothi, B.A. (Sec.Practice) M.A.  
(Hist. & Per.Mgt) ; ADCA

Mrs. Shobha P., B.Com.

Mrs. Smitha Maipady, M.A.

Ms. Jyothi, M.A.

**Anti Ragging Cell**

Prof. Johnson Jacob, M.A., B.Ed.

**Career Guidance Cell**

Dr. Robert Clive G, M.A. (S.W), MBA., Ph.D., PGDGC

**Personality Development Cell for Women**

Mrs. Smitha Maipady, M.A.

**Alumni Placement Cell for Women**

Mrs. Shambhavi P., B.Com., M.L.I.Sc., Librarian

**SC/ST Cell & Equal opportunities Cell**

Liaison Officer : Prof. (Mrs) Reebu Samuel, M.A., M.S., MPhil

**Human Rights Cell:**

Mrs. Mamatha, M.A.

**Nature Club**

Mrs. Saritha, M.A.

**N.C.C.**

Mr. Biju Jacob K., B.A., M.P.Ed., MPhil

**List of Academic Counsellors:**

- III B.A (Mgt.Sc.) - Prof. (Mrs.) Elizabeth Roy
- III B.A (Soc. Sc.) - Prof. (Mrs.) Reebu Samuel
- III B.Com. - Mr. Pradeep
- II B.A (Mgt.Sc.) - Mrs. Deepa Rao
- II B.A (Soc.Sc.) - Prof. K.K.Gurumurthy
- II B.Com. - Mr. Naveen Kumar
- I B.A (Mgt.Sc) - Mrs. Jyothi
- I B.A (Soc.Sc) - Dr. Robert Clive.G
- I B.Com. - Mr. Girish Rao

