

St.Anne's Evening College

(A Unit of Society of Sisters of St.Anne)



HAND BOOK 2020-2021

#23, Cambridge Road, Halasuru, Bangalore-560 008

Phone:080 25306814, 25544454

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Servant of God

MOTHER THATIPATHRI GNANAMMA

(1822 - 1874)

Foundress

Society of Sisters of St. Anne, Chennai

President

Rev. Mother Jacqueline Mary
Superior General

Vice-President

Rev.Sr. Margaret Fatima Mary
Provincial, Bangalore Province

Administrator & Secretary

Rev.Sr. Margaret Julie

Principal

Prof.Veena Kumari.V

PERSONAL INFORMATION

Name: _____

Class: _____

Reg. No: _____

Residential Address: _____

Blood group: _____

Parents' Name: _____

Parents' Contact No: (R): _____

Parents' Contact No: (M): _____

THE UNIVERSAL PRAYER

Our Father Who Art in Heaven Hallowed be Thy name Thy Kingdom come Thy will be done On Earth as it is in Heaven Give us this day our daily bread Forgive us our sins As we forgive those who sin against us Do not bring us to the test But deliver us from evil.

- Jesus

PRAYER FOR OUR COUNTRY

Into that Heaven of freedom, my father

Let my country awake

Where the mind is without fear

And the head is held high

Where the Knowledge is free

Where the world has not been

Broken up into fragments

By narrow domestic walls

Where words come out from the depth of truth

Where fireless striving stretches

Its arms towards perfection

Where the mind is led forward by Thee

Into ever winding thought and action.

- Rabindranath Tagore

PRAYER FOR STRENGTH

This is my prayer to you my Lord
Strike, Strike at the Root of Penury in my heart
Give me the strength
Lightly to bear my joys and sorrows
Give me the strength
To make my love fruitful in service
Give me the strength
Never to disown the poor
Give me the strength
Not to bend my knees before insolent might Give me the strength
Not to bend my mind high above daily trifles Give me the
strength
To surrender my strength to your will with love.

- Rabindranath Tagore

PRAYER FOR PEACE

Lord make me an instrument of Thy Peace.

Where there is injury, Pardon;

Where there is doubt, Faith;

Where there is despair, Hope;

Where there is darkness, Light;

Where there is sadness, Joy.

O Divine Master, grant that I may not

So much seek to be consoled as to console

To be understood as to understand

To be loved as to love

For it is in giving that we receive;

It is in dying to self that we are pardoned;

It is in dying to self that we are born to eternal Life.

- Francis of Assisi

The College team of Instructors

Principal

Ms.Veena Kumari.V, M.Com.,M.Phil,(Ph.D)

Department of Commerce

Ms.Veena Kumari.V, M.Com.,M.Phil, (Ph.D)- HoD

Mr.Mohammed Aftab, M.Com

Ms.Ananthi.R, M.Com, M.Phil.,

Ms.Deepu.B, M.Com,

Ms.Usha. BS, M.Com,

Ms.Priyadharshini, M.Com,

Department of Economics

Mr. Ranjith Kumar.A, M.A, M.Phil, MBA, D.C.A, K-SET. NET

Department of English

Ms.Vineetha, M.A, M.Phil

Department of Hindi

Dr.Puttanna.HR, M.A.M.Phil.,B.Ed.,PGDHT, Ph.D.

Department of Kannada

Dr.Prasanna Kumar C.L , M.A, Ph.D,

Department of Library & Information Science

Mr. Ravi. H, M.L.I.Sc, M.Phil,M.A,B.Ed,

Department of Psychology

Ms.Rajeshwari, M.Sc, KSET, NET

Ms.Sindhya Prida, M.Sc,

Department of Physical Education

Mr.Krishna.S M.P.Ed

Department of Sociology

Sr.Louis Draviam, M.A,M.Phil

Ms. Shobha. T. M.A

Non-Teaching Staff

Mr.Manjunath, M.A

Mr.Gopi.V

Ms.Revathi

Institution

St. Anne's Evening College is located at #23, Cambridge Road, Halasuru, Bangalore-560 008. The College is managed by the Society of the sisters of St. Anne, founded by Mother Thatipathri Gnanamma. She had a great vision in changing the life of thousands of Young, deserving and marginalized women through education. Following her footsteps, St. Anne's sisters are in the service of education for more than a century.

St. Anne's Evening College is a unit of the Society of sisters of St. Anne. St. Anne's has a very long history of 150 years in providing quality and value based Education. St. Anne's is now focusing to develop today's youngsters into best teenagers getting to jobs with confidence and an absolute clarity about their future.

St. Anne's Evening College was started in the year 2010, to serve the student community through its commitment for Innovation in Education. It is a Co-educational college and is affiliated to Bangalore University.

Vision

To provide Humanizing and Liberalizing Education to the youngsters who would be responsible citizens and would create a just society in solidarity with others. So as to form responsible citizen who in solidarity with others will create a just society.

Mission

To empower young men and women, with knowledge, skills and competence and to provide them with opportunities to understand the present society and critically analyze its structures and enable them to contribute in creating a more human and just society.

AIMS & OBJECTIVES

1. To Foster Academic Excellence

The Humanities and Commerce students who enter the portals of this institution shall acquire sound and thorough knowledge in academics, and be competent in intellectual pursuit and become preferred personnel by any organization.

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2. Personal and Interpersonal Skills

To facilitate in discovering their potentials, develop their talents and aesthetic sense, to inculcating soft skills that would be helpful and in harmonious interpersonal relationship and teamwork. To cultivate sincere respect for the essential dignity, freedom and equality of every person.

3. Spiritual pursuit

The extra-curricular activities shall provide the young women knowledge of world religious and the society and shape them into citizens who are morally sound and have personal conviction, deep compassion, competence and commitment, to the larger world community.

4. Social consciousness:

The Eco Club, Social Leadership Club, Women's Cell, NSS and AICUF form the students through awareness on the plights and needs of the society and equip them with skills to work on the transformation of the society with commitment.

COURSES OFFERED

Three year degree courses as per Bangalore University Syllabus

B.Com

B.A. (Psychology, Economics & Sociology)

There will be six semester examinations conducted by Bangalore University

Required Certificates

- ✓ Transfer Certificate (TC) from the college last attended.
- ✓ PUC or equivalent Marks card and conduct certificate.
- ✓ Migration Certificate in case of students who have passed any examination other than Karnataka PU board examination
- ✓ SC/ST, Backward class and minority certificates from Thasildar for the Government Scholarship.

Additional documents in case of foreigners.

- a) Valid student Visa
- b) AIDS test clearance certificate
- c) Passport copy
- d) Residential permit

Soon after the interview, the candidate if selected shall be enrolled on payment of fee prescribed for each course.

Rules and Regulations

The Institution strongly believes in creating a just society through right education to the students. Keeping in view the betterment of the students the management expects certain disciplinary actions from the students

CLASS HOURS

1. The first bell for the class is rung at 4.45 pm and the second bell at 5.00 pm for the commencement of the class. A bell is given at the end of each period.
2. At the first bell, students shall go to their respective classes and take their seats so as to be present when the teacher enters.
3. Students shall occupy the seats assigned to them in the alphabetical order and shall not change them without the permission of the teacher.
4. No student shall leave the classroom during a lecture without the permission of the teacher.

ATTENDANCE

1. Attendance will be taken at the beginning of each hour.
2. A student who is not in the class when attendance is taken will be marked absent.

3. Late-comers will not be admitted to the class without an admission slip from the Principal or a person authorized by her/him for the purpose.

LEAVE OF ABSENCE

1. A student requiring leave for a portion of a class must apply to the teacher in person before the class begins.
2. (a) A Student requiring leave for a whole session or more must apply for it in writing to the Head of the Department.
(b) All leave application must be sent in the prescribed form available in the College Office.
3. A student who applies for long leave on grounds of illness must attach a medical certificate from a Registered Medical Practitioner with his/her leave application form. In any case, the medical certificate must reach the College Office within 5 days of the student's return to the classes. Medical Certificates submitted later will not be accepted. Production of the medical certificate will not automatically enable a student to get condonation of shortage of attendance.
4. No student shall absent himself from the college without permission. Application for leave must be made beforehand to the Principal through the Head of the

Department. When the absence is due to unforeseen causes an application for leave must be submitted as soon as possible and in no case, later than the first day of his return to the College. Leave applied for in time will ordinarily be granted when proper reasons are given, but in case of sickness exceeding three days, the Principal or HOD may insist on the production of a Medical Certificate.

5. Application for leave from a student should be counter signed by the parent/ guardian.
6. If a student absents himself for five working days without leave, his/her name will be struck off the rolls, unless he can show that his failure to obtain leave was unavoidable.
7. Attendance will be taken during every hour of the day. Students coming late are liable to be fined.
8. The admission to Examinations will in no case be granted unless
 - a. The HOD is satisfied with the performance of the student, and
 - b. The student has attended not less than three-fourths of the number of working days/hours (75%) in the academic year.

9. Continued absence without permission for more than 10 working days will render a student liable to have his / her name struck off the rolls of the College.

Eligibility to appear for the Semester Examinations

A student will be eligible to appear for the Semester Examinations at the end of a semester only if,

1. He / She puts in at least 75% attendance at classes, practicals, language compositions, etc.
2. He / She shows satisfactory progress in studies, in all tests and examinations conducted by the College / Department during the semester and secures at least reasonable minimum marks in them. Absence from Tests and Examinations will be viewed seriously.
3. His / Her conduct in the College during the semester has been satisfactory.

GOOD MANNERS AND BEHAVIOUR

1. Students attending classes, meetings or other gatherings within the College are expected to be presentably dressed in accordance with approved etiquette.
2. When a student meets a member of the staff for the first time in the day, he / she must greet him / her appropriately.
3. Students are forbidden to smoke in the College premises, to write or make any mark on the walls or desks or throw paper or ink on the walls or floors of the classrooms or corridors. Severe action will be taken against the offenders.
4. Students are not allowed to loiter about or stand in the verandahs or corridors of the College during class hours

GENERAL CODE OF CONDUCT

1. The students of the College are to conduct themselves on and off the College premises in such a way as to maintain the good name of the College as well as their own.
2. Every student shall wish the members of the teaching staff on the occasion of his first meeting them for the day within the College.

3. No student will leave his classroom without permission or until the teacher instructs the class to disperse.
4. Students are advised to cultivate the habit of reading notices posted on the College notice boards. Ignorance of any notice thus posted will not be accepted as an excuse for failing to comply with it.
5. Smoking in the precincts of the College, spitting, throwing waste paper or rubbish except in the receptacles provided for the purpose, is prohibited.
6. While moving from one class room to another or while dispersing from a class, students should avoid making noise.
7. Loitering or collecting in groups anywhere within the College campus is strictly prohibited.
8. When students are free they are expected to engage themselves silently in study or other useful pursuits.
9. The students should park their vehicles only in the places earmarked for them. The College will not take any responsibility for the loss of any vehicle.
10. No student shall enter the College Office, unless expressly permitted.
11. Students are forbidden from joining any organisation or conducting any meeting in the College or collecting

money for any purpose without the express permission of the Principal.

12. Under the Karnataka Government Educational Rules, the Principal is empowered to inflict fine, withhold attendance certificate, suspend and expel a student, if considered necessary.
13. Ragging is strictly prohibited and is punishable by imprisonment.
14. The students should be decently dressed. T-shirts and gaudy dresses are prohibited.
15. Students are not supposed to use cellphone in the College premises.
16. The students are responsible for the equipments / facilities provided in the class room. In case of damage to the property a collective fine will be levied for the entire class.
17. The student has to be alert to all the announcements with regard to paying the college fees, Exam fees and obliged to pay them on or before the stipulated date. The last minute payment at the time of Semester Exams will not be permitted. The students and the Parents need to accept the decision of the college in case of delay or Non Payment.

18. No recommendations or Political influence is encouraged.

Your cooperation is solicited in this regard.

CERTIFICATES

1. For the issue of any certificate, an application has to be made by the student giving details about him / herself.
2. A notice of two working days is ordinarily necessary for the issue of a certificate.
3. A student will be furnished a TC on application, if he applies within five working days of the term succeeding his departure from the College and has paid the entire course fee. Application made after one year will attract search fee, as per rules.
4. Duplicate Degree Grade/Mark Sheets are not ordinarily issued. The students should apply to the Bangalore University, for obtaining them.
5. The original certificates submitted to the college will not be given back for any purpose till the student leaves the college. The students are therefore advised to keep sufficient number of photo copies of the certificates with them.

6. Any student, past or present, wishing to obtain a Transfer / Conduct Certificate must apply for it in writing stating his/her name with initials, the year and the class in which he/she studied or after which he/she left the College, his / her College Roll Number and his/her address. Certificates will be issued only on 48 hours' notice to the College Office.
7. No certificate will be posted unless a sufficiently stamped, self-addressed envelope is enclosed with the application.

FEE REGULATIONS

1. The academic year for fee purposes shall be divided into two terms: The first term commences from the re-opening of the College after the summer vacation and continues till the end of October. The second term commences from the last week of November and continues till the end of March/ April, normally.
2. The Term fees shall be paid in one installment except where otherwise specified.
3. Every student has to pay the whole fees for the year during any part of which his/her name is on the rolls and his / her attendance registered, whether such fee be paid in

one sum or in two installments, except where otherwise specified.

4. The whole amount of the first term fees must be paid by a new student before his/her name is on the rolls and his/her attendance registered except where otherwise specified.
5. All fees payable by students shall be the paid only at the fee Counter. The person incharge will issue a receipt for every payment. Students must preserve these fee receipts carefully till the end of the course.
6. Names of students who have not paid the whole fees before the last day for payment of the fees with fine are liable to be struck off the rolls. Such students will be re-admitted only on payment of the entire amount of the fees due with fine along with Rs.600/- as re-admission fee. They will also lose attendance from the date on which their names are struck off the rolls till the date of their re-admission.
7. Holders of scholarships and fee Concessions from Government or University or College or other sources are also bound by all the foregoing regulations.
8. Fees once paid will not be refunded under any circumstance.

9. A student leaving after joining the course will have to pay the fee for the entire course duration.
10. Any student who is absent for the first five working days after admission will forfeit his seat.
11. Absence from the college, whether with leave or without leave, forms no ground for exemption from the operation of the above rules.

Admission Eligibility:

- Anyone who has passed IIPUC/Class 12/Intermediate / equivalent to 10+2 years of learning.
- **Lateral Entry Admission to second year B.Com:** A student who has completed her Diploma in Secretarial Practice.
- Only the students who studied Commerce and Accounts in PUC are eligible to take Commerce course in Degree.
- SC/ST Students should produce their Original Caste Certificate and Income certificate at the time of Admission.

Permission is required

- To arrange private tuition under any one of the faculty members
- To take part in competitions in any other institutions as a student of this college.

- To join in a Sports Meet or playing in tournaments, outside the college.
- To raise fund for any purpose what so ever.
- To arrange meeting, party, picnic etc.

Tests and Exams

- In order to inculcate a regular study habit in students and to assess their progress, the college conducts tests in addition to Mid Semester and End Semester Examination.
- The students who fail in more than two subjects and who are absent for the test shall take up a retest.
- The performance of the student along with attendance is communicated to parents through the report.
- In addition to the centralized examinations in each term, weekly tests may be held from time to time for all classes at the discretion of the Heads of Department. Serious notice will be taken of absence from these tests and the progress of the student in these tests will be also taken into consideration for the purpose of granting attendance certificates and CIA marks.
- The Examination Cell is responsible for the conduct of examinations.

Rules for admission and withdrawal

1. Candidates for admission to the first year course should have passed the qualifying examination accepted by the Syndicate. Every candidate for admission should present his transfer certificate from the school or college, which he last attended. Application for admission from private candidates will be entertained only if they are accompanied by eligibility certificate from the University.
2. Candidates who are admitted on the basis of qualifications of other Universities or bodies should fully satisfy all the prescribed conditions and such admissions are subject to recognition and confirmation by the Bangalore University. The provisional admission is at the risk of the candidate.
3. Students who are found to have obtained admission by false representations or fake certificates will be summarily dismissed with forfeiture of all fees paid.
4. No student will be enrolled or permitted to attend classes until the fees due from him have been paid. This will be strictly adhered to.
5. The student must keep the fee receipts carefully and must produce them whenever required.

- All enquires by the students to the office will be attended to before the class hours. Students are advised not to come to the office for enquires during class hours.

Placement

- The college has full time placement officer to ensure job opportunities to the students. It trains students and creates Placement by inviting various companies to the campus.
- The regular companies that visit us are:



Activities

The creativity is brought to the fullest in the Departmental Cultural Fests, Intra College Fest, Inter Collegiate Fests..

The Main objective of the college is to empower young Boys & Girls with knowledge, skills and competence, to help them grow

as responsible citizens of the Society the various Clubs and activities are organized. The clubs help them nourish their leadership skills and act just at the given situations.

NSS (National Service Scheme): Organizes Outreach programmes like Village camps, Social Awareness Programmes, Blood Donation camps and so on.

Sports Committee: The College keeps the overall development of the students in mind and has appointed a full time Physical Instructor. It organises regular sports activities. Students are given chance to participate in the intercollegiate sports events conducted by the University and represent the college at state and national level.

Cultural Committee: The committee aspires at creating life with the culture of music, dance, art and beauty. They perform during the important events at college and represent the college at various intercollegiate fests.

Women Cell: The Cell tackles the problems of the Students. It Organizes Women's' Day Programme and brings in awareness on the plights of Women and the rights pertaining to issues that can

create a safer Environment promising empowerment and dignity as women.

The student is required to be a part of at least one of the above mentioned committees and clubs. A portion of internal marks would depend upon the participation of the students in the activities conducted by the various committees.

Grievance Cell: It deals with the grievances of the students and helps them rectify the issues making them comfortable and secured in the campus.

To Parents

- Parents / Guardian have to pay the college fee at the beginning of the academic year. They are requested not to give way for the college to hold the Hall tickets at the end.
- Parents need to go through the Report Card sent to them for signature and take remedial measures, if needed.
- Parents/Guardian may bring any suggestion and complains, to the notice of the Principal and not to the staff directly.
- Parents/Guardian should not enter the class rooms.

- Parents/Guardian should not meet the students in the college premises without the prior permission of the principal.
- Parents are requested to do their part in enforcing regularity, punctuality and discipline.
- As parental co-operation is indispensable for the proper education of the children, you are requested to keep in touch with the college authorities about the progress and conduct of your child. No third party intervention is allowed. Any grievance or issue to be smoothly handled between the college and the parents only.

Student's responsibilities

The students shall

- Appreciate the institution goals and objectives and contribute to the realization of the same by participation in all institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulation of the institution.
- Follow the time schedules, rules and regulations, undertake regular and intense study of learning materials
- Make optimum use of the learning resource and other support services available in the institution.

- Prepare for Internal Assessments, Tests and Semester Examinations.
- Give feedback for system improvement. Have faith and ability to pursue lifelong institution.

Library Rules

- ✓ Books issued are to be returned within the due date.
- ✓ Overdue charge is Rs.5/- per day per book.
- ✓ Maintain silence and discipline in the library.
- ✓ Library books will be issued between
4.00-5.00 pm and 7.00 - 7: 15 pm
- ✓ Reference books are not for circulation.
- ✓ Sign in the register when you enter the library.
- ✓ Books issued should be returned within 7 days.
- ✓ Conversation in the library is strictly prohibited
- ✓ Do not make any mark with pen/pencil in the book do not
fold/tear the pages.
- ✓ The books taken from the shelves must be left on the table
and not back on the shelves.

EXECUTIVE BODIES

IQAC: Ms.Veena Kumari. (Principal)
Dr.Puttanna.HR
Dr.Prasanna Kumar
Mr.Ranjith Kumar
Ms.Priyadharshini
Ms.Lakshmi Nagaraj

SWO: Mr. Krishna (Co-ordinator)
Mr.Ravi

Staff Co-ordinator: Mr.Ranjith Kumar

Exam Committee: Mr.Deepu.B (Co-ordinator)
Mr. Krishna

Grievance Cell: Dr.Prasanna Kumar

Placement Cell: Mr.Anil (Co-ordinator)

College Magazine: Ms.Veena Kumar.V
Dr.Puttanna.HR
Ms.Rajeshwari

College News Letter:Mr.Ranjith Kumar.A

Anti-Ragging Committee: Mr.Ravi.H
Ms.Vinitha

Anti-Sexual Harassment Cell: Ms. Vineetha.CA

Cultural Committee: Dr.Puttanna.HR
Ms.Shobha.T

Dr.Ambedkar Cell : Mr.Krishna.S
Mr.Ravi

Alumni/ae: Mr.Mohamed Aftab
Ms.Sindhya

Sports: Mr.Krishna
Ms.Deepu
Ms.Vineetha

Editorial Board : Ms.Veena Kumari, Chairperson
Rev.Sr.Margaret Julie
Mr.Ranjith Kumar