SESHADRIPURAM COLLEGE

STUDENT HANDBOOK FOR MCA 2023– 2024

INSTITUTIONS

SESHADRIPURAM, BENGALURU-20

NAAC A++ ACCREDITED | PERMANENTLY AFFILIATED TO
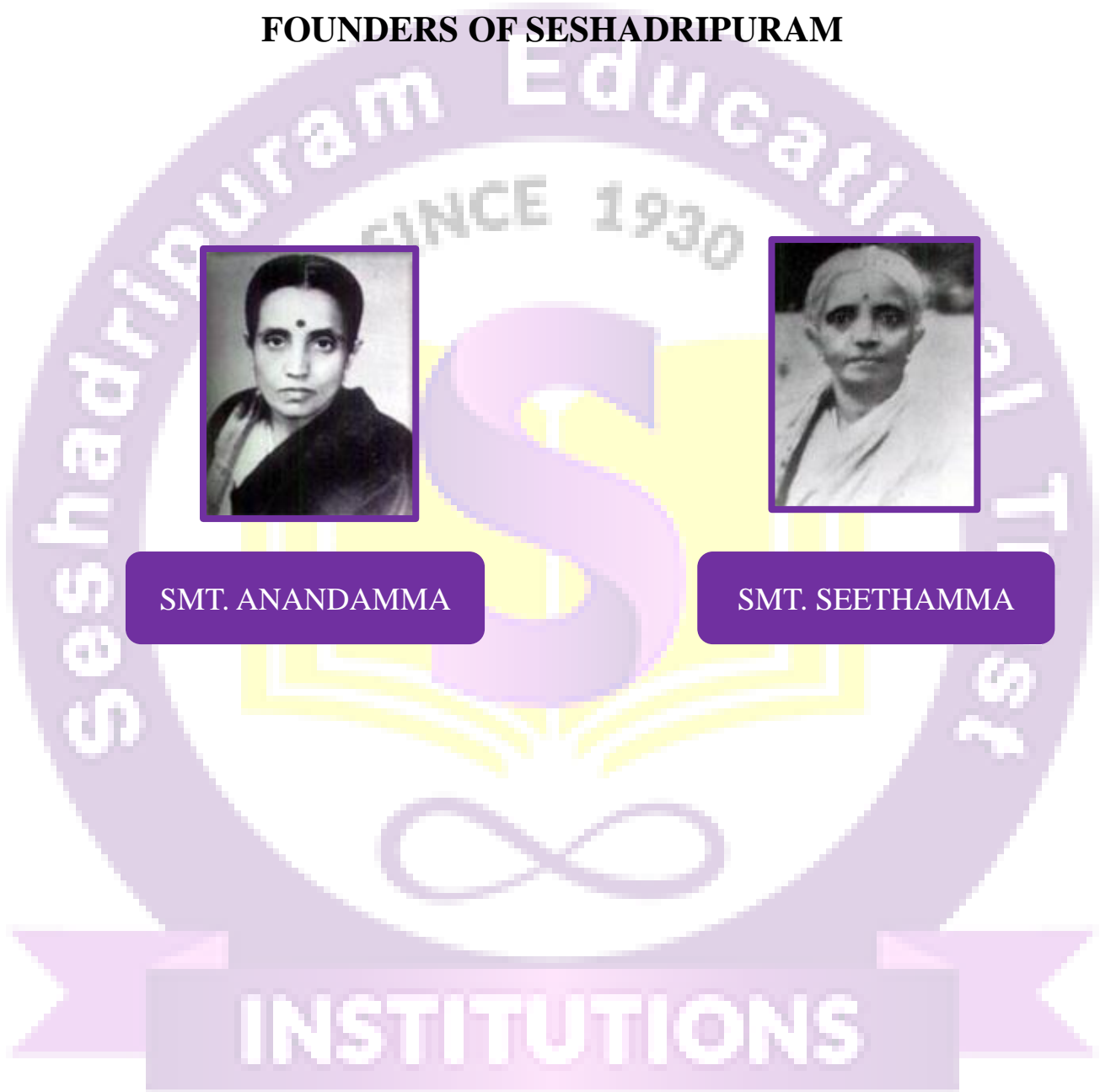
BENGALURU CITY UNIVERSITY

ISO 9001:2015 Certified

FOUNDERS OF SESHADRIPURAM

SMT. ANANDAMMA

SMT. SEETHAMMA

A GREAT JOURNEY BEGINS WITH A SMALL STEP

Dr. Wooday P. Krishna

Ph.D., D.Litt. (Hon.)

Fellow, World Academy of Productivity Science

Technocrat, Educationist & Social Activist

Our Institutions not only render the students as employable workforce of our country but as responsible citizens of our great nation with a strong foundation of culture and values. With the right amount of mentoring and personal training we continue to be a premier conglomerate of institutions which students look up to as avenues of hope, growth and success.

The Governing Council is the central decision - making body of the college. Composed of members of the Management, a University representative and senior faculty members, the Governing Council meets every 3 months to evaluate the work of the interim period, assess needs and plan for the next three months. The Governing Council ensures that all necessary infrastructure and staff requirements are fulfilled without undue delay.

Sri. M. S. Nataraj
Chairman

Education enables an individual to stand with the right, positive vision as well as remain Just at all times. We aim to move further and create leaders, visionaries, across all walks of life social who can actively participate in the formation of new India.

Dr. B. G. Bhaskara
Principal

Awards and Recognitions:

ISO Certificate – ISO 9001:2015 ⟹

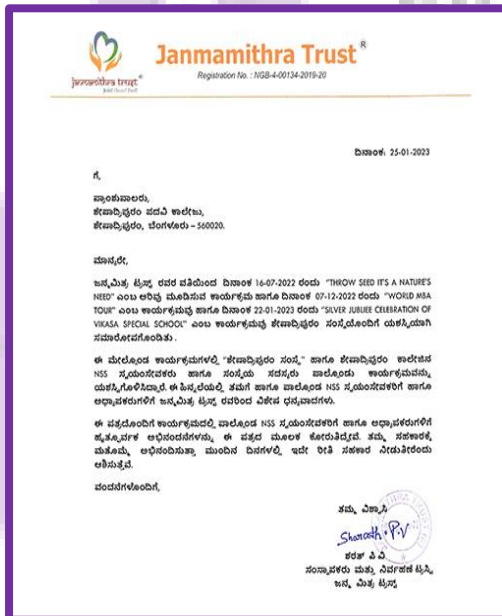**NAAC(National Assessment And Accreditation Council) – 2023 Cycle 4 Accredited with A++**

Recognitions:

- **India Today MDRA Survey 2022: Ranked 41st amongst Best Commerce College in India**
- **Education World Survey 2022-23: Ranked 16th at all India Level**

Appreciations:

Appreciation from Indian Red Cross Society – NSS Unit ⟹

Appreciation from Indian Red Cross Society – Janmamithra Trust 2023

CONTENTS

ABOUT THE COLLEGE

Established in 1973, Seshadripuram College has carved a niche for itself among the premier education in Karnataka. It has maintained the highest grade - 'A++' in the fourth cycle of NAAC accreditation. It regularly features among the top 50 Commerce colleges of the country in the India Today rankings. It is reputed particularly for its high academic standards and excellent placements.

In the four decades of its existence, the student strength has grown substantially from 30 students at inception to its present strength of 3000 students, with a commensurate expansion in faculty strength. The institution realizes that national development requires a strong human capital base to be produced through an education system which fosters thinking, creativity and a strong sense of social responsibility. The college attempts to create a challenging teaching-learning environment which equips students with the knowledge and skills required to face the challenges of globalised environment without sacrificing the core values of our culture. It prides itself in its cultivation of a warm, cordial and mutually supportive relationship with all its stake holders.

Vision

To empower every individual with knowledge and Self-Confidence.

Mission

To enable students to develop as intellectually alive, morally upright, socially responsible citizens with a positive attitude, ever ready for continuous personal and professional growth.

POST-GRADUATE DEPARTMENT OF COMPUTER APPLICATIONS

ABOUT MCA PROGRAMME

Seshadripuram College, Bangalore, offer MCA course affiliated to Bangalore City University under AICTE regulations in 2023-24. The Master of Computer Applications (MCA) is a two-year program designed for students to flexibly adapt, consistently adhere to principles, effectively apply their skills, and strive for a harmonious balance and excellence in their careers. Through this empowerment, they are enabled to contribute significant value to both Industry and Society.

VISION

The department envisions building technically skilled, knowledge driven students who are industry ready and are able to meet all challenges by being socially responsible Quality driven citizens for the nation.

MISSION

- ❖ To bridge Industry academia gaps through quality driven learning environment by providing participative and experiential learning opportunities.
- ❖ To impart holistic and inclusive technological learning through a blend of value-based education.
- ❖ To nurture skills and aim for professional development and progress through sustained and innovative learning methods.

UNIVERSITY REGULATIONS

Regulations of Master of Computer Applications (MCA) course as per the Bangalore city of University are as follows:

- ❖ **TITLE OF THE COURSE:** The course shall be called MCA – Master of Computer Applications.

- ❖ **DURATION OF THE COURSE**: The course of study shall be two years.

- ❖ **ELIGIBILITY FOR ADMISSION**: A candidate with any degree of a minimum of 3 years duration (10+2+3) of Bangalore university or of any other University equivalent there in to with a minimum of 50% of marks in the aggregate of all subjects including languages, if any, provided further, that the candidate has studied Mathematics / Computer science /Business Mathematics / Statistics / Computer Applications / Electronics as a subject at PUC level or equivalent HSC (XII Standard) or at Degree level is eligible for admission to MCA Course. Relaxation to SC/ST, Group I be extended as per University norms.

- ❖ **ATTENDANCE**: In each Semester a candidate should be considered to have successfully undergone the prescribed Course of study if the candidate has attended at least 75% of the classes in each subject (Theory, Lab & Practical).

- ❖ **SCHEME OF EXAMINATION**:

    The Internal Assessment marks should be decided for each of the theory subjects by conducting 2 tests, each of 60 minutes' duration, spread over the span of a Semester. A seminar/assignment should also be given by the student in each semester and the same to be assessed and evaluated for internal assessment along with two tests.

    The Internal Assessment marks in Practical course is based on the performance in the Laboratory. The Internal Assessment marks for Project work of a candidate is based on the dissertation and seminar.

- ❖ **ELIGIBILITY TO GO TO THE HIGHER SEMESTER**:
    - o A Candidate is allowed to carry over all the previous uncleared (failed) theory papers and Practical's to subsequent semesters from the first to fourth semester.
    - o The maximum period for the completion of the course shall be four years from the date of admission.

- ❖ **MINIMUM FOR PASS AND DECLARATION OF RESULTS**
    - o For a pass in a semester, a candidate shall secure a minimum of 40% of the marks prescribed for a subject in the University Examination (Theory, Practical, Project work)

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and 50% of the marks in the aggregate inclusive of the Internal Assessment marks obtained in all subjects put together.

o The candidates who do not satisfy 7(A) shall be deemed to have failed and have to take exams in the subjects in which he has secured less than 40% at the University examination.

o Provision is made for rejection of results of all the subjects of a Semester only once, if the candidate decides to reappear for all the subjects of that semester. Such rejection should be made within 30 days of announcement of result, by making a written application, through the Head of the Institution. If such rejection is in respect of the results of all the subjects of one semester and earn fresh Internal marks as well.

o The results of any semester will be declared as pass or fail as the case may be in accordance with regulation 7(A).

o To be eligible for the award of the MCA degree, a candidate shall have completed the scheme of training and passed in all subjects prescribed for the Course.

o Further to regulation 7(A), the classification followed by the University for all PG courses shall be made applicable for the declaration of results of each Semester.

❖ **CLASSIFICATION OF RESULT FOR THE MCA COURSE AND DECLARATION OF RANKS:**

Further to regulations 7(A) and 7(F), the names of all successful candidates securing First Class with Distinction and First Class in the First attempt shall be arranged in the order of Merit and only first FIVE Ranks shall be declared.

❖ **A CANDIDATE SHALL COMPLETE EXAMINATIONS OF ALL SEMESTERS OF MCA COURSE WITHIN - FOUR YEARS FROM THE DATE OF ADMISSION.**

MCA PROGRAMME OUTCOMES

- **PO 1: Computational Knowledge:**

  Understand computing and optimization techniques using mathematics and computational models for solving real-world practical problems

- **PO 2: Problem Analysis:**

  Formulate the problem in familiar and non-familiar contexts, conduct the feasibility study, and solve real-world problems through analysis that aims for optimal solutions

- **PO 3: Design / Development of Solutions:**

  Design and develop solutions for real-world problems by identifying relevant assumptions and formulating arguments, which provides user satisfaction in the multi-disciplinary sector

- **PO 4: Conduct investigations of complex Computing problems:**

  Conduct literature surveys through research papers, and survey techniques to extract information to understand complex problems, formulate hypotheses, and test them with qualitative and quantitative data.

- **PO 5: Usage of Modern Tools:**

  Develop or select, and apply relevant algorithms/techniques, and resources, using modern IT tools to solve complex computing problems and use appropriate software for analysis of data.

- **PO 6: Professional Ethics:**

  Understand professional ethics, cyber ACT/ regulations, and responsibilities with societal concern and adopt objective, unbiased and truthful actions in all aspects of work.

- **PO 7: Life-long Learning:**

  Engage in the lifelong learning experience to gain and improve knowledge and competency as a computing professional and to inculcate a healthy attitude for lifelong learning.

- **PO 8: Project Management and Finance:**

  Demonstrate knowledge and understanding of software engineering and management principles and manage projects efficiently as a leader considering economical parameters.

- **PO 9: Communication Efficacy:**

  Communicate effectively with the computing community and with society effectively by writing technical documentation, giving presentations, discussing instructions, and constructing logical arguments using the correct technical language related to the field.

- **PO 10: Societal and Environmental Concern:**

Understand responsibilities and consequences based on societal, environmental based national or international issues relevant to computing techniques and contribute to nation building.

- **PO 11: Individual and Teamwork:**

  Work effectively as an individual, as a member, or as a leader inspiring people in teams in multidisciplinary sectors.

- **PO 12: Innovation and Entrepreneurship:**

  Identify an opportunity for innovation in day to-day activities and enable an ecosystem to look for innovation opportunities that will help a large set of people be happy and thus allowing them to focus on improving what they do.
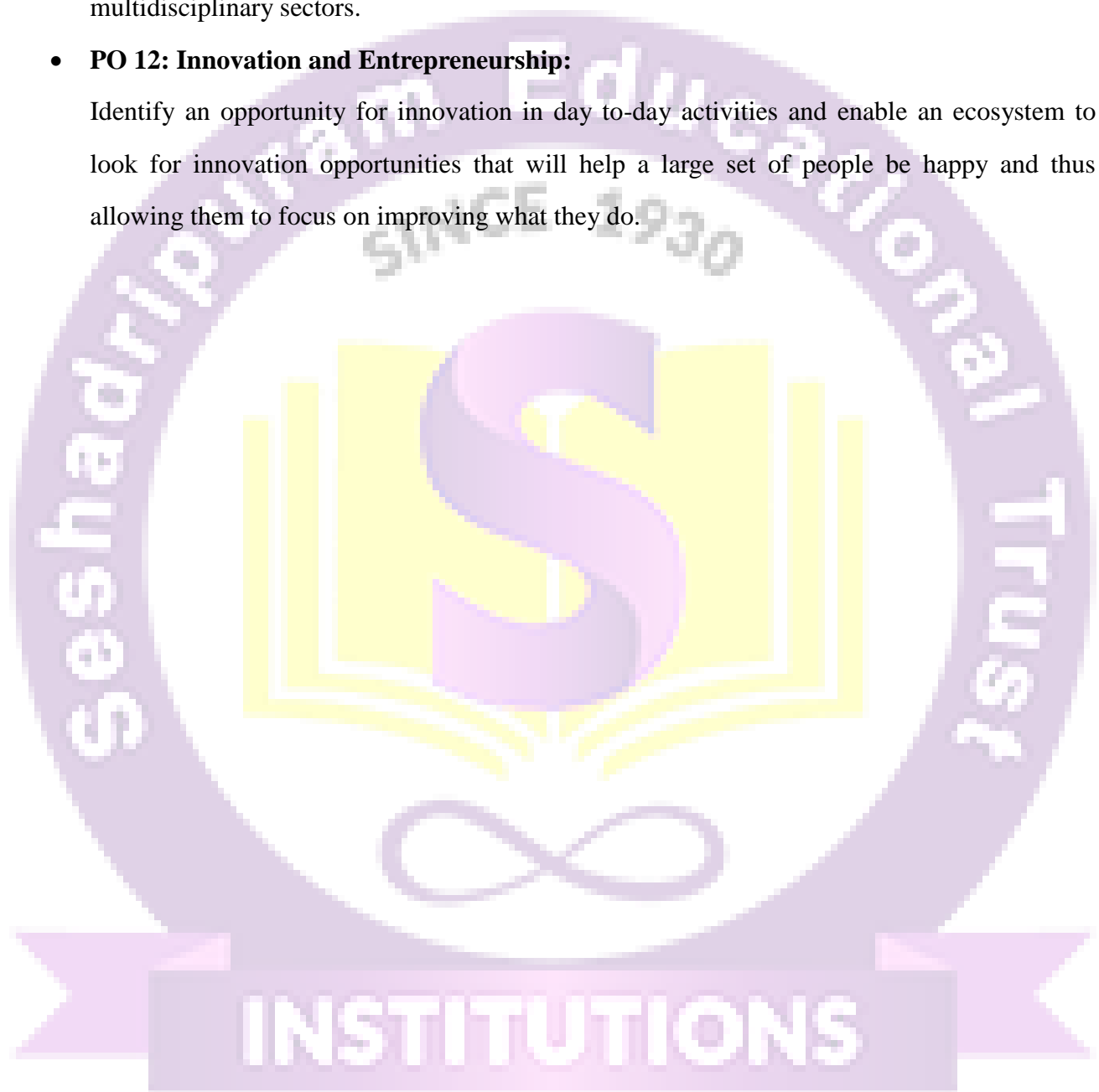
MCA Staff

The MCA Department aims to provide key computer skills and abreast the students towards real world technological progress in the domain of Computer Applications to provide an environment to boost up the employability prospects among our students.

The program exposes students in developing, programming, networking, computer and mobile software, app development, etc. It offers great opportunities to students to learn new skills and take advantage of opportunities coming their way.

Staff Details of MCA Programme:

Sl No	Name of the faculty	Qualification	Designation
1	Veena R.	MCA, (Ph.D)	Associate Professor, Head
2	Shalini M. K.	MSc, M.Tech, (Ph.D)	Assistant Professor
3	Bharathi N.	MCA (Ph.D)	Assistant Professor

MCA PROGRAMME SYLLABUS

The syllabus of MCA Programme is followed by Bengaluru City University, Bengaluru.

Sem	Paper Code	Title of the paper	Hours / Week	IA	Exam	Total	Credits Subject	Credits Sem
I	1MCA1	The Art of Programming	4	30	70	100	4	28
	1MCA2	Discrete Mathematics	4	30	70	100	4	
	1MCA3	Computer Organization and Architecture	4	30	70	100	4	
	1MCA4	Theory of Computation	4	30	70	100	4	
	1MCA5	Object Oriented Programming	4	30	70	100	4	
	1MCA6	Data Structures	4	30	70	100	4	
	1MCA7	Data Structures Lab	8	30	70	100	2	
	1MCA8	Object Oriented Lab	8	30	70	100	2	
II	2MCA1	Operating Systems	4	30	70	100	4	28
	2MCA2	Database Management Systems	4	30	70	100	4	
	2MCA3	Computer Networks	4	30	70	100	4	
	2MCA4	Software Engineering	4	30	70	100	4	
	2MCA5	The Design and Analysis of Algorithm	4	30	70	100	4	
	2MCA6	Artificial Intelligence	4	30	70	100	4	
	2MCA7	Database Management System Lab	8	30	70	100	2	
	2MCA8	Unix Programming Lab	8	30	70	100	2	
III	3MCA1	Open Elective	3	30	70	100	3	26
	3MCA2	Soft Core	3	30	70	100	3	
	3MCA3	Research Methodology	4	30	70	100	4	
	3MCA4	Elective I	4	30	70	100	4	
	3MCA5	Elective II	4	30	70	100	4	
	3MCA6	Elective III	4	30	70	100	4	
	3MCA7	MINI PROJECT	8	30	70	100	4	
IV		MAIN PROJECT					16	16

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ACADEMIC INFRASTRUCTURE

❖ Digital Classrooms

Digital classrooms are equipped with audio-visual (AV) equipment such as projectors, displays to deliver multimedia content effectively to the students. Faculties can incorporate videos, animations, and interactive presentations to enhance the learning experience.

❖ Laboratory

The college has five Computer labs, equipped with the latest systems and internet facilities. four labs are for exclusive use of the students. One lab is used as the Language Lab and is equipped with language training software. This lab is also used to run Value Addition Programme.

❖ Library

The Seshadripuram College Library is boasting a contemporary collection of knowledge resources and cutting-edge information services, plays a vital role in supporting the intellectual endeavors of both students and faculty. Our library also has the distinction of subscribing to more than 32 journals and 36 magazines and 17 newspapers catering to diverse interests. A large number of reputed academic journals are also available for staff and for students interested in keeping abreast with latest developments in their domain. Additionally, it provides a cozy reading room and lounge for an optimal reading experience.

❖ Staff Room

Staff room is well equipped to collaborate, prepare for classes, and engage in professional development activities. The layout fosters interaction and collaboration among teachers, with designated areas for group discussions and individual work.

HALLS OF UTILITY

❖ Auditorium

The college auditorium, steeped in history as the oldest among our venues, has been a cornerstone for hosting numerous seminars, symposiums, and cultural events over the years. Despite its classic charm and double-tiered design, this hall seamlessly integrates modern technology, making it an ideal setting for any college gathering.

❖ Seminar Hall

The seminar hall boasts an integrated audio-visual setup and is comfortably air-conditioned, accommodating up to 100 attendees. This versatile space is perfect for hosting a variety of events including meetings, workshops, presentations, and movie screenings, providing an optimal environment for both learning and collaboration.

❖ Conference Hall

The newly built conference hall represents a significant enhancement to the college infrastructure, offering both beauty and functionality. With its state-of-the-art audio-visual amenities and air-conditioning, this hall boasts a seating capacity of nearly 200, making it an ideal venue for hosting both national and internal conferences. Its inviting ambiance sets the stage for productive and memorable gatherings.

❖ Rangamadira

The Kuvempu Rangamandira, an expansive open-air stage, stands as the ideal venue for addressing the entire college community. This space not only hosts significant events like College Day but also offers a refreshing departure from traditional indoor stages. Situated in the open air, it capitalizes on the city's favorable weather conditions, providing a unique setting for gatherings. Over the years, the Rangamandira has welcomed esteemed personalities, including renowned musicians, drawn to its stage during the celebrated fortnight-long Ramanavami concert.

❖ Health Center

The college features a fully equipped clinic staffed with a dedicated doctor and assistant on a full-time basis. This ensures prompt medical care for students during emergencies. Comprehensive health cards, documenting the medical history of all students, are meticulously maintained. Additionally, students are encouraged to avail themselves of complimentary health check-ups at their convenience, further promoting their well-being.

❖ Multi Gym

The comprehensive multi-gym facility offers students the chance to enhance their stamina, effectively manage the demands of college life, and sculpt their physique in a healthy manner. Available to both students and staff at highly affordable rates, the gym serves as a valuable resource for physical fitness. Notably, many state and university-level bodybuilding champions have honed their skills on our gym's premises, underscoring its reputation as a premier training ground.

❖ Sports

Indoor games and sports are a variety of structured games which provide competitive physical activities and exercise, such as Table Tennis, Weightlifting, Power lifting, Yoga and mind-bending exercise like Carrom and Chess, typically carried out in a well-sheltered building, with in a specially constructed sports venue.

With these objectives our college provides good indoor facilities for students. The college provides overall support to the students to improve and enhance their sports abilities and skills. They improve student's hand to eye co-ordination, critical thinking and cognitive abilities. They will also be able to know the value of sportsmanship and discipline while playing indoor games. The indoor

game centre provides relaxation of mind and could be used as a place to hangout for students, whenever they need a break from their academic pressures.

Yoga can empower in the following four ways like Physical Health Empowerment, Emotional Empowerment, Mental Health Empowerment and Spiritual Empowerment. These can be achieved by yoga practices like Yogasana, Pranayama and Meditation. The Cell ensures that students can practice yoga frequently and helps student to begin again their sense of joy, spirit combination and communal kinship.

❖ Canteen

The college boasts two canteens offering a diverse selection of delicious and hygienically prepared meals at specially subsidized prices. Whether it's breakfast, lunch, a quick bite, or a refreshing cup of Coffee/Tea, the canteens are the go-to destinations. Strategically situated within the college quadrangle and near the main gate, these canteens are easily accessible to Students, Staff and Visitors. It's a delightful scene to observe students gathered in groups across the quadrangle, relishing their meals.

❖ Administrative Office

Administrative office staff will help in smooth functioning of administrative work, takes care of NAAC, LIC, and all other statutory duties, and carries on all University correspondence relating to admission approval, Scholarship details, examination and organizing college events. Maintenance of official reports and documents of all the staff members and students. Provide excellent infrastructure facilities at the college campus.

❖ Internet & WI-FI

Apart from the computer laboratories setup for syllabus programs the Institutes have provided computer centres for general purposes and learning during extra hours. This includes Internet facilities available through leased line and Wi-Fi for providing continuous and uninterrupted internet connectivity to students and faculty members. These facilities are also available to students beyond college hours for preparation of seminars, projects and research-oriented works. The campus is Wi-Fi enabled and students can access the internet on their laptops.

- 100-300 MBPS Broadband.
- Wi-Fi facility during college hours in campus.
- Dedicated INTERNET LAB.

We have local area wireless technology which allows an electronic device to exchange data or connect to internet using 100-300 MBPS in our college campus and in UG and PG.

OTHER FACILITIES

The college has set-up drinking water filters in all the blocks and floors of the campus. The

well-maintained filters provide clean drinking water.

❖ FACULTY LOUNGE

The college provides a unique space for faculty members to unwind after the rigours of lecture routines. The lounge provides faculty members a space where they can interact with each other as well as students, share creative ideas and help each other in disseminate knowledge.

❖ PARKING

A sizable amount of parking space is provided with in the college for staff members and visitors. The parking lot is equipped with round the clock security services including security guards and CCTV cameras to ensure the safety of the vehicles.

❖ RESTROOMS

Conveniently located rest rooms on various floors are a part of the college infrastructure. The restrooms are furnished with adequate number of toilets, washbowls, mirrors, dustbins etc. They are well maintained by the college housekeeping staff thereby ensuring the provision of hygienic basic amenities.

❖ VISITORS LOUNGE

Our college has a lounge for visitors to relax while they wait to meet the concerned college authorities. The administrative staff ensures that visitors feel welcome and they are very forthcoming with any assistance the visitors require.

❖ FIRE FIGHTING SYSTEM

The institution intense to provide a safe learning environment. The college campus is equipped with effective fire handling systems such as extinguishers, fire monitoring system, nozzles and hose pipes. The faculties and students are provided fire handling training from time to time.

❖ FACILITIES FOR SPECIALLY ABLED

WHEELCHAIR - Wheelchair facilities is available for the handicapped and for students who require this facility.

TACTILE PATH - To support the visually challenged students, a tactile path facility is installed in the campus. This facilitates their easy mobility across the campus.

❖ LIFT AND SECURITY

The elevator facilitates easy and quick movement through the different floors of the college. The facility may be availed by both staff members as well as differently-abled students. A lift operator is present at all times to enable safe movement of people at the college.

The college provides security and CCTV in the campus, to monitor the disciplinary actions of the students.

STUDENT COUNCIL

Student Council is a platform for students to inculcate interpersonal and leadership skills by enabling them to play an active role in organizing and carrying out various college activities. Formation of Student Council is conducted every year in three phases- The Introduction, The Election and The Inauguration. The members of student council were elected through an indirect election with the Electoral College consisting of Class Representatives from all the streams and the nominees are final year students nominated from various forums and committees. The process of formation of Student Council is conducted under the guidance of Student Welfare Officers and Staff Secretary.

CO-CURRICULAR ACTIVITIES

SESHADRIPURAM COLLEGE OLD STUDENTS' ASSOCIATION (SCOSA)

SCOSA provides a wonderful platform for alumni students of the college to keep the bond intact with the college and each other. SCOSA organizes lectures and interactive sessions with distinguished alumni and also provides scholarships to deserving students. Alumni are actively involved in training students and also in organizing and judging events in the college. Each year, SCOSA organizes a get-together for its old students on the second Saturday of March. A large gathering of students across more than four decades makes every SCOSA annual get-together a memorable occasion.

THE SESHADRIPURAM MONTHLY

'The Seshadripuram Monthly' is Seshadripuram College's monthly magazine which is completely run by students to establish a medium through which alumni can stay connected to the college. The magazine also acts as a platform for alumni and students to express their opinions, experiences and showcase their art. It is a SCOSA (Seshadripuram College Old Students Association) Initiative.

PLACEMENT CELL

We are proud of the success of our systematic and sustained approach in helping to launch our students on a meaningful career path. The Career Guidance and Placement Cell of our college plays a vital role in shaping the careers of our students. The placement cell will organize placement related activities such as industry expert session, skill enhancement programs, workshops etc. Also, provides pool campus drive to the students to successfully get placements in different companies.

ECOMITRA - The Nature Club

EcoMitra is a forum for students and teachers who are interested in participating in the green crusade. The forum aims to create awareness about the importance of preserving and nurturing our environment and promotes environment-friendly practices in the institution.

CAREER GUIDANCE AND TRAINING

ACTIVITIES OF THE CAREER GUIDANCE AND PLACEMENT CELL- VIKASA
- ❖ Sustained training for placements and competitive examinations across six semesters.
- ❖ Knowledge building sessions
- ❖ Training in basic communication skills
- ❖ Training in group discussion and interview skills
- ❖ Aptitude Test training
- ❖ Excel training
- ❖ Career Guidance sessions from industry experts helping students to make informed choices regarding their careers.

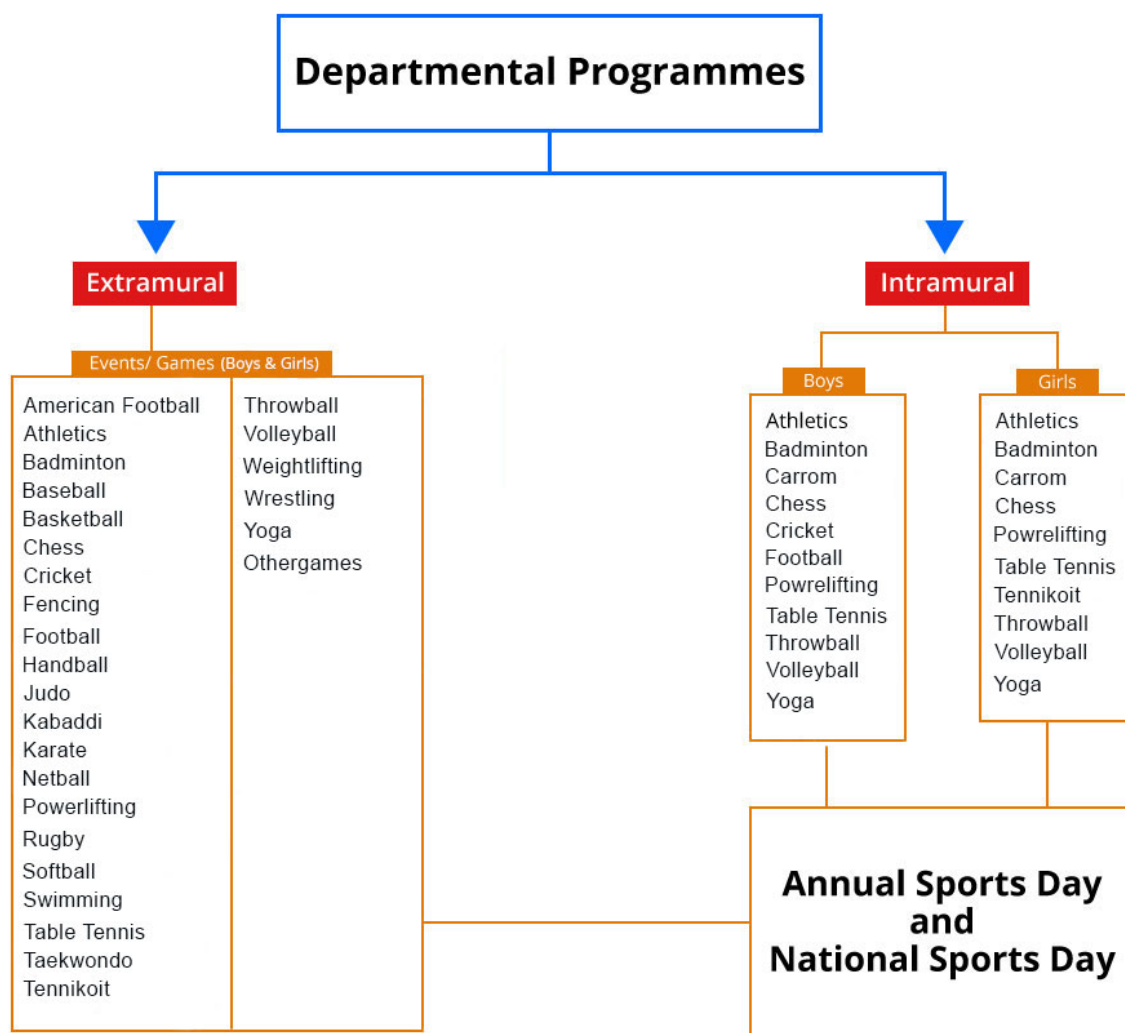### VALUE ADDITION TRAINING PROGRAMMES FOR ALL SEMESTERS
30 Hours of certified training has been conducted free of cost for all students covering the following areas,
- ❖ Basic Communication Skills
- ❖ E-Mail Etiquette and Resume Building
- ❖ Aptitude Training
- ❖ Group Discussions
- ❖ Grooming and Personality Development
- ❖ Core Subjects

SKILL-BASED SHORT-TERM CERTIFICATE COURSES
Short term certificate courses in MS Excel, Data Science, AI-ML, Business Intelligence, Cyber Security, Dev-ops and Digital Marketing were offered to the interested students during the semesters along with the certified courses.

SPORTS ACTIVITIES:

Departmental Programmes

Extramural

Events/ Games (Boys & Girls)

American Football	Throwball
Athletics	Volleyball
Badminton	Weightlifting
Baseball	Wrestling
Basketball	Yoga
Chess	Othergames
Cricket	
Fencing	
Football	
Handball	
Judo	
Kabaddi	
Karate	
Netball	
Powerlifting	
Rugby	
Softball	
Swimming	
Table Tennis	
Taekwondo	
Tennikoit	

Intramural

Boys
Athletics
Badminton
Carrom
Chess
Cricket
Football
Powrelifting
Table Tennis
Throwball
Volleyball
Yoga

Girls
Athletics
Badminton
Carrom
Chess
Powrelifting
Table Tennis
Tennikoit
Throwball
Volleyball
Yoga

Annual Sports Day and National Sports Day

NCC

NCC aims to groom students into models of discipline and develops in them character, leadership, a secular outlook and the spirit of selfless service to the nation. Functioning since 1978, our NCC Army Wing is an infantry unit under 2 Karnataka Battalion, Karnataka and Goa Directorate. The large NCC unit of the college, numbering 108 cadets presently, is under the enthusiastic leadership of Lt. Karthik K. S. Associate Professor. Parade practice is held once in a week in the college quadrangle.

NSS

NSS encourages students to become socially responsible citizens and helps them realize and experience the joy of selfless service to the community is under the enthusiastic leadership of Manjunath H. Assistant Professor, Department of Mathematics.

We can proudly claim that our college has an outstanding NSS unit. The many prestigious awards it has won speak for themselves. The college NSS unit has recently taken up an important initiative in working with local Residents' Welfare Association to spread awareness regarding waste management.

RANGERS AND ROVERS

The youngest of the Extension units of the college, Rangers and Rovers units of the college are striving hard to live up to the aim of creating service orientation and self-reliance among students, simultaneously promoting leadership qualities and physical fitness. Attending training in Nipun, giving service at various camps.

YOUTH RED CROSS

The Youth Red Cross Wing and N.S.S Unit of our college have always engaged our students in a number of meaningful activities one of them being blood donation. In order to take this noble endeavour to the next level, an online Blood Donor's Register has been created. The Register provides names and contact numbers of our students willing to donate blood which can be made us of by one and all.

CODE OF CONDUCT

- ❖ **Punctuality:** Students must be punctual, not loitering in corridors during class hours.
- ❖ Students cannot leave the lecture hall without the Lecturer's permission or until class is dismissed.
- ❖ **Discipline:** Students found smoking, under the influence of tobacco products, forbidden drugs, or alcoholic beverages are liable to disciplinary action.
- ❖ **Ragging:** Students found ragging others will be handed over to the police and cannot continue their studies.
- ❖ Firecrackers and Holi colors are prohibited.
- ❖ Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, and obscenity can lead to dismissal.
- ❖ **Dignity and maturity:** Both boys and girls are expected to conduct themselves with dignity and maturity.
- ❖ **Campus cleanliness**: Littering, defacing walls or desks, damaging college property are serious offenses.
- ❖ **Posters and notices:** Posters and notices must be placed on boards kept for the purpose in different blocks, not on the walls or other common areas of the college.
- ❖ **Dress code:** Both boys and girls are expected to dress in conformity with norms of decency and propriety.
- ❖ **Identity card:** Inside the college premises students must wear their ID card.
- ❖ Association functions and cultural programs are organized only after class hours.
- ❖ **Outsiders:** Outsiders are not permitted to attend college functions.
- ❖ **Picnics or class socials:** Students are not allowed to organize them.

ATTENDANCE AND EVALUATION

❖ Academic Evaluation

Academic assessment is an important administrative function that determines how effectively students have learned in various courses throughout the degree program.

❖ Credit System

In accordance with the concepts and recommendations of the UGC and NAAC, advancements in evaluation methods, societal needs, and to make teaching effective and meaningful, the college has implemented Credit-Grade-based Performance Assessment (CGPA) for all courses offered.

❖ Attendance

- ➢ Daily class attendance is mandatory, with exceptions for genuine reasons like ill-health.
- ➢ Attendance is recorded in a register and monitored by PLV application.
- ➢ Students can view their updated attendance.
- ➢ Monthly once attendance status report will be sent to respective parents.
- ➢ The University Grants Commission mandates a minimum of 75% attendance for Semester Examinations.
- ➢ Attendance will be taken count from the date of joining to the college.

❖ Eligibility to write Semester Examination:

- ➢ Students with over 75% attendance in each paper are eligible for the end semester examination.
- ➢ After achieving 75% attendance, students can take the next available Supplementary Examinations.
- ➢ Students must register as an additional student in the first week of the same semester, paying the course fee.
- ➢ If a student fails to score at least 75% attendance, they must repeat the paper in the next available chance.
- ➢ Students can register as an additional student during a year break in studies if they have a shortage of attendance in one subject.

❖ Minimum Marks for Passing the Examination:

- ➢ Students must score 40% in CIA and 40% in SEE in each course to complete the particular course.
- ➢ For open elective papers, minimum marks are 40% in aggregate of CIA and SEE.

❖ PROMOTION TO THE HIGHER SEMESTER

All students who qualified to take the Semester Examinations will be automatically promoted to the next semester, regardless of how many papers they failed.

❖ MAXIMUM TIME PERIOD TO COMPLETE THE COURSE

The UGC guidelines and Academic Council's approval mandate that all PG students must complete their course within four years.

SALIENT FEATURES

❖ STATUTORY CELLS

➤ GRIEVANCE REDRESSAL CELL - SPANDANA

The Student Grievance Redressal Cell- Spandana aims to look into the complaints lodged by any student and redress it for creating an inclusive and healthy learning environment in the institution. The students can state their grievance regarding any academic and non-academic matter within the campus through online and offline mode.

OBJECTIVES

- To promote cordial atmosphere among students in the college premises.
- To provide timely, responsive and accountable settlement of grievance in order to maintain a harmonious atmosphere in the college premises.
- To encourage the students to express their grievance without any fear of being victimised.
- To promote to respect the right and dignity of one another.
- To ensure effective solution to the students' grievances with an impartial and fair approach.

❖ ANTI-RAGGING COMMITTEE

The purpose of the Anti-Ragging Cell of the college is to protect the metal ability of the students, healthy environment among students and also to maintain harmonious relationship among students. The cell ensures through SET policies, procedures and practices curbing of ragging menace inside the college premises. Anti-Ragging Cell provides instructions and taking disciplinary actions to achieve the objective of eliminating ragging within the Institution. This document provides the details of policy framework for formulating guidelines, which will enhance the scope for ensuring discipline and maintaining ragging free campus.

❖ INTERNAL COMPLAINTS COMMITTEE

With an intent to provide a safe and congenial atmosphere for the staff and students, the institution has established Internal Complaints Committee (ICC) as per the UGC Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions Regulations, 2015. In compliance with the UGC statutes regarding measures for ensuring the safety of employees and students by organizing programmes related to Gender Sensitization, disciplinary actions against sexual harassment, Ethics, Physical, Mental and Emotional Health and providing necessary infrastructural facilities for effective functioning. The institution is committed to zero-tolerance policy towards sexual harassment and strives to create a campus free from discrimination, harassment or sexual assault at all levels.

❖ SAMATA - EQUAL OPPORTUNITIES CELL

Samata, the Equal Opportunities Cell of the college ensures that all students are treated equally and attempts to address deep-seated inequalities in our system. EOC works for affirmative action for the deprived sections such as persons from SC, ST, OBC (Non-creamy layer) categories, persons from religious & language minorities, differently-abled persons and Women. The Equal Opportunities Cell is to help and empower the persons with disabilities, students to participate fully in the academic, intellectual, social and cultural life of college on an equal basis.

To achieve this goal, the college has established several cells like SC/ST Cell, OBC Cell, and Minority Cell. These cells make and implement policies for the development of the target groups and make them able to contribute to the workplace, society and nation at their best. These cells perform a lot of activities by involving students, faculty and society to create awareness regarding the equal opportunities.

❖ COMMITTEE FOR SC/ST

The institution's Schedule Caste (SC) /Schedule Tribe (ST), SC/ST Cell was established in the year 2022, in accordance with the provisions of the University Grants Commission's XI plan, to monitor the actions of professors and students from Other Weaker Sections. The SC/ST Cell at the college promotes a secure and civil living and working environment for all students with ties to the local community. Regardless of colour, religion, caste, creed, or culture, the institution is committed to promoting an environment that respects and supports diversity. The college is especially interested in finding these students financial help from governmental organisations and other sources. Additionally, the cell is always working to address the numerous issues that SC/ST students have.

❖ OBC CELL

A special cell to look into the affairs of Other Backward Class students of the institution. OBC Cell was established on 10th December 2022 in accordance with the XI plan guidelines of the University Grants Commission. The OBC Cell of the college creates a study environment where students belonging to the community feel safe and respected. The institution is committed to provide an environment that promotes diversity and respects everyone regardless of colour, religious belief, caste, creed or cultures. The college takes initiatives regarding scholarships provided from the government agencies for financial support to students and the cell is always engaged to solve the various problems of OBC students.

❖ MINORITY CELL

The institution strongly believes in creating a safe and healthy environment for students with an objective of building inclusive society. The Minority Cell was established on December 07th

2022 to strengthen minority community and uphold the spirit of diversity and inclusivity. The cell enables to build Equity, Equality and Access to all members of minority group and it also helps to manage end to end academic and non-academic concerns with regard to cast, social, economic, racial, lingual aspects in minority group.

❖ ANKURA - FORUM FOR WOMEN EMPOWERMENT

We are proud that our college maintains a perfect gender ratio in its student composition. Ankura is a proactive forum to empower our girl students with the self-confidence, skills, knowledge and awareness required to make use of the opportunities available to Indian women today. Ankura organizes awareness rallies and programs on women's rights, conducts interactive sessions and intra/inter class competitions. Ankura believes that financial independence is a basic pillar of empowerment and conducts workshops on skills which could lead to self-employment. The forum works towards gender sensitization and boys participate with equal interest in many of the programs organized. Ankura also functions as the Prevention of Sexual Harassment Cell of the college and deals with any issues of that nature in the college campus.

SKILL ENHANCEMENT

❖ PRAGNYA SCIENCE FORUM

Pragnya aims to keep students abreast of recent developments in science and technology through interaction with experts in the field. The forum also conducts programmes, workshops and competitions to encourage innovative application of theoretical and practical concepts among students.

❖ UNNATHI

Unnati - the Faculty Development Forum provides an opportunity to faculty members to develop competence in pedagogy & research and update their knowledge with the latest academic practices in their field and can share their new learning with thousands of students in due course bringing about a major qualitative change in academic and practice. Our faculty members have been awarded University Grants Commission Minor Research projects.

❖ RESEARCH CELL

Anveshana - the Research Cell of our college was founded on this very ideal. The Cell promotes research bent of mind among the faculty members by steadfastly encouraging them to take up research-based activities. The Cell conducts several programmes to motivate the staff to enroll for M.Phil and Ph.D programmes. It also motivates them to undertake UGC sponsored research projects. The Cell encourages members of the staff to publish their works in leading journals and to present papers at national and international conferences.

The Cell also attempts to cultivate an interest in research interest among students. Research Day poster presentation competition is conducted every year in which a large number of

students participate enthusiastically. A Research Journal is brought out to maintain a record of the posters presented. Our students have participated and won prizes at national and international level conferences with their poster presentations.

The Research cell has organized a National Level Student Research Conference on "Higher Education: Student perspective". It has also brought out the first issue of the multi-disciplinary research journal 'Anveshana'.

❖ SHRISTI - INNOVATION AND ENTREPRENEURSHIP CELL

The Shristi Innovation and Entrepreneurship Cell of the college aims to nurture innovation and creative ideas and provides ample support to advance such talents into real world business propositions.

The main objective of Incubation Centre in our institution is to promote the culture of entrepreneurship, provide networking, offer mentoring and training support, assistance to draft business plan and cultivate start-up business ideas.

❖ IPR

The Institutions Intellectual Property Rights Cell is a move in the direction to create awareness and educate on IPR among faculty members, research scholars, and students. Several seminars, workshops, guest lectures, quiz programs, industrial visits and Poster Making Competition are organised. Eminent resource persons and experts from the field are invited for knowledge sharing sessions.

ENRICHMENT ACTIVITIES

❖ TARANG - FORUM FOR CULTURAL ACTIVITIES

Tarang, the cultural bastion of the college provides a platform for students to exhibit and develop their talents. Each year, a wide variety of artistic, literary and other creative talents are identified and recognized through a month-long series of interclass competitions; students are also provided opportunities to win more accolades in intercollegiate competitions. Celebrations of Ethnic Day, Rainbow Colours Week and the College annual Day, a colourful extravaganza of music, dance and drama which marks the highpoint of each academic year, make for a vibrant college environment.

❖ MANASVI – COUNCELLING CELL

Counselling is an inter-personal, non - judgmental, highly confidential and collaborative process by which the counsellor facilitates change and growth in the student by adopting certain attitudes and employing certain skills appropriate to the context.

Areas of Concerns
- ❖ Emotional problems: fear, anger, guilt, grief, anxiety, depression, suicidal ideation, phobias etc.
- ❖ Relational problems: with parents, siblings, friends, peer and relatives.
- ❖ Academic problems: lack of interest, lack of concentration, fear of exams, black out, lack of coping mechanisms, lack of self-confidence and low self-esteem.
- ❖ Situational problems: separation or divorce of parents, death of loved ones, accident, chronic illness and financial crises.
- ❖ Physical and mental problems: migraine, physical and sexual abuse, traumatic experience, post - traumatic stress disorder(ptsd), eating disorder, sleeping disorder etc. addiction to social media (mobile, face book etc)drugs, alcohol etc

Who needs Counselling: Invariably every one of us need counselling. Because we all face some of the above-mentioned problems in our day to-day life. At times, when we are helpless and unable to handle negative emotions, negative thinking and negative behaviour thus entering into a state of depression. Any disequilibrium between cognition (thought), conation (action) and affect (feeling) leads to psychiatric disorder

Outcome of Counselling: Our students get increased self-awareness, self-acceptance, self-reliance, self-esteem, self-empowerment, new insights, ability to face the reality with positive attitude and positive thinking by exercising therapies appropriate to their concerns. Professional counsellor is available in campus on every Mondays and Thursdays. Reach us at manasvicounselling@gmail.com or call up 9036105274 for enquiry and appointments.

❖ EDUCATIONAL TRIP

The college will host annual educational tour for the students to provide them to participative and enhance skill based learning experience.

Glimpses of Activities:

<u>Pooja and Inauguration of PG Block</u>

<u>Student Induction Program</u>

<u>Intra-Class Activities</u>

Poster Presentation   **Debate on AI and Chat-GPT**

Workshop on *"AI-ML"*

Exposure Visit – U R Rao Satellite Centre

CSR Initiative Add-on Course certified by Dell Technologies

Expert Talk : "Land Restoration, Desertification and Resilience"

Annual Athletic Meet

IT Fest - Incognito