

MOUNT CARMEL COLLEGE
AUTONOMOUS
(Affiliated to Bangalore University)

58, Palace Road, Vasanthnagar
Bengaluru 560 052



A JOURNEY OF 70 YEARS DEDICATED TO
“Empowering Through Education”

HANDBOOK FOR STUDENTS
2018-19



Welcome to Mount Carmel College, Autonomous, Bengaluru. You are now part of an institution with over six decades of educational excellence. We expect you to carry forward the torch of Carmel Culture and be the catalyst of change in our society and nation.

This *Handbook* contains a brief account of the history and evolution of Mount Carmel College and the facilities it offers, along with rules and procedures that students are expected to be familiar with and adhere to.



1. A GLIMPSE OF YOUR COLLEGE

Welcome to Mount Carmel College, Autonomous an institution, which since 1948 has worked towards its motto of “**Empowering through Education.**” MCC is a unique institution with well-defined traditions, commitment to excellence, and a nurturing ground of talents.

VISION

Mount Carmel College, Bangalore, envisions a life-oriented education that empowers the students through a humanizing and liberative process, to be agents of transformation and development at different levels of life. Enabled and empowered, they respond pro – actively to concerns and conflicts inherent in today’s reality, especially those of women and persons who are unable to exercise their freedom to be human and work for the integrity of creation. The thrust is in the light of a “Civilization of love,” the Kingdom of God, as envisaged and promoted by the Foundress, Mother Teresa of St. Rose of Lima.

MISSION

- To promote a value based education.
- To contribute to the transformation of society through being socially conscious and responsible.
- To synergize women and the less privileged regarding their basic human rights.
- To promote inter-cultural and inter-religious harmony and concern for the human family.
- To facilitate leadership among the students, enabling them to proactively involve themselves in social liberation.
- To provide quality, integral vocational and career oriented education and create a climate for human and educational excellence.
- To work towards the integrity of creation and foster interconnectedness, kinship and eco – justice.

A BRIEF HISTORY OF MCC

Mount Carmel College for women is owned and run by the congregation of the Carmelite Sisters of St. Teresa. It is a minority institution run primarily for Catholic students, but in the spirit of service, opens its doors, to those of all castes and creeds. It draws its inspiration from the person and teaching of Jesus Christ, Universal Master and Model of Education.

MCC began its journey in Trichur, State of Cochin, in the year 1944. Known as Carmel College it was affiliated to Madras University. The institution was shifted to its present location in Bengaluru as Mount Carmel College, affiliated to the Mysore University in 1948 to meet the increasing need for women's education and demand for good women's colleges. In the year 1964, MCC became affiliated to the Bangalore University. With the trifurcation of BU in March 2018, Mount Carmel College is now affiliated to the Bengaluru Central University.

An Autonomous College since September 2005, Mount Carmel College was re-re-accredited in the third cycle with an 'A' Grade by the National Assessment and Accreditation Council (NAAC) in 2012. It is one of the few colleges in India selected by UGC under the College with Potential for Excellence (CPE) scheme in 2006.

The College has been offering undergraduate and postgraduate courses in Arts, Science, Commerce, Business Studies and Management. Results have always been very good with most of the students securing distinction and first class. The student strength of the college in 1944 was

274; today, it has a strength of over 6,000 students pursuing undergraduate, postgraduate and Ph.D. programmes.

Mount Carmel College offers various job oriented and skill based undergraduate and postgraduate programmes. It has well established research facilities, state-of-the-art laboratories and facilitates research culture both among staff and students. In the year 2006, the Commerce Department was recognized as a Research Center by Bangalore University. This was followed by the Biotechnology, Botany, Electronics, Life Science, Home Science (Human Development, Food Science & Nutrition), and Economics Departments in the year 2015. Further IGNOU has recognized nine of the departments as Research Centers from the academic year 2010 – 2011.

The College is registered with the Department of Scientific and Industrial Research (DSIR) and was recognized as a Scientific and Industrial Research Organization (SIRO) by the Department of Scientific and Industrial Research, Ministry of Science and Technology, Government of India (Act 1988) in the year 2011. In 2017, MCC has been accorded the status of star college by the Department of Biotechnology (DBT), Government of India.

At the undergraduate level, the college offers eleven programmes in the faculty of Arts, nineteen in the faculty of Science and eight in the faculty of Commerce, Business Administration, and Management. The number of postgraduate programmes has increased from three under the affiliated system to nineteen under the autonomous system. The college also offers four evening Postgraduate Diploma Programmes in Business administration, two career oriented courses, six skill based programmes in

Healthcare and Cosmetology, Baking, Textile Designing and Construction, Sanitary Napkin Production, Chalk Making, Book Binding and Mushroom Cultivation as well as two Diploma Programmes in Business Administration.

In 2017, MCC signed a Memorandum of Agreement with Binary University, Malaysia and it offers international twinning programme for two courses namely MBA and M.Sc. in Tourism Management along with Industry specialist Professional (ISP) certification, a unique certification with universal recognition available from Binary University Malaysia, to enable its students to pursue international post-graduation and research studies. MCC also offers a transfer program with Concordia College, New York under which students can obtain degree from Concordia College.

In the course of its seven decades of history, Mount Carmel College has worked successfully at its primary objective of women empowerment through education and it continues to be committed to the same.

MILESTONES

- One of the first women's colleges to be founded in 1944 in Trichur, Kerala under Madras University.
- The college was shifted to Bangalore becoming one of the first women's colleges in Karnataka in 1948 affiliated to Mysore University.
- One of the first colleges in Bangalore to be granted Affiliation by Bangalore University in 1964.
- First women's college to start NCC wing in Karnataka.
- One of the first All Women's college to start PGDBA in India.

- MCC celebrated its Golden Jubilee in 1998.
- Awarded Five Stars by the National Assessment and Accreditation Council (NAAC) in 1999.
- Selected for the India Study Abroad Programme by the University of Massachusetts Lowell and Northern Essex.
- Selected by ICCR and Educational Consultants (India) as host campus for foreign students.
- Honored by the Rotary Club for “its service to the community, serving the noble cause of Education”.
- Winner of the Dr. Job Memorial Award for “its Excellent and Innovative programmes”.
- Featured every year (since conception) by India Today in the ranking for the top twenty colleges of India.
- One of the first colleges in Karnataka to be granted autonomy in 2005.
- Reaccredited A+ by the National Assessment and Accreditation Council (NAAC) in 2005.
- Identified under UGC Scheme as College with Potential for Excellence (CPE) in 2006.
- The Department of Commerce and Management recognized as Research Centre by Bangalore University in 2006.
- Recognized Research Centre of IGNOU in 2011.
- Recognized SIRO (Scientific and Industrial Research Organization) by DSIR (Department of Scientific

and Industrial Research), Ministry of Science and Technology, GOI.

- Accredited with “A” grade in the third round of accreditation by the National Assessment and Accreditation Council (NAAC) in 2012.
- UGC sponsored Community College started in 2014 and it currently offers Diploma in Accounting & Taxation and Nutrition.
- Awarded UGC sponsored Vocational degree under National Skill Qualification Framework : B.Voc-Analytics and B.Voc-Hospitality & Tourism in 2014.
- Extension of CPE- II Phase in 2014 by UGC.
- Recognition of the following departments – Biotechnology, Botany, Commerce, Economics, Electronics and Life Sciences as Research Centres in 2014 by Bangalore University.
- MCC accorded the status of star college by the Department of Biotechnology (DBT), Government of India in 2017.
- MCC enters into a MOU with Binary University, Malaysia to offer exchange programs.
- MCC enters into a MOU with Concordia College, New York for a transfer program.

GOVERNANCE

Mount Carmel College, Bangalore is owned and managed by Mount Carmel Educational Society, a concern of Carmelite Sisters of St. Teresa (CSST). CSST was founded

in 1887 by Mother Teresa of St. Rose of Lima in the town of Ernakulam in Kerala. As a Catholic and a Carmelite Institute, it tries to promote the holistic development of young people based on the integral vision of the human person, of life and of the world.

The organizational structure of the college is as per the statutory rules laid down by UGC and it comprises of the following bodies: Governing Body, Academic Council, Board of Studies, Board of Examiners and Finance Committee.

The Principal is the head of the institution responsible for the overall functioning of the college. She is assisted by Vice Principal, Deans, Controller of Examination and other officials. The decision of the Principal is final and binding in all matters.

2. ACADEMICS

ACADEMIC CALENDAR

The Undergraduate degree programs are spread over six semesters, with two semesters per year. The Post Graduate degree programs are spread over four semesters, with two semesters per year.

- The Odd semesters will commence in June.
- The Even semesters will commence immediately after the completion of the End-Semester Examination (ESE).
- Each Semester will be of duration of 19 weeks; 15 weeks for teaching, one week for Continuous Internal Assessment tests and 3 weeks for End-Semester Examination (ESE).

I. PROGRAMS – Under Graduate level

Faculty of Arts

History, Economics, Political Science (HEP)

History, Economics, Sociology (HES)

History, Journalism, Travel & Tourism (HJTT)

Political Science, Economics, Sociology (PES)

Political Science, Economics, Journalism (PEJ)

Psychology, Economics, Sociology (PyES)

Psychology, Economics, English (PyEE)

Psychology, English, Journalism (PYEJ)

Psychology, English, Communication Studies (PYEC)

Psychology, Physical Education, Travel & Tourism (PyPT)

BA Honours in Communication Studies

Faculty of Commerce & Management

B.Com – Regular

B.Com – Industry Integrated

B.Com – Professional

B.Com – Business Process Services

B.Com – International Accounting & Finance

B.Com – Honours

B.Com – Travel & Tourism Management

BBA – Bachelor of Business Administration

Faculty of Science

Physics, Chemistry, Mathematics (PCM)

Physics, Mathematics, Electronics (PME)

Physics, Mathematics, Computer Science (PMC)

Computer Science, Mathematics, Electronics (CME)

Computer Science, Mathematics, Statistics (CMS)

Economics, Mathematics, Statistics (EMS)

Chemistry, Botany, Microbiology (CBM)

Chemistry, Botany, Zoology (CBZ)

Chemistry, Zoology, Microbiology (CZM)

Chemistry, Zoology, Environmental Science (CZE)

Chemistry, Botany, Environmental Science (CBE)

Biotechnology, Chemistry, Zoology (BTCZ)

Biotechnology, Chemistry, Botany (BTCB)

Composite Home Science (HSc)

Interior Design Management (IDM)

Nutrition and Dietetics, Chemistry, Zoology (NDCZ)

Nutrition and Dietetics, Chemistry, Human Development
(NDCHD)

Fashion & Apparel Design (FAD)
BCA – Bachelor of Computer Application

Vocational Degree

B.Voc – Analytics
B.Voc – Hospitality & Tourism

II. PROGRAMS – Post Graduate Level

MA – Economics
MA – English
MA – Public Policy
M.Sc – Tourism Management
M.Com – Regular
M.Com – Financial Analysis
M.Com – International Business
PGDBA – One Year Post Graduate Diploma Course in Business Administration
MCA – 3-year program recognized by AICTE
M.Sc in

- Biotechnology
- Biochemistry
- Electronics
- Food Science & Nutrition
- Human Development
- Life Science
- Mathematics
- Nano Science & Technology
- Plant Science & Herbal Wealth
- Psychology

3. EXAMINATION

PREAMBLE

Traditional educational systems rely on information-based knowledge, while new challenges in higher education have led to a paradigm shift in visualizing this sector in terms of what is the focus of higher education and what the goals of this education ought to be. Knowledge acquired is now based on imparting information, and the need of the hour is to move towards a more holistic approach, which integrates providing of skills and specialized training. There is an immediate need to impart and instill in the student community the values necessary to make them better human beings. There is a need to initiate quality changes in the present higher education system, with a view to cater to the needs of students with diverse talents, aspirations, and professional requirements.

The Choice Based Credit System ensures that the candidates graduating from a college or a University are at par with the global practices in terms of academic standards and evaluation strategies. In the emerging trend of Internationalization of Indian Higher Education, it is imperative that the Universities in India should follow this system, while retaining the structures of the present undergraduate program. Mount Carmel College, Autonomous deems it fit to introduce Choice Based Credit System in the faculties of Arts, Science, Commerce and Management at the Undergraduate level from the academic year 2015-16.

(1) FEATURES OF CHOICE BASED CREDIT SYSTEM

Each course shall carry certain number of credits. Credits normally 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 outcomes, maximum marks, etc.

General features of the Credit Based Semester Scheme are:

The relative importance of subjects of study is quantified in terms of credits.

- The subjects of study include
 - ✓ ForUG: General, Core, Mandatory, Interdisciplinary & Skill Enhancement courses.
 - ✓ For PG: **Batch 2017 - 19**
 - ✓ Core, Allied, Soft & Multidisciplinary courses
 - Batch 2018 - 20**
 - ✓ Core, Allied & Open Elective courses
- Students shall take part in co-curricular and extra-curricular activities.
- The declaration of results is based on the Aggregate percentage of marks obtained as well as on Aggregate or Cumulative Grade Point Average (CGPA) earned.

(2) TITLE AND COMMENCEMENT

These regulations shall be called “The Regulations Governing the Choice Based Credit System (Semester Scheme)

for Undergraduate & Postgraduate Degree Programs in the Faculty of Arts, Science, Commerce, and Management.”

These regulations shall come into force from the Academic Year 2018 - 19 for UG & PG programs.

DURATION OF THE PROGRAMS, REQUIREMENTS AND OPTIONS

Duration of the undergraduate program shall extend over SIX semesters (three academic years) for the regular Bachelor Degree. Each semester shall consist of at least 16 weeks of study **with a minimum of 90 working days**.

In case a candidate exits the course after FOUR Semesters, she will be eligible to rejoin the program within **three years** to complete the degree.

The duration of the Postgraduate program shall extend over FOUR semesters (Two academic years) for M.A., M.Com & M.Sc courses and shall extend over SIX semesters (Three academic years) for the MCA course.

(3) PROGRAMS

FOR UG:

4.1. FACULTY OF ARTS

- (a) Bachelor of Arts – B.A.
- (b) Honours – B. A. Hons

4.2. FACULTY OF SCIENCE

- (a) Bachelor of Science – B.Sc.
- (b) Bachelor of Science in Composite Home Science – HSC

- (c) Bachelor of Science in Fashion and Apparel Design – FAD
- (d) Bachelor of Science in Interior Design Management – IDM
- (e) Bachelor of Computer Applications – BCA

4.3. FACULTY OF COMMERCE

- i. Bachelor of Commerce – B.Com.
- ii. Bachelor of Commerce – Industry Integrated – B.Com. II
- iii. Bachelor of Commerce – Professional – B.Com Prof.
- iv. Bachelor of Commerce – Travel and Tourism Management – BMTT
- v. Bachelor of Business Administration – B.B.A.
- vi. Bachelor of Commerce – Business Process Services – B.Com BPS
- vii. Bachelor of Commerce – International Accounting & Finance – B.Com IAF
- viii. BCom – Honours

4.4. VOCATIONAL COURSES

- (a) Bachelor of Vocation – Analytics – B.Voc Analytics
- (b) Bachelor of Vocation – Hospitality and Tourism – BHT

FOR PG:

4.5. FACULTY OF ARTS:

- (a) Master of Arts – Economics
- (b) Master of Arts – English
- (c) Master of Arts – Public Policy
- (d) Post Graduate Diploma in Tourism Studies

4.6. FACULTY OF COMMERCE

- (a) Master of Commerce – General
- (b) Master of Commerce – International Business
- (c) Master of Commerce – Financial Analysis
- (d) Post Graduate Diploma in Business Administration
(One year Diploma course)

4.7. FACULTY OF SCIENCE

- (a) Master of Science – Biotechnology
- (b) Master of Science – Biochemistry
- (c) Master of Science – Electronics
- (d) Master of Science – Food Science and Nutrition
- (e) Master of Science – Human Development
- (f) Master of Science – Life Science
- (g) Master of Science – Mathematics
- (h) Master of Science – Nanoscience and Technology
- (i) Master of Science – Plant Science and Herbal Wealth
- (j) Master of Science – Psychology
- (k) Master of Computer Applications (MCA)

(4) MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMS

- The candidate shall complete the program within the normal period as prescribed in the regulation i.e., 2 years for PG and 3 years for UG.
- Student may be allowed only TWO years beyond the normal period of the course to clear the backlog papers, to be qualified for the Degree. No student should be given the time beyond the extended period of 2 years. The general formula therefore should be as follows:
- Time Span = N + 2 years for the completion of the program where N stands for the normal or minimum duration (3 years for UG & 2 years for PG) prescribed for the completion of the program – under section 22 of UGC Act, 1956.
- In exceptional circumstance, a further extension of one or more years may be granted. The exceptional circumstances may be spelt out clearly by the relevant statutory body concerned of the University.
- During the extended period the student shall be considered as a private student and also not eligible for any ranking.

(5) MEDIUM OF INSTRUCTION

The medium of instruction and examination shall be English.

(6) SUBJECTS OF STUDY

Subjects of study shall comprise of the following:

7.1. PART I – GENERAL COURSES: LANGUAGES

- Two languages are mandatory, of which one shall be General English as compulsory subject and the other shall be either an Indian language or a foreign language. Any one second language could be selected from Kannada, Sanskrit, Hindi, Additional English, French and German.
- There will be 4 lecture hours per week for General English and Languages, and will be assigned 2 credits each.
- In addition to General English, a candidate shall opt for any one of the second languages studied at the Pre-University or equivalent level.
- Speech / hearing / visually impaired / mentally challenged and study disabled students are exempted from studying one of the languages prescribed above. Such candidates should produce the evidence for their Language exemption in their Pre-University or equivalent level so as to avail the same in the Degree level too, immediately after getting admitted for the Degree program.

7.2. PART II – CORE COURSES: OPTIONAL SUBJECTS

B.A. Degree Program: Arts Subjects

Approved combinations among the following subjects under the Faculty of Arts: Communication Studies, Economics, History, Journalism, Optional English, Physical Education, Political Science, Psychology, Sociology, Travel and Tourism.

B.Sc. Degree Program: Science Subjects

Approved combinations among the following subjects under the Faculty of Science: Biotechnology, Botany, Chemistry, Computer Science, Electronics, Environmental Science, Human Development, Microbiology, Mathematics, Nutrition and Dietetics, Physics, Statistics, and Zoology.

B.Sc. Degree Program: Composite Home Science

Subjects studied during the course of this program are Food & Nutrition, Human Development, Family Resource Management, Extension Education, Textiles and Clothing along with Chemistry and Biochemistry/Guidance & Counseling.

B.Sc. Degree Program: Fashion and Apparel Design

Subjects studied during the course of this program are Fashion and Apparel Design related subjects.

B.Sc. Degree Program: Interior Design Management

Subjects studied during the course of this program are Interior Design Management related subjects.

B.C.A. Degree: Computer Applications

Subjects studied during the course of this program are Computer Application related subjects.

B.Com. Degree

Subjects studied during the course of this program are specific to Accounting and Commerce.

B.B.A. Degree Program

Subjects studied during the course of this program are papers specific to functional areas of Business Management with specialization in Finance, HRM and Marketing.

7.3. PART III

7.3.1. Value Education/Religion (Common for all programs)

Value Education/Religion is compulsory for I, II, IV and V semesters. There will be one lecture hour a week allotted for these courses, and will be assigned 1 credit. The credits earned for Value Education/Religion Courses **will not be included** for the **calculation of SGPA and CGPA**. However, the student **will not be permitted to appear for the End Semester Examination** if she has failed to secure the credits for Value Education / Religion courses.

7.3.2. ABILITY ENHANCEMENT COURSE (AEC)

BA & BSc Course – Environmental Studies &
Public Health (I semester)
Indian Constitution (II Semester)

BCom & BBA Course – Indian Constitution (I Semester)
Environmental Studies &
Public Health (II Semester)

7.3.3. Generic Courses (GC)

One Interdisciplinary Course in the Third Semester (IDC) and Skill Enhancement Course (SEC) in the Fourth Semester will be taken up, as prescribed by the concerned faculty and approved by the Academic Council. The courses will include Interdisciplinary Courses and SEC offered by the different Departments.

7.3.4. Co-curricular and Extra-curricular Courses (C / EC)

A student shall opt for one of the following activities offered in the college, in each of the first four semesters. The activity carries 1 credit each and will be internally assessed for 50 marks.

- (a) N.S.S. / N.C.C
- (b) Sports
- (c) Community Development Projects
- (d) Research
- (e) Internship

Evaluation of co- and extra-curricular activities shall be as per the procedure evolved by the College from time to time. The credits earned for Co-curricular and Extra-curricular courses will not be included in the calculation of the SGPA and CGPA.

7.4 For PG Courses

Core Course (CC) refers to that course which embodies skills and knowledge considered essential and thus made mandatory for all students Perusing a particular programme it involves a course of study that is deemed central.

Allied Course (AC) is the one which is closely related to core course, which facilitates the understanding of the core course and hence made mandatory for a particular programme of a study.

Elective Courses (EC) is a group of courses that a student can select from among given alternative groups of the main subject.

Soft Course (SC) is a course which enhances the personal attributes of an individual's interactions, job performance and career prospects and entrepreneurial qualities.

For the batch 2018 – 20, a workshop will be conducted for the PG students on Personal Effectiveness and Business Communication in the I semester and on Entrepreneurship in the III Semester. Attendance for both these workshops is compulsory. Students who fail to attend these workshops are not permitted to write the End Semester Examinations for that particular semester.

Open Elective Course (OEC) is cross disciplinary and combines several fields of study or academic interests, beyond the core courses and allied courses for a given programme.

Composition of Courses in a Programme spread over Four Semesters (first, second, third and fourth) – for Batch 2017-18

	M.A.	M.Com	M.Sc
Number of Core Courses	4+4+0+0=8	5+5+0+0=10	4+4+0+0=8
Number of Allied Courses	2+2+1+0 =5	2+2+2+2 =8	2+2+1+0 =5
Number of Elective Courses	0+0+4+4=8	0+0+4+4=8	0+0+4+3=7
Number of Soft Courses	1+1+1+0 =3	1+1+1+1 =4	1+1+1+0 =3
Number of Multi-disciplinary Courses	0+0+1+0=1	0+0+1+0=1	0+0+1+0=1

Composition of Courses in a Programme spread over Four Semesters (first, second, third and fourth) – for Batch 2018-19

	M.A.	M.Com	M.Sc
Number of Core Courses	4+4+0+0=8	5+5+0+0=10	4+4+0+0=8
Number of Allied Courses	2+2+1+0 =5	2+2+1+1 =6	2+2+1+0 =5
Number of Elective Courses	0+0+4+4=8	0+0+4+4=8	0+0+4+3=7
Number of Open Elective Courses	0+0+1+0=1	0+0+1+0=1	0+0+1+0=1

(7) CHANGE OF SUBJECTS

An option to change a language / subject may be exercised only once within two weeks from the date of commencement of the First Semester. Whenever a change in a subject is permitted, the attendance in the changed subject shall be calculated by taking into consideration the attendance in the previous subject studied.

(8) EXAMINATION / EVALUATION PATTERN

(9.1) CONDUCT OF END SEMESTER EXAMINATIONS

- There shall be an End Semester Examination (ESE) for Theory and Practical papers at the end of each semester, generally during September / October for odd semesters and during March / April for even semesters, as prescribed in the Scheme of Examinations.

- The practical examination at the end of each semester shall be conducted by two examiners. The statement of marks and the answer scripts of practical examinations shall be sent to the Controller of Examinations by the Heads of Departments immediately after the Practical Examinations.
- The candidate shall submit a record book for practical examination duly certified by the Course teacher and the Head of the Department. It shall be evaluated at the end of the Semester at the Practical Examination.

(9.2) CONTINUOUS INTERNAL ASSESSMENT (CIA) TEST

- The tests will be as per the time table scheduled by the COE along with the CIA committee for each semester in the month of July/August for the odd semester and in January / February for the even semester.
 - The test will be held simultaneously for all students.
 - For each semester, there will be
 - ✓ one test of one and half hour duration for UG
 - ✓ one unannounced test/assignment/presentation / small project for UG
 - ✓ one test of two hour duration for a Core course paper and 1 hour each for an Allied paper, Soft course paper & Multidisciplinary course paper for PG.
- **Candidates requiring any special assistance to write the test or exam (needing a scribe or isolation**

room in case of illness) are requested to inform the same in writing to the Controller of Examination one week in advance.

- Valued answer scripts of CIA will be distributed in the class by the subject teacher. Corrections if any are to be done immediately. No further changes will be entertained thereafter.
- Candidates can view their attendance and CIA marks online, within 15 days of completion of exam / test.
- Candidates must preserve all the CIA test / exam answer papers, assignment and project report and present the same to the HOD, in case of any discrepancy in CIA marks before the commencement of End Semester Exam.
- The students are expected to be present for all examinations (Practical / Theory) as per examination schedule.
- No re-test will be given for CIA test. Medical certificate for Illness (absence from the class for long period) to be produced by the candidate to the class mentor, within a week after she resumes the classes.
- Necessary exemption will be given for participants in sports and other extra curricular activities sponsored by the college and they will take any missed CIA test when announced.

(9.3) RULES PERTAINING TO MALPRACTICES IN CIA TEST & ESE

1) AUTHORITY FOR IMPOSING PENALTY

Authority for imposing penalty is vested with the Principal and Controller of Examinations taking into consideration the recommendations of the Deans and Examination Committee.

2) PROCEDURE FOR IMPOSING PENALTY

- No penalty may be imposed on a candidate except after an enquiry held, as far as may be, in the manner herein provided.
- The Examination Committee shall frame definite charges and communicate the same to the candidate through the controller within the specified time, provided the candidate has admitted to having committed malpractice before the Controller of Examinations.
- In case the candidate desires to be heard in person, the candidate may with the permission of the Controller present her case herself but shall not engage a legal practitioner for the purpose.

3) PROCEDURE FOR REPORTING MALPRACTICE

1. The Room Superintendent/ Invigilator shall seize the incriminating material and the answer script or any other material forming part of answer either in full or in part and report the same to the Controller of Examination immediately, if he / she notices a malpractice being committed by the candidate.

2. If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (cause to disappear) the fact shall be duly noted, witnessed by two members of the supervisory staff and report the matter to the Controller of Examinations immediately. If the candidate refuses to give the statement, the candidate should be asked to record in writing her refusal to give a statement. If she refuses to do even that, the facts shall be noted, duly witnessed by two members of the supervisory staff.
3. The Controller of Examination shall hold the summary enquiry and record the report of the Room Superintendent, the statement of the candidate in the presence of a Lecturer other than the Room Superintendent concerned. He/She shall forward a report along with the answer script, the incriminating material, the statement and report of the Room Superintendent, the statement of the candidate, if any and other material in a sealed cover to the Controller of Examinations, who in turn shall place before the Malpractice Enquiry Committee all the material and records received by him/her.
4. The Controller of Examinations shall forthwith suspend the candidate from writing the examination and withdraw the admission ticket. Further, action is taken under the malpractice rules and the report submitted to the Controller of Examinations.
5. The Examiner shall, if she/he suspects malpractice while valuing the answer script or other material, return the answer script or other material with reasons in writing for such suspicion without valuation or

further valuation to the Controller of Examination. If already valued, marks shall not be entered in the regular mark list in which the marks awarded to other candidates are furnished but enter the marks in a separate list which is placed in a sealed cover and forwarded to the Controller of Examinations.

4) PENALTIES FOR MALPRACTICE

Sl. No.	Nature of Malpractice	Penalty to be Imposed
1	Possession of Manuscript/ printed /typed matter books or notes	Debar the candidate and deny the benefit of performance of the examination for which the candidate has appeared.
2	Possession of Manuscript / printed / typed matter books	Debar the candidate and deny the benefit of or notes and found copying performance of the examination for which the candidate has appeared
3	Identical answer in the answer scripts of different candidates as a result of copying, or allowing a candidate to copy from her answer script	To deny the benefit of performance of the specific paper of the examination for which the candidate has appeared.
4	Appeal to the examiner with money as enclosures to the answer book, use of abusive/ obscene language, or threatening words in the answer book	To deny the benefit of performance of the specific paper of the examination for which the candidate has appeared

Sl. No.	Nature of Malpractice	Penalty to be Imposed
5	Found giving or receiving assistance at the examination, passing on the question paper/ answer script/ additional sheet for purpose of copying.	Debar the candidate and deny the benefit of performance of the examination for which the candidate has appeared
6	Insertion of additional sheet/use of an answer book which is not issued at the examination hall	To deny the benefit of performance of the specific paper of the examination for which the candidate has appeared and debar her for another succeeding examination (Odd or Even Semester).
7	Impersonation, found guilty of deliberate previous arrangement to cheat in the examination	To deny the benefit of performance of the specific paper of the examination for which the candidate has appeared and the candidate will be issued transfer certificate and asked to leave the college
8	Abusing, threatening or and manhandling the examination authorities at the examination hall or in the premises of the examination centre, misconduct of a very serious nature.	To deny the benefit of performance of the specific paper of the examination for which the candidate has appeared and the candidate will be issued transfer certificate and asked to leave the college
9	Malpractice during practical examinations and CIA examination	Penalty to be imposed at the discretion of the Dean of Faculty, Head of Department concerned and Controller of Examinations and the same must be brought to the notice of the Principal.

The debarred candidate of ESE may be permitted to take up the missed exams only after the course period is completed.

(9.4) UG – MARKS MATRIX FOR ESE & CIA

(i) CORE COURSE (Subjects of BBA, BCom, Subjects of BA / BSc with Practical)

The break-up of marks for subjects with Practical is as follows:

(a) Theory – End Semester Examination
(duration – **3 hours**) = **70 Marks**

Theory – Continuous Internal
Assessment (CIA) = **30 Marks**

Theory CIA Components:

One Test (for 1½ hrs. of 30 marks)
Scaled down to = **15 Marks**
Assignment / Project = **10 Marks**
Attendance = **05 Marks**

(b) Practical – End Semester Examination
(duration – **3 hours**) = **35 marks**

Practical – Continuous
Internal Assessment (CIA) = **15 marks**

Practical CIA Components: Test or Prefinal Exam =
10 marks & Attendance = 5 marks

(Practical ESE and CIA marking scheme will be decided by the respective Departments and approved by the Board of Studies)

(ii) CORE COURSE (Subjects without Practical)

The break-up of marks for subjects without Practicals is as follows:

End Semester Examination
(duration – **3 hours**) = **100 Marks**

Continuous Internal Assessment (CIA) = **50 Marks**

Theory CIA Components:

One Test (for 1½ hrs. of 30 marks) = **30 Marks**

Assignment / Project = **15 Marks**

Attendance = **05 Marks**

PG – MARKS MATRIX FOR ESE & CIA

For M.Com – Components of the Continuous Internal Assessment (CIA)

- Test : 15 Marks
- Projects, Assignments, Presentations : 10 marks
- Current Affairs and News Analysis : 05 marks
- Total : 30 Marks**

For M.A., MCA & M.Sc -

- Test : 20 Marks
- Projects, Assignments, Presentations : 10 marks
- Total : 30 Marks**

Maximum marks per subject: 100 marks (for M.A., M.Com & MCA) & 150 (M.Sc)

Particular	Course	CIA	ESE	Total Marks
Courses with Practicals (All M.Sc)	Core Course	Theory = 30 Practicals = 15	70 35	100 100
	Allied Course	15	50 reduced to 35	50
	MDC/Open Elective Course	15	35	50
Courses without Practicals (M.Com & M.A.)	Core Course	30	70	50
	Allied Course	15	50 reduced to 35	
	MDC/Open Elective Course	15	35	50
MCA	Core Course & Allied Course (theory & practical)	30	70	100
	Open Elective Course	15	35	50

(9) ATTENDANCE

FOR UG

- A candidate shall be considered to have satisfied the requirement of attendance for a semester to appear for the End Semester Examination (ESE), if she attends not less than 75% of the number of classes actually held up to the end of the semester in each of the subjects.

- If a candidate represents the Institution / State / Nation in Sports / N.S.S. / N.C.C. / Cultural or any officially sponsored activities she may be permitted to claim attendance for actual number of days participated, based on the recommendation of the Principal. However the candidate should have a **minimum of 60% attendance in academics**, to claim the extra attendance for the minimum requirement of 75% so as to appear for ESE.
- Student with less than 35% attendance each in all the subjects of a semester will have to repeat that semester again.

Marks for Attendance (UG)

Percentage	Marks
96% and above	5
91 – 95%	4
86 – 90%	3
81 – 85%	2
76 – 80%	1

- A candidate with 75% attendance is permitted to take up the End Semester Examination, but will not be given any marks for attendance.
- The marks of the Continuous Internal Assessment shall be published in student portal of the college for information of the students.
- The CIA marks shall be communicated to the Controller of Examinations at least 10 days before the

commencement of the End Semester Examinations and the Controller shall have access to the records of such periodical assessments.

FOR PG

- A **minimum academic attendance of 60%** in a paper is mandatory to claim extracurricular attendance in that paper.
- Students require to maintain a **minimum attendance of 80%** in each paper, for both theory and practicals. Students having less than 80% attendance in a paper, will not be eligible to write the End Semester Examination for that paper.
- A **student having an average semester attendance of less than 40% will not be eligible to write even a supplementary exam and will have to repeat the semester.**

(10) MINIMUM FOR A PASS – UG

- There shall be no minimum in respect of Continuous Internal Assessment marks.
- There shall be no re-test given for CIA Test.
- Students who missed their CIA test may be permitted to do the ESE but should secure 40% marks in ESE to pass in that paper.
- Continuous Internal Assessment marks shall be shown separately in the marks card. A candidate who has failed in a particular subject shall retain the original CIA marks.

- Internship / Industrial Project work in the degree programs, if any, shall be as prescribed in the Course.
- No candidate shall be declared to have passed the Semester Examination as the case may be under Part I, Part II, or Part III, unless she obtains not less than 40% marks in the written examination.
 - For subjects **with practical**, the candidate shall be declared passed only if she secures a **minimum of 40% (28 marks out of a maximum marks of 70) in the End Semester Theory, as well as a minimum of 40% overall, including End Semester Theory and CIA.**
 - The minimum for **pass in the End Semester Practical Examination is 40%. (i.e., 14 marks out of a maximum of 35) as well a minimum of 40% overall, including End Semester Practical and CIA.**

(12) MINIMUM FOR A PASS – PG

- There is no minimum mark for CIA. To be declared PASS in a semester, a student must secure:
 - 40% in each paper – both in theory & Practical in the ESE (28 out of 70 marks; 20 out of 50 marks & 14 out of 35 marks) as well as
 - Have a paper minimum of 40% (ESE + CIA) for each paper (60 out of 150 marks; 40 out of 100 marks & 20 out of 50 marks)

ALONG WITH

A SEMESTER AVERAGE of 50%.

- A candidate failing to get a semester average of 50% will be declared fail, even if she has passed with a 40% mark in every paper in that semester.

(13) EXAMINATION FOR REPEATERS

- End Semester Supplementary Examination will be conducted in October / November (for Odd Semester Examination) and in March / April (for Even Semester Examination).
- End Semester Examinations for repeaters of fifth and sixth semester papers will be conducted during Odd and Even Semesters.
- Repeaters are required to apply for the supplementary examination only online in the month of July for the Odd Semester Examination & in the month of January for the Even
- Semester Examination. A copy of the prescribed fee receipt has to be submitted to the exam section as per the notification of Controller of Examination.
- In case, the course content is changed or modified, repeaters can take up the examination with the old syllabus immediately in the subsequent 2 attempts. Thereafter, they will be required to take the examination in the existing syllabus.
- In case the course is discontinued altogether and if the student has not cleared the papers in spite of

being given three chances in the same syllabus and course, then with the permission of the principal the student can be given equivalent papers.

- Students who have completed the course term and have back-papers in first to fourth semester (for PG) & in first to sixth semester (for UG) are allowed to appear for the odd semester papers during October / November and even semester papers during March / April of the End Semester Examination.
- Students may be allowed only TWO years period beyond the normal period of the course to clear the backlog papers, to be qualified for the Degree. No student should be given the time beyond the extended period of 2 years.
- The general formula therefore should be as follows:

Time Span = N + 2 years for the completion of the program

where N stands for the normal or minimum duration (3 years for UG & 2 years for PG) prescribed for the completion of the program – under section 22 of UGC Act, 1956.

1. In exceptional circumstance, a further extension of one or more years may be granted. The exceptional circumstances may be spelt out clearly by the relevant statutory body concerned of the University.
2. During the extended period the student shall be considered as a private student and also not eligible for any ranking.

(14) RESULTS / REVALUATION

- Semester results will be announced within 30 days of the completion of examinations.
- Request for Photocopy / revaluation by the students should be made to the Controller of Examinations within 7 working days from the date of publication of results along with the prescribed fee to be paid online.
- Higher marks will be considered after revaluation or announced as no change in the earlier marks.
- There is no provision for improvement examination.
- For PG students, there is no provision for revaluation.
- A student who fails to acquire 40% marks in the aggregate (ESE & CIA) of a particular subject will have to take up Supplementary exam in that paper and secure the 40% marks.
- Students can also apply for Revaluation only if they get 25% of the marks (i.e., 13 and above out of 50 marks or 18 and above out of 70 marks or 25 and above out of 100 marks).

(15) ISSUE OF MARKS CARDS

Marks cards will be issued only to the student concerned (college ID Card is mandatory for collecting the Marks Card). Any other person collecting the marks card or Degree Certificate must carry the ID Card of the student and also have an authorization letter from the concerned student.

(16) PROMOTION

A candidate will be permitted to go to the Fifth Semester provided she has **passed overall in 50% of the papers of Part I, Part II & Part III of the First and Second Semesters**. The results of the VI semester will be announced after completion of III & IV semester.

(17) CLASSIFICATION OF SUCCESSFUL CANDIDATES

UG – CLASSES AND GRADES

End Semester Examination results after each semester shall be declared in terms of classes on the basis of percentage of aggregate marks scored in terms of grading system based on the marks scored (**Table 1**). The results of successful candidates at the end of SIX semesters shall be classified on the basis of aggregate percentage of marks obtained in all the six semesters, and the Aggregate or Cumulative Grade Point Average (CGPA) for award of Bachelor's Degree in Arts, Science, Commerce and Management. An eight point letter/Alpha – sign grade shall be adopted (**Table 2**).

Appendix – A gives a summary of marks and credits assigned to different subjects of study in Bachelor Degree Programs in all the semesters. These tables are followed by illustrations of computing semester grade point averages and Aggregate or Cumulative Grade Point Averages (CGPA).

Table 1: Conversion of Percentage of Marks into Grade Points in a Paper

% Marks in a Paper (Theory / Practical)	Grade Point (GP)
96 – 100	10.0
91 – 95	9.5
86 – 90	9.0
81 – 85	8.5
76 – 80	8.0
71 – 75	7.5
66 – 70	7.0
61 – 65	6.5
56 – 60	6.0
51 – 55	5.5
46 – 50	5.0
40 – 45	4.5
Below 40	0

- **Grade Point Weight** is calculated as the product of Grade points earned and the credits assigned for a paper.
- **Semester Grade Point Average (SGPA)** is computed by dividing the Sum of the Grade Point Weights of all the subjects of study by the maximum credits for the semester.
- **Semester Credit Weightage** is calculated as the product of Semester Grade Point Average and the Semester Credits.

Table 2: An Eight Point Letter / Alpha – Sign Grade

Final Result & Grade Description

Semester / Program % of Marks	SGPA / CGPA	Alpha Sign / Letter Grade	Result / Class Description
90.0 – 100	9.01 – 10.0	O	Outstanding
80.0 – 89.0	8.01 – 9.00	A ⁺⁺	First Class exemplary
70.0 – 79.0	7.01 – 8.00	A ⁺	First Class Distinction
60.0 – 69.0	6.01 – 7.00	A	First Class
55.0 – 59.0	5.51 – 6.00	B ⁺	High Second Class
50.0 – 54.0	5.01 – 5.50	B	Second Class
40.0 – 49.0	4.00 – 5.00	C	Pass Class
Below 40	Below 4.00	F	Fail / Reappear

Appendix A

CBCS – Broad Structure for Undergraduate Program

Sem	General Courses	Core Courses	Mandatory Courses	Additional Courses
I	English – 1 paper Language – 1 paper	BA, BSc & BCA – 3 papers BA (Hon) – 4 papers	(i) Val. Ed / Religion (ii) Ability Enhancement Course (AEC) – ENVIRONMENTAL STUDIES AND PUBLIC HEALTH	Nil
	English – 1 paper Language – 1 paper	BCom & BBA – 4 papers BCom II – 5 papers	(i) Val. Ed / Religion (ii) Ability Enhancement Course (AEC) – INDIAN CONSTITUTION	
II	English – 1 paper Language – 1 paper	BA, BSc & BCA – 3 papers BA (Hon) – 4 papers	(i) Val. Ed / Religion (ii) Ability Enhancement Course (AEC) – INDIAN CONSTITUTION	Nil
	English – 1 paper Language – 1 paper	BCom & BBA – 4 papers BCom II – 5 papers	(i) Val. Ed / Religion (ii) Ability Enhancement Course (AEC) – ENVIRONMENTAL STUDIES AND PUBLIC HEALTH	

Sem	General Courses	Core Courses	Mandatory Courses	Additional Courses
III	English – 1 paper Language – 1 paper	BA, BSc & BCA – 3 papers	Nil	Generic Course (GC) – Interdisciplinary Course (IDC) offered by different departments
	No General Course Subjects for BA (Hons)	BA (Hons) – 6 papers		
	Language – 1 paper & No English	BCom/BMTT/PS/IAF – 5 papers		
	Language – 1 paper & No English for BCom II	BCom II – 6 papers		
	No General Course Subjects for BCom Prof & BBA	BCom Prof & BBA – 6 papers		
IV	English – 1 paper Language – 1 paper	BA, BSc & BCA – 3 papers	Nil	Skill Enhancement Course (SEC)
	No General Course Subjects for BA (Hons)	BA (Hons) – 6 papers		
	Language – 1 paper & No English	BCom/BMTT/PS/IAF – 5 papers		
	Language – 1 paper & No English for BCom II	BCom II – 6 papers		
	No General Course Subjects for BCom Prof & BBA	BCom Prof & BBA – 6 papers		

Sem	General Courses	Core Courses	Mandatory Courses	Additional Courses
V	Nil	BA, BSc & BCA – 6 papers (with Elective papers)	(i) Val. Ed / Religion	DSE – Discipline Specific Elective/ Elective Papers/ Skill Based Paper
	Nil	BCom, BMTT, Prof. & BBA 6 papers (with Elective papers)	(i) Val. Ed / Religion	
	Nil	BCom II – 8 papers (with Elective papers)	(i) Val. Ed / Religion	
VI	Nil	BA & BSc – 6 papers (with Elective papers)	(i) Val. Ed / Religion	
	Nil	BCom, BMTT, Prof. & BBA 6 papers (with Elective papers)	(i) Val. Ed / Religion	
	Nil	BCom II – 8 papers (with Elective papers)	(i) Val. Ed / Religion	

Note: Ability Enhancement Course (AEC) – (i) Environmental Studies & Public Health and (ii) Indian Constitution

Interdisciplinary Course (IDC) Offered by different departments – students can choose the paper

BA – subjects taken by BSc, BCom & BBA students

BSc – Subjects taken by BA, BCom & BBA students

BCom & BBA – subjects taken by BA, BSc students

Skill Enhancement Course (SEC) – offered by the departments – students can choose from any one of the three core papers

- **Cumulative Grade Point Average (CGPA)** is computed by dividing the Sum of Semester Credit Weightages by the maximum credits for the Program.

For PG

Conversion of Marks to Grade Points & Letter Grade

Range of Marks	0-40	40-50	50-55	55-60	60-70	70-80	80-90	90-100
Grade Point	< 4	4-<5	5-<5.5	5.5-<6	6-<7	7-< 8	8-< 9	9-10
Letter Grade	D	C	B	B+	A	A+	A++	O
Descrip- tion	Fails	Pass	Satis- factory	Ave- rage	Good	Very Good	Excel- lent	Out- standing

(18) AWARDS

Prizes will be awarded to students who have secured the highest marks over all in

- Languages
- Optional subjects
- Individual subjects

Medals will be awarded to the first three ranks in each course.

Note: Above awards will be given only to students who complete UG / PG course in the first attempt, on Parents Day. Awards for the students given on College Annual Day.

(19) Degree Certificate and other documents

Students who have completed the Degree course can apply for **Transfer Certificate, Conduct Certificate & Provisional Degree Certificate** and those desiring to do higher education in other Universities can apply for **Migration Certificate** along with the above mentioned ones.

How to apply?

Download the application form from college website www.mountcarmelcollegeblr.co.in - examinations

- Collect the challan from the exam section to pay the fees for the documents and after paying the amount in UCO bank, submit the duly filled in application form with the xerox copies of all the marks card and the fees paid challan to the exam section. Migration certificate can be collected the same day itself.
- Collect the challan from the main office to pay the fees for Transfer Certificate, Conduct Certificate and after paying the amount in UCO bank, submit the duly filled in application form with the xerox copies of all the marks card and the fees paid challan to main office.
- Students can apply for Consolidated Marks card only when there is a need, for which the challan can be collected from the exam section. Consolidated Marks card can be collected only after 10 days.

Convocation Degree Certificate

Students need to apply for the **Convocation Degree Certificate**.

For details regarding Convocation Degree Certificate, check the notification from the Bangalore University on the University website or college website, in the month of April / May or November / December every year.

1. CENTRE FOR EXTENDED EDUCATION

CEE offers credit programs, which are academic, and skill based in nature. UG students must mandatorily do one credit program or a proficiency program through MOOC (Massive Open Online Course) before they enter the sixth semester. The credit course that will be offered through CEE will be for a minimum two credits. List of courses under MOOC approved by departments will be displayed by CEE. On completion of the MOOC program, certificate of completion must be given to CEE.

Third semester and fourth semeste students must register for Interdisciplinary course and Skill Enhancement Course respectively with CEE.

2. CENTRE FOR COMMUNITY SERVICES (CCS)

Pragathi is the Centre for Community Services in MCC that aims at sensitizing students to the needs of community and making them socially conscious citizens. Every student has to work for the community program through their respective departments and on successful completion of the project will be awarded credits.

3. PLACEMENT CELL

Placement Cell plays a pivotal role in creating the linkage between industry and college. The Placement Cell imparts training and prepares students for corporate life.

Its primary role is providing campus placements in the best companies for our students.

CHECKLIST OF THE PLACEMENT CELL REGISTRATION PROCESS

1. Students must register their names at the Placement Cell in the second year for training and internship.
2. Students can register for Counseling at the Placement Cell in the third year.
3. The Placement Registration fees of Rs 1000/- must be made to the Placement Cell strictly on the dates and times specified for the different streams.
4. The Challan and the Password provided by the Placement Cell must be used for uploading the application form.
5. Students must upload their resume with all the important details like the 10th, 12th and degree marks and other information required prior to uploading the application forms.
6. Upload the application form following the instructions specified in the Placement Registration posters displayed across the college.
7. Ensure all the mandatory fields required are completed correctly and that the application is uploaded successfully.

Please note that failure to upload the application will mean that your names are not registered for the Recruitment process through the College and hence you cannot participate in the same.

4. STUDENT WELFARE

a. STUDENT GOVERNMENT

The Student Union is the representative body of the students of the college. The Student Union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the overall development of students during their college life. The union is an integral part of the educational mission of the college. The objective of having a Student Government is to educate students in leadership, social responsibility, and values.

The Union is an elected representative body. Students with good academic record and caliber will be eligible to stand for the Student Government elections which will be conducted by the Student Welfare Officers. Principal has the discretion to reject nomination and even expel any of the members of the Student Government in case of dereliction of duties.

The members of the Student Government must function under the guidance of the Student Welfare Officers. The student leaders have to be responsible in discharge of their duties and maintain the reputation of the college.

Composition

- ❖ President – Final year student
- ❖ Vice President – Final year student
- ❖ Cultural Secretary – Final year student
- ❖ Assistant Cultural Secretary – Final year student
- ❖ Treasurer – Second Year student
- ❖ General Secretary – Second Year student

b. CLASS PREFECT

At the beginning of the academic year every class will elect their class prefect. A student is eligible for the post of prefect only if she has the right credentials i.e. bright academic record, good rapport with the rest of the class and ability to liaison with teachers and students.

- Class prefect will be the vital link between the students and faculty, students and class mentor.
- Class prefect has to maintain class discipline.
- Class prefect will bring to the notice of the mentor/faculty any student grievance.
- Class prefect must work along with the Student Union.
- Class prefect must inform the HOD when classes are not taken.

c. PARENT- MENTOR INTERACTION

To guide and assist the student's development every class will be assigned a Mentor. The Mentor will keep the parents apprised about the academic progress and general behavior of their wards by conducting the Mentor-Parent meet twice in a semester. Students must ensure that their parents attend this interaction without fail.

d. STUDENT GRIEVANCE APPEAL COMMITTEE

MCC provides a student friendly atmosphere. If students have any grievance with respect to academic or non-academic matters, they can approach the Student Grievance Appeal Committee. Complete confidentiality will be maintained with respect to the student and her grievance.

e. STUDENT ACADEMIC COUNCIL

Students are the most important stakeholders in learning, hence MCC believes there is a need to give consideration to student community views on academic matters. The Academic Council is the student community's voice in all matters pertaining to academics. The Council acts as a link between the students and the faculty, and functions with the end objective of fostering a healthy academic atmosphere where the quality of learning is always on the rise.

The Council comprising student representatives, Deans and Principal will meet twice in a year. Students who are part of the Student Academic Council must maintain complete confidentiality with respect to the proceedings of the Council meetings.

f. FINANCIAL AID/SCHOLARSHIP

Mount Carmel College offers financial assistance to the deserving students. The Management offers scholarships and fee concessions. Students can also avail of several Government scholarships under the following heads.

1. C.V. Raman Scholarship
2. Sanchi Honnamma Scholarship
3. Meghalaya Scholarship
4. Government of India Ministry of Labour Scholarship.
5. Directorate of Higher Technical Education Arunachal Pradesh Scholarship.
6. Bruhat Bengaluru Mahanagara Palike Scholarship.
7. Department of Sainik Welfare Scholarship.

8. Government of Karnataka – Department of Minorities Scholarship.
9. B.C.M – Fee Concession.
10. SC/ST Scholarship.
11. Government of Nagaland Higher Education Scholarship.
12. Single Girl Child Scholarships – P.G Students.
13. Ex-Service Pension Scholarship.
14. B.C.M Scholarship.
15. Private Scholarships.
16. SC/ST – Fee Concession.
17. Ministry of Human Resource Development Scholarship.

Students must contact the Office to avail of any financial assistance and scholarships.

g. NSS

National Service Scheme is a community service program sponsored by Ministry of Human Resources Development, Government of India and the State Government National Service Scheme of Mount Carmel College since its inception in 1972 has been highly commended for its exceptional service to the community.

To be more socially conscious and give back to the community students are encouraged to join NSS. NSS volunteers, who have completed 240 hours of regular activities in the period of 2 years and attended one annual special camp, will be issued an NSS certificate by the Bangalore University. This certificate can be utilized to apply for higher studies and public sector jobs under NSS quota. College awards the NSS volunteers 4 credits.

h. **NCC**

National Cadet Corps is a Tri-Services Organization comprising the Army, Navy and Air Force, engaged in grooming the youth '**The Leaders of Tomorrow**' – into disciplined and patriotic citizens. MCC, committed to the cause of women empowerment became the first all women's college in Karnataka to start an NCC unit in 1954. A Commissioned Lady Officer from the faculty commands the unit in college.

First year degree students are eligible for enrollment based on eligibility norms of NCC. 85% attendance in parades is mandatory. This will enable the cadets to appear for B & C certificate exams. Annual camp attendance is compulsory. To encourage students to enroll in NCC 4 credits are awarded.

5. STUDENTS CODE OF CONDUCT

- Students must take part in the common morning prayer and maintain silence during the college song.
- Students must be on time to their classes.
- Students must carry their Identity Card always and this must be shown to the authorized persons when demanded.
- Every student is required to attend all lectures, tutorials and practicals.
- Students must conduct themselves in a dignified manner with the teaching and non teaching staff.
- Students are required to be dressed in a dignified manner on campus. Indecent dressing will lead to suspension.
- Ragging in any form is strictly prohibited, within the premises of College. Principal will take immediate action in case of occurrence of any such incident. The punishment may range from expulsion from college to suspension for a period of time.
- Students will handle infrastructure on campus i.e. building, furniture and equipment with great care and consideration. Any loss or destruction of these will lead to strict action by Principal.
- Students are responsible for maintaining cleanliness on campus and canteen in particular. Students found littering will be fined.

- No pamphlets, banners or posters will be circulated or exhibited by the students, nor tickets for any programs sold on campus without the permission of the Principal.
- No fund raising activity can be undertaken on campus without the permission of the Principal.
- Excursions/picnics can be undertaken only with the express permission of the Principal.
- Use of mobiles on campus is banned.
- Students are not permitted to post any information about the institution and the staff in media/social network sites.

LIBRARY RULES

- Every student must possess her Library Card while making use of the Library facility and produce the same to the Library Staff on entering the Library.
- Strict discipline must be maintained in the Library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
- Reference material should not be taken outside the Library.
- Newspapers, Periodicals and Journals will be issued for current reading in the library only.
- When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter.

- On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible and action will be taken.
- In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
- Fine will be charged for students keeping Library books with them beyond due date.
- In case a Reader loses a book she should replace the book. In case the book cannot be replaced; the current price of the book will be paid to the College office by the borrower.
- Membership card is nontransferable. Students must not lend their Library card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.
- Hall ticket of the End Semester Exam will be issued only after obtaining no due certificate from Library.
- Transfer Certificate will be issued to student only after she has returned all the Library books and cleared all library dues.

- First year students should get their Library Card issued from the library by the prescribed date. No card will be issued to any student after this date.
- A student who loses the library card should report the loss of card immediately to the librarian and apply for a Duplicate card.

Contact the following in case of any issues with respect to college:

1. Principal – principal@mccbllr.co.in
2. Internal Quality Assurance Cell – iqac@mccbllr.co.in
3. Student Grievance Appeal Committee – studentgrievance@mccbllr.co.in

Mount Carmel College, Autonomous, Bangalore is owned and managed by Mount Carmel Educational Society, a unit of the Carmelite Sisters of St. Teresa (CSST).

The students shall adhere to the Rules/Regulations and Procedures at all times. **Non-adherence or non-compliance to the rules/regulations will be viewed as a case of indiscipline** and suitable disciplinary action will be initiated against such students.





**MOUNT CARMEL COLLEGE, AUTONOMOUS
BENGALURU**

Application Form for issue of Documents

1. Name (IN BLOCK LETTERS):
(As per 12th Std Marks Card)
2. Admission No. :
(As per Identity Card)
3. Course / Semester / Combination:
4. Examination Register No. :
5. Specify the required Document:

Date:

Signature of the student

- Note:**
1. The name of the document, its enclosures and fees to be paid is printed overleaf.
 2. Documents will be issued only after 7 to 10 days

Sl. No.	Name of Document	Information / Enclosures to be furnished by the Candidate	Fee
1.	Name correction in the Marks Card	Nature of correction to be effected in the Marks Card must be clearly indicated and Xerox copy of II PUC or 12th Std Marks Card (s) as proof for correction	Rs. 100/- + Rs. 50/- per year per Marks Card thereafter
2.	Duplicate Marks Card	A FIR to be lodged at the police station, An affidavit on Rs. 20/- stamp paper giving all the particulars such as name of the College, Course, Combination, Semester, Reg. No., Year of Passing the Course and how the original Marks Card was lost	Rs. 300/- per Marks Card Plus Rs. 100/- per year per Marks Card for the 1st five years. And thereafter Rs. 200/- per year per semester
3.	Consolidated Marks Card	One set of Xerox copies of all the Marks Cards	Rs. 500/-
4.	Migration Certificate	One set of Xerox copies of all the Marks Cards	Rs. 300/-
5.	Attestation of Certificates	Xerox copies of Certificates along with the originals for verification	Rs. 5/- per copy

Controller of Examinations