Academic Manual

2022

A Comprehensive Guide to Academic Excellence
for Students and Educators

PREFACE

The Academic Manual of St. Aloysius College (Autonomous), Jabalpur, serves as a comprehensive guide, meticulously curated to aid faculty members, students, and other stakeholders in navigating the multifaceted academic landscape of the institution. It delves into the intricate details of the diverse academic and co-curricular activities that the college offers. More than just a manual, it is a testament to the institution's commitment to excellence, providing an in-depth overview of the statutory body that meticulously shapes the college's policies, ensuring they are in line with contemporary educational standards.

Central to this manual is its emphasis on curriculum design and quality enhancement, two pillars that the college holds in high regard. Faculty members will find this manual particularly beneficial, offering them comprehensive guidelines to draft curricula and syllabi that not only meet academic standards but also resonate with the evolving needs of society. Moreover, it demystifies the directives set by various statutory bodies, ensuring that the institution operates seamlessly and in harmony with regulatory frameworks.

In essence, this manual is not just a document; it is a beacon, illuminating the path towards achieving the institution's esteemed vision and mission, ensuring that St. Aloysius College continues its legacy of academic distinction and societal contribution.

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About the Institution

St. Aloysius College (SAC), affiliated to Rani Durgavati Vishwavidalaya, Jabalpur, stands as a distinguished educational entity in Madhya Pradesh. Established in 1951 under the aegis of the Catholic Diocese of Jabalpur, the institution is named after St. Aloysius' Gonzaga, reflecting his dedication to service. Strategically positioned in Jabalpur's urban center, the college serves a diverse demographic from both urban and rural backgrounds in Central India.

The institution's primary objective is to integrate Information and Communication Technology (ICT) with skill development, fostering global competencies. This approach aligns with the college's motto, Virtus in Arduo - emphasizing resilience and perseverance.

The college boasts a robust research environment, facilitated by state-of-the-art infrastructure, including a central instrumentation center. Faculty members have spearheaded both major and minor research projects, and their participation in international and national seminars has augmented the institution's academic stature.

Technological advancements, such as the Management Information System (MIS) using ERP-based software (eCAS), have been pivotal. The Central Library, Digital Library System, and the integration of ICT methodologies have enriched the learning experience. The institution's commitment to holistic development is evident in its value-education classes, daily assemblies, and the Inter-Religious Forum, promoting interfaith understanding.

The library's affiliations with the American Library, INFLIBNET, and Developing Library Network underscore its academic prowess. The college's third NAAC accreditation cycle culminated in a commendable CGPA of 3.68 out of 4.00.

In essence, SAC epitomizes a harmonious blend of knowledge, innovative methodologies, and excellence, with quality as the cornerstone.

Scope and Application

The manual delves deep into the academic fabric of SAC. It addresses the macro-level strategies that drive the institution's academic vision and mission. Simultaneously, it provides granular details on operational aspects – from curriculum design, teaching methodologies, and student evaluations to faculty responsibilities, research ethics, and collaborative endeavors. In essence, it offers a panoramic view of the academic ecosystem, ensuring that stakeholders have a clear roadmap to navigate their respective roles.

While the primary audience for this manual is the academic staff and administrators, its relevance extends much further. Students, research scholars, external collaborators, and even prospective members of SAC can glean valuable insights into the institution's academic philosophy, expectations, and operational nuances. It serves as a testament to the institution's commitment to transparency and inclusivity.

The guidelines and protocols encapsulated in this manual are not mere suggestions; they are directives. All academic and administrative units within SAC are unequivocally mandated to adhere to them. This non-negotiable adherence ensures that the institution's academic endeavours are cohesive, consistent, and aligned with its core values.

While the manual provides a comprehensive framework, [Institution Name] acknowledges that academia's dynamic nature might occasionally necessitate deviations or modifications. However, such instances are exceptions rather than the norm. They require a rigorous justification process, followed by approval from the designated institutional authority or committee. This ensures that any deviations remain within the bounds of the institution's academic integrity and objectives.

Module 1: Governance of the Institution

1.1 Society GB

The Governing Body of the Society is integral to the institutional governance of St. Aloysius College. Constituted with a blend of leadership and expertise, its composition includes:

- President: Provides visionary leadership, ensuring the alignment of the institution's mission with its actions.
- Vice President: Assists the president, taking the helm when needed, and ensures the smooth functioning of the body.
- Secretary/Treasurer: Manages the financial assets and records of the society, ensuring fiscal responsibility and transparency.
- Members (4 in number): Bring diverse perspectives and expertise to the table, playing a key role in collective decision-making.

Within its mandate, the body executes various pivotal functions:

- Infrastructure Development:
  - Commissioning structures like colleges, hostels, libraries, etc.
  - Overseeing maintenance, improvements, or even reconstruction of existing facilities.
- Asset Management:
  - Having the authority to manage institutional assets, through means such as mortgage, sale, lease, or exchange.
- Financial Endeavours':
  - Collaborating with governmental and authoritative entities to acquire beneficial grants, allowances, rights, and concessions.
  - Overseeing financial operations with various banking institutions, ensuring robust financial health.

This structured governing body, with its well-defined roles and responsibilities, ensures St. Aloysius College's continued legacy of academic and infrastructural excellence.

1.2 Governing Body

Aims & Mission:

The Governing Body of St. Aloysius College is deeply rooted in the mission statement and core objectives of the institution. These objectives, periodically reviewed and agreed upon, encapsulate the essence and primary goals of the College. In all its endeavors, the Governing Body remains steadfastly committed to these aims, ensuring that all proposed activities align with the College's foundational values.

The Governing Body is acutely aware of its responsibilities towards all stakeholders, including students, staff, suppliers, peer institutions, and the broader community. It stands firmly against any form of discrimination, advocating for an inclusive environment that respects diversity in all its forms.

Duties & Accountability:

Members of the Governing Body pledge unwavering loyalty to the College, acting with integrity, diligence, and independence. Their actions are geared towards enhancing the College's reputation and fostering trust among all stakeholders. Decisions made by the members are devoid of personal motives, focusing solely on the betterment of the College and its community.

To ensure transparency and fairness, members adhere to the Standing Orders and terms of reference, periodically reviewing them to maintain relevance. They also seek guidance from the Secretary, acknowledging the Secretary's independent advisory role.

The Governing Body and the Principal have distinct yet complementary roles. While the Governing Body sets strategic directions and monitors performance, the Principal is tasked with implementing these decisions within the framework established by the Governing Body.

Composition

1. Chairman – The Bishop of Catholic Diocesan, Jabalpur
2. 4 Members St. Aloysius Society nominee
3. 1 Educationist
4. 1 State Govt. Nominee
5. 1 University Nominee
6. 2 Teacher Representatives

7. 1 Administrative Staff

8. Secretary – Principal (ex-officio)

UGC Guidelines:

As per the latest guidelines from the UGC for Autonomous Colleges:

- The Governing Body will be reconstituted every three years, with the UGC nominee having a term of six years.
- The Governing Body is mandated to meet at least twice a year.
- The Governing Body has the authority to institute scholarships, approve new academic programs, and undertake activities that align with the institution's objectives.
- The Governing Body's overarching responsibility is to ensure the College's growth and development during its term, positively influencing its governance and management structures.

1.3 Administrative Council

The Administrative Council serves as an integral component in the governance structure of the institution, ensuring that academic and administrative frameworks operate with precision and efficacy. Here's a detailed elucidation of its role and composition:

The council is composed of:

- Principal: The chief authority responsible for upholding the institution's overarching vision and mission.
- Vice Principals: Two distinct Vice Principals focus on academics and discipline, respectively, ensuring the maintenance of scholastic rigor and behavioural decorum.
- Department Representatives: Specialist members from the domains of Arts, Commerce, and Education ensure representation of multifaceted academic streams, thereby catering to their unique requisites.

Core Responsibilities:

Departmental Oversight: The representatives from Arts, Science, Commerce, Management, and Education supervise their respective domains, ensuring alignment with the institution's established benchmarks and protocols.

Scheduling Oversight: The council plays a pivotal role in ensuring that timetables and practical examination schedules are formulated based on robust methodologies, adhering to the academic calendar's integrity.

Attendance Monitoring and Analysis: The council supervises the systematic collation and analysis of student attendance metrics, implementing rigorous follow-up mechanisms to reinforce student commitment and regularity.

Conflict and Issue Resolution: Complex or nuanced issues are brought to the Administrative Council's purview. Leveraging its collective expertise, the council deliberates and arrives at resolutions that are both strategic and student-centric.

1.4 Academic Council

Preamble:

The Academic Council (AC) of St. Aloysius College is entrusted with guiding the college's academic journey, playing a decisive role in shaping academic policies and course structures.

Tenure:

Members of the Academic Council will serve a tenure of three years.

Composition:

1. Chairman – Principal
2. HODs of the departments of different Faculties
3. Four teachers of the college.
4. One Educationist
5. One Industrialist
6. One expert of Law
7. One Expert Entrepreneur/ Commerce
8. Three University Nominees
9. Controller of Examination
10. Member Secretary

Roles and Responsibilities:

1. Academic Policy Formulation:

- Define the academic vision aligned with the college's objectives.
- Create and update policies regarding admissions, examinations, grading, and other academic processes, ensuring regular stakeholder consultations.

2. Course Oversight:

- Assess and approve new course proposals, and modify existing courses based on their relevance and feedback.
- Champion interdisciplinary courses for a comprehensive educational experience.

3. Regulations:

- Establish standards for academic performance, including attendance and assessments.

- Implement an academic code of ethics and delineate mechanisms for redressal in case of breaches, ensuring academic fairness.

4. Syllabi Management:

Direct the creation and periodic updates of syllabi, ensuring relevance and alignment with evolving academic and industry trends.

Code of Conduct:

1. Commitment:

Dedicate efforts to uphold academic excellence and promote St. Aloysius College's distinguished presence in the education sector.

2. Transparency and Integrity:

Ensure clarity and honesty in all decisions and actions.

3. Collaborative Decision Making:

Foster an environment of inclusivity, encouraging diverse perspectives for the holistic development of the institution.

4. Confidentiality and Conflict Management:

Protect sensitive discussions and promptly disclose and address potential conflicts of interest.

Through adherence to these principles and guidelines, the Academic Council strives to position St. Aloysius College at the forefront of academic innovation and excellence.

1.5 Examination Cell Committee

The Examination Committee plays a pivotal role in maintaining and enhancing the academic standards of an institution. Within the governance framework, this committee shoulders the responsibility of organizing, monitoring, and ensuring the integrity of the evaluation processes.

Composition:

- Chief Controller of Exam
- Controller of Exam
- Deputy Controller of Exam
- Four Assistant Superintendent
- Two Custodian
- Administrative Staff: Responsible for the logistics, coordination, and record-keeping associated with examinations.

Core Responsibilities:

- Examination Scheduling: The committee is in charge of planning and publishing examination timetables well in advance, ensuring that there are no clashes and that students have adequate preparation time.
- Question Paper Scrutiny: To maintain the quality and standard of examinations, the committee reviews question papers submitted by faculty, ensuring they align with the curriculum and meet the desired academic rigor.
- Logistical Management: This encompasses arranging examination halls, ensuring availability of necessary materials (like answer scripts, supplements, and stationery), and coordinating with invigilators.
- Ensuring Fair Conduct: The committee is responsible for upholding the sanctity of the examination process. This includes formulating and enforcing rules to deter malpractices, and ensuring any cases of misconduct are appropriately addressed.
- Evaluation and Results: Oversees the evaluation process, ensuring that it's timely and transparent. This involves coordination with faculty for script evaluation, tabulation of marks, and timely declaration of results.

- Feedback and Review: Post the examination process, the committee collects feedback from students, faculty, and other stakeholders, utilizing this feedback to refine future examinations.

Extended Purview:

- Special Provisions: Addresses and provisions for students with special needs or those facing exceptional circumstances, ensuring that the examination process is inclusive.
- Digital Transformation: In the evolving academic landscape, the committee may also look into integrating digital tools for online examinations, digital evaluation, and result dissemination.
- Examination Reforms: Keeping abreast of global best practices, the committee may recommend and implement reforms to enhance the examination process.
- Collaboration with External Bodies: For courses that have external examination bodies, the committee liaises with them to ensure smooth coordination.
- Record Maintenance: Maintains a comprehensive archive of question papers, answer scripts, marks sheets, and other examination-related documentation for future reference.

The Examination Committee, within the governance of the institution, acts as the sentinel of academic standards. It ensures that evaluations are not only a reflection of students' understanding but also markers of the institution's commitment to academic rigor and fairness.

1.6 Head of Departments

Preamble

The Head of the Department (HOD) is a linchpin in the institutional hierarchy, holding significant responsibilities to steer the department towards academic excellence, in alignment with the institution's overarching vision and mission. The role of the HOD is not only administrative but also academic, ensuring the department's growth and fostering a conducive learning environment.

Roles and Responsibilities

Academic Leadership:

- Chart out the academic roadmap for the department in accordance with institutional goals.
- Oversee the design, delivery, and continuous improvement of courses offered by the department.

Administrative Duties:

- Manage departmental resources, including budget allocation and utilization.
- Ensure compliance with institutional policies and external accreditation bodies.

Faculty Development:

- Mentor and guide faculty members, encouraging their professional growth and development.
- Conduct regular performance reviews and facilitate training opportunities.

Research and Development:

- Promote a culture of research within the department, securing necessary resources and collaborations.
- Review and endorse research proposals and publications originating from the department.

Student Engagement and Welfare:

- Address student grievances and ensure a student-centric approach in departmental policies.
- Foster a conducive learning environment, encouraging extracurricular activities and holistic development.

Stakeholder Interaction:

- Act as the primary point of contact between the department and other institutional bodies.
- Engage with industry stakeholders to ensure curriculum relevance and explore internship and placement opportunities for students.

Continuous Improvement:

- Regularly evaluate departmental processes and outcomes, initiating changes where necessary.
- Be updated with the latest trends in the field and incorporate them into departmental strategies.

Code of Conduct for the HOD

- Integrity: Uphold the highest standards of honesty and transparency in all actions and decisions.
- Leadership: Lead by example, fostering a culture of mutual respect, collaboration, and continuous learning.
- Confidentiality: Safeguard sensitive information pertaining to faculty, students, and departmental affairs.
- Accountability: Take ownership of decisions made and their outcomes, ensuring they align with the institution's best interests.
- Neutrality: Make decisions without personal biases, ensuring fairness and justice.
- Tenure and Appointment

The appointment of the HOD is typically done by the principal, based on academic credentials, leadership qualities, and experience. The tenure is often determined by institutional policies but usually spans multiple years to ensure continuity in leadership and vision.

Note: The Head of the Department, in every endeavor, should reflect the values, ethos, and aspirations of the institution.

1.7 Board of Studies

Preamble

The Board of Studies stands as a pillar of the autonomous college's academic framework, championing educational excellence grounded in scientific tenets. This guideline expounds on the ethical benchmarks and cardinal roles allocated to its members in steering the institution's academic direction.

Code of Conduct for the Board of Studies

- Evidence-Based Approach: Root decisions and recommendations in established scientific evidence and best practices.
- Objectivity: Ensure unwavering neutrality in all academic decision-making endeavors.
- Data Protection: Uphold the integrity and confidentiality of academic data and internal discussions.
- Academic Ethics: Adhere to the apex standards of research and academic propriety.

Roles and Responsibilities

- Syllabi Formulation: Draft course blueprints anchored in rigorous and empirical methodologies.
- Syllabi Evaluation: Systematically revisit and rejuvenate syllabi, ensuring they resonate with current academic and industry standards.
- Course Induction: Roll out innovative courses, spurred by in-depth research and emerging academic requisites.
- Scientific Assessment: Design assessment frameworks underpinned by principles of validity, reliability, and accuracy.
- Examiner Selection: Appoint evaluators based on validated expertise and acumen.

Service Duration: Pledge to a tenure of three years, accentuating continuity in academic evolution.

Board Meetings: to be convened twice a year (minimum) to discuss, evaluate, and strategize academic matters and advancements.

Composition

1. Head of the department concerned (Chairman).
2. The entire faculty of each specialisation.

3. Two experts in the subject from outside the college to be nominated by the Academic Council.

4. One expert to be nominated by the vice-chancellor from a panel of six recommended by the college principal.

5. One representative from industry/corporate sector/allied area relating to placement.

6. One postgraduate meritorious alumnus to be nominated by the principal. The chairman, Board of Studies, may with the approval of the principal of the college, co-opt:

    (a)   Experts from outside the college whenever special courses of studies are to be formulated.

    (b)   Other members of staff of the same faculty.

Note: Members should perpetually synchronize their actions with the scientific and academic ethos emblematic of the autonomous college.

1.8 Academic Committee

The Academic Committee is a central pillar in the governance structure of an institution, focusing intently on fortifying its academic tenets and ensuring that the scholastic pursuits are in alignment with the institution's mission and vision. Here's a detailed overview of its role and composition:

Composition:

- Principal: Acts as the overarching authority, providing direction and facilitating a cohesive functioning of the committee.
- Vice Principals: Offer inputs and supervision from both academic and administrative perspectives, ensuring a holistic approach to decision-making.
- Departmental Heads: The heads of all departments bring their domain-specific expertise and insights, ensuring that the diverse academic streams are adequately represented and their unique needs are catered to.

Functioning Protocol:

The committee convenes once a month for regular discussions and updates. However, in cases of urgency or emergency, special sessions can be scheduled to address pressing matters.

Core Responsibilities:

- **Strategic Planning for Teaching-Learning:** The committee collaboratively chalks out strategies to enhance the teaching-learning processes, ensuring they are innovative, effective, and in line with contemporary educational paradigms.
- **Value-Added Courses:** Deliberations are made on the introduction or refinement of value-added courses across different departments, aiming to enrich the academic portfolio and offer students a broader learning spectrum.
- **Scheduling:** The committee meticulously plans practical sessions, ensuring they align with the theoretical components. They also chart out schedules for internships, field projects, and community service initiatives, ensuring a harmonized flow of academic, co-curricular and extracurricular pursuits.
- **Research and Dissertation:** The committee is at the forefront of conceptualizing, planning, and implementing research projects. It also supervises the structure, content, and quality of

dissertations, ensuring they are rigorous and contribute significantly to the academic discourse.

- **Community Engagement:** Emphasis is laid on connecting academic pursuits with societal needs. The committee plans and oversees community service initiatives, ensuring that students not only gain practical exposure but also develop a sense of social responsibility.

The Academic Committee, through its rich composition and dynamic responsibilities, strives to ensure that the institution remains at the zenith of academic excellence, continuously evolving to meet and surpass contemporary educational benchmarks.

1.9 Student Welfare committee

Student Well-being and Mental Health:

- Internal Quality Assurance Cell (IQAC): Continuously refines academic and non-academic experiences to ensure students' holistic welfare and development.

Academic Support and Resources:

- Library Committee: Streamlines academic resources, facilitating student access to essential study materials.
- Centre for Value Added Courses: Introduces supplementary courses to bolster the core curriculum, enhancing students' academic depth.

Co-curricular Activities:

- Clubs and Societies (Academics): Oversees various student-centric groups, catering to an array of academic interests from arts, science, commerce, management and education.

Extracurricular Activities and Clubs:

- Clubs and Societies: catering to an array of institution society responsibilities.
- Sports and Cultural Society: Promotes extracurricular engagements, emphasizing physical well-being and cultural appreciation.
- Magazine Committee: Offers a creative outlet for students, amplifying their artistic expressions and thoughts.

Student Advocacy and Grievances:

- Student Council: Represents the student body, acting as a bridge between administrative decisions and student needs.
- Anti-Ragging Committee & Anti-Sexual Harassment Committee: Upholds campus safety by curbing and addressing ragging and harassment issues.

Diversity and Inclusion:

- Inter-religious Forum: Fosters religious understanding and harmony, celebrating the students' diverse backgrounds.
- Girls Refreshing Room Committee: Provides a specialized space for female students, ensuring their comfort and specific requirements are addressed.

Student Leadership Development:

- Entrepreneurship Cell: Nurtures entrepreneurial talents, facilitating the birth of innovative business ventures.
- Institution Innovation Council: Encourages inventive practices and research, steering students towards developmental pursuits.

Institutional Societal Responsibility:

- NCC & NSS: Instil discipline and a spirit of community service, moulding students into responsible citizens ready for nation-building tasks.
- Red Cross Society, ELC: Creates awareness towards health and duties towards the nation in the society.

Career Services and Internship Opportunities:

- Placement Cell: Streamlines transition, of students from academic to professional careers, ensuring students are primed for the competitive job market.

In essence, the Student Welfare Committee at St. Aloysius College holistically attends to a spectrum of student needs, ensuring a balanced academic, cultural, and social growth. Their roles reflect a commitment to nurturing a safe, inclusive, and enriching campus experience for every student.

1.10 Research Committee & Research Ethics Committee

Research Committee of St. Aloysius College:

Roles and Responsibilities:

- Proposal Review: Scrutinize and evaluate research proposals submitted by faculty and students to ensure they meet the college's academic and research standards.
- Funding Allocation: Manage and distribute internal research grants and oversee the allocation of funds to approved research projects.
- Research Promotion: Advocate for a research-centric academic environment, encouraging faculty and students to undertake research activities.
- Collaboration: Foster interdisciplinary research initiatives and facilitate collaboration between different departments and external academic and research institutions.
- Training & Workshops: Organize training sessions, seminars, and workshops to enhance the research skills of faculty and students.
- Monitoring & Reporting: Monitor on-going research projects to ensure they adhere to timelines and standards and compile periodic reports on the college's research activities.

Research Ethics Committee of St. Aloysius College:

Roles and Responsibilities:

- Ethical Review: Evaluate research proposals to ensure they adhere to ethical guidelines, especially those involving human and animal subjects.
- Consent Protocols: Ensure that research projects involving human participants have proper informed consent procedures in place.
- Confidentiality Assurance: Check that research involving sensitive data has measures in place to protect participants' confidentiality.
- Guideline Development: Formulate, review, and update ethical guidelines for research conducted under the college's aegis.
- Training & Awareness: Organize sessions to sensitize researchers about ethical considerations in research, making them aware of both national and international ethical standards.
- Grievance Redressal: Address any complaints or issues related to research ethics, ensuring that researchers are held accountable.

For details visit - https://staloysiuscollege.ac.in/en-in/research-development-centre/

Module 2: Admissions

2.1 Admission Requirements

Admission Requirements at St. Aloysius College, Jabalpur

B.Sc./B.A.

- Eligibility: Minimum 50% in Class XII board or an equivalent examination.
- Selection Process: Prospective students must attend an interview with the designated committee.

B.C.A.

Eligibility:

- Science stream students need Mathematics with a minimum of 50%.
- Commerce stream students require Mathematics with a minimum of 55%.

B.B.A.

- Eligibility: Minimum 60% in the Class XII board or an equivalent examination. The medium of instruction is strictly English.

B.Com.

- Eligibility: Minimum 60% in the Class XII board or an equivalent examination.

Foreign Students:

Admission is in accordance with UGC and affiliated University guidelines. Requirements include:

- Valid Student Visa.
- Eligibility certificate from the University.
- Residency proof certified by the Superintendent of Police.
- Recent health certificate from the Chief Medical Officer, Jabalpur confirming the absence of AIDS.

Minority Institution:

- As St. Aloysius College, Jabalpur is a Christian Religious Minority Institution:
- 50% of the seats are reserved for Christian religious minorities.
- The remaining 50% are available for other applicants.
- Any vacancies in the reserved category may be filled by other candidates based on merit.

Final Admission Process:

- Complete the online registration form. Post-submission, a username and password will be sent to the registered email and phone number.

- Ensure accurate information as modifications are not permitted post-submission.

- Print the application form in A4 size.

- Printouts can be accessed anytime on the college website using the provided login credentials.

- For the counselling session, bring the printed form, TWO passport size photographs, and all original documents (plus one set of photocopies) on the specified dates.

Note: Always check the official website for any updates on the admission process.

2.2. Application Process

Step 1: Visit the College Website

Begin by navigating to the official college website [https://staloysiuscollege.ac.in/en-in] using your web browser.

Step 2: Start the Application

Once on the homepage, locate and click on the "Apply Online" button or link. This will redirect you to the online application portal.

Step 3: Complete the Application Form

On the application portal, you will find the online application form. Make sure to accurately fill in all the required fields with your personal and academic details. Double-check the information for any errors or omissions.

Step 4: Document Submission

After completing the form, you will receive an SMS containing a link for document uploads. Click on the link and ensure you upload clear, legible copies of all necessary documents as specified by the college.

Step 5: Verification and Fee Payment

Once your documents have been uploaded, the college will undertake a verification process. After successful verification, you will be prompted (via another SMS or email) to proceed

with the payment of application/admission fees. Use the provided payment gateway or instructions to make the payment securely.

Step 6: Collecting Your ID Card

After completing the application process and once your admission is confirmed, you can collect your official college ID card. Visit the college on the specified date or as communicated to you to collect your ID card.

Note: It's recommended to keep a copy or screenshot of all steps completed for your reference. Ensure that you meet all the application deadlines and follow any additional instructions provided by the college during the application process.

2.3 Transfer Students

Preamble:

Recognizing the academic intricacies associated with the transfer of students during mid-course, the institution has established a methodical and empirical process to evaluate and assimilate these students. This protocol ensures that transfer students have a foundational knowledge congruent with our academic standards, thus facilitating a seamless transition.

1. Eligibility for Transfer Admission:

Transfer students are those seeking admission into:

 second or third year of an undergraduate program.

 second year of a postgraduate program.

2. The Dean's Examination (Dean Test):

Transfer students must undergo an evaluative procedure known as the Dean's Examination.

Purpose:

To assess if the student satisfies the prerequisites for the desired semester/year admission, it's essential to identify any discrepancies between the curriculum of the student's previous institution and our established academic standards. This ensures that the student is adequately prepared to progress seamlessly within our program.

Procedure:

The Dean's Test, administered by the Controller of Examinations, is tailored according to the subjects the student has previously studied. It is comprehensive, encompassing both foundational and advanced aspects relevant to the academic level the student aspires to join.

3. Semester Determination:

Upon successful completion of the Dean's test, the CoE along with Academic committee, with insights from the Dean's test, will discern the appropriate semester for the student to integrate into.

Criteria for Determination:

Previous content completed in congruence with institution's curriculum for the corresponding year.

This drafted protocol aims to ensure that transfer students not only amalgamate seamlessly into our academic environment but also exhibit an academic prowess in line with our institution's rigorous standards. The emphasis remains firmly on knowledge congruence and bridging any potential academic gaps to ensure academic excellence.

2.4 International Students

Preamble:

St. Aloysius College, acknowledging the diverse backgrounds and unique challenges of international students, offers a good support system. We aim to establish an environment where international students are welcomed, nurtured, and empowered for academic and personal success.

1. International Students' Office (ISO):

This dedicated division offers:

- Admission Guidance: Streamlined guidance through the application, documentation, and admission process specific to international candidates.

- Visa and Permit Guidance: Assistance in obtaining and renewing student visas and other necessary permits.

- Orientation Sessions: Introducing the college facilities, policies, and an overview of Indian cultural norms.

- Police Verification Assistance: Guiding students through the mandatory police verification process, required for international students residing in India.

2. Academic Support:

- Peer Assistance Program: Partnering international students with local peers for academic and cultural support.

- Supplementary Tutoring: Targeted academic assistance for subjects or areas of difficulty.

- Language Workshops: Enhancing English proficiency and offering foundational courses in local languages.

3. Cultural Integration:

St. Aloysius College emphasizes the integration of international students through cultural exchange initiatives, which celebrate global traditions. We further their immersion by offering guided local explorations to historically significant sites.

4. Health and Well-being Services:

The well-being of our students is paramount. We ensure immediate access to medical facilities and provide specialized referrals when necessary. Our counselling services address academic and personal challenges.

5. Accommodation and Daily Life Guidance:

Accommodation is facilitated via student hostels. Additionally, we offer guidance on essential local living aspects, from public transportation to navigating local marketplaces.

Module 3: Registration and Enrolment

3.1 Course Registration

Course Registration for Undergraduate Programs in Accordance with NEP 2020:

With the advent of the National Education Policy (NEP) 2020, Indian higher education is witnessing a transformative phase. This policy underscores the significance of a holistic and multidisciplinary pedagogical model, veering away from conventional academic pathways.

- **Determination of Major and Minor Disciplines**:

    Primary (Major) Discipline: At the commencement of the course registration process, every student is obligated to select a 'Major' field of study. This could range from disciplines like BSc in Chemistry to BA in History.

- **Secondary (Minor) Discipline:** Beyond their major, students have the option to select a 'Minor' subject, which aligns with and complements their primary discipline. Such a structure is designed to enhance their academic breadth. For instance, a BSc Chemistry major might opt for Botany or, Zoology or Biotechnology subject as their minor.

- **Elective Course Enrolment:** Alongside the staple courses (Major and Minor), students are entitled to select an elective from an extensive pool. This provision facilitates exploration beyond their foundational discipline, promoting an integrated academic journey.

- **Selection of Vocational Courses**: Acknowledging the importance of skills in the modern world, NEP 2020 emphasizes vocational training. Thus, students will earmark a vocational course that equips them with hands-on skills, narrowing the chasm between classroom theory and practical application.

Furthering the principle of multidisciplinary, students are encouraged to select both elective and vocational courses from diverse domains, ensuring that their academic trajectory remains fluid and versatile.

Course Registration Process:

- **Form Completion**: Integral to the course registration is the digital interaction, predominantly via an online portal, where students specify their preferences for Major, Minor, Elective, and Vocational subjects.

- **Registration with the Higher Education Portal**: Once course preferences are set, this data is integrated with the central higher education portal, ensuring a seamless, standardized, and transparent registration mechanism.

- **Allocation of Enrolment Number**: Upon completing all admission prerequisites and based on the disciplines chosen, Rani durgavati University (the affiliated institution) bestows a unique enrolment number upon each student, marking their exclusive academic identity.

3.2 Change of subject combinations

Change of Subject Combinations in the Undergraduate Program

First Year Adjustments:

Time frame: Students have a 7-day window from the start of the session to make changes to their chosen Major, Minor, Electives, or Vocational subjects.

Procedure:

- Obtain written approvals from the respective Heads of the Departments (HODs) for the departing and desired subjects.
- Secure consent from the respective class teacher.

Second Year Refinements:

Modification: In the second year, provisions exist for students to change their Minor subject.

Process:

- Gain permissions from the HODs of the existing and new subject.
- Acquire acknowledgment from the respective class teacher.

Database Update:

Post all approvals, the changes are relayed to the IT cell for updating in the student's database, ensuring all records are current and accurate.

3.3 Entry and Exit scheme

Multiple Entry and Exit Scheme at St. Aloysius College as per NEP 2020

St. Aloysius College, in alignment with the NEP 2020, offers a flexible Multiple Entry and Exit Scheme for its undergraduate programmes, providing students with diverse pathways for their higher education journey. The breakdown of the scheme is as follows:

1st Year (Level 5):

Entry: Students entering the first year must possess a Secondary School Leaving Certificate after successful completion of Grade 12. Admissions are based on evaluation of academic records and other entrance requirements.

Exit: After completing the first year (36-40 credits), students can exit with an undergraduate certificate. This stage acts as a foundation, building on secondary education.

2nd Year (Level 6):

Entry: To progress to the second year, students need to have completed the first year and achieved the undergraduate certificate. Admissions evaluate the academic achievements in the previous year.

Exit: Exiting after the second year (with an accumulation of 72-80 credits) leads to the award of a diploma.

3rd Year (Level 7):

Entry: Students entering this level should have the diploma from the first two years of the undergraduate programme. Their academic progress from the previous years will be a determinant for entry.

Exit: Upon completion of the third year, students (having accumulated 108-120 credits) will be awarded the Bachelor's degree.

4th Year (Level 8 - Honors/Research):

Entry: Those aiming for an Honors or Research-based Bachelor's degree must have completed all requirements of the three-year degree. A minimum CGPA of 7.5 is a prerequisite to continue into this advanced level.

Exit: Successful completion of the fourth year, accumulating 144-160 credits across all levels, culminates in a Bachelor's degree with Honors or Research.

This structured yet flexible approach ensures students can make informed decisions at various stages of their academic journey, either to continue further or exit with a relevant qualification. The scheme emphasizes a graded learning experience and ensures that students, irrespective of their exit point, leave with a formal recognition of their academic efforts.

3.4. Withdrawal from Courses

Withdrawal from Courses within a Degree Course

The decision to withdraw from a degree program is significant and can arise from various personal, academic, or financial reasons. Institutions have a well-defined process for such withdrawals to ensure clarity and fairness.

Withdrawal in the First Year:

- Immediate Post-Admission Withdrawal: If a student decides to withdraw soon after gaining admission into the first year:
- Fee Refund: The institution will process a fee refund according to the prevailing norms set by the higher education. This might involve full or partial refunds, possibly minus administrative charges. It's essential for students to be aware of these norms at the time of admission.
- Documentation: Any submitted documents, like educational certificates or personal identifications, should be returned to the student.
- Late Withdrawal: If the student decides to leave after attending some duration of the first year:
- Mark Sheets & Records: Any records of academic performance during the attended period should be provided.

Withdrawal in the Subsequent Years (2nd or 3rd Year):

- Process Initiation: Students wishing to withdraw from the 2nd or 3rd year need to submit a formal application citing the reasons for the decision.
- Mark Sheet: Students will be provided with the mark sheets for the years or semesters they have successfully completed.
- Transfer Certificate & Character Certificate: On withdrawal, students will be issued a transfer certificate and a character certificate.

Fee Implications:

For students leaving in the 2nd or 3rd year, the fee for the current academic year (if already paid) might not be refundable. However, any advanced fees for subsequent years should be returned. The institution makes sure that withdrawal processes, ensuring students leave with all necessary documentation and clarity on their academic standing. The institution transparently conveys these protocols to all students and provides guidance as needed.

Module 4: Academic Programs & procedures

4.1 Overview of Programs and courses

PROGRAM	MAJOR	MINOR	ELECTIVES
BCOM 1 SEM	Financial Accounting	Business Organization	• Advertising & Sales Promotion I • Business Economics I • Data Processing Software I • Business of Vedic Mathematics I • Banking Law & practice I • NCC Awareness I
BCOM II SEM	Business Regulatory Framework	Business Communication	• Advertising & Sales Promotion II • Business Economics II • Data Processing Software II • Business of Vedic Mathematics II • Banking Law & Practice II • NCC Awareness II
BBA 1 SEM	Business Management Micro Economics Financial Accounting	Business Statistics Communication Skills Communication Skills	• IT for Managers • Business Mathematics • NCC Awareness I
BBA II SEM	Communication Skills Business Statistics Business Mathematics	Micro Economics Business Management Business Management	• Database concepts using Microsoft Access • Financial Accounting • NCC Awareness II
BCA I SEM	Computer Fundamentals, Organization & Architechure	Programming Methodology (using C Language)	• Computational Mathematics • Discrete Mathematics • Numerical Mathematics • Probability and Statistics • Data Analysis and Visualization using Spread sheet • NCC Awareness I
BCA II SEM	Programming in C++ & Data Structure	Operating System	• Computational Mathematics II • Discrete Mathematics II • Numerical Mathematics II • Probability and Statistics II • Multimedia & Animation • NCC Awareness II
BA I & II SEM	• Economics • Political Science • History • English Literature • Hindi Literature	• Economics • Political Science • History • English Literature • Hindi Literature	• Economics • Political Science • History • English Literature • Hindi Literature Functional English • Functional Hindi

	• Computer Application	• Functional English • Functional Hindi • Computer Application	• Computer Application • NCC Awareness I
BSC I & II SEM (Physics Sciences)	• Physics • Chemistry • Mathematics • Computer Science • Computer Application	• Physics • Chemistry • Mathematics • Computer Science • Computer Application • Electronics • Electronic Maintenance	• Physics • Chemistry • Mathematics • Computer Science • Computer Application • Electronics • Electronic Maintenance • Chemistry • Zoology
BSC I & II SEM (Bio Sciences)	• Chemistry • Zoology • Botany • Biotechnology • Industrial Microbiology	• Chemistry • Zoology • Botany • Biotechnology • Industrial Microbiology • Biochemistry	• Botany • Biotechnology • Industrial Microbiology • Biochemistry • Economics • NCC Awareness

4.2 Program level goals

LEVELS	QUALIFICATION TITLE	CREDIT REQUIREMENT
Level 5	Undergraduate Certificate in the faculty of the Major subject for those who exit after the first year (two semesters) of the undergraduate programme (Programme duration first year or two semesters of the undergraduate programme)	40
Level 6	Undergraduate Diploma in the faculty of the Major subject for those who exit after the two year (four semesters) of the undergraduate programme (Programme duration first two years or four semesters of the undergraduate programme)	80
Level 7	Bachelor Degree in the faculty of the Major subject (Programme duration three years or six semester)	120
Level 8	Bachelor Degree in the faculty of the Major subject (Honours / Research)(Programme duration four years or eight semester)	160

4.3 Course objectives and Learning outcomes

The syllabus provides the details of course objectives and outcomes. Kindly refer to the provided URL for details.

https://staloysiuscollege.ac.in/syllabus/

4.4 Elective courses and Vocational courses

Elective Courses: In alignment with the NEP guidelines, students are required to select one elective, worth 4 credits, to achieve a total of 20 credits each semester. A variety of electives are available for selection, and students have the flexibility to opt for an interdisciplinary paper from the provided list as well. The list is enclosed in 6a.

Additional generic elective options are:

Arts Faculty

Semester I : Economics in Money and Banking / Indian National Movement/Computer Fundamentals /प्रयोजनमूलक हिन्दी

Semester II: Indian Economy an Introduction/ Indian Political system/Hindi Evam Vigayapan Vavysaya / MS-Office.

Physical Science electives

Semester I: Chemistry in everyday life/Computer Fundamentals/ Logic and sets/Algebra,Vector Analysis and Geometry

Semester II: Basic concept of Pharmaceutical Chemistry/MS-Office/ Matrices, Geometry & Vector Algebra/ Non-Conventional Energy Sources

Electives for Bio Sciences

Semester I: Herbal Cosmetics/Chemistry in everyday life/Human Disease

Semester II: Nursery Management/Bee Keeping/ Basic concept of Pharmaceutical chemistry

Vocational Courses: In accordance with the NEP directives, students must choose one skill enhancement vocational course, carrying 4 credits, to reach a cumulative total of 20 credits for the semester. A diverse range of electives is on offer, granting students the liberty to pick an interdisciplinary paper from the given list. Furthermore, students have the option to enroll in MOOC courses and earn credits for the vocational course.

List of Vocational Courses

S. No.	Course Title
1.	Accounting and Tally

2.	Desktop & Publishing (DTP)
3.	E - Accounting & Taxation with GST
4.	Electrical Technology
5.	Export Import Management
6.	Finance Services and Insurance
7.	Medical Diagnostics
8.	Medicinal Plants
9.	Nutrition and Dietetics
10.	Office Procedures and Practices
11.	Personality Development
12.	Vermi composting
13.	Web Designing
14.	Digital Marketing

4.5 Value Added Courses

Value Added Courses at St. Aloysius College: A Bridge to the Future

St. Aloysius College's Value Added Courses are more than just supplementary classes; they're a gateway to holistic growth. Designed to complement academic learning, these courses enrich students with vital interpersonal, technical, and life skills, preparing them for the evolving demands of the global workplace.

Key Highlights:

Beyond Academics: These courses cultivate both domain expertise and soft skills, ensuring students are well-rounded and industry-ready.

Global Standards: With an eye on international market requirements, the curriculum equips students with skills that resonate globally.

Aims of the Program:

- Align with industry expectations.

- Enhance employability skills.
- Bridge existing skill gaps.
- Foster inter-disciplinary learning.

In essence, St. Aloysius College's Value Added Courses are a testament to the institution's commitment to molding adaptable, competent, and future-ready graduates.

List of Courses(tentative)

S.No.	Department	Course Name	Start Date
1.	Hindi	Karyalya Evam Jansanchar Karyavidhi	8th November 2021
2.		Foreign Languages (French)	27th January 2022
3.	English	Proficiency in English- LSRW	1st December 2021
4.		Spoken English	21st October 2021
5.		Honing Communicative LSRW Skills in English	27th September 2021
6.	History	Historical Tourism Destination Management	2nd February 2022
7.		History Chronology from Ancient India to Medieval India	4th October 2021
8.	Political Science	Human Rights	17th January 20 22
9.		Right to Information & Filing RTI	22nd November 2021
10.	Economics	Research Methodology and Application of SPSS for Data Analysis	15th November 2021
11.		Advertisement & Sales Promotion	10th January 2022
12.	Commerce	Tally with GST	4th October 2021
13.		Income Tax Return Filling	1st October 2021
14.		Goods and Service Tax Return Filling	1st December 2021
15.		B. Com. With US CMA	1st October 2021
16.		Programme in Banking, Finance & Insurance in collaboration with Bajaj Finserv	1st November 2021
17.	Management	Diploma in International Business	17th January 2022
18.	Physics	Physics Through Mathematica	10th January 2022
19.		Experimentation through Virtual Lab (Exp Eyes)	6th December 2021
20.		Material Characterization Techniques	27th September 2021
21.	Chemistry	Chemistry of Food: Analysis and Estimation through Latex	24th January 2022
22.		Chemistry in Everyday Life	27th September 2021
23.		Instrumentation Techniques in Chemistry	21st November 2021
24.	Mathematics	Research Documentation through Latex	7th February 2022

S.No.	Department	Course Name	Start Date
25.		Basics of MATLAB	27TH September 2021
26.	Zoology	Innovative Zoological Practice	17th January 2022
27.		Microtomy	13th September 2021
28.	Botany	Water Quality Monitoring	6th December 2021
29.		Mushroom Cultivation	10th January 2022
30.	Biotechnology	DNA Bar-Coding- From Sequences to Species	15th September 2021
31.		Plant Tissue Culture	12th November 2021
32.		DOEACC 'O' Level Software Course	20th October 2021(Tentative)
33.	Computer Science	Red Hat Certified System Administrator	10th January 2022
34.		Diploma in Computer Operator	15th September 2021
35.		Computer Operator (CCO)	15th September 2021
36.		Movie making, Editing and Animation	15th November 2021
37.		Fitness Fusion Workout- ZUMBA	15th November 2021
38.	Generic	Beauty Culture	4th January 2022
39.		Self-Grooming	25th September 2021
40.		Music (Vocal)	7th September 2021

4.6 Field projects, Internship, Community services

Under the framework of the National Education Policy (NEP), there's a renewed emphasis on holistic and practical learning. It is imperative for students to engage in Field projects, Internships, or Community services, which carry a weightage of 6 credits. This mandate serves several pivotal purposes:

- Experiential Learning: By immersing students in real-world environments, be it through field projects or internships, they gain firsthand experience. This kind of learning not only supplements theoretical knowledge but also ensures students understand the practical implications and applications of what they study.

- Skill-Based Learning: This component encourages students to cultivate and hone specific skills that are vital in the professional world. Whether it's project management, team collaboration, communication, or specific technical skills, students get the opportunity to practice and refine these competencies in a real or simulated setting.

- Problem-Solving Learning: Faced with real-world challenges, students develop a problem-solving mind set. They learn to approach issues methodically, think critically, innovate, and devise solutions. This fosters adaptability and resilience, preparing students for diverse challenges in their future careers.

To streamline and facilitate this process, each department within the institution has established collaborations with various organisations and industries. These affiliations ensure that students have access to quality opportunities, enabling them to make the most of this crucial component of their academic journey. Through these partnerships, students get the exposure they need, ensuring they are better equipped to bridge the gap between academic learning and its practical application.

4.7 Academic Planning & Tracking

- **Academic calendar**
- **Teaching plan**
- **Daily diary**

Academic Calendar and Departmental Calendar:

These calendars are comprehensive timetables designed to encapsulate the entire academic rhythm of the institution. Their primary aim is to schedule and communicate pivotal academic dates, extracurricular events, and other essential milestones, both at the institutional and departmental levels.

The academic calendar comprises of commencement of the session, schedule of CCE I/ II submission of examination forms, commencement of practical examination, theory exam, and declaration of results. Every department comes up with annual calendar, with a draft of al the activities for the current year. It enable students, faculty, and administrative staff to strategize and allocate resources effectively.

They ensure synchronization between different departments, minimizing overlaps and maximizing participation in various events.

By making these calendars accessible, stakeholders can have a clear understanding of the academic expectations and can accordingly adjust their individual and collective plans.

Teaching Plan:

Each teacher prepares a roadmap of their respective curriculum that provides the educator and the student with a clear vision of the journey through a particular course or subject. The plan offers a sequential breakdown of the curriculum, ensuring systematic delivery and understanding. By outlining the topics and subtopics, educators can allocate time judiciously, ensuring that every aspect of the curriculum receives due attention.

Daily Diary:

It captures the essence of day-to-day academic interactions, challenges, and successes. The Faculty revisit their approaches, methodologies, and adapt based on what works best for a particular set of students. The act of chronicling daily lessons also aids in ensuring that the pace is maintained as per the teaching plan. Every month these are reviewed by vice-principals and principals, it facilitates a system of feedback and quality assurance, ensuring that the teaching process remains aligned with institutional standards.

4.8 Degree Requirements

Undergraduate Program Structure:

The undergraduate academic programs have been diligently structured to facilitate multiple entry and exit points. These are organized across a spectrum of qualifications from levels 5 to 8.

Level 5 (1st Year):

Entry: Completion of Class 12 from the M.P. Board of Secondary Education, Bhopal, or a recognized equivalent.

Attainment: Upon meeting the credit criteria, students are granted an Undergraduate Certificate in their major subject.

Level 6 (2nd Year):

Entry: Completion of Level 5.

Attainment: Achieving the credit requisites of Levels 5 & 6 entitles students to an Undergraduate Diploma in their major subject. Each level demands 40 credits, totaling 80 credits for the diploma.

Level 7 (3rd Year):

Entry: Completion of Levels 5 and 6.

Attainment: Fulfilling the courses of Levels 5 to 7, with 40 credits at each level (120 credits in total), students earn the standard Undergraduate Degree in their major.

Level 8 (4th Year):

Entry: Completion of the three-year Bachelor's degree (Level 7) and a CGPA of 7.5 or higher.

Attainment: Completing courses from Levels 5 to 8 and acquiring the essential 160 credits (40 credits/level) bestows students with the Undergraduate Degree (Honors/Research) in their major.

Degree Classification based on CGPA:

Upon degree completion, a student's CGPA is determined and displayed on the certificate, diploma, or degree. The degrees over three and four years are classified into divisions based on this CGPA:

- First Division with Distinction: For students securing the degree credits and a CGPA $\geq$ 8.00.
- First Division: For those earning the degree credits with a CGPA $\geq$ 6.50 but < 8.0.
- Second Division: Students meeting the degree credits with a CGPA $\geq$ 5.00 but < 6.50.
- Pass: Those acquiring the degree credits with a CGPA $\geq$ 4.00 but < 5.00.

This structure ensures a seamless academic progression with flexibility and upholds rigorous academic standards.

Module 5: Academic Standards

5.1 Grading System, Honors and Awards

Duration and Structure:

- Undergraduate programs last three academic years, split into six semesters.
- Programs leading to Honors/Research extend to four academic years or eight semesters.
- The maximum duration to complete standard undergraduate degrees and Honours/Research is six and eight semesters respectively.

Transition to Honors/Research:

- Upon completing a three-year Bachelor's Degree, students with a minimum CGPA of 7.5 can progress into the fourth year to complete the Honours/Research degree.

Credit Requirements:

To successfully finish the first semester, a student must acquire:

- 6 credits in the major subject's Core Course.
- 6 credits in the minor subject's Core Course.
- 4 credits in Generic Elective.
- 4 credits in Ability Enhancement Course (AEC).

Grading Metrics:

- Grades are determined by combining marks from the Semester-End Examinations and continuous evaluations.
- Should a student's marks fall below the minimum percentage, they'll receive an "F" grade. The grading structure is as follows:

Letter Grade	Grade Points	Description	Range of Marks
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very Good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39

Letter Grade	Grade Points	Description	Range of Marks
F	0	Fail	0-34
Ab	0	Absent	Absent

Promotion and ATKT:

- A student will move to the next semester after securing at least half of the total semester credits.
- Failing to achieve this mandates a semester repetition, termed a zero semester.
- Students securing half the semester's credits but failing some courses will be provisionally promoted with ATKT (Allowed To Keep Term).
- Failing to clear all ATKT examinations revokes the provisional promotion. However, one more opportunity is given to clear the failed courses.
- If unsuccessful again, the student repeats the semester, termed a zero semester.

Course Repetition:

- Only those receiving an "F" or "Ab" grade, or those who failed the semester, can retake a theory/practical course.

5.2 Academic Probation and Dismissal

Academic Probation and Dismissal at St. Aloysius College

Academic Probation:

Students with a GPA falling under 3.000 are placed on academic probation. They will receive official notification from the college. Probationary students have one semester, excluding summer, to achieve a GPA of 3.000. If unsuccessful, they risk dismissal from the graduate program. Students enrolled in programs with prerequisite or Align bridge courses should note these courses factor into their GPA for academic standing.

Dismissal:

Failure to attain a 3.000 GPA post-probation results in dismissal eligibility

Appeals Process:

Dismissed students can appeal the decision within five business days of notification. Appeals must be written and directed to the Examination Controller.

After Controller's evaluation, appeals proceed to the Standing committee. If both levels deny the appeal, a final appeal can be made to a Principal.

Module 6: Examination and Evaluation under Autonomy

Duration and Academic Structure:

- Undergraduate courses: Three academic years, equating to six semesters.
- Honors /Research courses: Four academic years, equating to eight semesters.
- Maximum allowable durations: Standard undergraduate courses – six semesters; Honors/Research – eight semesters.

Advancement to Honors/Research:

- Students who complete a standard three-year Bachelor's Degree with a minimum CGPA of 7.5 are eligible to enrol in the fourth-year Honours/Research program.

Credit Accumulation:

- To conclude the first semester, students are mandated to:
- Secure 6 credits in the major subject's Core Course.
- Secure 6 credits in the minor subject's Core Course.
- Earn 4 credits from both Generic Elective and Ability Enhancement Course (AEC).

Grading Mechanism:

- Grades are ascertained by combining results from Semester-End Examinations and continuous assessments.
- Students falling below the minimum percentage are awarded an "F" grade.

Promotion Guidelines and ATKT Policy:

- To progress to the subsequent semester, students must obtain at least 50% of the semester's total credits.
- Failure to do so mandates a redo of the current semester, referred to as a zero semester.
- Students meeting the 50% credit criteria but failing specific courses will be provisionally advanced with an ATKT status.
- Students not clearing ATKT examinations are offered one more attempt. Subsequent failures require a redo of the semester, again termed as a zero semester.

Course Repetition Criteria:

- Course repetition is permitted exclusively for students who:
    - Obtain an "F" or "Ab" grade.
    - Fail the semester entirely.

Examination Paper Review Policy

- **Revaluation:**
    - Post-results, candidates can request a revaluation of their theory examination answer books within a 15-day window, for a fee.
    - A maximum of two answer books per candidate is eligible for revaluation.
    - The fee is set at Rs 730/- per answer book. This fee is non-refundable.
    - Initial scrutiny or retotaling precedes revaluation. If disparities arise, revisions are made.
    - Revaluation results are disclosed through the college website.

- **Scrutiny (Retotaling):**
    - Students have the option to seek a recheck of their written papers and their results.
    - This request must be made within 15 days of the result announcement.
    - The associated fee for this process is Rs.500/- per answer book, which is non-refundable.

St. Aloysius College's autonomous examination and evaluation system is structured to ensure a rigorous yet fair evaluation process. The guidelines are clearly delineated to ensure transparency and uphold academic standards.

Module 7: Student Conduct and Ethics

7.1 Code of Conduct

- **Maintaining College Decorum:**

  Students are required to uphold the decorum of the college. They should interact respectfully with the Principal, Vice-Principal, faculty members, other staff, and fellow students.

- **Commitment to Academic Excellence:**

  All students are expected to focus on their academic pursuits diligently. Participation in academic and non-academic college events is encouraged to foster holistic development.

- **Preserving College Environment:**

  Ensuring peace, harmony, and cleanliness within the college premises is every student's responsibility. Actions causing damage to college properties like buildings, libraries, laboratories, hostels, etc., may result in the cancellation of admission.

- **Prohibition of Political Activities:**

  Engaging in political activities on the college campus is strictly prohibited. The college will not tolerate any form of violence or aggressive behaviour.

- **Addressing Concerns:**

  If students face challenges or issues, they should approach their class representative, mentor teacher, or the grievance redressal cell. While issues can be escalated to teachers or even the principal when necessary, involving outsiders is strictly forbidden.

- **Moral and Legal Integrity:**

  Engaging in immoral or criminal activities is a grave violation of the code of conduct. Strict disciplinary actions will be taken against students involved in such activities.

- **Authenticity of Admission Documents:**

  Submission of false documents, providing misleading information, or concealing significant facts during the admission process may result in termination of admission. If a student has been granted admission due to an oversight, their admission stands the risk of being annulled.

- **Refund Policy:**

  Should a student decide to leave the college mid-session or faces expulsion, only the caution money will be refunded. All other fees are non-refundable.

- **Mobile Phone Usage:**

Use of mobile phones during classes is strictly prohibited. Any student found violating this rule may have their phone confiscated.

7.2 Academic Integrity

Please refer to

https://staloysiuscollege.ac.in/en-in/wp-content/uploads/2020/11/4-Acadamic-Integrity.pdf

Module 8: Student Support Services

8.1 Library

Nurturing Minds through a Treasured Library

Nestled within the confines of St. Aloysius College is a sanctuary for knowledge seekers – the College library. It is not just a repository of books, but a wellspring of wisdom, where not only academic pursuits are met but also where curiosity finds its path to the ever-evolving world.

Library: A Brief Overview

Beyond its academic textbooks, the library houses an array of journals and magazines, ensuring that students are always in touch with the dynamic world around them. But what truly sets it apart is its embrace of modernity - the library is fully automated, blending tradition with technology.

Guidelines for the Students:

Automation & Online Access: The college has seamlessly merged the digital age with traditional learning. The library is fully automated, enabling students to access it online, right from the comfort of their spaces.

Examination Protocols: The student's need to secure library clearance after the submission of all Continuous Comprehensive Evaluation (CCE). Without this clearance, their path to downloading the admit card becomes inaccessible.

Issuance System:

Regular Issuance: On assigned days, books become companions for students. They are allowed to borrow two books at a time for a fortnight. If the bond grows strong, a reissue for another 15 days is possible, given the book's availability.

Fine System: While the library promotes learning, it also instills responsibility. Any delay in returning a book post its due date attracts a minimal fine of Rs. 1 per day.

Examination Protocol: As examinations loom closer, all library books are to be returned at least 15 days prior, ensuring smooth administrative functions.

Schedule for Book Issuance:

Day	Courses
MONDAY	B.A. 1st, 2nd, 3rd & 4th SEM
TUESDAY	B.Com. 1st & 2nd SEM, BBA 3rd YEAR

Day	Courses
WEDNESDAY	B.Com. 3rd & 4th SEM
THURSDAY	B.C.A. (All Years), B.Com. 3rd YEAR
FRIDAY	B.Sc. 1st & 2nd SEM, B.Ed. (All SEM)
SATURDAY	B.Sc. 3rd & 4th SEM, B.B.A. 1st-4th SEM
SUNDAY	B.Sc. 3rd YEAR, M.A., M.Sc., M.Com. (All)

Note: Students are urged to follow their allotted days for book issuance and return. In case of a holiday on the designated day, the library accommodates by shifting the schedule to the subsequent allotted day.

8.2 Book Bank

St. Aloysius College believes in the importance of equipping every student with the necessary resources for academic success. Recognizing the financial challenges faced by some, the college offers the Book Bank facility.

The Book Bank is exclusively available for students those who come from economically disadvantaged backgrounds.

Loan Duration and Return:

Students who utilize the Book Bank facility are entrusted with the responsibility to return the borrowed books immediately after their exams.

Fines:

In case of delay, students will incur a fine of Rs. 1/- per day until the books are returned.

This ensures that financial constraints do not hinder a student's academic pursuits, emphasizing inclusivity and support for all its students.

8.3 Digital Library

St. Aloysius College, keeping pace with the digital age, offers its students a comprehensive Digital Library, a reservoir of knowledge accessible at their fingertips.

Key Features:

- **Web-based Access:** The Digital Library software is entirely web-based, allowing users the flexibility to access resources from anywhere, anytime.
- **Direct Access via College Website:** The e-resources of the Digital Library can be conveniently accessed through the official college website at www.staloysiuscollege.in.

- **Personalized Access:** To ensure security and provide a tailored experience, every enrolled student is provided with a unique username and password.
- **Diverse Digital Formats:** The Digital Library boasts a rich collection of varied formats, including pdf, doc, power point files, excel sheets, html, chm files, images, videos, and more.

Resource Categories:

- E-books
- CD/DVD collections
- Teacher's collection
- College library books
- Best project assignments
- Study materials
- Teacher's video lectures
- Notes.

8.4 Digital Center

- **Inclusivity and Equal Access:** The Digital Centre ensures that all students, regardless of their personal technological resources, have equal access to digital tools and platforms.
- **E-Resource Access:** Students can seamlessly tap into the college's vast e-resource collections, including databases like INFLIBNET and DEL-NET, e-books, e-journals, and video lectures.
- **Library Database Access:** With the Online Public Access Catalog (OPAC), students can efficiently search, locate, and transact books from the central library, filtering by Subject, Title, Author, and Publisher.
- **Diverse Learning Resources:** The teacher's collection on the college website allows students to access e-lectures, providing varied learning methods and perspectives.

The Digital Center at St. Aloysius College acts as a pivotal support system, ensuring students have comprehensive technological resources and e-materials to enhance their academic journey.

8.5 Reading Room:

- **Spacious Reading Room:**

The college features a well-ventilated, spacious reading room dedicated to quiet study and reflection.

- **Diverse Reading Materials:**

Students have access to an extensive range of reading materials, from academic journals to general magazines, ensuring they remain updated on various subjects and global events.

- **Wide Subscription Base:**

The college subscribes to:

- 86 National and International journals
- 55 Magazines
- Newsletters
- 17 Newspapers

- **Continuous Learning:**

These resources are curated to promote continuous learning and foster a well-rounded awareness about the world, beyond just textbook knowledge.

- **Flexibility:**

Students can avail of these resources during their free periods, making it a convenient option for impromptu reading or research.

The reading room at St. Aloysius College serves as a valuable support, ensuring students have a serene space and ample resources to broaden their knowledge and perspectives.

8.6 Research facilities

Research facilities, particularly the Central Instrumentation Lab, play a pivotal role in supporting students' academic and research endeavors. These facilities are not only instrumental for in-house learners but also extend their services to outsiders, fostering a broader learning and research community.

The Central Instrumentation Lab stands at the forefront of student support. Equipped with sophisticated instruments, it provides students with access to advanced technologies that are often pivotal for cutting-edge research in various scientific fields.

This facility is especially beneficial for practical, hands-on experience, allowing students to bridge the gap between theoretical knowledge and practical application.

Under the STAR (Scheme for Transformational and Advanced Research) scheme initiated by the Department of Biotechnology (DBT), undergraduate students have the opportunity to engage with an advanced practical list.

These practical exercises are designed to enhance learning by introducing undergraduates to high-level scientific techniques and experiments, thus enriching their educational journey.

Focus on Research Projects and Dissertations for Postgraduate Students:

For postgraduate students, the focus often shifts to intensive research projects and dissertations. The Central Instrumentation Lab provides them with the necessary tools and environment to conduct this high-level research.

8.7 Counseling & Wellness Service

St. Aloysius College recognizes the importance of holistic well-being and the significance of a balanced life for students. To ensure that students thrive academically, personally, and physically, the college has incorporated a robust Counseling & Wellness Service.

Comprehensive Counseling Services:

- Career Counselling: The college is proactive in guiding students towards their future aspirations. Regular career counselling sessions help students navigate their academic choices and future job prospects.

- Learning Assistance: Students who face challenges in their academic journey can benefit from specialized counselling that addresses their unique learning needs.

- Emotional and Health Support: Life as a student can be stressful, and the college acknowledges this. Those grappling with emotional concerns, health issues, or career-related questions can avail themselves of the counselling facilities.

- Personal Development and Skill Enhancement: Regular sessions are designed to equip students with essential life skills. From personality development to enhancing interpersonal skills, the counselling cell ensures students are well-rounded individuals ready to face life's challenges.

- Effective Work Management: In the fast-paced world, managing one's time and tasks efficiently is crucial. The counselling cell imparts strategies and techniques for effective work management.

Physical Wellness - Stay Fit and Positive:

- Modern Gym Facilities: Understanding the symbiotic relationship between physical and mental health, St. Aloysius College has established gym facilities packed with modern equipment. These are tailored to help both students and staff to maintain their physical well-being.

- Separate Amenities: Prioritizing comfort and convenience, the college offers separate gym facilities for men and women, ensuring a comfortable and inclusive environment for all.

- 16 Workstations: These workstations are dedicated spaces equipped with the tools needed for a comprehensive workout. Whether one is a beginner or a fitness enthusiast, the gym caters to varying needs.

8.8 Scholarships

College Level Scholarships

1. **Rev. Fr. Richardus Van Engelen O' Praem Scholarship:** Deserving students of general category who are in need of financial assistance may apply on the prescribed form available at the college office by 30th November 2022.

2. **Rev. Fr. Joseph Perumpuzha Scholarship**: Scholarship is given to students who excel in cultural activities as the percentage is as follows.
   - International Level - 100%
   - National Level - 50%
   - University/State Level - 25%.

3. **Rev. Dr. Davis George Scholarship :** Students who have excelled at International/National/All India Inter university level in sports are given scholarship as follows:
   - International or member of Indian team players: 100%.
   - Medallist in Junior or Senior National or All India Inter University: 60%.
   - National Level Players (Junior or senior): 50%

- University Level Players: 25%

4. **Bishop Cecil Desa Scholarship:** Merit scholarship for Toppers in all streams of academics.

5. **Rev. Fr. J. V. Ambookan Scholarship:** All NCC/NSS students who represent the college at the international and national level.

- International (Youth Exchange Programme) - 60%

- National (Republic Day)-35%

सरकारी छात्रवृत्तियाँ :

1. 'गाँव की बेटी योजना' छात्रवृत्ति : मध्यप्रदेश शासन द्वारा प्रारंभ की गई छात्रवृत्ति 'गाँव की बेटी योजना के अंतर्गत गाँव के स्कूल ल से 12वीं कक्षा में मेरिट या उम्र स्कूल में सर्वाधिक अंक मे उत्तीर्ण होने वाली छात्रा द्वारा महाविद्यालय में नियमित रूप से प्रवेश लेने पर मध्यप्रदेश शासन द्वारा स्वीकृ ति के आधार पर छात्रवृत्ति प्रदान की जाती है।

2. प्रतिभा किरण योजना : म.प्र. उच्च शिक्षा विभाग द्वारा जारी नियमों एवं निर्देशों के अनुसार शहरी छात्राओं को छात्रवृत्ति दी जाती है। नगरीय क्षेत्र में गरीबी रेखा से नीचे जीवन यापन करने वाले परिवारों की छात्राओं को उच्च शिक्षा के लिए प्रोत्साहित करने हेतु यह योजना प्रभावशील है।

3. पोस्ट मेट्रिक छात्रवृत्ति : आदिवासी, हरिजन एवं पिछड़ा वर्ग के छात्र-छात्राएं जो मध्यप्रदेश राज्य के बाहर निवास करते हों छात्रवृत्ति हेतु अपने राज्य से अपने पिता/ पालक का वित्तीय वर्ष की आय, जाति एवं निवास प्रमाण पत्र साथ में लावें। छात्रवृत्ति आवेदन भर उसे अनिवार्य रूप से संलग्न करें। साथ में स्थानांतरण प्रमाण पत्र की छायाप्रति ;प्रमाणितद्ध अनिवार्य रूप से लगावें, इसके अभाव में आवेदन पत्र स्वीकार नहीं किया जायेगा।

4. विक्रमादित्य योजना : गरीबी रेखा से नीचे जीवन यापन करने वाले सामान्य वर्ग के विद्यार्थी को उच्चशिक्षा के लिए प्रोत्साहित करने हेतु इस योजना को प्रभावशील किया गया है।

5. पोस्ट मेट्रिक अल्पसंख्यक छात्रवृत्ति योजना : अल्पसंख्यक वर्ग के अंतर्गत आने वाले विद्यार्थियों के लिये केंद्र सरकार द्वारा पोस्ट मैट्रिक अल्पसंख्यक छात्रवृत्ति योजना चलायी जा रही है। विद्यार्थियों द्वारा आनलाइन आवेदन केंद्र सरकार की वेबसाईट ; www.scholarships.gov.in/ पर किया जाता है।

6. मुख्यमंत्री मेधावी विद्यार्थी योजना : इसमें पात्र विद्यार्थियों को महाविद्यालय की वार्षिक शिक्षण शुल्क राज्य शासन द्वारा छात्र/छात्रा के बैंक अकाउंट में स्थानांतरित किया जाएगा । इस योजना में विद्यार्थी का मध्य प्रदेश का मूल निवासी होना अनिवार्य है। एसे छात्र जिनके पिता/ पालक वा अभिभावक की सालाना आय 6 लाख या

इससे कम है तथा मध्यप्रदेश भोपाल बोर्ड से 75% या अधिक और सी.बी.एसई., आई.सी.एसई. में 85% या अधिक अंक अर्जित किये हैं, योजना की पात्रता रखते हैं।

7. State Scholarship for Sons & Daughters of Bidi Workers

   I) Scholarship for Sons & Daughters of Bidi Workers.

   II) Scholarship for SC/ST/OBC students.

8. मुख्यमंत्री जनकल्याण (शिक्षा प्रोत्साहन) योजना : महाविद्यालय के उन विद्यार्थियों को सूचित किया जाता है, जिनके माता/पिता का म.प्र.शासन के श्रम विभाग में असंगठित कर्मकार के रुप में पंजीयन हो, ऐसे विद्यार्थियों को स्नातक पाठ्यक्रम में प्रवेश प्राप्त करने पर मुख्यमंत्री जनकल्याण ;शिक्षा प्रोत्साहनद्ध योजना के अंतर्गत शिक्षण शुल्क राज्य शासन द्वारा वहन किया जायेगा। योजना के अंतर्गत स्नातक पाठ्यक्र म हेतु व्यय शुल्क के रुप में प्रवेश शुल्क एवं वह वास्तविक शुल्क ;मेस शुल्क एवं कॉशन मनी को छोड़करद्ध जो शुल्क विनियामक समिति अथवा म. प्र. निजी विश्वविद्यालय विनियामक आयोग अथवा भारत सरकार/राज्य शासन द्वारा निर्धारित किया गया है, का ही भुगतान किया जायेगा।

9.मुख्यमंत्री कोविड-19 बाल कल्याण योजनाः मध्यप्रदेश शासन महिला एवं बाल विकास विभाग वल्लभ भवन मंत्रालय भोपाल के आदेश क्रमांक 373 / 2021 /20-2, भोपाल, दिनांक 21.05.2021 के अनुसार जिन विद्यार्थियों के माता-पिता की मृत्यु कोविड-19 से दिनांक 1 मार्च 2021 से 30 जून 2021 तक अवधि में हुई है ऐसे विद्यार्थियों को शासन के नियमानुसार निःशुल्क प्रवेश दिया जाना है।

नोट : विद्यार्थी केवल एक ही छात्रवृत्ति की पात्रता रखते हैं। एक से अधिक छात्रवृत्ति हेतु फार्म भरने पर विद्यार्थी की सभी छात्रवृत्ति की पात्रता रद्द कर दी जाएगी ।

8.9 Placement

Established in 2004, the Placement Cell at St. Aloysius College is a testament to the college's commitment to ensuring student success beyond academic achievements.

Key Highlights:

- Comprehensive Training: The cell conducts specialized sessions focusing on refining communication, enhancing public speaking abilities, and boosting logical reasoning and aptitude.

- Industry Insights: By inviting industry veterans and notable alumni for career talks, students are provided a realistic glimpse into the professional world and its demands.

- Practical Exposure: Understanding the importance of hands-on experience, the cell facilitates internships, granting students invaluable industry exposure before their full-fledged careers begin.
- Recruitment Drives: With reputable companies visiting for campus placements, students have the opportunity to start their careers with esteemed organizations

8.10 Insurance

Recognizing the unpredictable nature of accidents and the importance of ensuring the welfare of its students, St. Aloysius College has implemented the Student Accident Insurance Scheme.

- The college offers this facility at a minimal premium, making it affordable for students to avail.
- The scheme provides compensation in case of accidents, with the compensation varying depending on the nature of the injury.

Compensation Details:

1. Accidental Death:
   - Compensation: 100% or Rs. 1.00 Lac
   - Additional benefits are covered alongside death.
2. Loss of Two Limbs or Both Eyes:
   - Compensation: 100% or Rs. 1.00 Lac
3. Loss of One Limb or One Eye:
   - Compensation: 50% or Rs. 50,000/-
4. Permanent Total Disablement from Injuries (excluding the categories mentioned above):
   - Compensation: 100% or Rs. 1.00 Lac

Claim Process:

- All accidents must be promptly reported to the Principal within 24 hours for a claim.

Documents Required:

1. For Accidental Death:
   - P.M. Report
   - FIR Report
   - Punchnama
2. For Disablement:

- FIR Report

- Doctor's Certificate detailing the percentage of disablement

- Punchnama

Note: The insurance scheme becomes applicable for first-year students from the 1st of November onwards.

8.11 Provisions for Students with Disabilities

St. Aloysius College is deeply committed to inclusivity and ensuring that its campus is accessible to all students, irrespective of physical challenges they might face. The provisions made by the college in this regard include:

- **Lift Accessibility**:

A lift, with adequate space and dimensions, has been installed to make all floors of the campus accessible to differently-abled individuals, especially wheelchair users.

- **Mobility-Friendly Design:**

The campus has ample space to accommodate mobility devices like wheelchairs, crutches, and walkers. The layout has been planned keeping in mind the dimensions of standard wheelchairs and the range of reach a person in a wheelchair might require.

- **Disabled-Friendly Restrooms:**

The college has equipped its campus with restrooms specifically designed to be accessible to differently-abled individuals. This includes a washbasin near the entrance designed for easy accessibility.

- **Human Assistance:**

Recognizing that some students might need personal assistance, the college provides human assistance to help with the movement of wheelchairs or guidance around the campus.

- **Provisions for Visually Impaired Students:**

Classes are recorded and shared with visually impaired students, ensuring they have access to the same resources and learning materials as their peers.

- **Safe Campus Design:**

Care is taken to eliminate any protruding objects that might be hazardous. The walking paths are designed to be spacious and safe for all students.

Module 9: Financial Administration

9.1 Tuition & Fees

ONLINE FEES PAYMENT AND PRIVACY POLICY

Administered by the Catholic Diocese of Jabalpur through the St. Aloysius College Society, St. Aloysius College, Jabalpur offers an online payment system for student fees. By using this service, you consent to our terms, conditions, and policies.

Payment Guidelines:

Access:

Initiate fee payments by clicking the "Pay Online" icon after successfully logging in via the 'Student Login' link on the college website.

Verification:

Ensure you're within your card's transaction limit.

Verify the student's name, fee/instalment amount, and class before making a payment.

Methods:

Payments can be made using Net Banking, Credit Cards, or Debit Cards.

Transaction Issues:

If the transaction doesn't go through or the portal is temporarily unavailable, please pause and try again after a short while.

Queries:

For discrepancies or issues, contact the College office.

Privacy:

All personal data you provide is strictly for processing your payments. We prioritize data security and ensure no unauthorized disclosures or secondary usage.

Fee Complaint Redressal Committee:

Address your fee-related concerns to:

* Principal
* Vice Principal (Administration)

Commercials:

* Processing charges and surcharges for each transaction are determined by Bank/Payment Gateway/RBI norms.

- The end user will bear these charges along with applicable taxes.

Terms & Conditions:

- The data you provide should be accurate and truthful.
- By using this system, you grant St. Aloysius College, Jabalpur permission to debit your account for the stipulated fee amount.
- The college reserves rights to amend fee collection protocols without prior notice.
- No legal recourse can be sought for damages incurred while using this service. The online payment portal is exclusive to regular students of St. Aloysius College, Jabalpur. Transactions made by unregistered individuals will not be the college's responsibility.
- St. Aloysius College, Jabalpur will not be liable for damages due to the utilization of this website's services.

9.2 Scholarship and Financial Aid (Government & Management)

Please refer 8.8

9.3 Refund Policy

Duplicate Payments:

- If a payment is duplicated, the payer must approach the College office to request a refund.
- Submit a written application detailing the error, which should include:
    - Student Admission/ID Card number
    - Date of transaction
    - Fee amount
    - Proof of the transaction or bank statement
- Refund processing may take 10-15 working days upon receipt of the application.

Refunds & Chargebacks:

- Refunds and chargebacks are processed in accordance with the settlement report from the affiliated bank.

Cancellation:

- No options are available for payment cancellations.

Transaction Fees:

- Transaction fees, once charged, are non-refundable irrespective of payment status or reversal.

Non-refundable Fees:

- Apart from the Security fee (Caution Money), other fees, once paid, are non-refundable and cannot be adjusted in the future.

9.4 Caution Money

Claiming Refund:

Students are eligible to claim the refund of Caution Money upon completion of their course or in the event of withdrawal from the college.

The student must submit a written application to the College office requesting the refund.

Deductions:

Any pending dues, charges for damages to college property, or other liabilities will be deducted from the Caution Money.

If the deductions exceed the Caution Money, the student will be liable to pay the extra amount.

Processing Time:

Refund of Caution Money, after accounting for any deductions, will be processed within 3-4 working days from the date of receipt of the written request.

Unclaimed Caution Money:

It is the responsibility of the student to claim their Caution Money. If not claimed within a year of leaving the college or course completion, the Caution Money may be transferred to the college's reserve fund.

Students are encouraged to claim their refunds promptly to avoid forfeiture.

Mode of Refund:

Refunds will be processed to the account details on record..

Note: Students are advised to keep a copy of all documents and receipts related to Caution Money for future reference.

Module 10: Campus Life

10.1 Housing & Accommodation

- Accommodation: Hostel accommodations are available for both male and female students.

- Room Features: The hostels feature spacious and well-appointed rooms.

- Recreational Facilities: Facilities for indoor and outdoor games are available for the residents.

- Study Facilities: A reading room and a designated study hall are provided to support academic endeavors.

- Amenities: Purified drinking water and hot water facilities ensure the comfort of the students.

- Dining: The hostel's administrative team maintains a clean and nutritious dining hall.

- Discipline: A disciplined atmosphere is upheld for the benefit and well-being of all residents.

- Specialized Attention: The administration offers specialized attention to each resident, ensuring their needs are met.

- Skill Development: Sessions are organized to enhance the personality and skills of the students.

10.2 Clubs & Organizations

- **Institution Social Responsibility (ISR)**
  As an educational institution, our prime duty is to foster social awareness, nurture humanity, and impart essential knowledge and skills. ISR thrives on developing ethical, moral values and fostering empathy among the youth.

- **NSS (National Service Scheme)**
  Motto: "Not Me But You"
  Objective: Emphasize democratic values and instil the essence of selfless service. Guide students towards respecting and understanding diverse viewpoints.

- **NCC (National Cadet Corps)**
  Characteristics: Responsive, adaptive, and eager to learn.
  Objective: Mold students to uphold values such as discipline, leadership, secularism, and a spirit of adventure. NCC strives to prepare youth who are trained, organized, and ready to lead and serve the nation.

- **Sports Club**

  Objective: Advocate the benefits of regular physical activity and promote a healthy lifestyle. The club is instrumental in organizing competitions to identify and groom talent to represent at various levels.

  Annual Event: Organizes a sports day to honor outstanding male and female athletes.

- **Cultural Club**

  Objective: The club endeavors to heighten awareness about India's rich cultural legacy. Activities include promoting reading, writing, discussions, and other intellectual pursuits.

  Events: Regularly holds elocution competitions, extempore, and other cultural activities.

- **Samarpan Club**

  Motto: "Serving Humanity with Love & Compassion"

  Objective: Equip students with knowledge about community challenges and global issues. It also provides platforms for students to serve the community and enhance international relations.

- **Literact Club**

  Motto: "Truth Knowledge Light"

  Objective: Aims to nurture confident, articulate, and groomed individuals ready to contribute positively to the nation.

- **Women Cell**

  Motto: "Duty makes us do things well, but love makes us do them beautifully."

  Objective: Bring about a change in perceptions about women and foster leadership qualities in female students. The cell also focuses on gender equality and rights awareness, especially in rural areas.

- **Science & Religion Club**

  Objective: Bridge the gap between science and spirituality, emphasizing their coexistence and mutual relevance for holistic development.

- **Nature Club**

  Motto: "Conserve and Preserve"

  Objective: Increase awareness of environmental challenges and instill respect for nature, ensuring future sustainability.

- **Red Cross Society**

    Overview: A humanitarian society dedicated to providing relief during calamities and promoting healthcare.

    Objective: Enhance lives by channelling the power of humanity and instill values of cooperation and kindness.

- **Red Ribbon Club**

    Support: MPSACS (Madhya Pradesh State AIDS Control Society)

    Objective: Empower the youth as peer educators to promote healthy lifestyles and raise awareness on reproductive health and HIV/AIDS.

Module 11: Diversity, Equity & Inclusion

11.1 Institutional Commitment

St. Aloysius College is steadfast in its commitment to promoting a diverse, inclusive, and equitable environment. We believe that a diverse community enriches the educational experiences of all members. As an institution, we pledge to provide equal opportunities for everyone, irrespective of their race, gender, religion, age, sexual orientation, or abilities. Through our policies, programs, and initiatives, we aim to foster a campus environment where every individual feels valued, respected, and empowered.

11.2 Resources & Support Services

To ensure the realization of our commitment to diversity, equity, and inclusion:

- **Counselling Services**: Professional counsellors who offer guidance and support to students and staff facing discrimination or feeling marginalized.
- **Workshops and Training:** Regular training sessions, seminars, and workshops aimed at creating awareness about diversity issues, preventing unconscious biases, and promoting a culture of respect and understanding.
- **Diversity Scholarships**: Financial assistance for under-represented or marginalized groups to ensure they have equal access to education at St. Aloysius College.
- **Mentoring Programs:** Connecting students from diverse backgrounds with mentors who can provide academic, social, and emotional support.

11.3 Reporting Discrimination or Harassment

St. Aloysius College has a zero-tolerance policy towards any form of discrimination or harassment:

- **Reporting Mechanism**: A clear, confidential, and accessible mechanism is in place for students, faculty, or staff to report any incident of discrimination or harassment.
- **Immediate Action**: Reports are taken seriously, and prompt action is initiated to address the issue. The college ensures that the complainant is protected from any retaliation.
- **Investigation:** A fair, thorough, and impartial investigation process. Based on the findings, appropriate actions, including disciplinary measures, are taken.

- **Awareness Campaigns**: Regular campaigns to raise awareness among students and staff about the harm caused by discrimination and harassment, and the importance of reporting such incidents.

Module 12: Religious & Spiritual Life

12.1 Value Education

At St. Aloysius College, the spiritual foundation of students is of paramount importance. Recognizing the diverse religious backgrounds of its student body, the college offers a course on Value Education. Every Friday, the zero period is reserved for this crucial aspect of a student's overall development. Aimed primarily at non-Christian students, the course is based on a carefully prescribed syllabus. The teaching methodology adopted is activity-based, ensuring students don't just passively receive information but actively engage with the core values being presented. The intent is to foster an environment where students reflect, understand, and incorporate these values into their daily lives, shaping their character and world-view.

12. 2 Bible Class for Christian Students

Spiritual nurturing of Christian students at St. Aloysius College is addressed through the Bible Class. Every Friday, during the zero period, Christian students immerse themselves in understanding the scriptures. With guidance from a prescribed syllabus, the classes aren't mere lectures. The activity-based format ensures that the biblical teachings are ingrained deeply, encouraging students to interact, question, and apply these lessons in their life. Through these classes, the college aims to strengthen the students' spiritual foundation, helping them navigate life with the principles of the Bible.

12.3 One day Retreat for Christian Students

Life in college can be bustling and, at times, overwhelming, recognizing the need for spiritual rejuvenation, St. Aloysius College organizes a one-day retreat exclusively for its Christian students. This annual retreat is an oasis of reflection, prayer, and connection. Students disconnect from their daily routines to engage in spiritual discussions, meditative practices, and introspection. The retreat concludes with a Mass, allowing students to commune spiritually reinforcing their faith and connect with the Divine.

12.4 Celebrating different Festivals under Inter-religious Forum

St. Aloysius College takes pride in its diverse student body, and the Inter-religious Forum is a testament to its commitment to celebrate this diversity. The forum organizes celebrations for five major festivals:

- Diwali: Symbolizing the triumph of light over darkness, the college illuminates its campus, fostering unity and togetherness among students.
- Guruparv: Resonating with the teachings of the ten Sikh Gurus, students reflect upon values like love, equality, and brotherhood during this celebration.
- Christmas: The birth of Jesus Christ is celebrated with joy, emphasizing messages of love, kindness, and forgiveness.
- Eid: Marking the culmination of the holy month of Ramadan, the college reverberates with joyous celebrations, emphasizing gratitude and unity.
- Mahaveer Jayanti: Students engage in contemplative sessions, reflecting upon Lord Mahavira's teachings of non-violence, truth, and asceticism.

These celebrations aren't mere rituals; they are an avenue for students to understand, respect, and appreciate the plethora of religious beliefs and practices. Through these events, St. Aloysius College instills in its students the values of love, humanity, and mutual respect.

Module 13: Safety & Security

13.1 Campus Security

Ensuring the safety and well-being of its students, faculty, and staff is a primary commitment for St. Aloysius College. With a multi-layered approach towards security, the college has implemented stringent measures:

- **Guard at the Gate**: The front-line of the campus's security, guards are strategically positioned at entry points to monitor and regulate the inflow and outflow of individuals. This strict vigilance ensures that only those who have legitimate business on campus, be it students, staff, or visitors, are allowed access.

- **CCTV Monitoring:** In today's digital age, the college harnesses the power of technology for security. A network of CCTV cameras covers the length and breadth of the campus, providing continuous surveillance. These cameras play a dual role: they act as deterrents against potential malefactors and provide valuable footage in case of any untoward incidents.

- **Teachers' Campus Duty:** Beyond their academic responsibilities, faculty members actively participate in ensuring the security and discipline of the student body. Teachers are scheduled on a roster basis to supervise different parts of the campus, be it during break time, after regular school hours, or during special events. This active involvement ensures that students always have a familiar authority figure to approach and adds an extra layer of surveillance and security.

13.2 Grievance Committee

Recognizing the importance of open communication, the college has established a Grievance Committee. This body serves as the primary avenue for students, faculty, or parents to address any concerns, complaints, or suggestions they might have. Every issue raised is treated with confidentiality, seriousness, and empathy, ensuring a swift and fair resolution.

Feedback Mechanisms

Complaint Box: For those who wish to share their concerns anonymously, strategically placed complaint boxes are spread across the campus. This mechanism ensures that every voice, however discreet, is heard and addressed.

Online and Offline Complaint Provision: To cater to the modern and digital-savvy demographic, the college has both online and offline channels for lodging complaints or providing feedback. This could be through a dedicated website, mobile application, or direct communication with college authorities. The dual system ensures prompt responses and timely interventions.

13.3 Safety Training & Workshops

Self-Defense Training: Empowerment through self-reliance is a core belief of the college. Regular workshops are thus organized, primarily for female students, to impart essential self-defense techniques. These sessions aim to equip students with skills and confidence to protect themselves in adverse situations.

Workshop Program: Knowledge is the first step towards safety. With this belief, the college periodically conducts workshops for the entire community. These sessions focus on topics like personal safety, awareness of surroundings, emergency procedures, and the overarching theme of vigilance.

At St. Aloysius College, the adage "Safety First" isn't just a slogan; it's a lived reality. Through these measures, the college creates an environment where students can focus on their academic and personal growth, confident in their security and well-being.

Module 14: Student Governance & Leadership

14.1 Student Representatives

The Student Affairs Committee at St. Aloysius College plays a pivotal role in shaping the college's approach towards student-centric initiatives, ensuring that each student's holistic development, well-being, and concerns are adequately addressed. The involvement of students in the following committees underlines the college's commitment to empowering its student body:

Student Well-being and Mental Health:

Internal Quality Assurance Cell (IQAC): Students here actively participate in feedback sessions, helping refine academic and non-academic experiences, ensuring their well-being is at the forefront.

Academic Support and Resources:

- **Library Committee:** Students representative aid in the selection of academic resources, ensuring relevant materials are available for their peers.
- **Centre for Value Added Courses:** Students provide insights into courses that can supplement the main curriculum, ensuring holistic academic enrichment.

Extracurricular Activities and Clubs:

- **Clubs and Societies:** Student-led clubs, ranging from arts, science, management, commerce and education offer peers diverse opportunities to pursue their passions.
- **Sports and Cultural Society:** Students champion events and programs that promote physical health and cultural inclusivity.
- **Magazine Committee:** Student editors and contributors play a crucial role in providing a platform for artistic and literary expression.

Student Advocacy and Grievances:

- **Student Council:** Elected student representatives act as a liaison between the administration and the student body, ensuring students' voices are heard.
- **Anti-Ragging Committee & Anti-Sexual Harassment Committee**: Students actively participate in awareness campaigns, ensuring the campus remains a safe haven for all.

Diversity and Inclusion:

- **Inter-religious Forum:** Student-led initiatives celebrate the diverse religious backgrounds of their peers, promoting harmony and understanding.
- **Girls Common Room Committee:** Female student representatives ensure that the designated space caters to their specific needs and comfort.

Student Leadership Development:

- **Entrepreneurship Cell:** Student entrepreneurs receive mentoring and resources to turn their innovative ideas into reality.
- **Institution Innovation Council**: Students engage in research and developmental projects, pushing the boundaries of innovation.

Community Engagement and Service:

NCC & NSS: Student volunteers engage in community service, embodying the spirit of discipline and nation-building.

Career Services and Internship Opportunities:

Placement Cell: Student coordinators assist the placement officer in ensuring their peers receive the best opportunities as they transition from academic life to their professional journeys.

The involvement of students in these committees not only reflects St. Aloysius College's faith in its student body but also its unwavering commitment to fostering a collaborative environment that prioritizes student well-being and success.

14.2 Leadership Training

Development Workshops: Tailored to the unique dynamics of academic institutions, these workshops focus on developing leadership qualities essential for student governance roles such as student council president, club leaders, or heads of committees.

Mentorship: Senior student leaders or faculty members mentor new entrants, ensuring a smooth transition and effective governance.

Team Building Activities: Focused on fostering a collaborative spirit among student leaders, ensuring they can work synergistically in their respective governance roles.

Ethics and Responsibility: Training that emphasizes the ethical dimensions of leadership, ensuring that student leaders uphold the highest standards of integrity in their roles.

14.3 Representation & Advocacy

Voice of the Students: Student leaders are trained to be the primary bridge between the student body and the institution's administration. They represent student concerns, needs, and aspirations.

Effective Communication Workshops: Sessions that teach student representatives how to effectively communicate concerns, solutions, and proposals to both their peers and higher administrative bodies.

Negotiation Skills: As student representatives often find themselves in positions where they need to negotiate with various stakeholders, training in this area ensures they do so effectively and ethically.

Understand the Governance Structure: Comprehensive training on how the academic institution's governance structure works, ensuring student leaders can navigate it efficiently.

Campaigning and Advocacy Projects: Practical experiences where student leaders launch campaigns or initiatives, advocating for changes or improvements within the institution.

Module 15: International Student Services

15.1 Visa and Immigration Support

International Affairs Office (IAO):

- **Admission Guidance:** Streamlined advice through the application, documentation, and admission process specific to international candidates.
- **Visa and Permit Guidance:** Comprehensive assistance for procuring and renewing student visas and related permits.
- **Orientation Sessions:** An introduction to the college's amenities, regulations, and a brief on Indian cultural norms.
- **Police Verification Assistance:** Support in navigating the mandatory police verification process for international students in India.

15.2 Cultural Exchange Programs

Cultural Integration and Community Engagement:

St. Aloysius College promotes the integration of international students through cultural exchange programs that highlight and celebrate global traditions. The college augments this immersion experience with guided tours to historically significant sites in the locality.

15.3 Language Resources

- Peer Assistance Program: Partnering international students with local counterparts for academic and cultural guidance.
- Supplementary Tutoring: Additional academic help for challenging subjects or areas of concern.
- Language Workshops: Programs to improve English proficiency and introduce foundational courses in local languages.

Module 16: Feedback & Evaluation

16.1 Course Evaluations

St. Aloysius College believes in a holistic approach to curriculum development. Understanding that the academic landscape is in a state of constant evolution, the college has set up a systematic process for course evaluations. Here, feedback is solicited from a diverse set of stakeholders: students, who are at the core of the learning process; faculty, who facilitate this process; alumni, who provide insights from a post-academic perspective; parents, who are deeply invested in the educational journey of their wards; industry experts, who can offer real-world relevancy to ensure that courses remain in tandem with industry needs; and administrative staff, who ensure smooth operational functionality. By collating and analyzing the insights and perspectives of these varied stakeholders, the college ensures its courses remain current, relevant, and trendsetting in the larger academic scenario.

16.2 Institutional Feedback Survey

A measure of an institution's effectiveness lies in the satisfaction of its students. To gauge this, St. Aloysius College conducts student satisfaction surveys at least three times a year. These aren't mere form-filling exercises but are meticulous endeavors to tap into the pulse of the student body. The feedback covers a gamut of areas – from curriculum depth and teaching methodologies to resource availability and overall learning environment. With the data gathered, educators and administrators collaboratively brainstorm, aiming to rectify shortcomings, magnify strengths, and overall, refine the educational experience. The end goal is a cohesive learning environment where communication flows freely, and trust is strengthened among students, faculty, and the management.

16.3 Suggestion & Feedback- Evaluation

Feedback is not just about evaluation; it's also about forward momentum. At St. Aloysius College, there's a deep-seated belief that every stakeholder's voice holds the power to usher in positive change. The college has, therefore, instituted a three-tier feedback mechanism to ensure all perspectives are considered:

- **Teacher-Level Feedback:** Here, students can directly share their classroom experiences, addressing specific subjects or teaching methodologies.
- **Departmental Reviews by the HOD:** A macro view is taken, looking at departmental trends, challenges, and successes.
- **Comprehensive Assessment by the Principal:** This offers a bird's-eye view of the entire institution, ensuring alignment with the college's vision and mission.

By treasuring and acting upon the suggestions from the student body, the college continually refines its academic environment, ensuring it remains conducive to exploration, learning, and personal growth.

Module 17: Alumni Engagement

17.1 Alumni Association

The bond between St. Aloysius College and its graduates doesn't end upon graduation. It's only the beginning of a lifelong relationship. To nurture this connection, the college has established an official Alumni Association, duly registered under the relevant act. This association serves as a structured platform for past students to interact, collaborate, and contribute to the growth and legacy of their alma mater. By bringing together a diverse group of professionals from various fields, it acts as a melting pot of ideas, experiences, and resources, benefitting both the alumni and the current students.

17.2 Giving & Philanthropy

Alumni of St. Aloysius College have always shown a remarkable spirit of generosity. Their contributions transcend mere monetary donations. While many choose to financially support infrastructure projects, scholarships, and research initiatives, others offer their time and expertise. Alumni frequently return to campus as advisors, providing valuable insights into curriculum development, guiding research projects, or delivering expert talks that expose students to real-world scenarios. Moreover, leveraging their positions in the corporate world and their vast networks, they play instrumental roles in facilitating internships, mentorships, and full-time placements for current students. This symbiotic relationship enriches the learning experience and opens up myriad opportunities for students.

17.3 Alumni Events & Reunions

St. Aloysius College believes in celebrating its vast alumni community. At least twice a year, the college organizes grand reunions, allowing old friends and classmates to reconnect, relive memories, and forge new ones. These events aren't just about nostalgia; they also recognize and felicitate alumni who have achieved remarkable feats in academics, cultural and sporting domains, terming them as 'golden stars' of the college. Additionally, the gatherings often have a philanthropic angle, with alumni making group visits to local old age homes, spreading joy, and giving back to the community. Such events reinforce the values instilled during their time at the college and strengthen the bond between alumni and their beloved institution.

A Guiding Compass: Conclusion

This academic manual stands as an essential guide for both students and educators at St. Aloysius College, navigating them through the multifaceted avenues of academic life. Carefully curated, it offers a panoramic view of the educational landscape, ensuring that each stakeholder has clarity and direction at every juncture. The manual acts as a bridge, connecting academic rigor with the supportive pillars of the institution, emphasizing the importance of a balanced educational journey.

Beyond being a mere set of guidelines, this manual is a reflection of the college's commitment to nurturing excellence. It encapsulates the ethos of the institution, emphasizing collaborative learning, innovation, and a relentless pursuit of improvement. It seeks to foster an environment where every student is empowered to reach their potential, and every educator is equipped to facilitate this growth.

The manual extends its scope beyond academics, shedding light on the college's dedication to shaping well-rounded individuals poised to make their mark in a dynamic global setting. By delving into the intricate web of student support, curricular specifics, and extracurricular engagements, it presents a holistic view of the student experience at St. Aloysius College.

As we reflect on the contents of this manual, it becomes evident that it's more than just a document; it's a testament to the shared vision and values of our community. It embodies the aspirations and goals of every member of the St. Aloysius family. As one engages with its pages, it is hoped that the manual serves as a beacon, guiding each individual towards academic success and personal growth, fortifying the legacy of excellence associated with St. Aloysius College.