



# STUDENT HANDBOOK

“Always  
Aiming High”

2020-2021



# Vision - Mission

## OUR VISION

To empower every individual  
with knowledge and Self-Confidence.

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## OUR MISSION

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

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## QUALITY POLICY

To commit ourselves to a sustained  
effort at comprehensive quality  
enhancement to meet the needs of  
the present and the challenges  
of the future.

# ABOUT

## SESHADRIPURAM EDUCATIONAL TRUST

SET, a pioneering Educational Trust of Karnataka was founded in 1930. In the course of its sustained growth across eight decades, it has established itself as one of the foremost educational organisations in the state. SET has grown as a global conglomerate of premier educational institutions and as a symbol of emergent free India, catering to a total student population of over 20,000. The mission statement of SET affirms that every individual from each stratum of society deserves affordable, relevant and quality education. The Trust constantly strives to meet this social obligation of inclusion along with expansion of newer streams in its institutions and provision of world-class infrastructure. The ultimate goal of the Trust is to nurture knowledge that will lead to happiness, peace, harmony and prosperity.

## ABOUT COLLEGE

Established in 1973, Seshadripuram College has carved a niche for itself among the premier educational institutions of Karnataka and has been placed in the highest grade 'A' in the NAAC accreditation process. Its students stand distinctive amongst the rank holders of the university and the college is regularly featured among the top ten colleges of the city in India Today rankings. In the four decades of its existence it has grown from the meagre strength of thirty students at inception to 2200 substantially with a commensurate expansion of the faculty. Its pivotal role is to aim high thus sculpting students aspire high to reach the horizon in their career.

## Courses Offered:

- B.COM
- B.COM(Hons.)
- B.B.A.
- B.C.A

# ETHOS

- NCC
- NSS
- RANGERS & ROVERS
- LAKSHYA: Commerce & Management Forum
- PRAGNYA: Computer Science Forum
- BHASHA SANGAM: Amalgamation of Languages
- ANVESHANA: RESEARCH CELL
- PRAGATHI: Cell For Professional Development
- YOUTH RED CROSS
- SHRISTHI E-CELL: Entrepreneur Development Cell
- SCOSA - Seshadripuram College Old Student's Association
- ANKURA - Forum for Women Empowerment
- ECOMITRA - Nature Club
- GANDHI STUDY CENTRE
- VIVEKANANDA ADHYANA KENDRA
- AMBEDKAR STUDY CENTER
- SAMATHA: Equal Opportunity Cell
- TARANG: Cultural Pedestral
- SPANDANA: Greivance Redressal Cell
- UNNATI: Faculty Development Forum
- COLLEGE VOICES: Newsletters And Magazines
- VIKASA: Career Guidance And Placement Cell
- SAMHITA: Community Engagement Cell
- MANASVI: Counselling Cell
- ANTI-SEXUAL HARASSMENT CELL
- DISCIPLINE AND ANTI-RAGGING CELL

# ETHICS

## CODE OF CONDUCT

The institution attaches great importance to integrity, honesty and discipline of its students. They are required to follow certain basic code of conduct:

- Talking to the press (which includes all forms of interaction with print and electronic media) on any matter should generally be avoided, and left to concerned authorities of the institution. Any act against the institution or its employees will be considered serious offence.
- Redressal of Grievances: If a student has any grievance, it can be shared with the Class teacher and it will be redressed within three working days. If the grievance is not satisfied with the redressal given by the Class teacher, then the students can further approach Grievances Redressal Cell.
- The acts of indiscipline include-Drunkenness, damage or defacing the institution property, violent or disorderly behaviour, theft or fraud or dishonesty, or any act in words, action and deed which becomes detrimental to the institution and its associates. The institution reserves the right to take a course of action against any person for their misconduct.

## STUDENTS' COUNCIL

The Students' Council governs and encompasses the mental, physical and emotional well-being of the students. Student welfare policies and programs are essential for developing a sense of self-worth and fostering personal development. It seeks to plan and organize recreational events and activities that will contribute to meeting College needs.

# ACADEMICS

## COLLEGE TIMINGS

Class Schedule Monday – Saturday: 8:00 a.m. – 1:30 p.m.

Class Duration – 1 hour per session

Library Hours: 8:00 a.m. – 4:00 p.m.

Administration office: 7:30 a.m. – 2:00 p.m.

## CALENDAR OF EVENTS

**A calendar year is divided in to 2 semesters:**

ODD semester: July – December.

EVEN semester: January – June.

## SCHEME OF EXAMINATION

Each semester will normally have six core and one non- core paper and each shall be for 100 marks. The composition of theory and internal assessment marks for each paper will be 70 and 30 respectively. However, in Computer related papers it will be 70+30 (theory +practical). Every theory paper shall ordinarily consist of two/three sections, developed to testing of conceptual skills, understanding skills, comprehension - skills, articulation and applications skills. In case of theory papers the various components of internal assessment will be as follows:

- a) Assignment –5 marks
- b) Attendance – 5 marks
- c) Internal Test - 20 Marks (The first test shall be for 1.5 hours duration carrying 40 marks. The second will be pre-finals of seventy marks with the duration of 3 hours. The marks scored shall be later reduced to 20 marks.

# FACILITIES

Good infrastructural facilities are the foundation upon which a college may carry out its functions fruitfully. Our college houses an array of facilities which take care of the basic human as well as the academic and recreational needs of its students. Our facilities employ the most recent technologies to ensure the comfort and well-being of students and also provide those ways to be physically and mentally engaged. It also gives them a good platform to interact with their peers, teachers and important members of the society so that they may learn more and grow exponentially.

**Public address system :** It is an efficient means of communication to the students through which day to day important announcements related to academics, co-curricular activities and other related things would be conveyed to the students through a common platform

The facilities provided are as follows:

- Canteen
- Indoor games centre
- Library/Digital Library
- Halls of utility
- Clinic
- Multi-gym
- Conference Hall
- Seminar Hall & Auditorium
- Business Lab
- Computer Lab

## RULES AND REGULATIONS

- The timings of the college are from 8:00 to 1:30 pm.
- Students must always wear their ID cards in the college premises.
- The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging College property etc., are offences & severe action would be taken against those students
- Posters and notices must not be put up without the permission of the Principal.
- Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
- Any display of indiscipline including insubordination, habitual inattention, and neglect of work, unbecoming language or conduct, obscenity in word or deed by a student shall be liable to temporary or permanent suspension.
- Students are expected to conduct themselves with dignity and maturity.
- Dress Code: The College does expect all students to keep in mind the basic norms of modesty and decency with regard to dress.
- Ragging is a cognisable offence and those who indulge in it will be punished.
- All students should reach the classroom on time and no student would be allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
- Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
- Students are not allowed to park their vehicles inside the college.
- Practice for all programs should be held either prior to the classes or after classes.
- Participation in intercollegiate programmes, within the city or outside, is subject to permission of the Principal.
- The students should maintain 75% of attendance.
- The Principal shall be the final authority in the interpretation of the College rules. Matters not covered by these rules are left to the discretion and decision of the Principal.