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ST. ALOYSIUS DEGREE COLLEGE

Centre for Post Graduate Studies
Accredited by NAAC

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CRITERION VI
GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.2 Policy document on providing financial support to teachers



Objective:

1. For continuous professional development of its faculty members.
2. To encourage faculty members actively participate in conferences, workshops, and membership of professional bodies.
3. To foster a culture of research by providing financial support for faculty-led research projects.

Stake Holders:

This policy applies to all full-time faculty members employed at St Aloysius Degree College.

Financial Support for Conference/Workshop Attendance:

The College will provide financial support to eligible faculty members to attend conferences, workshops, and seminars relevant to their field of expertise. Expenses may include registration fees, travel expenses, accommodation, and other necessary costs directly related to the event. Financial support will be granted based on the relevance of the event to the faculty member's professional development and the availability of funds.

Support for Professional Body Memberships:

The college will cover membership fees for faculty members joining relevant professional bodies or associations that contribute to their academic and professional growth. Membership in such bodies should align with the faculty member's area of specialization and benefit the college community through knowledge sharing and networking opportunities.

Research Project Funding:

St Aloysius Degree College will allocate funds to support faculty-led research projects aimed at advancing knowledge in their respective disciplines. Funding may cover expenses such as research materials, equipment, participant compensation, and other project-related costs. Proposals for research projects must undergo a review process to ensure alignment with the college's research priorities and feasibility.

Eligibility Criteria:

Faculty members eligible for financial support must be in good standing with the college and actively engaged in teaching and research activities. Requests for financial assistance should



be submitted in advance, outlining the purpose, expected outcomes, and budgetary requirements.

Application Process:

Faculty members seeking financial support for conference attendance, workshop participation, or professional body memberships must submit a formal letter to the designated authority. Applications should include details of the event or membership, justification for support, and an estimated budget. The application review process will consider the merit of the request, the potential benefit to the faculty member's professional development, and the overall impact on the college community.

Allocation of Funds:

Financial support will be allocated based on the availability of funds and the prioritization of requests according to their alignment with the college's strategic objectives. The college administration will exercise transparency and fairness in the allocation of funds, ensuring equitable distribution among eligible faculty members.

Accountability and Reporting:

Faculty members who receive financial support are accountable for utilizing the funds responsibly and in accordance with the approved budget. Recipients of funding must provide a report detailing their participation in the event, the knowledge gained, and any outcomes or contributions resulting from their attendance or membership.



**St. Aloysius Degree College
and Center for Post-Graduation Studies**



GREEN CAMPUS POLICY

POLICY FOR GREEN CAMPUS INITIATIVES

St. Aloysius Degree College promotes Green campus initiatives and eco-friendly practices in conserving natural resources, optimising energy efficiency, and recycling waste. The institution has made efforts to landscape the college grounds with plants and trees, manage waste more effectively, harness renewable sources of energy and conserve resources for optimum utilization.

The institution has an Environmental Cell and Eco-Club for the students. The students have also pledged themselves to the national Swachh Bharat Campaign. This up skill students in knowing the importance of clean and green environment by conducting various curricular and co-curricular initiatives inside and outside the campus.

SCOPE OF THE POLICY

The Green Campus Policy in St. Aloysius Degree College encourages students and staff in educating to promote sustainable and eco-friendly living.

OBJECTIVE OF THE POLICY

- The Green Campus Policy leads adopting more eco-friendly practices in the institution.
- To create awareness among young students and public about various environments related problems and educating on how to live Eco-friendly.
- To help the students understand each individual's responsibility to take an initiative to save the environment.
- To make the campus plastic free.
- To motivate students to adopt environment friendly practices which include paper bags, save electricity.

MAJOR GREEN CAMPUS INITIATIVES:

1. Clean campus Initiatives
 - a. Cleanliness Drive
 - b. Swachhata Campaign
 - c. Natural Decompose Programme
2. Pedestrian Friendly Pathways

3. Ban on use of Plastic
4. Green Landscaping with Trees and Plants
5. Awareness Initiatives
6. Use more of LED Bulbs
7. Waste management
8. Rain water harvesting
9. Digital Library/ E-Learning Centre

1. CLEAN CAMPUS INITIATIVES

St. Aloysius Degree College had pledged to actively coordinate cleanliness activities in the college and beyond the campus. These initiatives call for a thorough review of all infrastructural, administrative functions from the standpoints of energy efficiency, sustainability and the environment.

Clean campus initiatives include:

- Generating mass awareness on cleanliness and hygiene amongst students and staff members by holding regular cleanliness drives, Swachhata Campaign and Natural Decompose programme.
- All the students participated in this cleanliness drive. It was a class wise program. Students cleaned our campus and garden with great enthusiasm.
- Student Exchange and Recycling Program: Students collected dry waste from home and were given stationary in exchange from ITC.
- Natural Decompose Programme was conducted in the campus. The garden waste from the college was reused for this process.

2. PEDESTRIAN FRIENDLY PATHWAYS

Vehicle free pathways are maintained in the campus. Vehicles of students and visitors are parked outside the campus except for all the disabled persons. Campus has a separate parking area for disabled people.

3. BAN ON USE OF PLASTIC

- To ensure the plastic free campus, continuous announcements has given by the principal and circulars put in the notice board.

- For every college programme, the college presents saplings to the guests instead of bouquets in reduction of plastic usage.
- The College encourages use of reusable cutlery. Steel glasses are placed at the drinking water points to do away with plastic disposables.

4. GREEN LANDSCAPING WITH TREES AND PLANTS

- The campus landscapes are so visible and accessible, landscaping initiatives are the best way to build awareness around the environment which represents campus commitment to sustainability.
- The grounds are landscaped with flowering trees and creepers and several medicinal plants are grown in the flower beds. Saplings and flowering creepers have been donated to the institution by well-wishers.

5. AWARENESS INITIATIVES

St. Aloysius College motivates students and staff by conducting Webinars, Seminars, awareness campaigns and other collaborative to facilitate effective implementation of the Green Campus, Energy and Environment policies like Plantation Drive, Cleanliness Drives, Plogathon, recycling programmes and etc.

6. USE MORE OF LED BULBS

Our College believes in using sufficient energy in a clean way. Staff and students are advised to use electricity carefully. Led bulbs use less energy and it has highly luminous efficacy. These lighting solutions help a lot in maintaining campus security, providing better quality light, improving student safety that comes with purchasing long-lasting products.

7. WASTE MANAGEMENT:

St. Aloysius Degree College strives to have a minimal impact on the environment and is dedicated to reduce and manage the waste generated by the college campus. The following specific procedures will be undertaken to ensure the contribution in protecting the environment by the college side.

◆ Solid Waste Management:

With its aim to provide holistic education that also has a positive impact on the environment, the college will adopt practices that will mitigate the generation, and manage solid waste through the following methods:

- Systematically engage with the 3Rs of environment friendliness (Reduce, Reuse and Recycle).
- Collect dry waste from home and were given stationary in exchange from ITC-WoW.

◆ **Liquid Waste Management**

- Maintain leak proof water fixtures.
- Minimize the use of water by constructing more Indian style toilets instead of western style toilets.
- Continued employment of a caretaker to take immediate steps to stop any water leakage through taps, pipes, tanks, toilet flush etc.
- Reusing water generated by the Reverse Osmosis (RO) system for gardening and washing

◆ **E-Waste Management:**

Our College promotes usage of technology and generation of e-waste does not impact the environment. For this purpose, the college plans to strive towards:

- Awareness amongst students about reduction of e-waste and environment friendly disposal practices for e-waste.
- The College has a MOU with E-sree foundation and had ITC- WoW for approved E-Waste Management and Disposal facility in order to dispose E-waste like Obsolete workable computers, printers and other equipment discarded by departments are sold as scrap.
- The cartridges of printers are refilled; UPS Batteries are recharged and repaired by the suppliers.

8. **RAIN WATER HARVESTING:** Rainwater harvesting is the best green practice of our college that is installed in College and Girls Hostel. The roof runoff water is collected through network of pipe lines and allowed to infiltrate in the ground for recharge. The stored water is used for gardening and washing vehicles which helps in the replenishment and recharge of the groundwater.

9. **DIGITAL LIBRARY/ E-LEARNING** : SADC commits to enriching E- resources usage within the Staff and Students pertaining to e-waste management

- Reduce use of paper by supporting digitization of attendance and circulars all sent through Whatsapp.
- Reduce requirement of printed books by updating the e-books and e-journals collection of the college library.
- Encourage the students and teachers to use emails for assignment submissions.
- One-sided used paper is reused in the college office.

These Strategies are incorporated in promoting green campus policy of St. Aloysius Degree College by making efforts by involving staff and students to go green campus. A higher education community that is improving energy efficiency, conserving resources and enhancing environmental quality by educating for sustainability and creating healthy living and learning environments is the need of the hour. The adoption of these practices ensures the development of eco-consciousness among the staff and the students.

**St. Aloysius Degree College
and Center for Post-Graduation Studies**



**EQUAL OPPORTUNITY
POLICY**

EQUAL OPPORTUNITY POLICY

St. Aloysius Degree College is committed to providing equal opportunities to all individuals regardless of their socio-economic background. We recognize the importance of promoting diversity, inclusion, and accessibility within our institution. This Equal Opportunity Policy is designed to ensure fairness, eliminate discrimination, and foster an environment where every student has the opportunity to thrive academically, socially, and professionally.

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1. PURPOSE:

The college understands that the holistic growth and development of individuals as well as the community at large depends on an inclusive and diverse environment. The college works to instill in students, staff, and faculty a sense of the value of equal opportunities and the necessity of abstaining from all forms of discrimination through the Equal Opportunity Cell. Additionally, the committee offers a forum for students to report instances of harassment or discrimination they may encounter within the university. In order to guarantee that the offenders are held accountable and the victims receive justice, the EOC looks into these incidents and takes the necessary action.

2. OBJECTIVES:

1. To supervise the efficient execution of policies and initiatives for marginalized communities, to offer direction and counseling concerning educational, economical, and social issues, and to augment diversity on campus.

2. To encourage inclusivity and diversity among students, faculty, and staff by eradicating prejudice and guaranteeing fair opportunities for all.
3. To prevent any kind of victimization, harassment, or discrimination based on caste, religion, gender, or disability, and to establish a safe and welcoming environment for all students and faculty.
4. To offer assistance and direction to those who have experienced discrimination, as well as a channel for employees and students to report instances of harassment or discrimination they may have encountered at the school, and to make sure the proper steps are done to resolve their grievances.
5. To conduct training programs, workshops, and seminars to sensitize the public about issues of diversity, inclusion, and equal opportunities.
6. to implement such corrective actions in order to meet the goals and targets established by the UGC, state governments, and the Indian government.

3. POLICY STATEMENT:

- **Non-Discrimination:** St. Aloysius Degree College prohibits discrimination against any individual or group on the basis of socio-economic status, caste, religion, gender, ethnicity, disability, or any other characteristic protected by law.
- **Access to Education:** We are dedicated to providing accessible and affordable education to students from all socio-economic backgrounds. We strive to eliminate barriers to enrollment and ensure that financial constraints do not hinder access to quality education.
- **Scholarships and Financial Aid:** St. Aloysius Degree College offers a range of scholarships, concessions and financial aid programs specifically designed to support students from economically disadvantaged backgrounds. These programs are administered transparently and in accordance with the guidelines set forth by the University Grants Commission (UGC) and relevant government policies.
- **Outreach and Support Services:** We actively engage in outreach initiatives to identify and reach out to students from marginalized communities. Additionally, we provide support services such as mentoring, counseling, and academic assistance to ensure that all students have the resources they need to succeed.
- **Inclusive Learning Environment:** St. Aloysius Degree College is committed to creating an inclusive learning environment where all students feel valued, respected, and supported. We promote diversity in the classroom and extracurricular activities and encourage dialogue and understanding among students from diverse backgrounds.

- **Training and Sensitization:** Faculty, staff, and administrators undergo training and sensitization programs to raise awareness about issues related to diversity, equity, and inclusion. These programs aim to foster a culture of respect, empathy, and understanding within the college community.
- **Complaint Mechanism:** St. Aloysius Degree College has established a formal mechanism for reporting and addressing instances of discrimination or harassment. Students who believe they have been subjected to discrimination are encouraged to come forward and file a complaint. All complaints will be promptly and thoroughly investigated, and appropriate action will be taken to address the situation.

4. COMPOSITION OF THE EQUAL OPPORTUNITY CELL

SL.NO	NAME	DESIGNATION	DEPARTMENT
1.	Dr. Sr. Sagayamary. B	Chair person	Principal
2.	Dr. Devaprasad	Member	Social Work
3.	Ms. Nirmala Gladies	Member	Social Work

5. RESPONSIBILITIES

- The Equal Opportunity Cell plays a crucial role in fostering a culture of equity, diversity, and inclusion within the college community, promoting equal access to education and opportunities for all individuals, regardless of their background or circumstances.
- The EOC conducts awareness campaigns, workshops, and training sessions to educate the college community about issues related to equal opportunity, diversity, and inclusion. These initiatives aim to foster a culture of respect, understanding, and empathy among students, faculty, staff, and administrators.
- The EOC works to ensure that the college campus, facilities, and resources are accessible to individuals with disabilities.
- The EOC oversees the administration of scholarships and financial aid programs aimed at supporting students from economically disadvantaged backgrounds.
- The EOC serves as a resource for students, faculty, and staff who experience discrimination, harassment, or other forms of unfair treatment. It provides confidential support, guidance, and advocacy to individuals who wish to report incidents of

discrimination or seek redress for grievances. The EOC collects and analyzes data related to equal opportunity, diversity, and inclusion within the institution.

6. PROCEDURE FOR LODGING COMPLAINT

- Either a student or a parent of a student may file a written complaint regarding discrimination or harassment, regardless of whether the alleged incidents occurred on or off campus.
- Sufficient information about the alleged act of harassment or discrimination must be included in the complaint.
- The members of the Equal Opportunity Cell will receive the complaint.

7. CONCLUSION:

At St. Aloysius Degree College, we believe that diversity is our strength, and we are committed to providing equal opportunities for all students to pursue their academic and personal goals. By adhering to this Equal Opportunity Policy and upholding the principles of fairness and inclusivity, we aim to create a vibrant and welcoming community where every student can thrive.

REFERENCES:

1. University Grants Commission (UGC Guidelines for Scheme of Equal Opportunity Centre for Colleges XII Plan (2012-2017) https://www.ugc.gov.in/pdfnews/7894390_equal-opportunity-cell.pdf
2. National Education Policy 2020 https://www.education.gov.in/sites/upload_files/mhrd/files/NEP_Final_English_0.pdf

**St. Aloysius Degree College
and Center for Post-Graduation Studies**



ANTI- RAGGING POLICY

ANTI- RAGGING POLICY

St. Aloysius Degree College is committed to providing a safe and nurturing environment for all its students. Ragging in any form is strictly prohibited within the college premises, hostels, or any other place associated with the college. This policy aims to prevent and eliminate ragging and create a conducive learning environment for all members of the college community.

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1. DEFINITION OF RAGGING

Ragging refers to any act of physical or mental abuse, intimidation, harassment, bullying, or any other conduct that violates the dignity of an individual. This includes, but is not limited to:

- Teasing, taunting, or using offensive language.
- Physical violence or assault.
- Forcing students to engage in activities that are demeaning or humiliating.
- Cyberbullying or spreading rumors through electronic means.

Ragging is considered a criminal offense punishable under specific laws such as the Karnataka Education Act, 1983, and can lead to severe repercussions for the perpetrators.

2. SCOPE

This policy applies to all students enrolled in St. Aloysius Degree College, as well as faculty, staff, and visitors. It covers ragging incidents that occur within the college premises, hostels, buses, and any other location associated with the college.

3. OBJECTIVES

- To uphold a zero-tolerance approach towards ragging, ensuring the safety and well-being of all students.
- To maintain a strict stance against ragging and any activities associated with ragging
- To prevent, prohibit, and eliminate ragging within and outside the educational institution to safeguard the dignity and mental health of students
- To provide support and assistance to victims of ragging, including counseling services and access to medical care if needed

4. PREVENTION MEASURES

St. Aloysius Degree College shall take proactive measures to prevent ragging, including:

- Conducting orientation sessions for new students to raise awareness about the consequences of ragging and the college's zero-tolerance policy.
- Displaying posters and signage throughout the campus reiterating the prohibition of ragging and providing contact information for reporting incidents.
- Organizing workshops and seminars on anti-ragging initiatives and promoting positive interactions among students.

5. COMPLAINT MECHANISM:

- Reporting Mechanism: Students are encouraged to report any incidents of ragging promptly to designated authorities within the college.
- Anti-Ragging Committee: The college establishes an Anti-Ragging Committee comprising faculty members, administrators, and student representatives responsible for addressing complaints and taking necessary actions.
- Reports can be made in person, through email, or using the college's anonymous reporting system.
- All complaints shall be treated with confidentiality, and the identity of the complainant shall be protected.

6. COMPOSITION OF THE ANTI-RAGGING COMMITTEE

SL.NO	NAME	DESIGNATION	DEPARTMENT
1.	Dr. Sr. Sagayamary. B	Chair Person	Principal
2.	Mrs. Zeena Lobo	Member	Commerce and Management
3.	Sr. Deepa	Member	Social Work
4.	Mr. Syed Salman	Member	Commerce and Management
5.	Ms. Amali Sunitha	Member	Computer Science

7. INVESTIGATION AND DISCIPLINARY ACTION

- Upon receiving a complaint, the college administration shall initiate an investigation into the alleged incident of ragging.
- The investigation shall be conducted promptly and impartially, with due process afforded to both the complainant and the accused.
- If the investigation confirms that ragging has occurred, the college shall take appropriate disciplinary action against the perpetrators, which may include:
 - Suspension or expulsion from the college.
 - Withholding of scholarships or financial aid.
 - Referral to law enforcement authorities for criminal prosecution.

8. SUPPORT FOR VICTIMS

St. Aloysius Degree College shall provide support and assistance to victims of ragging, including counseling services and access to medical care if needed. The college shall also take measures to ensure the safety and well-being of the victim, including providing temporary accommodation if necessary.

9. AWARENESS AND EDUCATION

The college shall conduct regular awareness campaigns and educational programs on the harmful effects of ragging and the importance of fostering a culture of respect and tolerance. These initiatives shall be integrated into the college curriculum and extracurricular activities.

This policy has been approved by St. Aloysius Degree College and shall be disseminated to all members of the college community. Any violations of this policy shall be dealt with promptly and decisively by the college administration.

REFERENCE

1. The UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. <https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf>
2. The Anti-Ragging Act, 1997, as amended. https://www.indiacode.nic.in/bitstream/123456789/16936/1/07_of_1997.pdf
3. Recommendations of the Raghavan Committee on measures to curb ragging in educational institutions <https://mrunal.org/2012/09/polity-ragging.html>



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CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.2 E- Governance Policy

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E- Governance Policy

Preface

In today's rapidly evolving digital landscape, the integration of e-governance practices within higher education institutions stands as a pivotal endeavour. This policy blueprint seeks to harness the transformative power of technology to enhance administrative efficiency, foster transparency, and elevate stakeholder engagement. By embracing modernized processes and accessible channels, we aim to propel our institutions towards a future of innovation and excellence. Through this framework, we envision a dynamic ecosystem where technological advancements empower both administrators and learners alike, fostering an environment conducive to academic success and societal impact.

It is also integral towards the facilitation of the teaching-learning process where audio-visual elements, learning management systems, and assessment apps ensure timely and efficient transactions between the teacher and the student. Electronic Governance makes use of Information and Communication Technologies such as Wide Area Networks, the Internet, and Mobile Computing for the purpose of enhancing governance. Embracing digital innovation has the potential to revolutionize the way educational institutions operate, communicate, and serve their stakeholders.

Core benefits of e-governance

Some of the key benefits of e-governance include: -

- Efficiency through digitisation and reduction of manual work
- Transparency via structured communication platforms
- Accountability due to automated workflows
- Convenience of resource management - Enhanced student support
- Adaptability to evolving trends and changing needs

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Objectives of the Policy

- Modernized administrative processes through automation of routine tasks, establishment of transparent and accessible channels, and enhancement of accountability
- Improving services, communication, and assistance to stakeholders by employing open and accessible avenues.
- Driving technological progress and innovation with a scalable and adaptable system.

Areas of Implementation:-

- Administration
- Student admission and Support
- Finance and Accounts
- Examinations

Administration:

E-governance will streamline administrative processes, making them more transparent, accountable, and accessible. Key initiatives include:

- Digitization of administrative records and documents for easy retrieval and archival purposes.
- Implementation of an electronic workflow system to facilitate seamless communication and decision-making.
- Development of online portals for staff and faculty to access resources, submit requests, and track progress.
- Regular training programs to ensure all staff members are proficient in using e-governance tools and platforms.

Finance and Accounts:

E-governance in finance and accounts will improve financial management, reduce errors, and enhance accountability. Key initiatives include:

- Automation of financial transactions, including payroll processing, vendor payments, and budgeting using “Pacifica software”.
- Integration of accounting software for real-time monitoring of financial data and generation of reports.

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- Implementation of online payment gateways for fee collection and expense reimbursements.
- Strict adherence to cyber security protocols to safeguard financial information and prevent unauthorized access.

Student Admission and Support:

E-governance will simplify the student admission process and provide better support services to students. Key initiatives include:

- Introduction of online admission forms and application tracking systems to streamline the admission process.
- Creation of student portals for accessing academic records, course schedules, and support services.
- Regular feedback mechanisms to gauge student satisfaction and identify areas for improvement in support services.

Examination:

E-governance in examination management will ensure fairness, accuracy, and efficiency in the assessment process. Key initiatives include:

- Examination portals for conducting tests and assessments securely.
- Digitization in uploading Internal Assessment marks of the students in UUCMS portal.
- Provision of online access to examination schedules, syllabi, and study materials for students.

Conclusion

In conclusion, the adoption of e-governance practices within higher education institutions represents a critical stride towards modernization and progress. By prioritizing transparency, efficiency, and stakeholder engagement, this policy framework lays the foundation for a dynamic and responsive administrative infrastructure. As we embrace technological innovation, we pave the way for enhanced service delivery, streamlined processes, and a more inclusive educational experience. Moving forward, sustained commitment to the principles outlined in this policy will not only ensure the continued evolution of our institutions but also empower us to meet the evolving needs of our diverse and dynamic educational community.

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