

Building on its past experience Bishop Cotton recognizes the need to move forward. In the true Cottonian spirit, the College looks to new horizons dedicating itself to the cause of women's empowerment.

The Institution will continue to send out into the world, women of integrity and substance. To us, past is an experience, the present a challenge and future an opportunity.

### **St. Peter's Day**

St. Peter, the great apostle of our Lord Jesus Christ is the Patron Saint of Bishop Cotton Institutions are named after Bishop George Edward Lynch Cotton, Bishop of Calcutta. The Bengaluru Cotton Institution was founded by Rev. Samue Taylor Pettigrew who was the Chaplain of St. Mark's Church. The Institution was founded in 1864.

St. Peter's Day is a special occasion in the college. During the last week of June i.e. 27th to 30th Bishop Cotton Institutions celebrate the Celebration gratitude and found remembrance of the labours of our founders. Hence St. Peter's Day is called the Founder's Day

### **PRINCIPALS PAST & PRESENT :**

1. Mrs. Grace Clarke 1985 - 1988
2. Mrs. E. Joseph (Principal-in-charge) 1988 - 1989
3. (Late) Mr. Samuel Appaji IAS (Retd.)(Principal-in-charge) 1989
4. (Late) Dr. Nalinakshi Nirmal 1989 - 1998
5. Dr. Elizabeth S. Thomas 1998 - 2002
6. Prof. Hephzibah S. Doss 2002 - 2007
7. Dr. Joyce Sunder 2008 - 2013
8. Mrs. Shantha Solomon (Principal-in-charge) 2013 - 2014
9. Prof. Esther Prasanakumar 2014 - 2021
10. Dr. Revina Rebecca 2021 -

### **RULES AND REGULATION :**

It is not only the responsibility of the Principal, Staff and Board of Management but also the responsibility of parents to ensure that the College can achieve its vision of educating individuals to think and act as ethical leaders.

### **ATTENDANCE :**

1. A student is required to have 75% attendance in all subjects in order to appear for the Bangalore University examinations.
2. Students who do not have 75% attendance will be detained.
3. A student is expected to attend all the classes when she is on campus. In case of an emergency she can leave the campus only after producing the letter signed by her parent / guardian and counter signed by the class teacher.
4. Students who wish to take part in any activity conducted by the College should get prior permission in writing from all concerned lecturers whose classes they will miss. If not, attendance will not be granted under any circumstance. A consent letter from the parent/guardian should produced if a student has to attend a program outside the College.
5. In case there is a free-hour a student is expected to make use of the Library or sports facilities. She cannot leave the campus or loiter around.
6. Attendance for all programmes is compulsory. The class teacher will take the attendance and submit the list of absentees to the Principal.
7. Leave letter for reasons of illness for more than 3 days must be accompanied by a medical certificate and submitted immediately.
8. Attendance will be displayed on the 4th of every month (for the previous month).

## STUDENT SERVICES :

1. For any emergency, a student can make calls to their parent / family from the PCO provided on campus.
2. Any grievance can be given in writing to the Principal. The students can contact the College counsellor, Mrs. Yallina Thomas, at any time with regard to any problem.
3. All participation in college activities and coaching classes will be channelized through the Student Welfare Committee.

## COLLEGE PROGRAMMES :

1. Assembly will be held every alternate Thursday and students are required to assemble classwise.
2. The first hour will start after College Prayer.
3. A student is required at all times to carry her identity card duly signed by the Principal before August 2016.
4. Excursions, if any, will be organised by the College authorities only.
5. Students are forbidden from organizing any event / meeting or collecting money without prior permission of the Principal.
6. Students who want to attend programmes in other Colleges / organizations should produce a consent letter from their parents.
7. Practice for all programmes should be held prior to or after classes and not during class hours.

## DISCIPLINE :

1. Students are expected to be courteous and show respect to elders. Faculty members irrespective of department, has

authority to book those students who do not comply with rules and regulations.

2. Students should keep the college premises and class rooms clean. If a student is found littering the campus / class, a fine of INR Rs. 1000/- will be levied on the spot.
3. Damage to college property including writing on desks and walls will be dealt with severely and a fine will be levied on every student of the class.
4. Students should see to it that lights and fans are switched off as they leave the class room.
5. **Students are expected to be dressed modestly. Those not adhering to the acceptable norms of dressing will be severely dealt with.**
6. Posters, notices etc. must not be put up without the signature of the Principal.
7. Playing with crackers and rangoli powder is prohibited. Playing Holi in the College campus is also prohibited.
8. Honesty and sincerity in words and action is expected of students. Indulging in malpractice will be dealt with severely.
9. PTA meeting will be held after every test and examination.
10. Only parents and local guardians can attend the PTA meeting and can sign the report cards other documents pertaining to their wards.
11. Strict action would be taken against students if they fail to bring their parents for the PTA meeting.
12. Parents can meet the Principal with prior appointment.
13. Parents are requested to refer to the college calendar for any college activity. Change, if any can be ascertained from the college office.

14. The College will not be responsible for the loss of any personal property including mobile phones, jewellery, cash etc.,
15. Students are expected to maintain discipline. Strict action will be taken against students for misconduct. The disciplinary action includes suspension with fine or expulsion from the College.

### **COLLEGE FEE & IDENTITY CARD :**

1. Every student is required to preserve The College Fee Receipt till the end of the Academic year. Fee receipts should be produced as and when required for verification.
2. If the fee receipt is misplaced, a duplicate fee receipt will be issued after paying a fine of INR 100/-.
3. It is mandatory for every student to have a College Identity Card.
4. If an Identity Card is misplaced, a duplicate card can be obtained after paying a fine of INR 200/-.
5. College Fee receipt should be produced at the cash counter before paying the semester examination fees.
6. Student who haven't paid their college fees and continue to attend classes will be severely dealt with.

### **EXAMINATION AND REVALUATION :**

1. 75% attendance is the stipulated requirement of Bangalore City University to qualify for all University Examinations and those who do not have 75% attendance will not be allowed to do their Examinations. Marks are allotted for attendance according to the University regulation for Internal Assessment.

2. Students must apply for photocopies and Revaluation online.
3. Students who do not pay the Exam Fee and those with shortage of attendance will have to repeat their respective class.

### **CERTIFICATES :**

1. Students applying for certificates, testimonials and other documents should submit their application at the College office with the necessary details.
2. All Certificates will be issued 5 days after the submission of the application.
3. Duplicates of certificates will not ordinarily be issued.
4. For provisional certificate the application should be submitted with I, II & III Degree Marks Card copies (duly attested).
5. Students who wish to collect certificates, testimonials and other documents in their absence should send a letter of authorization and the authorized person should produce his/her Identity.

### **SPECIAL FEATURES :**

1. Adventure Club
2. Alumni Meet
3. Awareness Programmes
4. Center for Community Service
5. Chapel Services
6. Choir
7. Counselling for Higher Education

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8. Eco Club
9. Educational Trips
10. E-Evolve Entrepreneurship Cell - in collaboration with NEN
11. E Store
12. Eve Evolve - News Letter of E - Cell
13. International Students' Meet
14. Legal Literacy
15. National Service Scheme (NSS)
16. National Cadet Corps (NCC)
17. NIE - Deccan Hearld
18. Outreach Programmes
19. Placement Cell-Career Fest & Campus Recruitment
20. Perspective - College News Letter
21. Prism - Lab Journal (Dept. Journalism)
22. Red Cross Society Unit
23. Rotaract Club
24. SCM Unit
25. Seminars & Workshops
26. Student Council
27. Value Education
28. YWCA Unit
29. Journal of Women's Studies, Empowerment & Social Research
30. Journal of Women's Studies
31. Webinars

### **CERTIFICATE COURSES :**

- \* UGC - Sponsored Certificate Course Networking with NETSIM.
- \* UGC - Sponsored Certificate Course Embedded System.
- \* Excel - Advanced Certificate Course.
- \* Head start Advantage U Program.
- \* Power Communicator - Certificate Course.
- \* Tally - Certificate Course.
- \* Certificate Courses on Money Markets.
- \* Reproductive & Sexual Health.
- \* Translation - Certificate Course.

### **STUDENTS COUNCIL :**

The Student Council is formulated to :

1. Teach good leadership.
2. Facilitate Campus communication and control.
3. Assist the building up of campus morale.

The Student Council is charged with maintaining order, promoting active co-operation among members of the college community, fostering intelligent interest and participation in college activities, increasing the sense of individual responsibility, personal integrity and loyalty and preparing students to take their proper share in serving the nation and the world. Normally the student Council is elected by the students.

The college authorities have the right to dissolve an unsatisfactory and inefficient Student Council or change individual office bearers who do not conform to the college rules or in any way prove unworthy of the office they hold.