



St Aloysius College (Autonomous), Mangaluru

NOTICE TO PG Students - SAC Campus

Regarding Issue of Final Degree Marks Card – PG 2025 & Convocation Application (2023 batch only)

Notification regarding convocation fee and verification of Degree Certificates (Revised on 18.09.2025)

As per the Mangalore University Notification No: MU/ACC/FEE/CR-1/2025-26/A7 dated 06.09.2025 (Received 18.09.2025 by the College)

Students are expected to follow this NOTICE with effect from 18.09.2025

Programme	Office	Marks Cards Issuing Date
M.S.W. M.A. Journalism & Mass Communication M.A. English M.Com. M.Com. Finance & Analytics M.A. Economics M.Sc. Mathematics M.Sc. Biotechnology M.Sc. Biochemistry M.Sc. Analytical Chemistry M.Sc. Chemistry M.Sc. Physics M.Sc. Food Science & Tech. M.Sc. Food Science, Nutrition & Dietetics M.Sc. Corporate Psychology	P.G. Office Maffei Block	06.08.2025 onwards

PROCESS

- **First, the students shall report to the Placement Office situated in Room No: A-126 and submit a Google Form.**
- **Graduates who have applied/applying or got Admission in Foreign and Indian Universities are requested to enter the details in the format placed in the office of the Chair, Placements.**
- **Take a note from the Placement Officer and move to P.G. Office Maffei Block for the Marks/Grade Cards.**
- **Apply for Convocation (Degree) Certificates.**

Students will have to follow the following procedure while applying for the Convocation Certificate:
(Kindly Note)

1. **Students who have secured the CGPA of 7.50 and above are eligible to attend the Graduation Ceremony in person by paying a sum of ₹ 4,100 through Online Pacifyca Student Login.**

Students who have secured CGPA of less than 7.50 are expected to apply for the convocation certificates by paying ₹ 3,900.

PGDBM/DBM : 2,000/-

Students who pay the convocation fee online but do not submit the hard copies of the application to the office will NOT receive the convocation certificate. Submission of the application after online payment is mandatory. College may not be able to refund the amount.

2. Marks Card will be issued after confirmation of the online payment fees in the office along with duly filled Convocation application form.
3. Each student is required to fill the Convocation application form with necessary documents (Attested copy of marks card of each semester-all 4 semesters-students are advised to bring the originals for attestation). **The challan number and the amount paid columns should not be filled up in the application form-leave them blank.** The convocation application forms are available in the college office. Outstation students may download it from the website of Mangalore University (www.mangaloreuniversity.ac.in -downloads) **Application forms must be signed by the candidates only. Authorization is not accepted.**
4. While writing the name, the student has to carefully write both in **English and Kannada** as registered in the college. **Students from Karnataka are requested to refer to their Aadhaar Cards while filling their names in Kannada.**
5. Degree Certificates will be issued during the Graduation Day which will be held in the college soon after Mangalore University Convocation, which may be held in April/May 2026.
6. The candidate is also required to fill the address slip by clearly mentioning the E-mail Id.
7. The candidate is required to apply for the convocation by **31.10.2025.**

Date: 18.09.2025


Registrar (Evaluation)


Principal