



St Aloysius College (Autonomous), Mangaluru
NOTICE

**Regarding Issue of Final Degree Marks Card – UG 2026 & Convocation Application
(2023 batch only)**

All semester Marks Cards will be issued on the under mentioned respective counters:

Programme	Counter Number	Office
B.Sc.	11	Administrative Block
B.A.	04	Administrative Block
B.C.A.	10	Administrative Block
B.Com./B.B.A./B.Voc.	Arrupe Block office	Arrupe Block

PROCESS

- First, the students shall report to the Placement Office situated in Room No: A-126 and submit a Google Form.
- **Kindly see to that placement and higher education details should be filled before collecting the marks cards.**
- 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 their respective faculty wise counters in the College Office 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 8.00 and above are eligible to attend the Graduation Ceremony in person on payment of ₹ 4,000.

Students who have secured CGPA of less than 8.00 are requested to apply for the convocation certificates by paying ₹ 3,800.

Kindly make payment at the respective counter via scanning the QR Code.

In the event of any increase in the fees by Mangalore University, the additional amount shall be collected from the students.

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 respective counters along with duly filled up Convocation application form.
3. Each student is required to fill up the Convocation application form with necessary documents (Attested copy of marks card of each semester—all 6 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. Authorisation 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 2027.
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 **30.11.2026.**

Date: 30.09.2026

Controller of Examination

Principal

