

Dear Freshman

**My heartiest congratulations and welcome. You are selected from thousands to be a Marianite!**

Let your dreams and prayers come true through fruitful and effective sailing of your life in the ocean of opportunities at Marian.

Your classes start on Wednesday (9 September 2020) with department-wise initiation. Please be ready for online class at 10 am.

Due to Covid 19 pandemic the ceremonial welcome of the Freshmen to Marian Campus is postponed. However, you will be formally welcomed by the Manager, Principal and other officials of the College in the online interactive meeting on Monday (14 September) at 11 am. Please be ready to join for the meeting along with your parents. During the online meeting you will be able to air your doubts and seek clarifications if any.

May the protective hands of the Heavenly Patroness of Marian keep you and all your beloved ones safe and sound.

Before I conclude let me give you your first homework assignment. What I want you to do today is to take a quiet moment to acknowledge your privileges and your blessings, and be sure to thank everyone – including your beloved parents- for your admission to Marian.

Thank you

Sd/-

Fr Dr Roy Abraham P  
Principal  
6 September 2020

## **INSTRUCTIONS TO STUDENTS**

- The first year (UG & PG) online classes begin on 9<sup>th</sup> September (Wednesday) at 10 am. Thursday is public a holiday. (Students only)
- Formal inaugural meeting will take place on 14 September 2020 (Monday) at 11 am. Students shall attend the programme on Monday along with the parents.
- Students from the neighbourhood who are having problems with internet connectivity can come to the college and use the college facility for their classes if required.
- However, the students themselves shall make arrangements to attend online classes on the coming Wednesday and Friday.
- If any student wants to use the facility of the college to attend the classes, the request for the same shall be forwarded through the Faculty Advisor to the HoD.
- Further instructions on how to join for the Wednesday and Friday classes will reach you on 8<sup>th</sup> September.

### **What is to be expected on Wednesday & Friday**

- Activate your MCKA (Learning Management software platform developed by Marian) account.
- Introduction of the HoD, Faculty Advisor and other Faculty Members of the Department.
- Introduction of all the teachers who give classes to you from other departments.
- Know and get connected with your classmates.
- Introduction of the degree programme you joined and its prospects, higher study options, institutions of national important for higher studies within the country, higher study options abroad, preparations for the admission etc.
- Introduction of the Programme structure, assessments, examinations etc

- How to participate in online classes, using MCKA, attendance requirements etc
- How to monitor their attendance, reporting any correction in attendance marking?
- Time table for the semester will be provided and this time table will be applicable from 15 September.
- The college handbook is uploaded in the website. Please go through the handbook in detail. Clarify the doubts if any.
- You will be explained on the procedure for different types requests
  - Short leaves
  - Long leaves
  - Any permission for conduct of programmes etc
- The procedure for handling grievances if any.

### **Formal Welcome Address on 14 September (Monday)**

- Common orientation for all the Freshmen on Monday (14 September) at 11 am.
  - Inaugural meeting is scheduled for 11 am to facilitate the participation of all the parents and family members who are abroad too.
  - Log in details of the meeting will be shared to all the students on Friday.
  - Parents and students can ask doubts and clarifications during the meeting on 14 September.
  - During the meeting information regarding the hostel admissions, fees etc will be communicated.

Let me extend my cordial welcome to the parents, grandparents, siblings, and aunts and uncles to the meeting on 14 September 2020.

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