



# St. Joseph's College (Autonomous)

Bengaluru 560 027

Recognised as 'College of Excellence' by UGC  
Re-accredited with A++ grade and 3.79/4.00 CGPA by NAAC

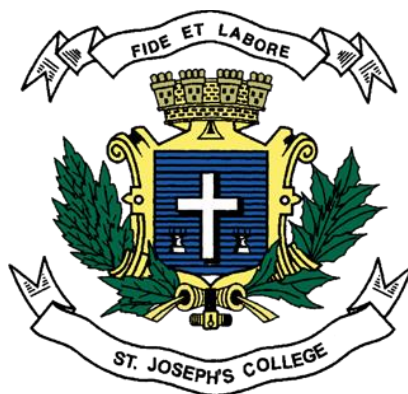
Awarded DBT Star Status & DST FIST grant  
by Ministry of Science and Technology, Gol



**HANDBOOK**  
**2020-2021**

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## **VISION OF THE COLLEGE**

Striving for a just, secular, democratic and economically sound society,  
which cares for the poor, the oppressed and the marginalized.

## **MISSION STATEMENT**

St. Joseph's College (Autonomous) seeks to form men and women who will be agents of change, committed to the creation of a society that is just, secular and democratic. The education offered is oriented towards enabling students to strive for both academic and human excellence. The college pursues academic excellence by providing a learning environment that constantly challenges the students and supports the ethical pursuit of intellectual curiosity and ceaseless enquiry. Human excellence is promoted through courses and activities that help students achieve personal integrity and conscientise them to the injustice prevalent in society.

## MILESTONES

1882	St. Joseph's College was established in September 1882, by the Fathers of the Paris Foreign Mission, then affiliated to Madras University as a Second Grade College.
1926	Madras University accorded the college the status of a 'First Grade College'.
1937	The Fathers of the Paris Foreign Mission handed over the institution through the Diocese of Mysore to the Society of Jesus.
1949	Following the reorganization of the States, the college became affiliated to the University of Mysore.
1964	The college was affiliated to Bangalore University.
1967	The college was granted permanent affiliation to Bangalore University.
1972	The Commerce sections and Evening College sections were separated to form St. Joseph's College of Commerce and St. Joseph's Evening College, respectively.
1982	The College Centenary year was celebrated.
1986	The college became the first affiliated college in Karnataka to offer postgraduate courses.
1998	The college was the first affiliated institution to get Research Centre status.
1999	The college was accredited with four stars (Score 70-75%) by NAAC.
2002	Following the Karnataka state policy of bifurcation, the Pre-University section was evolved to become St. Joseph's PU College and the degree sections were shifted to the new buildings at No. 36, Labagh Road, Bangalore.
2004	The college was accredited as 'College with Potential for Excellence' (CPE) by UGC.
2005	The college was granted Autonomous status up to 2010-11.
2006	The college was reaccredited with 'A' Grade (Score 85.3%) by NAAC.
2007	The college celebrated 125 years of its establishment.
2009	A postal stamp of the college was released by the Department of Posts, India, to commemorate the 125 <sup>th</sup> Post Centenary Celebration of its establishment.
2010	Extension of autonomous status was granted from 2010-11 to 2015-16.
2012	Accredited with 'A' grade (CGPA of 3.73/4.00; Score 93.25%) by NAAC.
2012	Celebrated the Platinum Jubilee of its administration by the Jesuit Order.
2014	The college was conferred with the status of 'College of Excellence' (CE) by UGC.
2016	Extension of autonomous status - granted from 2016-2017 to 2021-2022 by UGC.
2017	The college was re-accredited with A++ Grade and 3.74/4 CGPA in the 4 <sup>th</sup> cycle by NAAC. Postgraduate science departments were awarded the DST FIST grant.
2018	Inauguration of MAGIS block by the 31 <sup>st</sup> Superior General Rev. Fr. Arturo Sosa. The Departments of Biotechnology, Chemistry and Botany were elevated to Star Status under the DBT Star College scheme.

Dates of UGC Recognition (UGC Act, 1956)				
Under Section		Date	Month	Year
I	2(f)	23	12	1982
II	12(B)	28	5	1985

**Dear Josephites,**

Welcome to St. Joseph's College.

The college, founded in 1882, is managed by the Society of Jesus, also known as The Jesuits and is registered under the Bangalore Jesuit Educational Society (BJES). St. Ignatius of Loyola, a Spanish priest founded this Catholic religious order in 1540. Following in the footsteps of their patron, the members of the Society of Jesus [SJ] have been actively involved in the field of education across the globe.

St. Joseph's College, a 138-year-old institution, is one of the biggest Jesuit educational institutions in India. A religious minority institution catering primarily to the education of Catholic youth, St. Joseph's College opens its gates to every student irrespective of caste, creed and gender. In keeping with the admission policy of the management, the socio-economically marginalized groups receive special preference.

**Staff-Student Rapport**

Our lives are influenced and shaped by the people with whom we constantly interact. Here in college, your teachers will play a very important role in mentoring and guiding you. You can benefit from their rich experience and knowledge by interacting with them both inside and outside the classroom. All classes will have one or two Class Mentors. The role of the Class Mentor is to support and monitor student progress and provide advice and support to the students under their care, on academic, cocurricular and extracurricular matters.

**Parents and Guardians**

Parents and guardians are partners with the college in the task of total and integral education of their wards. In keeping with this concept of 'partnership' in education, the Principal invites the parents/guardians of students twice a year to discuss the performance of their wards. The dates of the meetings will be intimated in advance. Parents/guardians are requested to attend the meetings. It is also recommended that they meet the Welfare Officers and Class Mentors to ascertain the conduct and progress of their wards.

The college welcomes suggestions from parents and well-wishers.

## **OBJECTIVES OF ST. JOSEPH'S COLLEGE**

### **I. Academic Excellence**

St. Joseph's College places high value on academic excellence. The courses are rigorous and need daily application of effort. Presentations and participation in seminars and workshops are part of the academic life and train students in critical and scientific thinking.

Students are encouraged to join at least one of the many associations of the college and thus experience intellectual growth and develop a spirit of inquiry.

### **II. Social Concern**

Preparing persons for the service of others is the aim of education at St. Joseph's College. Social concern is at the heart of the education philosophy at St. Joseph's College. There is great emphasis laid on ensuring that students are aware of the many social ills and injustices that are prevalent in our society. Students are expected to be considerate to people who are less privileged and oppressed, and be persons of concern, compassion and conscience.

### **III. Character Formation**

Character development is an essential aspect of education. Character includes behaviour, values, and attitudes to life and others. Essential to any character formation is self-discipline. The rules of discipline in the college are meant for social well-being, order, and harmony.

## **FACILITIES ON CAMPUS**

### **I. INFRASTRUCTURE**

#### **LIBRARY**

St. Joseph's College has a well stocked library in the new Academic block, that caters to the needs of undergraduate, postgraduate and research staff and students. The library is regularly updated with recent and relevant books, journals and e-resources across all disciplines.

#### **LABORATORIES**

Well-equipped laboratories are available for all science disciplines in the undergraduate as well as postgraduate campuses. Great emphasis is placed on imparting hands-on skills to students. State-of-the-art studio with high end equipment and best-in-class editing suites for both video editing and sound design are provided for students of the Visual communication, Film editing and Animation courses. A Language lab has been set up for use by students of Journalism courses.

#### **COMPUTER AND NETWORKING FACILITIES**

A computer and networking facility is housed in the Library and is available for use by undergraduate and postgraduate students. A new networking facility, funded by DST-FIST grant has been set up on the 2<sup>nd</sup> floor of the Magis Block. This facility is available for faculty and the students for research and project work.

#### **HOSTELS**

In order to accommodate boys and girls from other states, the college runs three hostels. The hostels on campus and at Ejiyura provide boarding facility for 150 boys. Girls are provided with hostel facility at Sneha Nilaya, run by Franciscan Sisters of the Immaculate with whom the college has an MOU. (For more details, contact [sjchostel2020@gmail.com](mailto:sjchostel2020@gmail.com))

#### **CANTEEN/CAFETERIA**

The food court on the third floor of the Magis block offers delicious food and meals at affordable rates. There are separate canteens in the postgraduate block and near Arrupe block, for the convenience of students in these blocks.

#### **AUDITORIUM AND SEMINAR HALLS**

The St. Joseph's College Auditorium complex in the undergraduate campus has a state-of-the-art auditorium that houses 1100 people, besides multiple smaller seminar halls that can be used for conferences, seminars and meetings of different audience sizes. The Xavier Hall and Audio-Visual room in the postgraduate campus are also used for hosting meetings and events that cater to a variety of disciplines.

**CAMPUS Wi-Fi**

The campus is Wi-Fi enabled and high-speed Wi-Fi is available in all academic blocks for use of faculty and students.

**OBSERVATORY**

The campus boasts of an Observatory that houses an 8-inch astronomical telescope in the Schmidt-Cassegrain mode having a focal ratio of f/10 with Dual-Fork Mounting. Sky watching programs are organized during major astronomical events.

**SPORTS & GAMES FACILITIES**

St. Joseph's College has carved out a name for itself in the field of sports and games. The college has well equipped basketball, badminton courts, a football field and gymnasium. Students are encouraged to participate in inter-class and inter-collegiate tournaments. Students should enroll themselves with the Physical Instruction Coordinator or the Sports Coach for regular practice, which is the requirement for selection into the sports and games team.

**COMMON INSTRUMENTATION FACILITY**

A Common Instrumentation Facility has been set up with basic equipment required to conduct research, using the DBT Star College grants. The facility is intended to foster a spirit of enquiry and interdisciplinary research among undergraduate students at St. Joseph's College.

**HEALTH CENTRE**

First aid facilities are provided in all the blocks of the campus. There is an infirmary in the Arrupe Block. The college has an MOU with St. Philomena's Hospital for all medical emergencies.

**BANK & ATM**

The extension counter of South Indian Bank operates on the college campus. ATMs of South Indian Bank and Axis Bank are situated in the PG campus, for use by students and staff.

**PHOTOCOPYING AND STATIONERY**

The college offers photocopying facility (Xeroxing) for the staff and the students at a nominal fee in the library. Photocopying facility is also available in the stationery store. Books & stationery are available in the stationery store on the college campus.



## II. STUDENT SUPPORT SERVICES

### MID-DAY MEAL SCHEME

The college provides mid-day meals for the economically disadvantaged students who are encouraged to avail themselves this scheme. They must contact the Campus Minister at the beginning of the academic year.

### STUDENT SCHOLARSHIPS

Scholarships are available from the management for economically disadvantaged students. Students can apply for these scholarships only in their II/III year in college. Information regarding the application process will be notified on the college notice board.

Students are encouraged to apply for other scholarships online, if they fulfil the required eligibility criteria mentioned on the respective websites.

- Vidyaposhak scholarship ([www.vidyaposhak.org](http://www.vidyaposhak.org))
- Dhirubhai Ambani scholarship for handicapped students ([www.karnic.in/pur](http://www.karnic.in/pur))
- Azim Premji foundation scholarship ([www.azimpremjifoundation.org](http://www.azimpremjifoundation.org))
- B.L Hemavathi scholarship (<http://www.blhtrust.org/scholarship.html>)

### COUNSELLING CENTRE

The Counselling & Wellness team is committed to providing empathetic, non-judgmental, and genuine support. The emphasis is to enhance the emotional well-being and to empower students. The counseling service on campus has a team of warm compassionate therapists who are devoted and use evidence-based interventions and help students in the development of effective coping skills. All sessions are kept confidential and anonymous.

### PLACEMENTS AND SKILL DEVELOPMENT SERVICES

The college has a placement cell that provides information on careers and jobs to students of the college. Besides arranging placements (on and off-campus), the cell also organizes interviews, career counselling, career mapping, internships, and aptitude tests for the final year students.

### CAMPUS MINISTRY

The Campus Ministry in St. Joseph's College is a vibrant team of teaching faculty who take care of the corporal and spiritual needs of students and staff members. At the spiritual level, Holy mass is organised every Friday with special emphasis on first Friday masses. Three special masses are celebrated for the feasts of St. Joseph, St. Ignatius of Loyola and Christmas.

The Campus Ministry organizes HRD classes for non-Catholic and theology classes for Catholic students of the second semester. These classes are held every Saturday from 9 to 10 am.

All India Catholic University Federation (AICUF) under the guidance of the Campus Ministry has its own coordinators and is involved in various activities. Besides organising masses, it is involved in various outreach programs, organizing MAGIS, and attending workshops and

conferences. A group consisting of all religious faculty and students from various congregations in the college named 'SJC Religious' also comes under the auspices of the ministry. The group actively helps in organising masses and talks. The Jesus-Youth group, also part of the ministry, meets every Saturday from 1.30-2.30 pm in the prayer room. They pray together, have adoration, recite the rosary and conduct spiritual exercises. The Campus Ministry also takes care of the mid-day meal scheme.

### **DOCUMENTATION CENTRE**

The St. Joseph's College Documentation Centre is involved in recording all events, projects, meetings, seminars, conferences, achievements, publications, awards (academic, curricular, and extra-curricular), and activities of staff, students, management and alumni. The management, faculty, non-teaching staff, and students are required to cooperate in this task of compiling and documenting every event/activity by sending the information along with photographs, videos, and reports in the prescribed proforma. This proforma may be downloaded from the college website and sent to doc.sjc.2012@gmail.com.

### **THE JOSEPHITE RESEARCH FORUM**

The Josephite Research Forum (JRF) encourages exchange of ideas and short research projects across disciplines (Sciences, Humanities, and Commerce). Undergraduates and faculty of various disciplines will be active members of the forum. A few research proposals may be funded by the DBT (Department of Biotechnology, Government of India) grant. I and II year students can subsequently submit this research work as a term paper in the V semester.

### **POSTGRADUATE DIPLOMA COURSES**

St. Joseph's College offers a set of job-oriented PG Diploma courses for the benefit of SJC students, working professionals, and job seekers. The PG diploma programs offered are handled by experienced SJC staff in collaboration with industry experts.

Key Features:

- Admissions open for UG and PG students of SJC and from other institutions.
- On-the-job training (OJT) with a sharp industry focus.
- Course timings are tailored to enable students and working professionals to attend class.

<b>No.</b>	<b>Postgraduate Diploma Courses offered:</b>
1	Financial Management (PGDFM)
2	Human Resource Management (PGDHRM)
3	Banking and Business Analytics (PGDBBA)
4	Cyber Security
5	Supply Chain Logistics
6	Smart City Management
7	Market Research and Consumer Analytics

**CHOICE BASED CREDIT SYSTEM (CBCS)**

As per the UGC directive, the college has introduced Choice Based Credit System (CBCS). It is a flexible system of learning which permits students to have an interdisciplinary approach to learning. The student can choose electives from a wide range of courses offered by the college.

**OUTREACH PROGRAM**

In order to form 'Men and Women for and with others', the college provides space for the students to engage in various social action programs (and extension activities). The Outreach Program is mandatory and part of the basic curriculum of the college. The allotted hours for the outreach activities are: 60 hours for UG and 40 hours for PG.

The primary objective of the Outreach Program is to provide students with a platform to explore and develop the art of critical thinking, the skills of leadership and techniques of making meaningful interventions aimed at building a just and equitable society.

**CLASS MENTOR**

Each class will have one or two class mentors. The role of the class mentor is to support and guide students and contribute to the overall development of their mentees.

**Objectives of Mentoring**

- To be a link between the student and the department, the course teachers, and the parents if necessary, to help students in any way in which he or she may require guidance and support. If required, the mentor should refer the student to the Counselling centre.
- To monitor the student's academic progress.
- To make the student aware of Library Facilities, Internet Facilities, Scholarships, Remedial Courses, Counselling Facilities, Credit System, NSS, NCC, AICUF, CSA, Cultural Associations, Grievance Committees, Placement, Canteen, Mid-day Meal Scheme, Certificate Courses.
- To approve additional credits.

## COLLEGE REGULATIONS AND CODE OF CONDUCT

### STUDENT CODE OF CONDUCT ON CAMPUS

1. A warning bell for each class is given five minutes before the commencement of classes. Students should be in their allotted classrooms before the second bell.
2. Students must observe punctuality. At the discretion of the Lecturer, a student may be permitted to enter the classroom if he/she is not more than 10 minutes late for the first hour. However, if a student is regularly late for classes, he/she will not be permitted to attend classes.
3. There should be complete silence in the corridors during class hours. Students must not loiter in the corridors during class hours.
4. No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
5. If the Lecturer is absent, students are expected to rearrange the class/go to the library.
6. Students are liable to disciplinary action (even dismissal) if found smoking in the campus, or are in possession of/under the influence of tobacco products, forbidden drugs or alcoholic beverages.
7. Ragging is forbidden by the laws of the country. Students who are found ragging others will be handed over to the police. They will not be allowed to continue their studies in the college.
8. Students are forbidden from bringing firecrackers and Holi colours to the campus.
9. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
10. Boys and girls are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
11. The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging college property etc. are offences and will be dealt with seriously.
12. Though the college is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of its students outside the campus.
13. Posters and notices must not be put up without the permission of the Vice-Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose in different blocks, and not stuck on the walls or other common areas of the college.
14. Students shall observe proper dress code in the college. Both boys and girls are expected to be dressed in conformity with norms of decency and propriety. No inappropriate attire, in the name of Ethnic day or any other celebration will be permitted in the classrooms and on the campus. Colouring of hair and unconventional

haircuts are strictly prohibited. Earrings for boys are not permitted. Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days. Any student violating the dress code will not be allowed to enter the college campus. Any member of the teaching or non-teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.

15. Vehicle Parking will be allowed on all working days from 6.45 am to 6.00 pm. Students are required to leave their two-wheelers in the custody of the parking attendant. The attendant will not be held responsible for vehicles not locked and for which parking fee has not been paid. Two-wheelers without valid parking stickers will not be allowed in the college compound.
16. Every student is required to wear his/her identity card at all times on the college campus. The card should be shown to the staff or college officials when asked, especially during an examination, formal program, in the administrative office and library.
17. Association functions and cultural programs will be held only after class hours.
18. Practice sessions for all programs should be held either prior to or after classes.
19. Outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders into the campus.
20. No money can be collected from students (by the students or by the members of the staff) without the prior permission of the Principal.
21. Printed matter, photographs/videos, not relevant to academic purposes are not to be brought to the college.
22. Students are not allowed to organize picnics or class socials. The college reserves the right to initiate action against the class or group of students who violate this rule.
23. In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, "use of mobile phones in the college premises is prohibited". Students are informed not to use mobile phones within the academic blocks (S-Block, A-Block, Magis-Block and PG Block). Once confiscated, mobile phones will not be returned to the students. Possession of mobile phones or similar electronic devices during the examinations is considered as a serious malpractice. Matters regarding mobile phones will be handled only by the disciplinary committee.
24. No programs should be organized by any department during the Mid Semester test or Semester Examination in the campus.

## STUDENT CODE OF CONDUCT FOR ONLINE CLASSES

**All students of St. Joseph's College are expected to abide by the following code of conduct for online classes/learning:**

25. Students should not share their login credentials with anyone else or use another person's account.
26. Recording, taking photographs or screenshots of a teacher's presentation or any individual without the explicit permission from that teacher, is not permitted. We expect all students to understand and respect copyright laws.
27. All students have the right to express themselves and participate in an online class. However, they are expected to treat each other with respect and consideration, especially during discussions. Personal attacks directed towards other participants, harassment, intimidation, or discrimination in any form will not be tolerated.
28. Disruption of lectures by any means will not be tolerated. You are not expected to unmute yourself when the teacher has placed you on mute. You can unmute only if the teacher makes such announcement during the class.
29. Examples of unacceptable conduct include, but are not limited to, verbal comments related to gender, caste, sexual orientation, disability, physical appearance, body size, race, religion, use of nudity and/or sexual images in MS teams/Zoom meetings or in presentations, or threatening or stalking any faculty member or student.
30. Profile pictures used in any of the online teaching applications should be appropriate for an educational environment.
31. By taking tests or assignments on the online platform, students agree to abide by the Honour Code. Students agree that they will complete all tests and assignments individually, unless collaboration on an assignment is explicitly permitted by the teacher. Students must agree not to indulge in impersonation, plagiarism or any activity that would dishonestly improve results, or improve or hurt the results of others.
32. **Consequences for Violating the Code of Conduct:**  
Anyone found violating the above code of conduct will be suspended from attending online classes pending enquiry. Expulsion may be considered by the Principal for any grievous offences.

## SOCIAL MEDIA POLICY

33. Social Media provides important opportunities for the college to communicate and engage with a wide range of audiences and stakeholders. St. Joseph's College values the power of social media to proactively and positively engage with the community. Students and faculty are encouraged to use social media to inspire debate and discussion but must do so in a manner that uses sound judgement.

**sjcbengaluru** is the username for all official social media accounts of St. Joseph's College (LinkedIn, Twitter, Facebook, Instagram and YouTube).

All social media posts pertaining to the college must be in line with the ethics and values of St. Joseph's College. The following guidelines have to be strictly followed while posting content that could directly or indirectly impact St. Joseph's College:

- Social media posts by students must be in a manner that demonstrates respect for college staff, fellow students, and property.
- Students and faculty must take utmost care to ensure that their social media posts are factually accurate and use an appropriate and professional tone.
- Students and faculty must ensure that they do not post confidential information pertaining to the college and that their social media posts are not in breach of confidence.
- Students and faculty must not post or promote content that harasses, intimidates, bullies or discriminates against another person or incites hatred and violence.
- Students and faculty must be mindful that their social media posts do not infringe on intellectual property, i.e. post content that copies work protected by copyright.
- Students and faculty must not initiate or engage in social media campaigns that vilify or show the college administration in poor light.

If you see something on social media that violates campus policy, please bring it to the immediate attention of your Class Mentor, who will report it to the Vice Principal. If posts/activity on social media are reported to be in violation of college policy, they will be investigated and handled as per the college disciplinary process.

## **LIBRARY AND LABORATORY REGULATIONS**

34. The Library will be open from 8.00 am to 6.00 pm on all working days. On vacations, the library will be open from 9.00 am to 5.00 pm.
35. The library will be closed on First and Third Saturdays, and on other Saturdays it will be open from 8.00 am to 6.00 pm.
36. A student who fails to return the books within 10 days will be fined Rupees 2/- for each day beyond the due date, excluding Sundays and holidays.
37. The student must replace or pay for library books lost, damaged or defaced.
38. Loss of pages, mutilation and any other damage discovered on return of books, will be assessed by the librarian and the price of the latest edition of the book will be charged from the borrower.
39. Loss of a borrowed book from the library must be intimated to the Librarian immediately.
40. Books are issued for the exclusive personal use of the applicant.
41. Strict silence should be observed in the library.
42. Use of cell phone in the library is strictly prohibited.
43. Eatables and drinks are not allowed in the library.
44. Personal books and other belongings are not allowed inside the library, except notebooks/laptop with the permission of the librarian.
45. Violation of library rules will result in strict disciplinary action.

### **BOOK BANK**

46. Books from the college book bank will be available on a long-term basis to deserving students.
47. All books borrowed from the book bank must be returned in good condition by the end of the academic year before the hall tickets are issued.
48. Books that are lost, damaged or defaced should be either replaced or the latest edition cost should be paid which will be assessed by the librarian.

### **LABORATORY RULES**

49. All breakages in the laboratory should be paid for. Hall tickets will not be issued unless all dues are paid and cleared.
50. Record books should be submitted on time. A student will not be allowed to appear for the examination if the record book is incomplete.
51. The college encourages students to utilize the laboratory facilities even during the vacations and holidays with the prior permission of the Head of the Department and the Principal.



## ATTENDANCE, EVALUATION AND ACADEMIC PROGRESSION

### AUTONOMY IN ST. JOSEPH'S COLLEGE

St. Joseph's College is an Autonomous College under the Bengaluru Central University. Autonomy provides the college the right to frame its own syllabi and conduct its own internal and semester examinations. Bengaluru Central University will confer the Degree with the name of the college.

### ACADEMIC EVALUATION

Academic evaluation is an important administrative function to find out how well the students have garnered knowledge in various courses of the degree program.

### CREDIT SYSTEM

In tune with the concepts and suggestions of the UGC and NAAC, advancements that have taken place in evaluation methods, societal needs and to make teaching effective and meaningful, the college has adopted Credit-Grade based Performance Assessment (CGPA) for all the courses conducted in the college. The modalities and operational details of the Credit System shall be as follows:

### CURRICULUM – EVALUATION

Examination Unit: The Examination Unit is headed by the Principal. The Controller of Examinations (COE) is the coordinator of the entire assessment system. The other members of the Examination Committee are appointed by the Principal.

### ATTENDANCE

52. Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave (in the prescribed format given in the handbook) after obtaining permission from the mentors/welfare officers.
53. The first teaching hour is from 7.00 to 7.45 a.m.
54. Attendance of students is marked in a register by lecturers for every class. At the end of the day, attendance will be uploaded on the website.
55. Students must check their attendance regularly on the website. Discrepancies, if any, should be rectified by contacting the teacher concerned within two subsequent working days. If the teacher refuses to accept the claim of the student, they may approach the Vice Principal/students' grievance cell. No request for alteration of attendance will be entertained after two days or thereafter.
56. If a student is absent for one period in a day, he/she will be marked absent for that period only.
57. The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write the Semester Examinations (SE). The College will

strictly adhere to the norm as demanded by the UGC. There is no provision for condonation of attendance in the UGC act.

58. After the final attendance list is prepared at the end of each semester, as mentioned in the Student Handbook, no request for alteration of attendance will be considered favourably.
59. The attendance for the students of the first semester is calculated from the date of joining the college. However, for those students who join the college after a break in studies, the attendance will be counted from the beginning of the semester.
60. Marks will be awarded for attendance to the undergraduate students only. A maximum of 5 marks for attendance will be given in each paper as per the table given below:

<b>Attendance (%) (including special classes held)</b>	<b>Marks</b>
<b>95-100</b>	<b>5</b>
<b>91-94.99</b>	<b>4</b>
<b>85-90.99</b>	<b>3</b>
<b>80-84.99</b>	<b>2</b>
<b>75-79.99</b>	<b>1</b>

### **Other Duty Attendance**

61. Those students who represent the college in Sports, NCC, NSS and other extra and co-curricular activities should obtain prior permission from the Welfare Officers before taking leave to claim other duty attendance. The student should write a letter of request for permission to the Welfare Officer, forwarded by the Coordinators in-charge of the respective activities. On completion of such activities, **within two working days**, the student must apply online via the student login portal for the extra-curricular or co-curricular attendance. The student should also fill the record of absence form for extracurricular and co-curricular activities (printed towards the end of the handbook) and submit the form along with the original permission letter to the Welfare Officer within three working days. If the certificate of participation is not received within the time period mentioned, the coordinator may write a note regarding the delay and the Welfare Officer will accept the same.
62. As and when the documents are submitted, the Welfare Officer may verify the details entered by the student online and may approve the request, if satisfied.
63. Other duty attendance will be accepted online only if the student has at least 60% attendance in the given paper. However, in specific cases where the attendance is less than 60% and the Welfare Officer is in agreement with the student's request, it will have

- to be referred to the Principal for his special written permission. The other duty attendance will then be added manually, after approval by the Principal.
64. If the attendance is less than 60% in any paper, students are advised not to involve themselves in extracurricular activities other than NCC and sports unless they have written permission from the Welfare Officer concerned.
  65. No attendance will be given to students for participation in Certificate Courses (they are conducted outside regular class hours) and for writing the makeup tests.
  66. Attendance for sports will not be approved, if the student plays for clubs other than the state or central government federation.
  67. Other duty attendance will not be added for practical classes. Students who miss practical classes must approach the respective heads of the departments to do extra labs and the extra lab attendance form (available on the college website- Academics - Examination - Application forms) must be filled in and submitted to the Welfare Officers for manual entry. A student cannot claim for more than two extra labs per subject in a given semester. However, specific requests of a student to do more than two extra labs, will have to be referred to the Principal for his special written permission.
  68. **Normally, attendance will not be condoned for medical reasons.** Students may apply on plain paper to the Welfare Officer for 'attendance for medical reasons' if they were admitted to the hospital and require leave for more than 10 days or have serious medical problems which require leave for more than 10 days either on different days or for a set of continuous days. They must submit this letter with the medical certificate/discharge summary from the hospital, to the Welfare Officer, within two working days after the student starts attending classes. Attendance for medical reasons will not be accepted by the software. These letters of request will be filed by the Welfare Officers and presented in the Welfare Officers meeting with the Principal and Vice Principals normally held in the 14<sup>th</sup> week of the semester to prepare the list of candidates eligible to write the semester examination. The applications will be discussed one by one and decisions will be taken case by case. **No request for condoning attendance for a paper will be considered if the student has less than 60% of attendance in that paper.**
  69. Complaints with regard to attendance, if any, must be brought to the notice of the COE through email ([coe@sjc.ac.in](mailto:coe@sjc.ac.in)).
  70. Students must save a copy of the overall attendance of each semester, within two days after the last working day of that semester.
  71. All claims for the other duty attendance/attendance for medical reasons must be submitted and approved by the end of the 13<sup>th</sup> week of a semester. All entries of other duty attendance will be blocked on the first day of the 14<sup>th</sup> week of the semester. After 4 p.m. of the last day of the 13<sup>th</sup> week, no claim for other duty attendance/attendance for medical reasons will be accepted for approval.
  72. Final year students are eligible to avail other duty attendance for 2 days to attend placement interviews in the college.
  73. All decisions related to attendance may be challenged only in the students' grievance cell.

## LEAVE

74. Students should apply for leave only by filling in the RECORD OF ABSENCE printed in the last few pages of the Student Handbook.
75. If a student is absent for up to three continuous classes in a subject/paper, he/she may attend the next class of that subject/paper, only after showing the leave form in the Handbook signed by the class mentor to the concerned subject teachers.
76. If a student is absent for more than three classes, he/she must get the signature from the Welfare Officer in the Record of Absence Form to attend the classes again.
77. If a student falls short of 75% attendance in any subject by the 8th week of a semester, he/she is required to meet the mentor with his/her parents. Names of the students with less than 50% attendance will be temporarily hidden from the candidates list in the 10th week of the semester.
78. **Prolonged or serious illness, hospitalization, or long medically-advised rest must be reported to the Principal and the Welfare Officer within 7 working days of taking leave.**

## EVALUATION

79. Evaluation of core papers (including Language and General English) consists of two components, viz. Continuous Assessment (CA) and Semester Examination (SE) with a weightage of 30% in CA and 70% in SE.
80. All CA components including the mid-semester test for the postgraduate section shall be planned and executed by the individual departments. However, the CA activities will be planned by the staff members in the department meeting and the detailed schedule with the approval from the COE for the given semester will be displayed on the department notice board in the second week of the semester.
81. Continuous Assessment (CA) for UG courses includes a centrally organised Mid Semester Test and one other exercise such as quiz, seminar, assignment etc.
82. The centrally organised test (Mid-Semester Test) will be held midway through the semester (8<sup>th</sup> week) for the 2/3/4/5 credit courses. The test will be conducted for an hour for 30 marks. One activity for 10 marks will be held by the departments before the Mid Semester Test. The class seminars are planned in such a way that they are completed by the 70th day of the semester. For 3/4/5 credit UG papers (except IV semester papers of HEP, EPS, IES, and CPE), 15 marks from the Mid Semester Test, 10 marks from the department level activity and 5 marks for attendance will be the CA marks for each paper. For 2 credit UG papers and 3 credit IV semester papers of HEP, EPS, IES, and CPE, 5 marks from the Mid Semester Test, 5 marks from the department level activity and 5 marks for attendance will be the CA marks for each paper.
83. For 3/4/5 credit PG papers, 30 marks will be the CA marks for each paper. For 2 credit PG papers, 15 marks will be the CA marks for each paper.

84. First semester students who have joined the college four weeks after the start of the semester will be allowed to write makeup test instead of mid-semester test.
85. First semester UG and PG students who have scored less in the CA activity may request for a retest. Students requesting for a retest in the CA activity must write to the Controller of Examination within the 10<sup>th</sup> week of the semester. However, no retest will be given for the mid-semester test.
86. For UG and PG practical papers, 30% of the total marks are for Practical Internal Assessment (PIA), which is based on the performance in each class, viva voce and test conducted and the remaining 70% of the total marks are for the practical semester examination which will be conducted in the 14th week of the semester.
87. For UG and PG courses, the Semester Examinations (SE) of 3/4/5 credit courses will be held for 70 marks and for 2½ hours duration. For 2 credit courses and 3 credit courses of IV semester papers of HEP, EPS, IES and CPE, the Semester Examinations will be held for 35 marks and for 1½ hours duration. The UG foundation course examinations are held for 35 marks for 1 1/2 hours duration.

**Eligibility to write Semester Examination:**

88. Only those students who have more than 75% attendance (in each paper (theory and practical) are eligible to write the end semester examination. Even though the percentage of attendance for regular and special classes held, if any, are shown separately in the student login, for eligibility and marks, it will be calculated by taking both into account. A student who is not eligible to write the semester examination due to shortage of attendance in multiple papers has to repeat the semester in the next available chance.
89. Those candidates who have less than 75% attendance in only one paper (theory or practical), will be allowed to write the semester examination in all papers except the one paper in which he/she has a shortage in attendance. The candidate must attend classes only in that paper for which there was a shortage at the next available chance after completing the course. Once the required 75% attendance is earned, he/she will be allowed to write the next available Supplementary Examinations. The candidate must register for the paper after paying the course fee fixed by the college as “additional student,” in the first week of that semester in the same calendar year of completing the course (usually June for those papers in the odd semester and November for those papers in the even semester). The application form for registration will be provided by the COE’s office. Their attendance will be registered only in the hard copy and it is the responsibility of the students to keep a track of their attendance. If a student fails to score at least 75% attendance in the paper, he/she must repeat the paper again in the next available chance. These students need not apply for the supplementary examination. Application forms for readmission will be available on the college website.

90. If a student has a shortage of attendance in one subject and has a year break in studies for any reason, he/she will be allowed to register as an additional student for the one subject during this period without waiting to complete the VI semester.
91. Students of BSW and MSW course will be officially informed about the rules regarding attendance for field work within 2 weeks of starting the academic year.

**Minimum Marks for Passing the Examination:**

92. UG students must score a minimum of 35% in SE, and 40% in the aggregate of CA and SE in each paper as minimum marks for passing the examinations. Even though there are no minimum marks required in CA to be eligible to write the semester examinations, it is preferable to have at least 50% of the maximum marks for CA as CA marks.
93. A PG student must score a minimum of 35% in SE and 40% in aggregate of CA and SE to pass in a paper. Apart from this, he/she should secure 50% in the aggregate of all papers of that semester to pass in the semester.
94. For open elective papers of UG and PG, the minimum marks required for passing the paper is 40% in aggregate of CA and SE. The minimum marks required for passing the Foundation Courses of UG is 40%.

**Other Examination Related Rules**

95. All answer scripts of CA Tests and Makeup Tests will be returned to the students. They are expected to file them. If there is any ground for appeal regarding the marks allotted in any component of the CA, the candidate must take it to the concerned teacher within 2 working days of distribution of the marked answer scripts to the class. If the student is not happy with the outcome, he/she must approach the HOD of the department within 5 working days after distributing answer scripts to the class. No appeal will be entertained after this time period.
96. Makeup Test: If a UG student is unable to write the mid semester test for valid reasons like (i) Hospitalization (ii) Medically advised rest (iii) NCC Camp (iv) University level sports activity (v) Humanitarian consideration (assessed by Welfare Officers' committee), he/she may apply online for a Makeup Test along with the prescribed fee within the last date mentioned in the Handbook. Prior permission must be taken from the Welfare Officer before the last day of the test to be eligible to take up the Makeup Test in cases where the absence is pre-planned. No application for the Makeup Test will be entertained after the specified last date. All those who apply, may not get the chance to appear for the Makeup Test. A student is eligible to apply for a Makeup Test only once during the entire course. Exceptions will be made for deserving candidates. The Makeup Test will be centrally organised in the 13th week of the semester. The questions will be asked from portions covered until the end of the 12th week. The question paper will not have any bonus question. The tests will be conducted from 3-4 p.m. on regular working days and no attendance will be given for attending Makeup Tests. Makeup Test for PG students, if any, will be conducted by the professor

- concerned only after informing the COE. There is no provision for improving CA marks. Students who were physically present for the Mid-Semester test are not eligible to apply for Makeup Test. If a student is seriously unwell, he/she may take the advice of the Welfare Officers before writing the Mid-Semester test. If a student misses the Makeup Test also for any reason, no further retest will be conducted in that paper.
97. Final year PG students, who have completed their dissertation/viva/thesis/project etc. but are not eligible to write the semester examination due to a shortage of attendance in theory or practical in more than one paper, must repeat the semester. However, they do not have to repeat the dissertation/viva/thesis/project etc. Their marks which have been already secured will be entered in the marks card. Similarly, V semester UG students who are repeating the semester do not have to repeat the term paper.
  98. There will be no 'Makeup Examination' if the student misses the End Semester Examination. The student will be marked "Absent" for the Semester Examination and must write the Supplementary Examination in that paper in the next available chance.
  99. To encourage sports and NCC, a student may be awarded a total of 5 extra marks in any one paper or distributed over many papers in the semester, for the student who represents university, state or country in national or international level sports events and those who attend the following NCC camps: (i) Centrally organised camps – organised by Director General, NCC, New Delhi : (a) R.D.C. (b) T.S.C. (c) V.S.C. (d) J.S.C. (e) Y.E.P. (ii) State level camps (interstate) organised by Deputy Director General NCC (All India): Trekking Camp, Advance Leadership Camp, Mountaineering camp, National integration camp, Army attachment camp and Cycle/Motorcycle expeditions. The student must write a letter of request to the COE, with a copy of the certificates attested by the concerned coordinators within 10 days of completion of the event. Marks will be added only in papers in that semester in which the event was held.
  100. **Special Supplementary Examinations for NCC cadets and students involved in sports:** Students who miss the Semester Examinations in any semester, for any recognized and permitted NCC activity and sports activity, will be given a chance to write the Semester Examination theory papers in the month of June immediately following the academic year in which the student missed the examination. This examination will be conducted during the Special Supplementary Examinations for the final year students. The student must take prior permission from the COE before taking leave for the activity. They must apply for the Special Supplementary Examination on or before the last date mentioned in the notification for the Special Supplementary Examinations.
  101. All CA marks will be entered in the student's account in the 12<sup>th</sup> week of the semester as mentioned in the calendar of events. Students are advised to carry the proof of their score so that corrections, if any, can be done immediately. After this date, no claim for corrections in the CA marks will be entertained. Errors in the CA marks entered in the student's account, if any, must be reported to the concerned teacher within 3 days and the teacher must, in turn, submit the correction note to the office of the COE latest by the end of the 13<sup>th</sup> week of the semester. All candidates are advised to verify their final

- CA marks in their login portal within 2 days after CA marks entry date. Regular and special classes on the CIA entry day will be held as usual.
102. Grievances regarding Semester Examination question paper must be addressed to the COE in writing within one hour of the completion of the examination.
  103. The final results of the semester will be published on the college website within 15 days of the last examination in that semester. Any problem pertaining to mistakes in the declaration of results or entries of personal information in the result sheet must be referred to the COE, within the date mentioned on the result sheet.
  104. Each student will be given a unique password for viewing the attendance and CA marks. With this password, students will be able to download hall tickets and marks statement at their convenience. For safety, students are advised to change the password. If the student wants the password for the second time, the original or the changed one, they must approach the office of the COE with a letter of request and pay the prescribed fee.
  105. All candidates who are writing the SE or the Supplementary Examinations will be issued a marks card within one month of the publication of the results. Students must collect this marks card within 2 months after which it will be issued with a nominal fine.
  106. Final semester marks card, T.C., Migration Certificate, Provisional Degree Certificate and the consolidated marks card (Transcript) will be sent by post to all final year students who have successfully completed the course within 45 days after publishing the results. The students must pay the required fee for the same and submit the correct forwarding address in the office of the COE.
  107. The VI semester marks card for the UG students and IV semester marks card for the PG students will not be issued if they have not completed other mandatory course completion requirements.
  108. Those students who have discontinued their studies and are readmitted will be governed as per rules applicable in the academic year in which they have rejoined.
  109. There is no minimum mark for the CA. All students would be eligible to appear for the End Semester Examinations irrespective of the CA marks scored.

#### **Improvement Examination (UG & PG):**

110. A PG student who fails to score 50% in a given semester will be declared to have 'Not Completed' in that semester, even though the student might have passed in all individual papers with 40% or more. In such a case, the student must apply for improvement in one/more papers of his/her choice and write the Supplementary Examinations in such paper/s in order to make up to 50% in that semester (mandatory improvement examination). The higher marks between the two examinations will be the final score. If the syllabus or pattern of the question paper is changed, two more chances will be given in the old syllabus or old pattern. There will be no restriction on the number of paper/s or attempts for improvement. However, the student must complete the course within 4 years of joining the course. The same rule is applicable for those who



want to improve the marks to 55% which is mandatory for all further studies under UGC guidelines.

111. A PG student who has already secured 55% or more, yet wants to improve his/her score, may apply for improvement examination (optional improvement examination). This can be done only once, either during the course or within one year after completing the course. There will be no restrictions on the number of papers that the student can apply for within a semester but the candidate is not allowed to select papers from different semesters. The student must surrender the marks card along with the application form. The student has to take the next available Supplementary Examination and will be awarded whatever marks obtained in the later attempt, even if they are less than the previous marks. The student must write the examination in the new syllabus or new pattern if introduced. A new marks card will be issued. However, the CA marks will remain the same. A student can avail this facility only once during the entire course period of 2 years. **Such candidates must apply in plain paper for the cancellation of marks scored in the Semester Examination within one month of publishing the end semester examination results.**
112. UG candidates who have secured 35% or more in SE and 40% or more in the aggregate of CA and SE and declared passed in that/those paper/s and desire to improve the semester examination marks (optional improvement examination), have to first cancel his/her original Semester Examination marks within one month of the result. The candidate must write a letter to the COE requesting him to cancel the marks scored in that paper and along with the application, must surrender the marks card issued in that semester. This can be done for a single paper or the entire Semester Examination. The student has to take the next available Supplementary Examination and will be awarded whatever marks obtained in the later attempt even if they are lesser than the previous marks. A new marks card will be issued. However, the CA marks will remain the same. A student can avail this facility only once during the entire course period. **Such candidates must apply in plain paper for the cancellation of marks scored in the semester examination within one month of publishing the end semester examination results.**
113. Optional improvement examination for UG and PG students will not be held during Special Supplementary Examinations. However, the mandatory improvement examinations for the PG students will be allowed only once during the Special Supplementary Examination, i.e., in the year in which they complete the final semester of the course. If the student fails to improve the marks, further mandatory improvement examinations will be allowed only during the regular supplementary examinations.

### **PROMOTION TO THE HIGHER SEMESTER**

114. All students who have qualified to write the Semester Examinations will be automatically promoted to the next semester, irrespective of the number of papers he/she has failed in.

### **REQUEST FOR THE SCANNED COPY OF THE SEMESTER EXAMINATION ANSWER SCRIPTS**

115. UG students may apply for a scanned copy of the marked answer scripts within the date mentioned on the result sheet. A scanned copy of the answer script with the markings will be sent to the students on the next working day by email. PG students may also apply for a photocopy of the answer scripts within the date mentioned on the result sheet. As the examiners are not allowed to mark the scores for the answers written, the photocopy of the PG papers will not show any markings by the examiners.

### **REVALUATION AND CHALLENGE EVALUATION**

116. There will be provision for revaluation of Semester Examination (including Supplementary Examination and Special Supplementary Examination) answer scripts for UG students. The student must pay the revaluation fee and submit the revaluation application form online within the date mentioned in the website on the result sheet. An examiner who has not valued the paper at the first instance will value such papers. The better of the two marks will be final marks in that paper. 50% of the fee will be refunded to the candidate if the candidate, on revaluation, obtains ten or more marks out of 70 than the previous one. If the student scores more than twenty marks out of 70 on revaluation, the entire revaluation fee will be refunded. For UG students, there will be provision for checking the addition of marks, if the online application is made with the prescribed fee within the date mentioned on the result sheet.
117. A PG candidate, who feels that the answer script has not been fairly evaluated, can request for a challenge valuation within the date mentioned on the result sheet on payment of a prescribed fee. Application and payment of the fee must be done online. Two professors and the PG coordinator must jointly value the paper. The marks awarded in the challenge valuation will hold good. If the student's contention is proved right and the candidate scores more than fifteen additional marks out of 70, the prescribed fee for the challenge valuation will be refunded.
118. There is no provision for 'revaluation' in practical examination/viva voce/dissertation/seminar /fieldwork/thesis/term paper.

### **PRACTICAL EXAMINATION / VIVA VOCE**

119. All departments offering practical papers will conduct 11 laboratory sessions per paper in a given semester. All scheduled practical classes must be suspended after completing 11 sessions for additional theory classes to be held.
120. All students are expected to attend a minimum of eight practical sessions out of 11 (~ 75% attendance) to be eligible to take the practical examination in that paper. There

are no minimum marks required in PIA to be eligible to write the practical examinations. However, it is advisable to score a minimum of 35% in PIA in each paper.

121. A student who is eligible to write the practical examination will not automatically qualify to write the theory examination. The eligibility to write the practical examination is decided by taking the attendance for practical only. If a student has less than 75% in multiple papers in a combination of practical and theory papers, he/she must repeat the semester. In such cases, even if the student was allowed to write the practical examinations by considering the attendance for practical classes only, the practical examination written by the student will be nullified.
122. If a student feels that the practical examination/viva voce examination dates notified are inconvenient or missed the examination for some reason, he/she may submit a letter of request to the COE for permission to write the examination along with another batch, if available. If the reason is genuine, the COE shall allot another batch for the student in consultation with the Head of the department. If the reason is not genuine, the COE may refuse to accept the request of the student. No student is allowed to postpone or advance the practical examination/viva-voce examination if there is no other batch writing the same paper on the day he/she wants to write the practical examination or the viva voce examination. A student who fails to write the practical examination/viva voce examination has to take the Supplementary Examination in the next available chance. No student can change the batch or date of practical examination without the prior approval of the COE.
123. Students of MA (Communication & Journalism) and MA (Economics) must complete their internship program to be eligible to receive their final semester marks card and other certificates. B. Com and B.Voc students also must complete their internship to be eligible to apply for convocation.
124. There is no provision for improvement/revaluation in practical examination/viva voce/dissertation/seminar/fieldwork/thesis marks/ term paper.

#### **SUPPLEMENTARY / SPECIAL SUPPLEMENTARY EXAMINATION**

125. Those students who have failed in any paper in the Semester Examination (theory/practical) have to write the Supplementary Examination for that paper. Such students will write the odd semester Supplementary Examination papers during the odd semester examinations (October-November) and the even semester Supplementary Examination papers in the even semester (March- April), along with regular students. A Special Supplementary Examination will be conducted in the month of May/June every year in V and VI semester UG theory and practical papers and III and IV semester PG theory and practical papers. **Only students who have completed their last semester in the current year are eligible to apply for V and VI Semester UG and III and IV semester PG special supplementary exams of that year.** No Special Supplementary Examination will be conducted in I, II, III and IV semester UG papers and I and II semester PG papers.

126. No optional improvement examination will be allowed during the Special Supplementary Examination.
127. Students will be allowed to apply for special supplementary examinations only once, i.e., in the year in which they complete the final semester of the course. The special supplementary exams for the 5th and 6th semester (UG) and 3rd and 4th semester (PG) are only for the students who are in the current final year of study and not for students who have passed out earlier.
128. NCC cadets and students involved in sports will be governed by rule 42 in the Examination Manual.
129. No practical examination other than that of final year semesters, seminar or viva voce examinations will be conducted during the Special Supplementary Examinations. The dissertation will not be accepted during Special Supplementary Examinations.
130. The term paper will be accepted during Special Supplementary Examinations.
131. If the syllabus is modified or pattern of question paper is changed in a particular year, two Supplementary Examinations in the old syllabus/pattern in which the student was taught, will be conducted starting from that year, irrespective of the number of chances he/she took for attempting the examinations in the old syllabus. If the paper is removed from the curriculum altogether, then three Supplementary Examinations in the old syllabus will be conducted starting from that year, irrespective of the number of chances he/she took for attempting the examinations in the old syllabus. If he/she fails, they have to take another paper permitted by the COE in consultation with the HOD.
132. If a student had to repeat a paper or a semester, and in case the paper/s to be repeated are removed from that semester which it was taught earlier, he/ she may be asked to take another paper in the semester which he/she has enrolled in, by the COE after consultation with the HOD/ PG coordinator. If the paper missed by the student is taught in another semester, the student may be permitted to take that paper but the marks will be entered as if the student had written the paper in the semester which he/she has enrolled in to repeat. If the student cannot attend a few classes of the shifted paper for which she/ he had enrolled, due to clash in classes, the attendance will be condoned by the COE.
133. The marks scored by a student in Supplementary Examinations will not be considered for rank. However, such marks will be taken into account for the award of grades. The marks obtained in revaluation will be considered for rank.

#### **RANK CERTIFICATE / CERTIFICATE OF MERIT**

134. All UG students who stand first (CA marks + SE marks) in each paper in a semester will be issued a certificate of merit. However, for courses like BCA, BA (Visual Communication), BA (EJP), BA (CPE), B. Voc, BSW and B.Com, merit will be decided by the total marks in all papers except English and Language. The marks for English and Languages (except B.Voc who do not have these subjects) will be considered for

deciding merit in the concerned subjects among all UG students. For PG students, the merit will be decided by the total marks in all papers in a semester.

135. After completing the course, all UG students who stand first and second (CA marks + SE marks) in each subject (by taking marks scored in all papers in all semesters in a subject in the course) will be issued a rank certificate. However, for courses like BCA, BA (Visual Communication), BA (EJP), BA (CPE), B.Voc, BSW and B.Com, the rank will be decided by the total marks in all papers except English and Language marks. The marks for English and Language (except B.Voc who do not have these subjects) will be considered for deciding ranks in the same among all UG students. For PG students, the first and second rank will be decided by the total marks in all papers in a course. The marks scored in foundation courses and open elective courses will not be considered for deciding the rank.
136. All first rank holders will be awarded a gold medal & cash prize along with a certificate.
137. A student will not be considered for rank if he/she has passed even one paper of that subject in multiple attempts during the course. A student will not be considered for rank in a subject if he/she was absent for the SE on the first available chance even in one paper and passed the paper in another chance.
138. A student will be considered for a rank in a given subject even if he/she has passed another subject in multiple attempts. But he/she must have completed the course in the minimum prescribed period for that course.

## **FOUNDATION COURSES FOR UG STUDENTS**

139. All UG students must pass the allotted foundation courses as mentioned in the tables given below.
140. If the student fails in the Foundation Course Examination, he/she will be declared 'failed' in that semester and has to take the Supplementary Examination in the next available chance after paying the prescribed fee. Foundation courses are course completion requirements and no student will be allowed to apply for convocation without passing the foundation course. If a student couldn't complete the course due to the break in studies, he/she must complete the foundation course by enrolling for the Special Fast Track Course (held in the first week of May). The marks for foundation courses will not be mentioned on the marks card. Only grades will be shown. The total marks for a semester will not include the marks scored in the foundation courses.

### **Foundation courses for students of the 2018 and 2019 batches:**

141. Five foundation courses are offered by the college for UG students except for B.Voc students. They are (i) Environmental Studies & Civic Sense (ii) Computer Fundamentals (iii) Indian Constitution (iv) Science & Culture (v) Culture, Diversity and Society.
142. All foundation course classes are mandatory for 2018 and 2019 batch students which will be held in the first week of the semester for 5 days and the examination will be conducted on the 6th day of the semester. There will be no credits earned through these mandatory courses.
143. There will be no Semester Examinations for courses in (i) Science & Culture and (ii) Culture, Diversity & Society. The assessment is purely internal. A maximum of 50 marks will be awarded based on a series of assignments and attendance. Those who fail to get 40% marks must repeat the course in the next available chance after paying the prescribed fee.
144. Evaluation of (i) Environmental Studies and Civic Sense (ii) Computer Fundamentals and (iii) Indian Constitution courses will be as follows: One assignment for 10 marks and a Semester Examination for 40 marks will be conducted. All students who have less than 75% attendance in the foundation course classes are not eligible to take these examinations. To pass in the foundation course examination, the student must score 40% in the aggregate of assignment and Semester Examination.
145. Students who fail to attend foundation course classes or have attendance less than 75% must repeat the course. A Special Fast Track Course will be conducted in the 1st week of May. They must register for the Special Fast Track Course in March as per the dates mentioned in the calendar by paying the prescribed fee in the Office of Examination.
146. All those who attended the foundation course classes and have attendance greater than or equal to 75% but failed or were absent for the examination, may directly apply for Supplementary Examination in Foundation Course which will be held on the 6th day of the Special Fast Track Course (1<sup>st</sup> week of May).

Course	II Semester	III Semester	IV Semester	V Semester	VI Semester
HEP, EPS, CPE, JIP	Computer Fundamentals	-	Environmental Studies and Civic Sense	Science and Culture	-
BVC	Indian Constitution	-	Environmental Studies and Civic Sense	Science and Culture	-
BCA	Indian Constitution	-	Environmental Studies and Civic Sense	Culture, Diversity and Society	-
PMC, MEC	Environmental Studies and Civic Sense	-	Indian Constitution	Culture, Diversity and Society	-
CBZ, CEB, CEZ, MCB, MCZ, CBBT, CZBT	-	Computer Fundamentals	Indian Constitution	Culture, Diversity & Society	-
IES, EJP, BSW	Indian Constitution	Computer Fundamentals or Environmental Studies and Civic Sense	-	Science and Culture	-
PCM, PEM, EMS	-	Computer Fundamentals or Environmental Studies and Civic Sense	Indian Constitution	Culture, Diversity and Society	-
BCOM, BBA (All sections)	Computer Fundamentals or Environmental Studies and Civic Sense	Indian Constitution	-	-	Science and Culture

Courses which have an optional foundation course, students must opt for the preferred course at the end of the previous semester as per the dates mentioned in the handbook

### Foundation Courses for Batch Of 2020-21 Onwards

147. Six foundation courses are offered by the College for UG students except for B.Voc students. They are (i) Indian Constitution (ii) Environmental Studies (iii) Cyber Security and Informatics (iv) Library Science and Intellectual Property Rights (v) Disaster Management and First Aid (vi) Introduction to peace studies.
148. Foundation courses for batches from 2020-21 onwards will be conducted through pre-recorded lectures administered online.

Course	I Semester	II Semester	III Semester	IV Semester**
HEP, EPS, CPE, JIP	Library Science and Intellectual Property Rights	Environmental Studies	Cyber Security and Informatics	Introduction to Peace Studies
				Disaster Management and First Aid
IES, K/EJP TEP	Library Science and Intellectual Property Rights	Environmental Studies	Indian Constitution	Introduction to Peace Studies
				Disaster Management and First Aid
				Cyber Security and Informatics
BSW	Library Science and Intellectual Property Rights	Environmental Studies	Indian Constitution	Introduction to Peace Studies
				Cyber Security & Informatics
BA – Visual Communication, BCA, BCA (Data Analytics)	Library Science and Intellectual Property Rights	Environmental Studies	Indian Constitution	Introduction to Peace Studies
				Disaster Management and First Aid
PMC, MEC, CMS	Library Science and Intellectual Property Rights	Environmental Studies	Indian Constitution	Introduction to Peace Studies
				Disaster Management and First Aid
PCM, PEM, EMS	Library Science and Intellectual Property Rights	Environmental Studies	Indian Constitution	Introduction to Peace Studies
				Disaster Management and First Aid
				Cyber Security & Informatics
BCOM, BBA (All sections)	Library Science and Intellectual Property Rights	Environmental Studies	Indian Constitution	Introduction to Peace Studies
				Disaster Management and First Aid
				Cyber Security & Informatics
CEB, CEZ	Library Science and Intellectual Property Rights	Cyber Security and Informatics	Indian Constitution	Introduction to Peace Studies
				Disaster Management and First Aid
CBZ, MCB, MCZ, CBBT, CZBT, BBZ	Library Science and Intellectual Property Rights	Environmental Studies	Indian Constitution	Introduction to Peace Studies
				Disaster Management and First Aid
				Cyber Security & Informatics

At the end of the third semester the students must opt for the preferred course as per the dates mentioned in the handbook.

**\*\* (Optional – Students can choose one course out of the courses offered)**



**MAXIMUM TIME PERIOD TO COMPLETE THE COURSE**

149. As per the UGC guidelines, which were also approved by the Academic Council of St. Joseph's College, all UG students must complete their course within 5 years and PG students within 4 years. However, the Academic Council may extend this duration by one more year, for deserving candidates.

**EXAMINATION GRIEVANCE CELL**

150. All grievances related to CA marks may be addressed first to the concerned teacher. If it is not addressed or resolved, then the students may approach the HOD and if a student is not satisfied with the outcome, the student may approach the Examination Grievance Cell. All grievances related to the SE (including theory, practicals, term paper, dissertation, thesis, etc) may be addressed first to the Controller of Examinations; if the outcome is not satisfactory, the students may approach the Examination Grievance Cell. However, no examination related grievances will be accepted by the Examination Grievance Cell after one month of publishing the results of that semester.

**TOTAL CREDITS TO BE EARNED FOR A COURSE**

151. The total academic credits for any UG course is around 125 and for a PG course, it is around 100.

**CHANGE OF LANGUAGE AFTER ONE SEMESTER**

152. After the first Semester Examinations, if the undergraduate student realises that the language they had selected during the admission is not according to their need or competence, the student may apply for a change of the second language. However, they should have the minimum attendance to be eligible to write the Semester Examination in the language paper. They must submit the application form to the office of the COE within two weeks of starting the classes in the second semester for the change. The difference in the fee payable, if any, must be paid in its entirety before the classes in the changed language course is attended.

## GRADING SYSTEM

153. The students are evaluated on the basis of Continuous Assessment and the Semester Examinations. For the grading and classification of students, the performance of the students is first marked according to the conventional procedure. Marks are then converted into grades, and grades in turn to grade points in accordance with the ten point grading system using the following table.

The semester grade point average (SGPA) / Cumulative Grade Point Average (CGPA) shall be computed as:

$$\text{SGPA /CGPA} = \frac{\Sigma(\text{Credits} \times \text{Grade points})}{\Sigma(\text{Credits})}$$

### GRADING SYSTEM FOR 2015 BATCH ONWARDS

% of marks in a paper (theory or practical) or in the course	Grade Points	% marks in a paper (theory or practical) or in the course	Grade Points
95 – 100	10	60 – 64.99	6.5
90 – 94.99	9.5	55 – 59.99	6.0
85 – 89.99	9.0	50– 54.99	5.5
80 – 84.99	8.5	45 – 49.99	5.0
75 – 79.99	8.0	40 – 44.99	4.5
70 – 74.99	7.5	Less than 40	0
65 – 69.99	7.0		

Illustration for calculating SGPA:

Suppose a student has been awarded the following marks in the first semester examination:

Subject	Marks	Grade	Grade Points	Credit	Weighed Grade Point
Kannada	68	A	7.0	3	21.0
English	72	A+	7.5	3	22.5
History	70	A+	7.5	5	37.5
Economics	56	B+	6.0	5	30.0
Sociology	62	A	6.5	5	30.0
				21	141

The total number of credits=21

Total weighed grade point = 141

SGPA = 141/21=6.7

**Semester Result / Grade Description for UG Courses (2015 Batch onwards)**

Percentage	Alpha sign / Letter Grade	Result / Class Description
90-100	O	Outstanding
80-89.99	A <sup>++</sup>	First Class – Exemplary
70-79.99	A <sup>+</sup>	First Class – Distinction
60-69.99	A	First Class
55-59.99	B <sup>+</sup>	High Second Class
50-54.99	B	Second Class
40-49.99	C	Pass Class
0-39.99	F	Not Completed

**Semester Result / Grade Description for PG Courses (2015 Batch onwards)**

Percentage	Alpha sign / Letter Grade	Result / Class Description
90-100	O	Outstanding
80-89.99	A <sup>++</sup>	First Class – Exemplary
70-79.99	A <sup>+</sup>	First Class – Distinction
60-69.99	A	First Class
55-59.99	B <sup>+</sup>	High Second Class
50-54.99	B	Second Class
40-49.99	F	Not Completed

## POLICY OF THE COLLEGE FOR AWARDING CREDITS FOR UNDERGRADUATE STUDENTS

154. To encourage undergraduate students to participate in extracurricular and co-curricular activities, credits are allotted. Each student must earn 5 additional credits.

### General Guidelines

- Students can earn a maximum of FOUR credits in one academic year and THREE from one single Unit such as NSS, NCC, Sports, etc.
- No credits are to be awarded for activities/seminars/workshops attended or conducted within the college.
- No credits are to be awarded for participation in any association activities.
- National and International units of NCC, NSS, and AICUF which do not come under the preview of in-house associations are allowed to give a maximum of 3 credits in an academic year as per the guidelines given in the College Handbook for work outside the college.
- Students who complete online MOOCs for additional credits have to be examined by the concerned mentor/internal faculty member to assess the knowledge gained by the student on the topic before awarding credits.

### The distribution of additional credits under different categories is as follows:

#### Sports and Games

Students participating in sports and games as members of the college team can get 2 credits per year for 60 hours of practice/training as recorded. For every additional 60 hours of training, these students shall get 1 additional credit. Students get 2 credits for every win whether 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in the inter-collegiate competitions.

For every subsequent win (Only 1<sup>st</sup>) a student can get 1 credit.

- Students playing for Bangalore University can get 2 additional credits.
- Students playing for Karnataka state can get 3 additional credits.
- Students playing in National teams can get 4 credits. All these credits must be approved by the Sports Director and scrutinized by the committee constituted by the Principal.

#### Participation in Cultural Events

*Note: students are expected to participate regularly in practice and training to obtain any additional credit for the following:*

- Dance / Music / Theatre / Choir/ Fashion.  
For 60 hours of training and practice, students of the college team can get 2 credits.
- 2 credits for every win whether 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in the inter-collegiate competitions.
- 1 credit for every subsequent win (only 1<sup>st</sup>).

All these credits must be approved by the coordinator in charge of cultural activities and scrutinized by the committee constituted by the Principal.

**AICUF /NSS/ other social service activity**

- For 60 hours of involvement, students can get 2 credits.
- 1 additional credit for exceptional active involvement for an additional 60 hours.
- 2 credits for a ten-day work camp.

All these credits must be approved by the coordinator of the respective activity.

**NCC**

- 2 credits for 60 hours of training/parade/ other activities.
- For an additional 60 hours, students can get 1 additional credit.
- For ID/RD/other such events, students can get an additional 2 credits.
- For multiples of the above, students get 1 additional credit.
- 1 extra credit for passing A/B/C/other such Certificate examinations.

All these credits must be approved by the NCC officer.

**Extra -academic /Association activities**

- All extra credits claimed under this heading will require sufficient academic input/ contribution from the students concerned.
- 2 credits for all first academic seminar presentations/paper readings.
- 2 credits for first publication in newspapers / journals / magazines / compilation.
- For every subsequent activity of the above, students can claim one additional credit.
- 1 credit for participating in 2-day International/National/State level seminars/workshops.
- 1 credit for measurable research work undertaken and field trips amounting to 30 hours of recorded work.
- 1 credit for creating models in exhibitions/ other exhibits which do not include charts/collage or any such kind.
- 1 credit for any voluntary social service / Nation building exercise which is in collaboration with the outreach centre, equivalent to 30 hours

**All these credits must be approved by the Class Mentors.**

**Certificate Courses**

- Students can get additional credits (number of credits will depend on the course duration) from certificate courses offered by the college. The student must successfully complete the course. These credits must be approved by the Course Coordinators.
- Students who undertake summer projects/ internships/ training in institutions of repute through a national selection process, will get 2 credits for each such activity. This credit must be approved by the Class Mentors.
- Students may complete recognized MOOCs/ online courses and the credits will be awarded on the recommendation of an assigned teaching faculty.

**NOTE: No credits can be granted for organising or for serving as office bearers/volunteers for Inter-Class / Associations / Sports / Social Service activities. The office bearers and volunteers may be given a letter of appreciation by the respective staff coordinators. Besides, no credits can be claimed for any services/activities conducted or attended within the college.**

All claims for the credits should be approved by the mentor within a fortnight of completing the activity and must be submitted in the prescribed format available in the office of the COE, in the last week of February.

Students having a shortage of additional credits at the end of the third year can meet the COE or Additional Credits Committee, who will provide the right advice on the activities that can help them earn credits required for graduation.

#### 155. DOCUMENTS NEEDED FOR CERTIFICATES

The following are the document/s needed to apply for certificates from college:

##### **(a) Duplicate Marks Card**

- (i) Request letter addressed to the Principal.
- (ii) The original acknowledgement from the police station for the complaint you have registered regarding missing document.
- (iii) Affidavit from a notary.
- (iv) Fee paid receipt.

##### **(b) Consolidated Marks Card (Transcript)**

- (i) Request letter addressed to the Principal.
- (ii) Photocopy of all marks cards of all semesters.
- (iii) Fee paid receipt.

##### **(c) Migration Certificate**

- (i) Request letter addressed to the Principal.
- (ii) Photocopy of all marks cards.
- (iii) Photocopy of TC.
- (iv) Fee paid receipt.

##### **(d) Transfer Certificate & Provisional Degree Certificate**

- (i) Request letter addressed to the Principal.
- (ii) Photocopy of all marks cards.
- (iii) Eligibility from the office of the COE.
- (iv) Fee paid receipt.

##### **(e) Character Certificate, Duplicate ID and Duplicate Hall Ticket**

- (i) Request letter addressed to the Principal.
- (ii) Fee paid receipt.

##### **(f) Any other Certificate**

Letter specifying the nature of the certificate, addressed to the Principal.

### 156. CHOICE BASED CREDIT SYSTEM (CBCS)

CBCS is an instructional package developed to suit the needs of students which will enable them to keep pace with developments in higher education. CBCS gives students exposure to areas that normally fall outside the purview of their chosen disciplines, which gives them a broader and more balanced view of the world. CBCS allows students, depending on their interest and aptitude, to choose from a set of prescribed courses.

#### General Guidelines for Open Electives for UG Courses:

- Undergraduate students of 2015 batch onwards come under CBCS. A pass in the open elective paper is mandatory and is a course completion requirement.
- UG students will have to register for open electives of their choice online, in the fourth semester and PG students in the third semester.
- BA and BSc Students will have to choose 3 open electives of 30 hours each in the fourth semester from a pool of elective papers offered by various departments.
- B Com and Professional courses (BCA, BSW, BA Visual Communications, B.Voc) will have to choose 2 open electives of 30 hours each in the fourth semester.
- Open elective course is of 30 hours duration of which 24 hours of classes will be contact classes and 6 hours of portions will be left for self-study/assignment.

SECTIONS	PROGRAMMES	ELECTIVE 1	ELECTIVE 2	ELECTIVE 3
PHYSICAL SCIENCES	PCM, PEM, PMC, MEC AND EMS	NATURAL SCIENCES	SOCIAL SCIENCES	COMMERCE OR PROFESSIONAL COURSES
NATURAL SCIENCES	CBZ, CEB, CEZ, MCB, MCZ, CBBT AND CZBT	PHYSICAL SCIENCES	SOCIAL SCIENCES	COMMERCE OR PROFESSIONAL COURSES
SOCIAL SCIENCES	HEP, EPS, IES, EJP CPE AND JIP	NATURAL SCIENCES	PHYSICAL SCIENCES	COMMERCE OR PROFESSIONAL COURSES
COMMERCE	B.COM (REGULAR) BBA, B.COM. (INDUSTRY INTEGRATED)	NATURAL SCIENCES OR PHYSICAL SCIENCES	HUMANTIES@ OR PROFESSIONAL COURSES	
PROFESSIONAL COURSES	BCA, BSW, B.VOC, BA (VISUAL COMMUNICATION)	NATURAL SCIENCES OR PHYSICAL SCIENCES #	HUMANTIES, COMMERCE OR PROFESSIONAL COURSE OTHER THAN CORE COURSE	

\*Students from the B.Com streams are not allowed to take courses offered by Economics Dept.

# BCA students cannot opt for Computer Science

@Except Economics or Industrial Relations

Students have to select courses as given in the table above. For example, a Physical science student will take Elective 1 from Natural Science, Elective 2 from Social Science and Elective 3 from Commerce or Professional courses.

All postgraduate students must select department elective (if offered by the department) and an open elective in the III semester.

**General Guidelines for Departmental Electives (DE) & Open Electives (OE) for PG Students:**

Students will choose the department elective of choice prescribed by the respective home departments on the date announced and the selections are based on First Come First Choice. Students will register for an open elective online within the last date announced.

**Evaluation of Open Elective Papers for UG and PG**

The evaluation rules of open elective examinations for UG and PG are same as that of foundation course examinations for UG courses. To pass in a paper, the student must score a minimum of 40% marks in aggregate of CA and SE. The total marks in the semester will not include the marks scored in the open elective paper.

**157. TERM PAPER FOR UG STUDENTS**

All undergraduate students must submit a term paper in their V semester. Writing a term paper acquaints students with research and research methods, which includes reading journals, books and other literature, gathering, sorting and analysing data and other supporting evidence.

The student must select a Guide for the term paper. The guide must be a faculty member in this college. If the student wishes to work in any national laboratory under a scientist or under any eminent external person, there must be a faculty member as co-guide from this college. The guide must give his/ her consent and this consent must be conveyed to the COE, through the class mentors, in the prescribed format by the end of IV semester.

The problem to be researched can be proposed by the Guide or the student can propose a problem in line with his/ her interest. In the latter case, the Guide must give the written consent for the topic.

Plagiarism is considered as a very serious offence. Submitting a term paper (whole or part) as one's own, but was created, researched, or presented by someone else will be considered as malpractice. Such a term paper will be disqualified and disciplinary action will be taken against the student.

Term papers must be submitted by the 2<sup>nd</sup> week of August in the office of the COE. If a term paper is not submitted on time, the student will be declared "Failed" in the fifth semester. Term papers will not be accepted after the last date announced by the COE.

No student will be allowed to apply for convocation without submitting the term paper.



## 158. COURSE COMPLETION REQUIREMENTS

### Requirement for Completion of UG Courses

All students of undergraduate courses must:

- Pass all examinations and other academic requirements as per the proposed syllabi.
- Submit a term paper approved by their respective guides in the V semester (except students of B.Voc).
- Earn a minimum of 5 additional credits.
- Pass the prescribed foundation courses and open elective papers as instructed.
- Attend and complete the prescribed HRD program and soft skill course.
- Also, successfully attend and participate in the IGNITORS Integral formation program in all the years of their study.
- Also, successfully attend and participate in the social outreach program for the proposed duration, during their course.

### Requirement for Completion of PG Courses

All students of postgraduate courses must:

- Pass all examinations and other academic requirements as per the proposed syllabi. The student must also score the required percentage of marks as specified.
- Pass the open elective paper.
- Also, successfully attend and participate in the IGNITORS Integral formation program in all the years of their study.
- Also, successfully attend and participate in the social outreach program for the proposed duration, during their course.
- All MA (Economics) and MA (Communication and Journalism) students must also satisfactorily complete the internship program as specified.

## COMMITTEES

### I. ADMINISTRATIVE COMMITTEES

#### ADMINISTRATION / MANAGEMENT

Fr. Dr. Jerome Stanislaus D'Souza, S.J., M.A, Ph.D	Provincial and President, BJES
Fr. Brian Pereira, S.J., M.Sc., M.H.R.M.S., [P.C.]	Vice President, BJES
Fr. Swebert D'Silva, S.J., M.Sc., M.Phil.	Rector
Fr. Dr. Victor Lobo, S.J., M.A., PGCTE, Ph.D.	Principal
Dr. Melwin Colaco, M.Sc., Ph.D.	Registrar
Fr. Francis Pinto S.J., M.A. (Philosophy), M.A. (Anthropology), M.S.W.	Vice Principal (Arrupe Block) Shift-I
Mr. Clement D'Souza, M.A., M.Phil.	Vice Principal (Arrupe Block) Shift-II
Dr. Rabbi Akkiba Angiras, M.Sc., Ph.D.	Vice Principal (PG Block)
Dr. W. Jothy, M.Sc., M.Phil., Ph.D.	Vice Principal (Science Block)
Fr. John Lang Bosco, S.J., M.Sc. (Psychological Counselling)	Finance Officer, Coordinator (Admin. Office & Maintenance)
Fr. Dr. Joseph Lobo, S.J., M.A., M.Th., Ph.D.	Director, Research Centre,
Fr. Denzil E. Lobo, S.J., M.Sc. (Chemistry), M.S. (Computer Engineering)	Director, Information Technology
Fr. Ralph Da Costa, S.J., M.Th., M.Phil., SSM	Curator, SJC Museum
Fr. Swebert D' Silva, S.J., M.Sc., M.Phil.	Director, Diploma/ PG Diploma Courses
Dr. Fr. Richard Rego S.J., M.A., Ph.D.	International Collaboration
Ms. Viola M. Noronha, M.S.W., M.A.	Campus Minister (U.G.)
Dr. Lora Rita Goveas, M.Sc., Ph.D.	Campus Minister (P.G.)

#### DEANS

Ms. Regina Mathias, M.Sc.	Physical Sciences
Dr. Susan Mary Philip, M.Sc., Ph.D.	Natural Sciences
Dr. Arul Mani, M.A., Ph.D.	Languages
Mr. Anup Lal G., M.A.	Humanities & Social Sciences
Mr. Mohammed Umair, M. Com., PGDBA	Commerce and Management
Ms. A.M. Bojamma, B.E., M.Sc.	Professional Courses [B.A. (Vis-Com), B.Voc, BSW, BCA, MSW, Mass. Comm., Big Data Analytics. M.Sc. Comp. Sc.

**GOVERNING BODY OF THE COLLEGE**

<b>Name</b>	<b>Designation</b>	<b>Category</b>
<b>Chairman</b>		
Fr Brian Pereira, S.J.	Vice President, BJES	Management
<b>Members</b>		
Fr. Swebert D'Silva, S.J.	Rector	Management
Fr. Dr. Joseph Lobo, S.J.	Director, Research Centre	Management
Fr Denzil Lobo, S.J.	Director, Information Technology	Management
Fr Pradeep Anthony, S.J.	Teaching Faculty	Management
Dr. Manju Singh	Joint Secretary, UGC, Delhi	UGC Nominee
Fr. Dr. Daniel Fernandes, S.J.	Principal, St Joseph's College of Commerce	Educationist
Prof. Ramesh Babu	Joint Director, Department of Collegiate Education	Government Nominee
Dr. R. K. Chandra Nath	Syndicate member, Bangalore Central University	BCU Nominee
Dr. Jacob Paul, V.J.	Controller of Examinations	Senior Teaching Faculty Member
Dr. Melwin Colaco	Registrar	Senior Teaching Faculty Member

**ACADEMIC COUNCIL**

<b>Name</b>	<b>Designation</b>	<b>Category</b>
Fr. Dr. Victor Lobo, S.J.	Principal	Chairman
Dr. Libi Thomas	Senior Teaching Faculty	Secretary
Dr. Jacob Paul	CoE	Controller of Examinations
Dr. Melwin Colaco	Registrar	Ex-Officio member
Fr Francis Pinto, S.J.	Vice Principal shift -I	Ex-Officio member
Mr. Clement Dsouza	Vice Principal shift -II	Ex-Officio member
Dr. Rabbi Akkiba Angiras	Vice Principal	Ex-Officio member
Ms. W. Jothy	Vice Principal	Ex-Officio member
Fr. Dr. Joseph Lobo, S.J.,	Director, Research Centre	Ex-Officio member
Prof. N. Narasimhamurthy	Faculty of Arts	BCU Nominee
Dr. B.R Devraj	Faculty of Science	BCU Nominee
Dr M. Muninarayanappa	Faculty of Commerce	BCU Nominee
Dr. Pandurangappa M.	Faculty of Science	BCU Nominee
Mr. Philip Lewis	Industrialist	Expert-Nominated
Dr. Sankar Prasad	Medical Science	Expert-Nominated
Dr. Reji Philip	Academician	Expert-Nominated
Mr. Robinson D'Souza	Legal Expert	Expert-Nominated
All Deans, HoDs and PG Coordinators.		

**INTERNAL QUALITY ASSURANCE CELL [IQAC]**

Fr. Dr. Victor Lobo, S.J.	Principal and Chairman
Dr. Syed Wajeed	Director
Dr. Melwin Colaco	Registrar
Fr. Francis Pinto, S.J.	Vice Principal Shift-I
Dr. Rabbi Akkiba Angiras	Vice Principal
Ms. W. Jothy	Vice Principal
Fr. Dr. Joseph Lobo, S.J.	Research Director
Dr. Arul Mani	Representative - Teaching Faculty
Dr. Ronald Mascarenhas	Representative - Teaching Faculty
Ms. A.M. Bojamma	Representative - Teaching Faculty
Dr Lora Rita Goveas	Representative - Teaching Faculty
Dr. Madappa M.B.	Representative - Teaching Faculty
Ms. Amita Priyadarshini	Representative - Teaching Faculty
Dr. Arun Varma Thampan	Representative - Teaching Faculty
Dr. Shivakumar T.C.	Representative - Non-teaching staff
<b>External Expert Members</b>	
Ms. R. Gladys Prabha	Representative - Parent
Mr. Ashwin Babu	Representative - Industrialist
Dr. Shivanna M.G.	Representative - Alumni/ae
Ms. Dona Fernandes	Representative - Community
Nominee from 2nd year UG	Representative - Student

**FINANCE COMMITTEE**

Fr. Dr. Victor Lobo, S.J.	Chairperson
Fr. John Lang Bosco, S.J.	Convener
Dr. Melwin Colaco	Member
Dr. Jacob Paul	Member
Mr. Bernard Rodrigues	Member
Mr. Sunil P.G.	Member

**STAFF COUNCIL**

Principal	Chairperson
Registrar	Member
Vice Principals	Members
Research Director	Member
Finance Officer	Member
COE	Member
Deans	Members
Heads of Departments	Members
PG Coordinators	Members
Convener of the Documentation Centre	Member
Welfare Officers	Members
IQAC Coordinator	Member
PRO	Member
Deputy Chief Superintendents of Exams	Members
Campus Ministers [UG and PG]	Members
Office Superintendents [Admin and Accounts]	Members
Director, Department of Physical Education	Member
Librarian	Member
Manager	Member
Faculty, Department of English	Member Secretary

## II. STATUTORY COMMITTEES

### ANTI-RAGGING COMMITTEE

Dr. B.S. Prabhakar	Convener
Ms. Immaculate Mary	Asst. Convener
Ms. Neeta Gerosa Pereira	Member- counselor
Ms. Ami Joshi	Member- counselor
Dr. A Mohan	Member
Ms. Sana Begum M	Member
Mr. Rajesh G.	Member
Ms. Sayantani Banerjee	Member
Dr. Poornima S.	Member
Nominated from 2nd year UG	Representative - Student UG
Nominated from 2nd year PG	Representative - Student PG

### ANTI-SEXUAL HARASSMENT COMMITTEE

Dr. A.M. Princess Lavanya	Convener
Dr. Swati Bandi	Asst. Convener
Mr. Rajendra	Advocate
Ms. Iba Shyell	NGO Representative
Dr. Vanitha N.M	Teaching Faculty
Ms. Alice D'Souza	Non-teaching Faculty
Mr. Joseph Pinto	Non-teaching Faculty
Nominee from 2 <sup>nd</sup> year UG	Student, UG Section
Nominee from 2 <sup>nd</sup> year PG	Student, PG Section
Nominee from Research Centre	Student of Research Centre

### EQUAL OPPORTUNITY CELL (EOC)

Fr. Dr. Victor Lobo, S.J.	Chairperson
Mr. Keshavamurthy K.	Convener
Dr. Eraiah	Asst. convenor
Mr. Johnson Rajkumar	Member

### GENDER SENSITISATION CELL

Dr. Grace Prabhakar	Convener
Dr. Putul Banerjee	Member
Ms. Usha Priyadarshini	Member
Ms. Wilma Laveena D'Souza	Member

### NCC

UNIT	NCC OFFICER IN CHARGE
I KAR ARMD SQN NCC, TP-3	Lt. Akshay Mandlik
I KAR AIR SQN NCC	Sqn. Ldr. Dr. K. Paul Newman

**NSS-UNIT 1**

Mr. Selwyn Paul	Convener
Dr. R Suriya Narayanan	Asst. Convener
Ms. Joy Keren	Member
Ms. Champakumari	Member
Dr. Jayashankar M.	Member

**NSS - UNIT 2**

Mr. Prasad C.N.	Convener
Dr. Hanumantharayappa S.	Asst. Convener
Dr. Lokesh Ravi	Member
Dr. John Paul	Member
Ms. Pratibha R.D.	Member

**INTERNAL COMPLAINTS COMMITTEE (ICC)**

Ms. Bruno Martin	Convener
Ms. Usha Priyadarshini	Asst. Convener
Dr. Sabitha Thomas	Representative, Sciences
Ms. Princy Nisha	Representative Commerce & Management
Ms. Shefali Mathew	Representative of Humanities & Social Sciences
Ms. Sashikala D.	Representative of Professional Courses
Ms. Emilda D'Souza	Representative, Nonteaching faculty

**VOCATIONAL COURSES AND KAUSHAL KENDRA**

Fr. Dr. Richard Rego, S.J.	Convener
Mr. Neville D'Souza	Coordinator
Mr. Maruthu Pandian	Asst. Coordinator
Ms. Vidisha D'Souza	Member
Dr. Syed Wajeed	Member

**EK BHARAT SHRESHTHA BHARAT CLUB [EBSB]**

Mr. Anuplal G.	Convener
Dr. Somashekariah B.V.	Asst. Coordinator
Dr. Syed Wajeed	Member
Dr. A Stephen	Member

### III. ACADEMIC AND RESEARCH COMMITTEES

#### EXAMINATION SECTION

Dr. Jacob Paul	Controller of Examinations (C.O.E.)
Dr. Godwin D'Souza	Deputy Controller of Examinations
Dr. Madappa M.B.	Deputy Chief Superintendent of Examinations
Mr. Cyril	Deputy Chief Superintendent of Examinations
Dr. B,S Prabhakar	Examination Coordinator
Dr. Joyce D'Souza	Asst. Examination coordinator
Mr. Prasad C.N.	Member
Mr. Martin Paul	Member
Ms. Teena Ann Mathew	Member
Ms. Ahana Ruth Pinto	Member
Mr. Taral Shah	Member
Mr. Maruthu Pandian	Member
<b>Examination Section Staff</b>	
Mr. Sanil Cornelio	
Ms. Emilda D'Souza	
Mr. Gopal	
<b>Central Valuation Coordinators</b>	
Mr. John Binze	Convener
Dr. Grace Prabhakar	Asst. Convener
Ms. Bojamma A.M.	Member
<b>Coordinators for Practical Examinations</b>	
Ms. Regina Mathias	Physical Sciences
Dr. Vanitha N.M.	Natural Sciences
Ms. Vijeta Kumar	Social Sciences - [Psychology and Journalism]
Ms. Vidisha D'Souza	Professional Courses
<b>Examination Vigilance Squad</b>	
Dr. Lora Rita Goveas	Member
Lt. Akshay D. Mandlik	Member
Dr. Beatrice Siqueira	Member
<b>Examination Malpractice Enquiry Committee</b>	
Dr. B.S. Prabhakar	Convener
Ms. Amita Priyadarshini	Asst. Convener
Mr. Keshavamurthy K	Member



**RESEARCH COMMITTEE**

Fr. Dr. Joseph Lobo, S.J.	Director
Dr. Arul Mani	Department of English
Dr. Sujit Kumar	Department of Political Science
Dr. Swati Bandi	Department of Communication
Dr. Nikhil Jha	Department of Economics
Dr. A. Mohan	Department of Physics
Dr. Sunita Rajamani	Department of Chemistry
Dr. Raisa D'Souza	Department of Mathematics
Dr. A. Stephen	Department of Botany

**GLOBAL INITIATIVES ADVISORY COMMITTEE**

Fr. Dr. Richard Rego, S.J.	Convenor
Dr. Melwin Colaco	Asst. Convenor
Dr. Michael Rajamathi R.	Member
Dr. Susan Mary Philip	Member
Dr. Sunita Rajamani	Member
Dr. Nikhil Jha	Member

**DBT STAR COLLEGE SCHEME COMMITTEE [STAR STATUS / PHASE 1]**

Dr. Susan Mary Philip	Overall Program Coordinator and Coordinator, Dept. of Biotechnology
Dr. Sandra Misquith	Coordinator, Dept. of Chemistry
Mr. Martin Paul	Coordinator, Dept. of Botany

**DBT STAR COLLEGE SCHEME COMMITTEE [SUPPORT / PHASE 2]**

Dr. Popy Dutta	Coordinator, Dept. of Microbiology & Program Coordinator
Dr. Lora Rita Goveas	Coordinator, Dept of Physics
Mr. Susobhan Mazumdar	Coordinator, Dept of Mathematics
Mr. Rajesh G	Coordinator, Dept of Electronics
Ms. Prathiba RD	Coordinator, Dept of Zoology

**DST FIST COMMITTEE**

Dr. Sandra Misquith	Coordinator
Dr. Michael Rajamathi	Member
Dr. Libi Thomas	Member
Dr. Susan Mary Philip	Member
Dr. Vaishnavi M.	Member
Dr. Suhas D. P	Member
Dr. Raisa D'Souza	Member

**PG DIPLOMA AND CERTIFICATE COURSES**

Fr. Dr. Swebert D'Silva S.J.	Director, PG Diploma Program
Dr. Ebenezer Wilson	Convener, Certificate Courses
Dr. Priyanka Parmar	Asst. Convener- Certificate Courses
Dr. Rajamani	Coordinator - Certificate courses in Sciences
Mr. Susobhan Mazumdar	Asst. Coordinator - Certificate courses in Sciences
Ms. Immaculate Mary	Coordinator - Certificate courses in Commerce
Ms. Ann Francis	Coordinator - Certificate courses in Humanities
Ms. C. Mary Merline Rani	Coordinator - Certificate courses in Professional Courses

**ACADEMIC AUDIT COMMITTEE**

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Dr. Syed Wajeed	Asst. Convener
Dr. Michael Rajamathi	Member
Dr. Susan Mary Philip	Member
Dr. Christo Selvan	Member
Ms. Regina Mathias	Member

**LIBRARY ADVISORY COMMITTEE**

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Mr. T.C. Shivakumar	Librarian & Coordinator
Mr. Joseph Pinto	Asst. Librarian & Member
Fr. Dr. Joseph Lobo, S.J.	Director, Research Centre
Dr. Syed Wajeed	IQAC Representative
Dr. Ronald J. Mascarenhas	Representative of Physical Sciences
Dr. Jayarama Reddy	Representative of Natural Sciences
Ms. Usha Priyadarshini	Representative of Commerce
Dr. Neil Tannen	Representative, Social Sciences
Mr. Avishek Suman	Representative, Professional Courses
Dr. Amrita Banerjee	Representative of Languages
Nominated student from PG	PG Students Representative
Nominated student from UG	UG Students Representative

**TIMETABLE COMMITTEE**

Ms. Poonam Ahuja	Convener
Mr. Vedavyasa T.V.	Asst. Convener
Dr. Lora Rita Goveas	Ex Officio member
Ms. Wilma D'Souza	Member
Dr Karamala Areesh Kumar	Member
Mr. Christy Thomas	Member
Mr. Maruthu Pandian	Member
Mr. Keshavamurthy K.	Member
Ms. Sarah John	Member

**FACULTY DEVELOPMENT PROGRAMME COMMITTEE**

Mr. Clement D'Souza	Convener
Dr. Joyce Queeny D'Souza	FDP Program Coordinator
Dr. Sunita Rajamani	Asst. Convener, Induction program
Ms. Parul Batra	Asst. Convener, Immersion programs
Dr. Mini Mark Bonjour	Languages
Dr. Paramesha M.	Natural Sciences
Ms. Princy Nisha	Commerce
Dr. Eraiah	Social Sciences
Mr. Sunil PG	Non-teaching Faculty

**ONLINE TEACHING AND DIGITAL TEACHER PROGRAMMES**

Dr. Vanitha N.M.	Program Coordinator
Ms. Amita Priyadarshini	Member
Mr. Charles Ambrose	Member
Mr. Nevil D'Souza	Member
Dr. Arun Varma Thampan	Member
Ms. Parinitha L. Shinde	Member
Ms. Amanda D'Souza	Member
Ms. Banu	Member
Mr. Usha Priyadarshini	Member

#### IV. STUDENT SUPPORT COMMITTEES

##### WELFARE OFFICERS [For Men]

Dr. Suhas D.P.	Physical Sciences
Dr. Jayashankar M.	Natural Sciences
Mr. Keshavamurthy K.	Humanities & Social Sciences
Mr. Christo Selvan	B.Com.
Mr. Prabhakar K.	BBA
Mr. Arunodhayan Sam Solomon	Professional Courses [B.A. (Vis-Com), B. Voc, BSW, BCA, MSW, Mass. Comm., Big Data Analytics, M.Sc. Computer science
Mr. Ricky Wilfred	PG Section

##### WELFARE OFFICERS [For Women]

Ms. Mohammed Ayesha	Physical Sciences
Ms. Jyotsna K. S	Humanities & Social Sciences
Ms. Poonam R. Ahuja	Natural Sciences
Ms. Princy Nisha	B.Com.
Ms. Usha Priyadarshini	BBA
Ms. Aparna M.C	Professional Courses [B.A. (Vis-Com), B. Voc, BSW, BCA, MSW, Mass. Comm., Big Data Analytics, M.Sc. Computer science
Dr. Libi Thomas	PG Section

##### SJC -LISTENING CENTER -STUDENT COUNSELLORS

Fr. John Lang Bosco, S.J.	Coordinator
Mr. Madhav Menon	Student Counsellor
Ms. Ami Joshi	Student Counsellor

##### CENTRE FOR STUDENT PLACEMENT AND SKILL DEVELOPMENT

Mr. D. Kiran Jeevan	Convener
Mr. Arunodhayan Sam	Asst. Convener
Ms. Parul Goel	Asst. Convener- PG
Dr. Suhas D.P.	Asst. Convener- Physical Science
Dr. Jayashankar M.	Asst. Convener- Natural Science
Mr. Mohammed Umair	Asst. Convener – Commerce
Dr. Tulika Bhattacharya	Asst. Convener- Humanities
Ms. Jayati Bhadra	Asst. Convener- Professional Courses

**INTERNATIONAL STUDENTS SERVICES**

Dr. Sunita Rajamani	Convener
Fr. Dr. Richard Rego, S.J.	Member
Dr. Christo V. Selvan	Representative of Commerce and Management
Dr. Neil Tannen	Representative of Social Sciences
Dr. Raju M.	Representative of Sciences

**CAMPUS MINISTRY**

Fr. Denzil Lobo S.J.	Spiritual Animator
Ms. Viola Noronha	Campus Minister & Coordinator for mid-day meals
Dr. Lora Rita Goveas	Campus Minister -PG
Ms. Divina Reshma Lobo	Asst. Convener - Liturgy
Mr. Leonard Winston Aiman	Asst. Convener- choir
Dr. Jothy W.	Member
Ms. Veena Nirmala R.	Member
Ms. Deepika S.	AICUF – Convener
Dr. Viyolla Pavana Mendonce	AICUF - Coordinator of Sciences
Ms. Litty Joseph	AICUF - Coordinator of Commerce
Ms. Teena Ann Mathew	AICUF - Coordinator of Humanities

**STUDENT COUNCIL**

Ms. Amita Priyadarshini	Student Council Governor
	Asst. Convener
Dr. Vaishnavi M	
Mr. Taral Shah	Member
Mr. Anuplal G.	Member
Mr. Kiran Jeevan	Member
Lt. Akshay D Mandlik	Member
Mr. Cyril	Member
Dr. Eraiah	Member
Mr. Suhas S	Member
Mr. Pruthvi Kashyap	Member
Dr. A. Stephen	Member

**EXAMINATION GRIEVANCE REDRESSAL CELL**

Dr. P.E. Somaiah	Convener
Ms. Sarah John	Asst. Convener
Mr. Arunodhayan Sam Solomon	Representative of Professional Courses
Fr. Simon Paul D'Souza	Representative of Social Sciences
Dr. Sunita Rajamani	Representative of Sciences
Ms. Jiza Mary Thomas	Representative of Languages

**STUDENT GRIEVANCE REDRESSAL CELL**

Ms. Shalmali Kamath Prabhu	Convener
Ms. Parul Batra	Asst. Convener
Dr. Paramesha M.	Representative of Sciences
Dr. Tulika Bhattacharya	Representative of Social Sciences
Ms. Immaculate Mary	Representative of Commerce and Management
Ms. Mrinmoyee	Representative of Professional Courses

**SPORTS COMMITTEE**

Fr. John Lang Bosco, S.J.	Convener
Ms. Hazel Raju	Director, Physical Education
Mr. Newton	Member
Mr. Lawrence Rodrigues	Member
Dr. Michael Rajamathi R.	Member
Dr. Ronald J. Mascarenhas	Member
Dr. Somaiah P.E.	Representing- Hockey & Wrestling
Mr. Cyril	Representing- Basketball
Dr. Karamala Areesh Kumar	Representing- Shuttle Badminton & table tennis
Ms. Amita Priyadarshini	Representing- Throwball
Dr. Madappa MB	Representing- Athletics
Ms. Neeta Gerosa Pereira	Representing- Swimming

**DISCIPLINARY COMMITTEE**

Dr. Godwin J. D'Souza	Convener
Dr. Sujith Kumar	Asst. Convener
Fr. Dr. Augustine Lourdu	Member, Director of Hostels
Mr. Neil Tannen	Member
Dr. V. Christo Selvan	Member
Mr. Charles Ambrose	Member
Dr. S. Rama Gokula Krishna	Member
Dr. Beatrice Sequiera	Member
Ms. Parinitha L. Shinde	Member
Ms. Mohammed Ayesha	Member
Dr. Neelam Mishra	Member

**STAFF COORDINATORS FOR CLASS MENTORS**

Ms. Nisha Menzies Rao	Convener
Mr. Suraj Rajashekhar	Coordinator - Physical Sciences
Ms. Shalmali Kamath Prabhu	Coordinator - Natural Sciences
Ms. Jane D'Souza	Coordinator - Social Sciences
Ms. Sana Begum	Coordinator – Commerce
Ms. Banu	Coordinator - Professional Courses

**PARENTS' COUNCIL**

Dr. Ronald J. Mascarenhas	Convener
Dr. Vaishnavi M.	Member
Dr. Priyanka Parmar	Member
Ms. Poonam R. Ahuja	Member
Mr. Cyril	Member
Ms. Princy Nisha	Member
Dr. Eraiah	Member
Mr. Susobhan Mazumdar	Member

**STAFF COORDINATORS FOR CO/EXTRA-CURRICULAR ACTIVITIES**

Dr. Vaishnavi M	Coordinator of Class Representatives
Dr. S. Amudhan	Asst. Coordinator of Class Representatives
Ms. Maria David	Coordinator of Student Academic representatives
Ms. Shalmali Kamath Prabhu	Asst. Coordinator of Academic representatives
Mr. Leonard Winston Aiman	Coordinator of Student Cultural Representatives
Ms. Rency Thomas	Asst. Coordinator of Student Cultural Representatives
Dr. Karamala Areesh Kumar	Coordinator of Student Sports Representatives
Ms. Champakumari	Asst. Coordinator of Student Sports Representatives
Dr. Arun Varma Thampan	Coordinator of Students IQAC Representatives
Mr. Arunodhayan Sam	Asst. Coordinator of Students IQAC Representatives
Ms. Latha Paul	Coordinator of Associations
Ms. B. Nithya	Asst. Coordinator of Associations – Science
Ms. Sana Begum	Asst. Coordinator of Associations – Commerce
Dr. Geetha Rathod	Asst. Coordinator of Associations – Humanities and Languages
Ms. Parul Goel	Coordinator for Final year UG /PG Students placement Representatives

**WOMEN'S CELL**

Dr. Neelam Mishra	Convener
Ms. Amy Joshi	Asst. Convener
Ms. Mohammed Ayesha	Member
Ms. Maya Philip	Member
Dr Kavya K	Member
Ms. Sanjeevani Makne	Member
Dr Rita Gosh	Member
Dr. Anchal Singhal	Member

**CANTEEN COMMITTEE**

Mr. Anil Prashanth D'Souza	Convener
Ms. Litty Joseph	Asst. Convener
Fr. John Lang Bosco S.J.	Member
Mr. Nevil Pradeep D'Souza	Member
Dr. Rochak Mittal	Member
Ms. Veena Nirmala	Member
Mr. Michael Frank	Member
Nominated from 2nd year UG	Student Representative- UG
Nominated from 2nd year PG	Student Representative- PG

**MANAGEMENT SCHOLARSHIP COMMITTEE**

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Ms. Sheela Jose Thomas	Convener
Dr. Valeen Rashmi Pereira	Asst. Convener
Ms. Grace Leena Crasta	Representative of Sciences
Ms. Maria A.	Representative of Social Sciences
Ms. Ankitha Gowda	Representative of Commerce and Management
Mr. Bernard Rodrigues	Member

**ALUMNI/AE ASSOCIATION COMMITTEE**

Fr. Swebert D'Silva, S.J.	Patron & Karnataka Jesuit Alumni Coordinator
Fr. Dr. Victor Lobo, S.J.	Director
Fr. Denzil Lobo S.J.	Asst. Director
Mr. M. Lakshminarayan, I.A.S.	President
Mr. David Sagaya Raj A.	Vice President
Mr. Vimal Parthasarathy	Vice President
Mr. Raj Kumar	Secretary
Fr. John Lang Bosco, S.J.	Treasurer
Mr. Clement D'Souza	Member of JAAI & WUJA Correspondent
Dr. Melwin Colaco	Staff Coordinator-I
Dr. Madappa M. B.	Staff Coordinator-II
Dr. S. Rama Gokula Krishna	Teaching Faculty
Mr. Anuplal G.	Teaching Faculty
Mr. Ricky Wilfred	Teaching Faculty
Dr. Vanitha NM	Teaching Faculty – representing PG section
Ms. Vijayashanthi	Teaching Faculty- representing PG section



## V. DOCUMENTATION, PUBLIC RELATIONS AND EVENTS COMMITTEES

### DOCUMENTATION CENTRE

Dr. Ronald J. Mascarenhas	Convener
Fr. John Lang Bosco S.J.	Member
Dr. Madappa M.B.	Member
Ms. Vidisha D'Souza	Member
Mr. Charles Ambrose	Member
Mr. Venkatesh D.	Member
Ms. Archita Murthy	Member
Ms. Alice D'Souza	Member
Ms. Champakumari M.	Member

### P.R.O. TEAM

Mr. D. Kiran Jeevan	P.R.O.
Ms. Bojamma	Deputy P.R.O.
Dr. Joyce Queeny D'Souza	Member
Lt. Akshay D Mandlik	Member
Ms. Padma Nandan K.	Member
Mr. Taral Shah	Member
Ms. Jayati Bhadra	Member
Mr. Arkadev Ghoshal	Member

### COLLEGE HANDBOOK AND CALENDAR COMMITTEE

Dr. Susan Mary Philip	Convener
Ms. Archita Murthy	Member
Dr. Viyolla Pavana Mendonce	Member
Ms. Ankitha Gowda	Member
Ms. Amanda D'Souza	Member
Dr. Anchal Singhal	Member

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Ms. Archita Murthy	Editor in Chief
Ms. Rency Thomas	Sub Editor
Ms. Rajalakshmi	Sub Editor
Mr. Avishek Suman	Member – Design & Layout
Ms. Wilma Laveena Dsouza	Member, Representing PSA
Ms. Prathiba R. D	Member, Representing NSA
Ms. Treesa Joy	Member, Representing SSA
Dr. Pathan Hassan	Member, Representing Languages
Student editorial team & Student design team	

**JOSEPHITE - COLLEGE NEWSLETTER COMMITTEE**

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Ms. Amanda D'Souza	Editor in Chief
Ms. Shefali Mathew	Member & Sub-Editor
Ms. Joy Keren	Representative of Sciences
Mr. Maruthu Pandian	Designing & Representative of Professional Courses
Ms. Ami Joshi	Representative of Social Sciences
Ms. Ria Idicula	Representative of Commerce and Management
Dr. Eraiah	Representative of Languages
Nominated from 2nd year UG	Student representative – UG
Nominated from 2nd year PG	Student representative – PG

**COLLEGE DAY COMMITTEE**

Dr. Shoba S.V.	Convener
Dr. Madappa MB	Asst. Convener
Dr. Viyolla Pavana Mendonce	Asst. Convener
Ms. Pratibha R.D.	Member
Ms. Ria Idicula	Member
Ms. Joy Karen	Member
Ms. Fathima Farzana	Member
Ms. Champakumari	Member

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Dr. Vaishnavi M.	Convener
Ms. Treesa Joy	Asst. Convener
Mr. Charles Ambrose	Representative – Commerce
Dr. Lokesh Ravi	Representative – Sciences
Fr. Dr. Augustine Lourdu	Representative - Social Sciences
Dr. Karamala Areesh Kumar	Representative - P.G.
Ms. Rajalakshmi L.S.	Member
Dr. Pathan Hassan	Member
Ms. Parul Goel	Member

## CLASS MENTORS

### CLASS MENTORS FOR SCIENCE SECTIONS, 2020-21

CLASS	I YEAR	II YEAR	III YEAR
PCM	Dr. Veena Adiga	Ms. Wilma D'Souza	Ms. Bessy Estheline
	Dr. Shanty Mathew		Dr. Rita Ghosh
PEM	Dr. Bobby Mathew	Mr. Gregory Sequeira	Ms. Bruno Martin
	Ms. Divina Reshma Lobo	Ms. Joselin Joseph	Dr. Priyanka Parmar
PMC	Ms. Sheela Jose Thomas	Ms. Aparna MC.	Ms. Champakumari M
	Ms. Shashikala D.		Ms. Nithya
MEC	Ms. Regina Mathias	Ms. Joy Keren S.	Mr. Rajesh
	Mr. Arunodhayan Sam		Mr. Prasad C.N
CBBt	Dr. Bhawani Narayanan	Dr. Grace Prabhakar	Dr. Valeen Rashmi
CZBt	Dr. Sujay Ramanathan	Ms. Christine Nigli	Dr. Debarati Chattopadhyay
CBZ	Ms. Grace Leena Crasta	Dr. Jayashree A C	Dr. Stephen A.
	Dr. Sunita Rajamani	Dr. John Paul	Ms. R D Prathiba
CEB	Dr. Paramesha	Dr. Neelam Mishra	Dr. M. Raju
CEZ	Dr. Libi Thomas	Dr. Sabitha Thomas	Dr. Ebenezer Wilson
MCB	Dr. Vaishnavi M.	Mr. Ramesh	Mr. Martin Paul
MCZ	Dr. Kavya K.	Ms. Shalmali Kamat	Dr. Viyolla Mendonce
EMS	Mr. Taral D. Shah	Mr. Leonard Aiman	Ms. Veena Nirmala R
		Dr. Tulika Bhattacharya	Ms. Deepika S.
BCA	Mr. Selwyn Paul	Ms. Mrinmoyee	Dr. B.G. Prashanthi
CMS	Mr. Susobhan Mazumdar		
BBZ	Dr. Putul Banerjee		

### CLASS MENTORS FOR COMMERCE AND MANAGEMENT SECTIONS, 2020-21

CLASS	I YEAR	II YEAR	III YEAR
B.Com A	**	Ms. Sarah John	Ms. Litty Joseph
B.Com B	Ms. Immaculate Mary	Ms. Gisa George	Ms. Ankita Gowda
B.Com C	Mr. Hariharan	Ms. Usha Priyadarshini	Ms. Sayantini Banerjee
B.Com D	Dr. Amudhan S.	Ms. Amita Priyadarshini	**
B.Com BPS	Dr. Senthil B.	Ms. Sana Begum	Ms. Bhavana KL
B.Com IFA	Ms. Fathima Farzana	**	
BBA-A	Ms. Ahana Ruth Pinto	Mr. Cyril	
BBA-B	Ms. Niha Asif	Ms. Ria Idiculla	
BBA-SF	Dr. Daniel Santhosh Raj	Mr. Pruthvi Kashyap	
M.Com	Ms. Padma Nandan	Ms. Padma Nandan	

**CLASS MENTORS FOR SOCIAL SCIENCES AND PROFESSIONAL COURSES, 2020-21**

<b>CLASS</b>	<b>I YEAR</b>	<b>II YEAR</b>	<b>III YEAR</b>
<b>HEP</b>	Ms. Anita Noronha	Ms. Jane D'Souza	Ms. Treesa Joy
	Ms. Rency Thomas	Ms. Parul Batra	Ms. Teena Ann Mathew
<b>EPS</b>	Dr. Somaiah P.E.	Mr. Mark Abraham	Dr. Anitha V.
	Dr. Eraiah	Ms. Amita Banerjee	Ms. Maya Philip
<b>IES</b>	Ms. Architha Murthy	Ms. Maria A.	Mr. Anuplal
	Ms. Melissa Remedios	Ms. Rajalekshmi	Mr. Pathan Hassan
<b>BSW</b>	Dr. Shari Tess Mathew	Ms. Viola	Ms. Latha Paul
	Fr. Francis Pinto SJ	Fr. Dr. Augustine Lourdu	Lt. Akshay Mandlik
<b>EJP</b>	Ms. Nisha Menzies Rao	Ms. Amanda D'Souza	Mr. Christy Kuruvilla Thomas
	Ms. Vijeta Kumar	Ms. Shefali Mathew	Ms. Drishti Rakhra
<b>BVC</b>	Mr. Juby Eipe	Mr. Johnson Rajkumar	Mr. Johnson Rajkumar
<b>CPE</b>	Ms. Ann Francis	Dr. Parvathy Poornima	Ms. Navya Dennis
	Dr. Padmaja Pancharatnam	Ms. Jiza Mary Thomas	Dr. Geeta Rathod
<b>JIP</b>	Dr. Ashwini KP	Dr. Neil Tannen	
	Dr. Poornima S.	Dr. Hanumantharayappa	
<b>TOP</b>	Ms. Ami Joshi		
	Ms. Vijayashanti		
<b>B.Voc (Visual Media and Film making)</b>	Mr. Avishek Suman	Ms. Parinitha Shinde	Mr. Marathupandian
<b>B.Voc (Digital Media and Animation)</b>	Mr. Nevil D'Souza	Fr. Pradeep Anthony S.J.	Ms. Vidisha D'Souza

## ASSOCIATION COORDINATORS

SL. NO.	ASSOCIATIONS	CO-ORDINATOR/S
1	Abacus	Ms. Veena Nirmala Ms. Wilma Laveena D'Souza
2	AICUF	Ms. Deepika S
3	Art and Animation Association	Mr. Nevil D'Souza
4	Botanical Society (PG)	Dr. Vaishnavi M. Dr. Grace Leena Crasta
5	Business Association	Ms. Sarah John
6	Centre for Molecular & Computational Biology	Dr. Jayarama Reddy
7	Centre for Social Concern	Fr. Simon Paul D'Souza
8	Chemical Society (PG)	Dr. Somashekaraiah B.V
9	Chemical Society (UG)	Dr. Sunita Rajamani Dr. Rita Ghosh Dr. Valeen Rashmi
10	CSA	Mr. Ricky Wilfred
11	Commerce Association	Mr. Hariharan R.
12	Consilium	Ms. Neeta Pereira
13	Cybernetics Club (UG)	Ms. Aparna Chinnappa
14	The Josephite Choir	Mr. Leonard Aiman Ms. Joy Keren
15	Economics Forum	Mr. Keshavamurthy K
16	English Literary Society	Dr. Arul Mani
17	English Performing Society	Dr. Arul Mani
18	English Quiz Club	Dr. Arul Mani
19	Frequentia	Ms. Architha M
20	Food Miles	Dr. Rochak Mittal
21	Gender Sensitisation Cell	Ms. Latha Paul
22	Green Gene Guild	Dr. Debarati Chattopadhyay
23	Hindi Parishad	Dr. Hasan Pathan
24	History Parishodhana	Ms. Jane D'Souza
25	Images	Mr. Avishek Suman
26	Industrial Relations Forum	Mr. Anuplal G
27	Inter Religious Harmony Movement	Fr. Dr. Simon Paul D'Souza Ms. Latha Paul
28	International Students Association	Mr. Kiran Jeevan
29	JET Club	Mr. Rajesh G
30	JAAM	Ms. Neeta Pereira
31	Josephite Dance Association	Lt. Akshay D Mandlik

32	Josephite Media Forum	Mr. Arkadev Ghoshal
33	KALA	Dr. Shobha SV Dr. Nalini Sundaram
34	Kannada Sangha	Dr. Poornima S
35	MIMA	Dr. A.Alan Godfrey
36	Microbiological Society (PG)	Dr. Popy Dutta
37	Microcosm (UG)	Ms. Shalmali Kamat
38	NSS	Mr. Selwyn Paul (Unit 1) Mr. Prasad ( Unit 2)
39	Natural Science Association	Dr. M. Jayashankar
40	North East and Tibetan Forum	Mr. Johnson Rajkumar
41	Nous	Dr. Arul Mani Mr. Christy Kuruvilla Thomas Ms. Vijeta Kumar Ms. Navya Dennis
42	Oikonomika	Ms. Treesa Joy
43	PANA	Mr. Anuplal G
44	Physics Students Association	Ms. Bessy Estheline
45	$\Phi\Psi\xi$ (PG Physics)	Ms. Parul Goel
46	Rendezvous	Ms. Satyashree B.
47	Rotract	Fr. Dr. Augustine Lourdu
48	RUSHES	Mr. Juby John
49	Samskruta Tarangini	Mr. Prasanna SB
50	Season's Nature Club	Dr. Ranjini Franklin
51	Sigma Squared	Dr. Jayati Bhadra
52	Social Work Student Association	Ms. Viola Noronha
53	Social Zest	Ms. Maria David
54	SPECTRUM	Dr. P.E. Somaiah
55	SUMANA	Ms. Ami Joshi
56	Tamil Sangam	Ms. Arockia Mary
57	Technophite (PG)	Dr. BG Prashanti
58	TREFFPUNKT	Ms. Sri Vidya
59	Western Acoustics Association	Ms. Neeta Pereira
60	WACC	Mr. Kiran Jeevan

## DEPARTMENT PROFILES

### FACULTY OF LANGUAGE DEPARTMENTS

#### 1. DEPARTMENT OF KANNADA

Dr. Poornima B.N., M.A., Ph.D. [HOD]  
 Dr. Ramakrishne Gowda K.V., M.A., Ph.D. [Redeployed]  
 Dr. Eraiah, M.A., B.Ed., Ph.D.  
 Dr. Poornima S., M.A., Ph.D.  
 Dr. Hanumantharayappa. S. B, M.A, B.Ed., Ph.D.

#### 2. DEPARTMENT OF ENGLISH

Dr. Arul Mani, M.A., Ph.D. [HoD]  
 Ms. Mini Mark Bonjour, M.A. [PG Coordinator]  
 Dr. Etienne Rassendren, M.A., Ph.D.  
 Fr. Dr. Victor Lobo, S.J., M.A., PGCTE, Ph.D.  
 Ms. Jyothsna K.S., M.A.  
 Ms. Vijeta Kumar, M.A.  
 Dr. Amrita Banerjee, M.A., Ph.D.  
 Ms. Archita Murthy, M.A.  
 Ms. Teena Ann Mathew, M.A.  
 Ms. Rency Thomas, M.A.  
 Ms. Rajalekshmi L.S, M.A.  
 Ms. Parul Batra, M.A., M.Phil  
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Mr. Adarsh Raj (Network and System Administrator)  
 Ms. Rashmi P.  
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Fr. John Lang Bosco SJ. (Director)  
 Mr. Bernard Rodrigues (Warden, Berchman's Hostel)

**Ladies' Hostel**

Sr. Shaila Bandy, FSI



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 Mr. Binod (Technician)  
 Mr. Jimmy Rallyson (Technician)  
 Mr. Saravana (Electrician)  
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# College Anthem

Ring out the battle call of duty !  
Unfurl the flag of Faith and Toil !  
We deem our soul's eternal beauty  
A life long Victor's worthy spoil.  
A thousand such are proudly gone before us;  
to win and spread with our College renown  
'Tis ours to swell with our voices the chorus  
and with our deeds enrich her crown.

## Chorus

Faith and Toil! Conquerless alliance!  
Wherein we clasp human hands unto God's!  
In His control, find we true self reliance;  
My hand and God's what'er the odds!  
My hand and God's what'er the odds!  
My hand and God's  
Evil's onset hold in defiance!

**St. Joseph's College (Autonomous)**

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