

St. Joseph's College of Commerce (Autonomous)

STUDENT INFORMATION SUMMARY

Name :

Year & Reg. No.:

Blood Group:

E-mail :

Father's Name :

E-mail :

Occupation : Phone :

Mother's Name :

E-mail :

Occupation : Phone :

Residential Address :

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Phone:

Office Address (Parents) :

.....

Phone:

Address of hostel/Paying Guest House/.....

Guardian/Lodging House:

.....

Cell Phone:



_____ Signature of parent/ guardian	_____ Signature of Class Mentor
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The College Crest



The Crest is to an Institution what the insignia is to a military general. It symbolizes its ethos, status and purpose.

The Crest of St. Joseph's College of Commerce has two scrolls - one above, on which is inscribed the motto of the Institution in Latin -*Fide et Labore*, meaning '*By Faith and Toil*', and the other beneath, with the name of the Institution. A shield at the centre bears the Cross which is symbolic of the Christian faith; and the two bees on either side of the lower part of the Cross are an expression of tireless work. Further the palm leaves encircling the shield are a call to victory, and the crown above, the crown of glory.

The College Motto is *Fide et Labore* which means '*By Faith and Toil*'. Faith, among other things gives a person commitment to God, to his fellow beings and to intellectual pursuits. Toil is the necessary prerequisite for success.

Dear Josephites,

Welcome to St. Joseph's College of Commerce. This Institution is run by the Society of Jesus or Jesuits. The Jesuits are a Catholic religious Order founded in 1540. St. Ignatius of Loyola was the founder of the Jesuit Order. The members of the Society of Jesus [S.J] have been active in the field of education throughout the world. St. Joseph's College was established in 1882. The Department of Commerce was established in 1949. In 1972 this department became an independent College by the name St. Joseph's College of Commerce. The College is registered under the Bangalore Jesuit Educational Society. Although the College is a religious minority institution run primarily for the education of Catholic youth, everyone is welcome here without distinction of caste and creed. The socio-economically marginalized groups receive a special preference in admission keeping with the admission policy of the Management.

Jesuit Vision of Education:

Jesuit Education, inspired and motivated by the person and message of Jesus Christ, affirms (a) that God is the author and sustainer of all reality and truth; (b) that every human being is created in the image and likeness of God; and (c) that the whole of creation and the human community are radically good.

Jesuit Education, therefore, is committed to

- (a) An authentic search of knowledge in the service and advancement of the world;
- (b) Upholding the dignity, uniqueness and giftedness of each individual; and
- (c) The promotion of harmony between man and man, and between man and nature.

Mission of the College:

(The „Mission“ is derived from the VISION and is the *raison d'être* of the College)

St. Joseph's College of Commerce seeks to be the place where search for knowledge complements a sense of responsibility to the life of the community, where understanding is coupled with commitment, and where academic excellence goes with the cultivation of virtue. The college seeks to be a place which sustains men and women in their pursuit of education and fostering their conviction that life is only lived well when it is lived generously in the service of others.

NAAC Re-Accreditation:

St. Joseph's College of Commerce is the first Autonomous College in Karnataka to be **Re-Accredited with „A“ Grade** by National Assessment and Accreditation Council (NAAC) (3rd Cycle) .

Another milestone was achieved by the College when the University Grants Commission (UGC) in February 2010 recognized SJCC as a **“College with Potential for Excellence”**.

Aims and Objectives of the College:

In keeping with the ethos of the Society of Jesus, the guiding force behind this institution and keeping in tune with the spirit and needs of the times we live in, the College aims at the holistic formation of students, helping them to become men and women imbued with a spirit of excellence and an abiding concern for others. We believe in the three inter twined goals, of **Academic Excellence, Character Formation and Social Concern that shapes individuals to become “men and women” for the larger society.**

Academic Excellence

“The noblest search is the search for excellence”: Lyndon B. Johnson

Academic excellence is the sustained ability to act, achieve and excel in scholastic activities and attain excellence in learning through cutting- edge academic pursuits and creative and practical leadership among faculty and students alike.

Academic excellence is strengthened through intellectual development and aesthetic and ethical engagements that make an individual achieve greater heights of success and contribute meaningfully in the betterment of the society. The students are constantly guided and encouraged to cultivate the art of thinking that nurtures imagination, stimulates critical enquiry and empowers them to think and express themselves clearly. To channelize the quest for academic excellence the Institution with the highly competent faculty, an efficient administrative team, excellent infrastructure creates an invigorating atmosphere of academic culture.

Internal Quality Assurance Cell (IQAC)

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution. The Internal Quality Assurance Cell (IQAC) has a significant and meaningful contribution in the post-accreditation phase of the Institution. During the post-accreditation period, the IQAC has been channelizing and processing

all the efforts and activities of the institution towards excellence in every field.

Academic Programmes of the Institution

Undergraduate Programmes

- B.Com
- B.Com - (International Accounting & Finance)
- B.Com - (BPM Industry Integrated)
- B.Com – (Travel & Tourism)
- BBA
- BBA – (With Value Added Programme)

Postgraduate Programmes

- M.Com
- M.Com (International Business)

Choice Based Credit System

The Institution has introduced the Choice Based Credit System(CBCS) enabling students to a greater choice of courses, tailored to their interests and career goals. The CBCS system focuses to transform the pedagogical methodology into an interactive process where students evolve from being passive listeners to active contributors in knowledge creation. Further details on the modalities and operational details of the Choice Based Credit System are available in the syllabus document.

Research Centre

The Research Department of St. Joseph's College of Commerce, Bangalore, obtained its research centre status from Bangalore University in the year 2010-11. The prime motto of the centre is to vitalize research culture through identifying, assembling and disseminating research information to the staff and the students of the institution. The Research Centre of the Institution publishes two bi-annual research journals in an academic year. The Institution Management Research Review (ISSN 2249-4359), is a peer reviewed journal which is committed to publishing scholarly, impactful and theoretical research articles. The Student Research Journal is an in-house journal which provides a research platform for students in areas related to theoretical, applied and interdisciplinary research in Commerce, Business Studies and Management.

Library and Information Science

The Institution has a well stocked library with over 30,000 titles of both General and Subject books. Besides more than 100 national and international business journals are made available for students' reference. The library subscribes to over 16 Magazines and 12 newspapers in both English and vernacular language. The library also has access to online catalogues and libraries such as N LIST, Delnet and Capitaline.

Rules of the Library

- The Library will be open from 8.30 a.m. to 6.00 p.m., on all working days and vacations of the year. On Saturdays it will be open from 9.00 a.m. to 1.00 p.m.
- Application for library books should be made in the prescribed form.
- Student who fails to return the books within 10 days will be fined 2 Rupees for each day beyond the due date excluding Sundays and holidays.
- The student must pay for books lost, damaged or defaced. Loss of pages, mutilation and any other damage discovered on return of books will be charged.
- Loss of a borrowed book from the library must be intimated to the Librarian immediately.
- Books are issued for the exclusive personal use of the applicant.
- Strict silence should be observed in and near the reading room.

Placement and Career Services

The College offers placement and internship support to students on and off campus. In addition to this the Placement Cell actively organizes Pre – Placement Training sessions such as career guidance, recruitment training, mock interviews, and mock aptitude tests, etc., thus grooming students to confidently step into the corporate world.

Internship

The Institution endeavours to equip the students with skills that complement their classroom learning and offer them an opportunity to engage with real life work commitments through mandatory summer internships as a part of the curriculum. All students are required to undergo an internship for a period of four to six weeks before the commencement of the fifth semester. In addition, the B.Com (TT) students are required to do

a second internship in the hospitality industry before their third semester. Successful Internships by the students have often paved the way to great achievements including placements, research, entrepreneurship and constructive improvements in the College.

Professional Certification Programmes

Professional Certificate Programmes are short duration knowledge enrichment courses that offer students to build up skills in a specific area that relates to their field of interest. Each course under this programme is selected after careful evaluation of its content, productivity, shelf-life and market relevance. These courses are reviewed and revised annually in response to the changing needs and demands of the academia and Industry. The courses run concurrently with the Graduate Programme and are spread for over 40 to 60 hours of inclusive classroom instruction, practical work, assignments, projects, case studies and presentations.

Character Formation

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education”.

Martin Luther King, Jr

As an institution run by a religious group, the College gives great importance to spiritual formation and character development. Ultimately a person is what his spiritual and moral values are, and this aspect of your education, you will carry with you all your life.

The College respects all faiths. Every student is expected to have a basic knowledge of the major doctrines and practices of his/her faith. He/she is expected to examine his/her religious feelings and beliefs with a view to deepening the basic and fundamental orientation towards God and establishing a relationship with his/her religious traditions and practices. It is equally important that one grows in knowledge of other religions and appreciation of them. India has been traditionally known for its multi-cultural harmony.

Character formation is an integral process that shapes the individuality and distinctiveness of an individual. The College believing and following its motto to build up and shape the mental, moral qualities of its students arranges for meaningful curricular, co –curricular and extracurricular activities.

Campus Ethos

The campus ethos of St. Joseph's College of Commerce is constituted of an academic fraternity committed to the advancement of learning; dedicated to serious curricular and non-curricular activities, creative in thought and action, and productive both at the individual and public space. It entails special concern for the disadvantaged, for women, and where one respect's the sanctity of a person going out of his way to be in service to others.

On this campus while camaraderie and restful relaxation have a place, ennui and a cynical attitude is anathema as being harmful to the Josephite image. In essence our ethos is what the founder of the Jesuits order calls, "magis", the greater, the higher – the greater in everything.

Campus Ministry

The office of the Campus Ministry at St. Joseph's, faithful to the Jesuit Catholic heritage, attends to the spiritual needs of the students. In an era marked by challenges and delusions, we strive to impart the signature spirituality of Ignatius – „find God in all things“.

Eucharistic Celebrations- Holy Mass is celebrated in the college auditorium on the first Friday of every month. Guest priests are invited for the meaningful and creative Eucharistic celebration. The college choir is instrumental in inspiring meaningful praise and worship with their melodious voices. Special masses are celebrated on festive occasions like the Feast of founder St. Ignatius of Loyola, Feast of St. Francis Xavier, Feast of Mother Mary, Christmas, Ash Wednesday and Easter.

Praise and Worship Sessions -This is purely a voluntary gathering for about half an hour is held every Wednesday. Students come together to their experiences and participate in action songs for the glory and honour of our Lord.

Faith Formation Classes - Weekly classes of one hour each are held for I and II year Catholic students. The curriculum for these classes is decided after numerous deliberations by all the concerned teachers under the guidance of the Campus Minister. Students are given knowledge on the Bible, the Prophets, and on the life and various manifestations of Jesus.

Annual Programmes - Annual Retreats for catholic students are organized each academic year. Topics of discussion include finding one's true self, acceptance and spirituality in the workplace. The Feast of our founder, St. Ignatius of Loyola, is celebrated in an impressive manner for an entire week. Various competitions like essay writing, quiz, poster making

and collage are held in commemoration of the feast and banners are put up in the campus explaining the life and teachings of St. Ignatius.

The Co-education System

The ratio of boys to girls in the college is seven is to three, since there are several Catholic/Christian colleges exclusively for girls in Bangalore. The purpose of bringing growing young men and women together during the post-school period is to facilitate a healthy emotional growth while the intellect is trained in secular knowledge.

Exclusive pairing within the premises or on campus, levity in word or gesture and eve-teasing shall be considered as serious offences.

Mentorship

The role of the Mentors is to contribute to the holistic development of the students under their care. Mentoring entails to be supportive towards the student and to help a student in any specific way in which he or she may require guidance. Each class has a mentor, the role of the mentors is to be supportive towards the student and be a link between the student and the department, between the subject teachers and the students, between the parents and the students and between the students themselves. They contribute to the holistic development of the students under their care.

Methodology of Mentoring

- Having a bio-data of the student.
- Getting the academic performance of the students up-to-date.
- Keeping track of the regularity of the students and taking necessary corrective measures.
- Encouraging the students to meet him/her, when needed and making himself/herself available in a fixed place and time.
- Respecting student's views and initiating a dialogue when necessary.
- To monitor the attendance of students after 30 and 60 working days and to invite the parents of defaulters for counseling.

Counselling and Spiritual Support

The College provides the students with the services of professional counsellors to tackle emotional and academic problems. While the students are encouraged to visit the counsellors by voluntary appointment, the College may also refer students who may be judged to benefit from such referral.

Regular value inputs are given to all students in order to deliberate on and assimilate human, social and spiritual values. Besides a multi-religious prayer room is provided for yoga, quiet relaxation and prayer during recess hours.

Citizenship Training and Student's Council

Citizenship training is aimed to evolve student's social responsibility in upholding and adhering to the law and order of the society and to create a healthy environment. To inculcate the above virtue, the Students' Council and Office bearers at the Degree are elected by the students.

Nonetheless, to maintain freedom from bias and politicking the following norms are laid down which should be strictly observed.

- Candidates to office must have a good academic and disciplinary record (detailed rules will be formulated by the Election Commission).
- No candidate can profess affiliation to any political party or receive monetary or other support.
- Elections should be healthy contests in a spirit of fair play and create no animosities among students or classes.
- After the election all students must profess loyalty to the elected office-bearers and co-operate with them in the discharge of Council duties.

Parents and Guardians

Parents and Guardians are partners with the College in the task of total and integral education of their wards. It is in keeping with this concept of "partnership" in education that the Principal invites the parents/guardians of students in batches to discuss the performance of their children. The dates of the meetings are announced in the calendar and will also be intimated. 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.

Sports and Games

The Institution emphasizes the development of physical prowess along with intellectual growth in its endeavour to provide quality education. The College has carved out a name for itself in the field of sports and games. Students are encouraged to participate in inter-class and intercollegiate tournaments. For students' training and fitness a well equipped gym with latest equipment is provided.

Regulations regarding Sports and Co-curricular activities

- Students representing the College/Department/Extension Activities should take prior approval in writing from the Principal, regarding their attendance for that particular period. The request for granting attendance will not be accepted at the end of the semester.
- Attendance will be given to the student for days of matches and tournaments in which the student represents the College, University, State or Nation. Attendance will also be given for the days lost due to travel and training camps for University, State and National teams. This provision will be based on the official documents issued by the University authorities, State and Central Government, Sports bodies etc. Students should verify their attendance on a regular basis and ensure the regularization of their attendance.
- The student should submit an authorized copy of the Tournament fixture to the Class Mentor and the Sports Director and get their approval before leaving for the tournament. They must submit a report of their performance after the tournament along with relevant documents. The Sports Department will maintain a logbook to enter these details.
- It is obligatory for the students from Sports Authority of India (SAI) and other Government - run sports hostels to play in the State and National tournaments on behalf of their organization. Attendance exemption will be given to sports hostel students for participating in such tournaments as players. They should produce a letter from the relevant authority concerned with their participation in the tournament in order to claim for attendance.

Social Concern and Extension Activities

“The best way to find yourself is to lose yourself in the service of others.”

Mahatma Gandhi

St. Joseph's College of Commerce believes to live God's love through its service to others. Considering it to be a part of a larger community and moving ahead with the ethos of Jesuit education, the Institution feels privileged to reach out to the communities and individuals who are socially and economically deprived. To promote equality and provide opportunities of excellence to all, the Institution organizes many outreach programmes coordinated by different Associations.

Scholarships and Freeships

With a view to promote quality education, SJCC offers financial assistance to students belonging to the following categories:

Group A: Merit-cum-need based.

Group B: Students who excel in sports and extra-curricular activities.

Group A: Scholarships for the Economically Challenged

A student of first year Degree or PG who is economically weak, especially from the rural areas is eligible to apply provided he/she furnishes enough evidence for his/her eligibility, enclosing a community/income certificate. A good academic record is also required.

Maximum student's scholarship per candidate: Rs. 5,000/- Number of scholarships: 50.

Group B: Scholarships for Co-curricular and extra-curricular Activities

Any student from Degree or PG who is actively associated with the literary/cultural or sports activities of the College and has sufficient proof to support his/her application can apply. The application should have the reference of at least 2-3 staff members.

Max. Student's scholarship per candidate Rs.5000/- Number of scholarships: 25.

Mid-Day Meal Scheme:

The College provides mid-day meal scheme for economically challenged students. To Sports Students morning breakfast is served under the scheme.

Community Service

Jesuit education helps students to realize that talents are gifts to be developed, not for self-satisfaction or self-gain, but rather, with the help of God, to be utilized for the good of the human community. Students are encouraged to use their gifts in the service of others, out of love for God. As a part of the rural exposure camps the students visit villages and experience the realities of village life, their predicaments and their everyday challenges with minimum resources. They conduct outreach programmes in these villages and work towards their betterment. 60 Hours of community service is mandatory to qualify and attain the Degree Certificate.

Education for All

The goal of the Institution is to support students coming from the weaker and underprivileged sections of the society by providing higher education and ensuring inclusiveness.

The Management of the College, through the admission policy ensures preferential admission for the following:

- Economically Challenged sections of the society.
- Physically Disadvantaged Students.
- Students from socially marginalized communities such as SC, ST and other minorities.
- Students who are slow learners.
- Students seeking part-time employment while in college to meet their financial needs.

During admissions, the applications received are segregated and scrutinized with great care to identify students from disadvantaged backgrounds. After the process of admission is completed, conscious efforts are taken to execute a seamless integration of these students into the mainstream student body. It is ensured that there is equity in terms of opportunities provided to all the students. A Plethora of schemes have been initiated by the institution like fee concession, fee payment in installments, scholarships, mid-day meals, bridge course classes, special classes, remedial classes etc. to bring about effective inclusion. Progression of these students is tracked periodically in order to devise timely intervention.

Social Internships

The Institution understands the importance of instilling the commitment towards upliftment of the marginalised and weaker sections of the society. It is towards this commitment and faith that SJCC encourages its students to work along with NGO's and organizations in India, who work in different fields for the cause of the under privileged. While a large majority of these internships are voluntary, some of them have also been converted into employment opportunities in the social sector.

Engagement beyond Classroom

The extension and outreach activities of the Institution, though varied in nature and substance, strive to achieve the objectives of Jesuit education, especially creating men and women for the society. In continuing the vibrant

traditions of the past, the associations through their ceaseless activities create a large variety of avenues for self-expression. The various Associations of the Institution working towards empowering the socially and economically disadvantaged groups are –

- National Service Scheme - NSS.
- Centre for Social Action - CSA.
- All India Catholics Union Federation – AICUF.

Clubs and the Entrepreneurship Cell of the Institution aim at building a framework for student entrepreneurs and encourage to nurture and grow their talents in different interest areas. Listed below are the clubs of the Institution.

- Entrepreneurship Cell - E Cell.
- Women's Forum.
- Josephite Business Club.
- Rotaract Club.

Co-Curricular Activities and Festivals

The College makes a positive effort to blend curricular and co-curricular components in the shaping of the year's programme. While SPIEL, an intercollegiate sports tournament, attends to forging of friendships with sportsmanship, CHANAKYA, VIRTUSO, CIPHER Business Fests of B.Com. & BBA respectively, as well as ENACT (Theatre Fest) in Kannada, Hindi and English aim at giving value addition to the curricular knowledge that the students are expected to assimilate. In addition the College specially focuses its attention on providing an Indian cultural ambience in order to safeguard and promote the precious treasures of Indian culture and art. DHWANI (Yearning of the Soul) is the concrete expression of this endeavour. Fest's like FIESTA is organized for the lesser privileged and act as a platform to showcase young talents. EVES celebrates the true spirit of womanhood and all things feminine. TURAS, the Travel and Tourism fest is organized to promote tourism in Karnataka and promote the rich cultural heritage of the State.

Literary Clubs

ALMA (Art Literature & Music Association); **Hindi Parishad and Kannada Sangha** are the active societies of the College that work with the primary objective to actualize the potentialities of the students and to hone their literary skills.

Serenata Chorale (the College choir) & Hashmi Theatre Forum (the College Theatre group) yearly conducts many performances and showcases the dynamic nexus of talents.

Industrial Visits

The Institution conducts International Industrial trips for its students as part of its curriculum, aimed at providing international exposure to its students in today's shrinking global boundaries. The international travel to different countries exposes students to the changing paradigms of business fundamentals, evolving technologies and cultural sensitivities.

As a part of the curriculum the Institution also organizes in State Industrial visits for students to supplement their classroom lessons. The visits focus on integrating subject knowledge with real-life experiences and giving a practical dimension to theoretical concepts. The class mentors of the respective classes, with the help of student coordinators facilitate the visits to the industries.

Learning Resources

ERP System

The latest version of the software boasts of advanced features such as:

- Short Messaging Service (SMS) for intimating the parents about his/her child's absence.
- Online Payment Gate way implemented for admissions.
- Consolidated Marks cards.
- Auditorium and Class room bookings made online enabling the user to get the availability and confirmation online, and several more features, a detailed list of which can be found on the college website.
- Implemented Moodle an open source software for conducting online examinations.
- Period wise update of co-curricular leave.

This is augmented through the introduction of additional measures such as Software Binary System and Antivirus software programs to ensure secure browsing and seamless transactions.

The Institution has a fully equipped state of the art Language Lab which accommodates forty students at any given time.

The Web Server stores all the data pertaining to the students such as

the attendance record, marks obtained in examinations, performance in extracurricular activities and calendar of events. All this information can be accessed by the students/parents at any time to track the progress of the student by following the below given steps.

Step 1: Access the college website – <http://www.sjcc.edu.in>

Step 2: Select Login menu and click on the student link.

Step 3: Enter your unique Registration Number & Password given by the College.

Step 4: Click on Sign in to avail all the online services.

Further, the College application form and the prospectus is available online which can be downloaded, filled up and registered at the College office.

Grievance and Malpractice Committee

The following members, constitute the Committee

Ms. Nirmala Joseph, Vice Principal - Coordinator.

Ms. Sneha Rai, Controller of Examinations - Member.

Dr. Raja Jebasingh, Research Associate - Member.

Ms. Gretta Furtado, Students" Counsellor - Member.

Procedure for Redressal of Grievances:

1. Any type of grievance that the student might have pertaining to other students, management, staff, infrastructure, CIA, examinations, etc., must first be discussed with the concerned teacher/Class Mentor/ Controller of Examinations. As far as possible, the problem should be resolved at this level.
2. Matters that are not resolved at the classroom level, must be brought to the notice of the Grievance Committee.
 - a) The grievance must be stated in writing.
 - b) It must be forwarded to the Coordinator of the Grievance Committee through the Class Mentor or any other Staff member.
3. The Grievance Committee will meet at least three times in a year, twice after publication of end semester results (June & December). Depending upon the urgency of the situation, short meetings could be called for.

4. The Grievance Committee can invite the Student Counsellor, Member of the PTA or any other Staff member, to join the meeting, depending on the nature of the grievance.
5. The Grievance Committee will meet and discuss the matter. The decision of the Committee will be communicated to the Principal and the concerned parties, through the coordinator of the Grievance Committee.
6. All malpractices in the examination and internal assessment will be referred to the Malpractice Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Principal. The Principal and Controller of Examinations will take action on the report of the Committee.

(The prescribed Format of the Submission of Grievance Form is given)

Sexual Harassment (Prevention and Redressal Committee)

The Institution has constituted a Sexual Harassment (Prevention and Redressal Committee to ensure that the students, teachers and non teaching staff can work together in an environment free of gender violence , sexual Harassment and discrimination on the basis of sex and gender. Students who feel they are victims of sexual harassment can complain in person to the Committee or send an email to shcc@sjcc.edu.in along with details of their name and register number. The written complaint could be given in person to the Coordinator of the Cell.

The Committee Members are-

Ms. Muktha - Coordinator

Ms. Sneha Rai – Member

Ms. Gretta Furtado –Member

Prof. Y J Rajendra (lawyer) – Member

**St. Joseph's College of Commerce (Autonomous)
Format for Submission of Grievance**

- 1. Name/Class.....
 Reg. No.....
 E-mail ID.....
 Ph.: (Residence).....
- 2. Grievance related to:

- 3. A brief summary of the grievance:

Signature of the Student/Parent

Counter signed by Mentor (Optional)

FOR OFFICE USE ONLY

Comments of the Committee:

Action Taken:

.....

Signature of the Coordinator of
Grievance Committee

College Regulations

1. **Ragging is a cognisable offence and those who indulge in it or encourage it will be handed over to the law as per G.O.Ed 122 URC 96 dated 16.1.97.**
2. The warning bell for class is given five minutes before the commencement of classes. Students should be in their respective classrooms before the second bell. When a Lecturer enters the class, the students must rise and remain standing until they are instructed to sit down.
3. During the first hour in the morning when the second bell is given, students stand for a one-minute silent prayer.
4. 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 may not be permitted to attend classes.
5. There should be complete silence on the corridors during class hours. Students must not loiter on the corridors during class hours.
6. No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
7. If the concerned Lecturer is absent, students are expected to go to the library or rearrange the class.
8. Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
9. Students are forbidden to bring fire crackers and Holi colours to the campus. Students found doing so are liable to disciplinary action.
10. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
11. Boys and girls are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
12. The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class leader will be responsible for the cleanliness of the room allotted to it.

13. Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
14. Posters and notices must not be put up without the permission of the 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 of the college.
15. Vehicle Parking will be allowed on all working days from 9:00 a.m. to 6.00 p.m. Students whose vehicles are parked in the premises after 6:00 p.m. are liable to be fined.
16. Every student is required to carry his/her identity card to College. The card should be shown to the staff or College officials when asked, especially during Examination, during formal programmes, in the administrative office and library.
17. Association functions and cultural programmes will be held only after class hours. Practice for all programmes should be held either prior to the classes or after classes.
18. Outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders to the campus.
19. No money is to be collected from students without the prior permission of the Principal.
20. Printed matter, photographs/videos not approved by the Principal is not to be brought to the College.
21. In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, use of mobiles in the College premises is prohibited. Students are informed not to use mobiles within the academic block. Once confiscated, mobiles will not be returned to the students. Possession of mobile phones or similar electronic devices during examination is considered as a serious malpractice.
22. Students must not join clubs or societies or make any engagements that interfere with their studies without the Principal's prior permission. They are not allowed to play for any team against the College.
23. Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the reading room where they can refer to books.
24. After class hours students are not expected to remain on the campus unless there is a function/programme or rehearsal or games practice.

Dress Code

The College does expect all students to keep in mind the basic norms of modesty and decency with regard to dress.

On the basis of a representation made by the student body, the Management in consultation with the staff has arrived at the following decisions:

Formal Dress Code: Monday to Thursday

Formal Dress Code for boys:

- Formal Pants
- Half or Full sleeve formal shirts.

Formal Dress Code for girls:

- Salwar/Churidhar Kameez only (**No sleeveless, tight fitting or short tops**)

Informal Dress Code: Friday, Saturday and on Examination days.

Informal Dress Code for boys:

- Informal Pants
- Only Collared-shirts(**No Verbal or Pictorial Messages**)

Informal Dress Code for girls:

- Informal Pants
- Kurtas (**no sleeveless, tight fitting or short tops**)

BBA Students are expected to wear their official uniform on Mondays and M.Com students on Wednesdays.

- Any student violating the dress code will be sent home and suspended for two days.
- 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.
- Students attending class or meetings of the College societies, clubs and associations on the campus are expected to be dressed in conformity with norms of decency and propriety.
- **Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days.**

Attendance and Leave:

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 hand book] after obtaining permission from the mentors/welfare officers.

1. The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write the End Semester Examination (ESE). College will strictly adhere to the norm as demanded by the UGC. There is no provision for condonation of attendance in the UGC act.
2. If a student fails to secure a minimum of 75% attendance in a semester, then he/she will be detained for that semester. He/she will have to repeat the semester and has to enroll afresh, by paying 50% of the annual fees.
3. If a student is absent for one period in a day, he/she will be marked absent for that period only.
4. Attendance is available to students/parents to view on the College website. Every student will be provided with a unique password at the beginning of the academic year to access several information including attendance.
5. Parents are requested to make use of this facility in tracking the attendance of their ward.
6. Students must check the attendance regularly, and if any discrepancy is found, the same should be brought to the notice of the class mentor/HOD in writing within two working days.
7. It is mandatory for students to attend the mid semester test. There will be no retest.
8. Students, who absent themselves on medical grounds, should produce a bonafide medical certificate.
9. If a student is absent up to three classes in a subject/paper, he/she may attend the next class of that subject/paper only after getting an admit slip from the Class Mentor.
10. If a student falls short of 75% attendance in any month in any subject he/she will be required to meet the Mentor with parents.
11. The name of the student will be removed from the rolls if he/she is absent continuously for more than 10 days without leave.

12. Prolonged or serious illness, hospitalization or long medically advised rest must be reported to the Principal as early as possible.
13. Marks will not be awarded for attendance.
14. No attendance will be given to students for participation in Certificate Courses (they are held outside regular class hours).

Certificates and Procedure to obtain the same:

Certificates may broadly be grouped into two categories:

- (1) Routine (2) Special

Routine certificates are those which are applied for and obtained as a matter of course. For example, bonafide student certificate, provisional pass certificate, transfer certificate, student ID/bus pass and bus/train/air student concession forms.

Special certificates are in the nature of those which call for special certification from the Head of the Institution. For example, a certificate to state that X holds a valid passport, and is a student of the College, or a transcript of the college/university marks, or a special commendation in response to a general or special request from the third party.

How to apply:

The student desiring to apply for a certificate should give a request in writing and submit after paying the requisite fee. At least two working days are needed to process the application. Requests for special certificates are to be made in person to the Principal along with a written application appended by a specimen of the desired certificate. Special certificates may not always be issued within 24 hours if they need more time for verification or preparation.

Attestation of marks cards, etc. is done as a student service on request. The copies to be attested should be presented in the office and can be collected on the following day.

Timings:

Please note that applications for certificates/ attestation should be made between **9 and 10 a.m.** and between **2.30 and 4.00 p.m.** The certificates will be issued only between **2.30 and 4.00 p.m.** of the following day.

Autonomy in St. Joseph's College of Commerce

St. Joseph's college of Commerce is an Autonomous College under the Bangalore University. Autonomy provides the College the right to frame its own syllabi and conduct its own internal and semester examinations. The Bangalore 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 learnt the various courses of the degree programme.

Credit System:

In tune with the concepts and suggestions of the UGC and NAAC, the College has adopted Credit-Grade based Performance Assessment for all the courses run in the College. The modalities and operational details of the Credit System are available in the syllabus document.

Curriculum - Evaluation

Examination Unit: The Principal heads the Examination unit. 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.

Evaluation System: Evaluation of PG and UG courses consists of two components, viz., Continuous Internal Assessment (CIA) and End Semester Examination (ESE). The following rules are common for both UG and PG courses.

1. Continuous Internal Assessment (CIA) includes a centrally organized MID TERM TEST and other exercises administered by the teacher such as Unit test / Online test / Snap test / Surprise test / Quiz / Assignment / Presentation / Project / Research article / Seminar etc.
2. All answer scripts of CIA 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 CIA, the candidate must take it to the concerned teacher within 48 hours. If the student is not satisfied with the outcome, they must approach the HOD of the department.
3. The students who do not appear for the Mid-Semester test would have to do so in the following year when the CIA is conducted. This is applicable to all students, except for those who officially represent the college, for whom a special test would be conducted.

4. There is no provision for improving the CIA marks and the marks for dissertation.
5. End Semester Exam (ESE) will be held for 100 marks and for a 3-hour duration.
6. Only those students who secure 75% attendance in each paper are eligible to write the end semester examination. If a student is not eligible to write the semester examination he/she has to repeat the semester.
7. If a student misses the End Semester Examination, the student will be marked "Absent" and must take the supplementary examination in that paper in the next available chance.
8. Any problem pertaining to mistakes in declaration of results, in marks cards or revaluation shall be referred to the Controller of Examinations.
9. Each student will be given a unique –password for viewing the attendance, and CIA 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, original or the changed one, they must approach the Vice Principal's office with a letter regarding the same.
10. Final results for the semester will be published in the college website. Students are required to maintain a copy of the provisional marks details published in the web site. The original marks card for all semesters will be issued only after the completion of the course.
11. Request for Revaluation, Re-totaling and photocopy of the answer book of the ESE , if any, has to be made to the Controller of Examination along with the prescribed fee within two weeks from the declaration of the results.

Minimum marks and Promotion to the next semester:

Under Graduation:

1. To be eligible to appear for the End Semester Examinations, a UG student should have at least 75% attendance in every subject failing which he/she will have to repeat the semester.
2. A U.G. student has to get a minimum of 40% marks in the ESE and 40% aggregate in each subject. The aggregate for a pass in each subject is 40% which includes CIA & ESE.
3. Under Graduate students will not be admitted to Semester V if they have not passed in all the papers of Semester I and the students cannot be admitted to semester VI if they have not passed in all subjects of

semester II. Such students shall have maximum of 4 attempts (1+3) to pass a particular ESE in a given subject.

4. The results of semester examination (including the CIA and ESE marks totaling to a maximum of 100 marks) will be published within four weeks from the date of completion of the End Semester Examination.
5. The Marks Card of the semester examination will be issued only after the completion of the UG course.
6. A candidate should complete the Bachelor's Degree within six academic years from the year of admission.

Post-Graduation:

1. To be eligible to appear for the End Semester Examinations, a P.G. student should have at least 75% attendance in every subject failing which he/she will have to repeat the semester.
2. To be declared passed, a student should obtain 50% in the aggregate and a minimum of 40% in every subject both in the CIA & ESE i.e. 12 out of 30 in CIA and 28 out of 70 in ESE.
3. The results of semester examination (including the CIA and ESE marks totaling to a maximum of 100 marks) will be published within four weeks from the date of completion of the End Semester Examination.
4. The Marks Card of the semester examination will be issued only after the completion of the PG course.
5. There is no provision for revaluation and retotaling, since double valuation is carried out.
6. A candidate should complete the Master's Degree within four academic years from the year of admission.

Supplementary Examination/ Special Supplementary Examination

1. Students who have failed in any paper in the semester examination will have to write the supplementary examination for that paper. Such students will write the odd semester supplementary papers during the odd semester exams and even semester supplementary papers during the even semester exams along with the regular students.
2. Additional Supplementary examinations will be conducted for Semesters I & V in the month of November and for Semesters II & VI in the month of June.
3. If the syllabus is modified in a particular year, three supplementary examinations in the old syllabus in which the student was taught will be conducted starting from that year irrespective of the number of chances

he/she took for 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 the examinations in the old syllabus.

4. 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 and improvement will be considered for rank.
5. There is no provision for obtaining Photocopy of the answer script, revaluation and re-totalling in the Supplementary Examinations conducted by the College.
6. Any problem pertaining to mistakes in the declaration of results, entries in the Marks Cards or revaluation shall be referred to the Controller of Examinations in writing within a week of declaration of results/issuing of the Marks Card.
7. Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the College and such decisions shall be final and binding on the candidate.

Mandatory Courses for UG Students

1. Two mandatory courses are offered by the college. They are: (i) Indian Constitution (ii) Environmental Studies. All UG students must clear these mandatory courses.
2. An examination will be conducted in each of these subjects. Grades will be awarded. However, the results of these subjects will not be considered for a rank. No student is eligible for his/her degree without passing in these mandatory courses.
3. If the student fails in the Foundation Course examination he/she has to take the supplementary examination in the next available chance after paying the prescribed fee. If the student does not have 75 % attendance in the foundation courses he/she will be given special classes during holidays for which he/she has to register after paying the prescribed fee.

The Grading System for CBCS:

The College has adopted a ten point grading system under the Choice Based Credit System (CBCS) from the academic year 2015-16. The modalities and the operational details are available in the syllabus document relevant to the course.

Code of Conduct for all the Examinations:

1. Candidates should have with them on all days of the Examination, their Hall Ticket and Identity Card for inspection by the Room Superintendent. Candidates who do not possess their Identity Card and Hall Ticket will not be allowed to write the Exam. Candidates are required to provide themselves with pens and mathematical instruments. They should use only Royal Blue or Black Ink while answering their papers. Ordinary calculators and scientific calculators are permitted.
2. Candidates should take their place in the Examination Hall fifteen minutes before the time fixed for the commencement of the examination. A Candidate coming late in the case of any unforeseen event will be allowed to enter the exam hall only with the permission of the Principal. Permission to be granted to these candidates will be at the sole discretion of the Principal.
3. Candidates will not be allowed to leave the Examination Room till the expiry of at least one hour after a question paper has been given out. A Candidate who leaves the room after submitting the answer book will not be allowed to return within the time allotted for the examination.
4. No paper must be detached from the Answer Books. If the Answer Book is found insufficient, additional sheets will be issued. These should be securely fastened to the Answer Book.
5. No borrowing or exchange of calculator is permitted in the Examination hall without the permission of the Room Superintendent.

Malpractice

1. Candidates are prohibited from bringing into the Examination Room Mobile Phones and Digital Diary/ Electronic Organizer, any book or portion of book, manuscript or paper of any description. Candidates are strictly prohibited from communicating with each other or copying from each other during the examination.
2. Any attempt made at copying, assisting another student in copying or partaking in the act of copying in any form in the examination, will be severely dealt with according to the examination manual approved by the governing board.
3. All malpractices whether in internal assessment or in the End Semester will be referred to the Malpractice Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Principal.

Bangalore Jesuit Educational Society

Administration

Rev. Dr. Jerome Stanislaus D'Souza, SJ	President
Rev. Fr. Anthony Joseph, SJ	Vice President
Rev. Fr. Anand Prabhu, SJ	Secretary & Treasurer
Rev. Dr. Daniel Fernandes, SJ	Principal
Rev. Fr. Roshan Pereira, SJ	Campus Minister

Total Quality Management (TQM) Team

Rev. Dr. Daniel Fernandes, SJ	Principal
Ms. Nirmala Joseph	Vice Principal
Ms. Sneha Rai	Controller of Examinations
Ms. Muktha	IQAC Coordinator
Mr. Ravi Richard	HOD: B.Com.
Ms. Rency Rakesh Balraj	HOD: BBM
Ms. Ravi Darshini	HOD: P.G.
Mr. Raj Sadhwani	Staff In-charge B.Com TT
Rev. Fr. Roshan Pereira, SJ	Campus Minister

Teaching Faculty

Business Studies:

Dr. Lily N David	M.Com., Ph.D.
Mr. Augustin Amaladass	M.Com., AICWA, B.Ed., PGDFM, DIM.
Mr. Ravi A. Richard	M.Com., MBA.
Ms. Rency Rakesh Balraj	M.Com., M.Phil.
Dr. A. M. Sheela	M.A., Ph.D.
Ms. Nirmala Joseph	M.Com., M.Phil.
Ms. Ravi Darshini	M.Com., M.Phil, ICWAI.
Ms. Veenu Joy	M.Com., M.Phil.
Ms. Suganthi Pais	M.Com., M.Phil.
Ms. Muktha	M.Com., MBA
Ms. Ruqsana Anjum	M.Com., M.Phil., ICWAI.
Ms. Sneha S. Rai	M.Sc., (Mathematics), PGDCA, MBA.
Ms. Theresa Rathi Rani	M.Com., PGDCA, M.Phil.

Ms. Gayatri Sasi Tampi	MBA, M.Phil
Ms. Tasmiya Hussni	M.Com., M.Phil
Ms. Komal A. Dave	M.Com., M.Phil
Dr. Raja Jebasingh	M.Com., M.Phil, PGDCA, Ph.D
Mr. Z. Mohammed Ashfaque	M.Com., PGDBA
Mr. Raj Sadhwani	MBA
Dr. Mohan P. Philip	M.Com, M.Phil, LLB, Ph.D
Dr. Shubhra Rahul	M.Com, Ph.D
Ms. Poornima Vijaykumar	M.Com
Ms. Christina Aroojis	M.Com
Ms. Anitha Mary	M.Com
Mr. Giridhar Naidu. B	MBA
Ms. Preemal Maria D'Souza	M.Com, PGDBA
Fr. Roshan Pereira, SJ	MIB., M.A. (Phil)., B.Th
Ms. Anju Rose Baby,	M.Com., ACA
Dr. Himachalopathy,	M.Com, M.Ed., MFM., M.Phil., MBA., Ph.D
Ms. Nikhath Asrar,	MTA
Mr. Ramesh Babu Grandhi	NILEM, PGDCA, PGDSM, MPBM
Ms. Tina Singh	M.Com
Ms. Shivakami Rajan	MBA, M.Phil., PGDM
Dr. Hariharan Ravi	M.Sc., (Fin & Comp Appln.) M.Phil.,
Mr. Krishnan Mahadevan	M.Com
Mr. Christopher Devakumar	M.Com., M.Phil

English:

Dr. Rajaram	M.A., Ph.D.
Dr. Lalima Chakaraverty	M.A., Ph.D
Ms. Marina Joyce Roche	M.A., PGDCE
Mr. Vinay Kambipura	M.A.
Mr. Prakash. R	M.A.

French:

Mr. Utsav	B.E. (Mech.) DELF B2
Ms. Sonam Reddy	B.E. (Comp. Sci.) B2 (French), B2 (Spanish)

Kannada:

Dr. Daniel Fernandes, SJ
Mr. T. H. Lava Kumar

M.A. Ph.D
M.A., M.P.A.
(Master in Performing Arts)
M.A

Mr. Ashok

Hindi:

Dr. Sajida Ahmed
Dr. Oliver Anthony

M.A., M.Phil., Ph.D.
M.A., Ph.D, PGD in Translation,
PGD in Editing & Proof Reading

Holistic Studies (Counselling Department):

Ms. Gretta Furtado
Ms. Imsusangla A.O.
Ms. Vyoma Prasad
Mr. Deenyar N. Garda

B.A., B.Ed., M.Sc. (Counselling),
Dip Counselling (UK)
M.Sc, Counselling Psychology
M.Sc, Counselling Psychology
M.Sc, Counselling Psychology

Librarian:

Ms. Manjula H.G.
Mr. Lakshmi pati

B.Sc., M.Lib., M.Phil
B.Sc.(CS), M.LIS., M.Phil

Physical Education & Sports:

Ms. Asha
Mr. Srinivas R. Pawar
Mr. A. Saravanan

Assistant Physical Director
B.A., B.Ped., M.Ped
Sports Assistant
Sports Assistant

Computer Department:

Mr. Kumaresan
Mr. Manimuthu
Mr. Mallesha
Mr. Harish

Systems Administrator
Lab Supervisor
Attender
Attender

ERP

Mr. Babu	ERP Administrator
Mr. Somashekar Gowda	Technician

Guest Faculty

Dr. N. Ramchandran	B.Sc. (Hons) B.Tech (P.G.) Ph.D & MSPE (Society of Plastics Engineers) B.Tech (Production Engineer) - IIT (Madras)
Mr. Ramani Dorai	B.Sc., PGDM
Mr. P. S. Nambiar	B.Com., LLB. PGDHR & IB
Mr. S. Shankar	M.A., PGDM (XIME)
Ms. Sheela Krishna	B.E., M.Tech (IIT-M), PGDBA
Mr. L. Surendra	MBA (Fin.), M.Com., M.Phil., PGDFM
Mr. Harisha B. V. Rao	B.Com, ACA
Mr. Jayakumar Nair	MMM from JBIMS – Mumbai
Mr. Shiva Prakash	CQE, System Auditor, Dip. in Textile Tech
Mr. Murali Mohan	MBA, PGD in HRM & International Business Operations
Ms. Monalisa Nayak	PGDBA & M.A. English
Mr. Vikram Viswanathan	MSW, PGDPM
Mr. Jose Joseph Vettikal	MA (Econ.), LLB., MBA
Mr. Ramlingam K	BA (Mktg) LLB., MS., Ph.D
Mr. T.K. Vijay Kumar	M.Com., MBA., LLB
Mr. Binoy Mathew	MBA (HRM), PGDBA,
Mr. Paul Abraham	MBA- Marketing, B.Com

Administrative Staff

Mr. Asad Pasha	Accounts Administrator
Mr. G. S. Jagannath	General Enquiries/ Scholarships
Mr. P. G. Jose	Data Entry
Mr. John Sudhakar	Library Assistant
Mrs. Jayashree P.R	BU Approvals/Scrutiny
Mr. Antony Cruz	Maintenance in-charge
Mr. Michael Joseph Govias	Issue and verification of Marks Card

Mrs. Joys Malini
 Ms. Prema Paul
 Ms. Deena Pereira
 Ms. Sukrutha. P
 Ms. Omeshwari
 Ms. Geethanjali
 Ms. Precilla Noreen Hoskins
 Ms. Mary Steffy
 Mr. Benjanmin

Secretary to Principal
 Library Assistant
 Secretary to COE
 Office Assistant / Exam
 Assistant Accountant
 Receptionist
 PG Office In-charge
 Office Assistant
 Electrician

Attenders

Mr. Yesudas
 Mr. K. Kempaiah
 Mr. T. Venkateshaiah
 Mr. K.A. Shivashankara
 Ms. Anthony Mary
 Mr. Najundappa
 Ms. Sharadamma
 Mr. Rathnam. B
 Mr. Sunder Raj
 Ms. Kondamma
 Mr. Shivakumar
 Mr. Munikrishna

Mr. Satish Kumar
 Mr. Rajendran
 Ms. Sagaya Mary
 Mr. Samadanam
 Ms. PremaLatha
 Mr. Krishna Murthy
 Mr. Vinod
 Ms. Nava Malathi
 Mr. Joseph Daniel
 Mr. Venkatramaiah
 Mr. Rathnaiah

Class Mentors 2015 – 2016

Class

I B.Com „A“
 I B.Com „B“
 I B.Com „C“
 I B.Com „D“
 I B.Com „E“
 II B.Com „A“
 II B.Com „B“
 II B.Com „C“
 II B.Com „D“
 II B.Com „E“
 III B.Com „A“
 III B.Com „B“

Name of the Mentor

Mr. Hariharan Ravi
 Ms. Poornima V
 Ms. Suganthi Pais
 Dr. Sheela
 Mr. Krishnan Mahadevan
 Ms. Komal A Dave
 Ms. Marina Joyce Roche
 Ms. Christina Aroojis
 Mr. Vinay Kambipura
 Ms. Preemal D'Souza
 Ms. Muktha
 Ms. Tasmiya Hussni

III B.Com „C”
 III B.Com „D”
 I B.Com „TT”
 II B.Com „TT”
 III B.Com „TT”
 I BBA „A”
 I BBA „B”
 II BBM „A”
 II BBM „B”
 III BBM „A”
 III BBM „B”
 I M.Com
 II M.Com
 I M.Com (IB)
 II MIB

Ms. Ruqsana Anjum
 Mr. Jaya Kumar Nair
 Dr. Lalima Chakaravarty
 Ms. Nikhath Asrar
 Ms. Tina Singh
 Ms. Anitha Mary
 Ms. Theresa Rathi Rani
 Dr. Himachalopathy
 Ms. Anju Baby Rose
 Dr. Raja Jebasingh
 Mr. Mohammad Ashfaque
 Mr. Giridhar Naidu. B
 Ms. Shivakami Rajan
 Dr. Lily N David
 Dr. Shubhra Rahul

Staff Services 2015-2016

Vice Principal
 Controller of Examinations
 IQAC Coordinator
 HOD - B.Com
 HOD - BBA
 HOD - PG
 Staff In-charge B.Com TT
 HOD - English
 HOD - Kannada
 HOD - Hindi
 Campus Minister
 Students" Governor
 Staff ongoing Training

 Placements & PRO
 Internship

 Library Facilitator
 Ext. Activities & Theatre Club
 National Service Scheme

Ms. Nirmala Joseph
 Ms. Sneha S. Rai
 Ms. Muktha
 Mr. Ravi Richard
 Ms. Rency Rakesh Balraj
 Ms. Ravi Darshini
 Mr. Raj Sadhwani
 Dr. Rajaram
 Mr. T. H. Lava Kumar
 Dr. Sajida Ahmed
 Rev. Fr. Roshan Pereira, SJ
 Ms. Veenu Joy
 Dr. Lily David /
 Ms. Shivakami Rajan
 Ms. Komal .A. Dave
 Ms. Meera Varghese
 Ms. Anju Rose Baby
 Dr. Shubhra Rahul
 Mr. Lava Kumar
 Mr. Vinay Kambipura

Parent Teacher Association	Mr. Krishnan Mahadevan
Sports Asst. Director	Ms. Asha
Staff Secretary	Ms. Nikhath Asrar
Women's Forum	Ms. Meera Varghese
Industrial Visits	Mr. Mohammed Ashfaque
Guest Lectures	Ms. Anju Rose Baby
Dance & Acoustic Team	Ms. Suganthi Pais
Website	Ms. Marina Joyce Roche/ Mr. Ramesh Babu Grandhi
Kannada Sangha	Mr. Ashok
Hindi Parishad	Dr. Anthony Oliver
Art, Literature, Music Association	Dr. Rajaram/ Ms. Marina Joyce Roche
Centre for Social Action	Mr. Prakash. R
Professional Certification Programs	Dr. Lalima Chakaraverty / Mr. Hariharan Ravi
Newsletter & Blue Chip	Mr. Vinay Kambipura / Ms. Marina Joyce Roche
International Programme	Ms. Theresa Rathi Rani/ Ms. Tasmiya Hussni
E-cell	Ms. Tina Singh
Bridge Course	Ms. Komal A Dave
Rotract Club	Ms. Anitha Mary
AICUF	Ms. Christina Aroojis
Choir	Ms. Preemal

Research Centre

Dr. Daniel Fernandes, SJ	Director
Dr. Mohan Philip	Assistant Research Director
Dr. A.M. Sheela	Research Associate
Dr. Raja Jebasingh	Research Associate
Dr. Ramachandra Gowda	Representative, BU
Dr. Lily N David	Research Associate
Dr. Charles Lasrado, SJ	Research Associate
Dr. Nagaraj. H	Research Associate
Dr. Shubhra Rahul	Research Associate

june - 2015

1	MON	College reopens for academic year 2015-16 for II & III year UG Orientation for V Semester B.Com/BBM Students
2	TUE	Orientation for III Sem B.Com/BBM students.
3	WED	College commences and Orientation for 1 Semester B.Com/BBA
4	THU	Class Rep Election for II & III year UG
5	FRI	
6	SAT	Staff Enrichment for Teaching Faculty 9.00 a.m. – 4.00 p.m.
7	SUN	
8	MON	College commences for I Semester PG Class Rep Election for I year UG
9	TUE	
10	WED	Student Council Election
11	THU	
12	FRI	
13	SAT	
14	SUN	
15	MON	College commences for III Sem M.Com/MIB
16	TUE	

June - 2015

17	WED	Student Council Inauguration
18	THU	Retreat/Seminar for II & III year UG Students and II year PG Students (from 18th to 20th June) Ignitors: Integral Formation Programme
19	FRI	Leadership Camp (19th – 20th June) for Student Council Representatives
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	Ignitors: Integral Formation Programme for I year UG/PG Students (from 25th to 27th June)
26	FRI	
27	SAT	PGD Courses commences & Orientation
28	SUN	
29	MON	
30	TUE	
Important Notes :		

july - 2015

1	WED	1st unit test for B.Com/BBM/BBA
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	Sports Induction Ceremony at 2.00 p.m.
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	Inter Religious Day
14	TUE	
15	WED	General Staff meeting
16	THU	

july - 2015

17	FRI	_____
18	SAT	Kutub-E-Ramzan (Holiday)
19	SUN	_____
20	MON	_____
21	TUE	_____
22	WED	_____
23	THU	_____
24	FRI	_____
25	SAT	Midterm test for B.Com/BBA/BBM/PG (25th July to 1st Aug. 2015)
26	SUN	_____
27	MON	_____
28	TUE	_____
29	WED	_____
30	THU	_____
31	FRI	Feast of St. Ignatius of Loyola S.J. (Holiday)
Important		_____
Notes :		_____

august - 2015

1	SAT	_____
2	SUN	_____
3	MON	_____
4	TUE	_____
5	WED	_____
6	THU	_____
7	FRI	Pre – Placement Workshop
8	SAT	Pre – Placement Workshop
9	SUN	_____
10	MON	Chanakya
11	TUE	_____
12	WED	_____
13	THU	Dhwani
14	FRI	Dhwani
15	SAT	Independence day (Holiday)
16	SUN	_____

august - 2015

17	MON	Staff Evaluation
18	TUE	
19	WED	PTA Meeting for 1st year UG students – 2.30 p.m.
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	BBM Management Seminar II Unit Test for B.Com/BBM/BBA
25	TUE	
26	WED	PTA Meeting for 2nd year UG students – 2.30 p.m.
27	THU	
28	FRI	
29	SAT	
30	SUN	
31	MON	National Seminar
Important Notes :		

september - 2015

1	TUE	National Seminar
2	WED	PTA Meeting for 3rd year UG students – 2.30 p.m.
3	THU	
4	FRI	
5	SAT	Teacher's Day celebration after 12.00 p.m.
6	SUN	
7	MON	
8	TUE	Nativity of Our Lady (Holiday)
9	WED	
10	THU	
11	FRI	
12	SAT	Last day to submit CIA Marks
13	SUN	
14	MON	
15	TUE	
16	WED	

september - 2015

17	THU	Ganesh Chaturthi (Holiday)
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	Last day of regular classes for UG/PG
24	THU	Bakrid (Holiday)
25	FRI	Study holidays for UG/PG Finalization of attendance shortage list
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	End Semester Examination begins
	Important	
	Notes :	

october - 2015

1	THU	_____
2	FRI	Mahatma Gandhi Jayanthi (Holiday)
3	SAT	_____
4	SUN	_____
5	MON	_____
6	TUE	_____
7	WED	_____
8	THU	_____
9	FRI	_____
10	SAT	Governing Council meeting
11	SUN	_____
12	MON	Mahalaya Amavasya (Holiday)
13	TUE	_____
14	WED	_____
15	THU	_____
16	FRI	_____

october - 2015

17	SAT	_____
18	SUN	_____
19	MON	_____
20	TUE	_____
21	WED	Last working day of the semester
22	THU	Maha Navami Ayudhapooja (Holiday)
23	FRI	Vijayadasami (Holiday)
24	SAT	Last Day Of Moharrum (Holiday)
25	SUN	_____
26	MON	_____
27	TUE	Maharshi Valmiki Jayanthi (Holiday)
28	WED	_____
29	THU	_____
30	FRI	_____
31	SAT	_____
Important		_____
Notes :		_____

november - 2015

1	SUN	Kannada Rajyotsava (Holiday)
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	Naraka Chaturdashi (Holiday)
11	WED	
12	THU	Diwali (Holiday)
13	FRI	Commencement of UG/PG Classes
14	SAT	
15	SUN	
16	MON	

november - 2015

17 TUE _____

18 WED _____

19 THU _____

20 FRI _____

21 SAT _____

22 SUN _____

23 MON 1st unit test for B.Com/BBA/BBM

24 TUE _____

25 WED _____

26 THU *Virtuoso*27 FRI *Virtuoso*28 SAT **Kanakadasa Jayanthi (Holiday)**

29 SUN _____

30 MON _____

Important
Notes : _____

december - 2015

1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	IC & EVS Exams for 1st & 2nd year UG
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	Sports Day
13	SUN	
14	MON	
15	TUE	
16	WED	

december - 2015

17	THU	_____
18	FRI	_____
19	SAT	_____
20	SUN	_____
21	MON	_____
22	TUE	_____
23	WED	_____
24	THU	Christmas Eve (Holiday)
25	FRI	Christmas (Holiday)
26	SAT	_____
27	SUN	_____
28	MON	_____
29	TUE	_____
30	WED	_____
31	THU	_____
Important		_____
Notes :		_____

january - 2016

1	FRI	New Year Day (Holiday)
2	SAT	College reopens
3	SUN	
4	MON	
5	TUE	
6	WED	General Staff Meeting
7	THU	
8	FRI	
9	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	Makara Sankranthi (Holiday)
16	SAT	

january - 2016

17	SUN	_____
18	MON	Midterm test for B.Com/BBA/PG (18th to 23rd Jan 2016) English & Kannada Board of Studies meeting
19	TUE	B.Com Board of Studies meeting
20	WED	PG Board of Studies meeting
21	THU	BBA/BBM Board of Studies meeting
22	FRI	Hindi Board of Studies meeting
23	SAT	_____
24	SUN	_____
25	MON	_____
26	TUE	Republic Day (Holiday)
27	WED	_____
28	THU	_____
29	FRI	_____
30	SAT	_____
31	SUN	_____
Important		_____
Notes :		_____

February - 2016

1	MON	_____
2	TUE	Staff Evaluation _____
3	WED	_____
4	THU	_____
5	FRI	_____
6	SAT	SPIEL - Inter Collegiate Sports Fest _____
7	SUN	_____
8	MON	_____
9	TUE	_____
10	WED	General Staff meeting Ash Wednesday _____
11	THU	_____
12	FRI	_____
13	SAT	_____
14	SUN	_____
15	MON	2nd Unit Test for B.Com/BBA/BBM _____
16	TUE	_____

February - 2016

17 WED _____

18 THU Academic Council meeting

19 FRI _____

20 SAT _____

21 SUN _____

22 MON ENACT (22nd to 24th Feb)

23 TUE _____

24 WED _____

25 THU _____

26 FRI Orientation for choice of electives and internships for IV Sem Students

27 SAT _____

28 SUN Choir Concert

29 MON _____

Important
Notes :

march - 2016

1	TUE	
2	WED	Last day to submit CIA Marks
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	Maha Shivrathi (Holiday)
8	TUE	Student Council Valedictory
9	WED	
10	THU	
11	FRI	College Day
12	SAT	
13	SUN	
14	MON	
15	TUE	
16	WED	Last day for regular classes

march - 2016

17	THU	_____
18	FRI	Farewell for the outgoing students
19	SAT	Feast of St. Joseph's (Holiday)
20	SUN	_____
21	MON	_____
22	TUE	_____
23	WED	_____
24	THU	Maundy Thursday
25	FRI	Good Friday (Holiday)
26	SAT	_____
27	SUN	Easter Sunday
28	MON	End Semester Examinations begins for UG/PG
29	TUE	_____
30	WED	_____
31	THU	_____
Important		_____
Notes :		_____

april - 2016

1	FRI	_____
2	SAT	_____
3	SUN	_____
4	MON	General Staff meeting
5	TUE	_____
6	WED	_____
7	THU	_____
8	FRI	Ugadi (Holiday)
9	SAT	_____
10	SUN	_____
11	MON	_____
12	TUE	_____
13	WED	_____
14	THU	Dr. Ambedkar's Jayanthi (Holiday)
15	FRI	Governing Council Meeting
16	SAT	Last working day

april - 2016

17 SUN

18 MON

BBA Enternance Exam

19 TUE

Mahaveer Jayanthi (Holiday)

20 WED

21 THU

22 FRI

23 SAT

24 SUN

25 MON

26 TUE

27 WED

28 THU

29 FRI

30 SAT

Important

Notes :

may - 2016

1	SUN	May Day (Holiday)
		PG Written test
2	MON	PG Admissions/Interview
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	
15	SUN	
16	MON	

may - 2016

17 TUE

18 WED

19 THU

20 FRI

21 SAT

22 SUN

23 MON

24 SUN

25 MON

26 TUE

27 WED

28 THU

29 FRI

30 SAT

31 SUN

Important
Notes :

