

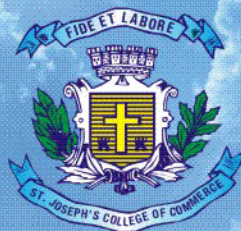
# St. Joseph's College of Commerce

(Autonomous)

163, Brigade Road, Bengaluru - 560 025

Assessed and Re-accredited with 'A' Grade by NAAC

Recognised by UGC as  
"College with Potential for Excellence"



## STUDENT HANDBOOK

2016-2017



## *The 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 our College's 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-reliances;  
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 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 : .....  
.....  
Phone: .....  
Office Address (Parents) : .....  
.....  
Phone: .....  
Address of hostel/Paying Guest House/ .....  
Guardian/Lodging House: .....  
.....  
Cell Phone: .....

Fix Recent  
Stamp Size  
Photo

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Class Mentor

## 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.

## Milestones:

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.**

### 1. 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**

- Bachelor of Commerce (B.Com)
- B.Com - (International Accounting & Finance)
- B.Com - (BPM Industry Integrated)
- B.Com - (Travel & Tourism)
- Bachelor of Business Administration (BBA)
- BBA - (Twinning Programme with Swansea, UK)

### **Postgraduate Programmes**

- Master of Commerce (M.Com)
- M.Com (International Business)
- Post Graduate Diploma

### **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 Services**

The Institution has a well stocked library with over 30,000 titles of both General and Subject books. More than 60 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 data base such as Delnet, N LIST, Capitaline and digital library.

## **Rules of the Library**

- The Library will be open from 9.00 a.m. to 5.00 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.
- Library has an open access system. Users must carry their ID cards in the library, ID cards are not transferable.
- Student who fails to return the books within 15 days will be fined 1 Rupee for each day beyond the due date including 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.

## 2. 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 respects 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 Jesuit 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 our 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 held every Wednesday for about half an hour. Students come together to share their experiences and participate in the 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, A 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 among 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.

## **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. A multi-religious prayer room is provided for yoga, quiet relaxation and prayer during recess hours.

## **Citizenship Training and Students' 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 Students Governor).
- 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 Councilor 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 who participate in the Management and Cultural fests, 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 for participating in the 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 attendance.

### **3. Social Concern**

***"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.

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.

Number of scholarships: 25.

### **Mid-Day Meal Scheme:**

The College provides mid-day meal scheme for economically challenged students. Breakfast is served to Sports Students under this 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 the minimum resources that the villager have. 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 Challenged Students.
- Students from socially marginalized communities such as SC, ST and other minorities.
- 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.
- Rotaract
- Enactus

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.
- Mavericks – The PG Club.
- Finaryans – The Finance club
- Eco club
- Choir
- Business Mentorship club

### **Literary Clubs:**

- Kannada Sangha
- Hindi Parishad
- Art, Literature, Music Association (ALMA)
- Hashmi Theatre Forum

### **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. KALOTSAV & DHWANI 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.

### **Industrial Visits**

The Institution conducts International Industrial trips for its students as part of its curriculum, which is 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 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.
- 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 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**

Dr. Oliver Anthony - 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 based 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 names and register numbers. The written complaint can also be given in person to the Coordinator of the Cell.

The Committee Members are-

Ms. Muktha - Coordinator

Dr. A.M. Sheela – 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:  
.....  
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\_\_\_\_\_  
Signature of the Student/Parent

\_\_\_\_\_  
Counter signed by Mentor (Optional)

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**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. Students in distress may call the National Anti - ragging Helpline 1800 - 180 - 5522 (Toll Free) or email at [helpline@antiragging.in](mailto:helpline@antiragging.in)**
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.
5. Ten minutes after the bell, no student would be allowed into the class.
6. There should be complete silence on the corridors during class hours. Students must not loiter on the corridors during class hours.
7. No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
8. If the concerned Lecturer is absent, students are expected to use the Library or the e-resources.
9. 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.
10. Students are forbidden to bring fire crackers and Holi colours to the campus. Students found doing so are liable to disciplinary action.
11. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
12. Boys and girls are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
13. 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 representative, will be responsible for the cleanliness of the room allotted to them.

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 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 Friday

### Formal Dress Code for boys:

- Formal Pants
- Half or Full sleeve formal shirts.
- Tie mandatory for B.Com( Professional)

### Formal Dress Code for girls:

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

**Informal Dress Code:** Only on Saturday

### Informal Dress Code for boys:

- Pants with only Collared T-shirts (No Verbal or Pictorial Messages)

### Informal Dress Code for girls:

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

**BBA, B.Com (Travel and Tourism) and B.Com (BPM) Students are expected to wear their official uniform on Mondays and M.Com students on Wednesdays.**

- Any student violating the dress code will not be allowed to sit in the class.
- 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 can be viewed on the College website by Students/ Parents. 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 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. To be eligible to appear for the midterm test a student should have at least 75% attendance in the respective subject.



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 (the CIA marks obtained during the semester remains final).
5. End Semester Exam (ESE) will be held for 100 marks for final year students and 70 marks for first and second year students. The duration of the examination is 3 hours.
6. Only those students who secure 75% attendance in each paper are eligible to write the end semester examination.
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 Login). 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 UG student has to get in each subject a minimum of 40% marks in the ESE and the aggregate marks should also be 40% which includes CIA & 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 UG course.
5. A candidate should complete the Bachelor's Degree within five (3+2) 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 (2 + 2) 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 V of UG and Semester III of PG in the month of November and for Semester VI of UG and Semester IV of PG 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-totaling 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. All the UG students must clear the following mandatory courses (i) Indian Constitution (ii) Environmental Studies (iii) Human Resource Development (iv) Association Activities (v) Outreach Activities (vi) Internships
2. An examination will be conducted for the first three 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 a student fails in a Mandatory Course he/she has to take the supplementary examination in the next available chance 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. Jason Furtado, SJ	Secretary & Treasurer
Rev. Dr. Daniel Fernandes, SJ	Principal
Dr. Nirmala Joseph	Vice Principal
Rev. Fr. Roshan Pereira, SJ	Campus Minister

### Total Quality Management (TQM) Team

Rev. Dr. Daniel Fernandes, SJ	Principal
Dr. Nirmala Joseph	Vice Principal
Ms. Sneha Rai	Controller of Examinations
Ms. Muktha	IQAC Coordinator
Ms. Veenu Joy	HOD: B.Com.
Mr. Raj A. Sadhwani	HOD: BBA
Ms. Ravi Darshini	HOD: P.G.
Ms. Suganthi Pais	Coordinator 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.
Dr. Nirmala Joseph	M.Com., M.Phil., Ph.D
Ms. Rency Rakesh Balraj	M.Com., M.Phil.
Dr. A. M. Sheela	M.A., Ph.D.
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., MBA., M.Phil, PGDCA, Ph.D
Mr. Z. Mohammed Ashfaque	M.Com., PGDBA
Mr. Raj A. 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. Preemal Maria D'Souza	M.Com, PGDBA
Fr. Roshan Pereira, SJ	MIB., M.A. (Phil.), B.Th
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., Ph.D
Mr. Giridhar Naidu	M.Com
Ms. Sumithra Sreenivasan	M.Com., MBA
Ms. Nischitha	M.Com
Ms. Nancy Christina	MBA
Dr. Anupama. S. Kotur	MTA., M.Phil., Ph.D
Mr. Elvis Dias	MBA
Ms. Vedapradha. R	MBA

**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  
 Ms. Sonam Reddy  
 B2 (French), B2 (Spanish)

B.E. (Mech.) DELF B2  
 B.E. (Comp. Sci.)

**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

**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.  
 Mr. Deenyar N. Garda  
 Ms. Leanne Rose Pais

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

**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. Babu  
 Mr. Manimuthu  
 Mr. Mallesha  
 Mr. Harish  
 Mr. Franklin Joseph

Systems Administrator  
 ERP Coordinator  
 Lab Supervisor  
 Lab Attender  
 Lab Attender  
 Lab Attender

**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. RamaniDorai	B.Sc., PGDM B.Com., LLB. PGDHR & IB M.A., PGDM (XIME) B.E., M.Tech (IIT-M), PGDBA MBA (Fin.), M.Com., M.Phil., PGDFM
Mr. P. S. Nambiar	B.Com, ACA MMM from JBIMS – Mumbai CQE, System Auditor, Dip. in Textile Tech MBA, PGD in HRM & International Business Operations PGDBA & M.A. English MSW, PGDPM MA (Econ.), LLB., MBA BA (Mktg) LLB., MS., Ph.D M.Com., MBA., LLB MBA (HRM), PGDBA, MBA- Marketing, B.Com B.Com., ACA B.Sc., ACA B.Com., LLB., FCA., PGDFM
Mr. S. Shankar	
Ms. Sheela Krishna	
Mr. L. Surendra	
Mr. Harisha B. V. Rao	
Mr. Jayakumar Nair	
Mr. Shiva Prakash	
Mr. Murali Mohan	
Ms. MonalisaNayak	
Mr. VikramViswanathan	
Mr. Jose Joseph Vettikal	
Mr. Ramlingam K	
Mr. T.K. Vijay Kumar	
Mr. Binoy Mathew	
Mr. Paul Abraham	
Mr. Peeyush Surana	
Ms. Padmini Rao	
Mr. George	

**Administrative Staff**

Mr. Asad Pasha	Accounts Administrator
Mr. G. S. Jagannath	General Enquiries/ Scholarships
Mr. P. G. Jose	Data Entry
Mr. John Sudhakar	Office Assistant
Ms. Jayashree P.R	BU Approvals/Scrutiny
Mr. Antony Cruz	Maintenance in-charge

Mr. Joseph Martin Govias  
Ms. Joys Malini  
Ms. Prema Paul  
Ms. Deena Pereira  
Ms. Sukrutha. P  
Ms. Geethanjali  
Ms. Precilla Noreen Hoskins  
Ms. Mary Steffy  
Mr. Benjanmin  
Ms. Nancy Amalraj

**Attenders**

Mr. Yesudas  
Mr. K. Kempaiah  
Mr. T. Venkateshaiah  
Mr. K.A. Shivashankara  
Ms. Anthony Mary  
Ms. Sharadhamma  
Mr. Rathnam. B  
Mr. Sunder Raj  
Ms. Kondamma  
Mr. Shivashankar  
Mr. Dhanakoti  
Mr. Venkatarammaiah

**Staff Services 2016-2017**

Vice Principal  
Controller of Examinations  
IQAC Coordinator  
HOD - B.Com  
HOD - BBA  
HOD - PG  
Campus Minister  
Coordinator B.Com TT  
HOD - English  
HOD - Kannada

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

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

Dr. Nirmala Joseph  
Ms. Sneha S. Rai  
Ms. Muktha  
Ms. Veenu Joy  
Mr. Raj A. Sadhwani  
Ms. Ravi Darshini  
Rev. Fr. Roshan Pereira, SJ  
Ms. Suganthi Pais  
Dr. Rajaram  
Mr. T. H. Lava Kumar

HOD - Hindi	Dr. Sajida Ahmed
Placements & Internship	Ms. Komal. A. Dave / Ms. Vedapraada
Students' Governor	Ms. Theresa Rathi Rani
Staff ongoing Training	Ms. Shivakami Rajan
Library Facilitator	Mr. Vinay Kambipura
Theatre Club	Mr. Lava Kumar
National Service Scheme	Mr. Ashok
Parent Teacher Association	Ms. Christina Aroojis
Sports Asst. Director	Ms. Asha
Staff Secretary	Ms. Nikhath Asrar
Women's Forum	Ms. Gayatri Sasi Tampi
Industrial Visits	Ms. Nikhath Asrar
Guest Lectures	Dr. Shubhra Rahul
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	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. Tasmiya Hussni/ Dr. Anupama
E-cell	Ms. Tina Singh
Bridge Course	Ms. Komal A Dave
Rotract Club	Ms. Nancy Christina
AICUF	Ms. Christina Aroojis
Choir	Ms. Preemal
Finance Club	Mr. Giridhar/Ms. Nischitha
Eco Club	Mr. Elvis Dais/Mr. Ashfaque

**Research Centre**

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

## JUNE - 2016

1	WED	College reopens for academic year 2016-17 for II & III year UG Orientation for V Semester B.Com/BBA Students
2	THU	Orientation for III Semester B.Com/BBA students.
3	FRI	College Commences and Orientation for I Semester B.Com - Professional/BBA Department meeting PG and BBA
4	SAT	Department meeting B.com
5	SUN	Retreat for II & III year Students
6	MON	College Commences and Orientation for I Semester B.Com College commences for I & III Sem M.Com Class Rep Election for II & III year UG and II year PG
7	TUE	
8	WED	Student Council Election
9	THU	
10	FRI	Class Rep Election for I year UG/PG
11	SAT	
12	SUN	Retreat for I year Students
13	MON	Submission of BBA Internship reports.
14	TUE	
15	WED	Student Council Inauguration
16	THU	Retreat/Seminar for UG/PG Students. Ignitors: Integral Formation Programme (16th – 18th June)



## JUNE - 2016

17	FRI	_____
18	SAT	<ul style="list-style-type: none"> <li>• Leadership Camp (18th – 19th June) for Student Council Representatives</li> <li>• Staff Enrichment for Teaching Faculty</li> </ul>
19	SUN	_____
20	MON	Submission of B.com Internship reports.
21	TUE	_____
22	WED	_____
23	THU	_____
24	FRI	_____
25	SAT	PGD Courses commences & Orientation
26	SUN	_____
27	MON	_____
28	TUE	_____
29	WED	_____
30	THU	Intra Class Business Fest
Important		_____
Notes :		_____
		_____

## JULY - 2016

1	FRI	Intra Class Cultural Fest – Kalotsav
2	SAT	Intra Class Cultural Fest – Kalotsav
3	SUN	
4	MON	1st unit test for B.Com/BBM/BBA Research training programme for II year M.com students (4th – 10th July)
5	TUE	
6	WED	Outub – e – Ramzan (Holiday)
7	THU	
8	FRI	Submission of PG Internship reports
9	SAT	
10	SUN	
11	MON	Inter – Religious Day
12	TUE	
13	WED	Sports Induction Ceremony at 2.00 p.m.
14	THU	
15	FRI	Last day for UG/PG Internship Marks to the COE.
16	SAT	

**JULY - 2016**

17	SUN	_____
18	MON	_____
19	TUE	_____
20	WED	General Staff meeting
21	THU	Student seminar for UG (21st to 23rd July)
22	FRI	Retreat for II & III year Students
23	SAT	_____
24	SUN	_____
25	MON	_____
26	TUE	_____
27	WED	Midterm test for B.Com/BBM/BBA/PG (27th to 29th July 2016)
28	THU	Nature Protection Day
29	FRI	_____
30	SAT	Swansea Students Exchange Programme
31	SUN	<b>Feast of St. Ignatius of Loyola S.J. (Holiday)</b>
Important		_____
Notes :		_____

## AUGUST - 2016

1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	Pre-Placement workshop
6	SAT	Pre-Placement workshop
7	SUN	
8	MON	
9	TUE	Department meeting PG
10	WED	General Staff meeting
11	THU	Department meeting BBA
12	FRI	Department meeting B.com
13	SAT	
14	SUN	
15	MON	<b>Independence day (Holiday)</b>
16	TUE	Staff Evaluation

## AUGUST - 2016

17	WED	PTA Meeting – 2.30 p.m. – 1st year UG Students
18	THU	
19	FRI	Chanakya – Intercollegiate Business Fest
20	SAT	Renewable Energy Day
21	SUN	
22	MON	
23	TUE	
24	WED	PTA Meeting – 2.30 p.m. – 2nd year UG Students
25	THU	
26	FRI	National seminar PG
27	SAT	
28	SUN	
29	MON	BBA Management Seminar
30	TUE	
31	WED	PTA Meeting – 2.30 p.m. – 3rd year UG Students
Important		
Notes :		

## SEPTEMBER - 2016

1	THU	National Seminar
2	FRI	National Seminar
3	SAT	Teachers' Day celebrations
4	SUN	
5	MON	<b>Ganesha Chaturthi (Holiday)</b> Teachers' Day
6	TUE	Orientation for Allied options for III Sem students
7	WED	
8	THU	<b>Nativity of Our Lady (Holiday)</b>
9	FRI	
10	SAT	
11	SUN	
12	MON	<b>Bakrid (Holiday)</b>
13	TUE	Last day to submit CIA marks International Seminar
14	WED	General Staff meeting
15	THU	BOS - PG
16	FRI	Ozone Day



## SEPTEMBER - 2016

17	SAT	_____
18	SUN	_____
19	MON	_____
20	TUE	_____
21	WED	_____
22	THU	_____
23	FRI	Last day for regular classes for UG/PG
24	SAT	_____
25	SUN	Study holidays for UG/PG Finalization of attendance shortage list
26	MON	ICSSR – National Level Research Methodology Workshop – 26th to 30th Sept
27	TUE	_____
28	WED	Green Consumer Day
29	THU	_____
30	FRI	<b>Mahalaya Amavasya (Holiday)</b>
Important		_____
Notes :		_____
		_____

## OCTOBER - 2016

1	SAT	End Semester Examination begins
2	SUN	<b>Mahathma Gandhi Jayanthi (Holiday)</b>
3	MON	World Habitat Day
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	Governing Council meeting
9	SUN	
10	MON	<b>Maha Navami Ayudhapooja (Holiday)</b>
11	TUE	<b>Vijayadasami (Holiday)</b>
12	WED	<b>Last day of Moharrum (Holiday)</b>
13	THU	
14	FRI	
15	SAT	<b>Maharshi Valmiki Jayanthi (Holiday)</b>
16	SUN	

**OCTOBER - 2016**

17 MON

18 TUE

19 WED

20 THU Last working day of the semester

21 FRI

22 SAT

23 SUN

24 MON

25 TUE

26 WED

27 THU

28 FRI

29 SAT **Naraka Chaturdasi (Holiday)**

30 SUN

31 MON **Balipadyami (Holiday)**

Important

Notes :

## NOVEMBER - 2016

1	TUE	Kannada Rajyotsava (Holiday)
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	Commencement of UG/PG Classes
8	TUE	
9	WED	English – BOS
10	THU	Hindi – BOS
11	FRI	Kannada – BOS
12	SAT	
13	SUN	World Communication Day
14	MON	
15	TUE	BBA – BOS
16	WED	B.Com – BOS

## NOVEMBER - 2016

17	THU	<b>Kanakadasa Jayanthi (Holiday)</b>
18	FRI	Dhwani – Inter Collegiate Cultural Fest
19	SAT	Dhwani – Inter Collegiate Cultural Fest
20	SUN	UN Child Rights Day
21	MON	Research training programme for 1st year PG students (21st – 26th Nov)
22	TUE	
23	WED	
24	THU	
25	FRI	Virtuoso
26	SAT	Virtuoso
27	SUN	
28	MON	1st Unit Test for B.Com/BBA
29	TUE	
30	WED	
Important		
Notes :		

## DECEMBER - 2016

1	THU	IC Exams (1st – 3rd Dec) World AIDS Day
2	FRI	
3	SAT	
4	SUN	
5	MON	EVS Exams (5th – 7th Dec)
6	TUE	
7	WED	Department meeting B.Com
8	THU	Department meeting BBA
9	FRI	Department meeting PG
10	SAT	Sports Day
11	SUN	Mountain Day
12	MON	Id – Meelad (Holiday)
13	TUE	
14	WED	
15	THU	
16	FRI	Workshop on how to write Research Proposal to funding agencies



**DECEMBER - 2016**

17 SAT

18 SUN

19 MON

20 TUE

21 WED

22 THU

23 FRI

24 SAT **Christmas Eve (Holiday)**25 SUN **Christmas (Holiday)**

26 MON

27 TUE

28 WED

29 THU

30 FRI

31 SAT

Important

Notes :

# JANUARY - 2017

1	SUN	<b>New Years Day (Holiday)</b>
2	MON	<b>College reopens</b>
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	<b>General Staff Meeting</b>
12	THU	
13	FRI	
14	SAT	<b>Makara Sankranti (Holiday)</b>
15	SUN	
16	MON	<b>Midterm test for B.Com/BBA/PG (16th to 18th Jan 2016)</b> <b>English &amp; Kannada Board of Studies meeting</b>

**JANUARY - 2017**

17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	National Seminar –B.com Department
25	WED	
26	THU	Republic Day (Holiday)
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	Peace Day Martyr's Day Research Seminar –PG Department- Agamya
Important		
Notes :		

## FEBRUARY - 2017

1	WED	
2	THU	
3	FRI	
4	SAT	SPIEL Inter Collegiate Sports fest
5	SUN	
6	MON	Orientation for Major Optionals and internship for IV Sem students
7	TUE	
8	WED	Staff Evaluation
9	THU	
10	FRI	
11	SAT	World Day of the Sick
12	SUN	
13	MON	Orientation for Allied Options for II Sem students
14	TUE	
15	WED	2nd Unit Test for B.Com/BBM/BBA General Staff meeting
16	THU	

**FEBRUARY - 2017**

17	FRI	Academic Council meeting
18	SAT	
19	SUN	
20	MON	ENACT (20th to 22nd Feb)
21	TUE	
22	WED	
23	THU	
24	FRI	Submission of association grades to the exam department
25	SAT	
26	SUN	Choir Concert
27	MON	
28	TUE	
Important Notes :		

## MARCH - 2017

1	WED	Last day to submit CIA
2	THU	
3	FRI	Review of annual budget –B.com department
4	SAT	Thanksgiving service
5	SUN	
6	MON	Student Council Valedictory
7	TUE	
8	WED	General Staff meeting Women's Day
9	THU	
10	FRI	College day
11	SAT	
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	Last day for regular classes

## MARCH - 2017

17	FRI	Farewell for the outgoing students
18	SAT	
19	SUN	<b>Feast of St. Joseph's (Holiday)</b>
20	MON	
21	TUE	International Harmony Day
22	WED	World Day of Water
23	THU	UGC Sponsored National Level Workshop on "Mastering Excel and SPSS package"
24	FRI	UGC Sponsored National Level Workshop on "Mastering Excel and SPSS package"
25	SAT	
26	SUN	
27	MON	End Semester Examinations beings for UG/PG
28	TUE	
29	WED	
30	THU	
31	FRI	
Important		
Notes :		

## APRIL - 2017

1	SAT	
2	SUN	
3	MON	
4	TUE	General Staff meeting
5	WED	
6	THU	
7	FRI	
8	SAT	<b>Mahaveer Jayanthi (Holiday)</b>
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	Maundy Thursday Dr. Ambedkar's Jayanthi (Holiday)
14	FRI	Good Friday (Holiday)
15	SAT	Last working day
16	SUN	Easter Sunday



**APRIL - 2017**

17	MON	BBA Entrance Exams
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	
30	MON	
Important		
Notes :		

## MAY - 2017

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

**MAY - 2017**

17 WED

18 THU

19 FRI

20 SAT

21 SUN

22 MON

Bio Diversity Day

23 SUN

24 MON

25 TUE

26 WED

27 THU

28 FRI

29 SAT

30 SUN

31 MON

Important

Notes :

## RECORD OF ABSENCE

Name..... Class..... Section.....

**Note: Absence of upto 7 days requires signature of the HOD.**

**Absence of more than 7 days requires the signature of the Principal**

[illegible]

## RECORD OF ABSENCE

Name..... Class..... Section.....

**Note: Absence of upto 7 days requires signature of the HOD.**

**Absence of more than 7 days requires the signature of the Principal**

[illegible]

## RECORD OF ABSENCE

Name..... Class..... Section.....

**Note: Absence of upto 7 days requires signature of the HOD.**

**Absence of more than 7 days requires the signature of the Principal**

[illegible]

**NOTES**

### **Jesuit Education...**

**Is world-affirming:** Jesuit education acknowledges God's presence and action in all of creation: in nature, in history and in persons. Therefore, it affirms the radical goodness of the world and it regards every element of creation as worthy of study and contemplation, capable of endless exploration.

**Cares for each person:** Jesuit education recognizes the developmental stages of intellectual, affective and spiritual growth and assists each student to mature gradually in all these areas.

**Is value-oriented:** Jesuit education includes formation in values, in attitudes, and in an ability to evaluate criteria; encourages a realistic knowledge, love, and acceptance of self.

It provides a realistic knowledge of the world in which we live.

**Pursues excellence:** The Jesuit education helps students to develop the qualities of mind and heart that will enable them in whatever station they assume in life - to work with others for the good of all.

**Is to form men and women for others:** 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 a love for God.



## TIME TABLE

Name : ..... Class : .....

	I	II	III	IV	V	VI
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						



### MY INDIA PLEDGE

*India is my country. All Indians are my sisters and brothers. I appreciate and celebrate our cultural, linguistic, ethnic and religious diversity. Living together in love and peace is our strength. Justice for everyone and opportunity for all is my vision.*

*Inclusive education and global learning is my aspiration. Any form of hatred and violence is against my ethical principle. I want to grow in a democratic space guaranteed by my constitution. I respect the dignity of all as children of God. I appreciate the rights and duties of all citizens of this great country. I welcome the global opportunities to learn, labour and live the joy of life. As fellow citizens of the 21st century we are committed to the common destiny of a beautiful world of love, justice and fraternity*

**ST. JOSEPH'S COLLEGE OF COMMERCE**  
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