



# 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*  
*2018 - 2019*

## *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 women and men 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.

*A truly educated person is that rare individual who can separate reality from illusion.*

## 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" and when Bangalore University recognized the College as Research Centre in 2010. This is one of the first Colleges in Karnataka to be granted Autonomous Status in 2005.

## 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 women and men 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 "women and men" 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.

## Academic Programs of the Institution

### I) Undergraduate Programs (Three- Year)

- Bachelors in Commerce ( B.Com)
- B.Com ( Professional Studies)
- B.Com ( BPM- Industry Integrated)
- B.Com (Travel and Tourism)

- B.Com (Professional - International Accounting & Finance)
- B.Com (Analytics)
- Bachelor of Business Administration (BBA)
- BBA (Entrepreneurship)
- BBA (Professional- Finance and Accountancy)
- BBA International Twinning Program

## II) Postgraduate Programs (Two- Year)

- M.Com (Finance and Taxation/ Marketing & Analytics)
- M. Com (International Business)
- M. Com (Financial Analysis)

## III) Post-graduate Diploma (PGD) Programs

### 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.

### Total Quality Management (TQM) Team

With increasing demand of quality education coupled with high global competition, St. Joseph's College of Commerce has invested in adaptation and implementation of the Total Quality Management procedures, tools and techniques to improve the cohesiveness, flexibility and competitive demands in the Education sector efficiently and effectively. In addition, the College meets the best needs for students and society through the adoption of principles of TQM. The TQM team members consist of the heads and coordinators of all the departments of the Institutions in addition to the Director, Principal and the Vice Principal. The activities of the TQM span across all departments in the Institution catering to the current and future needs of all the stakeholders.

The TQM being a steering committee ratifies all the internal process, initiatives, and procedures which are put forth to achieve quality performance by identifying individuals, groups to carry out the responsibility of the selected criteria, thus enabling quality performance of the education programs of the Institutions. These initiatives have geared



the Institution towards achieving academic excellence, social concern and character formation- the core values of the Institution.

### **CQAC (College Quality Assurance Cell)**

This body includes all the Heads of the departments and one member from each department and the Total Quality Management (TQM) Team.

CQAC meetings will be held in the beginning, during the course of and at the end of every academic year. Year plan will be prepared at the beginning of the year by CQAC. This body ensures that all quality mechanisms are in place, listen to views of the students, responds and ensures outcomes are communicated and reported to the concerned departments and participates in quality assurance processes. This body monitors policies, strategies set for academic standards and quality assurances for the programs that are being taught, initiates learning opportunities and mode of delivery.

### **SQAC (Student Quality Assurance Cell)**

This body consists of one student from each class and it aims to ensure student participation in quality related issues, validation and feedback system including feedback from Alumni, coordination by department Alumni Meet. This body shall, each month, review, for appropriateness and compliance course curriculum, validate lesson plan, participate in continuous internal assessment of the course programs and shall report to the CQAC a report of the same. It is the body that ensures all the communication and decisions involving quality issues with respect to the course programs reaches the student community. The members are required to attend all the meetings called by the IQAC with regard to student's involvement.

### **Research Centre**



Research Department obtained its distinguished status of 'Research Center' from Bangalore University in the year 2010-11. Its mission is to promote research environment among students and teaching fraternity. Center is committed to organize best-in-category FDPs/workshops/seminars/conferences for budding researchers and industry professionals. Its *SJCC Management Research Review* (ISSN 2249-4359) is a UGC approved Bi-annual peer reviewed Journal. The Research Center also provides assistance to faculty members engaged in funded research projects. It publishes novel books and conference compendium authored/edited by faculty members. Research conducted through SJCC-Research Center has proved beneficial to the society and industry at large.



## **Consultancy Services**

The eminent Staff of St. Joseph's College of Commerce are actively engaged in rendering consultancy services. The Consultancy services team helps faculty members in taking up the projects based on their area of expertise. Through their wide array of experience and specialized skills faculties assist companies in finding solution for challenging problems. The key aim of this initiative is to channelize the resources for seamless operations and harmonious College-client relationship.

## **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 languages. The Library has ICT services such as:

1. N LIST – To access International and National Journals, E – books, etc
2. Johan Brown Digital Library – 5500 e-books
3. EBSCO and CAPITALINE Database
4. DELNET
5. Online Public Access Catalogue

## **Rules of the Library**

- The Library will be open from 8.00 a.m. to 5.00 p.m., on all working days and vacations of the year. On Saturdays it will be open from 8.00 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 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.

### **Library Committee**



The Library Committee will oversee the functioning of the College Library. It will recommend books, journals and magazines to the library based on the requirement of the programs. Request for subject related books will be routed through the Subject Coordinators to the committee which will then scrutinize and approve the same for purchase. The committee will also work towards encouraging the students to use the library for academic purposes. The members of the Library Committee include:

1. Ms. Manjula (Librarian)
2. Mr. Lakshmipathi (Asst. Librarian)
3. Mr. Vinay Kambipura (Library Facilitator)
4. Ms. Muktha (Library Facilitator)

### **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 her/his child's absence.
- Online Payment Gateway 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 for download.

## Placement and Career Services



The College offers placement and career 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 and BBA (Entrepreneurship) students in a startup company 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 Programs



Professional Certificate Programs 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 program 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 Program and are spread for over 40 to 60 hours of inclusive classroom instruction, practical work, assignments, projects, case studies and presentations.

### International Desk



St. Joseph's College of Commerce has a stimulating vision for its students with a focus on innovative ways to add value to their learning through internationalization. International Desk keeps the same view embarks on dynamic programs of strategic alliances with some of the top universities abroad as well as various on-campus interactive activities. The key objectives of the International Desk is to provide an international educational exposure to our students, to promote and offer global opportunities as well as propagate and develop intercultural understanding among students. International Desk also organizes guest lectures, on and off campus.

## 2. Character Formation



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 her/his faith. She/ he is expected to examine her/his religious feelings and beliefs with a view to deepening the basic and fundamental orientation towards God and establishing a relationship with her/his 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 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 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. 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** - Once a month, panel discussions on matter of faith are held for I and II year Catholic students. Students are given knowledge on the Bible, the Prophets, the Sacraments and on the life and various manifestations of Jesus.

**Annual Programs** - 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 about seven to three, since there are several Catholic/Christian Colleges exclusively for girls in Bangalore. The purpose of bringing growing young women and men together during the post-school period is to facilitate a healthy emotional growth.

**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.

## 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 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 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 aspiring for the posts 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 through email. Parents/guardians are requested to attend the meetings. It is also recommended that they meet the Student Councillors and Class Mentors regularly 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 holistic 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 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 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.

### 3. Social Concern



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 Intuition organizes many outreach programs 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 UG or PG who is economically weak, especially from the rural areas is eligible to apply provided she/he furnishes

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

### **Number of scholarships: 50.**

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

The College provides mid-day meal scheme for economically challenged students. Morning breakfast is served under this scheme to Sports Students.

### **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 programs in these villages and work towards their betterment. 60 Hours of community service is mandatory to qualify and attain the graduation Degree Certificate from St. Joseph's College of Commerce.

### **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 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 marginalized 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 women and men 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

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 program. While SPIEL, an intercollegiate sports tournament, attends to forging of friendships through sportsmanship, CHANAKYA, VIRTUOSO, CIPHER, the 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 is the concrete expression of this endeavour. Fests 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. In lieu of several extracurricular and curricular activities on campus there is an extracurricular activities committee which works closely with the Student Governor in ensuring the smooth conduct of extracurricular activities in campus.

### Extra-Curricular Activities Committee

1. Mr. Lava Kumar – Student Governor
2. Dr. Suganthi Pais
3. Mr. Prakash
4. Dr. Ritty Francis

## 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 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.

## Statutory and Non Statutory Committees of the College

The College has statutory committees such as

- a) The Governing Body
- b) The Academic Council
- c) The Board of Studies for various programs
- d) The Finance Committee

The other Non-Statutory committees are:

### a) Grievance and Malpractice (Prevention & Redressal) Committee

#### 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
  7. Examinations will take action on the report of the Committee.
- (The prescribed Format of the Submission of Grievance Form is given)

The following members constitute the Committee

Ms. Sneha Rai - Coordinator.

Dr. Antony Oliver, Controller of Examinations - Member.

Dr. Raja Jebasingh, Assistant Director, Research - Member.

Ms. Gretta Furtado, Students' Counsellor - 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)

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**FOR OFFICE USE ONLY**

Comments of the Committee:

Action Taken:

.....

\_\_\_\_\_  
Signature of the Coordinator of  
Grievance Committee



**b) 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](mailto: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-

1. Ms. Muktha – Coordinator
2. Dr. A.M. Sheela – Member
3. Ms. Bindhu Subash – Member
4. Prof. Y J Rajendra (lawyer) – Member

**c) Anti-Ragging Cell**

To root out ragging in all its forms from the institution, an anti-ragging cell has been established as per the guidelines of UGC. Ragging in any form is totally banned in the entire institution and strict action against those found guilty of ragging and/or abetting ragging is taken. All complaints pertaining to any kind of ragging by any student/group of students of the College inside or outside the College campus may be reported to 'Anti-ragging Cell' by writing a letter or sending a mail to [antiraggingcell@sjcc.edu.in](mailto:antiraggingcell@sjcc.edu.in)

The following members constitute the committee:

1. Mr. Vinay Kambipura ( Coordinator)
2. Ms. Imsusangla A.O (Member)
3. Ms. Tina P.Singh (Member)

**d) Equal Opportunity Centre**

The Institution has established an Equal Opportunity Centre, as per the guidelines of UGC, to oversee the effective implementation of policies and programs for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

**Functions:**

- a) To ensure equity and equal opportunity to the community at large in the College and bring about social inclusion.
- b) To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- c) To look into the grievances of the weaker section of society and suggest amicable solution to their problems.

**Advisory Committee**

1. Ms. Rency Rakesh Balraj ( Adviser)
2. Mr. Gladson. J ( Member)
3. Ms. Vedapradha ( Member)

**e) Academic Audit Committee**

The mission of this committee is to promote greater accountability of all the departments of the Institution by undertaking the audit of the institution's system of internal policies, procedures and controls, evaluates, monitors compliances and reports in a timely manner in accordance with applicable regulatory obligations. The Conduct of Quality Circle Meetings and action taken reports will be a part of the reasonability. The Committee Constructs work plan of the internal audit function after due approval from TQM body and reports on the result of the internal audit's work. The audit of timely submission of Question papers from departmental faculties along with answer sheets of the continuous assessment, including auditing the steps taken for slow learners or non-performers, and the steps taken for professional development. The committee meets twice in a semester with the TQM to discuss any issues arising from the Committee's responsibility.

**Academic Audit Committee:**

1. Ms. Shivakami Rajan – (IQAC Coordinator)Coordinator
2. Ms. Ravi Darshini – Vice Principal
3. Dr. Himachalopathy – Member
4. Dr. Selvi Sathyanarayanan – Member
5. Ms. Anusuya Paul – Member

**f) Examination Committee:**

It is an apex body of the institution which aims at conducting its duties efficiently throughout the year regarding assessment and evaluation process according to the rules laid by the institutional exam manual in accordance with UGC. This committee is headed by the Controller of Examinations, Custodian, two faculty members nominated by the Principal and the Department staff.

**Structure and Functions:**

The committee deals mainly with the conducting of all exams and all evaluations, appointment of examiners, evaluators, floor supervisors, preparation and publication of exam schedule, conduct of central evaluation, timely declaration of results, conduct of supplementary exams and distribution of marks card.

The committee works on three phases on functional basis:

Pre examination work

Conduct of exams

Post examination work

**Pre Examination work:**

It involves preparation of schedule of exams, question paper requests, announcement of dates of various events as per the calendar of events, appointment of external and internal paper setters, evaluators, reviewers, floor supervisors, tabulation of CIA marks, grade subjects etc.

**Conduct of examination:**

Arrangement of seating plan, invigilation schedule, conduct of exams, collection and validation of answer scripts back in control room, board meet of various subjects evaluators, conduct of central evaluation, malpractice if any or grievance handling,

**Post examination work:**

Declaration of results on time, request for revaluation and retotaling, announcement of retotaling or revaluation result, supplementary exams announcement, supplementary exam timetable, conduct of supplementary exam, distribution of marks cards of the previous semester.

The Committee members are:

1. Dr. Antony Oliver (COE) – Coordinator
2. Ms. Sumithra Sreenivasan – Custodian of Examinations
3. Dr. Hariharan Ravi – Member
4. Dr. Muralidharan – Member

**g) Student Welfare Committee:**

In addition to the several initiatives of the Institution in maintaining the student welfare there is also an exclusive committee established for the same.

Committee members:

1. Ms. Gretta Furtado – Student Counsellor – Coordinator
2. Mr. Deenyar – Student Counsellor
3. Ms. Marina Joyce Roche – Member

**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 (first 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. Students must observe punctuality. Students will not be permitted into the class after the second bell.
4. During the first hour in the day, when the second bell is given, students stand for a one-minute silent prayer.
5. Eating and chewing of gum, while the class is in progress is strictly prohibited.
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. Any display of indiscipline including insubordination, habitual inattention, and neglect of work, unbecoming language or conduct, obscenity in word or deed by a student shall be liable to temporary or permanent dismissal.
12. Students 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 it. Electronic gadgets like projectors, sound systems, laptops must be operated as instructed by the technical staff. Any damage to the electronic equipment caused by wilful neglect or misuse shall be liable for payment of fine.
14. 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.
15. 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.
16. Vehicle parking will be allowed on all working days from 6.00 am to 6.00 pm on payment of parking fee. Students whose vehicles are parked in the premises after 6.00 pm are liable to be fined.
17. Every student is required to carry her/his identity card to College. The card must be in the possession of the student at all times and must be shown to the staff or College officials when asked at any time during the College hours including during Examination and formal programs, and in the administrative office and library.

18. Association functions and cultural programs will be held only after class hours. Practice for all programs should be held either prior to the classes or after classes.

**19. Outsiders are not permitted to attend College functions. Strict action will be taken on those who bring outsiders to the campus.**

20. No money is to be collected from students without the prior permission of the Principal. Any collection of money with the approval of the Principal shall be intimated to the parents through e-mail and text message.
21. Printed matter, photographs/videos not approved by the Principal is not to be brought to the College.

**22. 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 or resorting to unfair means during examination is considered as a serious malpractice.**

23. 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.
24. 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.
25. After class hours students are not expected to remain on the campus unless there is a function/program 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 St. Joseph's College of Commerce 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 is mandatory for B.Com Professional (Intl. Accounting & Finance) students

**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-shirts/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.
- Colouring of hair and unconventional haircuts are strictly prohibited.
- Earrings for boys is not permitted.
- 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.



1. Absence up to 3 days requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 7 days requires signature of the HOD. Absence of more than 7 days requires signature of the Principal.
2. 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.
3. College mandates a minimum of 75% attendance in each paper to be eligible to write the mid semester exams.
4. If a student fails to secure a minimum of 75% attendance in a semester, then she/he will be detained for that semester. She/he will have to repeat the semester and has to enroll afresh, by paying 50% of the annual fees.
5. If a student is absent for one period in a day, she/he will be marked absent for that period only.
6. Attendance is available for 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 information, including attendance.
7. Parents are requested to make use of this facility in tracking the attendance of their ward.
8. 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.
9. It is mandatory for students to attend the mid semester test. There will be no retest.
10. Students, who absent themselves on medical grounds, should produce a bonafide medical certificate.
11. If a student is absent up to three classes in a subject/ paper, she/he may attend the next class of that subject/ paper only after getting an admit slip from the Class Mentor.
12. If a student falls short of 75% attendance in any month in any subject she/he will be required to meet the Mentor with parents.

13. The name of the student will be removed from the rolls if she/he is absent continuously for more than 10 days without leave.
14. Prolonged or serious illness, hospitalization or long medically advised rest must be reported to the Principal as early as possible.
15. Marks will not be awarded for attendance.
16. 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 marks card 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 Institution. Although Autonomy provides the College the right to frame its own syllabi and conduct its own internal and semester examinations, the degree will be conferred upon by the University.

### **Academic Evaluation:**

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

### **Credit System:**

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.

### **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.

### **For the exam schedule refer pages 41 & 42.**

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

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 course. 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 70 marks. The duration of the examination is 2 hours 30 minutes. All students must strictly follow the rules and regulations laid by the College during exam.
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. 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.
9. 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.
10. A candidate should complete the Bachelor's Degree within five (3+2) academic years from the year of admission.
11. To be declared passed, a PG student should obtain a minimum of 40% in every course both in the CIA & ESE i.e. 12 out of 30 in CIA and 28 out of 70 in ESE and a minimum SGPA for a Pass is 5.
12. A candidate should complete the Master's Degree within four (2 + 2) academic years from the year of admission.
13. Any problem pertaining to mistakes in declaration of results, in marks cards or revaluation shall be referred to the Controller of Examinations.
14. 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. 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.
15. 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 UG/PG Program.

16. 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.
17. Students are requested to check the notice board regarding various events pertaining to Exam Department.

### **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. A special Supplementary examinations will be conducted for Semesters V 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. However students denied of Hall Ticket due to shortage of attendance are not permitted to write this exam.
3. 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.
4. There is no provision for obtaining Photocopy of the answer script, revaluation and re-totaling in the Supplementary Examinations conducted by the College.
5. 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.
6. 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**

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 and any other mandatory courses as per the course structure for the semester mentioned in the syllabus. No student is eligible for her/his degree without passing in these mandatory courses.

## Examination Department Calendar for the Academic year 2018 -2019

Date	Events
1st to 5th June 2018	Application for Revaluation /Retotaling/ Photocopy
14th June 2018	Revaluation Results of ESE April 2018.
18th to 20th June 2018	Special Supplementary Exam fee payments for UG VI and PG IV Semester
25th to 30th June 2018	Special Supplementary Exam for UG VI Sem and PG IV Sem only
30th June 2018	Last date to complete internship VIVA.
5th July 2018	Mid Term Test Time Table for August 2018
9th to 12th July 2018	1st Unit Test
1st to 4th Aug. 2018	Mid Term Test 20 -Marks (Tentatively)
26th to 31st Aug. 2018	II Unit test.
28th August 2018	I, III & V End semester , Supplementary & grade subjects Exam fee Payment
3rd September 2018	Announcement of End Semester Examination Time Table for I, III & V Semester.
7th September 2018	Last day for submission of CIA marks & Grade Subjects
4th to 11th September 2018	Odd Semester Supplementary Examination including grade subjects. (I, III & V semester UG & PG )
12th September 2018	Finalization of C.I.A marks & grade subjects. (Last day for any clarification of C.I.A marks for the odd semester)
17th to 22nd Sept. 2018	Mid Term Re test
17th to 22nd Sept. 2018	Apply for Tatkal improvisation of C.I.A. ** Conditions apply
22nd Sept. 2018	Last day for regular classes.
24th to 26th Sept.2018	Tatkal improvisation of C.I.A. test.
28th Sept to 13th Oct.2018	End Semester Exam (Tentative Schedule)
7th, 13th, 20th & 21st Oct. 2018	PGD exams 1st semester (Tentative Schedule)
3rd November 2018	Publication ESE and Supplementary exam Results
9th to 14th November 2018	Payment for Revaluation/Retotaling/Photocopy

16th Nov. 2018	Publication of P.G.D. Results.
27th November 2018	Revaluation Results
28th Nov.to 3rd December 2018	Payment of fees for special supplementary exam for V sem U.G.(16 Batch) and III Sem P.G. (17th Batch)
1st to 4th December 2018	1st Unit test for UG
3rd to 7th December 2018	IC/EVS online examination(Tentative Schedule)
10th to 17th December 2018	Special Supplementary Exam for V Sem U.G. (16 batch) & III Semester P.G.(17 Batch)
22nd December 2018	Mid Term Test Time Table
9th January 2019	Publication of V Sem U.G. & III Sem P.G. Special Supplementary Exam Results
16th to 21st January 2019	Mid Term Test 20 marks
31st January 2019	Supplementary Exam Time Table for 2,4 & 6th semesters(UG & PG) & ESE Time Table for even semester
11th to 16th February 2019	End Semester and Supplementary Exam payments including grade subjects.
19th to 23rd Feb. 2019	II Unit test.
18th to 25th February 2019	Supplementary exam begin (2, 4 & 6 sem) including grade subjects.
26th Feb. to 4th Mar. 2019	Mid Term Re Test
5th March 2019	Submission for CIA marks and all Grade subjects.
7th to 9th March 2019	Apply for Tatkal improvisation of C.I.A. ** Conditions apply
11th March 2019	Finalization of CIA marks & Grade Subjects (Last day for any clarification of CIA marks & Grade subjects for the even semester)
11th to 13th March 2019	Tatkal improvisation of C.I.A. test.
16th March 2019	Last day for regular classes.
25th March to 6th Apr.2019	ESE Exam (Subject to Holy week)
30th March, 13th& 14th April & 20th April 2019	PGD 2nd Sem Exam (Tentative Schedule)
6th May 2019	Publication of ESE and Supplementary Results
5th June 2019	PGD results of even semester

**• The above dates are only tentative. The students are requested to check the Examination Notice Board and College Website for confirmation.**



## JUNE - 2018

1	FRI	<ul style="list-style-type: none"> <li>• College reopens for academic year 2018-19 for II &amp; III year UG/II year PG</li> <li>• Orientation for V Semester B.Com/BBA Students</li> <li>• Application for Revaluation /Retotaling/Photocopy (1st to 5th June)</li> </ul>
2	SAT	Orientation for III Semester B.Com/BBA students.
3	SUN	
4	MON	College Commences and Orientation for 1st Year B.Com – Professional/Analytics and all 1st year BBA programs
5	TUE	<ul style="list-style-type: none"> <li>• College Commences and Orientation for 1st Year B.Com (Regular/TT/Professional Studies/Industry Integrated)</li> <li>• Class Rep Election for II &amp; III year UG and II year PG</li> <li>• World Environment Day – Eco Club</li> </ul>
6	WED	<ul style="list-style-type: none"> <li>• Orientation program for Parents (B.Com-Analytics &amp; B.Com-International Accounting and Finance)</li> <li>• Orientation for II Year PG Students</li> </ul>
7	THU	<ul style="list-style-type: none"> <li>• General Staff meeting</li> <li>• Orientation program for Parents (B.Com-Industry Integrated and B.Com-Travel &amp; Tourism)</li> <li>• Orientation for I Year PG Students</li> </ul>
8	FRI	<ul style="list-style-type: none"> <li>• Class Rep Election for I year UG/PG</li> <li>• Orientation program for Parents (B.Com)</li> <li>• Classes commences for I Year PG Students</li> </ul>
9	SAT	<ul style="list-style-type: none"> <li>• Orientation program for Parents (BBA – CIMA &amp; Entrepreneurship) (B.Com – Professional Studies)</li> <li>• Faith Formation Classes</li> </ul>
10	SUN	
11	MON	<ul style="list-style-type: none"> <li>• Nomination of Department Coordinators</li> <li>• Last date for submission of Internship Report by the students to the guide.</li> <li>• Registration starts for College sports teams</li> <li>• Orientation program for Parents (BBA)</li> </ul>
12	TUE	<ul style="list-style-type: none"> <li>• Nomination of Association/Clubs Coordinators</li> <li>• Orientation program for Parents (PG)</li> </ul>
13	WED	<ul style="list-style-type: none"> <li>• To circulate PG Guide list of dissertation</li> <li>• Subject Coordinators meeting with COE</li> </ul>
14	THU	Revaluation Results of ESE April 2018

## JUNE - 2018

15	FRI	Student Council Election
16	SAT	<b>Outub – e – Ramzan (Holiday)</b>
17	SUN	
18	MON	<ul style="list-style-type: none"> <li>• Special Supplementary Exam fee payments for UG VI and PG IV Semester (18th-20th)</li> <li>• Last day to register for College sports team</li> </ul>
19	TUE	Selection trails for College Sports teams begins
20	WED	World Refugee Day – AICUF
21	THU	<ul style="list-style-type: none"> <li>• Yoga Day - Sports Department</li> <li>• Music Day - Choir</li> </ul>
22	FRI	<ul style="list-style-type: none"> <li>• Department meeting B.Com</li> <li>• Student Council Inauguration</li> </ul>
23	SAT	<ul style="list-style-type: none"> <li>• Department meeting BBA • Leadership Camp</li> <li>• PGD Courses commences &amp; Orientation</li> </ul>
24	SUN	
25	MON	Special Supplementary Exam for UG and PG (25th to 30th)
26	TUE	
27	WED	<ul style="list-style-type: none"> <li>• PG Guide allotment of dissertation</li> <li>• Small and Medium Enterprises Day – E-cell</li> </ul>
28	THU	Com Verse – B.Com Dept
29	FRI	Spotlight – BBA Dept
30	SAT	<ul style="list-style-type: none"> <li>• Last date to complete internship viva (B.Com/BBA/M.Com)</li> <li>• Academic Council meeting</li> </ul>

## JULY - 2018

1	SUN	_____
2	MON	Research training program for II M.Com students (2nd – 7th)
3	TUE	_____
4	WED	Women's Forum Activity
5	THU	<ul style="list-style-type: none"> <li>• 1st Year PG student's workshop in Excel • Mid Term Test Time Table for August 2018</li> <li>• Cipher Intra Class Business Fest (5th to 7th)</li> </ul>
6	FRI	_____
7	SAT	<ul style="list-style-type: none"> <li>• Last date to submit the marks of Internship VIVA (UG/PG) to the Examination Department</li> <li>• International Day of Cooperatives – Finance Club • Retreat for II &amp; III Year Students</li> </ul>
8	SUN	• Retreat for II & III Year Students
9	MON	1st Unit Test/ Project/Skill Development /Quiz (9th to 12th)
10	TUE	B.Com City Level Seminar
11	WED	<ul style="list-style-type: none"> <li>• BBA City Level Seminar</li> <li>• Sports Induction Ceremony at 2.00 p.m.</li> </ul>
12	THU	Intra Class Cultural Fest – Kalotsav
13	FRI	Intra Class Cultural Fest – Kalotsav
14	SAT	Intra Class Cultural Fest – Kalotsav
15	SUN	_____
16	MON	Subject –Coordinators meeting with COE

## JULY - 2018

17	TUE	<ul style="list-style-type: none"> <li>• Sports Intramural Competitions for UG</li> <li>• Blood Donation Camp NSS</li> </ul>
18	WED	_____
19	THU	_____
20	FRI	Supplementary VI semester Results to be announced
21	SAT	Retreat for I year Students
22	SUN	Retreat for I year Students
23	MON	<ul style="list-style-type: none"> <li>• Submission of guides Topic approved letter to the PG department</li> <li>• Ignatian week (23rd to 31st) AICUF</li> </ul>
24	TUE	_____
25	WED	_____
26	THU	_____
27	FRI	_____
28	SAT	<ul style="list-style-type: none"> <li>• Nature Protection Day - Eco Club</li> <li>• Faith Formation Classes</li> </ul>
29	SUN	_____
30	MON	_____
31	TUE	<b>Feast of St. Ignatius of Loyola SJ (Holiday)</b>
Important		_____
Notes :		_____

## AUGUST - 2018

1	WED	Midterm test for B.Com/BBA/PG (1st to 4th)
2	THU	
3	FRI	
4	SAT	Governing Body meeting
5	SUN	
6	MON	
7	TUE	
8	WED	• Ellipsis – ALMA • Antaranga - Kannada Sangha • Indradanush – Hindi Parishad (8th to 11th)
9	THU	PG Department Meeting
10	FRI	Workshop for the under privileged – AICUF
11	SAT	• SJCC Alumni Quiz • Faith Formation Classes
12	SUN	
13	MON	B.B.A (Board Of Examiners) - H.O.D
14	TUE	B.B.A (Board Of Examiners) - H.O.D • Staff Evaluation (14th to 18th) • Conference – CSA
15	WED	B.B.A (Board Of Examiners) - H.O.D <b>Independence day program</b>
16	THU	B.Com (Board Of Examiners) – H.O.D

## AUGUST - 2018

17	FRI	B.Com (Board Of Examiners) – H.O.D IQAC Conference
18	SAT	B.Com (Board Of Examiners) – H.O.D PTA Meeting – 1st year UG Students
19	SUN	
20	MON	B.Com (Board Of Examiners) – H.O.D • PG Board of Examination- H.O.D (20th & 21st) • Renewable Energy Day – Retract
21	TUE	B.Com (Board Of Examiners) – H.O.D
22	WED	<b>Bakrid (Holiday)</b>
23	THU	B.Com (Board Of Examiners) – H.O.D • Subject Coordinator Meeting with COE (23rd & 24th) • Chanakya 2018
24	FRI	Chanakya 2018
25	SAT	PTA Meeting – 2nd year UG Students
26	SUN	
27	MON	Internal Audit for Students by Exam Dept 2nd Unit Test for U.G / BBA Student Seminar
28	TUE	Internal Audit for Students by Exam Dept 2nd Unit Test for U.G / Last day for ESE & Supplementary fees Payment
29	WED	Internal Audit for Students by Exam Dept / Internal Audit for Staff by Exam Dept 2nd Unit Test for U.G / Diversity Day Celebration – Harmony Club
30	THU	Internal Audit for Staff by Exam Dept 2nd Unit Test for U.G / • B.Com Student Seminar • Spotlight – BBA Dept
31	FRI	Internal Audit for Staff by Exam Dept 2nd Unit Test for U.G / PG National Seminar
Important		
Notes :		

## SEPTEMBER - 2018

1	SAT	PTA Meeting – 3rd year UG Students
2	SUN	
3	MON	End Semester Examination Time Table to be put up / National level workshop on Research Methodology for Women (3rd to 9th) by Research Department
4-11		Supplementary Exam begins (odd semester UG & PG )
5	WED	Teachers day
		International Day of Charity – AICUF
6	THU	<ul style="list-style-type: none"> <li>• Converse – B.Com Dept</li> <li>• Orientation for Open Electives</li> <li>• Hindi Seminar</li> </ul>
7	FRI	<ul style="list-style-type: none"> <li>• Last date for submission of CIA marks to COE 's Office</li> <li>• Selection of Open Electives</li> <li>• Hindi Seminar</li> </ul>
8	SAT	<b>Nativity of Our Lady (Holiday)</b>
		International Literacy Day – NSS
9	SUN	
10	MON	Conference – CSA
11	TUE	
12	WED	<ul style="list-style-type: none"> <li>• Guest lecture for 1st year PG student</li> <li>• Last date of clarification of CIA marks and grade subjects. (UG &amp; PG)</li> </ul>
13	THU	<b>Ganesha Chaturthi (Holiday)</b>
14	FRI	Workshop for the under privileged – AICUF
15	SAT	<ul style="list-style-type: none"> <li>• International Day of Democracy – CSA</li> <li>• SJCC Alumni Quiz</li> <li>• Faith Formation Classes</li> </ul>
16	SUN	

## SEPTEMBER - 2018

17	MON	• Mid Term Re test (Conditions apply) • Apply for Tatkal improvisation of CIA (Conditions apply)
18	TUE	• Mid Term Re test (Conditions apply) • Apply for Tatkal improvisation of CIA (Conditions apply) PTA Meeting – 1st year UG Students
19	WED	• Mid Term Re test (Conditions apply) • Apply for Tatkal improvisation of CIA (Conditions apply)
20	THU	• Mid Term Re test (Conditions apply) • Apply for Tatkal improvisation of CIA (Conditions apply)
21	FRI	• Mid Term Re test (Conditions apply) • Apply for Tatkal improvisation of CIA (Conditions apply) International Day of Peace -
22	SAT	• Mid Term Re test (Conditions apply) • Apply for Tatkal improvisation of CIA (Conditions apply) Last working Day for UG/PG
23	SUN	Study holidays for UG/PG
24	MON	• Tatkal improvisation of CIA test (Conditions apply) (24th to 26th) • Finalization of attendance shortage list • Staff Outreach Program starts
25	TUE	
26	WED	
27	THU	World Tourism Day –
28	FRI	End Semester Examinations (28th Sept to 13th October) (Tentative)
29	SAT	
30	SUN	
Important Notes :		



## OCTOBER - 2018

1	MON	_____
2	TUE	<b>Gandhi Jayanthi (Holiday)</b>
3	WED	_____
4	THU	_____
5	FRI	_____
6	SAT	Submission of Synopsis for PG Students
7	SUN	PGD ESE Examination
8	MON	<b>Mahalaya Amavasye (Holiday)</b>
9	TUE	Open Mic – Showcase of Talents
10	WED	SJCC Alumni – AGM
11	THU	_____
12	FRI	_____
13	SAT	PGD ESE Examination
14	SUN	_____
15	MON	General Staff meeting
16	TUE	_____

## OCTOBER - 2018

17	WED	Last working day
18	THU	<b>Maha Navami Ayudhapooja (Holiday)</b>
19	FRI	<b>Vijayadashami (Holiday)</b>
20	SAT	<ul style="list-style-type: none"> <li>• PGD ESE Examination (Tentative Schedule)</li> <li>• Last day for valuation of ESE</li> </ul>
21	SUN	<ul style="list-style-type: none"> <li>• PGD ESE Examination (Tentative Schedule)</li> <li>• National/International Exposure Program - UG/PG (21st to 30th)</li> </ul>
22	MON	<ul style="list-style-type: none"> <li>• NSS &amp; CSA Rural Camp (22nd to 29th)</li> <li>• PG Rural Exposure Program begins</li> </ul>
23	TUE	
24	WED	<b>Maharshi Valmiki Jayanthi (Holiday)</b>
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	
Important		
Notes :		

## NOVEMBER - 2018

1	THU	<b>Kannada Rajyotsava (Holiday)</b>
2	FRI	
3	SAT	Publication of ESE and Supplementary Results
4	SUN	
5	MON	Commencement of UG/PG Classes
6	TUE	<b>Naraka Chaturdashi (Holiday)</b>
7	WED	
8	THU	<b>Balipadyami, Deepavali (Holiday)</b>
9	FRI	
10	SAT	Subject Coordinators meeting with COE
11	SUN	
12	MON	• Hindi – BOS • Kannada BOS • Registration starts for Athletic events – UG & PG
13	TUE	ALMA Activity
14	WED	Kannada Seminar
15	THU	• Pre BOS – B.Com • Kannada Seminar
16	FRI	• PGD Results for Odd Semester • International Day for Tolerance

## NOVEMBER - 2018

17	SAT	<ul style="list-style-type: none"> <li>• Pre BOS – BBA • Faith Formation Classes</li> <li>• Last day of registration for Athletic Events</li> </ul>
18	SUN	
19	MON	
20	TUE	<ul style="list-style-type: none"> <li>• Universal Children's Day – Rotract</li> <li>• Heats commences for Athletic Events</li> </ul>
21	WED	<b>Id – Meelad (Holiday)</b>
22	THU	<ul style="list-style-type: none"> <li>• English BOS</li> <li>• Pre BOS – PG</li> </ul>
23	FRI	B.Com BOS
24	SAT	BBA BOS
25	SUN	
26	MON	<b>Kanakadasa Jayanthi (Holiday)</b>
27	TUE	<ul style="list-style-type: none"> <li>• Revaluation Results</li> <li>• Constitution day debate</li> </ul>
28	WED	V Sem payment for Supplementary
29	THU	V Sem payment for Supplementary PG BOS
30	FRI	V Sem payment for Supplementary Virtuoso Business Fest – BBA
Important Notes :		

## DECEMBER - 2018

1	SAT	<ul style="list-style-type: none"> <li>• World AIDS Day</li> <li>• Virtuoso Business Fest – BBA</li> </ul>
1 to 4		1st Unit test for UG
2	SUN	International Day for the Abolition Of Slavery
3	MON	National level Experiential Workshop
4	TUE	Flag competition
5	WED	March Past rehearsal
6	THU	<ul style="list-style-type: none"> <li>• March Past rehearsal with Band set</li> <li>• Subject coordinator meeting B.Com/BBA (6th &amp; 7th)</li> </ul>
7	FRI	International Business plan competition – BBA Dept.
8	SAT	<ul style="list-style-type: none"> <li>• International Business plan competition – BBA Dept.</li> <li>• Sports Day</li> </ul>
9	SUN	
10	MON	Special Supplementary Exam for 5th sem UG 2016 Batch & 3rd Sem PG 2017 Batch Human Rights Day -
11	TUE	Special Supplementary Exam for 5th sem UG 2016 Batch & 3rd Sem PG 2017 Batch
12	WED	Special Supplementary Exam for 5th sem UG 2016 Batch & 3rd Sem PG 2017 Batch Student Seminar (BBA)
13	THU	Special Supplementary Exam for 5th sem UG 2016 Batch & 3rd Sem PG 2017 Batch Com Verse B.Com
14	FRI	Special Supplementary Exam for 5th sem UG 2016 Batch & 3rd Sem PG 2017 Batch Spotlight BBA
15	SAT	Special Supplementary Exam for 5th sem UG 2016 Batch & 3rd Sem PG 2017 Batch Fiesta
16	SUN	

## DECEMBER - 2018

17	MON	_____
18	TUE	<ul style="list-style-type: none"> <li>• Student seminar B.Com</li> <li>• IC &amp; EVS Exam (18th – 22nd)</li> </ul>
19	WED	_____
20	THU	Eco Club Event
21	FRI	January Mid Term Test Time Table
22	SAT	_____
23	SUN	_____
24	MON	<b>Christmas Eve</b>
25	TUE	<b>Christmas (Holiday)</b>
26	WED	_____
27	THU	_____
28	FRI	_____
29	SAT	_____
30	SUN	_____
31	MON	_____
Important		_____
Notes :		_____

# JANUARY - 2019

1	TUE	<b>New Year's Day (Holiday)</b>
2	WED	College reopens
3	THU	
4	FRI	ComVerse B.Com Dept
5	SAT	
6	SUN	
7	MON	Rotaract Club Activity
8	TUE	Sports Intramural Competitions for PG
9	WED	V Semester Special Supplementary Results
10	THU	<ul style="list-style-type: none"> <li>• General Staff Meeting</li> <li>• Submission of Soft copy of PG dissertation to the guide</li> </ul>
11	FRI	AICUF (Workshop for the under privileged)
12	SAT	<ul style="list-style-type: none"> <li>• National Youth Day – NSS</li> <li>• Faith Formation Classes</li> </ul>
13	SUN	
14	MON	<b>Makara Sankranti (Holiday)</b>
15	TUE	Midterm test for B.Com/BBA/PG (15th to 19th)
16	WED	

# JANUARY - 2019

17	THU	Seminar – CSA
18	FRI	Seminar – CSA
19	SAT	<ul style="list-style-type: none"> <li>• Academic Council meeting</li> <li>• Revelation – AICUF</li> </ul>
20	SUN	
21	MON	<ul style="list-style-type: none"> <li>• Women's Forum Activity</li> <li>• Subject Coordinators meeting with COE</li> </ul>
22	TUE	OSA Debate
23	WED	Aura - Inter Collegiate –NSS
24	THU	National Seminar –BBA Department
25	FRI	National Seminar –B.Com Department
26	SAT	<b>Republic Day (Holiday)</b>
27	SUN	
28	MON	AICUF Activity
29	TUE	<ul style="list-style-type: none"> <li>• AGAMAYA (PG) • Spotlight – BBA Dept</li> <li>• Dhvani – Inter Collegiate Cultural Fest</li> </ul>
30	WED	<ul style="list-style-type: none"> <li>• Submission of PG dissertation to the HOD • Last day for submission of ESE Qp's</li> <li>• Dhvani – Inter Collegiate Cultural Fest • Martyrs' Day</li> </ul>
31	THU	<ul style="list-style-type: none"> <li>• Supplementary Exam Time Table for 2,4 &amp; 6th semesters(UG &amp; PG)</li> <li>• ESE Time Table for even semester</li> </ul>
Important Notes :		



## FEBRUARY - 2019

1	FRI	<ul style="list-style-type: none"> <li>• Nakshatra - Hindi Parishad</li> <li>• World Inter Faith Harmony Week (1st to 7th)</li> </ul>
2	SAT	Governing Body meeting
3	SUN	
4	MON	
5	TUE	<ul style="list-style-type: none"> <li>• Review of Annual Budget (B.Com Dept)</li> <li>• AGAMAYA – PG Research Seminar</li> </ul>
6	WED	Kalarava - Intercollegiate Language Fest - Kannada Sangha
7	THU	General Staff meeting
8	FRI	Staff Evaluation
9	SAT	SPIEL Inter Collegiate Sports fest
10	SUN	
11	MON	B.B.A Board of Examiners (H.O.D) End Semester and Supplementary Exam payments
12	TUE	B.B.A Board of Examiners (H.O.D) End Semester and Supplementary Exam payments
13	WED	End Semester and Supplementary Exam payments B.Com Board of Examiners (H.O.D)
14	THU	End Semester and Supplementary Exam payments / B.Com Board of Examiners (H.O.D) Orientation for Major Optionals and Internship for IV Sem students
15	FRI	End Semester and Supplementary Exam payments / B.Com Board of Examiners (H.O.D) • 2nd Unit Test for B.Com/ BBA • General Staff meeting • PG Board of Examiners (H.O.D) (15th & 16th)
16	SAT	End Semester and Supplementary Exam payments Selection for major optional Faith Formation Classes

## FEBRUARY - 2019

17	SUN	_____
18	MON	Even semester old batch supplementary exam begins(2 ,4 & 6 sem)
19	TUE	Even semester old batch supplementary exam begins(2 ,4 & 6 sem) • 2nd unit test for UG • Internal Audit by Exam Dept for Students
20	WED	Even semester old batch supplementary exam begins(2 ,4 & 6 sem) • 2nd unit test for UG • Internal Audit by Exam Dept for Students • World Day of Social Justice – Rotaract • ENACT – Theater Fest
21	THU	Even semester old batch supplementary exam begins(2 ,4 & 6 sem) • 2nd unit test for UG • Internal Audit by Exam Dept for Students • Orientation for Open Electives for II Sem students • International Mother Language Day • ENACT – Theater Fest
22	FRI	Even semester old batch supplementary exam begins(2 ,4 & 6 sem) • 2nd unit test for UG / Internal Audit by Exam Dept for Staff
23	SAT	Even semester old batch supplementary exam begins(2 ,4 & 6 sem) • 2nd unit test for UG / Internal Audit by Exam Dept for Staff Selection of Open electives
24	SUN	Internal Audit by Exam Dept for Staff Choir Concert
25	MON	Even semester old batch supplementary exam begins(2 ,4 & 6 sem) Subject Coordinators meeting with COE
26	TUE	Mid Term Re-Test
27	WED	Mid Term Re-Test
28	THU	Mid Term Re-Test
Important		_____
Notes :		_____
		_____

## MARCH - 2019

1	FRI	Mid Term Re-Test Submission of Association Credit & all Certificate courses grades marks to COE's Office
2	SAT	Mid Term Re-Test
3	SUN	Choir Concert
4	MON	<b>Mahashivrati (Holiday)</b>
5	TUE	Last date for submitting CIA marks.
6	WED	Student Council Valedictory
7	THU	<ul style="list-style-type: none"> <li>• General Staff meeting</li> <li>• Apply for Tatkal improvisation of CIA (Conditions apply) (7th to 9th)</li> </ul>
8	FRI	Women's Day - Women's Forum
9	SAT	
10	SUN	
11	MON	<ul style="list-style-type: none"> <li>• Finalization of CIA marks. (Last day for any clarification of CIA marks for the even semester)</li> <li>• Tatkal improvisation of CIA test (Conditions apply) (11th to 13th)</li> </ul>
12	TUE	
13	WED	College Day
14	THU	
15	FRI	Thanksgiving service - Farewell for the outgoing students
16	SAT	Last day for regular classes

## MARCH - 2019

17	SUN	Study Holidays for UG/PG
18	MON	Finalization of attendance shortage
19	TUE	<b>Feast of St. Joseph's (Holiday)</b>
20	WED	
21	THU	
22	FRI	End Semester Examinations begins for UG/PG
23	SAT	End Semester Examinations begins for UG/PG
24	SUN	
25	MON	End Semester Examinations begins for UG/PG
26	TUE	End Semester Examinations begins for UG/PG
27	WED	End Semester Examinations begins for UG/PG
28	THU	End Semester Examinations begins for UG/PG
29	FRI	End Semester Examinations begins for UG/PG
30	SAT	End Semester Examinations begins for UG/PG PGD 2nd sem exam
31	SUN	
Important		
Notes :		

## APRIL - 2019

1	MON	<b>Bakrid (Holiday)</b>
2	TUE	End Semester Examinations begins for UG/PG
3	WED	
4	THU	End Semester Examinations begins for UG/PG General Staff meeting
5	FRI	End Semester Examinations begins for UG/PG
6	SAT	<b>Ugadi (Holiday)</b>
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	PGD 2nd SEM EXAM
14	SUN	<b>Dr. Ambedkar's Jayanthi (Holiday)</b> PGD 2nd sem exam
15	MON	<ul style="list-style-type: none"> <li>• Last working day</li> <li>• Last day for completing of ESE Exam Valuation</li> </ul>
16	TUE	<b>Basava Jayanthi (Holiday)</b>

**APRIL - 2019**

17	WED	<b>Mahaveer Jayanthi (Holiday)</b>
18	THU	
19	FRI	<b>Good Friday (Holiday)</b>
20	SAT	PG exam 2nd sem
21	SUN	
22	MON	<ul style="list-style-type: none"><li>• B.Com Admissions – SCAT</li><li>• BBA Admissions – SMAT</li></ul>
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
Important		
Notes :		

**MAY - 2019**

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

**MAY - 2019**

17	FRI	_____
18	SAT	_____
19	SUN	_____
20	MON	_____
21	TUE	_____
22	WED	<b>Bio Diversity Day</b>
23	THU	_____
24	FRI	_____
25	SAT	_____
26	SUN	_____
27	MON	_____
28	TUE	_____
29	WED	_____
30	THU	_____
31	FRI	_____
Important		_____
Notes :		_____



## RECORD OF ABSENCE

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

**Note: Absence of upto 3 days requires signature of Class In-charge/Mentor**

**Absence of upto 7 days requires the signature of the HOD**

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

[illegible]

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

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[illegible]

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[illegible]

**NOTES**

**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 women and men 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

(Autonomous)

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