



St. Joseph's College of Commerce (Autonomous)

Affiliated to Bengaluru City University

Accredited with A++ Grade by NAAC in 4th Cycle (CGPA of 3.57/4)

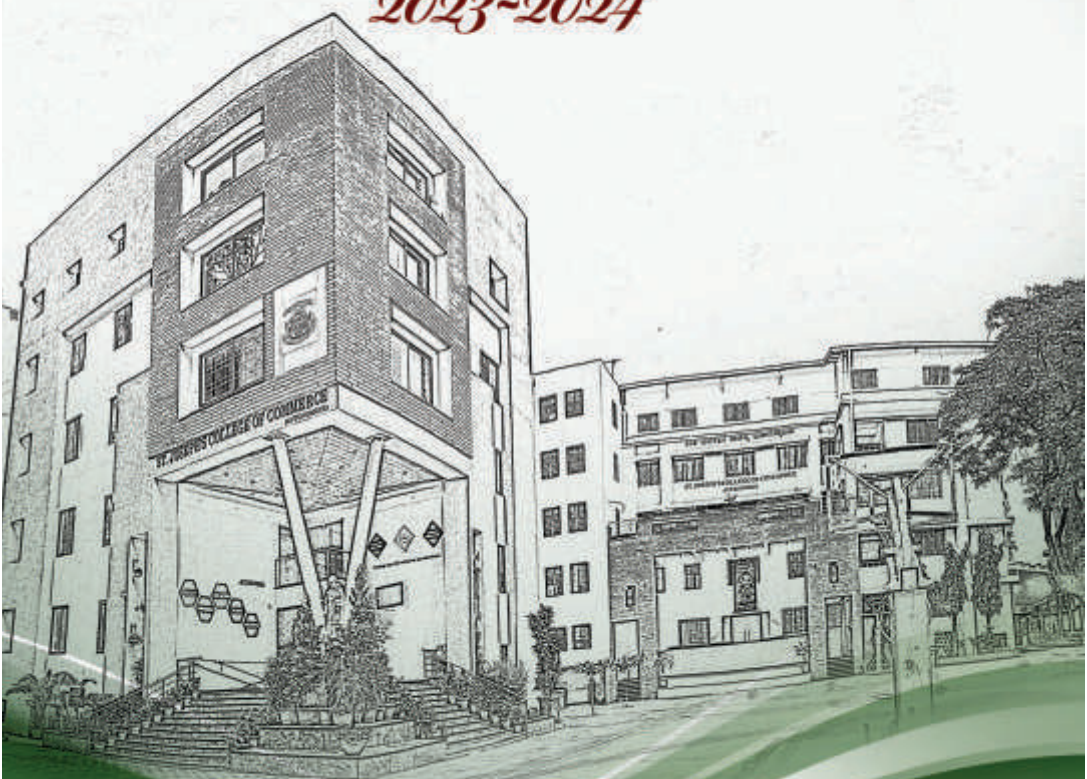
College with Potential for Excellence (CPE)

Ranked 65th in NIRF 2023 by the Ministry of Education, Government of India

#163, Brigade Road, Bengaluru - 560025, Karnataka, India

Student Handbook

2023-2024



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 of St. Joseph's College of Commerce features two scrolls. The scroll positioned above contains the institution's motto inscribed in Latin - "Fide et Labore," meaning "By Faith and Toil." The scroll located beneath the motto displays the name of the institution. This arrangement emphasizes the significance of both the motto and the institution's name, ensuring the clarity and prominence of these elements within the crest.

A shield with a Cross at its centre symbolizes the Christian faith. Two bees on either side represent tireless work, while palm leaves signify victory. The crown above represents the crown of glory. These symbols represent the institution's Christian values, hard work, success, and pursuit of excellence.

College Motto

"Fide et Labore," meaning "Faith and Toil." Faith is the commitment to God and fellow beings while Toil represents hard work.

Vision of the College

To create a just, secular and democratic society specially in the service of the poor, the oppressed and the marginalized

The Mission Statement

"St. Joseph's College of Commerce seeks to be a place where academic excellence goes with the cultivation of virtue, and where a community is formed which sustains men and women in their education and their conviction that life is only lived well when it is lived generously in the service of others".

Dear Josephites,

Welcome to St. Joseph's College of Commerce! This Student Handbook serves as your guide to navigating your journey at our esteemed institution. You will find essential information, policies, and resources to support your academic, personal, and social development here.

St. Joseph's College of Commerce is part of the Society of Jesus, a Catholic Religious Order founded by St. Ignatius of Loyola in 1540. The Jesuits have a rich history of promoting education worldwide.

The Department of Commerce was established in 1949 within St. Joseph's College, which itself was established in 1882. Later on, the Department of Commerce became an independent college known as St. Joseph's College of Commerce (SJCC). In 1972, SJCC relocated to its current campus at 163 Brigade Road in Bangalore.

St. Joseph's College of Commerce is registered under the Bangalore Jesuit Educational Society. While it is a religious minority institution primarily focused on educating Catholic youth, we warmly welcome students of all backgrounds, without any distinction of caste or creed. By the admission policy of Management, St. Joseph's College of Commerce gives special preference to socio-economically marginalized students.

MILESTONES

1882	St Joseph's College was established in 1882
1949	St Joseph's College introduced the Department of Commerce
1972	Became an independent College, St Joseph's College of Commerce
2000	First cycle of NAAC, accredited with 5 stars
2004	Granted Autonomous Status
2007	Second cycle of NAAC accredited with an A grade
2010	Recognized SJCC as a "College with Potential for Excellence
2010	Bangalore University recognized the College as Research Centre
2012	Third cycle of NAAC accredited with A grade, CGPA 3.37
2021	Fourth cycle of NAAC accredited with A grade A++, CGPA 3.57

Aims and Objectives of the College:

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 intertwined goals, of Academic Excellence, Character Formation and Social Concern that shape individuals to become “women and men” for the larger society.

ACADEMIC EXCELLENCE

Academic excellence at St. Joseph's College of Commerce goes beyond intellectual development. It encompasses consistently exceeding expectations in scholastic activities while nurturing aesthetic sensibilities and ethical engagements. Our competent and dedicated faculty guides and empowers students to cultivate critical thinking, nurture their imaginative powers, and learn to express themselves clearly. In this supportive environment, students are inspired to pursue academic excellence, unlocking their full potential and fostering a passion for lifelong learning. The academic pursuit is followed through the following programmes.

NATIONAL EDUCATION POLICY 2020

The institution has implemented the National Education Policy NEP (2020) from the academic year 2021–2022. The model curriculum developed by the Karnataka Task Force on NEP implementation has been customized to the programmes offered at SJCC. The institution shall adhere to all the guidelines published by the Karnataka Government on NEP implementation.

The batches enrolled from 2021-2022 onwards will continue with the fourth year to secure a B. Com Honours / BBA Honours / B.Sc. Economics Honours / B.A English Honours degree, as per NEP.

I. ACADEMIC PROGRAMMES OFFERED

The programmes offered at the undergraduate level are as follows:

Undergraduate Programmes

a. Commerce

1. Bachelor in Commerce
2. Bachelor in Commerce (Travel and Tourism)
3. Bachelor in Commerce (Industry Integrated)
4. Bachelor in Commerce (Professional - International Accounting & Finance)

5. Bachelor in Commerce (Analytics)
6. Bachelor in Commerce (Professional -Strategic Finance)

b. Management

1. Bachelor of Business Administration
2. Bachelor of Business Administration (Entrepreneurship)
3. Bachelor of Business Administration (Professional - Finance and Accountancy)
4. Bachelor of Business Administration (International transfer) Programme

c. Economics

1. Bachelor of Science - with Psychology as minor

d. English

1. Bachelor of Arts - with Psychology as minor

e. Postgraduate Programmes

1. M.Com (Finance and Taxation)
2. M. Com (International Business)
3. M. Com (Financial Analysis)

f. Post-graduate Diploma (PGD) one-year duration

1. Business Administration
2. Human Resource Management
3. Marketing Management
4. Financial Management
5. Data Science

g. Mandatory Courses for UG Students

All the UG students must pass the following mandatory courses:

1. India and Indian Constitution
2. Environmental Studies
3. Psychological wellbeing
4. Extension and Extra Curricular Activities

5. Artificial intelligence
 6. Digital fluency
 7. Financial Education and Investment Awareness
 8. Yoga
- h.** Students are encouraged to take up online courses offered by NPTEL or MOOC courses to enhance their professional skills and knowledge.

This pursuit of academic excellence is guided by the

II. INTERNAL QUALITY ASSURANCE CELL (IQAC)

The National Assessment and Accreditation Council (NAAC) advocates the establishment of an Internal Quality Assurance Cell (IQAC) in the college. The prime task of the IQAC at SJCC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution. Several qualitative initiatives have been initiated and implemented by the college. The IQAC has student representatives as well.

III. STAFF COUNCIL (TQM)

The Staff Council (Total Quality Management Council) is comprised of senior academic administrators of the college and serves as the primary policy-making body within the institution. It initiates discussion, and finalizes the internal processes that contribute to the efficient functioning of the college.

This involves carefully planning and coordinating the introduction of new programmes, policies, or changes in existing processes. Furthermore, it ensures effective communication of outcomes to the relevant departments.

IV. LIBRARY AND INFORMATION SERVICES

The college has a well-stocked library with a collection exceeding 32,278 books, ranging from general titles to subject-specific literature. It subscribes to over 28 Magazines and 12 newspapers in both English and vernacular languages. The library offers an impressive selection of over 72 national and international print journals, providing students with up-to-date research and scholarly articles.

The library in this digital age has subscribed to a variety of e-resources.

1. N-LIST consortium databases to access international and national e-journals and e-books
2. Databases like EBSCO, Capitaline & EPWRF India Time Series.
3. Johan Brown Digital Library – 57086 e-books.
4. EBSCO collection of 23900 e-books
5. DELNET consortium
6. NPTEL video lectures (under e-resources)
7. Online Public Access Catalogue facility
8. Khimbus remote -all digital resources subscribed

Rules of the Library

The library is open from 8.00 a.m. to 5.00 p.m., on all working days and during vacations. On Saturdays, it is open from 8.00 a.m. to 1.00 p.m.

The library has an open-access system. Users must carry their ID cards in the library, ID cards are not transferable.

- Check-in and checkout are mandatory for all users by scanning their ID cards at the entry gate of the library
- Use of mobile phones is strictly prohibited in the library.
- Student who fails to return the books within 14 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 the 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 the Library.

V. ACADEMIC MANAGEMENT SYSTEM - ERP SYSTEM

The college has the latest version of the LINWAYS AMS system which is a complete college management software for managing a student's entire academic activities. The following services are online:

- Online Payment Gateway implemented for the payment of admissions/academic and various other fees
- Students can view their performance in continuous internal assessment (CIA) and End Semester Examination (ESE)
- It is used to conduct online exams/assignments
- Can access course materials
- Period-wise update of leave
- Short Messaging Service (SMS) for intimating the parents about the child's absence.
- View dates of examinations, assignments, special events, ordinary events and holidays
- Several more features, a detailed list of which can be found on the College website

All this information and more 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 the 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 of all the online services.

Further, the College application form and the prospectus is available online for download.

VI. PLACEMENT AND CAREER SERVICES

The College prioritizes placement and career support for students, both on and off campus. Top firms visit for recruitment and the college has been able to maintain an impressive placement record. The placement officer arranges career guidance, recruitment training, mock interviews, and aptitude tests, grooming students to confidently step into the world of work.

VII. INTERNSHIP

The college places importance on enhancing classroom learning by integrating mandatory summer internships into the curriculum. All students must complete a four to six-week internship before the start of the fifth semester. B. Com (Travel & Tourism) students can engage in an internship

within the hospitality industry, while BBA (Entrepreneurship) students intern at a startup company before their third semester. The students of BBA & BBA (Professional - Finance and Accountancy) are encouraged to intern with social organisations. Internships have proven to be instrumental in student success, leading to placements, research opportunities, and entrepreneurship.

VIII. INTERNATIONAL DESK

The International Desk at St. Joseph's College of Commerce facilitates partnerships with renowned universities abroad and organizes on-campus activities for a diverse educational experience. It aims to provide students with international exposure, global opportunities, and intercultural understanding.

The second objective of the college is character formation.

B. CHARACTER FORMATION

St. Joseph's College of Commerce places significant emphasis on spiritual formation and character development. Recognizing that a person's spiritual and moral values define their true identity, the institution considers this aspect of education to be a lifelong asset.

The College respects all faiths and encourages students to deepen their understanding of their religion while also fostering an appreciation for other religions. Character formation is integral to the College's mission, and it provides meaningful curricular and extracurricular activities to nurture students' moral and spiritual growth.

I. CAMPUS ETHOS

St. Joseph's College of Commerce is committed to advancing learning through academic and co-curricular activities that encourage creativity and productivity. The campus promotes camaraderie and relaxation and discourages boredom and cynicism. In essence, the ethos of St. Joseph's College of Commerce embodies the concept of "MAGIS," which refers to the pursuit of the greater and higher in everything.

II. CAMPUS MINISTRY

The Campus Ministry is faithful to the Jesuit Catholic heritage, focusing on catering to the spiritual needs of all students and promoting their overall growth. In a time characterized by challenges and illusions, the Ministry endeavours to instil the distinctive spirituality of St. Ignatius, which emphasizes the concept of 'Finding God in all things'.

Eucharistic Celebrations

Holy Mass is celebrated on the first Friday of every month in the college auditorium. The college choir plays a significant role in creating an atmosphere of meaningful praise and worship. Additionally, special mass are held on festive occasions such as the Feast of St. Ignatius of Loyola (founder of the Society of Jesus), Feast of St. Francis Xavier, Feast of Mother Mary, Christmas, Ash Wednesday, and Easter.

Praise and Worship Session

This is purely a voluntary gathering. Students come together to share their life experiences and participate in action songs for the glory and honour of our Lord.

Feast of St. Ignatius of Loyola

The Feast of St. Ignatius of Loyola, the founder, is celebrated grandly for an entire week. Various competitions, such as essay writing, quizzes, poster making, and college, are held to commemorate the Feast. Banners displaying the life and teachings of St. Ignatius are displayed throughout the campus, enhancing awareness and understanding of his legacy.

Moreover, the campus ministry caters to the needs of all the students, irrespective of their faith backgrounds, by conducting sessions on holistic development and wellness, mental health, character formation and social concern.

III. THE CO-EDUCATION SYSTEM

At St. Joseph's College of Commerce, we follow the co-education system. The purpose behind bringing together young women and men in our college is to foster healthy emotional growth during the post-school period. We believe that co-education provides an environment that promotes diverse perspectives, mutual respect, and the development of meaningful relationships among students, contributing to their overall personal and social development.

IV. MENTORSHIP

Our mentors play a crucial role in the holistic development of our students. Their primary responsibility is to provide support and guidance to the specific needs of students. Every class has a dedicated mentor who acts as a vital link among the students, the department, subject teachers, parents, and even the students themselves. They serve as advocates for

the students, helping them navigate academic challenges, and personal concerns, and facilitating effective communication among all stakeholders involved. Mentors offer support and encouragement, fostering a nurturing environment that promotes the overall growth and well-being of the students under their care.

V. COUNSELLING SERVICES

The College offers the services of professional counsellors to assist students in dealing with emotional and academic challenges. Students are encouraged to visit the counsellors through voluntary appointments. The College may also refer students to meet the counsellors who would benefit from such support.

In addition, regular value based inputs are provided to all students, enabling them to reflect upon and internalize human, social, and spiritual values. These inputs aim to foster personal growth and the development of well-rounded individuals.

VI. STUDENTS' COUNCIL AND CITIZENSHIP TRAINING

The college has a democratically elected student's council which provides for citizenship training. The college focuses on nurturing students' sense of social responsibility, encouraging them to uphold and abide by societal laws and norms. These elected student representatives and Office bearers provide students with an opportunity to actively engage in leadership roles, teamwork, and social accountability. By participating in the democratic process of electing their representatives, students learn about the importance of responsible citizenship and the value of active participation in shaping their community.

To ensure impartiality and prevent political biases, the following guidelines are strictly enforced:

- Candidates vying for positions must have a commendable academic and disciplinary track record. The detailed regulations regarding contesting the elections provided by the college must be strictly adhered to.
- Candidates are prohibited from declaring any affiliation with political parties or receiving financial or other forms of support.
- Elections should be conducted as healthy competitions, promoting fair play and avoiding the creation of animosity among students or classes.

- Once the elections conclude, all students are expected to pledge loyalty to the elected office bearers and cooperate with them in fulfilling their council responsibilities.

VII. PARENTS AND GUARDIANS

Parents and guardians are valued as partners in their ward's education at the College. The principal invites parents/guardians of all students for discussions on their performance, with dates communicated through email or the ERP. Meetings with counsellors and class mentors are recommended to track the progress of their wards. The College welcomes input and suggestions from parents and well-wishers.

VIII. SPORTS GAMES AND CULTURAL ACTIVITIES

The College has gained recognition for its achievements in the realm of sports and games and cultural activities. Students are motivated to engage in inter-class and intercollegiate tournaments. The College provides a well-equipped gym with state-of-the-art equipment and a large playground to support their training and fitness.

Regulations regarding participation

- **Submission of Fixture:** Before leaving for the tournament, the student must submit an authorized copy of the fixture to both the class mentor and the sports director and seek permission for attendance of that particular period.
- **Eligibility for Attendance:** Attendance will be granted to the student for the days on which they represent the College, University, State, or Nation in the tournament. Attendance will also be given for the days lost due to travel and training camps for University, State, and National teams.
- **Official Documentation:** The student needs to provide official documents issued by the University authorities, State and Central Government, Sports bodies, or any other relevant authority to verify their eligibility for attendance. These documents serve as proof of participation and justify the student's absence. The request for granting attendance will not be accepted at the end of the semester.
- **Performance Report and Documentation:** After the tournament, students must submit a report of their performance along with

any relevant documents. The Sports Department will maintain a logbook to record these details, ensuring that the student's participation and performance are documented.

- **Attendance Exemption for Sports Hostel Students:** Students from the Sports Authority of India (SAI) and other government-run sports hostels are obligated to play in State and National tournaments on behalf of their organization. Attendance exemption will be granted to these students for participating in such tournaments as players. However, they must produce a letter from the relevant authority confirming their participation in the tournament to claim attendance exemption.

The third objective of the college is social concern.

C. SOCIAL CONCERN

St. Joseph's College of Commerce is deeply committed to living God's love through service to others. Following the principles of Jesuit education and considering itself part of a larger community, the college engages in outreach programmes to support socially and economically deprived individuals and communities. The goal is to promote equality and provide opportunities for excellence to all. Through coordinated efforts by different associations, the college organizes various initiatives such as educational programmes, skill-building workshops, and awareness campaigns. By embracing service and outreach, St. Joseph's College of Commerce not only creates a positive impact on the communities it serves, but also nurtures empathy, social responsibility, and personal growth within its members. Some of the activities are as follows:

I. EDUCATION FOR ALL

St. Joseph's College of Commerce aims to provide inclusive higher education. The Management of the College, through its admission policy, ensures preferential admission for the following:

- Economically challenged individuals
- Physically disadvantaged students
- Students from socially marginalized communities
- Those seeking part-time employment to meet financial needs.

Efforts are made to seamlessly integrate these students into the mainstream student body, ensuring equity in opportunities. The institution implements

various initiatives, such as fee concessions, instalment payment options, scholarships, meals, bridge courses, and special and remedial classes, to promote effective inclusion. Regular tracking of the progress of these students enables timely interventions and support.

II. SCHOLARSHIPS AND FREESHIPS

SJCC offers financial assistance to students belonging to the following categories:

Group A: Scholarships for the Economically Challenged

This is a Merit-cum-need based scholarship. Any student from UG or PG who is economically weak, especially from rural areas is eligible to apply by furnishing adequate evidence of their eligibility and enclosing a community / income certificate. A good academic record is also required.

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.

III. 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. Students who are in need of this support may contact the Finance Officer for the same.

Community Service

IV. RURAL EXPOSURE CAMPS

Jesuit education at St. Joseph's College of Commerce encourages students to develop their talents as gifts from God, emphasizing the importance of utilizing these talents for the benefit of the human community rather than self-satisfaction or personal gain. As part of their education, students participate in rural exposure camps, where they visit villages and gain first-hand experience of the challenges and realities of rural life with limited resources. They actively engage in outreach programmes within these villages, working towards their improvement and betterment. Notably, students are required to complete 60 hours of community service to qualify for graduation from St. Joseph's College of Commerce.

V. SOCIAL INTERNSHIPS

St. Joseph's College of Commerce recognizes the significance of fostering a sense of commitment towards uplifting marginalized and weaker sections of society. In line with this commitment, the college encourages its students to engage in social internships with NGOs and organizations in India that focus on various areas of support for the underprivileged. These internships are largely voluntary, but some also offer potential employment opportunities in the social sector. This initiative aims to cultivate students' understanding of social issues and their active involvement in creating positive change for the benefit of disadvantaged communities. Notably, students are required to complete the internship before the start of 3rd Semester for 60 hours to qualify for graduation from St. Joseph's College of Commerce.

VI. ENGAGEMENT BEYOND CLASSROOM

At St. Joseph's College of Commerce (SJCC), education is not limited to classroom learning. The college's associations and clubs play a vital role in organizing events throughout the year. The associations and clubs serve as platforms for students to express themselves creatively through literary and dramatic arts, music, and dance. These events also aim to develop a deeper understanding of society, foster connections with marginalized communities, and provide immediate assistance to those in need. The associations and clubs serve as platforms for students to express themselves creatively through literary and dramatic arts, music, and dance. Students also get an opportunity to explore the field of business and commerce through creative and innovative activities organized by the commerce and business associations. They develop leadership, teamwork organising and communication skills. Students are encouraged to join the associations.

Below mentioned are the student clubs and associations in the college:

Extension Activities Associations:

- All India Catholic University Federation (AICUF)
- Centre for Social Action (CSA)
- Eco Club
- Harmony Club
- National Service Scheme (NSS)
- Rotaract
- Women's Forum
- Youth for Democracy and Constitution

Literary & Cultural Associations:

- Association for Literature, Music and Arts (ALMA)
- Debating Society
- Hashmi Theatre Forum
- Hindi Parishad
- Kannada Sangha
- Quiz Club
- Serenata Chorale – Choir

Business and Commerce Associations:

- Finaryans – The Finance Club

College Teams

- Business Team
- College Editorial
- Indian Acoustic Team
- Indian Dance Team
- Western Acoustic Team
- Western Dance Team

Department Associations:**B.Com**

- Associations for Professional Students (APS)
- B.Com Editorial Committee
- Colloseum
- Com Verse (B.Com Discussion Forum)
- CommUnity
- Erudition Club
- Lakshya
- Mainframe Research Forum
- Tech Ally

BBA

- Association for International Management Studies (AIMS)
- Conexus
- Entrepreneurship Learning Initiative (ELI)

- Fountainhead
- Josephite Business Club (JBC)
- Leadership Development Cell
- Project Smiles
- Quest Club

B.Sc - Economics Forum

B.A - Artium (Literature and Culture Forum)

Psychology - Pratyaksha (Psychology and Wellness Forum)

PG

- Crescendo – Choir Club
- Elucidation – PG Editorial
- Masterminds – Quiz Club
- Mavericks – Commerce Club
- The Erudite's Club – Debating

VII. CO-CURRICULAR ACTIVITIES AND FESTIVALS

The College conducts several interclass and intercollegiate activities and festivals.

- SPIEL, an intercollegiate sports tournament
- CHANAKYA an intercollegiate business fest
- DHWANI an intercollegiate cultural fest
- KALOTSAV an inter-class cultural festival
- CIPHER, the Business Fest
- VIRTUOSO, the Business Fest of BBA
- ENACT (Theatre Fest) in Kannada, Hindi and English
- EVES celebrates the true spirit of womanhood
- TURAS, an intercollegiate fest of Travel and Tourism programme
- ANIMUM, The National Level Shortfilm festival

VIII. INDUSTRIAL VISITS

The college organizes international industrial trips to provide students with global exposure. State industrial visits to important business units supplement classroom lessons. These experiences integrate theoretical knowledge with real-life applications. The Industrial Visits Coordinator coordinates all the industrial visits through the class mentors of the respective classes and with the help of Student Coordinators.

D. RULES AND REGULATIONS OF THE COLLEGE

Ragging is a cognisable offence and those who indulge in it or encourage it will be handed over to the police as per G.O ed 122 URC 96 Dated 16.1.97. Students in distress may call the national anti-ragging helpline 1800-5522(toll free) or e mail at helpline@antiragging.in

Students are liable to disciplinary actions (even dismissal) if found smoking in and around the campus, in possession of or under the influence of alcohol or drugs.

1. Every student is required to wear her/his identity card while on campus, during examinations and formal programmes, and in the administrative office and library.
2. Students must observe punctuality. They should be in their respective classrooms at the stroke of the first bell.
3. When a Lecturer enters the class, the students must rise and remain standing until they are instructed to sit down.
4. Being considerate of other classes going on, students who are free should maintain complete silence and not loiter in the corridors during class hours.
5. No student is allowed to leave the lecture hall without the lecturer's permission or until the class is dismissed.
6. If the concerned lecturer is absent, students are expected to use the library and its e-resources during that hour. Students must cultivate the use of the library.
7. Eating and chewing gum, while the class is in progress is strictly prohibited.
8. Any display of indiscipline including insubordination, habitual inattention, neglect of work, unbecoming language or conduct, or obscenity in word or deed by a student shall be liable to temporary or permanent dismissal.
9. Students are expected to conduct themselves with dignity and maturity on campus. Students are encouraged to adhere to norms of decency and practice good etiquette in their interactions with others.

10. 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.
11. Electronic gadgets like projectors, sound systems, and 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 the payment of a fine.
12. Though the college is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
13. 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.
14. Students are forbidden to bring firecrackers and Holi colours to the campus. Students found doing so are liable to disciplinary action.
15. Vehicle parking is allowed on all working days from 6.00 am to 6.00 pm on the payment of the parking fee. Students whose vehicles are parked on the premises after 6.00 pm are liable to be fined.
16. Association functions and cultural programmes are usually held after class hours. Practice for all programmes should be held either before or after classes
17. Outsiders are not permitted to attend College functions. Strict action will be taken against those who bring outsiders to the campus.
18. No money can be collected from students without the prior permission of the Principal. Any collection of money with the approval of the Principal will be intimated to the parents through e-mail/ERP notification.
19. Printed matter, photographs/videos not relevant to academics and of offensive nature should not be brought to the College.
20. 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 prohibited from using mobile phones during

class, in the library or the corridors. They are expected to exercise responsibility for the use of mobile phones on campus and not disrupt or disturb their fellow students and faculty members.

21. Students shall not join clubs or societies outside college 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
22. After class hours students are not expected to remain on the campus unless there is a function/programme or rehearsal or games practice.

E. DRESS CODE:

The College expects all students to adhere to the institution's dress code policy, reflecting professionalism and respect for the learning environment. It involves avoiding overly revealing or offensive clothing choices while maintaining a neat and presentable appearance. The Management in consultation with the staff and student body has arrived at the following dress code:

a. FORMAL DRESS CODE: MONDAY TO FRIDAY

Uniform

The College has prescribed uniform for students

PG students are expected to wear their official uniform on Wednesdays.

The UG students of the following programmes are expected to wear their official uniforms on Mondays.

BBA, B. Com (Travel and Tourism) and B. Com (BPM – Industry Integrated), B.Com (Professional – International Accounting and Finance), B.Com (Analytics), B.Com (Professional – Strategic Finance).

Formal dress code for boys:

- Formal Pants
- Half or Full sleeve formal shirts.
- Formal shoes

Formal dress code for girls:

- Salwar/Churidhar Kameez only (sleeveless, tight fitting or short tops, skirts or short trousers are NOT allowed).

b. INFORMAL DRESS CODE: ONLY ON SATURDAY

Informal Dress Code for Boys : Pants with only collared-shirts/t-shirts (No Verbal or Pictorial Messages permitted on them)

Informal Dress Code for Girls : Pants, Kurtas (no sleeveless, tight fitting or short tops. Only ankle length trousers)

- 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 meetings of the College societies, clubs and associations on campus are expected to be dressed formally
- Colouring of hair and unconventional haircuts are strictly prohibited.
- Earrings for boys are not permitted.
- Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days.

F. INSTRUCTIONS FOR ATTENDING ONLINE CLASSES

- Act with responsibility and treat each other with respect and consideration during online classes and discussions.
- All online classes will be conducted on the Microsoft Teams platform. A student account will be created and the username and password will be sent to your registered mail id. Students are required to change the password after the first login and keep it private.
- Use any appropriate profile pictures
- Student accounts are non-transferable and should be used for academic purposes only. Appropriate action will be initiated if a student is found to be misusing the online platform.
- Students are expected to secure access to a high-speed internet connection for attending online classes. A laptop / desktop / smartphone is sufficient to attend the online class.
- Students are expected to join the class meeting 5 minutes before the scheduled time.

- Students will be marked present only if they are part of the meeting within minutes of its commencement.
- Students are not permitted to leave the meeting in between the class. If there are any technical difficulties it must be brought to the notice of the teacher at the end of the class.
- Students must mute the mic on their devices once they join the meeting.
- During the class, in case a student needs to address the teacher, the student can press the 'Raise your hand' button.
- Recording and taking photographs or screenshots of a teacher's presentation or of any individual without explicit permission is not permitted. Students are expected to understand and follow copyrights.
- Please ensure that you download and save the required reading material, ppt, etc., for future reference.
- Students are generally expected to turn on their video during the class. In case of internet issues video can be turned off. However, students are expected to turn on the video while responding to the teacher.
- All class lectures will be recorded by the teacher and will be available for download for a limited period (15 days). The college will not maintain a backup of these recorded lectures.
- Students must frequently log in to 'Microsoft Teams' and check for notifications from teachers.
- Students must check their attendance daily in the ERP and in case of any discrepancies, please write to the concerned teacher on the very same day.

G. SOCIAL MEDIA POST

While the college does not monitor students' social media activities, however, all social media posts of students must conform with ethics and value espoused by St. Joseph's College of Commerce.

The following guidelines must be adhered to:

- Posts should display respect and tolerance
- Make sure that the posts are factually correct and written in a professional tone

- Do not post content that harasses, intimidates, bullies or discriminates against persons or communities
- Do not initiate or engage in social media campaigns that present the college in poor light
- Be mindful that posts do not infringe upon copyright laws.

H. ATTENDANCE AND LEAVE:

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health or other needs, students can avail leave [in the prescribed format given in the handbook] after obtaining permission.

- i. Absence up to 3 days requires the signature of the class mentor to attend classes (refer to Record of Absence format given at the end of the Handbook).
 - ii. Absence up to 7 days requires the signature of the Welfare officer.
 - iii. Absence of more than 7 days must be brought to the notice of the respective shift Vice Principal and get their approval to attend classes.
1. If a student fails to secure a minimum of 75% attendance in a semester, then he/she will not be allowed to write End Semester Examination.
 2. If a student is absent for one period in a day, she/he will be marked absent for that period only.
 3. Students must check their attendance regularly, and if any discrepancy is found, the same should be brought to the notice of the class mentor/welfare officer in writing within two working days. No correction will be entertained beyond this period.
 4. Prolonged or serious illness, hospitalization or long medically advised rest must be reported to the principal as early as possible.
 5. No attendance is granted to students for participation in Certificate Courses as they are held outside regular class hours.
 6. No marks are awarded for attendance.
 7. After the final attendance list is prepared at the end of the semester, no request for alteration of attendance is entertained.

I. APPLICATION FOR CERTIFICATES

Routine certificates

Bonafide Student Certificate, Provisional Degree Certificate, Transfer Certificate, student ID/bus pass and bus/train/air student concession forms.

Special certificates

Calls for special certification from the Head of the Institution. For example, a certificate to state that X holds a valid passport, 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:

To apply for a certificate, students must submit a written request and pay the required fee. Processing the application takes a minimum of two working days. For special certificates, students must personally meet the principal, provide a written application, and include a specimen of the desired certificate. It is important to note that special certificates may not always be issued within 24 hours if additional verification or preparation time is necessary.

For attestation of marks cards, students should submit copies in the college office and can collect them on the next day after the attestation process has been completed.

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.

J. 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 internal and semester examinations, the degree is conferred by Bangalore City University.

ACADEMIC EVALUATION

Academic Evaluation of both undergraduate (UG) and postgraduate (PG) programmes comprises two components:

a. Continuous Internal Assessment (CIA) under NEP will be as follows:

- The CIA for 40 marks is divided into following segments:
- 10 marks test component to be completed as C.I.A. by respective subject teachers (**Refer Examination Calender on page 52**)
- Mid-Term Test: 20 marks
- At least 40-50% of the syllabus will be Tested / Assessed in Mid Term Test.
- The test is of one-hour duration and is centrally conducted by the Examination Dept.
- The remaining 10 Marks of CIA will be the skill component.
- For languages, 40 marks CIA will be conducted by the respective teacher of the class.
- All CIA activities have a well-defined objective, modality, assessment rubrics and outcome.
- After the CIA tests, all answer scripts will be returned to the students, who are expected to keep them on file.

End Semester Examination (ESE).

The rules governing the evaluation process are the same for both UG and PG programmes. For NEP Batch the total marks for ESE is 60 of 2 ½ hours duration.

Attendance requirement for taking ESE

The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write Mid-semester exams and End Semester Examinations (ESE). The college strictly adheres to the rule as demanded by the UGC. There is no provision for condonation of attendance in the UGC Act.

CIA Improvement

A PG student can apply for an improvement exam as a supplementary student only in the next academic year as per the semester. There is no provision for improving the CIA marks for UG students, while this provision exists for PG students in the following year as supplementary.

Missing End Semester Examination

If a student misses the End Semester Examination, the student will be marked "Absent" and must appear for the supplementary examination in that paper at the next available chance.

Announcement of Results and certificates

- Final results of the semester examination will be published within two to four weeks from the date of completion of the End Semester Examination on the student's ERP portal. Students are required to maintain a copy of the provisional online marks card published in the ERP. The original marks card for all semesters will be issued only after the completion of the UG/PG Programme.
- Request for revaluation, re-totalling 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

Pass marks

- 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.
- A PG student has to get a minimum of 40% marks in each subject in the CIA and 40% in ESE and overall, 50% in a Semester.
- A UG student has to get a minimum of 40% marks in each subject in the ESE and the aggregate marks should also be 40% which includes CIA & ESE.

Examination Related Grievance

- Grievance related to the end-semester examination question paper must be addressed to the COE in writing immediately after the examination.

- Any problem with 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 the declaration of results/issuance of the Marks Card.
- All grievances related to the CIA tests must be brought to the attention of the respective teacher within 48 hours. If the student is not satisfied with the resolution, they can escalate the matter to the Head of the Department (HOD) for further review and consideration.
- For all grievances related to ESE must be addressed to the examination grievance cell in writing within 2 weeks of the publication of results.

Supplementary Examination / Special Supplementary Examination

- Students who have failed any paper in the semester examination 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.
- A special Supplementary examination will be conducted for Semester V & VI of UG and Semester III & IV of PG after the publications of ESE results. However, students denied a Hall Ticket due to a shortage of attendance are not permitted to write this exam.
- 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.
- There is no provision for obtaining a Photocopy of the answer script, revaluation and re-totalling in the Supplementary Examinations conducted by the College.
- 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.

K. BANGALORE JESUIT EDUCATIONAL SOCIETY

Administration

President	Fr. Dionysius Vaz, SJ
Vice President	Fr. Brian Pereira, SJ
Secretary & Treasurer	Fr. Joy Pradeep Rodrigues SJ
Principal	Fr. Charles Louis Lasrado, SJ
Finance officer	Fr. Praveen Kiran Martis, SJ

Total Quality Management (TQM) Team

Principal	Dr. Charles Lasrado, SJ
Finance Officer	Fr. Praveen Kiran Martis, SJ
Registrar	Dr. Subhashini Muthukrishnan
Vice Principal – Shift 1	Dr. Ruqsana Anjum
Vice Principal – Shift 2	Dr. Veenu Joy
Welfare Officer (Girls)	Dr. Suganthi Pais
Welfare Officer (Boys)	Mr. Ravi Richard.A
Controller of Examinations	Dr. Antony Oliver
IQAC Coordinator	Dr. Sridhar L.S.
HOD – B.Com	Dr. Nischitha.K
HOD – BBA	Dr. Christina Aroojis
HOD – Professional programmes	Ms. Sumithra Sreenivasan
HOD – Post Graduate Studies	Dr. Komal A. Dave
HOD - Psychology	Ms. Maryanne Antoinette Pais
HOD – Economics	Dr. Jhumur Samaddar Roy

HOD – English	Mr. Vinay Kambipura
HOD – Kannada	Dr. T.H. Lavakumar
Assistant Research Director	Dr. Poornima Vijaykumar
Student Governor	Dr. Preemal Maria D'Souza
Association Coordinator	Ms. Natya Bopanna
Liaison Officer	Dr. D.Raja Jebasingh
Placement Officer	Mr. Giridhar Naidu
CDLE Convener	Mr. Vinay Pradeep.C
IIC Convener	Mr. Merwin Abraham Mathew
Chief Librarian	Dr. K. N. Lakshmiopathi
Sports Director	Dr. Asha
Human Resources Manager	Ms. Ronisha Priyanka D'Silva

Faculty : Commerce & Management

Dr. Charles Lasrado, SJ	M.Com, MBA, M.Phil, Ph.D, JRF & NET
Mr. Ravi R A	M.Com, MBA
Dr. Veenu Joy	M.Com, M.Phil, Ph.D, NET
Dr. Suganthi Pais	M.Com, M.Phil, Ph.D, NET
Ms. Muktha Kumar	M.Com, MBA, NET
Dr. Ruqsana Anjum	M.Com, M.Phil, ICWAI, Ph.D, NET
Ms. Sneha S. Rai	M.Sc, (Math), PGDCA, MBA, NET
Dr. Theresa Rathi Rani	M.Com, PGDCA, M.Phil, Ph.D, NET
Dr. Komal A. Dave	M.Com, M.Phil, Ph.D, NET
Ms. Rency Alex	M.Com, M.Phil
Dr. D. Raja Jebasingh	M.Com, MBA, M.Phil, PGDCA, Ph.D
Mr. Z. Mohammed Ashfaque	M.Com., PGDBA, NET

Dr. Shubhra Rahul	M.Com, MBA (HR), Ph.D
Dr. Poornima Vijaykumar	M.Com, Ph.D, NET
Dr. Christina Aroojis	M.Com, Ph.D, KSET
Dr. Preemal Maria D'Souza	M.Com, PGDBA, Ph.D, NET
Dr. Himachalapathy	M.Com, M.Ed, MFM, M.Phil, MBA, Ph.D
Ms. Nikhath Asrar	MTA, KSET
Ms. Sumithra Sreenivasan	M.Com, MBA, CMA(USA),NET
Ms. Nancy Christina	MBA, NET
Dr. Nischitha.K	M.Com, NET, Ph.D
Dr. Sridhar L. S.	M.Com, MBA, M.Phil, Ph.D, NET
Dr. Soney Haris	M.Com, B.Ed (Com), M.Phil, M.M.M, CIM(UK), Ph.D, M.Sc. (App. Psy.)
Mr. Vinay Pradeep.C	M.Sc (Mathematics), KSET
Ms. Maria Sanjana	M.Com, PGDFM, NET
Ms. Asha Joseph	M.Com, NET
Mr. Giridhar Naidu	MBA, NET
Ms. Natya Bopanna	M.Com, NET
Ms. Ireen Vincent	M.Com, B.Ed, NET
Ms. Sharon P.V.	M.Com, NET
Mr. Merwin Abraham Mathew	M.Com, NET
Ms. Bhargavi C.S.	M.Com, NET & KSET
Ms. Priyadarshini .S	M.Com, NET
Ms. Sagaya Swetha .N. Joseph	M.Com, NET
Fr. Praveen Kiran Martis, SJ	M.Com, NET& KSET

Ms. Ronisha Priyanka D'Silva	MBA, NET
Ms. Ankitha Antony	M.Com, NET
Ms. S. Dorothy Deepa	M.Com, PGDFM, NET
Mr. Joswin Prince Rodrigues	M.Com, NET
Ms. Mary Steffy	M.Com, KSET
Ms. Patricia Paul	M.Com, B.Ed, KSET, NET
Fr. Joel Fernandes, SJ	MA., MBA
Ms. Jeny Maria John	M.Com
Mr. Sam Stanley	M. Com, PGDBA, KSET, NET
Ms. Prakriti Thapa	M.Sc (Computer Science)
Mr. Ashbel Mathew Kurien	MCA,B.A English(Hons)
Ms. Sariya Kausar	M.Com, NET

Economics

Dr. Subhashini Muthukrishnan	M.A (Eco), M.Phil, PGDHRM, Ph.D
Dr. A.M. Sheela	M.A, Ph.D
Dr. Jhumur Samaddar Roy	M.A, MBA, M.Phil, PGDHR, B.Ed CTET, Ph.D, NET
Ms. Jethina James	M.Sc Economics, NET

Psychology

Dr. Rekha .R. Ahuja	M.Sc, M.Phil, Ph.D
Ms. Maryanne Antoinette Pais	M.Sc,NET
Mr. Shravan Abraham	M.Sc (Clinical Psychology), NET

English

Mr. Vinay Kambipura	M.A, NET
Dr. Neeti Roy	M.A, Ph.D
Dr. Anusuya A Paul	M.A, M.Phil, Ph.D, NET

Mr. Thomas Mathew	M.A, NET
Mr. Jeffin Lijo	M.A, NET
Ms. Vijayashanthi	M.A, NET
Dr. Paulami Guha Biswas	M.A, Ph.D, NET
Ms. Divya Hari Rao	M.A, KSET

Kannada

Dr. T. H. Lavakumar	M.A(Kan), MPA, MS (Counselling and Psychotherapy), Dip. in Theatre Arts, M.A (Eng), Ph.D
Dr. Ashoka T. A.	M.A, Diploma in Folklore, NET & JRF
Dr. T. Hanumantharaya	M.A, M.Phil, Ph.D, NET

Hindi

Dr. Fariyal Shaikh	M.A, Ph.D
Dr. Antony Oliver	M.A ,Ph.D, PGD in Translation, PGD in Editing & Proof Reading, SLET
Dr. Susmitha K. E.	M.A, M.Phil, Ph.D

Counselling

Ms. Lissie Maria	M.Sc (Clinical Psychology), PGD & B.A Psychology (Honours)
Ms. Priya Pakerathan	BBM, M.Sc
Mr. Melwin Canute DSouza	B.Ph, B.Th, M.Sc, PGD in Counselling

Physical Education & Sports

Dr. Asha - Physical Director	B.A, B.P.Ed, M.P.Ed, Ph.D
Mr. Srinivas. R. Pawar	Sports Assistant
Mr. A. Saravanan	Sports Assistant

Computer Science

Mr. Kumaresan. S	IT Head
Mr. Avinash	ERP - Coordinator
Mr. Manimuthu. N	Lab Supervisor
Ms. Agnes Deepika	Office Assistant – ERP
Mr. Vinod	Office Assistant – ERP
Mr. Arul Issac.A	Office Assistant – ERP
Mr. Abishek M	Graphic Designer and Video Editor
Mr. Joseph Daniel I	Lab Attender
Mr. Mallesh .S	Lab Attender
Mr. Harish D. G.	Lab Attender

Visiting Professors

Dr. R Rajaram	MA, MSc, Ph.D
Mr. Jayakumar Nair	B.Com, ACA
Dr. Karunakaran.K	MA, MBA, Ph D
Dr. Mohan P. Philip	M.Com, M.Phil, LLB, Ph.D
Ms. Raveena Roy	PGDM, NET
Mr. Patrick Andrews Raj	MTA, IATA
Ms. Tasmiya Hussni	M.Com, M.Phil, NET
Ms. Benila Susan Jacob	M.Com, NET, KSET
Ms. Nikitha Jhawar	B.Com, ACCA
Ms. Hurma A.K.	B.Com ACCA
Mr. Philip Abraham	CMA
Mr. Kanishkha Kabra	B.Com, CA, CPA, CFA

Mr. Devendra Bagree	B.Com, CA, CPA, FRM
Ms. Vidya Rajneesh	BBM Spanish: B2
Ms. Karkal Deepali Rao	French B2
Ms. Mamatha Moorchung	M.A, B.Ed, Dip. in French
Mr. Nageswara Rao Potepalli	M.Sc (Physics)
Mr. Prashanth S Bharadwaj	B.Com CA LLB
Dr. V. Rajesh Kumar	M.Com, Ph.D
Ms. Shruthi Prakash	ACS, MBL
Mr. Harisha B. V. Rao	MBA, M.Com, M.Phil, PGDFM
Mr. Paul Abraham	MBA(HRM), PGDBA, MBA (Marketing)
Dr. T. K. Vijay Kumar	B.A (Mktg) LLB, MS, Ph.D
Dr. Samir Pradhan	B.A (Economics), MPM, Ph.D(USA)
Ms. Archana Munoyat	CA, Dip. IFRS
Mr. Charanjeet Singh	ACCA
Mr. Darshan Shah	CA, ICWAI
CMA Monica Parikh	ACCA, CMA, Dip IFRS, ICWA
Ms. Jenin Mulakan	CA
Mr. Navdeep Kumar	B.Tech
Mr. Nagesh Rao	M.Sc
Mr. Kamal Rajnikant Vora	B.Com CPA

Ms. Divya Arun Kumar	MCA
Mr. Debangshu Chatterjee	B.E
Mr. Zubair Pradhan	MBA, BBM
Ms. Veithriene Pao	MSW, NET
Ms. Nikita Martin	MSW
Mr. Emmanuel David	MSW
Mr. R. Mahonar	M.A (Sociology)
Dr. Bhavana Ranjan	MBA, Ph.D, NET
Mr. Harish V K	ACS
Ms. Marina Joyce Roche	M.A (English), B.Ed, PGDCE
Ms. Shrishti Bhatia	M.Com, MPhil, NET
Mr. Praveen Daniel	PGDHRM
Ms. Neha Dawra	MBA, NET
Ms. Aruna S N	MA (Kannada), MA (English)
Mr. Prashanth P.	MA (Kannada), PGHD, NET
Ms. Ashwini A	MA (Kannada), B.Ed, JRF
Ms. Mythri HK	MA (Kannada), B.Ed
Ms. Nagamani	MA (Kannada), Ph.D, NET
Ms. Nikita Chung	BA, MA (English)
Ms. Alna Mariya Isac	BA, MA (English)

K. COLLEGE COMMITTEES

The Principal and Registrar are Ex-Officio members of all committees

I. INTERNAL QUALITY ASSURANCE CELL (IQAC)

GREATER IQAC TEAM	
Principal	Dr. Charles Lasrado, SJ
Registrar	Dr. Subhashini Muthukrishnan
IQAC Coordinator	Dr. Sridhar. L.S.
Assistant Convener	Ms. Mary Steffy B
Vice Principal (Shift 1)	Dr. Ruqsana Anjum
Vice Principal (Shift 2)	Dr. Veenu Joy
Controller of Examinations	Dr. Antony Oliver
HOD – B.Com	Dr. Nischitha.K
HOD – BBA	Dr. Christina Aroojis
HOD - Professional Programmes	Ms. Sumithra Sreenivasan
HOD – PG	Dr. Komal A. Dave
HOD – English	Mr Vinay Kambipura
HOD – Economics	Dr. Jhumur Samaddar Roy
HOD – Kannada	Dr. T. H. Lavakumar
HOD – Hindi	Dr. Antony Oliver
Liaison Officer	Dr. D. Raja Jebasingh
CRITERIA COORDINATORS	
Criterion I-Curricular Aspects	Ms. Muktha Kumar (Convener) Ms. Bhargavi C.S.
Criterion II-Teaching Learning Evaluation	Mr. Jeffin Lijo (Convener) Dr. Asha

Criterion III - Research Innovation and Extension	Dr. Poornima Vijaykumar (Convener) Ms. Patricia Paul Ms. Sagaya Swetha N Joseph Mr. Ravi R A
Criterion IV-Infrastructure and Learning Resources	Mr. Z. Mohammed Ashfaque (Convener) Mr. Sam Stanley Mr. Vinay Pradeep. C
Criterion V-Student Support and Progression	Dr. Preemal Maria D'Souza (Convener) Ms. Ankitha Antony Mr. Giridhar Naidu
Criterion VI-Governance Leadership and Management	Dr. D. Raja Jebasingh (Convener)
Criterion VII- Institutional Values and Best Practices	Ms. Sneha S. Rai (Convener) Dr. Shubhra Rahul
Chief Librarian	Dr. K. N. Lakshmiopathi
Physical Director	Dr. Asha
Documentation Coordinator	Mr. Nithin Mario

II. ANTI RAGGING -STATUTORY COMMITTEE

Convener	Dr. D. Raja Jebasingh
Assistant Convener	Ms. S. Dorothy Deepa
Counsellor	Ms. Maryanne Antoinette Pais
Student Representative	Nominated Student

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

III. ANTI SEXUAL HARASSMENT (PREVENTION AND REDRESSAL) COMMITTEE

Convener	Dr. A.M. Sheela
Assistant Convener	Mr. Vinay Kambipura
Counsellor	Ms. Lissie Maria
Advocate	Dr. Pauline Priya (Principal, SJCL)
NGO Representative	Nominated Representative
Student Representative	Nominated Student

Victims of sexual harassment can complain in person to the Committee or send an email to shcc@sjcc.edu.in along with details of their name and register number.

IV. EQUAL OPPORTUNITY CELL- STATUTORY COMMITTEE

Convener	Ms. Nikhath Asrar
Assistant Convener	Ms. Vijayashanthi

V. NSS I & II- STATUTORY COMMITTEE

Convener (Unit I)	Dr. Ashoka T.A.
Assistant Convener	Ms. Vijayashanthi
Assistant Convener (Unit II)	Mr. Joswin Prince Rodrigues
Assistant Convener	Mr. Sam Stanley

VI. STUDENT GRIEVANCE REDRESSAL CELL

Convener	Dr. Shubhra Rahul
Assistant Convener	Dr. Asha

A. ACADEMIC COMMITTEES

2.1. ADMINISTRATIVE HEADS

Principal	Dr. Charles Lasrado, SJ
Registrar	Dr. Subhashini Muthukrishnan
Vice Principal (Shift 1)	Dr. Ruqsana Anjum
Vice Principal (Shift 2)	Dr. Veenu Joy
Controller of Examinations	Dr. Anthony Oliver
Liaison Officer	Dr. D. Raja Jebasingh
IQAC Coordinator	Dr. Sridhar L.S.
HOD – B.Com	Dr. Nischitha.K
HOD – BBA	Dr. Christina Aroojis
HOD - Professional Programmes	Ms. Sumithra Sreenivasan
HOD – PG	Dr. Komal A. Dave
HOD – English	Mr Vinay Kambipura
HOD – Economics	Dr. Jhumur Samaddar Roy
HOD – Kannada	Dr. T. H. Lavakumar
HOD – Hindi	Dr. Antony Oliver
B.Com(Industry Integrated) Coordinator	Ms. Nancy Christina
B.Com(Travel & Tourism) Coordinator	Ms. Nikhath Asrar
Institution's Innovation Cell	Mr. Merwin Abraham Mathew

CDLE	Mr. Vinay Pradeep.C
Assistant Research Director	Dr. Poornima Vijaykumar
PGD Coordinator	Mr. Z.Mohammed Ashfaque
Placement Coordinator	Mr. Gridhar Naidu B
Student Governor	Dr. Preemal Maria D'Souza
Welfare Officer (Girls)	Dr. Suganthi Pais
Welfare Officer (Boys)	Mr. Ravi Richard.A
Chief Librarian	Dr. K. N. Lakshmi pathi
Human Resources Manager	Ms. Ronisha Priyanka D'Silva

2.2. EXAMINATION CENTRE

Superintendent of Examination	Dr. Charles Lasrado, SJ
Controller of Examinations	Dr. Antony Oliver
Custodian of Examination	Ms. Asha Joseph
Vigilance Squad Coordinator	Dr. A. M. Sheela
Vigilance Squad Assistant	Dr. Anthony Oliver
Vigilance Squad Assistant	Dr. Ashoka T.A.
Vigilance Squad member	Ms. Sariya Kausar
Malpractice Enquiry Coordinator	Dr. Shubhra Rahul
Malpractice Enquiry, Assistant Coordinator	Ms. Ankitha Anthony
Grievance Committee Coordinator	Dr. A.M. Sheela
Grievance Committee Member	Ms. Rency Alex

2.3. LIBRARY COMMITTEE

Chief Librarian	Dr. K. N. Lakshmipathi
Staff Convener	Dr. D. Raja Jebasingh
Staff Convener	Mr. Thomas Mathew
Staff Convener	Dr. Ashoka T.A.
IQAC Coordinator	Dr. Sridhar L.S.
Student Representative	Nominated Student
Student Representative	Nominated Student

2.4. ACADEMIC AUDIT COMMITTEE

Convener	Dr. Theresa Rathi Rani
Assistant Convener	Ms. Asha Joseph
Member	Ms. Ireen Vincent
IQAC Coordinator	Dr. Sridhar L.S.
COE	Dr. Antony Oliver

2.5. REMEDIAL AND BRIDGE COURSES

Convener	Ms. Bhargavi C.S.
Assistant Convener	Ms. Patricia Paul
Assistant Convener	Ms. Jeny Maria John

2.6. CENTRE FOR INNOVATION IN ACADEMICS

Convener	Mr. Ravi Richard.A
Assistant Convener	Dr. D. Raja Jebasingh

Assistant Convener	Dr. Soney Haris
Member	Mr. Sam Stanley
Member	Ms. Jethina James
Member	Mr. Shravan Abraham

2.7. INSTITUTION'S INNOVATION CELL

Convener	Mr. Merwin Abraham Mathew
Assistant Convener	Mr. Joswin Prince Rodrigues
Faculty member	Ms. Ireen Vincent
Faculty member	Fr. Joel Fernandes, SJ
Student Representative	Nominated Student
Student Representative	Nominated Student

2.8. CENTRE FOR DIGITAL LEARNING AND EDUCATION

Convener	Mr. Vinay Pradeep.C
Assistant Convener	Mr. Merwin Abraham Mathew
Assistant Convener	Ms. Divya Hari Rao
Assistant Convener	Ms. Jethina James
Assistant Convener	Mr. Thomas Mathew
Media Convener	Ms. Prakriti Thapa
Media Convener	Mr. Ashbel Mathew Kurien

2.9. IT TEAM

Convener	Mr. Kumaresan S
Assistant Convener	Dr. K. N. Lakshmipathi
Assistant Convener	Mr. Avinash
Member	Ms. Sukrutha P

2.10. RESEARCH CENTRE

Director	Dr. Charles Lasrado, SJ
Assistant Research Director	Dr. Poornima Vijaykumar
Research Supervisor	Dr. Mohan P. Phillip
Research Supervisor	Dr. A. M. Sheela
Research Supervisor	Dr. D. Raja Jebasingh
Research Supervisor	Dr. Shubhra Rahul
Research Supervisor	Dr. Sridhar L.S.
Research Supervisor	Dr. Soney Haris

2.11. OUTCOME BASED EDUCATION

Convener	Dr. Himachalapathy
Assistant Convener	Ms. Priyadarshini.S
Assistant Convener	Ms. Sagaya Swetha N. Joseph
Member	Ms. Patricia Paul
Member	Ms. Sariya Kausar

3.1. FACULTY ACADEMIC PERFORMANCE INDICATORS COMMITTEE (FAPI)

Convener	Dr. D. Raja Jebasingh
Assistant Convener	Mr. Vinay Kambipura
Member	Ms. Sharon P.V.
Human Resources Manager	Ms. Ronisha Priyanka D'Silva

3.2. STAFF GRIEVANCE COMMITTEE

Convener	Dr. Theresa Rathi Rani
Human Resource Manager	Ms. Ronisha Priyanka D'Silva

3.3. STAFF SERVICES COMMITTEE

Convener	Dr. Fariyal Shaikh
Human Resources Manager	Ms. Ronisha Priyanka D'Silva
Non-Teaching	Mr. Kumaresan S Mr. Asad Pasha

3.4. FACULTY DEVELOPMENT CENTRE

Convener	Ms. Muktha Kumar
Assistant Convener	Ms. Ronisha Priyanka D'Silva
Members	Mr. Ashbel Mathew Kurien
Members	Ms. Maryanne Antoinette Pais

3.5. COLLEGE INFORMATION HUB

Convener	Dr. Jhumur Samaddar Roy
Assistant Convener	Mr. Jeffin Lijo
Member	Ms. Maryanne Antoinette Pais
Member	Mr. Sam Stanley

3.6. NPTEL, MOOCS

Convener	Dr. D. Raja Jebasingh
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3.7. COLLEGE MAGAZINE COMMITTEE

Editor In Chief	Ms. Vijayashanthi
Sub Editor	Ms. Divya Hari Rao
Design and Layout Coordinator	Mr. Ashbel Mathew Kurien
Design and Layout Member	Ms. Prakriti Thapa
Physical Director	Dr. Asha
Student Editorial Team	Nominated Student
Student Design Team	Nominated Student

3.8. COLLEGE WEBSITE COMMITTEE

Convener	Mr. Jeffin Lijo
Assistant Convener & Technical Expert	Mr. Kumaresan S
Assistant Convener	Ms. Jethina James
Assistant Convener	Mr. Kumaresan S
Human Resources Manager	Ms. Ronisha Priyanka D'Silva

IV. STUDENT SUPPORT COMMITTEES

4.1. STUDENT COUNCIL

Student Governor	Dr. Preemal Maria D'Souza
Election Commissioner	Dr. Suganthi Pais
Member	Mr. Vinay Pradeep.C
Member	Ms. S. Dorothy Deepa
Member	Ms. Ireen Vincent

4.2. PLACEMENT AND INTERNSHIP

Student Placement Convener	Mr. Giridhar Naidu
Assistant Convener	Ms. Nancy Christina
Internship Coordinator	Ms. Priyadarshini.S
Assistant Coordinator	Ms. Jeny Maria John
Social Internship Coordinator B.Com	Mr. Joswin Prince Rodrigues
Social Internship Coordinator BBA	Ms. Jethina James
Media Coordinator	Ms. Prakriti Thapa Mr. Ashbel Mathew Kurien
IQAC Coordinator	Dr. Sridhar L.S.

4.3. SCHOLARSHIP

Finance Officer	Fr. Praveen Kiran Martis ,SJ
Convener	Ms. S. Dorothy Deepa

4.4. INDUSTRIAL VISIT

Convener	Mr. Shravan Abraham
Assistant Convener	Ms. Maria Sanjana

4.5. INTERNATIONAL DESK

Convener	Dr. Neeti Roy
Assistant Convener	Ms. Ankitha Antony

4.6. NATIONAL LIAISON DESK

Convener	Ms. Maria Sanjana
Assistant Convener	Mr. Sam Stanley

4.7. PARENT TEACHER ASSOCIATION

Convener	Dr. Susmitha K.E.
First year's Convener	Ms. Sariya Kausar
Second year's Convener	Ms. Ireen Vincent
Third year's Convener	Dr. Soney Haris
Member	Ms. Rency Alex

4.8. DISCIPLINARY COMMITTEE

Convener	Ms. Rency Alex
Assistant Convener	Mr. Joswin Prince Rodrgiues
Member	Mr. Melwin Canute DSouza
Member	Mr. Shravan Abhram
Member	Dr. Asha
Member	Mr. Srinivas R.Pawar
Member	Mr. A. Saravanan

4.9. STUDENT ASSOCIATION COMMITTEE

Convener	Ms. Natya Bopanna
Assistant Convener	Ms. Mary Steffy
All India Catholic University Federation -AICUF	Ms. Sharon P.V.
Association for Literature, Music and Arts (ALMA)	Ms. Divya Hari Rao
Centre for Social Action (CSA)	Dr. Paulami Guha Biswas
Serenata Chorale - Choir	Ms. Maryanne Antoinette Pais

Dance, Acoustic & Business Team	Dr. Preemal Maria D'Souza
Debating Society	Mr. Thomas Mathew
E-cell	Ms. Patricia Paul
Eco Club	Ms. Ankitha Antony
Finance Club	Ms. S. Dorothy Deepa
Harmony Club	Mr. Sam Stanley
Hindi Parishad	Dr. Susmitha K. E
Kannada Sangha	Dr. Hanumantharaya
Media & Graphic Design Team	Mr. Ashbel Mathew Kurien Ms. Prakriti Thapa
Quiz Club	Ms. Ireen Vincent
Rotaract Club	Ms. Nikhath Asrar
Hashmi Theatre Forum	Dr. T. H. Lavakumar Ms. Divya Hari Rao
Women's cell	Ms. Bhargavi C.S. Ms. Sharon P.V.
Youth for Democracy & Constitution	Ms. Jeny Maria John
Editorial Club	Ms. Vijayashanthi Ms. Divya Hari Rao

4.10. SPORTS

Convener	Dr. Asha
Assistant Convener	Ms Patricia Paul
Member	Ms. Sariya Kausar
Member	Mr. Ashoka T.A.

Member	Mr. Giridhar Naidu
Member	Mr. Merwin Abraham Mathew

4.11. CAMPUS MINISTRY

Principal	Fr. Charles Lasrado, SJ
Director	Fr. Praveen Kiran Martis, SJ
Assistant Director	Ms. Sharon P.V.
Member	Ms. Jeny Maria John
Member	Ms. Natya Bopanna
Member	Mr. Vinay Pradeep.C
Member	Ms. Rency Alex
Member	Dr. Susmitha K.E.
Member	Ms. Sariya Kausar
Member	Mr. Jeffin Lijo

4.12. CANTEEN COMMITTEE

Convener	Dr. Suganthi Pais
Assistant Convener	Dr. Paulami Guha Biswas Mr. Z. Mohammed Ashfaque
Member	Ms. Jeny Maria John

4.13. EVENT MANAGEMENT COMMITTEE

Convener	Ms. Sneha S.Rai
Assistant Convener	Dr. Paulami Guha Biswas
Member	Mr. Ashbel Mathew Kurien

4.14. ALUMNI

Convener	Ms. Maria Sanjana
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L. ADMINISTRATIVE STAFF

Mr. Asad Pasha	Chief Accountant
Mr. John Sudhakar	Office Assistant
Mr. Joseph Anthony	Library Assistant
Ms. Mary Joys Malini	Secretary to Principal
Ms. Deena Pereira	Secretary to COE
Ms. Sukrutha. P	Office Superintendent (In Charge)
Ms. Geethanjali D V	Office Assistant – Accounts
Ms. Wilma Fernandes	Receptionist
Ms. Maria Swetha J	Office Assistant – Exam
Mr. Rathnam B	Supervisor – Maintenance
Mr. Benjamin	Electrician
Mr. Samadhanam	Technician
Ms. Beena. S.C	Office Assistant - Library
Ms. Mary Jancy	Office Assistant
Ms. Veena. S	Office Assistant
Mr. Nithin Mario.R	Office Assistant

Mr. Sandesh Kumar V S	Office Assistant
Ms. Josephine Nadiya. S	Office Assistant
Mr. Shailesh Richard	Office Assistant – PG

ATTENDERS

Mr. Yesudas	Mr. Subbarao
Mr. K.A. Shivashankara	Mr. Rathnaiah
Mr. Sagayaraj	Mr. Katamala Venkata Ramaiah
Ms. Sharadhamma	Ms. Grace Rebeka Shanthi
Mr. Sunder Raj	Ms. Manjula .M
Ms. Chinna Kondamma	Ms. Gomati K
Mr. Satish Kumar	Mr. Chintha Sheshagiri
Mr. Rajendran E	Mr. N. Munireddy
Ms. Sagaya Mary J	Mr. Devaraj S
Ms. Prema Latha K	Mr. Mohan
Mr. Krishna Murthy	Mr. Rajkumar Sakthi
Mr. Dhanakoti V	Mr. Michael Jackson S
Ms. Manjula. A	Ms. Lourd Mary

**Examination Department Calender of Events for the
Academic year 2023 – 2024 (For Students)**

ODD SEMESTER

Sl.No.	Date	Events
1.	19th June, 2023	College reopens
2.	27th June to 3rd July, 2023	Application for Revaluation / Retotaling/ Photocopy
3.	15th to 21st July, 2023	1st Unit Test (I CIA Activity)
4.	12th July, 2023	Revaluation Results of ESE
5.	13th to 18th July, 2023	Special Supplementary Exam fee payments for UG VI and PG IV Semester
6.	22nd to 28th July, 2023	Special Supplementary Exam for UG VI Sem and PG IV Sem only.
7.	31st July, 2023	Publication of Mid Term Test Time Table
8.	28th to 31st Aug., 2023	Mid Term Test 20 –Marks (Tentatively)
9.	1st Sept., 2023	Announcement of End Semester Examination & PGD Time Table for I, III & V Semester.
10.	1st Sept., 2023	Last date to submit internship viva marks to COE
11.	1st to 12th Sept., 2023	I, III & V End semester , Supplementary grade subjects & PGD Exam fee Payment
12.	15th Sept. 2023	Last date to submit internship report.
13.	15th to 25th Sept. 2023	II Unit test (II CIA Activity)
14.	2nd Oct., 2023	Last day for submission of CIA marks & all Grade Subjects

15.	4th Oct., 2023	Finalization of C.I.A marks & grade subjects. (Last day for any clarification of C.I.A marks for the odd semester).
16.	6th Oct., 2023	Verification & validation of CIA & Grade Subjects marks by the students
17.	6th to 11th Oct., 2023	BOE meeting.
18.	25th Oct to 8th Nov, 2023	End Semester /Supplementary Examination /PGD including grade subjects. (I, III & V semester UG & PG)
19.	20th Nov, 2023	Publication of ESE and Supplementary exam Results (tentatively)
EVEN SEMESTER		
21.	1st Dec, 2023	PGD Exams Results (Odd sem)
22.	1st to 6th Dec, 2023	Payment for Revaluation/Retotaling/ Photocopy
23.	16th Dec, 2023	Revaluation Results
24.	18th to 23rd Dec, 2023	Payment of fees for special supplementary exam for V sem U.G.(20 Batch) and III Sem P.G. (22nd Batch)
25.	3rd Jan. 2024	Publication of Mid Term Test Time Table
26.	8th to 13th Jan, 2024	Special supplementary exam for V sem U.G.(20 Batch) and III Sem P.G. (21st Batch) (tentatively in the afternoon)
27.	15th to 21st Jan, 2024	I Unit test. (I CIA Activity)
28.	29th Jan to 1st Feb 2024	Mid Term Test (20 marks)

29.	1st Feb, 2024	Publication of V Sem U.G. & III Sem P.G. Special Supplementary Exam Results
30.	20th Feb., 2024	Announcement of End Semester Examination & P.G.D. Time Table for II, IV & VI Semester.
31.	26th Feb to 2nd March 2024	II, IV & VI End semester , Supplementary, grade subjects & PGD Exam fee Payment
32.	1st to 9th March 2024	II Unit test. (II CIA Activity)
33.	18th March 2024	Submission for CIA marks and all Grade subjects.
34.	20th March 2024	Finalization of CIA marks & Grade Subjects (Last day for any clarification of CIA marks & Grade subjects for the even semester)
35.	23rd March., 2024	Verification & validation of CIA & Grade Subjects marks by the students
36.	23rd to 28th March 2024	BOE meeting.
37.	2nd to 20th April 2024	End Semester /Supplementary Examination/ PGD including grade subjects. (II, IV & VI semester UG & PG) (tentatively)
38.	30th April 2024	Publication of ESE and Supplementary Results (tentatively)
39.	1st June 2024	PGD results of even semester

The above dates are tentative and subject to change. The students are requested to check the Examination Notice Board and College Website for final confirmation as per the event.

**BEMBALA CALENDAR OF EVENTS
2023-2024****• Regular Activities:**

Sl.No.	Date	Class	Time
1	03rd - 07th Jul 2023	1 BBA - A	10:50 am - 11:50 am
2	10th - 14th Jul 2023	1 BBA - B	10:15 am - 11:30 am
3	17th - 21st Jul 2023	1 BBA - C	11:20 am - 12:30 am
4	24th - 28th Jul 2023	1 BBA - D	10:15 am - 11:30 am
5	01st - 05th Aug 2023	1 B.Com - A	10:50 am - 11:50 am
6	07th - 11th Aug 2023	1 B.Com - B	11:20 am - 12:30 am
7	14th - 19th Aug 2023	1 B.Com - C	11:20 am - 12:30 am
8	21th - 26th Aug 2023	1 B.Com - D	11:20 am - 12:30 am
9	04th - 09th Sep 2023	1 B.Com - E	11:20 am - 12:30 am
10	11th - 15th Sep 2023	1 B.Com - F	10:15 am - 11:30 am
11	18th - 23rd Sep 2023	1 B.Com - G	10:15 am - 11:30 am
12	25th - 30th Sep 2023	1 B.Com - H	10:15 am - 11:30 am
13	03rd - 07th Oct 2023	1 B.Sc Eco	10:50 am - 11:50 am
14	09th - 13th Oct 2023	1 BA Eng	11:20 am - 12:30 am

• **PG and UG Camps:**

Sl.No.	Date	Class
1	03rd – 05th July 2023	3 B.Com – B (2021-24)
2	06th – 08th July 2023	3 B.Com – E (2021-24)
3	10th – 14th July 2023	2 M.Com Regular & IB
4	17th – 20th July 2023	2 M.Com FA
5	10th – 12th July 2023	2 BBA – A
6	13th – 15th July 2023	2 BBA – B
7	20th – 22nd July 2023	2 BBA – D
8	24th – 26th July 2023	2 B.Com – A
9	01st – 03rd Aug 2023	2 B.Com – B
10	07th – 09th Aug 2023	2 B.Com – C
11	10th – 12th Aug 2023	2 B.Com – D
12	16th – 18th Aug 2023	2 B.Com – E
13	21st – 23rd Aug 2023	2 B.Com – F
14	04th – 06th Sep 2023	2 B.Sc Eco
15	11th – 13th Sep 2023	2 BA Eng
16	14th – 16th Sep 2023	2 B.Com – G
17	20th – 22nd Sep 2023	2 B.Com – H
18	25th – 27th Sep 2023	2 BBA – C

CALENDER OF EVENTS FOR THE ACADEMIC YEAR 2023 - 2024

JUNE - 2023

Date	Day	Event
1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	World Environment Day – Eco Club
6	Tue	
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	World Blood Donor Day – Red Cross
15	Thu	
16	Fri	
17	Sat	
18	Sun	

JUNE - 2023

19	Mon	<ul style="list-style-type: none"> • FDP • Staff Council meeting • General Staff meeting • Department Meeting
20	Tue	<ul style="list-style-type: none"> • FDP • Department Meeting • World Refugee Day – AICUF
21	Wed	<ul style="list-style-type: none"> • I year UG Formal Orientation • International Yoga Day - Sports Department • Music Day - Choir
22	Thu	Ist Year General Orientation
23	Fri	<ul style="list-style-type: none"> • Samagra Session for Ist Year students • Faculty Empowerment Programme
24	Sat	<ul style="list-style-type: none"> • Faculty Empowerment Programme • Ph.D. Scholar Interface Meeting
25	Sun	
26	Mon	<ul style="list-style-type: none"> • II year UG Formal Orientation • PG II year Reopening and Orientation
27	Tue	III year UG Formal Orientation
28	Wed	
29	Thu	Bakrid (Holiday)
30	Fri	Class Representatives Elections

JULY - 2023

Date	Day	Event
1	Sat	<ul style="list-style-type: none"> • Retreat for 1st years • Registration commences for College sports teams
2	Sun	
3	Mon	<ul style="list-style-type: none"> • PG I year Reopening and Orientation • BBA Department Association orientation – 1st Years
4	Tue	B.Com / BA / BSc Department Association Orientation – 1st years
5	Wed	
6	Thu	
7	Fri	International Day of Cooperatives
8	Sat	Retreat for 2nd years
9	Sun	
10	Mon	<ul style="list-style-type: none"> • Alumni Guest Lecture series for Professional Programmes [10th to 12th of July] • Registration closes for College sports teams
11	Tue	Staff Council Meeting
12	Wed	General Staff Meeting
13	Thu	Student Council Elections
14	Fri	Commixture BBA
15	Sat	<ul style="list-style-type: none"> • Retreat for 3rd years • 1st CIA (15th to 21st) • Commencement of PGD Classes

JULY - 2023

16	Sun	
17	Mon	World Day for International Justice
18	Tue	Nelson Mandela International Day
19	Wed	<ul style="list-style-type: none"> • Student Council : Investiture ceremony • Finance Club : Incipere
20	Thu	<ul style="list-style-type: none"> • Association Orientation for 1st year students • Student Seminar – Psychology Department
21	Fri	International Guest talk : BSc Economics
22	Sat	<ul style="list-style-type: none"> • B.Com (IAF) student seminar • Ph.D. Scholar Interface Meeting
23	Sun	
24	Mon	<ul style="list-style-type: none"> • BBA Department Association Activities [JBC, ELI & LDC] • YDC Voters ID campaign
25	Tue	<ul style="list-style-type: none"> • BBA Department Association Activities [Conexus , Fountain head & Quest Club] • Student Seminar – Psychology Department
26	Wed	BBA Department Association Activities [Project smiles & AIMS]
27	Thu	Blend : ComUnity
28	Fri	World Nature Day - Eco Club Clean Up Drive
29	Sat	Muharram (Holiday)
30	Sun	International Day of Friendship – Harmony Club/Rotaract Club
31	Mon	St. Ignatius of Loyola Feast (Holiday)

AUGUST - 2023

Date	Day	Event
1	Tue	BBA Student Seminar
2	Wed	<ul style="list-style-type: none"> • BBA Entrepreneurship student seminar • Staff Council Meeting
3	Thu	<ul style="list-style-type: none"> • BBA Professional student seminar • General Staff Meeting
4	Fri	<ul style="list-style-type: none"> • BSc workshop – 1st years • BA workshop – 1st years • Sports Induction Ceremony
5	Sat	<ul style="list-style-type: none"> • BSc workshop – 2nd years • BA workshop – 2nd years • Rotract Installation Ceremony
6	Sun	Hiroshima Day – NSS/CSA
7	Mon	<ul style="list-style-type: none"> • Public Speaking Workshop – Debating society • Workshop on Essential MS Excel skills for business – I and II year PG Programmes [7th to 12th August, 2023] • Sports Intramural Activities Begins
8	Tue	B.Com Student Seminar
9	Wed	<ul style="list-style-type: none"> • B.Com (BPM) student seminar • Nagasaki Day • International Day of the World's Indigenous People – NSS/CSA
10	Thu	<ul style="list-style-type: none"> • B.Com (TT) student seminar • Psychology Workshop
11	Fri	<ul style="list-style-type: none"> • Mainframe Research Forum Activity – Department of Commerce • Psychology Workshop
12	Sat	<ul style="list-style-type: none"> • B.Com (SF) student seminar • International Youth Day – Rotract Club

AUGUST - 2023

13	Sun	
14	Mon	Hashmi Theatre Forum – Rural Theatre fest
15	Tue	<ul style="list-style-type: none"> • Independence Day/ Sangolli Rayanna Birth Anniversary – Student Council and NSS • English BOS
16	Wed	<ul style="list-style-type: none"> • Kutumbh- Economics intra-collegiate Fest • Media & Society Panel Discussion
17	Thu	
18	Fri	Cipher
19	Sat	<ul style="list-style-type: none"> • Cipher • World Humanitarian Day – AICUF Outreach • World Photography Day – Media Team • Workshop on Econometrics – II year PG Programmes
20	Sun	Renewable Energy Day – Rotaract
21	Mon	BBA Department Association Activities [JBC, ELI & LDC]
22	Tue	BBA Department Association Activities [Conexus, Fountain Head & Quest Club]
23	Wed	BBA Department Association Activities [Project Smiles & AIMS]
24	Thu	<ul style="list-style-type: none"> • B.Com Department Association Activity – Commecium • YDC Voters ID campaign
25	Fri	
26	Sat	
26 - 27		Faculty Development Programme/ Workshop – Research Centre
27	Sun	
28	Mon	Mid Term Exam Aug 28-31
29	Tue	
30	Wed	
31	Thu	

SEPTEMBER - 2023

Date	Day	Event
1	Fri	<ul style="list-style-type: none"> • B.Com – Pre BOS • Experiential Training Programme in Research – II year PG Programmes [1st to 9th of September,2023]
2	Sat	<ul style="list-style-type: none"> • B.Sc Economics – Pre BOS • PG – Pre BOS • Psychology – Pre BOS
3	Sun	
4	Mon	<ul style="list-style-type: none"> • BBA – Pre BOS • Staff Council Meeting
5	Tue	<ul style="list-style-type: none"> • International Day of Charity – AICUF • Teachers Day celebrations – Student Council
6	Wed	<ul style="list-style-type: none"> • B.Com – BOS • PG – BOS • ComUnity Association Activity , B.Com Department
7	Thu	<ul style="list-style-type: none"> • BBA BOS • Finnect Inter collegiate case study competition • General Staff Meeting
8	Fri	<ul style="list-style-type: none"> • Nativity of Our Lady (Holiday) • International Literacy Day – Rotaract Club/Finance Club
9	Sat	Economics Conference
10	Sun	
11	Mon	<ul style="list-style-type: none"> • Department of English – BOS • Quiz Club – Personality Quiz • Panel discussion – Psychology Department
12	Tue	<ul style="list-style-type: none"> • Department of Kannada – BOS • Psychology – BOS
13	Wed	Department of Hindi – BOS
14	Thu	Hindi Day (India) – Hindi Parishad

SEPTEMBER - 2023

15	Fri	<ul style="list-style-type: none"> • Antharanga – Kannada Sangha [15th & 16th] • International Day of Democracy – Debating Society • 2nd CIA (15th to 22nd)
16	Sat	<ul style="list-style-type: none"> • B.Com [Analytics] Student Seminar • Voyager : BCom TT programme
17	Sun	
18	Mon	Ganesha Chaturthi (Holiday)
19	Tue	BBA Department Association Activities [JBC, ELI & LDC]
20	Wed	BBA Department Association Activities [Conexus, Fountain Head & Quest Club]
21	Thu	<ul style="list-style-type: none"> • BBA Department Association Activities [Project smiles & AIMS] • International Day of Peace – Harmony Club
22	Fri	Kalotsav
23	Sat	Kalotsav
24	Sun	
25	Mon	<ul style="list-style-type: none"> • Aghasya – Inter cultural fest Harmony Club • NSS Day
26	Tue	Lit Fest [26th to 30th – Department of English]
27 - 28		Hindi Department Seminar
27	Wed	
28	Thu	<ul style="list-style-type: none"> • Id Milad (Holiday) • Bhagat Singh Birth Anniversary - NSS • International Day for the Universal Access to Information – Debating Society
29	Fri	<ul style="list-style-type: none"> • Karnataka Oodhu – Kannada Sangha • National Conference – PG Department
30	Sat	<ul style="list-style-type: none"> • Hindi Parishad - Indradhanush • Analytics Workshop – Department of Professional Studies

OCTOBER - 2023

Date	Day	Event
1	Sun	
2 - 6		Observance of World Mental Health week
2	Mon	<ul style="list-style-type: none"> • Gandhi Jayanti (Holiday) – Kannada Sangha • International Day of Non-Violence- NSS
3	Tue	<ul style="list-style-type: none"> • Gandhi Namana – Kannada Sangha • Staff Council Meeting
4	Wed	<ul style="list-style-type: none"> • Submission of CIA and other grade subject marks to exam department • BBA National Level Conference
5	Thu	<ul style="list-style-type: none"> • BBA National Level Conference • General Staff Meeting
6	Fri	
7	Sat	Animus '23
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	

OCTOBER - 2023

14	Sat	Mahalaya Amavasye (Holiday)
15	Sun	
16	Mon	
17	Tue	International Day for the Eradication of Poverty – AICUF
18	Wed	Last teaching day for the odd semester
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	Ayudha Pooja (Holiday)
24	Tue	Vijayadashami (Holiday)
25	Wed	End Semester Examinations Begin
26	Thu	
27	Fri	
28	Sat	Maharshi Valmiki Jayanthi (Holiday)
29	Sun	
30	Mon	
31	Tue	

NOVEMBER - 2023

Date	Day	Event
1	Wed	Karnataka Rajyotsava Day (Holiday)
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	End Semester Examinations End
9	Thu	Research Advisory Committee Meeting
10	Fri	
11	Sat	
12	Sun	Naraka Chaturdashi (Holiday)
13	Mon	
14	Tue	<ul style="list-style-type: none"> • Balipadyami (Holiday) • Children's Day (India)
15	Wed	
16	Thu	International Day for Tolerance – Harmony Club

NOVEMBER - 2023

17	Fri	Karnataka Darshana – Kannada Sangha
18	Sat	Last working day for teachers
19	Sun	<ul style="list-style-type: none"> • National Integration Day (India) – Student Council • Women's Entrepreneurship Day – E-Cell/Women's Forum
20	Mon	<ul style="list-style-type: none"> • Universal Children's Day – Rotaract • Workshop (Coaching) on NET and other Competitive Exams – I and II year PG Programmes [20th November to 2nd of December]
21	Tue	Declaration of ESE Results
22	Wed	
23	Thu	
24	Fri	Rotamun – Rotract Club
25	Sat	International Day for the Elimination of Violence against Women – Women's Forum
26	Sun	National Law Day (India) – Finance Club
27	Mon	College Reopens for Even Semester
28	Tue	
29	Wed	Kannada Sangha – Kannada Rajyotsava
30	Thu	Kanakadasa Jayanti (Holiday)

DECEMBER - 2023

Date	Day	Event
1	Fri	<ul style="list-style-type: none"> • World AIDS Day • AICUF – Christmas Drive • Human rights week Dec 1st to 10th [YDC, Eco Club, NSS, CSA]
1 - 7		Seven Days National Level Experiential Workshop on Research Methodology
2	Sat	International Day for the Abolition Of Slavery
3	Sun	International Day of Persons with Disabilities – AICUF
4	Mon	Guest lecture – Psychology Department
5	Tue	BBA Department Association Activities [JBC, ELI & LDC]
6	Wed	<ul style="list-style-type: none"> • BBA Department Association Activities [Conexus, Fountain Head & Quest Club] • A Talk on “Indian Constitution and present India “ – YDC
7	Thu	<ul style="list-style-type: none"> • BBA Department Association Activities [Project smiles & AIMS] • International Day of Peace – Harmony Club • Plantation Drive – Eco Club • Staff Council Meeting • General Staff Meeting
8	Fri	<ul style="list-style-type: none"> • B.Com National Conference • Workshop for Government College students – Debating society
9	Sat	Enigmatix – B.Com Analytics Programme
10	Sun	
11	Mon	Guest lecture – Psychology Department
12	Tue	Inceptus – B.Com Association Activity

DECEMBER - 2023

13	Wed	
14	Thu	
15	Fri	<ul style="list-style-type: none"> • 1st CIA (15th to 21st December) • Sports Day and Sports Intramural Activities End
16	Sat	Christmas Celebrations for the Staff
17	Sun	
18	Mon	
19	Tue	
20	Wed	Turas
21	Thu	Turas
22	Fri	
23	Sat	
24	Sun	Christmas Eve
25	Mon	Christmas (Holiday)
26	Tue	
27	Wed	
28	Thu	
29	Fri	Rashtrakavi Kuvempu Birth Anniversary – Kannada Sangha
30	Sat	
31	Sun	

JANUARY - 2024

Date	Day	Event
1	Mon	New Year's Day (Holiday)
2	Tue	
3	Wed	National Symposium – Hashmi Theatre Forum
4	Thu	Finance Club – Josephites Premier Club
5	Fri	<ul style="list-style-type: none"> • B.Com Research workshop – Mainframe Research forum • Staff Council meeting
6	Sat	<ul style="list-style-type: none"> • Rubix – BBA Professional Program • Ph.D. Scholar Interface Meeting
7	Sun	General Staff meeting
8	Mon	
9	Tue	
10	Wed	B.Com Department Association activity : Erudition
11	Thu	
12	Fri	<ul style="list-style-type: none"> • National Youth Day (Swami Vivekananda Birth Anniversary) NSS • Aura – NSS
13	Sat	<ul style="list-style-type: none"> • Aura – NSS • Rota Trek – Rotract Club
14	Sun	World Logic Day – Debating Society
15	Mon	Makara Sankranthi (Holiday)
16	Tue	BBA Department Association Activities [JBC, ELI & LDC]

JANUARY - 2024

17	Wed	<ul style="list-style-type: none"> • BBA Department Association Activities [Conexus , Fountain head & Quest Club] • Eco club workshop
18	Thu	<ul style="list-style-type: none"> • BBA Department Association Activities [Project smiles & AIMS] • Eco club workshop
19	Fri	Dhwani
20	Sat	Dhwani
21	Sun	
22	Mon	
23	Tue	
24	Wed	<ul style="list-style-type: none"> • Republic Day Lecture – Department of English • International Day of Education – Rotaract Club
25	Thu	Ipitch : BBA
26	Fri	Republic Day (Holiday)
27	Sat	
28	Sun	
29	Mon	Mid Term Exam (29th January to 1st February)
30	Tue	<ul style="list-style-type: none"> • Martyrs' Day – NSS • BBA Research workshop
31	Wed	Finatron – B.Com Strategic Finance Programme

FEBRUARY - 2024

Date	Day	Event
1	Thu	<ul style="list-style-type: none"> • World Inter Faith Harmony Week (1st to 7th) • B.Com Pre BOS • Rhetoric- Debating society
2	Fri	<ul style="list-style-type: none"> • Arthashastra- B.Sc Exhibition • BBA Pre BOS • Union budget decoding session – Finance Club • Staff Council meeting
3	Sat	<ul style="list-style-type: none"> • Gaiety – B.Com Professional Programme • PG- Pre BOS • Psychology – Pre BOS
4	Sun	World Cancer Day – AICUF
5	Mon	<ul style="list-style-type: none"> • Webinar series on Peace and Conflict resolution – Harmony club • General Staff meeting
6	Tue	Seminar on Health Psychology
7	Wed	<ul style="list-style-type: none"> • B.Com BOS • PG BOS
8	Thu	<ul style="list-style-type: none"> • BBA BOS • National Level Conference – Department of English
9	Fri	National Level Conference – Department of English
10	Sat	Resound – Serenata Chorale
11	Sun	
12	Mon	National Level FDP – PG department [12th to 17th of February]
13	Tue	Dalal street : ComUnity

FEBRUARY - 2024

14	Wed	World Day of Social Justice – Rotaract
15	Thu	<ul style="list-style-type: none"> • Gestate – BBA Ent • Ph.D. Scholar Interface Meeting
16	Fri	<ul style="list-style-type: none"> • Kalarava – Kannada sangha • English BOS
17	Sat	<ul style="list-style-type: none"> • Kalarava – Kannada sangha • Cyclothon • Inauguarion of Spiel – 2023
18	Sun	
19	Mon	BBA Department Association Activities [JBC, ELI & LDC]
20	Tue	<ul style="list-style-type: none"> • BBA Department Association Activities [Conexus, Fountain Head & Quest Club] • Enact – Hashmi Theatre forum [20th & 21st]
21	Wed	<ul style="list-style-type: none"> • BBA Department Association Activities [Project smiles & AIMS] • Quiz workshop – Quiz Club
22	Thu	Epicurus Psychology Exhibition
23	Fri	Chanakya
23 - 24		Faculty Development Programme/ Workshop – Research Centre
24	Sat	<ul style="list-style-type: none"> • Chanakya • Closing ceremony of Spiel – 2023
25	Sun	
26	Mon	Commerce Week [26th Feb to 2nd March]
27	Tue	
28	Wed	
29	Thu	Theatre Workshop – Hashmi Theatre forum

MARCH - 2024

Date	Day	Event
1	Fri	<ul style="list-style-type: none"> • 2nd CIA (1st March to 9th March) • BSc BOS • Theatre Workshop – Hashmi Theatre forum • Virtuoso
2	Sat	Virtuoso
3	Sun	World Wildlife Day – Eco Club
4	Mon	Psychology Workshop
5	Tue	<ul style="list-style-type: none"> • Blood Donation Camp • Staff Council meeting
6	Wed	Nakshatra – Hindi Parishad
7	Thu	Travel Diary : BCom TT Fest
8	Fri	<ul style="list-style-type: none"> • Maha Shivarathri (Holiday) • International Women's Day celebration - Women's Forum
9	Sat	<ul style="list-style-type: none"> • Eves Day • AGAMYA – National Level PG Research Symposium/ Paper presentation for students
10	Sun	
11	Mon	
12	Tue	FDP : BBA
13	Wed	
14	Thu	

MARCH - 2024

15	Fri	<ul style="list-style-type: none"> • Samsara- BSc Fest • Revelations – AICUF
16	Sat	Revelations – AICUF
17	Sun	
18	Mon	Submission of CIA and Grade subject Marks to exam dept
19	Tue	Feast of St. Joseph (Holiday)
20	Wed	International Day of Happiness of Happiness – Harmony Club
21	Thu	World Poetry Day – ALMA/Kannada Sangha/Hindi Parishad
22	Fri	World Water Day – Eco Club
23	Sat	
24	Sun	
25	Mon	Last teaching day of the even semester
26	Tue	
27	Wed	World Theatre Day – Hashmi Theatre Forum
28	Thu	International Day of Happiness of Happiness – Harmony Club
29	Fri	Good Friday (Holiday)
30	Sat	
31	Sun	

APRIL - 2024

Date	Day	Event
1	Mon	
2	Tue	End semester examinations begin
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	<ul style="list-style-type: none"> • Ugadi (Holiday) • Ramzan (Holiday)
10	Wed	
11	Thu	Jotiba Phule Birth Anniversary
12	Fri	
13	Sat	
14	Sun	Dr. Ambedkar's Jayanthi (Holiday)
15	Mon	

APRIL - 2024

16	Tue	
17	Wed	
18	Thu	Earth Day Exhibition – Eco Club
19	Fri	Earth Day Exhibition – Eco Club
20	Sat	End semester examinations end
21	Sun	Mahaveera Jayanthi (Holiday)
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	<ul style="list-style-type: none"> • Last signing day for faculty • Declaration of ESE Results

MAY - 2024

Date	Day	Event
1	Wed	May Day (Holiday)
2	Thu	Research Advisory Committee Meeting
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	Rabindranath Tagore Birth Anniversary
8	Wed	
9	Thu	
10	Fri	Basava Jayanthi (Holiday)
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	

16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	Bio Diversity Day
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

RECORD OF ABSENCE

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

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

Absence of 3-7 days requires the signature of the Welfare Officer.

Absence of more than 7 days requires the signature of the respective Vice Principal

[illegible]

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

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[illegible]

RECORD OF ABSENCE

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

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

Absence of 3-7 days requires the signature of the Welfare Officer.

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UNIVERSAL APOSTOLIC PREFERENCES

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The Universal Apostolic Preferences (UAP) are a set of guiding principles established by the Society of Jesus (Jesuits) under the leadership of Father General Arturo Sosa, S.J. These serve as a roadmap for the Jesuits' mission and ministry in the world, shaping their actions and priorities from 2019 to 2029.

There are four Universal Apostolic Preferences that were developed through a process of discernment involving Jesuits and their collaborators worldwide. They aimed to address the pressing needs and challenges of the contemporary world while staying true to the Ignatian spirituality and charism. By embracing these preferences, the Society of Jesus aims to continue its legacy of service, education, and spiritual guidance around the world.

1. To show the way to God through the Spiritual Exercises and discernment

This preference emphasizes the importance of the Spiritual Exercises of St. Ignatius of Loyola, the founder of the Society of Jesus. The Jesuits seek to deepen their own spiritual lives and guide others in experiencing a personal encounter with God. They also focus on fostering a culture of discernment, helping individuals and communities make informed choices that align with God's will.

2. To walk with the poor, the outcasts of the world, those whose dignity has been violated, in a mission of reconciliation and justice

This preference calls Jesuits to embrace a preferential option for the poor, just as Jesus showed a special concern for the marginalized and vulnerable. The Jesuits seek to accompany those on the peripheries of society, advocating for their rights, and working for social justice and reconciliation.

3. To accompany young people in the creation of a hope-filled future

Recognizing the challenges faced by young people in the modern world, this preference emphasizes the need to engage with and accompany young individuals, empowering them to become active agents of change and leaders in building a better world.

4. To collaborate in the care of our Common Home

With a strong commitment to ecological and environmental concerns, this preference emphasises on the need to contribute actively to the preservation of the planet and advocate for sustainable practices. This preference aligns with the broader call of Pope Francis's encyclical "*Laudato Si'*," highlighting the interconnectedness of all life on Earth and the urgent need to care for our environment.

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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