

**ST.JOSEPH'S EVENING COLLEGE
MUSEUM ROAD
BANGALORE – 560025**

**RIGHT TO INFORMATION ACT
2005**

**INFORMATION FOR THE YEAR
2015-2016**

**ST. JOSEPH'S EVENING COLLEGE, (AUTONOMOUS)
35, MUSEUM ROAD, BANGALORE – 560025**

**GOVERNMENT OF INDIA INFORMATION ACT- 2005 PARTICULARS OF
CLAUSE 4 (1) B**

Origin:

St. Joseph's Evening College is run by the Society of Jesus, a Catholic religious order founded in 1540 by St. Ignatius of Loyola. Its members, popularly known as Jesuits have been active in the field of education throughout the world. St. Joseph's Evening College, a 35 year old institution is a part of their large educational endeavour. The College is registered under the Bangalore Jesuit Educational Society, which runs St. Joseph's Arts & Science College, St. Joseph's College of Commerce and St. Joseph's College of Business Administration.

St. Joseph's Evening College applied to UGC for autonomy in October 2003. An expert committee visited the College on August 31, 2004, and granted autonomy in October 2004. The government of Karnataka and the Bangalore University accorded Academic Autonomy to St. Joseph's Evening College on September 13, 2005 for all the existing courses.

Vision of the College:

At St. Joseph's Evening College, our educational objective is to prepare men and women for the service of others, specially the poor and the oppressed. During students stay in the College, students will be provided with many opportunities to critically understand society and its structures so that the education would assist them to work for a human and just society. Stress will be laid on academic excellence, character formation and social concern.

Academic Excellence:

Most of the students are working students. So students join the college with a deep desire to enhance the knowledge in spite of hardships and inconveniences. During the stay in the College, studying the subjects will be major task. The College has a reading room and good library. It is left to make use of them as much as possible and keep students abreast of happenings in the country and the world. By the time of graduation students aim to develop the art of Critical thinking.

There are various associations formed to help students. The College Cultural team, Commerce and Management Forum, Social Service League, Women's Cell, Lead Club, La Storia, AICUF and Language Associations are meant to help students to broaden students horizons and to provide opportunities for the exercise of leadership. Students are requested to join at least one of these Associations and thus develop initiative, confidence and social values.

Character Formation:

Character development is the essential aspect of education. A person is what his / her values are character. Students character includes their behaviour, values and attitudes to life and others and the way they face life. The time in College is the period where students have to build up their character, hard work perseverance, honesty, integrity, sensitivity to others and universal love that embraces all people cutting across barriers of language, religion and caste. As a help to this students have programmes in Human Resource Development and value Education. Essential to any character formations is self discipline. Lack of discipline in the College results in chaos and disorder where learning becomes impossible, the rules of discipline in the College are meant for social well being, order and harmony, Students will find them conducive for academic life if students personalize them in the right spirit.

Social Concern:

In term of admission, the management has made a policy of admitting, as far as possible, students from the socio – economically marginalized group. Education is a tool to enhance the quality of life. The College provides students with many opportunities to develop. As students develop their personality, it is equally necessary that they gain an insight into the institutionalized injustice in our country.

The College expects students to be perceptive to the forces of communalism and casteism that threaten harmony and peace and inflict hardship on the common man. It is the vision of the College to train students who are socially conscious, ready to stake their lives for the oppressed and the exploited. Then alone the College will have succeeded in its mission.

In the spirit of our Jesuit heritage, St. Joseph's Evening College thus strives to develop the whole person with a mission in life. Our task as educators is to create in student a deeper understanding of themselves and of the changing world by creating plentiful opportunities for personal and social growth and total development. For the members of the Society of Jesus, education is no commercial activity, it is a mission. Our mission is to build up a group of young men and women who would be agents of change in society and work towards a secular world of fraternity, equality and justice.

Staff – Student Rapport:

Our lives are shaped very much by the people with whom we constantly interact, and here it will be teachers. Students have an excellent staff in this college; make good use of their experience and knowledge through constant personal contact both inside and outside the classroom. Today more than ever, closer ties between the staff and student are the only way to counteract the many problems arising from the impersonal atmosphere prevailing in much of our college education. This would of course mean that you are willing to be guided by the teachers. This staff – student rapport will be all the more effective if parents co-operate and keep in touch with the College and staff. To achieve this, the College brings together parents and teachers with specific programmes which would assist parents with insights into the problems of growing youngsters.

Many of our staff members have undergone training to help student not only with academic difficulties but also with personal and emotional problems. Student may always approach them for guidance, to help not only in solving problems but also becoming more effective in the way function. All the classes will have class teachers who will meet their wards regularly and also conduct well planned programmes to give them self-confidence, healthy interpersonal relationships and effective utilization of their talents and abilities.

Parents and Guardians:

Parents and Guardians are partners with the College in the task of total and integral education of their children and wards. It is keeping with this concept of 'partnership' in education that the Principal invites the parents of students to discuss with them the performance of their son/ daughter. The meeting will on a Sunday which would be intimated to student and every parent is requested to make it possible to attend it. The Parents are also recommended to meet the Principal and the Welfare Officers to ascertain from them the conduct and progress of their wards. The College welcomes suggestions from parents and well – wishers.

St. Joseph (Patron of the College):

The patron of our College and model for our students is St. Joseph, the foster father of Jesus. True to his life, St. Joseph is called a just man. The motto of the College, "Fide et Labore" which means Faith and Toil, reflects the life and spirit of St. Joseph who was a carpenter by profession and the protector of the Holy Family. Therefore, it is right that he is our patron.

College Regulations:

1. The warning bell for class is given at 5.10 p.m. five minutes before the commencement of the class. Students should be in their respective classrooms before the second bell. When a lecturer enters the class, the students must rise and remain standing until they are instructed to sit down.
2. Students must not loiter on the corridors during class hours.
3. No student is allowed to leave the lecture hall without the lecturer's permission or until the class is dismissed.
4. If the concerned lecturer is absent, students are expected to study silently in the class room or go to the Reading Room.
5. Students are not permitted to smoke on the College campus. They are liable to disciplinary action (even dismissal) if found smoking on the campus.
6. Disciplinary action will be taken against any student found in possession of or under the influence of drugs or alcohol.
7. Students are forbidden to bring fire crackers and colours to the campus.

8. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
9. Boys and girls are expected to conduct themselves with dignity and maturity. In the inter relationships, they must observe norms of decency and propriety.
10. The campus must be kept clean at all times. Littering with sweet wrappers, waste paper, defacing the walls or desks, damaging college property etc., are offences. Every class under the guidance of the class leader will be responsible for the cleanliness of the room allotted to it.
11. Though the college is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of a student outside the campus.
12. Posters, notices, etc., must not be put up without the permission of the Principal.
13. Students attending classes or meetings of the college societies, clubs and associations on the campus, are expected to be dressed neatly and have hair styles in conformity with norms of decency and propriety. Both boys and girls will observe the dress code for attendance at classes and college functions.
14. Students are not permitted to sit at the cycle stand during class hours.
15. The cycle stand will function on all working days from 4.30 p.m. to 9.00 p.m. students are required to leave their two wheelers in the custody of the cyclestand attendant and take a token from him. The attendant will not bear responsibility for vehicles that are not locked and for which parking fee has not been paid. Students who bring vehicles must collect the vehicle Identity card from the office.
16. Every student is required to carry his / her identity card to College, The card should be shown to any member of the staff or College officials when asked for, especially when dealing with the officer and library.
17. Externs should not be asked to come to the College during class hours to meet students.
18. Association functions and cultural programmes will be held only on holidays and Sundays. Practice for all programmes should be held either prior to the classes or on holidays and Sundays.
19. College functions are meant for the formation of students. No externs are permitted to attend the functions. Strict action will be taken on those who bring externs to the functions.
20. No money is to be collected from students without the prior permission of the Principal.

21. Books, magazines, newspapers etc., not approved by the Principal are not allowed to be brought to the College.
22. The students are not allowed to organize picnics. The College reserves the right to initiate action against the class or group of students who violate this rule.
23. Ragging is a major offence. Those who indulge in ragging, even in a 'friendly' way or encourage ragging will face immediate dismissal from the College. No justification in this regard will be acceptable.
24. Use of mobiles is not permitted within the campus. Such mobiles will be confiscated and will be returned to the parents only at the end of the semester.
25. Attendance position of the students will be displayed on the notice board during the first week of every month. Those who fail to put in 75% attendance are not eligible to get the Hall Tickets for the end semester examinations and will have to repeat the entire semester.
26. Every student will be supplied with a copy of syllabus at the beginning of each semester. The teacher is expected to teach the whole syllabus exhaustively, every part of it, and no part should be left out under the presumption that it may not be important. In case, the syllabus is not covered fully by any particular teacher, students are obliged to inform the HOD or the Principal, at least fifteen days before the end of the particular semester.

Courses Offered:

1. Three year B.Com. undergraduate Course with six semesters
2. Three year B.A. undergraduate Course with six semesters
3. Three year B.B.M. undergraduate Course with six semesters
4. Three year B.B.M. undergraduate Course with six semesters
5. Three year B.C.A. undergraduate Course with six semesters
6. M.Com. Postgraduate Course with four semesters
7. M.A. (English) Postgraduate Course with four semesters
8. Languages offered – English, Kannada, Hindi, Tamil and French

Site area and built – up area:

The College situated at # 35, Museum Road with a site area of 8 acres and The total built up area is about 3,75,472 sq.ft.

Public Information office under section 5 (1) : Fr. Maxim Dias, S.J.
Principal
St. Joseph's Evening College
Bangalore

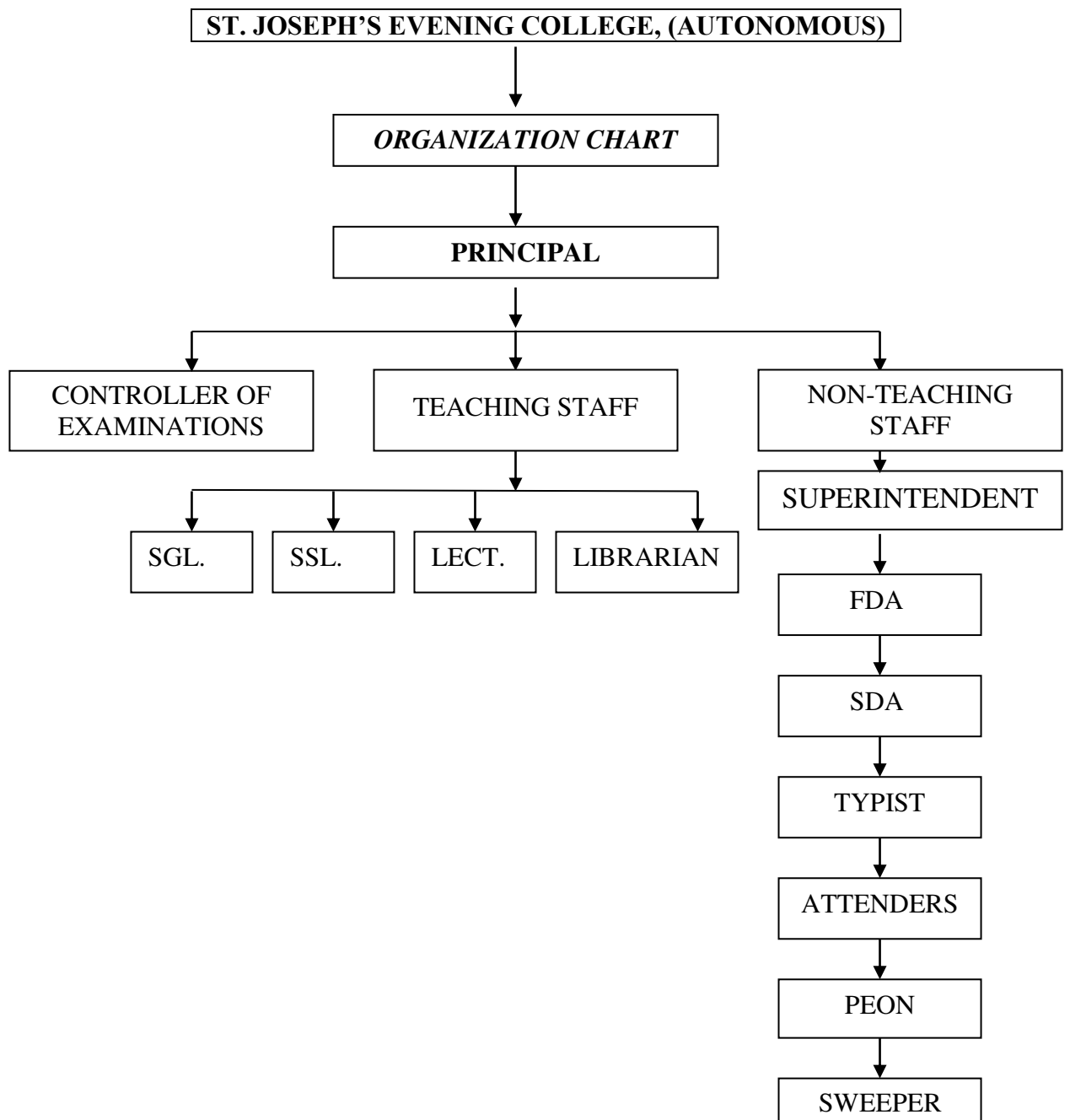
PARTICULARS OF CLAUSE 4(b) AND 4(1) A OF THE GOVERNMENT OF INDIA INFORMATION ACT – 2005

SL NO.	CLAUSE	PARTICULARS
1	CLAUSE 4(b) (1):	PATICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES
2	CLAUSE 4(b) (2):	POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES
3	CLAUSE 4(b) (3):	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY
4	CLAUSE 4 (b) (4):	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
5	CLAUSE 4 (b) (5):	RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS
6	CLAUSE 4(b) (6):	CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITS OR UNDER ITS CONTROL
7	CLAUSE 4 (b) (7):	PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THERE OF
8	CLAUSE 4(b) (8):	STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC
9	CLAUSE 4(b) (9):	DIRECTORY OF ITS OFFICERS AND EMPLOYEES
10	CLAUSE 4(b) (10):	MONTHLY REMUNERATION RECEIVED BY EACH OF ITSOFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS
11	CLAUSE 4(b) (11):	BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON

		DIBURSEMENTS MADE
12	CLAUSE 4(b) (12):	MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES
13	CLAUSE 4(b) (13):	PARTICULARS IF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT
14	CLAUSE 4(b) (14):	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM
15	CLAUSE 4(b) (15):	PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE
16	CLAUSE 4(b) (16):	NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS
17	CLAUSE 4(b) (17):	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Particulars of its Organization, functions and duties as per Clause 4(b)(1)of the Right Information Act 2005

FORMAT – 1



ST. JOSEPH'S EVENING COLLEGE, (AUTONOMOUS)
P.O. BOX NO: 25003,
No. 35, MUSEIM ROAD,
BANGALORE – 560025.
PH: 080-22211911, 22297274, FAX: 080-22291669
Email: mail@sjec.edu.in/info@sjec.edu.in
Website: www.sjec.edu.in

FORMAT – 2

**POWERS AND DUTIES OF ITS OFFICERS/EMPLOYEES AS PER CLAUSE 4(b)
(2) OF THE RIGHT TO INFORMATION ACT 2005**

SL NO.	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	PROF/PRINCIPAL	<ol style="list-style-type: none">1) The Principal exercise such administration powers as are delegated under various acts, rules, regulations, orders and instructions of the government, Department of Collegiate Education and other competent authorities. He shall be both administrative and academic head of the college. He shall take all steps for smooth and efficient functioning of the college.2) To ensure that the scholarship applications of the concerned students are sent to sanctioning Departments viz Social Welfare Department, Backward Classes and Minorities department and Department of Collegiate Education, etc.,3) To ensure that the proposal for renewal of affiliation/permanent affiliation is sent to the concerned University well in time.4) To ensure that the accreditation from the NAAC is obtained and to ensure if already accorded is upgraded after 5 years.5) To take necessary action to bring the college under 2(f) and 12(6) of the UGC Act, 1956. This can be done by sending the proposal to the UGC, New Delhi.6) The Principals have to teach their concerned subjects six hours per week
2	CONTROLLER OF EXAMINATIONS	<ol style="list-style-type: none">1) The Controller of Examinations shall be responsible for the proper records, maintenance of marks list and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results and thereafter dispose them off as per the procedure.2) He shall arrange for the valuation, tabulation and announcement of results expeditiously and arrange for the distribution of the marks cards with the help of the college office superintendent.3) With the help of the office staff he shall arrange to prepare the merit list, rank list.4) He shall be responsible for the proper custody an maintenance of marks registers and other valuable and permanent records of the sections.5) He shall attend to the re-totaling of the valued answer

		<p>scripts, challenge valuation, redressed of grievances, make enquires into mal-practices committed by students and lapses of examiners, etc., in consultation with the Principal as per the rules.</p> <p>6) In coordination with the office staff, he shall arrange for printing of question papers well in advance.</p> <p>7) He shall issue duplicate marks cards, consolidated marks cards and rank certificates to the college office to be distributed to the students.</p> <p>8) He shall make an enquiry into the lapses/ mistakes committed by anyone involved in the conduct of examination under this manual and fix fine/ penalty and issue an order to give effect to his decision in consultation with the Principal.</p> <p>9) He shall exercise all the powers in connection with the examination subject to the general control and supervision of the Principal.</p>
3	SELECTION GRADE LECTURERS/ SENIOR GRADE LECTURERS	<p>1) He conduct the classes as per the time-table.</p> <p>2) Complete the syllabus prescribed by the concerned University well in time.</p> <p>3) Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations.</p> <p>4) To Co-operation with the Principal in smooth function of mid-term, supplementary and annual examinations.</p> <p>5) To teach the workload prescribed by the UGC and to maintain diaries and shall be available for students atleast 7 hours daily and for 5 hours on Saturday s in the college.</p> <p>6) To maintain the attendance of the students of the respective classes.</p> <p>7) He/She shall conduct the practical classes as prescribed by the University and attend evaluation work of the University Examination which is Mandatory.</p> <p>8) To conduct tutorial classes as per the UGC norms etc., and help the Principals in administrative work.</p>
4	LIBRARIAN	<p>1) To issue books to the teaching, non teaching staff and students and collect it back.</p> <p>2) Maintain necessary records/registers in the library etc.,</p> <p>3) To arrange for annual stock verification of the library books and to sent annual stock verification report to the concerned officers etc.,</p>

5	SUPERINTENDS	<p>The Superintendent shall be primarily responsible for the efficiency of his section are accurate and conform to the rules and procedure. He shall scrutinize all the papers/files before they are submitted to the higher officers. The Superintend shall personally handle all important and complicated cases. He shall guide his subordinates in all respects and make them put up the cases in accordance with the rules. He shall maintain his section neat and clean. He shall take all steps to maintain order and discipline in the section. He shall control the movement of officials. He shall arrange for distribution of work among the caseworkers in consultation with the concern officer. He shall maintain guard file of his section. He shall ensure with all registers, diaries and files are maintained properly by the case workers of his section. He shall mark the tappals to the concerned case workers. He shall supervise his section and submit reports to his immediate officers. He shall sign and issue acknowledgement letters.</p>
6	FIRST DIVISION ASSISTANTS/ SECOND DIVISION / CLERK & TYPISTS	<p>The First Division Assistant/Second Division Assistant works under the guidance of the Superintendent. He is responsible for the work entrusted to him. Each assistant will be allotted certain subjects to deal with. His duties mainly are as follows.</p> <ol style="list-style-type: none"> 1) To maintain the case diary. 2) To examine and put up notes and drafts promptly to the Superintendent after recording paging index. 3) To maintain the various registers prescribe under the rules of office procedures. 4) To ensure the notes submitted in the files are neat and tidy and as per rules.
7	TYPISTS	<p>The Typists duties and responsibilities are as follows:</p> <ol style="list-style-type: none"> 1) To type both on computer and typewriter neatly and accurately all letters marked to him. 2) To take out number of copies required. 3) Stenciling when the number of copies required are more than 10. 4) Typists shall compare fair copies before they are returned to the case worker. 5) To maintain the work diary in the prescribed proforma. 6) Draft shall be typed giving wide margin for effecting necessary corrections.
8	ATTENDERS/ PEON	<p>The duties of the attender/peon are as follows: General Duties:</p> <ol style="list-style-type: none"> 1) Carrying a file from one section to another or from one case worker to another, etc.

		<ul style="list-style-type: none"> 2) Stitching the files/exam bundles 3) Carrying and distribution of stationery and making envelopes whenever necessary 4) Arranging of furniture 5) Keeping the office premises clean
9	SWEEPER	They shall sweep or wipe with wet cloth, the room, verandas, steps, etc., allotted to them, well before starting of office and also during office timings if need be. They shall carry the waste/ rubbish for disposal outside the department under the supervision of the Superintendent.

FORMAT – 3

**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY AS PER
CLAUSE 4 (1) (b) (3) OF THE RIGHT TO INFORMATION ACT 2005**

SL. NO.	DESIGNATION	POWERS AND DUTIES OF OFFICERS/EMPLOYEES
1	PRINCIPAL	<ol style="list-style-type: none"> 1) The Principal shall exercise such administrative powers as are delegated under various acts, rules, regulations, orders and instructions of the government, Department of Collegiate Education and other competent authorities. He shall take all steps for smooth and efficient functioning of the College. 2) To ensure that the scholarship applications of the concerned students are sent to sanctioning Department viz., Social Welfare Department, Backward Classes and Minorities Department and Department of Collegiate Education etc., 3) The Principal shall handle 6 hours of teaching work load in a week in the relevant subject, etc., <p>AND OTHER POWERS AND DUTIES MENTIONED IN FORMAT – 2</p>
2	CONTROLLER OF EXAMINATIONS	POWERS AND DUTIES MENTIONED IN FORMAT – 2
3	SELECTION GRADE LECTURER/SENIOR GRADE LECTURERS/LECTURERS	<ol style="list-style-type: none"> 1) He conduct the classes as per the time-table 2) Complete the syllabus prescribed by the concerned University well in time 3) Extend their full co-operation to the heads of the departments in completing the syllabus before commencement of the University Examinations. <p>AND OTHER POWERS AND DUTIES MENTIONED IN FORMAT – 2</p>
4	LIBRARIAN	<ol style="list-style-type: none"> 1) To issue books to the teaching, non-teaching staff and students and collect it back 2) Maintain necessary records/registers in the library etc., 3) To arrange for annual stock verification of the library book and to send annual stock verification report to the concerned officers etc., <p>AND OTHER POWERS AND DUTIES MENTIONED IN FORMAT – 2</p>

5	SUPERINTENDENTS	<p>The Superintendent shall be primarily responsible for the efficiency of his section are accurate and conform to the rules and procedure. He shall scrutinize all the papers/files before they are submitted to the higher officers. The Superintend shall personally handle all important and complicated cases. He shall guide his subordinates in all respects and make them put up the cases in accordance with the rules.</p> <p>AND OTHER POWERS AND DUTIES MENTIONED IN FORMAT – 2</p>
6	FIRST DIVISION ASSISTANTS	<p>The First Division Assistant/Second Division Assistant works under the guidance of the Superintendent. He is responsible for the work entrusted to him. Each assistant will be allotted certain subjects to deal with. His duties mainly are as follows.</p> <ol style="list-style-type: none"> 1) To maintain the case diary. 2) To examine and put up notes and drafts promptly to the Superintendent after recording paging index. 3) To maintain the various registers prescribe under the rules of office procedures. <p>AND OTHER POWERS AND DUTIES MENTIONED IN FORMAT – 2</p>
7	SECOND DIVISION ASSISTANTS	<p>To maintain case diary AND AS MENTIONED IN FORMAT – 2</p>
8	TYPISTS	<p>The Typists duties and responsibilities are as follows:</p> <ol style="list-style-type: none"> 1) To type both on computer and typewriter neatly and accurately all letters marked to him. 2) To take out number of copies required. 3) Stenciling when the number of copies required are more than 10. <p>AND OTHER POWERS AND DUTIES MENTIONED IN FORMAT – 2</p>
9	ATTENDER/PEON	<p>The duties of the attender/peon are as follows: General Duties:</p> <ol style="list-style-type: none"> 1) Carrying a file from one section to another or from one case worker to another, etc. 2) Stitching the files/exam bundles 3) Carrying and distribution of stationery and making envelops whenever necessary <p>AND OTHER POWERS AND DUTIES MENTIONED IN FORMAT – 2</p>
10	SWEEPER	<p>They shall sweep or wipe with wet cloth, the room, verandas, steps, etc., allotted to them, well before starting of office and also during office timings if need be. They shall carry the waste/ rubbish for disposal outside the department under the supervision of the Superintendent.</p>

FORMAT – 4

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS AS PER CLAUSE 4 (b) (4) OF THE RIGHT TO INFORMATION 2005

SL. NO.	DESIGNATION	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
1	Principal	As per the norms fixed by UGC and the Government
2	Selection Grade Lecturer/Senior Grade Lecturers /Lecturers	As per the norms set by the Government and the University
3	Controller of Examinations	As per the norms set by the Government and the University
4	Librarian	As per the norms set by the Government and the University
5	Superintendents	As per the Office procedure and office manuals
6	First Division Assistants	As per the Office procedure and office manuals
7	Second Division Assistants	As per the Office procedure and office manuals
8	Typist	As per the Office procedure and office manuals
9	Attender/Peon	As per the office procedure
10	Sweeper	As per the office procedure

Norms for Admission B.Com. – Aided Course

Candidates successful in the two year Pre-University course of the PU Directorate, Government of Karnataka or the equivalent, recognized by the Bangalore University may apply. No admission test is conducted. Short listed candidates are called interview. Though it is a minority institution, reservation policy is followed.

Fees Structure (for the whole year) 2015-2016

SL.NO.	CLASS	COLLEGE ACCOUNT	MANAGEMENT ACCOUNT	TOTAL
1	I B.Com. – A Section	2167	14833	17000
2	I B.Com. – B Section	432	16568	17000
3	II B.Com. – A Section	2096	12404	14500
4	II B.Com. – B Section	382	14118	14500
5	III B.Com. – A Section	2096	12704	14800
6	III B.Com. – B Section	382	14418	14800
7	I B.A. (HEP)	2167	8833	11000
8	I B.A. (JPS)	453	17547	18000
9	II B.A. (HEP)	2096	7904	10000
10	II B.A. (JPS)	382	14818	15200
11	III B.A. (HEP)	2096	7904	10000
12	III B.A.(JPS)	382	14818	15200
13	I B.B.A.	453	32547	33000
14	II B.B.M.	382	27618	28000
15	III B.B.M.	382	27618	28000
16	I BCA	2503	23497	26000

17	II BCA	482	24518	25000
18	III BCA	482	24518	25000
19	I M.COM	1453	44547	46000
20	II M.COM	1332	41668	43000
21	I M.A (English)			

FORMAT – 5

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS AS PER CLAUSE 4 (b) (5) OF THE RIGHT TO INFORMATION ACT 2005

SL. NO.	RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED
1	Karnataka Civil Services Rules – 1958
2	Karnataka Financial Code – 1958
3	Karnataka Treasury Code – 1958
4	Budget Manual 1958
5	Manual of Contingency Expenditure – 1958
6	Karnataka Civil Services Rules (Classification, Control and Appeal) – 1957
7	Conduct Rules – 1966
8	Karnataka Education Act 1983 (Karnataka Act No. of 1995)
9	Karnataka Educational Institutions (Collegiate Education) Rules – 2003
10	Grant in Aid Code
11	Karnataka Civil Services (General Recruitment) Rules – 1977
12	Karnataka Civil Services Probationary Rules – 1977
13	Karnataka Government Servants Seniority Rules – 1957
14	Triple Benefits Scheme Rules – 1976
15	University Grants Commission Guidelines
16	Karnataka State Transparency Act – 2000
17	Relevant Government Notification and orders
18	Karnataka Civil Services (Regulation of Promotion, Pay and Pension Act 1973, and Rules 1978 Rules General Recruitment Rules – 1977)
19	Karnataka Civil Services (Confidential Reports) Rules 1985
20	Karnataka State University Act – 2000
21	Jurisdictional University Regulations, By Laws and Examination Manual
22	Karnataka Education Department Services (Collegiate Education Department) (Special Recruitment) Rules 1993 and other rules as amended

FORMAT – 6**STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL AS PER CLAUSE 4 (1) (b) (6) OF THE RIGHT TO INFORMATION ACT 2005**

SL. NO.	CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER CONTROL
1	Attendance Registers
2	Movement Registers
3	Casual Leave Registers
4	Letters Inward Registers
5	Postal Stamps Account Registers
6	Letter outward Registers
7	Tappal Issue Acknowledgment Registers
8	Muddam Registers
9	Files Sending Registers (Signal Files System)
10	Case Worker Personal Diary/Case Registers
11	Cash Books
12	Day Books
13	Grant Release Registers
14	Salary Disbursement Registers
15	Advance Sanction Registers
16	Stock Registers Stationery
17	A. G. Audit Observation Compliance Report Registers
18	Special State Gazettes
19	National Loan Scholarship Recovery Register
20	Subject Diary
21	Convocation Certificate Issue Register

FORMAT – 7

PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULATATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF AS PER CLAUSE 4(b) (7) OF THE RIGHT TO INFORMATION ACT 2005

- 1) Representation in Person or writing to the President or Vice – President of the Management.
- 2) College Alumni.

FORMAT – 8

STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC AS PER CLAUSE 4(b) (8) OF THE RIGHT TO INFORMATION ACT 2005

THE QUALITY ADVISORY COMMITTEE

Chairperson	-	Fr. Maxim Dias, S.J. Mr. Joseph Roche
Members	-	Dr. H. Nagaraj Dr. Kanishka Mr. Joseph V T (Office)

LIST OF WELFARE OFFICERS & H.O.D's

Dr. H. Nagaraj	-	Department of Commerce
Prof. Jane D'Souza	-	Department of History
Prof. Chanchalakshi	-	Department of Economics
Mr. Diwakar P	-	Department of English
Dr. K. M. Mathew	-	Department of Kannada
Dr. K. N. Sheshadri	-	Department of Hindi
Mrs. Emilia Theresa	-	Department of Tamil
Dr. Christopher Hoskins	-	Department of Political Science
Mr. Dav Fod	-	Department of Sociology
Sr. Saly Joseph	-	Department of Journalism
Dr.K.Kanishka	-	Department of BBM/BBA
Mrs. Annie Syrien	-	Department of BCA

IQAC COMMITTEE

Principal
Prof. Joy Alex
Dr. K. Kanishka
Dr. H. Nagaraj
Mr. Tajuddin
Dr. Clement D'Souza
Mr. Naveen Kumar
Mrs. Margaret Sampath

ASSOCIATIONS

CLUBS AND ASSOCIATIONS	
Students' Council	Mr. Albert Smith, Mr. John Bosco Mr. Thyagaraj & Dr. Ghousia Khatoon
AICUF	Mr. Prashanth Kumar
SC/ST Forum	Dr. Kanishka K
Women's Cell	Sr. Saly Joseph & Sr. Gladis Leena M.J
Legal Literacy Cell	Mr. Albert Smith
Literary & Debating Society	Dr. Arulmani & Mrs. Nargees Fathima
Alumni Association (JECAA)	Prof. Joy Alex, Mrs. Priya & Mr. Prashanth
Kannada Sangha	Dr.K.M.Mathew
Hindi Parishad	Dr. K.N. Sheshadri
Tamil Sangam	Mrs. Emilia Theresa
Social Sciences Association	Prof. Chanchalakshi
Lead Club	Sr. Saly Joseph
Commerce Forum	Mr. Srinivasa Rao
Vision Association	Mrs. Priya, Dr. Kanishka, Mr. Vishwanathan T C & Mr. Mohammed Umair
BCA Association	Mrs. Annie Syrien, Mr. John Paul Mrs. B. Nithya & Mr. Amalraj X
ADMINISTRATIVE RESPONSIBILITIES	
Daily Time-Table, Placement, Discipline	Prof. Joy Alex
Time Table, Invigilation Schedule	Dr. K. M. Mathew
Secretary – Staff Council	Ms. Nargees Fathima
Time Table, Invigilation Schedule	Dr. K. M. Mathew
Coordinator-IQAC	Dr. Kanishka
Book Bank	Prof. Chanchalakshi
Smart Campus	Mr. Prakash & Mr. Charles
Documentation Committee	Mr. Sandesh Kumar V S & Mr. Sanil Cornelio
CERTIFICATE AND ADD ON COURSES	
Communicative English Course	Mr. Diwakar P
Diploma in Human Rights, Diploma in Women Rights & Diploma in Peace Studies	Dr. Christopher Hoskins
Course on Hardware & Networking	Mr. Prakash
Civil Service Examinations	Dr. Christopher Hoskins & Mr. Albert Smith
NSE Certified Course`	Dr. Kanishka
Integrated Certificate Course	

for Humanities (Accounts, Maths and Statistics)	Mr. Dav Fod
NEWS LETTERS	
College Newsletter	Mr. Diwakar, Dr. Sheshadri, Mr. Thaygaraj, Dr. Arulmani, Mrs. Emilia Theresa
Z Particle (BBM)	Mr. Mohammed Umair
Comessence (Commerce)	Mr. Srinivasa Rao
BCA	Mrs. Annie
Humanities	Sr. Saly Joseph, Mr. John Paul, Mr. Albert Smith, Prof. Jane D' Souza
COLLEGE ANNUAL	
Mr. Albert Smith, Mr. Diwakar, Dr. Sheshadri, Mr. Thaygaraj, Dr. Arulmani, Mrs. Emilia Theresa	
COORDINATORS FOR COLLEGE PROGRAMMES	
Admission Counseling	Mr. Albert Smith, Dr. K M Mathew, Prof. Joy Alex, Dr. Kanishka, Sr. Saly Joseph, Mrs. Priya, Mrs. Nargis, Mrs. Namrathasree
Staff Development Programme	Dr. Kanishka & Mr. Diwakar
Orientation Programme for Students	Mr. Dav Fod
Bridge Course	Mr. Diwakar & HODs
Social Analysis	Mr. John Paul
Ignitors & Retreat	Mr. Prashanth
Blood Donation Camp	Sr. Saly Joseph & Sr. Gladis Leena M.J
Inter-collegiate cultural Events	Sr. Gladis Leena M.J & Mrs. Priya
Sports	Ms. Marina Joyce Roche & Mr. John Paul
Outreach Programme	Mr. Albert Smith
Christmas	Prof. Joy Alex, Mr. Diwakar & Mr. John Bosco
Graduation Day	Mr. Albert Smith
Convocation Day	Mr. Diwakar
College Day	Dr. Kanishka
Staff Research Committee	Prof. Jane D' Souza
Student Research Cell	Dr. H. Nagaraj
College Website	Prof. Joy Alex & Mrs. Priya
PRO	Sr. Saly Joseph & Mr. Charles
College Calendar	Dr. Christopher Hoskins
Catholic Activities	Sr Saly Joseph, Ms. Priya, Ms.Nargis & Ms Marina
UGC Seminars	Sr. Saly Joseph, Mr. John Bosco & Sr. Gladis Leena M.
Rural Camp	Dr. H Nagaraj, Dr. Kanishka & Dr. Christopher Hoskin
HRD	Prof. Joy Alex, Mr. Diwakar P & Mr. John Bosco
Evening Snacks Programme	Ms.Miriam Imam & Sr. Gladis Leena M.J
College Choir	Ms.Miriam Imam & Sr. Gladis Leena M.J
	Mr. Albert Smith & Ms. Miriam Imam

GRIEVANCE CELL

The following teacher is appointed as Staff Grievance Cell:
Dr.Christopher Hoskins

STUDENTS GRIEVANCE CELL

Prof. Chanchalakshi
Dr. K.M. Mathew
Ms. Priya

The functions of the Grievance Cell are:

- to listen
- to empathize
- to resolve conflicts
- to bring about understanding by respecting confidentialities.

Students can approach any member of the Cell for all their institutional problems – with fellow students, staff, office and any other.

COLLEGE GOVERNANCE

Mr. John Bosco	-	Governor – Students Council
Prof. Joy Alex	-	Placement Officer & Vice Principal
Dr.K.M.Mathew	-	Time table – Yearly tests and exams
Dr. Christopher Hoskins	-	Organizer PTA Interface

1. BANGALORE JESUIT EDUCATIONAL SOCIETY – 2015-16

No	Name & Qualification	Designation
1	Dr. Jerome Stanislaus D' Souza S.J M. A, Ph.D	President
2	Fr. Anthony Joseph S.J M.A	Vice President
3	Fr. Anand A. Prabhu S.J B. Sc, M.Ed	Secretary & Treasurer
4	Fr. Frederick D' Silva S.J B. Sc. M.Ed	Member
5	Fr. Francis N Menezes S.J M.A	Member
6	Fr. Ivan P Mendonca S.J M. Sc	Member
7	Fr. Johnson R Pinto S.J B.Sc, M.A, B.Ed	Member
8	Fr. Leo Camil Pereira S.J M.A, B.Ed	Member
9	Fr. Brian Pereira S.J M.Sc, MS	Member
10	Dr. Praveen Vijay Martis S.J M. Sc, Ph.D	Member
11	Dr. Daniel Fernandes S.J M. A, Ph.D	Member
12	Dr. S. Peter S.J M.Com, Ph.D	Member
13	Fr. Henry Saldanha S.J M.A. B.Ed	Member
14	Fr. Sunith Prabhu S.J M.A	Member
15	Fr. Francis Noronha S.J M. A	Member
16	Fr. Clifford Sequeira S.J B.A. M. Ed	Member
17	Dr. Victor Lobo S.J M.A, PGCTE,PhD	Member
18	Fr. Maxim Dias S.J M.A	Member
19	Fr. John D' Souza S.J B.A.	Member
20	Dr. Richard Rego S.J M.Sc, PhD	Member
21	Br. Benedict Rosario S.J Dip. M.E	Member

MEMBERS OF THE COLLEGE GOVERNING BODY -2015-16

Sl.No	Name	Designation	Address
1	Rev. Dr. Stanislaus D'Souza S.J.	Chairman	President Bangalore Jesuit Educational Society, Jesuit Nivas, Bengaluru -560 025
2	Rev. Fr. Anthony Joseph S.J.	Vice Chairman	Vice President Bangalore Jesuit Educational Society, Jesuit Nivas, Bengaluru - 560 025
3	Rev. Fr. Anand Prabhu S.J.	Member	Secretary & Treasurer Bangalore Jesuit Educational Society, Jesuit Nivas, Bengaluru - 560 025
4	Rev. Dr. Daniel Fernandes S.J.	Member	Principal St Joseph's College of Commerce, Brigade Road, Bengaluru - 560 025
5	Rev. Dr. Victor Lobo S.J.	Member	Principal St Joseph's College, Lalbagh Road, Bengaluru - 560 027
6	Rev. Fr. Sunith Prabhu S.J.	Member	Principal St. Joseph's Indian Composite PU. College, Vital Malaya Road, Bengaluru - 560 001.
7	Prof. Mahfoozur Rahman	UGC Nominee	Faculty of Commerce Aligarh Muslim University, Aligarh – 202 002
8	Prof. H. Kusuma	Government Nominee	Joint Director, Department of Collegiate Education, Bengaluru - 560 009
9	Dr. B. Ganesh	Bangalore University Nominee	Professor, Department of Hindi, Bangalore University, Bengaluru - 560 056
10	Dr. Nagaraj (Senior Teacher)	Member	HOD, Department of Commerce, St. Joseph's Evening College, Bengaluru - 560 025
11	Dr.K. Kanishka (Senior Teacher)	Member	HOD, Department of BBM St. Joseph's Evening College, Bengaluru - 560 025
12	Mr. Joseph Roche	Member	Controller of Examinations St. Joseph's Evening College, Bengaluru - 560 025

13	Prof. Joy Alex	Co-opted Member	Vice Principal St. Joseph's Evening College, Bengaluru - 560 025
14	Rev. Fr. Melwyn Lobo S.J.	Co-opted Member	Director, St. Joseph's Community College, Vital Malaya Road, Bengaluru - 560 001.
15	Rev. Fr. Maxim Dias S.J.	Principal & Secretary	Principal St. Joseph's Evening College, Bengaluru - 560 025

2. MEMBERS OF THE COLLEGE ACADEMIC COUNCIL -2015-16

Sl. No	Name	Designation	Address
1	Fr. Maxim Dias, S.J.	Principal	Principal St. Joseph's Evening College 35, Museum Road, Bengaluru – 560 025
2	Dr. Govindaiah	Bangalore University Nominee	Professor, Dept. of Sericulture Bangalore University, Bengalure - 560 056
3	Dr. Muninarayanappa M	Bangalore University Nominee	Professor, Dept. of Commerce Bangalore University Bengalure - 560 056
4	Dr. Noor Shahina Begum	Bangalore University Nominee	Professor, Dept. of Chemistry Bangalore University Bengalure - 560 056
5	Mr. Stephen David	Member	Centre for Contemporary Issues Flat No. 4, Hutchins Corner No. 2 North Road, Next to Mosque Bangalore -560 084
6	Mr. Joseph Roche	Member	Controller of Examinations St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
7	Mr. Diwakar P	Member	HOD, English St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
8	Dr.K M. Mathew	Member	HOD, Kannada St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
9	Dr. K.N. Sheshadri	Member	HOD, Hindi St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
10	Mrs. Emilia Theresa	Member	HOD, Tamil St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025

11	Dr. H. Nagaraj	Member	HOD, Commerce St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
12	Prof. Jane D'Souza	Member	HOD, History St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
13	Mr. Prashanth Kumar	Member	HOD, Economics St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
14	Dr.Christopher Hoskins	Member	HOD, Political Science St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
15	Sr. Saly Joseph	Member	HOD, Journalism St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
16	Mr. Dav Fod	Member	HOD, Sociology St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
17	Dr.K. Kanishka	Member	HOD, Business Management/ Administration St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
18	Mrs. Annie Syrien	Member	HOD, Computer Application St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
19	Mr. Albert Joseph Smith	Member	Senior Lecturer in Political Science St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
20	Dr. Arul Mani	Member	Senior Lecturer in English St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
21	Sr. Gladis Leena MJ	Member	Counsellor St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025
22	Prof. Joy Alex	Vice-Principal, Secretary	Vice – Principal, Secretary St. Joseph's Evening College 35, Museum Road, Bengaluru - 560 025

3. MEMBERS OF THE COLLEGE BOARD OF STUDIES 2015-16 (2016-17)

BOARD OF STUDIES – ENGLISH (UG & PG)

SL.NO.	NAME	DESIGNATION
1	Mr. Diwakar P	Chairperson
2	Dr. Geetha Baskar	University Nominee
3	Dr. Sindhu J	University Nominee
4	Fr. Maxim Dias, S.J.	Principal
5	Dr. Anupama Nayar	Member
6	Dr. Yogananda Rao	Member
7	Prof. Shantha	Member
8	Dr. R.Rajaram	Member
9	Dr. Eitenne Rassendren	Member
10	Dr. Arul Mani	Member
11	Ms. Marina Joyce Roche	Member
12	Mr. Gulab T Salian	Member
13	Ms. Nargees Fathima	Member

BOARD OF STUDIES – KANNADA

SL.NO.	NAME	DESIGNATION
1	Dr. Mathew K M	Chairperson
2	Prof. Honnu Sidhartha	University Nominee
3	Dr. Poorinma	Member
4	Dr.Rameshchandra Datta	Member
5	Mr.H.V.Thyagaraj	Member

BOARD OF STUDIES – HINDI

SL.NO.	NAME	DESIGNATION
1	Dr. K.N.Seshadri	Chairperson
2	Dr. Shekar	University Nominee
3	Fr. Maxim Dias, S.J.	Principal
4	Prof. B. Ganesh	Member
5	Dr. Sajida Ahmed	Member
6	Dr. Asha Shirolkar	Member

BOARD OF STUDIES – TAMIL

SL.NO.	NAME	DESIGNATION
1	Mrs. Emilia Theresa	Chairperson
2	Prof. Basavaraju	University Nominee
3	Fr. Maxim Dias, S.J.	Principal
4	Dr. Meena	Member
5	Dr. P. Krishna Swamy	Member

BOARD OF STUDIES – HISTORY

SL.NO.	NAME	DESIGNATION
1	Mrs.Jane D'Souza	Chairperson
2	Dr. Vijayalakshmi K S	University Nominee
3	Fr. Maxim Dias, S.J.	Principal
4	Fr.Clarence D'Souza S.J.	Member
5	Ms. Nalini Sekaran	Member
6	Prof. Mubeen Taj	Member
7	Prof.Ravishankar	Member

BOARD OF STUDIES – ECONOMICS

SL.NO.	NAME	DESIGNATION
1	Prof. Chanchalakshi. K S	Chairperson
2	Prof. S.R. Keshava	University Nominee
3	Fr. Maxim Dias, S.J.	Principal
4	Prof. Mohammed Kaiser Ahmed	Member
5	Mrs. Leena Nair	Member
6	Mr. Prashanth Kumar	Member

BOARD OF STUDIES – POLITICAL SCIENCE

SL.NO.	NAME	DESIGNATION
1	Dr.Christopher Hoskins	Chairperson
2	Prof. Jeevan Kumar	University Nominee
3	Fr. Maxim Dias, S.J.	Principal
4	Mr. Albert Smith	Member
5	Mr. Patrick Raj Kumar	Member
6	Prof. K.C.Mallesh	Member

BOARD OF STUDIES – SOCIOLOGY

SL.NO.	NAME	DESIGNATION
1	Mr. Dav Fod	Chairperson
2	Fr. Maxim Dias, S.J.	Principal
3	Prof. Y. Narayana Chetty	University Nominee
4	Mr.John Paul	Member
5	Dr.Berin Lukas	Member
6	Mrs. Maria A	Member
6	Mr. Praveen	Member (Alumni)

BOARD OF STUDIES – JOURNALISM

SL.NO.	NAME	DESIGNATION
1	Sr. Saly Joseph	Chairperson
2	Dr. (Prof.) Mariaswamy	University Nominee
3	Fr. Maxim Dias, S.J.	Principal
4	Dr. Fr. Richard Rego S.J.	Member
5	Prof. Naresh Rao	Member

BOARD OF STUDIES – COMMERCE

SL.NO.	NAME	DESIGNATION
1	Dr. H. Nagaraj	Chairperson
2	Dr. M. Ramachandra Gowda	University Nominee
3	Dr. N. Usha Devi	Subject Expert
4	Dr. T K Srinath	Subject Expert
5	Dr.Charles Lasrado, S.J.	Member
6	Mr. John Bosco	Member
7	Mr. Srinivas Rao	Member
8	Mrs. A.V. Namrutha Shee	Member
9	Mr. Manjuntha C. V	Member
10	Ms. Ahana Ruth Pinto	Member
11	Ms. Shruthi P S	Member
12	Mr. Nagesh	Member
13	Mr. Charles Ambrose	Member

BOARD OF STUDIES – BUSINESS MANAGEMENT (BBM)

SL.NO.	NAME	DESIGNATION
1	Dr.K.Kanishka	Chairperson
2	Fr. Maxim Dias, S.J.	Principal
3	Dr. Cynthia Menezes Prabhu	University Nominee
4	Mrs.Priya	Member
5	Mr.Mohammed Umair	Member
6	Mr. Albert Smith	Member
7	Mr.Vishwanath TC	Member
8	Dr.Babu V	Member
9	Mr. Darwin Prakash	Alumni Representative

BOARD OF STUDIES – COMPUTER APPLICATION (BCA)

SL.NO.	NAME	DESIGNATION
1	Mrs. Annie Syrian	Chairperson
2	Fr. Maxim Dias, S.J.	Principal
3	Dr. Thriveni J	University Nominee
4	Mrs. Banu M	Member

5	Mr. John Paul J	Member
6	Mr. Prakash	Member
7	Mr. Amrin S	Member
8	Mr. Prasad	Member
9	Mr. Amalraj X	Member

BOARD OF STUDIES – M.COM

SL.NO.	NAME	DESIGNATION
1	Dr. H Nagaraj	Chairperson
2	Dr. M Ramachandra Gowda	Subject Experts
3	Dr V Rajesh Kumar	Subject Experts
4	Prof. Joy Alex	Member
5	Dr. R. Himachalopathy	Member
6	Prof. Ramesh Babu Grandhi	Member

4. FINANCE COMMITTEE

SL.NO.	NAME	DESIGNATION
1	Fr. Maxim Dias, S.J.	Principal
2	Secretary & Treasurer	BJES
3	Prof. Joy Alex	Member
4	Mr.V.T.Joseph	Member

5. LIBRARY COMMITTEE

SL.NO.	NAME	DESIGNATION
1	Fr. Maxim Dias, S.J.	Principal
2	Prof. Chanchalakshi	Member
3	Mr. Albert Smith	Member
4	Dr. K.N. Sheshadri	Member
5	Mr. Dav Fod	Member
5	Mr.S.K. Nagaraj	Member

6. EXAMINATION COMMITTEE

SL.NO.	NAME	DESIGNATION
1	Fr. Maxim Dias, S.J.	Principal
2	Prof. Joy Alex	Member
3	Controller of Examinations	Member
4	Dr. H. Nagaraj	Member
5	Prof. Chanchalakshi	Member
6	Dr. Kanishka	Member

7. GRIEVANCE COMMITTEE

SL.NO.	NAME	DESIGNATION
1	Prof. Chanchalakshi	Chairperson
2	Dr. K.M.Mathew	Member
3	Mr.Priya	Member

8. PLANNING COMMITTEE

SL.NO.	NAME	DESIGNATION
1	Fr. Maxim Dias, S.J.	Principal
2	Prof. Joy Alex	Member
3	Controller of Examinations	Member
4	Dr. Kanishka	Member
5	Mr. John Bosco	Member

9. SEXUAL HARASSMENT CELL

SL.NO.	NAME	DESIGNATION
1	Sr. Saly Joseph	Member
2	Sr. Gladis Leena M.J	Member
3	Ms. Miriam Imam	Member
4	Fr. Praveen Irudayaraj S.J.	Member
5	Mr. Tajuddin	Member
6	Mrs. Margaret Sampth	Member

10. MALPRACTICE (EXAM)

SL.NO.	NAME	DESIGNATION
1	Fr. Maxim Dias, S.J.	Principal
2	Prof. Joy Alex	Member
3	Mr. John Bosco	Member
4	Dr. K.Kanishka	Member

11. ANTI-RAGGING CELL

SL.NO.	NAME	DESIGNATION
1	Fr. Maxim Dias, S.J.	Principal
2	Prof. Joy Alex	Vice Principal
3	Mrs. Priya S	Member
4	Mrs. Jane D'Souza	Member
5	Mr. Prashath Kumar	Member
6	Fr. Praveen Irudayaraj S.J.	Member

12. RESEARCH CELL

SL.NO.	NAME	DESIGNATION
1	Fr. Maxim Dias, S.J.	Principal
2	Dr. H. Nagaraj	Member
3	Dr. K.N. Sheshadri	Member
4	Dr. K.M. Mathew	Member
5	Dr. Arulmani	Member
6	Dr. Christopher Hoskins	Member
7	Dr. Kanishka	Member
8	Dr. Babu V	Member
9	Dr. Sumangala J. K	Member
10	Dr. Himachalpathy	Member

FORMAT – 9**DIRECTORY OF ITS OFFICERS AND EMPLOYEES AS PER CLAUSE 4(b) (9)
OF THE RIGHT TO INFORMATION ACT 2005****ST. JOSEPH'S EVENING COLLEGE, BANGALORE - 560 025
(Aided Staff)**

SL. NO.	NAME	DESIGNATION	TELEPHONE NUMBER
1	Dr. Nagaraj H	Ass. Prof. In Commerce	9900102390
2	Dr. Sheshadri K N	Ass. Prof. In Hindi	9341967768
3	Mrs. Jane D'souza	Ass. Prof. In History	9448030383
4	Dr. Mathew K M	Ass. Prof. In Kannada	9449720612
5	Mr. Nagaraj S K	Senior Librarian	9731453299
6	Fr. Charles Lasrado S.J. (on Study tour)	Ass. Prof. In Commerce	9449720044
7	Mr. Paul Newman	Ass. Prof. In History	22211911
8	Mr. Naresh Paul	Superintendent	9739342519
9	Mr. Joseph V T	Second Division Assistant	9986035510
10	Mr. Sandesh Kumar	Second Division Assistant	9448878572
11	Mr. Joseph Martin Goveas	Second Division Assistant	9591006011
12	Mr. Joel Paul	Typist	9980105910
13	Mr. Charles	Attender	9742328442
14	Mr. Sagayaraju R	Peon	9845306580
15	Mr. Anthony Swamy	Peon	9448700471
16	Mr. Venkatanarayanappa	Peon	9739667312
17	Mr. Putta Swamy	Peon	9945411326
18	Mr. James	Peon	22211911

Management Staff

SL. NO.	NAME	DESIGNATION	TELEPHONE NUMBER
1	Fr. Maxim Dias, S.J.	Lecturer Political Science	9449680787
2	Mr. Joy Alex	Ass. Prof. in Economics	9449347108
3	Mr. Diwakar P	Lecturer English	9986092199
4	Mr. Gulab T Salian	Lecturer English	9845467120
5	Ms. Nargees Fathima	Lecturer English	9964651573
6	Ms. Noor Ul Huda	Lecturer English	7204816723
7	Ms. Veronica A	Lecturer English	9916749960/ 080-285801147
8	Mr. H.V. Thyagaraj	Lecturer Kannada	9845902124
9	Mrs. Emilia Theresa	Lecturer Tamil	9886267926
10	Dr. Christopher Hoskins	Lecturer Political Science	9739630759
11	Mr. Albert Smith	Lecturer Political Science	9448878573
12	Sr. Saly Joseph	Lecturer Journalism	9902726037
13	Mr. Dav Fod	Lecturer Sociology	9535277657
14	Mr. John Paul	Lecturer Sociology	9986489907
15	Mr. Prashanth Kumar	Lecturer Economics	9611616980
16	Mr. Srinivas Rao	Lecturer Commerce	9886418385
17	Mr. John Bosco	Lecturer Commerce	9739736835
18	Mrs. A.V. Namrutha Sree	Lecturer Commerce	9738337621
19	Ms. Ahana Ruth Pinto	Lecturer Commerce	9742745275
20	Ms. Shruthi P.S	Lecturer Commerce	9632382684
21	Mr. Nagesh B	Lecturer Commerce	8904395166
22	Mr. Charles Ambrose A	Lecturer Commerce	8553518704
23	Mr. Cyril	Lecturer Commerce	080-22211911
24.	Mr. K. Kanishka	Lecturer Management	9916855880
25	Ms. Priya	Lecturer Management	9845648729
26	Mr. Mohammed Umair	Lecturer Management	9663632900
27	Mr. Babu V	Lecturer Management	9986440834
28	Mr. Vishwanathan T C	Lecturer Management	9739142618
29	Dr. R. Himachalapathy	Lecturer M.Com.	9538450185
30	Dr. Sumangala J. K	Lecturer M.Com.	8951217668/ 9442080531
31	Mr. Ramesh Babu Grandhi	Lecturer M.Com.	948707731/ 9738123265
32	Mrs. Annie Syrien	Lecturer BCA	9980004442
33	Mr. John Paul	Lecturer BCA	7829440050
34	Mr. Amala Raj X	Lecturer BCA	09940195543
35	Ms. Amrin S	Lecturer BCA	9620544910/8375829 239
36	Mr. Prasad C N	Lecturer BCA	9036948293
37	Ms. Miriam Imam	Counselor	9845247508
38	Sr. Gladis Leena MJ	Counselor	9986597443
39	Ms. Rachel Deepika Solomon	Lecturer in French	8095952637

40	Mr.Prakash	System Administrator	9880716768
41	Mr. Joseph Roche	Controller of Examination	9343866489
42	Mr. Tajuddin	Superintendent	22211911
43	Mr. Sanil Cornelio	COE Office Asst	22211911
43	Mr. Yesu Dass	COE Office Asst	22211911
44	Ms. G.Margaret Marina	Receptionist Cum Accounts Asst.	22211911
45	Ms. Eshani.R.	Office Asst. cum Lib. Asst.	22211911
46	Mr. Charles Mariswamy	Supervisor	9738316382
47	Mr. Ratnam	Janitor	22211911

FORMAT – 10

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS AS PER CLAUSE 4(b) (10) OF THE RIGHT TO INFORMATION ACT 2005

ST.JOSEPH'S EVENING COLLEGE, BANGALORE – 560025.

(Aided Staff)

SL. NO.	NAME	DESIGNATION	GROSS
1	Dr. Nagaraj H	Ass. Prof. In Commerce	165063
2	Dr. Sheshadri K N	Ass. Prof. In Hindi	160507
3	Mrs. Jane D'souza	Ass. Prof. In History	146787
4	Dr. Mathew K M	Ass. Prof. In Kannada	146787
5	Mr. Nagaraj S K	Senior Librarian	159486
6	Fr. Charles Lasrado S.J. (on Study tour)	Ass. Prof. In Commerce	-
7	Mr. Paul Newman	Ass. Prof. In History	88695
8	Mr. Naresh Paul	Superintendent	48450
9	Mr. Joseph V T	Second Division Assistant	42600
10	Mr. Sandesh Kumar	Second Division Assistant	41713
11	Mr. Joseph Martin Goveas	Second Division Assistant	38375
12	Mr. Joel Paul	Typist	39440
13	Mr. Charles	Attender	32850
14	Mr. Sagayaraju R	Peon	31956
15	Mr. Anthony Swamy	Peon	31956
16	Mr. Venkatanarayanappa	Peon	29763
17	Mr. Putta Swamy	Peon	29763
18	Mr. James	Peon	31956

(Management Staff)

SL. NO.	NAME	DESIGNATION	GROSS
1	Fr. Maxim Dias, S.J.	Lecturer Political Science	35320
2	Mr. Joy Alex	Ass. Prof. in Economics	31500
3	Mr. Diwakar P	Lecturer English	27000
4	Mr. Gulab T Salian	Lecturer English	34831
5	Ms. Nargees Fathima	Lecturer English	27000
6	Ms. Noor Ul Huda	Lecturer English	12320
7	Ms. Veronica A	Lecturer English	9240
8	Mr. H. V. Thyagaraj	Lecturer Kannada	12320
9	Mrs. Emilia Theresa	Lecturer Tamil	12320
10	Dr. Christopher Hoskins	Lecturer Political Science	18280
11	Mr. Albert Smith	Lecturer Political Science	22900
12	Sr. Saly Joseph	Lecturer Journalism	28320
13	Mr. Dav Fod	Lecturer Sociology	21360
14	Mr. John Paul	Lecturer Sociology	13860
15	Mr. Prashanth Kumar	Lecturer Economics	37120
16	Mr. Srinivas Rao	Lecturer Commerce	12320
17	Mr. John Bosco	Lecturer Commerce	27000
18	Mrs. A. V. Namrutha Sree	Lecturer Commerce	27000
19	Ms. Ahana Ruth Pinto	Lecturer Commerce	25480
20	Ms. Shruthi P.S	Lecturer Commerce	25480
21	Mr. Nagesh B	Lecturer Commerce	18280
22	Mr. Charles Ambrose A	Lecturer Commerce	12320
23	Mr. Cyril	Lecturer Commerce	12320
24	Mr. K. Kanishka	Lecturer Management	31071
25	Ms. Priya	Lecturer Management	39100
26	Mr. Mohammed Umair	Lecturer Management	18280
27	Mr. Babu V	Lecturer Management	6160
28	Mr. Vishwanathan T C	Lecturer Management	12320
29	Dr. R. Himachalpathy	Lecturer M.Com.	10000
30	Dr. Sumangala J. K	Lecturer M.Com.	36111
31	Mr. Ramesh Babu Grandhi	Lecturer M.Com.	10000
32	Mrs. Annie Syrien	Lecturer BCA	27000
33	Mr. John Paul	Lecturer BCA	6160
34	Mr. Amala Raj X	Lecturer BCA	25980
35	Ms. Amrin S	Lecturer BCA	25480
36	Mr. Prasad C N	Lecturer BCA	15200
37	Ms. Miriam Imam	Counselor	27300
38	Sr. Gladis Leena MJ	Counselor	25480
39	Ms. Rachel Deepika Solomon	Lecturer in French	15200
40	Mr. Prakash	System Administrator	27080
41	Mr. Joseph Roche	Controller of Examination	22900
42	Mr. Tajuddin	Superintendent	15950
43	Mr. Sanil Cornelio	COE Office Asst	28815

43	Mr. Yesu Dass	COE Office Asst	14520
44	Ms. G.Margaret Marina	Receptionist Cum Accounts Asst.	19359
45	Ms. Eshani.R.	Office Asst. cum Lib. Asst.	14848
46	Mr. Charles Marisawamy	Office Asst. cum Supervisor	14848
47	Mr. Ratnam	Janitor	5060

FORMAT – 11

(Aided Colleges)

BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE AS PER CLAUSE 4(b) (11) OF THE RIGHT TO INFORMATION ACT 2005

SL. NO.	HEAD OF ACCOUNT	PARTICULARS OF BUDGET ALLOCATED (PLANS & NON PLAN)	EXPENDITURE BALANCE 01-04-15 TO 31-03-16		BALANCE
			RECEIPTS	PAYMENTS	
1	Salary – 2202 – 01 – 104 – 1 – 01	Non Plan	16206287	16206287	Nil
2	Fees 2015-2016	-	1033918	1033918	Nil

FORMAT – 12

MANNER OF EXECUTIONS OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES AS PER CLAUSE 4 (B) 12 OF THE RIGHT INFORMATION ACT 2005

Since the Evening College is meant for working students no scholarship is awarded and received from any department. However management scholarship is awarded by the management for economically poor student for about 120 students.

FORMAT – 13

PARTICULARS OF RECEIPTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT AS PER CLAUSE 4 (b) (13) OF THE RIGHT TO INFORMATION ACT 2005

Since the Evening College is meant for working students no scholarship is awarded and received from any department. However management scholarship is awarded by the management for economically poor student for about 120 students.

FORMAT – 14

DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM AS PER CLAUSE 4 (b) (14) OF THE RIGHT TO INFORMATION ACT 2005

1. Attendance
2. Marks
3. Staff List
4. Students Information
5. Management Information Systems
6. Letters Inward / Outward Register

FORMAT – 15

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE AS PER CLAUSE 4 (b) (15) OF THE RIGHT TO INFORMATION ACT 2005

1. Notice Board
2. Library – For students and Staff only (2.00 p.m. to 8.30 p.m.)
3. Placement Office
4. Wellness Room

FORMAT – 16

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS AS PER CLAUSE 4 (B) (16) OF THE RIGHT TO INFORMATION ACT 2005

SL. NO.	NAME OF THE PUBLIC AUTHORITY	NAME AND DESIGNATION OF THE PUBLIC INFORMATION OFFICER	NAME AND DESIGNATION OF THE ASSISTANT INFORMATION OFFICER	APPELLATE AUTHORITY
1	St. Joseph's Evening College, P.B. No. 25003, Museum Road, Bangalore-25	Fr. Maxim Dias, S.J Principal	Prof. Joy Alex Vice Principal.	Commissioner for Collegiate Education

FORMAT – 17

SUCH OTHER INFORMATION AS MADE BE PRESCRIBED AS PER CLAUSE 4 (b) (17) OF THE RIGHT TO INFORMATION ACT 2005

1. Certificate Programm in Human Right Studies
2. Student's Welfare Programme
3. Outreach Programme / Rural Exposure
4. Field Work / Study Tours

Certificate Programme Course Topic Such as:

1. Human Right Studies

Introduction to Human Rights, Major Human Rights Treaties – International Human Rights Law, Other Human Rights Treaties and Standards, Human Rights Bodies, Thematic Discourses and Study, Human Rights Issues Locally and Globally, Strategies for Protecting and Promoting Human Rights, and NGO and other Organization – National, International and Regional.

2. Hardware and Networking

3. Communicative Programme in English

Outreach Programme / Rural Exposure

The college organizes Outreach Programmes and Rural Exposure programmes to understand the people who are living in rural areas. Students are taken to various villages and made to live with people. Living with ordinary people in their homes, sharing their

food, joining them in their daily work are a great experience to the students who are brought in urban areas.

Field Work / Study Tours

The College conducts industrial visits to various companies and industries to supplement with the classroom teaching. Students are greatly benefited by these visits.

The Government of India Information Act 2005 details have been displayed on the notice board and a copy of a same has been kept in the library for reference.

PRINCIPAL