

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

**RIGHT TO INFORMATION ACT
2005**

**INFORMATION FOR THE YEAR
2016-2017**

**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.A. undergraduate Course with six semesters
4. Three year B.C.A. undergraduate Course with six semesters
5. M.Com. Postgraduate Course with four semesters
6. M.A. (English) Postgraduate Course with four semesters
7. 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

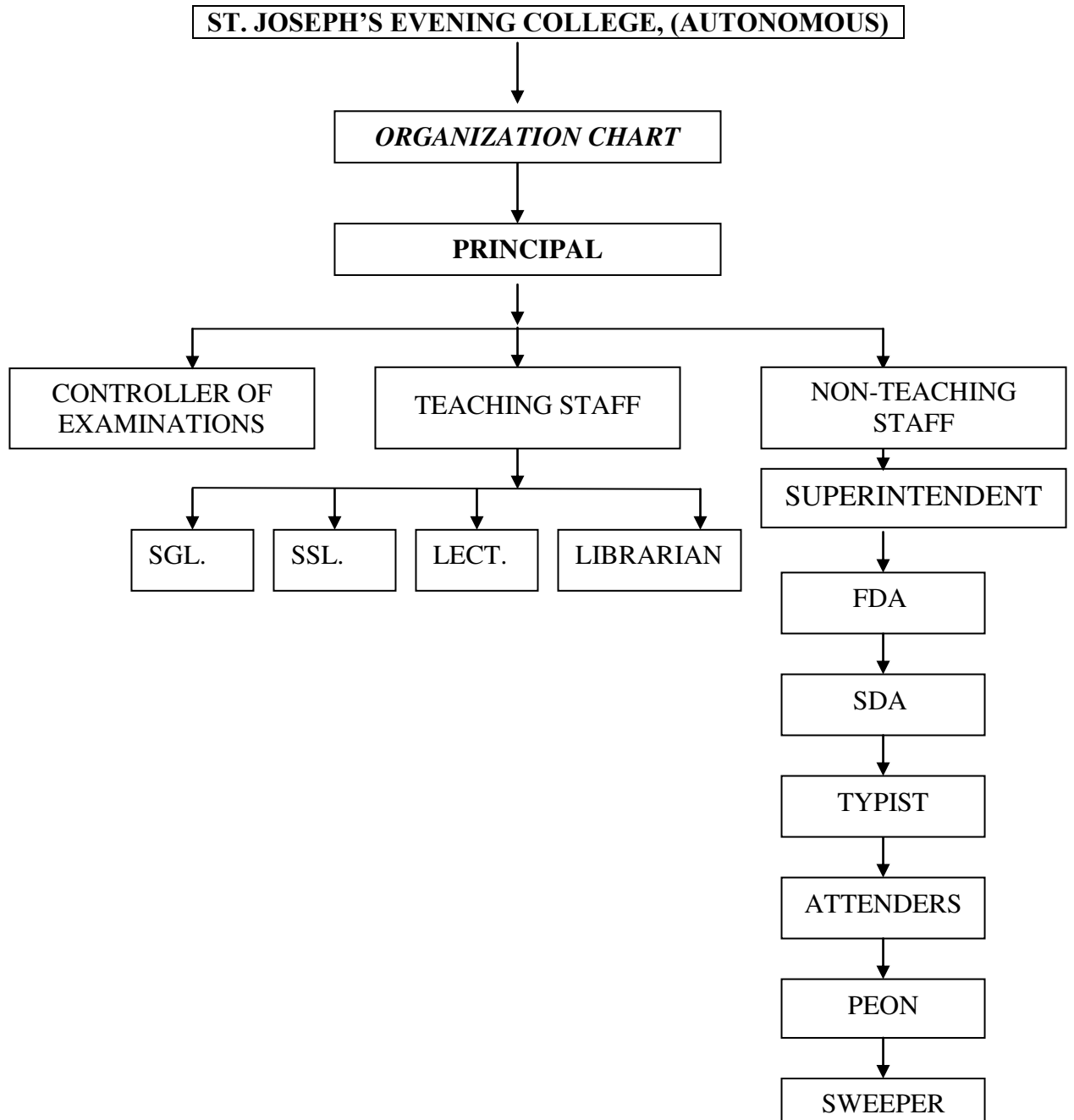
PARTICULARS OF CLAUSE 4(b) AND 4(1) A OF THE GOVERNMENT OF INDIA INFORMATION ACT – 2005

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	<p>FIRST DIVISION ASSISTANTS/ SECOND DIVISION / CLERK & TYPISTS</p>	<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) 2016-2017

SL. NO.	CLASS	COLLEGE	MGMT	TOTAL
1	I BA - HIST ECO PSC	2167	9333	11500
2	I BA - JOUR PSC SOC	453	19547	20000
3	II BA - HIS ECO PSC	2096	8904	11000
4	II BA - JOUR PSC SOC	382	16618	17000
5	III BA - HIS ECO PSC	2096	8404	10500
6	III BA - JOUR PSC SOC	382	16618	17000
7	I B COM - A SECTION	2167	17333	19500
8	I B COM - B SECTION	432	19068	19500
9	II B COM - A SECTION	2096	14904	17000
10	II B COM - B SECTION	382	16618	17000
11	III B COM - A SECTION	2096	14904	17000
12	III B COM - B SECTION	382	16618	17000
13	I B B A	453	32547	33000
14	II B B A	382	27618	28000
15	III B B M	382	27618	28000
16	I B C A	2503	24997	27500
17	II B C A	482	25518	26000
18	III BC A	482	25518	26000
19	I M COM	1453	46547	48000
20	II M COM	1332	43668	45000
21	I M A - ENGLISH	1453	36547	38000
22	II M A - ENGLISH	1332	36668	38000
23	I - ECO JOUR PSY	453	21047	21500

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
Sr. Gladis Leen M. J.	-	Department of Psychology
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	
Student Council	Mr. Prashanth Kumar Mr. Albert Smith Mr. H.V.Thyagaraj Ms. Shruthi J Ms. Amrin S & Dr. Sumangala J. K
AICUF	Mr. John Bosco Mr. Prashanth Kumar Mr. Leo Gladwin. L & Ms. Maria Samantha J
SC/ST Forum, Dept. of Business Administration	Dr. Kanishka K & Mrs. Priya S
Women's Forum, Dept. of Journalism and Counseling	Sr. Saly Joseph & Sr. Gladis Leena M.J
Literary & Debating Forum , Department of English	Dr. Arulmani, Mrs. Nargees Fathima & Ms. V Roseline Victoria
Kannada Sangha, Department of Kannada	Dr. K.M.Mathew
Hindi Parishad, Department of Hindi	Dr. K.N. Sheshadri
Tamil Sangam, Department of Tamil	Mrs. Emilia Theresa
French Association, Department of French	Ms. Rachel Deepika Solomon
La storia , Department of History	Prof. Jane D'Souza
Social Sciences Association, Dept. of Economics	Mr. Prashanth Kumar
Legal Literacy Cell , Dept. of Political Science	Mr. Albert Smith & Mr. John Paul
Lead Club, Dept. of Journalism	Sr. Saly Joseph
Commerce Forum, Department of Commerce	Mr. John Bosco Ms. Maria Samantha J, Ms Shruti J
Vision Association, Dept. of Business Administration	Mrs. Priya S, Dr. Kanishka, Mr. Mohammed Umair & Mr. Leo Gladwin. L
Tecno Freakies, Dept. Computer Applications	Mrs. Annie Syrien, Mr. John Paul Ms. Amrin & Mr. Amalraj X
Harmony Association	Mrs. A.V. Namrutha Sree and Ms Shruti J
Association of Out-Station Students	Mr Dav Fod and Ms Emilia Theresa
Alumni Association (JECAA)	Prof. Joy Alex, Dr. Kanishka, Mrs. Priya S, Mr. Prashanth Kumar & Mr. Leo Gladwin. L
Entrepreneurship Cell	Mr. Leo Gladwin. L

NEWS LETTERS	
Josephite, College Newsletter	Mr. Diwakar, Dr. Sheshadri, Mr. H.V. Thyagaraj, Dr. Arulmani, Mr. Gulab T. Salian & Mrs. Emilia Theresa
Z Particle, Buisness Administration News Letter	Mr. Mohammed Umair
Comessence, Commerce News Letter	Mr. Srinivasa Rao
Tech-Nuz , Computer Application News Letter	Mrs. Annie Syrien
Perspectives, Humanities News Letter	Sr. Saly Joseph, Mr. John Paul, Mr. Albert Smith, Mr. Prashanth Kumar & Ms Veronica A
COLLEGE ANNUAL	
Mr. Albert Smith, Mr. Diwakar, Dr. Sheshadri, Mr. H.V.Thaygaraj, Dr. Arulmani, Mrs. Emilia Theresa, Mr. Gulab T. Salian & Ms Veronica A	
COORDINATORS FOR COLLEGE PROGRAMMES	
Admission Counseling	Mr. Albert Smith, Fr. Jason Furtado, S.J. Dr. K M Mathew, Prof. Joy Alex, Mr. Dav Fod, Mr. Prashanth Kumar, Sr. Saly Joseph, Mrs. Priya & Mrs. A.V.Namrathasree
Staff Development Programmes	Dr. Kanishka K & Mr. Diwakar
Orientation Programme for Students	Mr. Dav Fod
Bridge Course	Mr. Diwakar & HODs
Social Analysis	Mr. John Paul & Mr. Joswin Prince Rodrigues
Ignitors	Mr. Prashanth Kumar & Mr. Jerrin Chandan S
Retreat	Sr. Saly Joseph, Fr. Jason Furtado, S.J. & Sr. Gladis Leena M.J
Blood Donation Camp	Sr. Gladis Leena M.J, Mrs. Priya S & Mrs. Emilia Theresa
Inter-collegiate cultural Events	Mr. John Paul, Mrs. Nargees Fathima, Ms. Maria Samantha J & Ms. Amrin S
Sports	Mr. Albert Smith, Mr. Amalraj X & Mr. Prakash
Christmas	Mr. Albert Smith, Mr. Joswin Prince Rodrigues, Sr. Gladis Leena M.J &

	Fr. Jason Furtado, S.J.
Graduation Day	Mr. Diwakar and Ms. V Roseline Victoria
Convocation Day	Dr. Kanishka K
College Day	Mr. Prashanth Kumar & Mrs Emilia Theresa
Staff Research Committee	Dr. H. Nagaraj, Mr. Sridhar L S & Dr Kanishka
Student Research Cell	Mrs. Priya, Mr. Jerrin Chandan S, Mr. Sridhar L S & Ms. V Roseline Victoria
College Website	Sr. Saly Joseph, Ms. V Roseline Victoria, Ms. Veronica A, & Mr. Charles Mariswamy
PRO	Dr. Christopher Hoskins
College Calendar	Dr. K.M.Mathew, Dr. K Kanishka, Sr. Saly Joseph, Mrs. Priya S, Mr. John Bosco, & Mr. Prashanth Kumar
Catholic Activities	Sr. Saly Joseph, Ms. Veronica A, Sr. Gladis Leena M.J & Fr Jason Furtado, S.J. Mr. Albert Smith, Mrs. Priya S & Mr. Amalraj
UGC Seminars	Dr. H Nagaraj, Dr. K Kanishka & Dr. Christopher Hoskins
Center for Social Concern (Rural Camp, Outreach programmes)	Prof. Joy Alex, Mr. Prashanth Kumar Mr. Diwakar P, Mr. John Bosco, Ms. Namruth Shree, Ms. Shruti J, & Fr. Brian Periera, S.J.
HRD	Ms. Miriam Imam & Sr. Gladis Leena M.J
Evening Snacks Programme	Fr. Jason Furtado, S.J
College Choir	Mr. Albert Smith, Ms. Maria Samantha J & Ms. Miriam Imam

GRIEVANCE CELL

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

STUDENTS GRIEVANCE CELL

Fr. Jason Furtas SJ
Dr. K M Mathew
Mr. Diwakar P
Mr. Prashanth Kumar
Mr. Priya S

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. Prashanth Kumar	-	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

SC/ ST FORUM FOR MINORITY	
Dr. Kanishka	Ms. Amreen
Dr. Sumangala	Fr. Praveen H
Ms. Priya. S	Dr. Christopher Hoskim
Fr. Praveen H	

STATUTORY AND OTHER COMMITTEE	
FINANCE COMMITTEE Principal Secretary & Treasurer (BJES) Vice Principal Accountant	PLANNING COMMITTEE Principal Vice Principal Fr Jason Furtado, S.J Controller of Examinations Dr. K.Kanishka Mr. John Bosco Mr. Prashanth Kumar
LIBRARY COMMITTEE Principal Librarian Mr. Albert Smith Mr. Dav Fod Dr. K N Sheshadri Ms. Shruti J Mrs. Annie Syrien	GRIEVANCE COMMITTEE Fr. Jason Furtado, S.J Dr. K.M. Mathew Mr. Diwakar P Mr. Prashanth Kumar Mrs. Priya S Prevention of Prevention of

EXAMINATION COMMITTEE	SEXUAL HARASSMENT CELL
Principal Vice Principal Controller of Examinations Dr. K.M. Mathew Dr. Christopher Hoskins Dr. Kanishka K	Sr. Saly Joseph Sr. Gladis Leena M.J Ms. Miriam Imam Fr. Praveen Irudayaraj S.J. Mr. Tajuddin Mrs. Margaret Sampth
EXAM MALPRACTICE COMMITTEE	ANTI-RAGGING CELL
Principal Prof. Joy Alex Mr. John Bosco Dr. Kanishka K Fr. Jason Furtado, S.J	Principal Vice Principal Mrs. Priya S Mrs. Namruthashree Mr. Prashanth Kumar Fr. Praveen Irudayaraj S.J.
IQAC	RESEARCH COMMITTEE
Principal Prof. Joy Alex Dr. K. Kanishka Dr. H. Nagaraj Mr. Tajuddin Dr. Clement D'Souza Mr. Naveen Kumar Mrs. Margaret Sampth	Principal Dr. H. Nagaraj Dr. K.N. Sheshadri Dr. K.M. Mathew Dr. Arulmani Dr. Christopher Hoskins Dr. Kanishka K Dr. Sumangala J. K Mr. Sridhar L S

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. Himachalapathy	Member
6	Prof. Ramesh Babu Grandhi	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	9663718737
2	Mr.Diwakar P	HOD & Lecturer English	9986092199
3	Mr. Gulab T. Salian	Lecturer English	9845467120
4	Mrs. Nargees Fathima	Lecturer English	9964651573
5	Mr. Jerrin Chandan S	Lecturer English	9538499148
6	Ms. V Roseline Victoria	Lecturer English	9741794247/ 8951800000
7	Ms. Veronica A	Lecturer English	9916749960/080- 285801147
8	Ms. Rency Litty Thomas	Lecturer English	9916460747
9	Mr.H.V.Thyagaraj	Lecturer Kannada	9845902124
10	Mrs. Emelia Therese	Lecturer Tamil	9886267926
11	Dr.Christopher Hoskins	Lecturer Political Science	9739630759
12	Mr. Albert Joseph Smith	Lecturer Political Science	9448878573 25461287
13	Sr.Saly Joseph	Lecturer Journalism	22211148 9902726037
14	Mr. Dav Fod	Lecturer Sociology	9535277657
15	Mr. John Paul	Lecturer Sociology	9986489907
16	Sr. Gladis Leena MJ	Lecturer Psychology Counselor	9986597443
17	Fr. Jason Furtado, S.J.	Lecturer Commerce	8861256500
18	Mr.John Bosco	Lecturer Commerce	9739736835
19	Mr.Srinivas Rao	Lecturer Commerce	9886418385
20	Mrs.A. V.Namrutha Sree	Lecturer Commerce	9738337621 9880048111
21	Mr. Sridhar L S	Lecturer Commerce	8867548981 / 9788348923
22	Ms. Shruthi J	Lecturer Commerce	8892382882
23	Ms. Maria Samantha J	Lecturer Commerce	8105687413
24.	Mr. Joswin Prince Rodrigues	Lecturer Commerce	9481513072/ 9964770775
25	Mr. Charles Ambrose A	Lecturer Commerce	8553518704
26	Mr. Cyril,	Lecturer Commerce	9060060593
27	Dr.K. Kanishka	Lecturer Management	9916855880
28	Mrs.Priya S	Lecturer Management	9845648729, 9845012934
29	Mr.Mohammed Umair	Lecturer Management	9663632900 25430282
30	Mr. Leo L	Lecturer Management	9538407934
31	Mr. Prashanth Kumar	Lecturer Management	9611616980
32	Mr.Joy Alex	Asso. Prof. Economics	9886108085/ 22294109
33	Dr. Sumangala J. K	M.Com, MBA, B.Ed., Ph.D	9738123265
34	Mr. Ramesh Babu Grandhi	Lecturer M.Com	9538450185

35	Ms. Annie Syrien	Lecturer BCA	9980004442
36	Mr. John Paul	Lecturer BCA	7829440050
37	Mr. Amala Raj X	Lecturer Commerce	9940195543
38	Ms. S. Amrin	Lecturer BCA	9620544910 /8375829239
39	Mr. Prasad C N	Lecturer BCA	9036948293
40	Mr.Prakash	System Administrator & Lecturer BCA	9880716768
41	Ms. Rachel Deepika Solomon	Lecturer French	8892894495
42	Dr. Arul Mani	Asso. Prof. English	9731214519
43	Dr. Cheriyan Alexander	Asso. Prof. English	22211911
44	Dr. Etienne Rassendren	Asso. Prof. English	22211911
45	Dr. Rajaram	Asso. Prof. English	22211911
46	Mr. K N Lakshmipathi	Librarian	22211911
47	Mr. Joseph Roche	Controller of Examination	9343866489
48	Mr. Tajuddin	Superintendent	22211911
49	Mr. Sanil Cornelio	COE Office Asst	22211911
50	Mr. Yesu Dass	COE Office Asst	22211911
51	Ms. G.Margaret Marina	Receptionist Cum Accounts Asst.	22211911
52	Ms. Eshani.R.	Office Asst. cum Lib. Asst.	22211911
53	Mr. Charles Marisawamy	Office Asst. cum Supervisor	9738316382
54	Mr. Ravi Kiran Rai	System Admin	22211911
55	Mr. Ratnam	Janitor	22211911
56	Mrs. M Leena	House Keeping	22211911
57	Mrs. Nirmala Rose	House Keeping	22211911
58	Mrs. Arulmary	House Keeping	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	169134
2	Dr. Sheshadri K N	Ass. Prof. In Hindi	164465
3	Mrs. Jane D'souza	Ass. Prof. In History	150417
4	Dr. Mathew K M	Ass. Prof. In Kannada	150417
5	Fr. Charles Lasrado S.J. (on Study tour)	Ass. Prof. In Commerce	On study leave
6	Mr. Paul Newman	Ass. Prof. In History	90925
7	Mr. Naresh Paul	Superintendent	49486
8	Mr. Joseph V T	Second Division Assistant	43510
9	Mr. Sandesh Kumar	Second Division Assistant	42598
10	Mr. Joseph Martin Goveas	Second Division Assistant	39194
11	Mr. Joel Paul	Typist	41276
12	Mr. Charles	Attender	33550
13	Mr. Sagayaraju R	Peon	32637
14	Mr. Anthony Swamy	Peon	32637
15	Mr. Venkatanarayanappa	Peon	30396
16	Mr. Putta Swamy	Peon	30396
17	Mr. James	Peon	17946

(Management Staff)

SL. NO.	NAME	DESIGNATION	GROSS
1	Fr. Maxim Dias S.J.	Lecturer Political Science	40720
2	Mr.Diwakar P	HOD & Lecturer English	35887
3	Mr. Gulab T. Salian	Lecturer English	38535
4	Mrs. Nargees Fathima	Lecturer English	34952
5	Mr. Jerrin Chandan S	Lecturer English	31479
6	Ms. V Roseline Victoria	Lecturer English	31479
7	Ms. Rency Litty Thomas	Lecturer English	10800
8	Ms. Priyadharshini	Lecturer English	10800
9	Mr.H.V.Thyagaraj	Lecturer Kannada	14400
10	Mrs. Emelia Therese	Lecturer Tamil	14400
11	Dr.Christopher Hoskins	Lecturer Political Science	27000
12	Mr. Albert Joseph Smith	Lecturer Political Science	28800
13	Sr.Saly Joseph	Lecturer Journalism	39850
14	Mr. Dav Fod	Lecturer Sociology	21600
15	Mr. John Paul	Lecturer Sociology	16200
16	Sr. Gladis Leena MJ	Lecturer Psychology Counselor	33165
17	Fr. Jason Furtado, S.J.	Lecturer Commerce	20800
18	Mr.John Bosco	Lecturer Commerce	38601
19	Mr.Srinivas Rao	Lecturer Commerce	21600
20	Mrs.A.V.Namrutha Sree	Lecturer Commerce	34952
21	Mr. Sridhar L S	Lecturer Commerce	36604
22	Ms. Shruthi J	Lecturer Commerce	36604
23	Ms. Maria Samantha J	Lecturer Commerce	31479
24.	Mr. Joswin Prince Rodrigues	Lecturer Commerce	21600
25	Mr. Charles Ambrose A	Lecturer Commerce	21600
26	Mr. Cyril,	Lecturer Commerce	14400
27	Dr.K. Kanishka	Lecturer Management	47144
28	Mrs.Priya S	Lecturer Management	45970
29	Mr.Mohammed Umair	Lecturer Management	21600
30	Mr. Leo L	Lecturer Management	31479
31	Mr. Prashanth Kumar	Lecturer Management	41827
32	Mr.Joy Alex	Lecturer M.Com	40000
33	Dr. Sumangala J. K	Lecturer M.Com	38601
34	Mr. Ramesh Babu Grandhi	Lecturer M.Com	12600
35	Ms. Annie Syrien	Lecturer BCA	34952
36	Mr. John Paul	Lecturer BCA	7200
37	Mr. Amala Raj X	Lecturer Commerce	33165
38	Ms. S. Amrin	Lecturer BCA	33165
39	Mr. Prasad C N	Lecturer BCA	18000
40	Mr.Prakash	System Administrator & Lecturer BCA	33610
41	Ms. Rachel Deepika Solomon	Lecturer French	25200
42	Dr. Arul Mani	Asso. Prof. English	Per Hour Rs. 550/-
43	Dr. Cheriyan Alexander	Asso. Prof. English	Per Hour

			Rs. 550/-
44	Dr. Etienne Rassendren	Asso. Prof. English	Per Hour Rs. 550/-
45	Dr. Rajaram	Asso. Prof. English	Per Hour Rs. 550/-
46	Mr. K N Lakshmipathi	Librarian	15000
47	Mr. Joseph Roche	Controller of Examination	33400
48	Mr. Tajuddin	Superintendent	17550
49	Mr. Sanil Cornelio	COE Office Asst	33323
50	Mr. Yesu Dass	COE Office Asst	15970
51	Ms. G.Margaret Marina	Receptionist Cum Accounts Asst.	31303
52	Ms. Eshani.R.	Office Asst. cum Lib. Asst.	24304
53	Mr. Charles Marisawamy	Office Asst. cum Supervisor	24304
54	Mr. Ravi Kiran Rai	System Admin	5000
55	Mr. Ratnam	Janitor	6070
56	Mrs. M Leena	House Keeping	1500
57	Mrs. Nirmala Rose	House Keeping	1500
58	Mrs. Arulmary	House Keeping	1500

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 PUBIC 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

4. Diploma in Hospital Management

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