



St. Joseph's Evening College

Autonomous and Re-accredited

35, Museum Road, Bengaluru - 560 025



Student Hand Book
2019 - 20



The College Crest

The emblem of the College dates back to the French Foreign Missionary Fathers who started the St. Joseph's Institution of higher learning in the year 1882.

It comprises of two scrolls, the one rests upon the crown, which showcases the motto of the Institution in Latin - 'Fide et Labore' and the other scroll is placed beneath the palm leaves, which bears a cross in the center, a symbol of Christian faith, and there are two bees on either side of the lower part of the cross representing hard work. The crown which is placed above the shield is a heraldic symbol of supremacy and glory. The compartment beneath the shield consists of palm leaves, a sign of victory.

The College motto is 'Fide et Labore' which means faith and toil. Faith, among other things gives persons a commitment to God, to her/his fellow women/men and to intellectual pursuits. Toil is a necessary prerequisite for any success.

St. Joseph, The Patron of our 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. He is rightly our patron.

St. Joseph's Evening College

(Autonomous)

35, Museum Road, Bengaluru - 560 025.

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www.sjec.edu.in

DETAILS OF THE STUDENT

Stamp
Size
Photo

Name

Signature :.....

Mobile No.....

Class Section :..... Reg. No. :.....

Blood Group :..... Email ID :.....

Father’s Name

Signature :..... Mobile No. :.....

Mother’s Name.....

Signature :..... Mobile No. :.....

Residential Address :.....

.....

(Local Address).....

.....

Office address.....

.....

Phone / Mobile No. :.....

Hostel / Paying Guest / Guardian / Lodging House Address

.....

Phone / Mobile No. :.....

Guardian’s Name :.....

Signature :.....

Guardian’s Contact No :.....

Name of the Class Teacher :.....

Signature :.....

Name of the Mentor :.....

Signature :.....

•≡The College Anthem≡•

Ring out the battle call of duty!
Unfurl the flag of Faith and Toil!
We deem our soul's eternal beauty.
A life-long Victor's worthy spoil.
A thousand such are proudly gone before us.
To win and spread our College renown;
'tis ours to swell with our voices the chorus
and with our deeds enrich her crown.

Faith and Toil! conquerless alliance
Wherein we clasp human hands unto God's!
In His control find we true self-reliance;
My hand and God's what'er the odds~
My hand and God's what'er the odds~
My hand and God's
Evil's onset hold in defiance!

PRAYER FOR GENEROSITY

Lord, teach me to be generous.
Teach me to serve you as you deserve;
to give and not to count the cost,
to fight and not to heed the wounds,
to toil and not to seek for rest,
to labor and not to ask for reward,
save that of knowing that I do your will.

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ST. IGNATIUS OF LOYOLA



St. Ignatius of Loyola was born in 1491 into a noble Basque family in northern Spain. During his youth, he served as a soldier in the Spanish army and had the experience of serving at the royal court of King Ferdinand. In 1521, while defending the castle of Pamplona against the French, a cannon ball shattered his leg. It was during the ensuing long and painful convalescence that he experienced an inner transformation that made him renounce his ambitions of knightly glory and dedicate himself to love and serve Jesus.

On recovering from that painful experience, he went to Manresa. He spent a few months in a cave living a life of intense prayer, mortification and reflection on the life and teachings of Jesus. His carefully worded notes on these deep spiritual experiences have become a book called the 'Spiritual Exercises'. In his attempt to share his spiritual experience with others, Ignatius felt the need of good education. This led him to schools of learning in Spain and later to the University of Paris. It was here that he gathered around him a group of students who later became his companions. Finally, in Rome, in 1540, Ignatius formally founded the Society of Jesus, and his companions came to be known as the Jesuits. Ignatius was elected as its first Superior General. He also personally drew up the norms and rules that were to govern the life of this group of dedicated men. These rules have become the Constitution of the Society of Jesus. Ignatius passed away at the age of 66 on July 31, 1556.

Today the Jesuits are spread all over the world, committed to a life of service to people through different types of work. Our schools and colleges in Bangalore are managed by the Jesuits of Karnataka Province.

IDEALS AND CHARACTERISTICS OF JESUIT EDUCATION

1. Caring for the whole person

Jesuit education strongly strives towards nurturing of talents, abilities, physical attributes, personalities, desires, hearts, faith, and minds which is desirous and worthy of care and attention.

2. Discovering Talents

Students are enabled to discover and develop their talents through curricular, co-curricular and extra-curricular activities.

3. Becoming a person for Others

Our mission is to prepare men and women for the service of others, especially the poor and the oppressed. We desire our students to be agents of change and to become persons of concern, compassion and conscience.

4. Engaging with the World

The Institution empowers every student with social conscience and responsibility. Students are encouraged to learn the art of dealing with various issues like climate change, consumerism, violence, injustice, caste and racial discrimination etc., which affect society. Participation for a cause is an intrinsic value of Jesuit education. Hence, students are enabled to be vigilant and prudent in life.

5. Academic Excellence

Education is a tool to enhance the quality of life. Students are trained to achieve academic excellence through hard work and commitment. Our Institution's motto, 'faith and toil', inspires students and staff to excel in academic and non-academic endeavors through commitment. Hence, academic rigor is manifested in all the aspects of erudition and it has become a way of life for a Josephite.

6. Character Development

Character development is an essential aspect of Josephite culture. Values like hard work, dignity, self-esteem, trust, confidence, concern, commitment, perseverance, honesty and integrity are inculcated and nurtured in every student in order to help them enhance their personality. The curricular, co-curricular and extra-curricular activities are conducted in this regard.

7. Social Concern

Social change is possible only through social concern. In this regard the College aims at nurturing social consciousness and inculcate in students a sense of responsibility for the socially oppressed and marginalized. Social Analysis, Ignitors (Integral Formation Programme), Social outreach, Social awareness campaigns etc., are programmes conducted to impart social management skills.

8. Ecological Sensitivity

Sustainable development is the need of the hour. We create in the students an awareness to protect our environment and combat further depletion of natural resources, and of climatic change, by adopting

an eco-friendly life style. By providing environmental education as part of our formal curriculum, we sensitize the students towards environmental and ecological issues.

ABOUT THE INSTITUTION

St. Joseph's Evening College (Autonomous), was formerly a part of St. Joseph's College, which was established in the year 1882, as an educational initiative by the French Foreign Mission Fathers for the purpose of imparting higher education. In 1937, the management of the college was handed over to the Jesuits, a worldwide Catholic Religious Order with a special focus on education. The Jesuits also run other premier institutions in India, like Loyola College -Chennai, St. Xavier's College - Kolkata, St. Joseph's College-Trichy, St. Xavier's College - Mumbai.

St. Joseph's Evening College, affiliated to Bangalore University, was established as an independent college in the year 1972 and it is managed by the Bangalore Jesuit Educational Society. The College draws its inspiration from St. Ignatius of Loyola, the founder of the Society of Jesus which is popularly known as the 'Jesuit order'. The Society of Jesus at present manages and administers more than 2000 educational institutions across the world. St. Joseph's Evening College is one such institution established with the mission of providing opportunities for the socio-economically weaker students to have access to quality, cost effective and flexible higher education. The college aims at a holistic and integral formation of its students, fostering in them a spirit of academic excellence, social concern and character formation, thus shaping them to become "men and women" for the service of others especially the poor, the oppressed and marginalized. The college has been proactive in its response to the significant changes and developments in the field of higher education in general, and to the expectations of the employers in particular. At present, more than 1300 students are pursuing various UG, PG and Diploma courses. The courses offered are B.Com. B.A. (HEP, JPS, EJP), BBA and BCA Degree courses and two year Post-Graduation courses in Commerce, English and Journalism and Mass Communication.

Over the past 47 years, the college has established a name and fame of its own through its equity, academic excellence, quality and inclusive educational services. The college places high premium on regularity, punctuality and discipline. It is recognized under Section 2(f) and 12B of the UGC Act. It became an autonomous institution in October 2004. It also has a rare distinction of being the only independent Evening College in the country to be conferred Autonomous status by University Grants

Commission and is ranked among the top 150 Colleges in India by National Institutional Ranking Framework (NIRF) and 8th best college in the state of Karnataka. The college in the year 2016 was re-accredited by NAAC.

MOTTO, VISION, MISSION AND OBJECTIVES

MOTTO: 'Fide et Labore', meaning 'Faith & Toil'. Faith gives commitment to God, to one's fellow man and to the society at large. Toil ignites the spirit of commitment, consistency, concern, collaboration and conviction to serve.

VISION: "To prepare men and women for the service of others, specially the poor, oppressed and marginalized"

MISSION: "To build up a group of young men and women who would be agents of change in society and who work towards a secular world of fraternity, equality and justice"

OBJECTIVES:

- To strive towards Academic Excellence
- To focus on Character Formation
- To inculcate a sense of Social Concern

These objectives are achieved through the following programmes and activities:

- **To strive towards Academic Excellence:** Academic excellence is achieved through recruiting competent faculty, diversified and customized methodologies of teaching-learning, continuous internal assessment, academic mentoring, fostering research and development culture, timely up-gradation of syllabus through board of studies, productive class room activities, question banks, model question papers, project work, remedial classes, bridge course, study tours, certificate courses, value added courses, faculty development programmes, student development programmes, seminars, conferences, symposia, departmental clubs and associations, college level associations, iqac, academic council and governing body.
- **To focus on Character Formation:** Character formation is accomplished through organizing various activities such as Ignitors-integral formation programme, value education, human resource development, observing special days (human rights, world aids day, women's day, world environment day, etc.), mentoring, counselling, leadership training, religious activities, business ethics course, etc.

- **To inculcate a sense of Social Concern:** A sense of social concern among the students is inculcated through rural exposure camps, outreach programme, blood donation, human rights course, sneha fund, visits to orphanages, social awareness campaigns (aids awareness, women empowerment, cleanliness drives, environmental awareness, child's rights, human rights, etc.), SC/ST empowerment courses, women's cell, course on environmental science, etc.

The pursuit of Academic Excellence, Social Concern and Character Formation are three inter-linked goals that guide the institution's objectives, methods and practices. Emphasis is laid on the cultivation of intellectual competence, emotional maturity, social rootedness and cultural openness. Therefore, the Institution expects each graduate to be a mature person with sharp intellectual acumen, commitment to social justice and a secular, democratic and practical outlook.

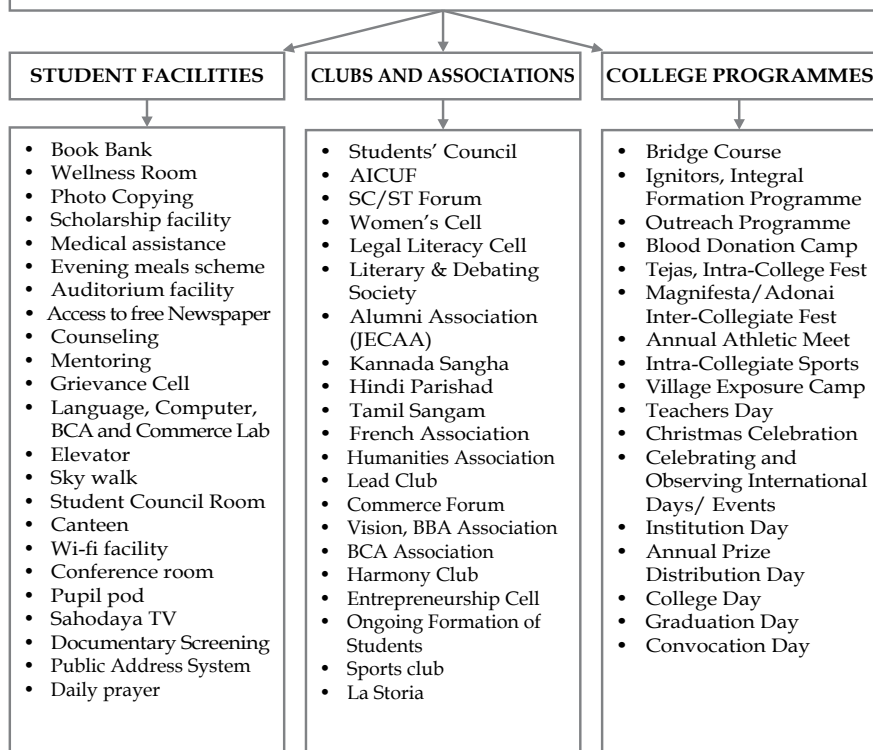
PROFILE OF A JOSEPHITE

A true Josephite is a humble person, open to growth, likes intellectual stimulation and has a thirst for knowledge. Like their patron, St. Joseph, a Josephite is a "just person" who believes in God, self and others. A Josephite deeply respects all faiths, and has a strong sense of fraternity, which makes him/her a peaceful, loving and caring person. A Josephite is morally sound and emotionally balanced. Josephites love their country and are culturally integrated. They show their love and respect to environment by being sensitive towards her protection. A true Josephite walks the extra mile to transcend borders of every sort.

HOLISTIC DEVELOPMENT

The core mission of Jesuit Education is to create an ambience where every student gets an opportunity to develop his personality holistically. The college makes all the necessary arrangements to induce participative spirit among students. It ensures that every student nurtures his attitude, knowledge, skills and values. The curricular, co-curricular and extra-curricular activity gives opportunity for every student to get the intended exposure. Therefore, the objective is to strengthen and enhance thinking (head), emotional (heart) and kinesthetic (hand) skills. Some of the important student facilities, clubs and association activities and college programmes are presented below:

ELEMENTS OF HOLISTIC DEVELOPMENT



ABOUT THE DEPARTMENTS

High quality and relevant higher education equips students with knowledge, skills and core transferable competences they need to succeed after graduation, within a high quality learning environment which recognizes and supports good teaching. The College has 14 vibrant departments which engage all academic activities in the respective domains. The brief profiles of the departments are presented below:

DEPARTMENT OF KANNADA

Department of Kannada was established in 1972 with the objective to impart and enhance Kannada language. The curriculum is designed for the comprehensive growth of students. The Department encourages students to participate in various activities conducted within and outside the department.

Vision:

To create an awareness of the glorious culture and literacy legacy of Kannada among the students.

Mission:

To enhance the language and communication skills of students and sharpen their comprehension and expression of Kannada Language.

DEPARTMENT OF HINDI

The Department of Hindi was established in the year 1972. The department encourages non-Hindi speaking Students to learn Hindi. The curriculum is designed keeping in view the promotion of patriotism, love for the National language and creating interest in knowing the heritage of the country.

Vision:

To make students sensitive and motivated to learn and communicate the national language.

Mission:

To encourage students to familiarize themselves with the national language.

DEPARTMENT OF TAMIL

The Department of Tamil was established in the year 1972 to showcase the relevance of Tamil culture, values, language, legacy etc. The syllabus intends to give an overview of Tamil literature.

Vision:

To improve the language skills of Tamil students who are influenced by vernacular.

Mission:

To create social awareness through Tamil Literature which is socially proactive.

DEPARTMENT OF ENGLISH

The Department of English was established in the year 1972 to give the students an overall exposure to English language. The core objective of the English department is to inculcate, strengthen and enhance grammar, reading and writing skills.

Additional English is offered as a second language paper. The paper trains the students to exploit literary texts for imparting language skills. The paper aims to expose the students to the nuances of English literature in its varied forms and genres.

Additional English seeks to make the students think from a contemporary perspective by challenging the conventional. The paper attempts to bring consciousness and create awareness of issues of culture, gender and marginality; it provides the students with an introduction to new ideas and issues that bear relevance to our life today.

Vision:

To enable the students to become independent learners of English.

Mission:

To facilitate students with professionalism, critical thinking and problem solving skills. To help students understand the nuances of life through language and literature.

DEPARTMENT OF HISTORY

‘What memory is to man, History is to Mankind’. The Department of History was established in the year 1972 with the objective of inculcating historical values, concepts, innovations, occurrence, outcomes and implications.

Vision:

To inculcate a spirit of critical analysis of the past and new aspiration for the future in students.

Mission:

To create worthy, well informed citizens who will be conscious of our cultural heritage.

DEPARTMENT OF ECONOMICS

“Economics is the art to meet the unlimited needs with the scare resources–**Laurence J Peter**”. The Department of Economics was established in the year 1972 to give exposure to basic economic concepts and their application in real life. It focuses extensively on the concepts, significance, applications and implications of Micro and Macro-economics and it also enables students to understand important issues and problems of Indian economy and to get familiarized with the structure, organization and working of the financial system in India.

Vision:

To form students for the economic development of the nation.

Mission:

To foster theoretical knowledge of economics, its critical analysis and practical application.

DEPARTMENT OF POLITICAL SCIENCE

The Department of Political Science was established in the year 1972. The fundamental objective of the department is to give wider exposure to the students to learn, understand, analyze, appreciate and apply political concepts in day-to-day life. It empowers students to become vigilant and vibrant citizens.

Vision:

Empowering the youth in the process of nation building.

Mission:

Creating a just and an egalitarian society.

DEPARTMENT OF JOURNALISM

The Department of Journalism was established in 2002. The course is specially designed to give the students an overall idea of the subject. It intends to give conceptual as well as practical exposure towards print, electronic, online and other related areas like advertising, public relations, film making etc., to give competitive advantage towards career in media.

Vision:

To educate the students towards critical and analytical thinking and writing.

Mission:

To inculcate among the students value based writing with accurate understanding of current scenario.

DEPARTMENT OF SOCIOLOGY

Sociology curriculum gives an overall exposure towards understanding Indian social institutions, social movements, social problems, and gender issues through a research paper in order to create analytical and critical thinking. It focuses on social behavior, including its origins, development of organization and institutions.

Vision:

To educate students to be sensitive to social: issues, identities and culture.

Mission:

To create awareness among students towards critical thinking and social change.

DEPARTMENT OF COMMERCE

Department of Commerce is one of the oldest departments of the College working since 1972. The objectives of the Department are tuned to the objectives of the college i.e. to prepare students to serve others in general and the marginalized in particular. Ours being an Autonomous College, the Dept. strives to make the syllabus more relevant. Revision is made regularly keeping in mind the dynamics of changing business environment. The syllabus not only takes into account the job market requirements but also has an inclusive approach to the requirements of modern business. It concentrates on developing the required skills in the areas of general management and functional areas of management such as Marketing, Finance and Human resource management.

Vision:

To create a productive and empathetic human resource to the society with sound business and commerce knowledge and application skills.

Mission:

To build Character, Compassion and Confidence among the students who come from the marginalized groups pursuing commerce course, so that they become social assets.

DEPARTMENT OF BUSINESS ADMINISTRATION

“Coming together is a beginning; keeping together is progress; working together is success” - Henry Ford. Department of Business Administration was started in the year 2009 with the objective of providing opportunity and exposure to young men and women, especially from the marginalized, to become dynamic executives and entrepreneurs. The unique selling proposition of the department is to provide exposure to students in the form of guest lecturers, workshops, skill development programmes, industrial visits, research paper presentations and research projects.

Vision:

Empowering the marginalized youth to become dynamic and professional business leaders.

Mission:

Fostering managerial capabilities and entrepreneurship by inculcating quality and professional management education.

DEPARTMENT OF COMPUTER APPLICATIONS

The program aims at educating students in the science and practice of IT. The emphasis is on hands-on practical training of software development. The curriculum prepares students for a career in the fast lane of software development and programming. This course enables the students to be updated on the latest revolution in technology and equips them with the required skills and knowledge to be assimilated into the industry easily. Bachelor of Computer Applications (BCA) is a 3- year under graduate programme. The course is designed to bridge the gap between IT industries and institutes by incorporating the latest developments into the curriculum. Our College has an excellent group of trained teachers to guide students. An exclusive and well-equipped lab provides hands-on training in various fields of computers. The Department conducts industrial visits, Seminars, workshops and tech-fest for the students to get exposure in the IT fields.

Vision:

Forming future IT professionals in the field of computer applications.

Mission:

- Fostering computer application skills
- Imparting quality IT education for better career prospects

DEPARTMENT OF PSYCHOLOGY

“Life isn’t about finding yourself. Life is about creating you.” - George Bernard Shaw. Understanding the highly driven aspiration of students to pursue psychology as a career and the need for more psychologists for the industry has inspired the institution to start undergraduate course in Psychology. The department of Psychology was established in the year 2016 with the objective of giving exposure to the Psychological concepts, principles, theories, applications and its implications on human lives. Further, it intends to equip students to understand Psychoanalytical skills and employ the same in one’s personal and professional life. Most importantly, learning psychology improves interpersonal skills, communication skills, better understanding of one’s own behavior a pattern, stronger conflict management ability and it also enhances career prospects.

Vision:

To enhance students’ self-awareness, empathy and social responsibility.

Mission:

To prepare students for challenges in a dynamic world by imparting knowledge and developing skills pertinent to their personal and professional growth.

Community College (UGC Recognized Community College Scheme)

St. Joseph's Evening College (SJEC) is one of the first nine colleges in the state of Karnataka to get recognition and financial assistance from UGC to run the courses offered under the Community College Scheme (CCS). The objective of Community College is to enhance the skill sets, further there capacitates and augment the employment opportunities. Some of the important skill development programmes offered by the community college are: Diploma in Information Technology Enabled Services, Diploma in Retail Management, Diploma in Beauty Culture, Diploma in Electrical and Electronics and Diploma in Hotel Management. Besides, courses like Functional and Communicative English, Basic Computer Education, Exposure to Life and Soft Skills are also offered. Students who pursue these courses are fortunate to get a lot of practical knowledge in the skill and first-hand experience of working in the field through internships. Due to industry partnerships they are absorbed quickly into jobs. St. Joseph's Community College strives to include the excluded.

CERTIFICATE AND DIPLOMA CLASSES

Autonomy has empowered and given us the scope to introduce many value added courses. Some important value added courses are: Communicative English Programme, Diploma in Human Rights Programme, Hardware and Networking Course, Diploma in Hospital Administration, Banking and Finance, ITES, and Retail Management.

Diploma in Hardware and Networking

To foster the employability of the students, the college offers a Diploma Course in Hardware and Networking. This course has been a boon to those who seek career opportunities in the IT sector.

Diploma in Hospital Administration

A Diploma in Hospital Administration is offered by St. Joseph's Evening College (Autonomous) in collaboration with St. Philomena's Hospital, Bengaluru. The course is offered to all those individuals seeking to enhance their conceptual, managerial, technical and clinical skills in the realm of hospital administration. The course is offered for the period of one year under the semester pattern with continuous internal assessment scheme with semester examination conducted at the end of the semester. Keeping in mind, the demands of the hospital industry, the design and content of the course is developed to target working executives from different backgrounds who are interested in pursuing hospital administration as a career. To give opportunity to working executives, the course is scheduled during the week ends i.e., on Saturdays and Sundays. Moreover, the programme is expected to be intensive with comprehensive content with varied methodologies and teaching aids such as presentations, activities, expert talks, case studies, documentaries, projects and practical training.

Information Technology Enabled Services (ITES)

A certificate course in 'Information Technology Enabled Services' is offered by the community college to give exposure to various aspects connected to ITES sector notably one of the fastest-growing segments within the IT-BPM sector. This course enables the students to have full theoretical and practical knowledge on CRM (client relationship management), Human Resource Management, Financial Management and Office Management. The college is equipped with an ITES lab exclusively for this programme. The curriculum is framed in consultation with sector skills council (NASSCOM) The National Association of Software and Services Companies, top MNC companies and Academia. The student is directly recruited to the companies on completion of the assessment by NASSCOM. A student can get access to nearly 2000 ITES companies in Bengaluru and can move into job roles such as CRM Executive, HR Executive, HR Payroll, HR Recruitment, Financial Analyst, and Office Assistant or Executive.

Banking and Finance

A course in Banking and Finance is offered by the community college to enable individuals to enhance or build skills in specific Banking and Financial spheres and avail a wide range of career opportunities emerging in these segments. With India moving on to the top ten economies of the world, this sector will see an enormous demand for Banking and Financial professionals. This course enables the students to understand the concepts of sectors like Banking, Finance and Insurance. The college has a tie up with a leading bank to facilitate practical training. Assessment will be done by the (BFSI) Banking Financial Services and Insurance Sector Skill Council. On completion of this program the student will get into financial planning, financial services and banking.

Diploma in Human Rights

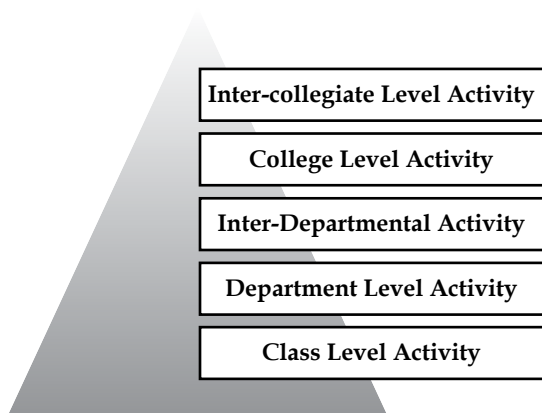
The department of Political-Science in collaboration with South Indian Cell for Human Rights Education and Monitoring (SICHREM), a human rights organization, has been offering a Diploma Course in Human Rights. This has helped the students to be aware of their rights and also pursue a career in NGOs.

Communicative English Course

To enhance the communicative ability of the students, the Department of English offers communicative English course with a well-equipped Language Lab.

ABOUT CLUBS AND ASSOCIATIONS

The thrust of the institution is all round development of personality. This is achieved through self-actualization and learning that combines an individual's mental, physical, social, emotional and spiritual growth. This is done by organizing activities at five stages which is presented below:



All the activities are organized to enhance the overall capacity of the students. Some of the important skill sets focused in building the students competency are: Confidence building, self-esteem, communication, interpersonal skills, team building, critical thinking, organizing, leadership, crisis management, financial management, society mindedness, selflessness, research skills, reading, writing, presentation, artistic skills, decision making, music, technical skills, creative skills etc.

The College has over 15 Clubs and Associations. The objective of these clubs and associations are to nurture set of skills such as - leadership, organizing, managerial, technical, spiritual, interpersonal, communication and team building. This provides an avenue for students to explore and develop their skills and talents. The brief description of the Clubs and Associations are stated below.

COLLEGE ASSOCIATIONS

1. Women's Forum

The College has established a Women's Forum in the campus for the women faculty and students, to enhance understanding of issues related to women and to make the college campus a safe place for them. With an aim of creating awareness of their rights and duties the forum organizes and participates in seminars, talks and also takes up women's issues and problems. It also provides a platform for women to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves.

2. AICUF

The All India Catholic University Federation is a movement of students. The aim of AICUF is to enable Christian students to play a prophetic role in their communities through a critical understanding of their faith, drawing inspiration, from gospels, the Eucharist and their prayer life. It is also a platform for our students to develop an awareness and critical analysis of our social needs, cultivate a deep and genuine concern for the marginalized and to commit them to the task of building a humanized society.

3. Literary & Debating Society

The Literary & Debating Society strives to develop and sharpen the literary skills of the students. The society encourages the Jospehites to develop a taste for literature and also work towards improving their spoken and written language. It is involved in a variety of activities aimed at building up the confidence and grooming the talents of students to face various interpersonal activities and competitions.

4. Harmony Association

Inequality and social discrimination continue to exist despite the religious teachings and establishing human right centers. To create awareness among our students harmony club was established. The Harmony Club provides a platform where young people can learn skills, exchange experiences, apply their knowledge of various religions to bringforth peace, friendship, fellowship, solidarity, cooperation, understanding, unity, sympathy, like-mindedness into their everyday lives.

5. Out-Station Students Association

To nurture the educational experience of the outstation students in the campus, the association of out station students was established. The association aims to provide a support system for out station students at SJEC and helps ease their transition to life at SJEC and in Bangalore.

6. Alumni Association (JECAA)

SJEC is proud to have one of the most active college alumni associations on campus. JECAA intends to bring all old Students, who studied at SJEC, under one forum for exchange of knowledge, skill and experience amongst themselves and to disseminate them to the students of the College.

7. Ongoing Formation for Students

Ongoing formation programme was established in the academic year 2016-17. The objective of the programme is to orient students on various latest developments happening across the globe. Further, it also intends to inculcate a spirit of inquiry among students. This is done through discussions, documentary presentation and analyses etc. The programme is facilitated by the faculty coordinator.

DEPARTMENT ASSOCIATIONS

1. Kannada Sangha

Kannada Sangha was established to create an awareness of Kannada language and culture among the youth. The forum strives for the cause of Kannada language, culture and heritage. It conducts interclass competitions regularly and grandly celebrates Kannada Rajyotsava every year. 'Kannada Sangha' organizes 'Kannada Habba', a one day festival, under a unique, culturally enriched title.

2. Hindi Parishad

Hindi Parishad promotes knowledge of Hindi literature and culture of Hindi amongst the students. The association motivate students to spread the essence of Hindi language by giving them resources required and also by conducting various events such as Pick and Speak, Essay Writing and Debate competitions.

3. Tamil Sangam

Tamil Sangam is the association of the Tamil enthusiasts of the college. With a shared love for literature and language, this club brings a pool of talent for utilization.

4. History (La-storia)

La-storia, the History Club provides an opportunity for students to obtain a wider understanding of History. The Club provides a forum outside the classroom for students interested in historical study, discussion, debate, as well as organizing visits or tours to historical sites. The Club invites guest speakers to address the students, organizes competitions, documentations and other activities that promote understanding of history.

5. Humanities Association

Humanities Association aims to provide a platform for students to showcase their talents in various skills associated to social sciences.

The club encourages the students to be actively involved in activities related to History, Political science, Economics, literature, Psychology and Journalism. The association organizes activities to disseminate knowledge through various methods such as debate, panel discussions, notice board messages, talks from experts, guest lectures, creative writing, presentations, collage, skit etc.

6. Legal Literacy

The Legal Literacy Association was initiated to facilitate awareness and interest in current issues in various legal fields. Members of the club devise their own activities to disseminate knowledge through various methods such as debate, panel discussions, notice board messages, talks from legal experts and guest lectures.

7. Lead Club

The Lead Club was established in 2002 in order to build creative, technical and writing skills. The activities organised are Guest lectures, Audio recording, newsletter, video editing, Preparing documentaries, Field visits, Internship, wall journals and other academic and skill and creative orientated to journalism .

8. Commerce Forum

This forum provides facilities for students to promote practical training for the theoretical knowledge, which commerce students gain in the classroom. Its activities focus on creativity; inter personal skills, communication skills, leadership qualities and team spirit. The Secretary of the Association is elected from among the students.

9. Business Administration (Vision Association)

The Vision Association of the Department of Business Administration aims at going beyond classroom learning, by promoting creative and inventive thinking in students. The association hosts competitions, guest lectures and panels that invite alumni and other management professionals to share their experience as managers. These activities encourage students not only to learn to manage things on their own but also supplement their professional development in understanding the subjects involved with better clarity.

10. Computer Applications (Tecno Freakies)

Tecno Freakies aims at improving the standard of conceptual knowledge of BCA students in the college by giving students an opportunity to develop their skills and knowledge beyond classroom lectures.

To achieve this, the Club organizes in depth lectures on a variety of topics, competitions, and visits to companies and computer software houses.

11. Entrepreneurship Cell

Entrepreneurship Development Cell strives to inspire and integrate a culture of innovation through a conducive entrepreneurial ecosystem to help budding entrepreneurs realize their dream to start up their own enterprises. The students participate in various events and programs that would aid their entrepreneurial journey.

12. Quiz Club

The college quiz club activities promote general knowledge among our students. The main purpose of the club is to update the knowledge of the students in various fields like academics, general knowledge, analytical abilities, quantitative reasoning, etc. Students of any discipline can become members of the Quiz Club. The activities of the Club are guided and supervised by a Quiz Master.

CONCEPT OF TEACHING PLAN

The concept of a teaching plan is taken very seriously at the institution as it makes teaching more controlled and organised. Every department is given autonomy to design, develop, implement, evaluate and review the teaching plan periodically to ensure better learning outcomes. However, the details vary depending on the preference of the teacher, subject being covered, and the need of the students. The following guidelines are generally followed while planning the lesson: class taught, subject, topic, duration of lecture, teaching-learning resources, methodology and aids used, objectives, assessment, learning outcome. The teaching plan is prepared and the same is communicated to students.

TEACHING METHODOLOGY

To improve and keep pace with the emerging trends in teaching-learning process, several innovative practices such as role-plays, quiz, brain storming, group discussion, panel discussion, extempore, debates, case study analysis and probing questioning have been introduced. The institution periodically upgrades technology in order to enhance teaching-learning effectiveness.

All class rooms are equipped with LCD projectors to promote the use of technology in the teaching-learning process. Faculty members are encouraged to take the students to the computer lab where they can teach by referring the materials available on the internet. Faculty members are provided various IT facilities like laptops, mobile projectors, speakers and Wi-Fi to facilitate computer aided teaching- learning. There is a provision to access e-journals, e-books and resources from internet in the college general library.

STAFF - STUDENT RAPPORT

The college has an excellent staff who make good use of their experience and knowledge through constant personal contact both inside and outside the classroom. Today more than ever, a closer tie between the staff and the students is the only way to counteract the many problems arising from the impersonal atmosphere prevailing in much of our college education. Many of our staff members have undergone training to help the students not only with their academic difficulties but also with their personal and emotional problems. The students are at liberty to approach them for guidance. There are two full time counsellors available on the campus to help students with their personal and emotional problems.

ROLE OF PARENTS / GUARDIANS

Parents and Guardians are partners with the college in the task of total and integral education of their children and wards. It is in 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 parents would be intimated about the meeting, and every parent is requested to make it possible to attend it. Parents are also recommended to meet the Principal and the Mentors to ascertain from them the conduct and progress of their wards. The college welcomes suggestions from parents and well-wishers.

ROLE OF CLASS TEACHERS

The class teachers also ensure that the students excel both in their academic and personal lives. The class teachers keep a track of the students' attendance and academic performance and provide advice and guidance on a frequent basis to the needy students.

ROLE OF CLASS MENTORS

Mentoring is a powerful personal development and empowerment tool. It is an effective way of helping students to progress in their careers thus enabling them to realize their potential. A mentor (Faculty) is a guide who can help the mentee (Student) to find the right direction and help them develop solutions to career issues. Mentoring provides the mentee with an opportunity to think about career options and progress. It is a helpful relationship based on mutual trust and respect. Every faculty mentors a group of 30 to 40 students in both their academic and personal growth and also guides them in the right direction.

COUNSELLING

There is a professional counsellor appointed in the campus for the students to sort out their personal problems. The students who need assistance are referred to the college counsellor. In case the counsellor feels that any student needs more help, he/she is referred to the family counselling centre near the college.

LANGUAGE LAB

To enhance proficiency in English and to develop the Listening, Speaking, Reading and Writing (LSRW) skills of the students, the college has upgraded the Language lab with audio-visual aids and resources.

IGNITORS "INTEGRAL FORMATION PROGRAMME"

The college in collaboration with Jesuit Youth Ministry of Karnataka has been organizing a three day programme called, "Ignitors Integral Formation Programme" for the students since 2011. The objective of the programme is to cater to the holistic development of students through life-skills development, value education and social analysis.

PLACEMENT CELL

The college has an active placement cell which is functional throughout the year to cater to the employment needs of the students. The Alumni have immensely supported the placement cell by providing employment opportunities to the students.

INTER-COLLEGIATE COMPETITIONS

The students are encouraged and incentivized to take part in various inter-collegiate academic and cultural competitions held across the country. This enhances the competitive spirit and confidence of the students.

OUTREACH PROGRAMME 'CONVERGING CAMPUS AND COMMUNITY'

One of the major thrust areas of St. Joseph's Evening College is social concern - forming men and women for the service of others and touching as many lives as possible. In view of the fundamental values of the college, the college has embarked on an ambitious Outreach programme. The program provides students with a platform to explore and develop the art of critical thinking, skills of leadership and techniques of meaningful interventions aimed at building a just and equitable society. It further draws its roots from the Brazilian educator Paulo Freire's Philosophy of Action-Reflection -Praxis.

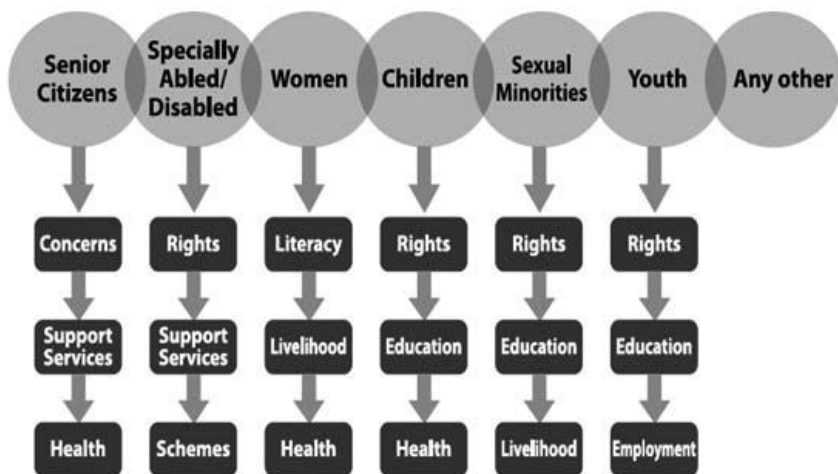
In view of the UGC and the NAAC recommendations on Extension, the objective of the outreach programme is to extend knowledge and other institutional resources to the community and vice-versa. It is a two-way process between the institution and the people, an intellectual intervention in the community's living problems which need to be overcome through an educational process. Extension is a perfect blend of theory with practice. It will orient the students with the skills required in community development and would sensitize them towards various issues of these marginalized groups and instill in them enough confidence and satisfaction for taking up the cause of the development of those groups.

The outreach programme of the college is organized under the banner called BEMBALA which means to Support. As the name of the programme BEMBALA itself suggests, it aims to reach out to the deprived groups and vulnerable sections of society and create opportunities for education, awareness and skill enhancement. It intends to create a learning process for faculty and students, through exposure.

STRUCTURE AND PROCESS

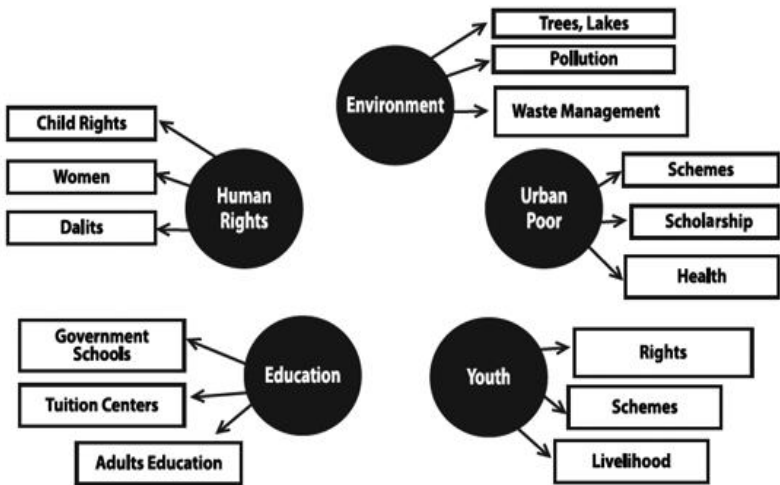
There are two stages in the Outreach Programme:

1. **The Preparation Stage:** In this stage students will be equipped with the required knowledge, through HRD Classes, Talks and Documentaries. In this process students will be able to identify student leaders and the leaders will also undergo a special training to lead the class for the outreach activity.
2. **The Practical Stage:** In this stage, the actual outreach begins and there will be a continuous evaluation, assessment of the experiences and ongoing formation talks arranged for the students.

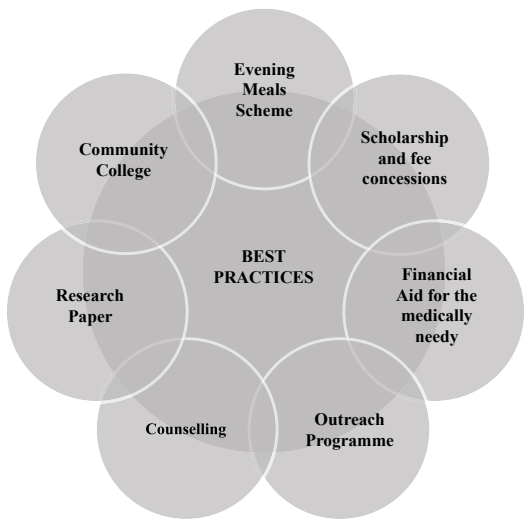
AREAS OF WORK

RIGHT BASED APPROACH

The program is based on flexible learning styles to enable young people to actively set and plan to achieve their own learning outcomes.



BEST PRACTICES



BRIDGE COURSE

The College published a syllabi book on Bridge Course in English, Kannada, Hindi, Financial Accounting and Basic Mathematics for First Semester Students. The publication of the Bridge Course book makes it unique.

RESEARCH PROJECT REPORT

Imparting research skills has become a vital mandate for all higher education learners. Understanding its growing relevance and need, the Department of Business Administration has endeavored to incorporate Research methodology paper, Project Report, Research Paper Presentation and Viva Voce as an integral part of the final year BBA curriculum. As per the guidelines and mandate, every student is expected to undertake his/her project work in any company of his/her choice. However, the students are given flexibility to undergo internships or take part time or full assistance from the chosen company as it deems fit. Besides, every student is allotted a supervisor for his guidance and the overall research project is coordinated by the principal supervisor. At the end of the project, every student is expected to get the project completion letter from the company chosen along with the completed project report. The project will be qualified for submission provided the student submits the company letter along with the internal guides authentication, principal supervisor's acknowledgment as per the guidelines and standards on or before the scheduled date (on or before 31st January of even semester) specified/notified by the principal supervisor/HOD/COE. Post submission of the research paper a separate day will be set aside for the research paper presentation for all the students and the same will be validated and examined by the external evaluators. The major assessment areas, key parameters for evaluation, time frame, assessment authority and marks are presented in the table below:

Major Assessment Area	Time Frame	Key Parameters Assessment	Assessment Authority	Marks
Project Work	5 Months	<ul style="list-style-type: none"> • Presentation • Methodology • Analysis • Findings • Originality 	Internal and External	50

Viva Voce	20 Minutes	<ul style="list-style-type: none"> • Presentation • Ability to answer the Questions • Communication 	External	30
Research paper	4 Months	<ul style="list-style-type: none"> • Presentation • Methodology • Analysis • Findings • Originality 	Internal and External	20

TERM RESEARCH PAPER

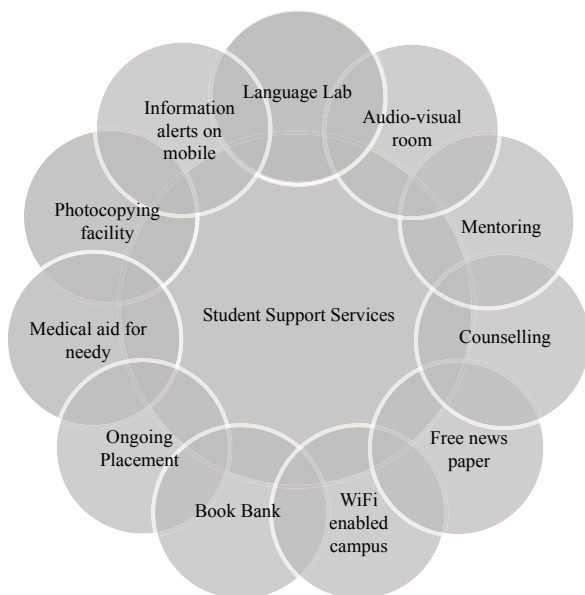
To foster research skills a Compulsory Term Paper is introduced for all the final year students. The Students are offered a wide spectrum of areas to choose from and 36 teachers to guide the students in completing the term-paper. Every department will circulate the model term research paper during the orientation.

Step 1	1st Week	Orientation, circulation of model term Research Paper and allotment of guides by the respective Departments.
Step 2	2nd Week	Guides will schedule the meeting with the allotted students and discuss the area and topics.
Step 3	2nd Week	Finalization of title and objectives.
Step 4	3rd-4th Week	Students are expected to write a brief Introduction, Objectives, Scope, Relevance, Methodology, Limitations and Conclusion, not exceeding five sheets and get it approved by the guide.
Step 5	5th- 6th Week	Data Collection (Primary and Secondary data)
Step 6	7th-10th Week	Data Analysis and Interpretation.
Step 7	11th-12th Week	Findings, Recommendations and Conclusion.
Step 8	13th -14th Week	Report Organizing/Compiling, Writing and Presenting to the Guide.
Step 9	15th Week	Submission of term research paper report to the guide in the prescribed format.

Note: Candidate must have at least 6 sittings with the guide before taking the final print of the term paper. By the 5th sitting the draft has to be submitted for correction, giving at least one week to the supervisor to go through the draft. This must be done 2 weeks before the final submission date. All the interaction sessions must be documented and the student must have a copy with them. If the guide feels that the candidate has not worked according to standards, he can reject the term paper. However, the guide must inform the COE and Principal in writing regarding this in advance. If the student's term research paper is rejected or not submitted, they have to submit the same during the next supplementary examination/session with the required supplementary examination fee.

STUDENT SUPPORT SERVICES

St. Joseph's Evening College has a long tradition of finding all resources possible to extend all forms of help to the socio-economically poor sections of the society, minority community and others. The stress is on holistic development and employability. The following are the distinctive support services rendered in the college.



- Preferential admission for the slow learners, economically poor, SC / ST students, Concessions, Scholarships, Student Profile forms

- Blue Book, Lectio Brevis (Orientation course), Question Bank, Book Bank, Ashirvachan - Graduation ceremony with mementos, One-time payment of fees, Marks for attendance, Prompt announcement of results, Monthly attendance display, Best outgoing students Awards, Quotation for the Day, Idiom for the Day, information on Autonomy, Double Evaluation of answer books.
- Publications, Free Booklets, Certificate Course on Networking, on Human Rights, on Communicative English, Wall Journals.
- Language Lab, New software for integral formation, Computer Literacy, Free access to Computer Lab, Free Internet access, e-mail -ID, Bank accounts for all, Sneha Bank & Commerce Lab.
- Laptops & LCD projectors, AV Room, Electronic gadgets like musical organ, camera, Photo Copied Notes, Open access to the library, Wi-Fi facilities etc.
- Counselling services by two professional counsellors. Counselling for married students, Sexual Harassment Cell, special course on hygiene & sexuality for female students, medical camps, First Aid Box, Ladies Rest Room, Public Phone Booth, Book Shop, Canteen, Photo Copy facility.
- Information on the notice board on availability of jobs, Campus Recruitment, Internship for Journalism students.
- Film Club, Associations, Fests – Inter-class, Inter- Collegiate, Newsletter, Extra & co-curricular activities on Sundays.
- Grievance Audit, Blood Group identification, Evaluation of Teachers, free Refreshments and a vibrant Alumni Association.
- Daily Prayer
- Subscription of Newspapers
- Pupil pod
- Documentary Screening
- Sahodaya TV

COLLEGE REGULATIONS

1. The warning bell for class is given at 5.00 p.m., five minutes before the commencement of the class. Students should be in their respective classrooms before the second bell at 5.05 p.m. 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 along the corridors or the quadrangle 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 colour powders to the campus.
8. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to suspension or permanent dismissal.
9. Boys and girls are expected to conduct themselves with dignity and maturity. In the interrelationship; 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 them.
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 are expected to wear formal dress while attending classes and to college functions. However they are allowed to wear T- shirts with color and without graphics on it, on Saturday. Girls – Salwar/ Churidhar Kameez (No sleeveless, no skirt or pant above knee length, tight fitting or short tops)
14. Students are not permitted to sit at the parking space and in the canteen during class hours.

15. The parking space will function on all working days from 4.30 p.m. to 9.00 p.m. The attendant will not bear responsibility for vehicles that are not locked. Any vehicle left on the campus after 9.00 p.m. will be handed over to the police station.
16. Every student is required to wear his / her ID card while in the campus. No student is allowed to enter the college campus without the ID.
17. Outsiders are not allowed to enter the College during class hours to meet students or to attend College functions. Strict action will be taken on those who bring externs to the functions.
18. Practice for associations functions and cultural programmes should be held either prior to the classes or on holidays and Sundays.
19. No money is to be collected from students without the prior permission of the Principal.
20. Books, magazines, newspapers etc., not approved by the Principal, are not allowed to be brought to the college.
21. 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.
22. Ragging is a major criminal offence. Those who indulge in ragging, even in a 'friendly' way or encourage ragging will be handed over to the police and will face immediate dismissal from the College. Ragging should be reported to the Anti-Ragging Cell. No justification in this regard will be acceptable.
23. Use of mobiles is not permitted inside the classrooms and the corridors. Mobiles will be confiscated when used in the classrooms and corridors.
24. Every student will be supplied with a copy of the syllabus at the beginning of each semester. (Syllabus are also available in the College website) 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.

THE COLLEGE LIBRARY

The Library of the SJEC was established in the year 1972. The Library offers vital supports for teaching, learning, research activities of the College

by disseminating knowledge and offering modern services to the academic fraternity.

The Library currently has 22,707 printed volumes, 26 subscribed current journals. Several e-books and online database, across all domains of academic pursuit. The Library is well equipped with modern facilities and resources (print and electronic) in the forms of CDROMs, DVD-ROM, online databases, video cassettes, books, journals, reports, etc. It has also developed a full-fledged E-learning centre in the year 2015, in order to provide various digital mode Library services. The database for the entire collection of books and Journals is available through On-Line Public Access Catalogue (OPAC).

The library operates with the following objectives:

- To support the learning process of the students and faculties through its effective dissemination of knowledge.
- To facilitate and promote access to various digital library collection of sources.
- To meet knowledge/information needs of the faculty, and to support their teaching activities.

Vision:

To empower the students, faculty and researchers with enriching collections of critical information resources.

Mission:

To select, collect, preserve and disseminate knowledge that is significant to teaching, pedagogy and research publication. Library aims through pioneering services, to the creation and delivery of various Learning Resource and Information Services (LRIS).

RULES OF THE LIBRARY

1. The Library will be open from 2.00 p.m. to 8.45 p.m. on all working days and vacations of the year. On Saturdays it will be open from 4.30 p.m. to 8.45 p.m.
2. Extension of period may be obtained if someone else has not applied for the same book.
3. Loss of a book borrowed from the library must be intimated to the Librarian. Books lost, damaged or defaced must be paid for by the student. Loss of pages, mutilation and any other damage discovered on return of books will be charged.

4. A student is entitled to borrow 2 books, if failed to return the books within 14 days will be fine Rs. 1/- for each day beyond the due date.
5. Strict silence should be observed in and near the reading room.
6. Books are issued for the exclusive personal use of the applicant. Anyone found applying for books for another will be denied the facility of the library.

CHOICE BASED CREDIT SYSTEM

Changes in the expectations from the educational services sector have forced universities and colleges to adapt to a new paradigm. Colleges are no more centres of imparting and creating knowledge. Apart from knowledge based education, colleges are forced to create skilled and employable Human Resource. As this aspect of education was not given due importance many traditional courses lost steam and failed to attract students. Keeping this in mind the UGC and Bangalore University have asked all colleges to implement Choice Based Credit System. This is further supported by State higher education council. St. Joseph's Evening College has decided to introduce Choice Based Credit System from the academic year 2015-16 for all the courses and across curriculum. The salient features of this system are as follows:

- Each course shall carry a specific number of credits which are a weightage of a course.
- All courses have subjects that include foundation, core and skill development courses.
- The system allows horizontal mobility.
- Results are based on Cumulative Grade Point Average. (CGPA)

SEMESTER	DEPARTMENT	COURSES
I YEAR (Foundation Courses)	B.COM	Indian Constitution and Human Rights / Personality Development & Communication
	HUMANITIES	Fundamentals in Computer Applications
	BBA	Environmental Studies and Public Health
	BCA	Environmental Studies and Public Health
II (Foundation Courses - Compulsory)	B.COM	Environmental Studies and Public Health / E-Business & Accountancy
	HUMANITIES	Environmental Studies and Public Health
	BBA	Indian Constitution and Human Rights
	BCA	Indian Constitution and Human Rights

III (Skill Based Courses-Compulsory)	B.COM	Entrepreneurship Development
	HUMANITIES	Integrated course in Accounts and Advanced Excel
	BBA	Communicative Kannada (Level One) Communicative English (Level One)
	BCA	Oracle
IV	B.COM	Research Methods
	HUMANITIES	Tally
	BBA	Digital Marketing
	BCA	Quantitative Aptitude
V Choice Based Credit System	B.COM	Social Media Marketing
	HUMANITIES	<ul style="list-style-type: none"> • Psychology: Positive Psychology • Sociology: Life Skills Development • Journalism: Photography • English: Public Speaking History - Tourism Management Economics - Economics of Hospitality Industry Political Science - Peace Studies
	BBA	• Digital Marketing
	BCA	<ul style="list-style-type: none"> • Web Designing • Adobe Video Pro
VI	B.COM	Research Skills
	HUMANITIES	Research Skills
	BBA	Participation and Presentation of Paper at State / National / International Conferences / Seminars / Workshops
	BCA	Participation and Presentation of Paper at State / National / International Conferences / Seminars / Workshops

SUBJECTS OF STUDY

Part- 1: Languages;

English is the medium of instruction thus it is one of the compulsory languages that the students are expected to study. As part of the second language the students have wide range of options to choose from based on their interests i.e., Kannada, Hindi and Tamil. If the language that was studied at PUC level is not offered by the college, such students can opt for additional English as a language.

Part-2: Optional/core subjects;

Students can opt for the subjects as prescribed by the university and offered by the college. The Board of Studies of the concerned department decides on the subjects to be offered by the respective department. Part-3: A- Foundation and Skill Development Courses (common to all courses):

I –Compulsory courses in the first and second semesters.

- Constitution of India and Human Rights.
- Environment and public health.
- Computer application and information technology.

In addition to the above, students learn a foreign language in one of these semesters. Tentatively the college offers French. It may consider offering other languages depending on the demand.

Skill development courses are offered in the third, fourth, fifth and sixth semesters, one in each semester as prescribed by the concerned faculty.

II – Extension, Co-Curricular and Extra-curricular activities:

A student shall opt for any of the activities as prescribed by the college from time to time, one each in the third and fourth semesters. Evaluation is done internally.

As per the Bangalore University Notification, Exemption is granted to hearing impaired and speech impaired candidates, as well as candidates with learning disabilities from studying one Indian Language at the degree level. Provided such candidates have had the exemption at the Pre University level. The onus is on the student to get the relevant medical certificate from the concerned approved hospital and have the same endorsed by the Bangalore University without which the college will not be able to grant exemption.

CALENDAR OF TESTS AND EXAMINATIONS

Each academic year consists of two semesters of 90 days of classes including tests and preparation for end-semester exams. The Academic calendar shows the dates of commencement and end of teaching, internal assessment tests and end semester examinations.

ACADEMIC EVALUATION

Academic evaluation is an important administrative function to ensure that students are learning what the academic departments intend them to learn. That is, assessing students' achievement allows departments to examine how students benefit from the various courses that comprise the degree programme. Academic programmes and services are periodically evaluated to make them relevant to the times.

SEMESTER EXAMINATION

No student with less than 75% attendance will be allowed to write the end semester examination. At the end of each semester, a comprehensive examination will be conducted. The end-semester examination is for 70 marks for a duration of 2 ½ hours.

INTERNAL ASSESSMENT (CIA)

Each course has both Continuous Internal Assessment (CIA) & End Semester Examination (ESE) with weightage in the ratio of 30:70.

The minimum for a PASS in each subject is 40% in ESE (28 marks out of 70 marks) & 40% in the aggregate in each subject.

The CIA for theory courses consists of TWO written tests, ONE objective test and attendance.

The 30% of Internal Assessment is distributed as follows:

1. Written tests - 15 marks. There will be 2 tests of 60 minutes duration per semester.
2. Objective test - 10 marks (Seminar/ Assignment / Presentation)
3. Attendance - 05 marks

ATTENDANCE PERCENTAGE	MARKS
96 - 100	5
91 - 95	4
86 - 90	3
81 - 85	2
76 - 80	1

PROMOTION POLICY

To be eligible to appear for the End Semester Examination, a student should have at least 75% attendance in every subject, failing which he / she will have to repeat the semester.

REVALUATION

There will be provision for revaluation. 50% of the fee will be refunded to the candidate if the candidate on revaluation obtains fifteen or more marks than the previous one. On revaluation, if the student scores more than twenty marks than the previous marks, the revaluation fee will be refunded. An external examiner who was not part of the Board of Examiners for the regular valuation will value such papers. There will also be provision for totalling of marks and photo copying of answer scripts, if an application is made within a week of the publication of results with the prescribed fee.

SUPPLEMENTARY EXAMINATIONS

There are NO immediate Supplementary Examinations after the End Semester Examinations. Students who have failed, have to reappear during the next regular end semester examinations i.e. Odd Semester (Semester 1, 3 & 5) during October and Even Semester (Semester 2,4 & 6) during April.

However, Special Supplementary examinations will be held only for V Semester UG and III Semester PG during the month of November and VI Semester UG and IV Semester PG during the month of June.

In case of syllabus change, the student will be given one supplementary examination in the old paper. In case he/ she does not clear it, he/she will have to take subsequent supplementary examinations in the changed syllabus. In case a paper is discontinued altogether, the student is given three chances in the same syllabus. Any grievances pertaining to mistakes in declaration of results, in marks cards or revaluation shall be referred to the Controller of Examinations. Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the college and such decisions shall be final and binding on the candidate.

TIME SPAN FOR QUALIFYING FOR A DEGREE

As per the UGC guidelines, normally the student is expected to complete their programme within the minimum period as laid down under the relevant Regulation of the University. A student who for whatever reasons is not able to complete the programme within the normal period or the

minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, is as follows.

Time Span = N + 2 years for the completion of program where N stands for the normal or minimum duration prescribed for completion of the program ie. N= 3 years for UG & 2 years for PG.

Grievance Cell

To address any grievance of students pertaining to continuous internal assessment and the semester exams, there will be a Grievance Cell. Students have to meet the subject teacher who teaches the subject if they feel injustice has been meted out to them. If they are not satisfied with the evaluation made by a teacher, the matter may be referred to the Head of the Department/ Principal. . The College Grievance Committee could be met with a written complaint if a student still feels that the issue has not been rightly addressed.

To ensure a fair examination system, all complaints and malpractices, if any, should be properly investigated and examined. All cases of malpractice referred to the Controller, Chief Superintendent of Examinations/ principal pertaining to any favoritism in internal or external valuation, leakage of paper or acceptance of bribe for favors will be referred to the staff malpractice committee. This committee will include the Vice-Principal and two senior members of the faculty. An external member from the legal fraternity may also be included in case of serious charges. The committee will take up all cases brought to it within two days of reporting of the incident and make a thorough investigation. If any truth is found in the complaint, the committee should summon the staff member.

The staff member should be given a fair chance to explain his/her position. The final report will then be submitted to the Academic Council. Action will be taken according to the decision of the Academic Council, and the Governing body of the management. All students' malpractices in the examination hall and internal assessment will be referred to the Malpractice

Committee set up for the purpose. The Chief Superintendent and two other senior staff members of the College will be its members. They would provide a fair chance to the students involved in malpractice and finally submit their findings to the Controller of Examinations. A committee consisting of the Principal and the Controller of Examinations will take action on the report of the committee.

CREDIT SYSTEM TO CO/ EXTRA CURRICULAR ACTIVITIES

BACKDROP

In order to recognize the participation of students in Extra – Curricular activities, the college has instituted the credit system for co-curricular activities from 2017 onwards.

SCOPE AND RELEVANCE OF CO/ EXTRA CURRICULAR ACTIVITIES

An extracurricular activity is defined as college-authorized activities that fall outside the jurisdiction of the normal curriculum. Extracurricular activities may include, but are not limited to, physical education, fine arts, performing arts, career education, and courses that may result in college credit. Extracurricular activities are extremely important for holistic development whilst ensuring that students are exposed to practical tasks, not just what is taught in class. The normal curriculum can only go so far as to teach and educate students about academic concepts. But students whose only experience of college is one of rigid academic study may not be able to apply what they have learned in practice. Extracurricular activities encourage a diverse range of skills and methods of learning that encompass the diverse needs of students. For example, association such as Entrepreneur cell allows students to experience of practical business skills and valuable communication and team work skills.

REGULATIONS PERTAINING TO AWARD OF CREDIT

1. To qualify for credit, a student must have done a minimum of 15 hours of voluntary work or activities. They must be also able to provide evidence to support their application.

2. The concerned teacher should keep a detailed record of performances, volunteer hours, practices, field trips, classes attended, assignments completed, and anything else related to the activity.
3. Teachers who propose to offer credit to students for an activity not arising from course or subject competencies shall seek approval of the IQAC and Principal in advance.
4. For every 15 hours of activity ONE credit may be offered.
5. **Every UG student is expected to earn 6 credits, whereas PG students is expected earn 4 credits through the following activities.**

SL NO	ACTIVITY	DESCRIPTION	CREDITS
1.	Outreach	Field Visits	1
		Rural Exposure	1
2.	Co-Curricular and Extra-Curricular	Cultural	1
		Sports	1
3.	Term Research papers *Only for UG B.Com and BA Students Participation and Paper presentation for BBA and BCA	Term research paper preparation as per the expected standards Participation and Paper presentation in State/ National/International Conferences	2

6. **A student cannot claim more than TWO credits together for sports and cultural activities. This is to encourage wider participation of students and to discourage the dominance of few students in all activities.**

Exhaustive list of Co-Curricular and Extra-Curricular activities

CREDIT SYSTEM

Distribution of Grades and Grade Points

Final Result / Grade Description - Under Graduate		
Percentage	Grade	Class
90 to 100	O	Outstanding
80 to 89.99	A + +	First Class Exemplary
70 to 79.99	A +	First Class Distinction
60 to 69.99	A	First Class
55 to 59.99	B+	High second Class
50 to 54.99	B	Second Class
40 to 49.99	C	Pass Class
0 to 39.99	F	Reappear
Final Result / Grade Description - Post Graduate		
Percentage	Grade	Class
90 to 100	O	Outstanding
80 to 89.99	A + +	First Class Exemplary
70 to 79.99	A +	First Class Distinction
60 to 69.99	A	First Class
55 to 59.99	B+	High Second Class
50 to 54.99	B	Second Class
0 to 49.99	F	Reappear

Table of Conversion of % Marks to Grade Point	
Marks	Grade Point
95 to 100	10
90 to 94.99	9.5
85 to 89.99	9
80 to 84.99	8.5
75 to 79.99	8
70 to 74.99	7.5
65 to 69.99	7
60 to 64.99	6.5
55 to 59.99	6
50 to 54.99	5.5
45 to 49.99	5
40 to 44.99	4.5
0 to 39.99	0

Calculation of Semester Grade Point Average (SGPA)
 $\Sigma (\text{Credit} \times \text{Grade Points})$

$$\text{SGPA} = \frac{\dots\dots\dots}{\Sigma \text{Credit}}$$

GRADING SYSTEM

The students are evaluated on the basis of continuous internal assessment and the semester examinations. For the grading and classification of students, the performance of the students is first marked according to the conventional procedure. Marks are then converted into grades and the grades in turn into grade points.

Subject	Marks	Grade	Grade Points	Credit	Weighted Grade Points
English 1	58	B+	6	3	18
English II	60	A	6.5	3	19.5
English III	62	A	6.5	3	19.5
English IV	50	B	5.5	3	16.5

The total number of credits is 12 for English and if the weighted grade points in that subject are 73.5, the student's overall grade point average is $73.5 / 12 = 6.13$.

ALLOTMENT OF CREDITS

BACHELOR OF ARTS (ELECTIVES - HISTORY, ECONOMICS, AND POLITICAL SCIENCE AND JOURNALISM, POLITICALSCIENCE, SOCIOLOGY)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/ Additional English, Hindi, Tamil)	3	3	3	3			12
	Language - II(English)	3	3	3	3			12
Part 2	Core Subjects	12	12	12	12	18	18	84
Part 3	Foundation Courses	2	2	2	2	2	2	12
Total Credits		20	20	20	20	20	20	120

BACHELOR OF ARTS (ELECTIVES - ENGLISH, JOURNALISM, PSYCHOLOGY)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/ Additional English, Hindi, Tamil)	3	3	3	3			12
	Language - II (English)	3	3	3	3			12
Part 2	Core Subjects	12	12	12	12	12	12	72
	Lab	2	2	2	2	2	2	12
Part 3	Foundation Courses & Skill Development Courses	2	2	2	2	2	2	12
Total Credits		22	22	22	22	16	16	120

BACHELOR OF COMMERCE (B.COM.)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/ Additional English, Hindi, Tamil)	3	3	3	3			12
	Language - II (English)	3	3	3	3			12
Part 2	Core Subjects	12	12	12	12	18	18	84
Part 3	Foundation Courses & Skill Development Courses	2	2	2	2	2	2	12
Total Credits		20	20	20	20	20	20	120

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/ Additional English, Hindi, Tamil)	3	3					6
	Language - II (English)	3	3					6

Part 2	Core Subjects	12	12	18	18	18	18	96
Part 3	Foundation Courses & Skill Development Courses	2	2	2	2	2	2	12
Total Credits		20	20	20	20	20	20	120

BACHELOR OF COMPUTER APPLICATION (BCA)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/ Additional English, Hindi, Tamil)	3	3	3	3			12
	Language - II (English)	3	3	3	3			12
Part 2	Core Subjects	12	12	12	12	12	12	72
	Lab	2	2	2	2	2	2	12
Part 3	Foundation Courses & Skill Development Courses	2	2	2	2	2	2	12
Total Credits		22	22	22	22	16	16	120

POST GRADUATION IN COMMERCE (M.COM)

Subject	I	II	III	IV	Credits
Core Subjects	24	24	20	16	84
Soft Core, Open Electives & Dissertation	2	2	4	8	16
Total Credits	26	26	24	24	100

POST GRADUATION IN ENGLISH (M.A)

Subject	I	II	III	IV	Credits
Optional Subjects	20	20	16	12	68
Soft Core, Open Electives & Dissertation	3	5	5	7	20
Total Credits	23	25	21	19	88

MAY 2019

1	Wed	International Workers' Day
2	Thu	
3	Fri	World Press Freedom Day
4	Sat	
5	Sun	
6	Mon	
7	Tue	Basava Jayanti (H)
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	Announcement of Results (Even Semester)
15	Wed	International Day of Families
16	Thu	
17	Fri	
18	Sat	Buddha Purnima
19	Sun	
20	Mon	
21	Tue	World Day for Cultural Diversity for Dialogue and Development
22	Wed	World Bio Diversity Day
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	Induction Programme for New Leaders
WORKING DAYS - 0		TEACHING DAYS - 0

JUNE - 2019

1	Sat	Global Day of Parents / Faculty Development Programme
2	Sun	
3	Mon	College Reopens for II & III years
4	Tue	International Day of Innocent Children Victims of Aggression
5	Wed	Environment Day / Ramzan (H)
6	Thu	I year college Reopens UG / Orientation Programme for I year students & Parents
7	Fri	First Friday Mass
8	Sat	World Oceans Day
9	Sun	
10	Mon	Bridge Course / College Reopens for I year college PG / Orientation Programme
11	Tue	Bridge Course
12	Wed	World Day Against Child Labour/ Bridge Course / Sensitization Programme by Sociology Department
13	Thu	Bridge Course
14	Fri	World Blood Donor Day/ Bridge Course
15	Sat	Bridge Course
16	Sun	
17	Mon	Bridge Course
18	Tue	Bridge Course
19	Wed	Bridge Course
20	Thu	World Refugee Day/ Bridge Course / Women's Cell Programme for I year
21	Fri	International Yoga Day/ NSS
22	Sat	Students' Council Elections / Hopkins Lecture Series
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	Investiture Ceremony of Students' Council
30	Sun	Leadership Training for Students' Council
WORKING DAYS - 24		TEACHING DAYS - 23

JULY – 2019

1	Mon	
2	Tue	Commerce Forum Inauguration
3	Wed	
4	Thu	Inauguration/ Competitions of Department Associations
5	Fri	First Friday Mass
6	Sat	Sinchana - An interclass competition (Kannada Sangha) / Commerce Forum - Activity 1 & 2
7	Sun	
8	Mon	Workshop on Handwriting Skills (Department of English)
9	Tue	
10	Wed	
11	Thu	World Population Day/ Ignitors (Integral Formation Programme) / Sensitization Programme by Sociology Department
12	Fri	Ignitors (Integral Formation Programme) / FDP / IQAC Seminar
13	Sat	Ignitors (Integral Formation Programme) / FDP / IQAC Seminar
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	Nelson Mandela International Day/ Lastoria/ First Unit Test
19	Fri	First Unit Test
20	Sat	First Unit Test / Hopkins Lecture Series
21	Sun	
22	Mon	Inauguration of Tejas
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	FDP/Workshop - Department of Commerce / Tejas 2019/ Synergy Version 1
28	Sun	Nature Protection Day / Tejas 2019 / St. Ignatius Feast Mass
29	Mon	
30	Tue	International Day of Friendship & World Day against Trafficking in Persons
31	Wed	Feast of St. Ignatius Loyola (H)
WORKING DAYS - 26		TEACHING DAYS - 25

AUGUST – 2019

1	Thu	
2	Fri	First Friday Mass
3	Sat	Women Cell Programme / Mentor's Day & Career Guidance Programme
4	Sun	
5	Mon	Women Cell Programme
6	Tue	Hiroshima Day/Lastoria /Intercollegiate Literary Fest/ Women Cell Programme
7	Wed	Women Cell Programme
8	Thu	Women Cell Programme
9	Fri	Nagasaki Day /Lastoria/ Women Cell Programme
10	Sat	Commerce Forum - Activity 3 & 4
11	Sun	
12	Mon	International Youth Day / Bakrid (H)
13	Tue	
14	Wed	
15	Thu	Independence Day (H) / NSS
16	Fri	
17	Sat	Economics Association Activity
18	Sun	Youth Day Rally
19	Mon	Conference, Department of Commerce
20	Tue	Renewable Energy Day / NSS
21	Wed	
22	Thu	
23	Fri	
24	Sat	BCA Workshop
25	Sun	
26	Mon	Second Unit Test
27	Tue	Second Unit Test
28	Wed	Second Unit Test
29	Thu	
30	Fri	
31	Sat	Hopkins Lecture Series
WORKING DAYS - 26		TEACHING DAYS - 25

SEPTEMBER – 2019

1	Sun	World Day of Prayer for Creation
2	Mon	Ganesh Chaturthi (H)
3	Tue	
4	Wed	Department of Humanities - Kalothsava
5	Thu	Teachers Day & International Day of Charity/ Theatre Performance (Department of English)
6	Fri	First Friday Mass
7	Sat	Ganesh Chaturthi Celebration / Hindi Diwas/ Workshop by Women Cell
8	Sun	Nativity of Our Lady/ International Literacy Day
9	Mon	Psychology Awareness Programme
10	Tue	World Suicide Prevention Day / Moharam (H)
11	Wed	
12	Thu	
13	Fri	Onam Celebration
14	Sat	Commerce Forum - Activity 5 & 6
15	Sun	International Day of Democracy
16	Mon	Ozone Day
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	International Day of Peace / Hopkins Lecture Series
22	Sun	
23	Mon	
24	Tue	
25	Wed	Social Justice Day
26	Thu	
27	Fri	World Tourism Day / Lastoria/International Conference - Department of English
28	Sat	Green Consumer Day / Mahalaya Amavasya(H)
29	Sun	World Animal Day
30	Mon	Last working day for students
WORKING DAYS - 23		TEACHING DAYS - 23

OCTOBER – 2019

1	Tue	Wild Life Week
2	Wed	International Day of Non-Violence / Gandhi Jayanthi (H)
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	World Habitat Day / Ayudha Pooja (H)
8	Tue	Vijaya Dashami (H)
9	Wed	End Semester Examinations
10	Thu	World Mental Health Day / End Semester Examinations
11	Fri	International Day of the Girl Child / End Semester Examinations
12	Sat	End Semester Examinations
13	Sun	Valmiki Jayanthi
14	Mon	End Semester Examinations
15	Tue	End Semester Examinations
16	Wed	World Food Day / End Semester Examinations
17	Thu	International Day for the Eradication of Poverty / End Semester Examinations
18	Fri	End Semester Examinations / Last working day for Teachers
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	Naraka Chaturdashi
28	Mon	
29	Tue	Bali Padyami (H)
30	Wed	
31	Thu	National Unity day/ Vigilance awareness 31 to Nov. 5
WORKING DAYS - 13		TEACHING DAYS - 00

NOVEMBER – 2019

1	Fri	Kannada Rajyothsava (H)
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	College Reopens
7	Thu	World Cancer Awareness Day
8	Fri	
9	Sat	Announcement of Results (Odd Semester)
10	Sun	Id-e-Milad (H)
11	Mon	National Education Day
12	Tue	
13	Wed	World Communication Day
14	Thu	Children's Day
15	Fri	Kanakadasa Jayanthi (H)
16	Sat	
17	Sun	World Science Day for Peace and Development
18	Mon	
19	Tue	
20	Wed	UN Child Rights Day/ Sensitization Programme by Sociology Department
21	Thu	
22	Fri	
23	Sat	Kannada Rajyothsava Celebrations
24	Sun	
25	Mon	International Day for the Elimination of Violence against Women / Women Cell Programme
26	Tue	Constitution Day
27	Wed	
28	Thu	
29	Fri	
30	Sat	Hopkins Lecture Series
WORKING DAYS - 21		TEACHING DAYS - 21

DECEMBER – 2019

1	Sun	World AIDS Day
2	Mon	International Day for the Abolition of Slavery / Sensitization Programme by Sociology Department
3	Tue	International Day of Persons with Disabilities/ Psychology Awareness Programme
4	Wed	
5	Thu	
6	Fri	First Friday Mass
7	Sat	
8	Sun	Annual Sports Meet
9	Mon	International Anti-Corruption Day
10	Tue	Human Rights Day
11	Wed	Blood Donation Camp/ NSS YRC
12	Thu	
13	Fri	Food Fest
14	Sat	Hopkins Lecture Series
15	Sun	
16	Mon	
17	Tue	
18	Wed	International Migrants Day
19	Thu	
20	Fri	International Human Solidarity Day
21	Sat	Christmas Celebration
22	Sun	
23	Mon	Christmas Holidays
24	Tue	
25	Wed	Christmas
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	
WORKING DAYS - 18		TEACHING DAYS - 18

JANUARY – 2020

1	Wed	
2	Thu	College Reopens
3	Fri	First Friday Mass/ Women Cell Programme
4	Sat	
5	Sun	Visit to Orphanage / Old Age Home
6	Mon	First Unit Test
7	Tue	First Unit Test
8	Wed	First Unit Test
9	Thu	
10	Fri	
11	Sat	
12	Sun	National Youth Day / NSS
13	Mon	
14	Tue	Academi Council / Finance Committee
15	Wed	Makara Sankranti (H)
16	Thu	
17	Fri	
18	Sat	Commerce Fest / Food Fest
19	Sun	
20	Mon	
21	Tue	Intra Collegiate Literary Fest
22	Wed	
23	Thu	
24	Fri	BCA Fest / Economics Association Activity/ Hopkins Lecture Series
25	Sat	Mentors Day & Career Development Programme
26	Sun	Republic Day
27	Mon	International Day of Commemoration in Memory of the Victims of the Holocaust
28	Tue	
29	Wed	
30	Thu	Martyr's Day
31	Fri	
WORKING DAYS - 25		TEACHING DAYS - 22

FEBRUARY – 2020

1	Sat	
2	Sun	Inter Collegiate Fest Magnifiesta and Adonai
3	Mon	Inter Collegiate Fest - Tamil
4	Tue	World Cancer Day
5	Wed	
6	Thu	
7	Fri	Institution day - BJES
8	Sat	Humanities Seminar
9	Sun	Mentoring Day/ Sangam (Hindi Festival)
10	Mon	
11	Tue	Literary and Debating Society
12	Wed	
13	Thu	World Radio Day,
14	Fri	
15	Sat	BBA Seminar / Conference
16	Sun	Karanji - An Intercollegiate Cultural Competitions
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	Matribhasha Diwas / Maha Shivratri (H)
22	Sat	Second Unit Test
23	Sun	
24	Mon	Second Unit Test
25	Tue	Second Unit Test
26	Wed	Ash Wednesday Mass / Second Unit Test
27	Thu	
28	Fri	National Science Day
29	Sat	Hopkins Lecture Series
WORKING DAYS - 25		TEACHING DAYS - 21

MARCH 2020

1	Sun	Zero Discrimination Day
2	Mon	
3	Tue	World Wildlife Day
4	Wed	
5	Thu	
6	Fri	Way of the Cross
7	Sat	BCA Conference / Hopkins Lecture Series
8	Sun	Women's Day
9	Mon	Women's Day Celebration
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	Last working day for students
19	Thu	St. Joseph's Feast (H) Patron of the Institution
20	Fri	College Day
21	Sat	World Forestry Day / Governing Body / Graduation Day
22	Sun	World Day of Water
23	Mon	
24	Tue	International Day Human Rights Violations
25	Wed	International Day Transatlantic Slave Trade
26	Thu	
27	Fri	
28	Sat	End Semester Examinations
29	Sun	
30	Mon	End Semester Examinations
31	Tue	End Semester Examinations
WORKING DAYS - 25		TEACHING DAYS - 15

APRIL - 2020

1	Wed	World Autism Awareness Day/ End Semester Examinations
2	Thu	End Semester Examinations
3	Fri	End Semester Examinations
4	Sat	End Semester Examinations
5	Sun	
6	Mon	Mahavir Jayanti (H)
7	Tue	End Semester Examinations
8	Wed	Last working day for Teachers
9	Thu	Maundy Thursday (H)
10	Fri	Good Friday (H)
11	Sat	
12	Sun	Easter
13	Mon	
14	Tue	Dr. Ambedkar Jayanti (H)
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	World Books Day
24	Fri	
25	Sat	Basava Jayanthi (H)
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
WORKING DAYS - 13		TEACHING DAYS - 00

Major College Events / Programs planned during the Academic Year 2019-20

ODD SEMESTER - 1st JUNE to 9th OCTOBER, 2019

Sl.No.	Event / Program	Date	Coordinator / In-charge
1.	Staff Immersion program	27-29 May 2019	Director
2.	Induction Program	31 May 2019	Dr. Kanishka
3.	General Staff Meeting	1 June 2019	Principal
4.	Orientation on NAAC and Autonomy	1 June 2019	Dr. Kanishka
5.	Commencement of Classes for II and III Semester (UG) and III Semester (PG)	3 June 2019	Principal
6.	Commencement of Classes for I Semester (UG)	6 June 2019	Principal
7.	Orientation Program for parents and Students - I Semester (UG)	6 June 2019	Mr. Prashanth Kumar
8.	Bridge Course	10-19 June 2019	Mr. Diwaker
9.	Orientation Program for and Students - I Semester (PG)	10 June 2019	Mr. Diwaker, Dr. Ravi Richard and Sr. Saly Jospeh
10.	Student Council Election	22 June 2019	Mr. Prashanth Kumar
11.	Investiture Ceremony - Student Council	29 June 2019	Mr. Prashanth Kumar
12.	Ignitors - Integral Formation Program for Students	12-13, July 2019	Mr. Prashanth Kumar
13.	IQAC Seminar	12-13, July 2019	Dr. Kanishka
14.	Odd Semester - First Unit Test	18, 19 & 20, July 2019	COE
15.	Tejas - Intra-Collegiate Fest	22 to 27, July 2019	Student Council Team
16.	Mentor's Day and Career Development Program	3 August, 2019	Vice Principal
17.	Governing Body	3rd week of August	Director/ Principal
18.	Odd Semester - Second Unit Test	26, 27 & 28, August 2019	COE

19.	Odd Semester Examination	3-9, October 2019	COE
20.	Declaration of Odd Semester Examination Results	9 November 2019	COE
EVEN SEMESTER - 6th NOVEMBER to 8th APRIL, 2020			
21.	Commencement of Classes	6 November 2019	Principal
22.	Announcement of results (ODD SEMESTER)	9 November 2019	COE
23.	Annual Sports Meet	8 December 2019	Mr. Thyagaraj
24.	Christmas Celebration	21 December 2019	Mr. Dav Fod
25.	Board of Studies meeting	1-22, December 2019	HOD's
26.	I Unit Test	6, 7 & 8, January 2020	COE
27.	Academic Council Meeting	2 week of January 2020	Principal
28.	Mentor's Day and Career Development Program	24th January 2020	Dr. Kanishka
29.	Mangnifiesta and Adonai - Intercollegiate Fest	2 to 3, February 2020	Mr. Ebenezer
30.	Department level Seminars / Conferences/Workshop	1 to 28, February 2020	HODs
31.	II Unit Test (Even Semester)	22 to 25, 2020	COE
32.	Convocation	1st March 2020	Dr. Kanishka
33.	Valedictory of Clubs & Associations	5 March 2020	Mr. John Bosco
34.	College Day	13 March 2020	Ms. Vidhya & Mr. Leo Gladwin
35.	Graduation Day	14 March 2020	Mr. Diwakar
36.	Governing Body	Last week of March 2020	Principal
37.	Even End Semester Examination	23 to 31, April 2020	COE
38.	Declaration of Even Semester Examination Results	14 May 2020	COE

NUMBER OF WORKING DAYS AND TEACHING DAYS FOR THE ACADEMIC YEAR 2019-2020

ODD SEMESTER - 1ST JUNE 2019 TO 9TH OCTOBER 2019

MONTH	NO. OF WORKING DAYS	NO. OF TEACHING DAYS	TOTAL NO. OF WORKING DAYS FOR THE SEMESTER
June	24	23	112
July	26	25	
August	26	25	
September	23	23	
October	13	Nil	
TOTAL	112	96	

EVEN SEMESTER - 6TH NOVEMBER TO 8TH APRIL, 2020

MONTH	NO. OF WORKING DAYS	NO. OF TEACHING DAYS	TOTAL NO. OF WORKING DAYS FOR THE SEMESTER
November	21	21	127
December	18	18	
January	25	22	
February	25	21	
March	25	15	
April	13	Nil	
TOTAL	127	97	
Total number of working days for the academic year			239

ADMINISTRATION

NAME	DESIGNATION
Rev. Dr. Jerome Stanislaus D'Souza, S.J	Provincial and President of the Bangalore Jesuit Educational Society
Rev. Fr. Brian Pereira, S.J	Rector and Vice-President of the Bangalore Jesuit Educational Society and Director , SJEC
Rev. Fr. Arun Prashanth D' Souza , S.J	Secretary and Treasurer (Bangalore Jesuit Educational Society)
Dr. Albert Joseph Smith	Principal, SJEC
Dr. Priya S	Vice-Principal, SJEC
Mr. John Bosco	Controller of Examinations

HEADS OF DEPARTMENTS

Dr. K.M. Mathew	Head, Department of Kannada
Mr. Nagaraj EM	Head, Department of Hindi
Mrs. Emilia Theresa	Head, Department of Tamil
Mr. Diwakar P	Head, Department of English
Mr. Mahesha DK	Co-ordinator, Department of History
Mr. Prashanth Kumar	Head, Department of Economics / Co-ordinator for Humanities
Dr. Christopher Hoskins	Head, Department of Political Science
Mr. Dav Fod	Head, Department of Sociology
Sr. Saly Joseph	Head, Department of Journalism

Dr. Rekha Ahujha	Head, Department of Psychology
Dr. Priya S	Head, Department of Commerce
Dr. K. Kanishka	Head, Department of Business Administration
Mr. Amal Raj X	Co-ordinator, Department of Computer Applications
DEPARTMENT OF ENGLISH	
Mr. Diwakar P, M.A., M.Ed. (Ph.D.)	Assistant Professor & HOD
Dr. Arul Mani, M.A., Ph.D	Associate Professor
Mr. Jerrin Chandan S, M.A.(Eng & Phil) (K-SET)	Assistant Professor
Ms. Shilpa Nataraj, M.A. (K-SET)	Assistant Professor
Mr. Jeffin Lijo, M.A.	Assistant Professor
Ms. Shruti Jain, M.A., (K-SET)	Assistant Professor
Dr. Alisha Vandana Lakra, M.A., M.Phil (NET), Ph.D	Assistant Professor
Mr. Antic Santosh Pragasam, M.A. (Eng)	Assistant Professor
DEPARTMENT OF KANNADA	
Dr. K.M. Mathew, M.A., NET, Ph.D.	Associate Professor & HOD
Mr. H.V. Thyagaraj, M.A.	Assistant Professor
DEPARTMENT OF HINDI	
Mr. Nagaraj EM, M.A.	Associate Professor & HOD
DEPARTMENT OF TAMIL	
Mrs. Emilia Theresa, M.A., B.Ed., B.Lib.	Assistant Professor & HOD

DEPARTMENT OF COMMERCE

Dr. Priya S, M.Com. M.Phil. (NET) Ph.D	Assistant Professor & HOD
Fr. Dr. Charles Lasrado S.J., M.Com., M.Phil, M.B.A., Ph.D. (NET)	Associate Professor
Mr. Ravi A Richard, M.Com., MBA	Associate Professor (Coordinator for M.Com)
Mr. John Bosco, MIB, (K-SET)	Assistant Professor
Mr. Joswin Prince Rodrigues, M.Com, PGDFM (K-SET)	Assistant Professor
Mr. Ranganatha B, M.Com., M.Phil., (NET, K-SET) (Ph.D.)	Assistant Professor (Coordinator for B.Com)
Mr. Balaji M, M.Com., (NET, K-SET) (Ph.D.), LSS (GB), (BB), DBA	Assistant Professor
Mr. Pawan Kumar DB, M.Com, (K-SET) (Ph.D.)	Assistant Professor
Mrs. Vidhya B, M.Com, (Ph.D.)(NET, K-SET)	Assistant Professor
Ms. Dorothy Deepa S, M.Com, PGDFM	Assistant Professor
Mr. Murthy RM, M.Com, (K-SET)	Assistant Professor
Ms. Varsha Madhavan, M.Com, NCCMP, (NET)	Assistant Professor
Ms. Lakshmi S, M.Com, (NET, K-SET)	Assistant Professor

DEPARTMENT OF HISTORY

Mr. Mahesha DK, MA, B.Ed.,	Assistant Professor & Co-ordinator
-----------------------------------	---

DEPARTMENT OF ECONOMICS

Mr. Prashanth Kumar, M.A. (K-SET), B.Ed.	Assistant Professor & HOD
Rev. Fr. Arun Prashanth D' Souza, M.A., (K-SET)	Assistant Professor

DEPARTMENT OF POLITICAL SCIENCE

Dr. Christopher Hoskins, M.A., M.Phil., Ph.D.	Assistant Professor & HOD
Dr. Albert Joseph Smith, M.A. (Pol.Sc.), M.A.(Hist.), M.A. (Eng.), MBA (NET, SLET, K-SET), B.Ed., M.Phil., Ph.D.	Assistant Professor
Fr. Maxim Dias, S.J., M.A. (Pol.Sc. and Philosophy), (NET), (Ph.D.)	Assistant Professor

DEPARTMENT OF JOURNALISM

Sr. Saly Joseph, M.S.Com. M.Phil. (Ph.D.)	Assistant Professor & HOD
Ms. Indumathi S, M.S.Com, (NET, K-SET) (Ph.D.)	Assistant Professor
Ms. Mala Gurbani Jadwani, M.A.	Assistant Professor
Dr. Radhika, CA, M.Sc, (K-SET), Ph.D	Assistant Professor

DEPARTMENT OF SOCIOLOGY

Mr. Dav Fod, M.A. MHRM, (K-SET)	Assistant Professor & HOD
Mr. John Paul, M.A. (K-SET & NET)	Assistant Professor

DEPARTMENT OF PSYCHOLOGY

Dr. Rekha Ahujha, M.Sc.(Psy), M.Phil, Ph.D	Assistant Professor & HOD
Ms. Maryanne Antoinette Pais, M.Sc., (Psy) (NET)	Assistant Professor

DEPARTMENT OF BUSINESS ADMINISTRATION

Dr. K. Kanishka, MBA (HR), PGPMIR, M.A. (Pol.Sc.) B.Ed., Ph.D. (NET, K-SET)	Assistant Professor & HOD
Mr. Leo Gladwin. L, MBA (NET, K-SET)	Assistant Professor
Ms. Thara T, M.Com	Assistant Professor
Mr. Ebenezer Sam. K, MBA, (K-SET)	Assistant Professor
Mr. Dayalan, MBA, BE	Assistant Professor

DEPARTMENT COMPUTER APPLICATION (BCA)

Mrs. Annie Syrien, M.Sc. (Ph.D.)	Assistant Professor
Mr. Amalraj X, M.E, MBA	Assistant Professor Co-ordinator
Ms. Megha SR, M.Sc.,	Assistant Professor
Mr. Prasad C, MCA	Assistant Professor
Mr. John Paul, M.Sc (Maths/Statistics) M.Phil, (Ph. D)	Assistant Professor
Mr. Prakash, MCA	Assistant Professor
Dr. R. Parthiban, MCA, PGDCA, Ph.D	Assistant Professor

POST-GRADUATION IN COMMERCE

Dr. Priya S, M.Com. M.Phil. (NET) Ph.D	Assistant Professor & HOD
Fr. Dr. Charles Lasrado S.J., M.Com., M. Phil, M.B.A., Ph.D. (NET)	Associate Professor
Mr. Ravi A. Richard, M.Com., MBA	Associate Professor (Coordinator for M.Com)
Mr. John Bosco, MIB, (K-SET)	Assistant Professor
Mr. Joswin Prince Rodrigues, M.Com, PGDFM (K-SET)	Assistant Professor
Mr. Ranganatha B, M.Com., M.Phil., (NET, K-SET) (Ph.D.)	Assistant Professor (Coordinator for B.Com)
Mr. Balaji M, M.Com., (NET, K-SET) (Ph.D.), LSS (GB), (BB), DBA	Assistant Professor
Mr. Pawan Kumar D B, M.Com, (K-SET) (Ph.D.)	Assistant Professor
Mrs. Vidhya B, M.Com, (Ph.D.) (NET, K-SET)	Assistant Professor
Ms. Dorothy Deepa S, M.Com, PGDFM	Assistant Professor
Ms. Varsha Madhavan, M.Com, NCCMP, (NET)	Assistant Professor

POST-GRADUATION IN ENGLISH

Mr. Diwakar P, M.A., M.Ed. (Ph.D.)	Assistant Professor & HOD
Dr. Arul Mani M.A., Ph.D.	Associate Professor
Mr. Jerrin Chandan S, M.A.(Eng & Philosophy) (K-SET)	Assistant Professor
Ms. Shilpa Nataraj, M.A.(K-SET)	Assistant Professor
Dr. Alisha Vandana Lakra, M.A., M.Phil (NET), Ph.D	Assistant Professor
Dr. Rajaram, M.A., Ph.D	Associate Professor

POST-GRADUATION IN JOURNALISM & MASS COMMUNICATION

Sr. Saly Joseph, M.S.Com. M.Phil. (Ph.D.)	Assistant Professor & HOD
Ms. Indumathi S, M.S.Com, (NET, K-SET) (Ph.D.)	Assistant Professor
Ms. Mala Gurbani Jadwani, M.A.	Assistant Professor
Dr. Radhika, CA, M.Sc, (K-SET), Ph.D.	Assistant Professor

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Mr. John Bosco	Controller of Examinations
Mr. Prashanth Kumar	Assistant Controller of Examinations
Mr. Sanil Cornelio	Office Assistant
Mr. Yesudas	Office Assistant
Mr. James	Office Assistant

SYSTEM ADMINISTRATOR

Mr. Prakash, MCA	System Admin.
Mr. Charles Mariswamy	System Admin.
Mr. Melwin Rohit D' Souza	System Admin.
Mr. Thimmappa	System Admin.

COMMUNITY COLLEGE (UGC Recognized Diploma Courses)

Rev. Fr. Deepak SMM	Co-coordinator – Nodal Officer
Mr. Vijay Prasanna	Faculty (ITES)
Ms. Neetha Veronica	Faculty (Retail Management)

LIBRARY STAFF

Ms. Eshani R	Library Assistant
Mr. Josten Jeevan Fernandes	Office Assistant
Mr. James	Attender

OFFICE STAFF

Mr. Joseph VT	Accounts Superintendent
Mr. Sandesh Kumar VS	First Division Assistant
Mr. Joel Paul	Typist
Ms. G. Margaret Marina	Secretary to Principal and Accounts Assistant
Mr. Charles Mariswamy	Campus Manager

SUPPORT STAFF

Mr. Joseph Anthony	Office Staff
Mr. Thimmaiah	Office Staff
Mr. Charles	Attender
Mr. Sagayaraju	Attender
Mr. Venkatanaraynappa	Peon
Mr. James	Peon
Mr. Dinesh	Peon
Mrs. M. Leena	House Keeping
Mrs. Nirmala Rose	House Keeping
Mrs Annamary	House Keeping
Mrs. Mallika	House Keeping

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LIBRARY COMMITTEE	GRIEVANCE COMMITTEE (STAFF)
Principal Librarian Mr. Nagarajan Dr. K M Mathew (Book Bank) Mr. Murthy RM Mr. Mahesh EM Ms. Thara T Mr. Amal Raj X	Vice Principal Dr. K M Mathew Mr. John Bosco Dr. Clement D'Souza Dr. Christopher Hoskins Sr. Saly Joseph Mr. Ravi A Richard
GRIEVANCE COMMITTEE (STUDENTS)	EXAMINATION COMMITTEE
Vice Principal Mr. Prashanth Kumar Mr. Dav Fod Mr. Leo Gladwin L Ms. S. Dorothy Deepa	Principal Vice Principal Controller of Examinations Dr. K M Mathew Dr. Kanishka K Mr. Ravi A Richard Sr. Saly Joseph Dr. Christopher Hoskins
PREVENTION OF SEXUAL HARASSMENT CELL	
Vice Principal Sr. Saly Joseph Fr. Praveen Irudayaraj S.J. Mrs. Margaret Sampth Dr. Rekha Ahujha	Dr. Radhika Dr. K M Mathew Ms. Indumathi S

EXAM MALPRACTICE COMMITTEE	ANTI-RAGGING CELL
Principal Vice Principal Dr. K M Mathew Dr. Kanishka K Dr. Christopher Hoskins Sr. Saly Joseph Mr. Prashanth Kumar	Vice Principal Ms. Indumathi S Fr. Praveen Irudayaraj S.J. Mr. John Bosco Dr. Radhika Dr. Alisha Vandana Lakra Ms. Megha SR
IQAC	RESEARCH COMMITTEE
Principal (Chairman) Vice Principal Dr. K. Kanishka (Coordinator) Fr. Arun Prashanth D' Souza (Management representative) Fr. Maxim Dias SJ Mr. Prashanth Kumar Dr. K M Mathew Mr. VT Joseph Dr. Rajkumar (External Expert – IQAC, Mount Carmel College, Autonomous) Dr. Nirmala Joseph (SJCC) Prof. Wajeedh (SJC) Ms. Maryanne Antoinette Pais (Secretary and Minutes) Mr. John Bosco (COE) Dr. Radhika	Principal (Chairman) Dr. K. Kanishka Dr. Priya S Dr. Rekha Ahujha Dr. R. Parthibhan Dr. Arul Mani Dr. K M Mathew Dr. Christopher Hoskins Dr. Alisha Vandana Lakra Mr. Ravi A Richard Mr. Diwakar P (Secretary and Minutes)
SC and ST FORUM	FORUM FOR MINORITY
Dr. Radhika Dr. K. Kanishka Mr. Murthy RM Ms. Lakshmi S	Mr. Dav Fod Mr. Balaji M Mr. Pawan Kumar DB Ms. Varsha Madhavan Fr. Praveen H

STUDENT DEVELOPMENT ACTIVITIES AND SUPPORT SERVICES

STUDENT COUNCIL	DISCIPLINE COMMITTEE
Mr. Prashanth Kumar – Governor Intra-Collegiate Cultural Coordinators Mr. Balaji M. Ms. Shruti Jain Ms. Megha SR Ms. Maryanne Antoinette Pais Ms. Shilpa Nataraj Ms. Varsha Madhavan	Vice Principal Sr. Saly Joseph Mr. Ranganatha B Mr. Mahesh DK Ms. Varsha Madhavan Mr. Amalraj X Ms. Shilpa Nataraj Mr. Jerrin Chandan S Ms. Thara T
Intra-Collegiate Sports Coordinators	
Mr. Ranganatha B Mr. H.V. Thyagaraj Mr. Murthy RM	Mr. Jeffin Lijo Mr. Pawan Kumar DB Dr. R. Parthibhan
Inter-Collegiate Activities Coordinators	
Ms. Shilpa Nataraj Ms. Lakshmi S	Mr. Ebenezer Sam K
PLACEMENT CELL	
Mr. Prashanth Kumar (Coordinator and Placement officer)	
Mr. Leo Gladwin Dr. Radhika	Ms. Megha SR Ms. Varsha Madhavan Mr. Charles Mariswamy

COUNSELLING	MENTORING COMMITTEE
Ms. Maryanne Antoinette Pais Dr. Rekha Ahujha	Dr. K. Kanishka Mr. John Bosco Dr. Rekha Ahujha Ms. Maryanne Antoinette Pais
FINANCIAL AID FOR MEDICAL PURPOSE	
Director, Principal, Vice Principal	
WELLNESS ROOM	OUTREARCH AND RURAL CAMP
Mrs. Emilia Theresa Ms. Maryanne Antoinette Dr. Rekha Ahujha Mrs. Vidhya B Ms. Thara T	Mr. Ebenezer Sam K (BBA) Coordinator, Outreach Mr. Prashanth Kumar (B.A) Ms. Megha SR (BCA) Mr. Balaji M (PG Programmes) Mr. Murthy RM, (B.Com) Mr. Pawan Kumar DB Ms. Varsha Madhavan Ms. Shruti Jain Ms. Shilpa Nataraj
RED CROSS	NSS
Mr. Pawan Kumar Ms. Thara T	Mr. Balaji M
CAMPUS FACILITY SERVICES	BOOK BANK FACILITY
Mr. Charles Mariswamy - Linways, Campus Maintenance, Identity Cards, Class Infrastructural facilities, Wi-Fi, Teaching Aids, Smart Campus etc	Dr. KM Mathew Librarian Mrs. Vidhya B, (B.Com, M.Com) Ms. Thara T, (BBA) Mr. Dav Fod (B.A), (M.A) Ms. Megha SR (BCA)

CLUBS AND ASSOCIATIONS - COLLEGE LEVEL

Women's Forum	Ms. Thara T , Dr. Alisha Vandana Lakra, Ms. Lakshmi S, Dr. Rekha Ahujha
AICUF	Mr. Joswin Prince Rodrigues Mr. Jeffin Lijo, Ms. Maryanne Antoinette Pais
Literary & Debating Society	Mr. Antic Santosh Pragasam Dr. Alisha Vandana Lakra Ms. Shilpa Nataraj Mr. Jeffin Lijo
Harmony Association	Mrs. Vidhya B Ms. Shruti Jain Ms. Indumathi S Mr. Ranganatha B
Association of Out-Station Students	Mr. Dav Fod , Dr. Alisha Vandana Lakra, Mr. Murthy RM, Dr. R. Parthiban, Ms. Shruti Jain
Alumni Association (JECAA)	Mr. H.V. Thyagaraj Mr. Joswin Prince Rodrigues
Ongoing Students' Formation	Mr. John Paul Ms. Varsha Madhavan Ms. Mala Gurbani Jadwani

CLUBS AND ASSOCIATIONS - DEPARTMENT LEVEL

Kannada Sangha	Mr. H.V. Thyagaraj
Hindi Parishad	Mr. Nagaraj E M
Tamil Sangam	Mrs. Emilia Theresa
History (La-storia)	Mr. Mahesh DK
Humanities Association	Mr. Prashanth Kumar
Legal Literacy Cell	Dr. Christopher Hoskins
Lead Club	Dr. Radhika

Psych-Ed	Dr. Rekha Ahujha
Commerce Forum	Ms. Varsha Madhavan
Business Administration(Vision Association)	Mr. Ebenezer Sam. K
Computer Applications (Tecno Freakies)	Ms. Megha SR
Entrepreneurship Cell	Mr. Leo Gladwin L
SAHODAYA TV	
Campus News	Mr. Jerrin Chandan S, and Mr. Rohit Melwin
CERTIFICATE AND ADD ON COURSES	
Communicative English Course	Mr. Diwakar P
Diploma in Human Rights	Dr. Christopher Hoskins
Hardware & Networking Course	Mr. Prakash K
NET Coaching for M.Com	Mr. Ravi A Richard
NET Coaching for M.A. English	Dr. Alisha Vandana Lakra
NET, M.A. Journalism	Ms. Indumathi S
COORDINATORS OF NEWS LETTERS	
Josephite, College Newsletter	Ms. Shilpa Nataraj
Z Particle, Buisness Administration Newsletter	Ms. Thara T and Mr. Leo Gladwin L
Comessence, Commerce Newsletter	Mrs.Vidhya B and Mr. Pawan Kumar DB
Tech-Nuz, Computer Application Newsletter	Ms. Megha SR and Mr. R. Parthibhan
Perspectives, Humanities Newsletter	Sr. Saly Joseph

Languages Newsletter (Kannada, Hindi, Tamil)	Mr. Nagarajan E M
Springlight Newsletter	Ms. Indumathi S
COORDINATORS FOR COLLEGE ACTIVITIES	
Induction and Faculty Development Programmes	Dr. K. Kanishka , Mr. Diwakar P and Mr. John Bosco
Orientation Programme for Students	Mr. Dav Fod Mr. Balaji M, Ms. Shruti Jain (II & III year) Mr. Prashanth Kumar (I Year) Ms. Megha SR Mr. Pawan Kumar DB Mr. Mahesh DK Mr. Balaji M Ms. Shruti Jain
Time Table and Invigilation Schedule	Dr. Priya S , Sr. Saly Joseph and Mr. Leo Gladwin L
Bridge Course	Mr. Diwakar P / Dr. Priya S / Dr. Ravi A Richard / Mr. H.V. Thyagaraj / Mr. Nagaraj EM
Choice Based Credit System	Mr. Dav Fod Ms. Megha SR Mr. Pawan Kumar DB Mr. Mahesha DK Mr. Leo Gladwin L
Term Paper : B.Com & B.A	Dr. Priya S Ms. Dorothy Deepa S Mr. Joswin Prince Rodrigues Sr. Saly Joseph Mr. Mahesha DK
Certificate Courses	Dr. K. Kanishka , Co-ordinator Mr. Diwakar P Mr. Amal Raj X
Christmas Programme	Mr. Ebenezer Sam. K Mr. Dav Fod Ms. Thara T Mr. Jeffin Lijo

Annul Sports Meet	Mr. Ranganatha B Mr. H.V. Thyagaraj Mr. Balaji M Mr. Murthy RM Mr. Mahesha DK Ms. Thara T Mr. R. Parthibhan
Graduation Day	Mr. Diwakar P Mr. Pawan Kumar DB Mr. Mahesha DK Mr. Murthy RM
Convocation Day	Dr. K. Kanishka Ms. Varsha Madhavan Ms. Lakshmi S
College Day	Ms. Vidhya B Mr. Amal Raj X Ms. Megha SR Mr. Jerrin Chandan S Ms. Maryanne Antoinette Pais
Valedictory of Clubs and Associations	Mr. John Bosco Mr. Rangantha B Ms. Dorothy Deepa S Ms. Shruti Jain
College Annual Report	Ms. Indumathi S Ms. Shruti Jain Ms. Maryanne Antoinette Pais Mr. Charles Mariswamy
COLLEGE WEBSITE	
Ms. Megha SR Ms. Maryanne Antoinette Pais Mr. Leo Gladwin L Ms. Lakshmi S Mr. Amal Raj X Mr. Balaji M Mr. Jerrin Chandan S Mr. Charles Mariswamy	BBA B.Com BCA M.Com M.A Technical Assistance

COLLEGE PRO**Ms. Indumathi S**

Dr. Radhika

Ms. Varsha Madhavan

Mr. Ebenezer Sam K

Mr. Amal Raj X

Ms. G. Margaret Marina

Mr. Charles Mariswamy

BA., MA

B.Com., M.Com.

BBA

BCA

COLLEGE HANDBOOK**Dr. Priya S**

Dr. K. Kanishka

Dr. K.M. Mathew

Mr. Prashanth Kumar

CAMPUS MINISTRY**Sr. Saly Joseph**

Ms. Dorothy Deepa S

Mr. Leo Gladwin L

Ms. Maryanne Antoinette Pais

Mr. Jeffin Lijo

Mr. Mahesha DK

Ms. Shruti Jain

Ms. Megha SR

MINUTES TAKING AND DOCUMENTATION**Ms. Shruti Jain**, Mr. Jeffin Lijo,
Dr. Alisha Vandana Lakra

Staff Meetings

Ms. Shilpa Nataraj
Dr. Rekha Ahujha

Secretary, HOD Meetings

Ms. Maryanne Antoinette Pais

Secretary, IQAC Meetings

CLASS TEACHERS & CLASS ROOM : 2019-20

Sl. No.	Class	Class Teacher	Class Room No.
1	I Year B.Com-A	Ms. Lakshmi S	201
2	I Year B.Com-B	Mr. Murthy RM	202
3	I Year B.Com-C	Mrs. Vidhya B	203
4	II Year B.Com-A	Mr. Pawan Kumar DB	204
5	II Year B.Com-B	Ms. Dorothy Deepa S	206
6	II Year B.Com-C	Mr. Joswin Prince Rodrigues	207
7	III Year B.Com-A	Mr. Ranganatha B	104
8	III Year B.Com-B	Ms. Varsha Madhavan	105
9	I Year BA (HEP)	Mr. Prashanth Kumar	506
10	II Year BA (HEP)	Mr. Mahesh DK	507
11	III Year BA (HEP)	Dr. Christopher Hoskins	504
12	I Year BA (JPS)	Dr. Radhika	509
13	II Year BA (JPS)	Mr. Dav Fod	510
14	III Year BA (JPS)	Sr. Saly Joseph	511
15	I Year BA (EJP)	Ms. Maryanne Antoinette Pais	512
16	II Year BA (EJP)	Dr. Rekha Ahujha	513
17	III Year BA (EJP)	Ms. Shilpa Nataraj	514

18	I Year BBA	Ms. Thara T	301
19	II Year BBA	Mr. Ebenezer Sam K	302
20	III Year BBA	Mr. Leo Gladwin L	303
21	I Year BCA	Ms. Megha SR	304
22	II Year BCA	Mr. Amal Raj X	306
23	III Year BCA	Mr. R. Parthiban	307
24	I year M.Com	Mr. Ravi A Richard	405
25	II year M.Com	Mr. Balaji M	402
26	I year M.A. (English)	Mr. Jerrin Chandan S	403
27	II year M.A. (English)	Dr. Alisha Vandana Lakra	404
28	I year M.A (Journalism)	Ms. Mala Gurbani Jadwani	406
29	II Year M.A (Journalism)	Ms. Indumathi S	407
30	Additional English		505
30	Hindi		205
31	Tamil		305
32	B.Com E		503
EXTRA CLASS ROOMS - 508			

MENTORS : 2019-20	
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[illegible]

ACADEMIC PROGRESS OF STUDENTS

This page has to be submitted to the office at the end of the academic year in order to collect the hall ticket.

Month	Mark / Attendance	Subject-I	Subject-II	Subject-III	Subject-IV	Subject-V	Subject-VI	Subject-VII	Subject-VIII	Signature of Class Teacher	Signature of Parents
Previous Sem / PUC Marks	Attendance										
June	Attendance										
July	Attendance										
August	Attendance										
	Attendance										
September	CIA I										
	CIA II										
	CIA III										
October	ESE Marks										
November	Attendance										
December	Attendance										
January	Attendance										
	Attendance										
February	CIA I										
	CIA II										
	CIA III										
March	Attendance										
April	ESE Marks										

* ESE - End Semester Examinations

NAME : CLASS : REG. No.....[illegible]

SPECIMEN SIGNATURES: Father : Mother Guardian

There will be no condonation of shortage of attendance below 75% whatever may be the reason for such shortage. You will be ineligible to appear for the end semester examination.

Semester : II, IV, VI							RECORD OF ABSENCE					
NAME :							CLASS :			REG. No.....		
Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge				
	1	2	3	4								
SPECIMEN SIGNATURES: Father : Mother Guardian												
There will be no condonation of shortage of attendance below 75% whatever may be the reason for such shortage. You will be ineligible to appear for the end semester examination.												

NAME : CLASS : REG. No.....[illegible]

SPECIMEN SIGNATURES: Father : Mother Guardian

There will be no condonation of shortage of attendance below 75% whatever may be the reason for such shortage. You will be ineligible to appear for the end semester examination.

Semester : II, IV, VI							RECORD OF ABSENCE					
NAME :							CLASS :			REG. No.....		
Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge				
	1	2	3	4								
SPECIMEN SIGNATURES: Father : Mother Guardian												
There will be no condonation of shortage of attendance below 75% whatever may be the reason for such shortage. You will be ineligible to appear for the end semester examination.												

NAME : CLASS : REG. No.....[illegible]

SPECIMEN SIGNATURES: Father : Mother Guardian

There will be no condonation of shortage of attendance below 75% whatever may be the reason for such shortage. You will be ineligible to appear for the end semester examination.

Semester : II, IV, VI							RECORD OF ABSENCE					
NAME :							CLASS :			REG. No.....		
Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge				
	1	2	3	4								
SPECIMEN SIGNATURES: Father : Mother Guardian												
There will be no condonation of shortage of attendance below 75% whatever may be the reason for such shortage. You will be ineligible to appear for the end semester examination.												

TIME TABLE

Semester : I, III, V

DATE	5.05 p.m. - 6.00 p.m.	6.05 p.m. - 6.50 p.m.	7.10 p.m. - 8.00 p.m.	8.05 p.m. - 8.55 p.m.
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

TIME TABLE

Semester : II, IV, VI

DATE	5.05 p.m. - 6.00 p.m.	6.05 p.m. - 6.50 p.m.	7.10 p.m. - 8.00 p.m.	8.05 p.m. - 8.55 p.m.
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

The Lord's Prayer

Our Father, Who art in heaven,
Hallowed be Thy Name.
Thy Kingdom come.
Thy Will be done, on earth as it is in Heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation,
but deliver us from evil. Amen

Prayer for the Country

Where the mind is without fear and the head is held high
Into that heaven of freedom, my Father, let my country awake
Where knowledge is free
Where the world has not been broken up into fragments
By narrow domestic walls
Where words come out from the depth of truth
Where tireless striving stretches its arms towards perfection
Where the clear stream of reason has not lost its way
Into the dreary desert sand of dead habit
Where the mind is led forward by thee
Into ever-widening thought and action
Into that heaven of freedom, my Father, let my country awake

NOTES

NOTES



VISION

To prepare men and women for the service of others, specially the poor and the oppressed

MISSION

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

OBJECTIVES

ACADEMIC EXCELLENCE

- ☐ Competent Faculty
- ☐ Diversified and Customized Teaching-Learning
- ☐ Continuous Internal Assessment
- ☐ Academic Mentoring
- ☐ Fostering Research Culture
- ☐ Up-gradation of Syllabus
- ☐ Class room activities
- ☐ Project Work
- ☐ Remedial Classes
- ☐ Bridge Course
- ☐ Certificate Courses
- ☐ Faculty and Student Development Programmes
- ☐ Seminars and Conferences
- ☐ Clubs and Associations
- ☐ IQAC

CHARACTER FORMATION

- ☐ Ignitors Integral Formation Programme
- ☐ Value Education
- ☐ Human Resource Development
- ☐ Observing Special Days (Human Rights, World Aids day, Women's day, World Environment day, etc.)
- ☐ Mentoring
- ☐ Counselling
- ☐ Leadership Training
- ☐ Religious Activities
- ☐ Business Ethics Course

SOCIAL CONCERN

- ☐ Rural Exposure Camps
- ☐ Outreach Programme
- ☐ Blood Donation
- ☐ Human Rights Course
- ☐ Sneha Fund
- ☐ Visits to Orphanages
- ☐ Social Awareness Campaigns (Aids awareness, Women empowerment, Cleanliness Drives, Environmental Awareness, Child Rights, Human Rights, etc.)
- ☐ SC/ST Empowerment Course
- ☐ Women's Cell
- ☐ Course on Environmental Science



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Since 1972

Empowering Dreams, Enhancing Lives

**Celebrating 47 years of excellence and service in higher education
for socio-economically deprived through faith and toil.**

The College aims at holistic and integral formation of its students, fostering in them a spirit of academic excellence, social concern, character formation and shaping them to become “men and women for the service of others”. Though it is a minority institution, the College has been imparting liberal education to the students of all religious denominations with equity. From its inception, the College has consciously striven to empower the hitherto ignored sections of society. Unlike elsewhere, admissions here are based on the economic and social conditions of the students. The College has been proactive in its response to the significant changes and developments in the field of higher education in general and to the expectations of the employers in particular.

St. Joseph's Evening College

Autonomous and Re-accredited

35, Museum Road, Bengaluru - 560 025

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Email - mail@sjec.in | www.sjec.edu.in