



St. Joseph's Evening College

Autonomous and Re-accredited by NAAC

35, Museum Road, Bengaluru - 560 025



Student Hand Book 2020 - 2021





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 is made up of two scrolls, one scroll is placed above the crown, on which is inscribed 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 centre, 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 inculcates 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 College - Bangalore etc.

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 Mass Communication.

Over the past 49 years, the college has established an identity 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.

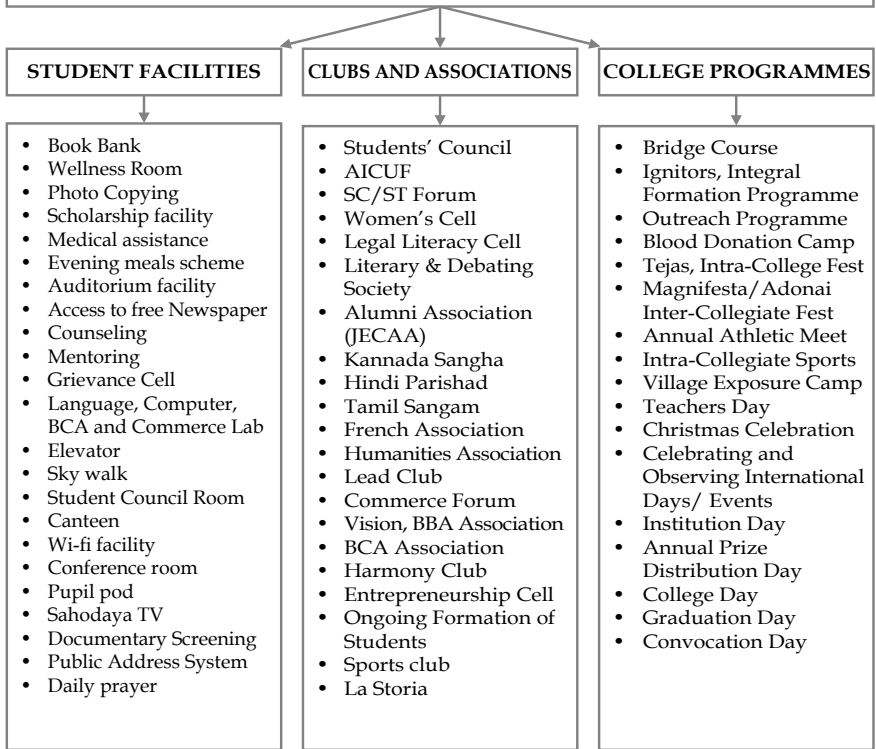
PROFILE OF A JOSEPHITE

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

The 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

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

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 student's 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

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 Department of BCA was started in 2012. The aim of the program is to educate students in the science and practice of IT. It is to provide 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 educational institution by incorporating the latest developments into the curriculum. The Department has an excellent group of qualified 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

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. It aims to improve interpersonal skills, communication skills, stronger conflict and self-awareness in order to promote personal and professional growth.

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 nine colleges in the state of Karnataka to get recognition and financial assistance from the 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. Further, 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

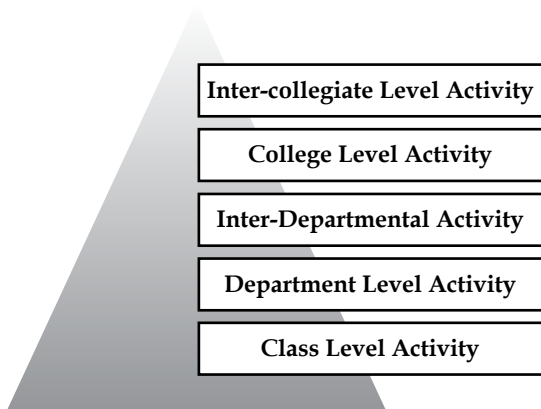
The department of Political-Science in collaboration with South Indian Cell for Human Rights Education and Monitoring (SICHREM), a human rights organization, has been offering a Diploma Course in Human Rights. This has helped the students to be aware of their rights and also pursue a career in NGOs.

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 skills developed in the students 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 is to nurture 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. A 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 bring forth 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 programe 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 Rajyothsava 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 and 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. 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. 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 Development 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 and 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 the 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 (Students) 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 mentor a group of 30 to 40 students in both their academic and personal growth and also guides them in the right direction.

COUNSELLING

There are three 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.

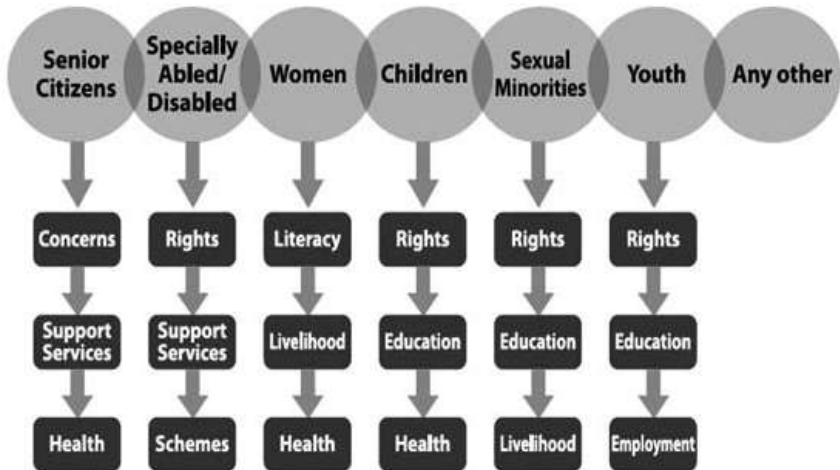
The outreach programme of the college is organized under the banner called BEMBALA which means to Support. As the name of the programme BEMBALA itself suggests, it aims to reach out to the deprived groups and vulnerable sections of society and create opportunities for education, awareness and skill enhancement.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

STRUCTURE AND PROCESS

There are two stages in the Outreach Programme:

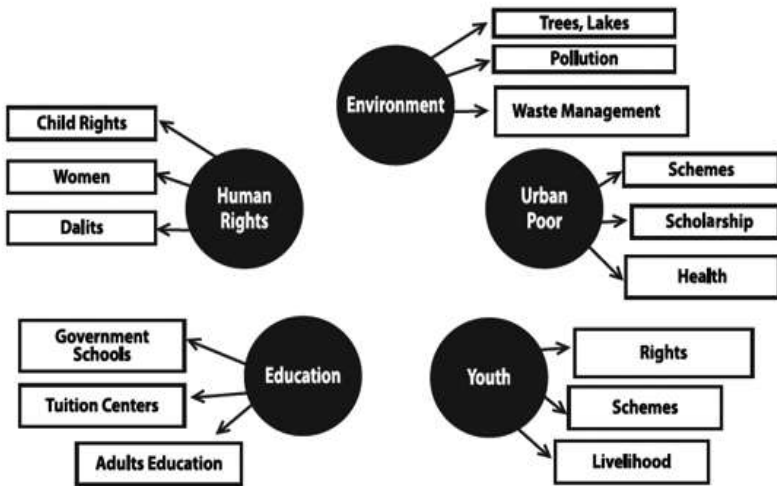
1. **The Preparation Stage:** In this stage students will be equipped with the required knowledge, through HRD Classes, Talks and Documentaries. In this process students will be able to identify student leaders and the leaders will also undergo a special training to lead the class for the outreach activity.
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

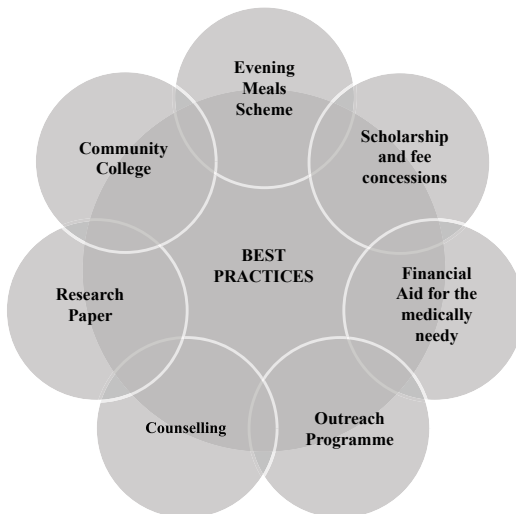


RIGHTS BASED APPROACH

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

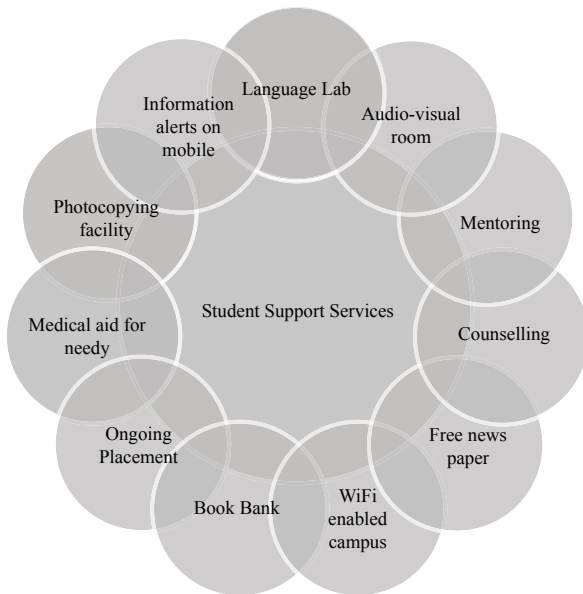
To foster research skills a compulsory term paper is introduced for all the final year students. The students are offered a wide spectrum of areas to choose from and 36 teachers to guide the students in completing the term-paper. Every department will circulate the model term research paper during the 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 their interactions; 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 (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 outsiders 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 is 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 support 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, 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 FOR 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 4 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.	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)

$$SGPA = \frac{\sum (\text{Credit} \times \text{Grade Points})}{\sum \text{Credit}}$$

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 I	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 2020

1	Fri	International Workers' Day / May Day (H)
2	Sat	
3	Sun	World Press Freedom Day
4	Mon	FDP Online Classes Training
5	Tue	FDP
6	Wed	FDP
7	Thu	Basava Jayanti (H)
8	Fri	FDP
9	Sat	FDP
10	Sun	
11	Mon	FDP
12	Tue	FDP
13	Wed	FDP
14	Thu	FDP
15	Fri	International Day of Families
16	Sat	FDP
17	Sun	
18	Mon	Buddha Purnima
19	Tue	FDP
20	Wed	FDP
21	Thu	FDP
22	Fri	FDP
23	Sat	FDP
24	Sun	
25	Mon	Ramzan (H)
26	Tue	
27	Wed	
28	Thu	Ignitors (Integral Formation Programme)
29	Fri	Ignitors (Integral Formation Programme)
30	Sat	Ignitors (Integral Formation Programme)
31	Sun	World No Tobacco Day
WORKING DAYS - 23		TEACHING DAYS - 03

JUNE - 2020

1	Mon	Ignitors (Integral Formation Programme)
2	Tue	Departmental Validation
3	Wed	FDP Vision Mission Brain Storming
4	Thu	FDP Vision Mission Brain Storming
5	Fri	FDP Vision Mission Brain Storming
6	Sat	
7	Sun	
8	Mon	III & V Semester Regular online classes begin
9	Tue	
10	Wed	
11	Thu	
12	Fri	World Day Against Child Labor
13	Sat	
14	Sun	World Blood Donor Day
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	World Refugee Day
21	Sun	International Yoga Day
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
WORKING DAYS - 26		TEACHING DAYS - 21

JULY – 2020

1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	World Population Day
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	Nelson Mandela International Day/Lastoria
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	Nature Protection Day
29	Wed	
30	Thu	International Day of Friendship & World Day against Trafficking in Persons
31	Fri	Feast of St. Ignatius Loyola (H)
WORKING DAYS - 26		TEACHING DAYS - 26

AUGUST – 2020

1	Sat	Bakrid (H)
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	Hiroshima Day/Lastoria /Intercollegiate Literary Fest
7	Fri	
8	Sat	
9	Sun	Nagasaki Day /Lastoria
10	Mon	
11	Tue	
12	Wed	International Youth Day
13	Thu	
14	Fri	
15	Sat	Independence Day (H)
16	Sun	
17	Mon	Orientation for I year UG
18	Tue	Youth Day Rally
19	Wed	
20	Thu	Renewable Energy Day
21	Fri	
22	Sat	Ganesh Chaturthi (H)
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	Moharam (H)
31	Mon	
WORKING DAYS - 23		TEACHING DAYS - 23

SEPTEMBER – 2020

1	Tue	World Day of Prayer for Creation
2	Wed	
3	Thu	
4	Fri	
5	Sat	Teachers Day & International Day of Charity
6	Sun	
7	Mon	Revision class for final year 2019-20
8	Tue	Nativity of Our Lady/ International Literacy Day
9	Wed	Revision class for final year 2019-20
10	Thu	World Suicide Prevention Day / Revision class for final year 2019-20
11	Fri	Revision class for final year 2019-20
12	Sat	Revision class for final year 2019-20
13	Sun	
14	Mon	Revision class for final year 2019-20
15	Tue	International Day of Democracy
16	Wed	Ozone
17	Thu	Mahalaya Amavasya(H)
18	Fri	
19	Sat	
20	Sun	
21	Mon	International Day of Peace
22	Tue	
23	Wed	
24	Thu	
25	Fri	Social Justice Day
26	Sat	
27	Sun	World Tourism Day
28	Mon	Green Consumer Day
29	Tue	World Animal Day
30	Wed	
WORKING DAYS - 24		TEACHING DAYS - 24

OCTOBER – 2020

1	Thu	Wild Life Week/ Orientation for I year PG
2	Fri	International Day of Non-Violence/ Gandhi Jayanthi (H)
3	Sat	I year PG Ignitors
4	Sun	
5	Mon	I year PG Ignitors
6	Tue	
7	Wed	World Habitat Day
8	Thu	
9	Fri	First Friday Mass
10	Sat	World Mental Health Day
11	Sun	International Day of the Girl Child
12	Mon	V Semester UG and III Semester PG CBCS Classes begins (12th to 21st Oct) III Semester BA classes on Advance Excel and Basics in Accounts (12th to 21st Oct) III Semester BCA classes on Oracle Lab and Python(12th to 21st October) III Semester B.Com & BBA Certificate Program (12th to 21st October)
13	Tue	
14	Wed	
15	Thu	
16	Fri	World Food Day
17	Sat	International Day for the Eradication of Poverty
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	Revision class for II , III UG & II PG
23	Fri	Revision class for II , III UG & II PG
24	Sat	Revision class for II , III UG & II PG
25	Sun	Ayudha Pooja (H)
26	Mon	Vijaya Dashami (H)
27	Tue	Preparatory Test / II & III UG/ II PG
28	Wed	Preparatory Test / II & III UG/ II PG
29	Thu	Preparatory Test / II & III UG/ II PG
30	Fri	Miladi Nabi (H)
31	Sat	Valmiki Jayanthi (H)
WORKING DAYS - 25		TEACHING DAYS - 21

NOVEMBER – 2020

1	Sun	Kannada Rajyothsava
2	Mon	Preparatory Test / II & III UG/ II PG
3	Tue	Preparatory Test / II & III UG/ II PG
4	Wed	Preparatory Test / II & III UG/ II PG
5	Thu	Preparatory Test / II & III UG/ II PG
6	Fri	Study holidays and remedial classes for III & V semester
7	Sat	World Cancer Awareness Day
8	Sun	
9	Mon	
10	Tue	
11	Wed	National Education Day
12	Thu	
13	Fri	World Communication Day
14	Sat	Children's Day / Naraka Chaturdashi (H)
15	Sun	
16	Mon	Deepavali (H)
17	Tue	End Semester Examination/ II& III UG/ II PG
18	Wed	End Semester Examination
19	Thu	End Semester Examination
20	Fri	End Semester Examination
21	Sat	End Semester Examination
22	Sun	
23	Mon	End Semester Examination
24	Tue	End Semester Examination
25	Wed	International Day for the Elimination of Violence against Women / Women Cell Programme / End Semester Examination
26	Thu	Constitution Day/ End Semester Examination
27	Fri	End Semester Examination
28	Sat	End Semester Examination
29	Sun	
30	Mon	End Semester Examination/ Last working day for I Semester UG students
WORKING DAYS - 23		TEACHING DAYS - 23

DECEMBER – 2020

1	Tue	World AIDS Day/ Classes commence for Even Semester II year Outreach Programme / III year Project or Term Paper I UG Preparatory Test
2	Wed	International Day for the Abolition of Slavery / Unit Test
3	Thu	International Day of Persons with Disabilities / Kanakadasa Jayanti (H)
4	Fri	First Friday Mass / Unit Test
5	Sat	Unit Test
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	Human Rights Day
11	Fri	
12	Sat	End Semester Examination/ I Year UG
13	Sun	
14	Mon	End Semester Examination/ I Year UG
15	Tue	End Semester Examination/ I Year UG
16	Wed	End Semester Examination/ I Year UG
17	Thu	End Semester Examination/ I Year UG
18	Fri	International Migrants Day/ End Semester Examination/ I Year UG
19	Sat	End Semester Examination/ I Year UG
20	Sun	International Human Solidarity Day
21	Mon	
22	Tue	
23	Wed	Christmas Celebration / Christmas Vacation
24	Thu	
25	Fri	Christmas
26	Sat	
27	Sun	
28	Mon	
29	Tue	
30	Wed	
31	Thu	
WORKING DAYS - 19		TEACHING DAYS - 19

JANUARY – 2021

1	Fri	New Year
2	Sat	
3	Sun	
4	Mon	I PG / Preparatory Test
5	Tue	Visit to Orphanage / Old Age Home/ I PG Preparatory Test
6	Wed	I PG / Preparatory Test
7	Thu	
8	Fri	First Friday Mass
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	I year PG - End Semester Examination
14	Thu	I year PG - End Semester Examination
15	Fri	Makara Sankranti (H)
16	Sat	I year PG - End Semester Examination
17	Sun	
18	Mon	I year PG - End Semester Examination
19	Tue	I year PG - End Semester Examination
20	Wed	I year PG - End Semester Examination
21	Thu	I year PG - End Semester Examination
22	Fri	II semester PG - classes commences
23	Sat	
24	Sun	
25	Mon	
26	Tue	Republic Day
27	Wed	International Day of Commemoration in Memory of the Victims of the Holocaust
28	Thu	
29	Fri	
30	Sat	Martyr's Day
31	Sun	
WORKING DAYS - 23		TEACHING DAYS - 23

FEBRUARY – 2021

1	Mon	
2	Tue	
3	Wed	
4	Thu	World Cancer Day
5	Fri	First Friday Mass
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	World Radio Day
14	Sun	
15	Mon	
16	Tue	
17	Wed	Ash Wednesday Mass
18	Thu	
19	Fri	
20	Sat	
21	Sun	Matribhasha Diwas
22	Mon	
23	Tue	
24	Wed	I Unit Test
25	Thu	I Unit Test
26	Fri	I Unit Test
27	Sat	I Unit Test
28	Sun	National Science Day
WORKING DAYS - 24		TEACHING DAYS - 22

MARCH 2021

1	Mon	Zero Discrimination Day/ Unit Test
2	Tue	
3	Wed	World Wildlife Day
4	Thu	
5	Fri	First Friday Mass
6	Sat	
7	Sun	
8	Mon	Women's Day
9	Tue	
10	Wed	
11	Thu	Maha Shivratri (H)
12	Fri	
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	St. Joseph's Feast (H) Patron of the Institution
20	Sat	
21	Sun	World Forestry Day
22	Mon	World Day of Water
23	Tue	
24	Wed	International Day Human Rights Violations
25	Thu	International Day Transatlantic Slave Trade
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	
WORKING DAYS - 25		TEACHING DAYS - 24

APRIL - 2021

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

MAY 2021

1	Sat	International Workers' Day / May Day (H)
2	Sun	
3	Mon	World Press Freedom Day/ End Semester Examination
4	Tue	End Semester Examination
5	Wed	End Semester Examination
6	Thu	End Semester Examination
7	Fri	End Semester Examination
8	Sat	End Semester Examination
9	Sun	
10	Mon	End Semester Examination/ last working day for teachers
11	Tue	
12	Wed	
13	Thu	Ramzan (H)
14	Fri	
15	Sat	International Day of Families
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	Buddha Purnima
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	World No Tobacco Day
WORKING DAYS - 07		TEACHING DAYS - 00

**NUMBER OF WORKING DAYS AND TEACHING DAYS
FOR THE ACADEMIC YEAR 2020-2021**

MONTH	NO. OF WORKING DAYS	NO. OF TEACHING DAYS	TOTAL NO. OF WORKING DAYS FOR THE SEMESTER
May	23	3	170
June	26	21	
July	26	26	
August	23	23	
September	24	24	
October	25	21	
November	23	23	
Total	170	141	

MONTH	NO. OF WORKING DAYS	NO. OF TEACHING DAYS	TOTAL NO. OF WORKING DAYS FOR THE SEMESTER
December	19	19	120
January	23	23	
February	24	22	
March	25	24	
April	22	16	
May	7		
Total	120	104	

ADMINISTRATION	
NAME	DESIGNATION
Rev. Fr. Dionysius Vaz, S.J	President, The Bangalore Jesuit Educational Society
Rev. Fr. Brian Pereira, S.J	Vice-President, The Bangalore Jesuit Educational Society, Director, SJEC
Rev. Fr. Arun Prashanth D' Souza , S.J	Secretary and Treasurer, The Bangalore Jesuit Educational Society
Dr. Albert Joseph Smith	Principal
Dr. Priya S	Vice-Principal
Mr. John Bosco	Controller of Examinations
Fr. Arun Sunil Lobo, S.J	Finance Officer
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. Jerrin Chandan	Head, Department of English
Dr. Paul Newman	Head, 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
Mr. Ravi Richard	Head, Department of Commerce
Dr. K. Kanishka	Head, Department of Business Administration
Mrs. Annie Syrien	Head, Department of Computer Applications
DEPARTMENT OF ENGLISH	
Mr. Jerrin Chandan S, M.A.(Eng & Philosophy) (K-SET) (Ph.D.)	Assistant Professor & HOD
Mr. Diwakar P, M.A., M.Ed. (Ph.D.)	Associate Professor
Ms. Shilpa Nataraj, M.A. (K-SET) (Ph.D.)	Assistant Professor
Mr. Jeffin Lijo, M.A.(NET)	Assistant Professor
Mr. Antic Santosh Pragasam, M.A.	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	
Mr. Ravi A Richard, M.Com., MBA (NET)	Assistant Professor & HOD
Dr. Priya S, M.Com. M.Phil. (NET) Ph.D	Assistant Professor (Coordinator for M.Com)
Mr. Ranganatha B, M.Com., M.Phil., (NET, K-SET) (Ph.D.)	Associate Professor (Coordinator for B.Com)
Fr. Dr. Charles Lasrado S.J., M.Com., M.Phil., M.B.A., Ph.D. (NET)	Assistant Professor
Mr. John Bosco, MIB, (K-SET)	Assistant Professor
Mr. Joswin Prince Rodrigues, M.Com, PGDFM (K-SET) (Ph.D.)	Assistant Professor
Dr. Balaji M, M.Com., (NET, K-SET) Ph.D.	Assistant Professor
Dr. Pawan Kumar DB, M.Com, (K-SET) Ph.D.	Assistant Professor
Mrs. Vidhya B, M.Com, (NET, K-SET) (Ph.D.)	Assistant Professor
Ms. Dorothy Deepa S, M.Com, PGDFM,(NET)	Assistant Professor
Mr. Murthy RM, M.Com, (K-SET)	Assistant Professor
Ms. Varsha Madhavan, M.Com, (NET) (Ph.D.)	Assistant Professor
Ms. Lakshmi S, M.Com, (NET, K-SET)	Assistant Professor
Mr. Charles Mariswamy M.Com	Assistant Professor
DEPARTMENT OF HISTORY	
Dr. Paul Newman, MA, Ph.D.	Associate Professor & HOD
Mr. Mahesha DK, MA, B.Ed.	Assistant Professor
DEPARTMENT OF ECONOMICS	
Mr. Prashanth Kumar, M.A. (K-SET), B.Ed. (Ph.D.)	Assistant Professor & HOD

DEPARTMENT OF POLITICAL SCIENCE

Dr. Christopher Hoskins, M.A., M.Phil., Ph.D.	Assistant Professor & HOD
Dr. Albert Joseph Smith, M.A. (Pol. Sci.), 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.Sci. 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) (Ph.D.)	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) M.A, MCP, MA(Christian Studies) (Ph.D.)	Assistant Professor
Ms. Thara T, M.Com, MBA, (Ph.D.)	Assistant Professor
Mr. Ebenezer Sam. K, MBA, (K-SET) (Ph.D.)	Assistant Professor
Mr. Dayalan, MBA, BE	Assistant Professor

DEPARTMENT COMPUTER APPLICATION (BCA)

Mrs. Annie Syrien, M.Sc. (Ph.D.)	Assistant Professor & HOD
Ms. Megha SR, M.Sc., (Ph.D.)	Assistant Professor
Ms. Geethanjali M.Sc., K.SET (Ph.D.)	Assistant Professor
Mr. Timothy M.Sc.	Assistant Professor
Mr. Prakash, MCA	Assistant Professor
POST-GRADUATION IN COMMERCE	
Mr. Ravi A. Richard, M.Com., MBA	Assistant Professor & HOD
Dr. Priya S, M.Com. M.Phil. (NET) Ph.D.	Assistant Professor (Coordinator for M.Com)
Mr. Ranganatha B, M.Com., M.Phil., (NET, K-SET) (Ph.D.)	Assistant Professor (Coordinator for B.Com)
Fr. Dr. Charles Lasrado S.J., M.Com., M. Phil, M.B.A., Ph.D. (NET)	Associate Professor
Mr. John Bosco, MIB, (K-SET)	Assistant Professor
Mr. Joswin Prince Rodrigues, M.Com, PGDFM (K-SET) (Ph.D.)	Assistant Professor
Dr. Balaji M, M.Com., (NET, K-SET) Ph.D.	Assistant Professor
Dr. Pawan Kumar D B, M.Com, (K-SET) Ph.D.	Assistant Professor
Mrs. Vidhya B, M.Com, (NET, K-SET) (Ph.D.)	Assistant Professor
Ms. Varsha Madhavan, M.Com, (NET) (Ph.D.)	Assistant Professor

POST-GRADUATION IN ENGLISH

Mr. Jerrin Chandan S, M.A.(Eng. & Philosophy) (K-SET) (Ph.D.)	Assistant Professor & HOD
Dr. Arul Mani M.A., Ph.D.	Associate Professor
Dr. Rajaram, M.A., Ph.D.	Associate Professor
Mr. Diwakar P, M.A., M.Ed. (Ph.D.)	Assistant Professor
Ms. Shilpa Nataraj, M.A.(K-SET) (Ph.D.)	Assistant 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 Gurbarani 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. Joswin Prince Rodrigues,	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.

COMMUNITY COLLEGE (UGC Recognized Diploma Courses)

Rev. Fr. Cyril Raj	Coordinator-Nodal Officer
Mr. Vijay Prasanna	Faculty (ITES)
Ms. Neetha Veronica	Faculty (Retail Management)

LIBRARY STAFF	
Ms. Eshani R	Library Assistant
Mr. Shailesh	Library Assistant
Mr. James	Attender
OFFICE STAFF	
Mr. Joseph VT	Accounts Superintendent
Mr. Sandesh Kumar VS	First Division Assistant
Ms. G. Margaret Marina	Secretary to Principal and Accounts Assistant
Mr. Charles Mariswamy	Campus Manager
Mr. Josten Jeevan Fernandes	Supervisor
SUPPORT STAFF	
Mr. Joseph Anthony	Office Staff
Mr. Charles	Attender
Mr. Sagayaraju	Attender
Mr. Venkatanaraynappa	Peon
Mr. Dinesh	House Keeping
Mrs. Lourd Mary	House Keeping
Mr. Eshwarappa	House Keeping
Mr. Rathnam	House Keeping

STATUTORY AND OTHER COMMITTEES	
FINANCE COMMITTEE (STATUTORY COMMITTEE)	PLANNING COMMITTEE
Director Secretary & Treasurer (BJES) Principal Fr. Arun Sunil Lobo S.J, IQAC Coordinator Accountant Librarian	Director Principal Vice Principal IQAC Coordinator Controller of Examinations Dr. K M Mathew Mr. Prashanth Kumar Mrs. Annie Syrien Mr. Ranganatha B Mr. Charles Mariswamy
LIBRARY COMMITTEE/ BOOK BANK	GRIEVANCE COMMITTEE (STAFF)
Mr. Nagarajan (Book Bank) Librarian Mr. Murthy RM Mr. Mahesh DK Ms. Thara T Ms. Geethanjali Mr. Antic Santosh Pragasam	Vice Principal Dr. K M Mathew Mr. John Bosco Dr. Rekha Ahuja Mr. Prashanth Kumar Fr. Arun Sunil Lobo S.J
GRIEVANCE COMMITTEE (STUDENTS)	EXAMINATION COMMITTEE
Vice Principal Mrs. Annie Syrien Mr. Leo Gladwin L Ms. Dorothy Deepa S Ms. Maryanne Antoinette Pais Dr. Pawan Kumar	Principal Vice Principal Controller of Examinations Asst. Controller of Examinations Dr. Kanishka K Mr. Ravi Richard Mr. Prashanth Kumar Ms. Mala Gurbani Jadwani Mr. Nagaraj EM Mrs. Annie Syrien
PREVENTION OF SEXUAL HARASSMENT CELL	
Vice Principal Sr. Saly Joseph Fr. Praveen Hrudayaraj S.J. Dr. Rekha Ahuja	Mr. John Paul Fr. Arun Sunil Lobo S.J

EXAM MALPRACTICE COMMITTEE	ANTI-RAGGING CELL
Principal Vice Principal Dr. K M Mathew Dr. Kanishka K Mr. Ravi Richard Mr. Nagaraj EM Sr. Saly Joseph Ms. Megha SR	Vice Principal Mr. Mahesha DK Fr. Praveen Irudayaraj S.J. Mr. Dav Fod Sr. Saly Joseph Ms. Megha SR
IQAC	RESEARCH COMMITTEE
Principal (Chairman) Vice Principal Dr. K. Kanishka (Coordinator) Mr. Mahesha D K (Asst. Coordinator) Fr. Arun Prashanth D' Souza (Management representative) Mr. Ravi Richard Dr. Paul Newman Mr. Prashanth Kumar Mr. VT Joseph Dr. Kavitha Singh (External Expert - IQAC, Mount Carmel College, Autonomous) Dr. Nirmala Joseph (SJCC) Prof. Wajeedh (SJC) Dr. Rekha Ahuja (Secretary and Minutes)	Principal (Chairman) Dr. Rekha Ahuja (Coordinator) Dr. Paul Newman Dr. Balaji (Secretary and Minutes) Dr. K. Kanishka Dr. Priya S Dr. K M Mathew Dr. Radhika CA Ms. Geethanjali
SC and ST FORUM	FORUM FOR MINORITY
Dr. Radhika CA Dr. K. Kanishka Mr. Murthy RM Ms. Lakshmi S	Mr. Dav Fod Dr. Balaji M Mr. John Paul Ms. Dorothy Deepa S Fr. Arun Sunil Lobo S.J

**STUDENT DEVELOPMENT ACTIVITIES
AND SUPPORT SERVICES**

**STUDENT COUNCIL /
STUDENT FORMATION/
INTER & INTRA COLLEGE
ACTIVITIES**

DISCIPLINE COMMITTEE

Ms. Shilpa Nataraj- Governor

Mr. Nagaraj EM

Mr. Antic Santosh Pragasam

Mr. Timothy

Mr. Ebenezer Sam

Ms. Vidhya B

Ms. Lakshmi S

Vice Principal

Mr. Ranganatha B

Mr. Mahesha DK

Ms. Thara T

Mrs. Annie Syrien

Dr. Pawan Kumar

Mr. Dav Fod

Ms. Vidhya S

Inter/ Intra-Collegiate Sports Coordinators

Mr. Ranganatha B

Dr. Paul Newman

Mr. HV Thyagaraj

Mr. Nagaraj EM

Dr. Balaji M

Ms. Lakshmi S

Ms. Varsha Madhavan

Ms. Maryanne Antoinette pais

Ms. Megha SR

Mr. Murthy RM

Mr. Ebenezer Sam

Ms. Thara T

Ms. Geethajali

Mr. Jeffin Lijo

PLACEMENT CELL

Mr. Leo Gladwin (Coordinator)

Mr. Mahesha D K (Asst. PO)

Mr. Ravi Richard

Dr. Paul Newman

Dr. Radhika CA

Mr. Timothy

Mr Diwakar P

Ms. Varsha Madhavan

Ms. Mala Gurbani Jadwani

Mr. Ranjith

COUNSELLING	MENTORING COMMITTEE
Fr. Brian Pereira SJ Dr. Rekha Ahuja Ms. Maryanne Antoinette Pais	Dr. Rekha Ahuja Ms. Maryanne Antoinette Pais Dr. K. Kanishka Mr. Nagaraj EM Dr. Pawan Kumar DB Ms. Dorothy Deepa S Mr. Timothy Mrs. Emilia Theresa
FINANCIAL AID FOR MEDICAL PURPOSE	
Director, Finance Director, Principal, Vice Principal	
WELLNESS ROOM	OUTREARCH AND RURAL CAMP
Ms. Vidya B Ms. Shilpa Nataraj Mrs. Emilia Theresa Mrs. Vidhya B Mr. John Paul Mr. Antic Santosh Pragasam	Mr. Ebenezer Sam - (Coordinator, Outreach) Mr. Dav Fod (B.A) Mrs. Annie Syrien (BCA) Ms. Varsha (B.Com) Mr. Lakshmi S, (B.Com) Ms. Thara T(BBA) Dr. Pawan Kumar S(PG)
RED CROSS	NSS
Mrs. Annie Syrien Mr. Murthy RM Mr. Joswin Prince Rodrigues Ms. Varsha Madhavan	Dr. Balaji M Mr. Nagaraj EM Ms. Megha SR Mr. Murthy RM
CAMPUS FACILITY SERVICES	
Mr. Charles Mariswamy - Linways, Campus Maintenance, Identity Cards, Class Infrastructural facilities, Wi-Fi, Teaching Aids, Smart Campus etc.	

CLUBS AND ASSOCIATIONS - COLLEGE LEVEL

Women's Forum	Mrs. Vidhya B , Dr. Rekha Ahuja, Ms. Lakshmi. S, Ms. Indumathi, Ms. Geethanjali, Mr. Jerrin Chandan, Mr. John Paul
AICUF & Christmas Celebration	Mr. Joswin Prince Rodrigues Mr. Jeffin Lijo Ms. Thara T Mr. Timothy Ms Maryanne Antoinette Pais
Literary & Debating Society	Mr. Jeffin Lijo Mr Antic Santosh Pragasam Ms. Shilpa Nataraj
Harmony Association	Ms. Dorothy Deepa S Ms. Vidhya B Ms. Thara T Mr. Ranganatha B Dr. Radhika Ms. Megha
Association of Out-Station Students	Dr. Paul Newman , Mr. Dav Fod, Mr. Murthy RM, Ms. Mala Gurbani, Ms. Thara T
Alumni Association (JECAA)	Mr. Prashanth Kumar , Mr. H.V. Thyagaraj, Ms. Lakshmi S, Mr. Joswin Prince Rodrigues, Mr. Leo Gladwin L, Ms. Thara T, Mr. Charles Mariswamy

CLUBS AND ASSOCIATIONS - DEPARTMENT LEVEL

Kannada Sangha	Dr. K.M. Mathew
Hindi Parishad	Mr. Nagaraj E M
Tamil Sangam	Mrs. Emilia Theresa
History (La-storia)	Dr. Paul Newman , Mr. Mahesha DK
Humanities Association	Ms. Indumathi

Legal Literacy Cell	Dr. Christopher Hoskins
Lead Club	Dr. Radhika CA
Mandala	Dr. Rekha Ahuja
Commerce Forum	Ms. Varsha Madhavan, Mr. Joswin Prince Rodrigues
Business Administration (Vision Association)	Mr. Ebenezer Sam. K
Computer Applications (Tecno Freakies)	Ms. Megha S R, Ms. Geethanjali
Entrepreneurship Cell	Mr. Leo Gladwin L
Environment Day	Dr. Balaji M
SAHODAYA TV	
Campus News	Mr. Prashanth Kumar Dr. Paul Newman Mr. Mahesha D K Mr. Timothy Ms. Mala Gurbani Jadwani
CERTIFICATE AND ADD ON COURSES	
Communicative English Course	Ms. Shilpa Nataraj
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. Arulmani, Mr. Jeffin Lijo
NET, M.A. Journalism	Ms. Indumathi S
COMMUNITY COLLEGE	Mr. Jeffin Lijo, Ms. Varsha Madhavan

COORDINATORS OF NEWS LETTERS

Josephite, College Newsletter	Mr. Jerrin Chandan , Ms. Shilpa Nataraj, Mr. Antic
Z Particle, Business Administration Newsletter	Ms. Thara T and Mr. Leo Gladwin L
Comessence, Commerce Newsletter	Mr. Ravi Richard , Dr. Balaji M and Dr. Pawan Kumar DB Ms. Varsha Madhavan
Tech-Nuz, Computer Application Newsletter	Ms. Megha SR and Ms. Geethanjali
Perspectives, Humanities Newsletter	Dr. Radhika CA and Mr. Mahesha
Languages Newsletter (Kannada, Hindi, Tamil)	Mr. Nagarajan E M
Reflections	Dr. Rekha Ahuja
Springlight Newsletter	Ms. Indumathi S & Ms. Mala Gurbani Jadwani

COORDINATORS FOR COLLEGE ACTIVITIES

Induction and Faculty Development Programme	Dr. K. Kanishka , Mr. Mahesha DK
Orientation Programme for Students	Mr. Ebenezer (1st UG) Dr. Pawan Kumar Ms. Maryanne Antoinette Pais Ms. Indumathi (2nd & 3rd year UG) Dr. Balaji M, Ms. Vidhya B Mr. Jerrin Chandan (PG) Mrs. Mala Gurbani Jadwani
Time Table and Invigilation Schedule	Dr. Priya S , Sr. Saly Joseph and Mr. Leo Gladwin
Bridge Course	Mr. Diwakar P Dr. K.M. Mathew Mr Ranganatha B Ms. Vidhya B

Choice Based Credit System	Mr. Prashanth Kumar Mrs. Annie Syrien Dr. Balaji M Mr. Mahesha DK Mr. Leo Gladwin L
Research Skills (Term Paper)	Dr. Priya S Dr. Rekha Ahuja Ms. Dorothy Deepa S Ms. Indumathi Ms. Geethanjali Mr. Leo Gladwin L
Certificate Courses	Dr. Radhika CA Dr. K. Kanishka Mr. Ravi Richard Mr. Prakash Ms. Indumathi
Graduation Day	Mr. Ebenezer Sam Mr. Ranganatha B Mr. H.V. Thyagaraj Dr. Pawan Kumar DB Ms. Varsha Madhavan
College Day	Ms. Indumathi Mrs. Vidhya B Mrs. Annie Syrien Mr. Mahesha D Mr. Murthy R Mr. Dav Fod
Valedictory of Clubs and Associations	Dr. Pawan Kumar DB Ms. Thara T Ms. Geethanjali Ms. Indumathi Mr. Timothy
College Annual Report	Mr. Prashanth Kumar Ms. Indumathi S Ms. Maryanne Antoinette Pais Dr. Rekha Ahuja Mr. Charles Mariswamy

COLLEGE WEBSITE

Mr. Prashanth Kumar	Coordinator
Ms. Maryanne Antoinette Pais	BA
Mr. Leo Gladwin L	BBA
Ms. Lakshmi S	B.Com
Ms. Megha SR	BCA
Dr. Balaji M	M.Com
Mr. Jerrin Chandan S	M.A.
Dr. Radhika CA	M.A. Journalism
Mr. Charles Mariswamy	Technical Assistance

COLLEGE PRO

Dr. Kanishka (coordinator)	
Dr. Radhika CA	BA., MA
Ms. Varsha Madhavan	B.Com., M.Com.
Mr. Ebenezer Sam K	BBA
Mr. Timothy	BCA
Mr. Charles Mariswamy	

COLLEGE HANDBOOK**Principal**

Dr. Priya S, Dr. K. Kanishka, Mr. John Bosco, Dr. K.M. Mathew, Sr. Saly Joseph.

CAMPUS MINISTRY**Mr. Jeffin Lijo**

Mr. Antic Santosh Pragasam
Fr. Arun Sunil Lobo S.J
Sr. Saly Joseph
Ms. Dorothy Deepa S
Ms. Vidhya B
Dr. Pawan Kumar DB

MINUTES TAKING AND DOCUMENTATION

Ms. Indumathi S Mr. Antic Santosh Pragasam Mr. Jeffin Lijo	Staff Meetings
Dr. Rekha Ahuja Mr. Mahesha DK	Secretary, HOD Meetings
Dr. Rekha Ahuja	Secretary, IQAC Meetings
Principal, Vice Principal IQAC Coordinator Dr. Paul Newman Mr. Prashanth Kumar Mr. Ravi A Richard Dr. Rekha Ahuja Mr. Jerrin Chandan S	TQM (Total Quality Management)

CLASS TEACHERS & CLASS ROOM : 2019-20

Sl. No.	Class	Class Teacher	Class Room No.
1	I Year B. Com-A	Mr. Murthy RM	201
2	I Year B. Com-B	Ms. Lakshmi S	202
3	I Year B. Com-C	Mrs. Vidhya B	203
4	II Year B. Com-A	Dr. 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. Paul Newman	506
10	II Year BA (HEP)	Mr. Prashanth Kumar	507
11	III Year BA (HEP)	Mr. Mahesh DK	508
12	I Year BA (JPS)	Ms. Indumathi S	509
13	II Year BA (JPS)	Dr. Radhika	510
14	III Year BA (JPS)	Mr. Dav Fod	511
15	I Year BA (EJP)	Mr. Antic Santosh Pragasam	512
16	II Year BA (EJP)	Ms. Maryanne Antoinette Pais	513
17	III Year BA (EJP)	Dr. Rekha Ahuja	514

18	I Year BBA	Mr. Leo Gladwin L	303
19	II Year BBA	Ms. Thara T	304
20	III Year BBA	Ms. Ebenezer Sam K	306
21	I Year BCA	Mr. Timothy	503
22	II Year BCA	Ms. Geethanjali	504
23	III Year BCA	Ms. Megha SR	505
24	I year M. Com	Mr. Ravi Richard	402
25	II year M. Com	Dr. Balaji M	403
26	I year M.A. (English)	Ms. Shilpa Nataraj	404
27	II year M.A. (English)	Mr. Jerrin Chandan	405
28	I year M. A (Journalism)	Sr. Saly Joseph	406
29	II Year M. A (Journalism)	Ms. Mala Gurbani Jadwani	407
30	HINDI		305
30	TAMIL		502
31	ADDITIONAL ENGLISH		307
32	B.COM ELECTIVES		205
ADDITIONAL CLASS ROOM - 408			

MENTORS LIST 2020 - 2021			MENTORS INCHARGE 2020 - 2021		
Class	Class Teacher	Nos.	NOM	Mentors Incharge	Reg. No.
I B.COM A	Ms. Lakshmi S	70	35	Ms. Lakshmi	
			35	Ms. Shilpa Nataraj	
I B.COM B	Mr. Murthy RM	70	35	Mr. Murthy	
			35	Mr. Dav Fod	
I B.COM C	Ms. Vidhya B	70	35	Ms. Vidhya	
			35	Mr. John Bosco	
II B.COM A	Mr. Pawan Kumar DB	70	35	Mr. Pawan Kumar	
			35	Dr. Mathew	
II B.COM B	Ms. Dorothy Deepa	65	35	Ms. Dorothy Deepa	
			30	Mr. Nagaraj	
II B.COM C	Mr. Joswin Prince	68	5		
			38	Mr. Joswin	
III B.COM A	Mr. Ranganatha B	96	25	Mr. Balaji	
			35	Mr. Ranganath	
III B.COM B	Ms. Varsha Madhavan	85	35	Mr. Jerrin Chandan	
			26	Ms. Varsha	
I BBA	Mr. Leo Gladwin	69	10		
			35	Dr. Priya.	

II BBA	Ms. Thara	62	Ms. Thara	20	Ms. Emilia	
				20	Mr. Antic	
III BBA	Mr. Ebenezer	42	Mr. Ebenezer	35	Mr. Leo Gladwin	
				34	Mr. Jeffin	
I BCA	Ms. Annie	75	Ms. Annie	35	Ms. Thara	
				27	Dr. Kanishka	
II BCA	Ms. Megha	57	Ms. Megha	7		
				35	Mr. Ebenezer	
III BCA	Mr. Charles	47	Mr. Charles	35	Ms. Annie	
				15	Mr. Antic	
I BA HEP	Dr. Paul Newman	35	Dr. Paul Newman	25	Mr. Timothy	
				35	Ms. Megha	
II BA HEP	Mr. Prashanth Kumar	47	Mr. Prashanth Kumar	22	Ms. Geethanjali	
				13	Ms. Geethanjali	
III BA HEP	Mr. Mahesh	42	Mr. Mahesh	34	Mr. Prakash	
				35	Dr. Paul Newman	
I BA JPS	Ms. Indumathi	11	Ms. Indumathi	35	Mr. Prashanth Kumar	
				12	Mr. Mahesh	
II BA JPS	Mr. John Paul	21	Mr. John Paul	22	Mr. Mahesh	
				20	Ms. Indumathi	

III BA JPS	Sr. Saly Joseph	15	11	Ms. Indumathi
			21	Mr. John Paul
I BA EJP	Ms. Maryanne	28	15	Sr. Saly Joseph
			28	Ms. Maryanne
II BA EJP	Dr. Radhika	31	10	Ms. Maryanne
			21	Dr. Rekha Ahujha
III BA EJP	Dr. Rekha Ahujha	17	17	Dr. Rekha Ahujha
			30	Mr. Ravi Richard
I M.COM	Mr. Ravi Richard	30	8	
			13	Dr. Balaji
II M.COM	Mr. Balaji	43	22	Sr. Saly Joseph
			18	Dr. Radhika
I MA ENG	Ms. Shilpa Nataraj	10	12	
			7	Ms. Mala Gurbani
II MA ENG	Mr. Jerrin Chandan	19	8	
I MA MCJ	Ms. Indumathi	8		
II MA MCJ	Ms. Mala Gurbani	6		

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	C/A I										
	C/A II										
	C/A III										
October	ESE Marks										
November	Attendance										
December	Attendance										
January	Attendance										
	Attendance										
February	C/A I										
	C/A II										
	C/A III										
March	Attendance										
April	ESE Marks										

* ESE – End Semester Examinations

Semester : I, III, V

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.

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.

Semester : I, III, V 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.

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.

Semester : I, III, V 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.

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

- Rabindranath Tagore

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



ST. JOSEPH'S EVENING COLLEGE

Since 1970

Empowering Dreams, Enhancing Lives

**Celebrating 49 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 by NAAC

35, Museum Road, Bengaluru - 560 025

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