

**St. Joseph's Evening College (Autonomous)**  
**B.Com/ BBA/BCA/BA/ MA/M.Com/ M.A. (Journalism and Mass Communication)**  
**Admission 2019- 20**

**Online**

Application forms are available from 15<sup>th</sup> April 2019 onwards; kindly download the Application forms from the college website – [www.sjec.edu.in](http://www.sjec.edu.in)

**Karnataka PUC Students**

Applications forms should be submitted within **TWO** days of the announcement of II PUC results.

**ISC/CBSE students**

Applications forms should be submitted within **Two days** of the announcement of ISC/ CBSE results.

**III years Degree**

3 years of Degree course has to be from a UGC recognized University / College with an overall score of 55 percent for admission to PG courses.

**Procedure of Admission**

1. Submit the filled in application forms with all the necessary documents to Mr. Sandesh Kumar in the Office
2. Meet the Admission Guidance counselor and go through the formal interview
3. Interviews will be held from Monday to Friday between 2.30 pm to 7.30 pm and on Saturday 4.30 to 7.30 pm. provisionally selected students will have to attend for an interview in **Formal Dress**, along with their parents. Kindly bring the necessary documents, 2 passport size photographs, and the required fee amount.
4. Fees to be paid within 24 hours.
5. **No Refund of Fees**
6. **No Donations**

**The reopening date for First Years will be informed during the Interview.**

Principal

Director

## **Admissions – 2019-20**

1. For each course there will be both Continuous Internal Assessment (CIA) & End Semester Examination (ESE) with weight age 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 ONE written test, TWO objective tests and attendance. The 30% of Internal Assessment is distributed as follows:  
Written tests – 10 marks. There will be 1 test of 90 minutes duration per semester.  
Objective tests - 15 marks (Seminar/Assignment /Presentation)  
Attendance 05 marks
2. Students will be given a user name and password to use *Puiplepod*. Parents and students are required to keep track of the progress of their children.
3. 75% of attendance in each subject is compulsory. Attendance can be checked on the college website. Shortage of attendance will disqualify the student from writing the End Semester Examination. Such students will have to repeat the semester and enroll afresh in the next academic year by paying full fees.
4. Dress Code: Students are expected to wear formal dress while attending classes and College functions. However they are allowed to wear T shirts with color and without slogans on Saturday. Girls – Salwar/Churidhar Kameez (No sleeveless,  $\frac{3}{4}$ , no  $\frac{1}{2}$  skirt, Tight Fitting or Short Tops)
5. Compulsory attendance at Seminars, Guest lectures and Workshops other events (orientation program, Ignites, Tejas, sports day, retreats (for catholic students) and inter and intra college fest etc. Organized through the college.
6. In order to secure the seat, the fees will have to be paid within 24 hours of the formal interview at South Indian Bank., Brigade Road Branch, next to the St. Joseph's College of Commerce.
7. Additional English can be chosen, only if the student has not studied any Indian language previously for which **Rs.5, 000/-** will be charged with the permission of the Principal.
8. Every day all the students should wear their College ID cards and bring College Handbook compulsorily. Otherwise, you cannot enter the college campus, classroom or library
9. As per the government of Karnataka notification and the rules of the management of St. Joseph's Evening College, students are informed that they are not allowed to use cell phones anytime and anywhere on the campus. Emergency calls may be made during the long interval in the parking lot outside the old building. **When you enter the campus, switch off your mobile phones.** If any student is caught using the phone inside the campus, phones will be confiscated and will not be returned and the student will be suspended. However the college has **Wi-Fi Facility** and students can make use of it between 4pm to 5pm

10. Students are expected to be present on the **reopening date of the college, \_\_\_\_ June 2019 at 5.00 pm**

College timings.

- College Time – 5.00 pm to 8.55 pm Monday to Saturday
  - BCA students class time 4.00 pm to 8.55 pm Monday to Saturday
  - M.Com students 4.00 pm to 8.55 pm on Saturday
11. After the break there will be a warning bell at 7.05 at which the students must move to their classes. No entry to the class after the second bell.
12. Students cannot leave the campus between the class hours and the snacks break time. Permission should be taken from the Principal / Vice Principal in times of emergency.
13. Keep the College Campus and Class Room Clean.
14. Enroll for Certificate Courses in the month of June, which are conducted twice or thrice a week (60 hrs. programme spread over one academic year) Some of courses available are:
- Market Analysis & Investment Management
  - Campus Recruitment
  - Tally Version 09
  - Community College Courses
  - Diploma course – Human Rights Studies,  
Hardware and Networking,  
Hospital Administration  
Banking and finance  
Retail management  
Information technologies enabled services
15. There will be a number of programmes and activities in the college. Enroll yourself and participant in them. Each students will have to participate in one association activities. Credits will be given.
16. All have to subscribe to the Newspaper.
17. Industrial visit and summer internships are compulsory.
18. Compulsory attendance at Seminars, Guest lectures and Workshops organized through the college.
19. In order to secure the seat, the fees will have to be paid within 24 hours of the formal interview at South Indian Bank, Brigade Road Branch, next to the College.
20. **Fees once paid will not be refunded.**
21. Students are expected to be present on the **reopening date of the college, \_\_ June 2019**
22. Students who score less than 50% in Accountancy will not be admitted to B.Com course. However they can choose BBA/BCA/BA (HEP/JPS/EJP)

Principal