

St. Joseph's College (Autonomous)
STUDENT INFORMATION SUMMARY

Fix Recent
Stamp Size
Photo

Name :

Reg. No.:

Blood Group:

E-mail :

Father's Name :

E-mail :

Occupation : Phone :

Mother's Name :

E-mail :

Occupation : Phone :

Residential Address :

.....

Phone:

Office Address (Parents) :

.....

Phone:

Address of hostel/Paying Guest House/.....

Guardian/Lodging House:

.....

Cell Phone:

Signature of parent/ guardian

Signature of Class Mentor



MILESTONES

In 1882	Established in September 1882 by the Fathers of the Paris Foreign Mission then affiliated to Madras University as a Second Grade College
In 1926	Madras University accorded the college, the status of a ‘‘First Grade College’’.
In 1937	The Fathers of the Paris Foreign Mission handed over the institution through the Diocese of Mysore, to the Society of Jesus.
In 1949	Following the reorganization of the States, the college became affiliated to the University of Mysore
In 1964	Affiliated to the Bangalore University
In 1967	Granted permanent affiliation to Bangalore University.
In 1972	The Commerce sections and Evening College sections (of the College) were separated to form St. Joseph’s College of Commerce and St. Joseph’s Evening College, respectively
In	Centenary year of the college was celebrated
In 2002	Following the Karnataka state policy of bifurcation, the P.U section evolved to become St. Joseph’s PU College and the degree sections were shifted to the new buildings at #36 Labagh Road
In 2009	Indian postal stamp of the college was released by the Department of Posts, India, on 1st August 2009, to commemorate 125th Post Celebration of its establishment



Dear Josephites,

Welcome to St. Joseph's College. The Society of Jesus or Jesuits administer this College. The Jesuits are a catholic religious Order founded in 1540. St. Ignatius of Loyola was the founder of the Jesuit Order. The members of the Society of Jesus [S.J] have been active in the field of education, throughout the world. St. Joseph's College, a 132 year old institution, is one of their large educational endeavor. The College is registered under the Bangalore Jesuit Educational Society. Although the College is a religious minority institution run primarily for the education of Catholic youth, everyone is welcome to this college without distinction of caste and creed. The socio-economically marginalized groups receive special preference in keeping with the admission policy of the Management.

VISION OF THE COLLEGE

Striving for a just, secular, democratic and economically sound society, which cares for the poor, the oppressed and the marginalized.

MISSION STATEMENT

St. Joseph's College seeks to form men and women who will be agents of change, committed to the creation of a society that is just, secular and democratic. The education offered is oriented towards enabling students to strive for both academic and human excellence. The college pursues academic excellence by providing a learning environment that constantly challenges the students and supports the ethical pursuit of intellectual curiosity and ceaseless enquiry. Human excellence is promoted through courses and activities that help students achieve personal integrity and conscientise them to the injustice prevalent in society.

OBJECTIVES OF THE COLLEGE

Academic excellence

The college places very high value on academics. The courses are rigorous and need daily application. Presentations and participation in seminars and workshops are part of the academic life since they train students in critical and scientific thinking.

Students may join at least one of the many Associations of the college and thus experience intellectual growth and develop a spirit of inquiry.

Social concern

Preparing persons for the service of others is the aim of education in



St. Joseph's. At the heart of the college is the Centre for Social Concern. You are invited to be associated with this Centre to be involved in issues of public concern and to develop social consciousness. Our students are expected to be sensitive to the poor and be persons of concern, compassion and conscience.

Character formation

Character development is an essential aspect of education. Character includes behavior, values and attitudes to life and others. Essential to any character formation is self-discipline. The rules of discipline in the college are meant for social wellbeing, order and harmony.

STAFF-STUDENT RAPPORT

Our lives are shaped very much by the people with whom we constantly interact and here it will be your teachers. You can benefit from their rich experience and knowledge through constant personal contact both inside and outside the classroom. All the classes will have one or two Class Mentors.

The role of the Class Mentors is to help the students under their care to attain their full potential.

PARENTS AND GUARDIANS

Parents and Guardians are partners with the College in the task of total and integral education of their wards. It is in keeping with this concept of "partnership" in education that the Principal invites the parents/guardians of students twice a year to discuss the performance of their children. The dates of the meetings are announced in the calendar and will also be intimated. Parents/guardians are requested to attend the meetings. It is also recommended, that they meet the Welfare Officers and Class Mentors to ascertain the conduct and progress of their wards. The College welcomes suggestions from parents and well-wishers.

COLLEGE REGULATIONS

1. The warning bell for class is given five minutes before the commencement of classes. Students should be in their respective classrooms before the second bell. When a Lecturer enters the class, the students must rise and remain standing until they are instructed to sit down.
2. Students must observe punctuality. At the discretion of the Lecturer, a student may be permitted to enter the classroom if he/she is not more than 10 minutes late for the first hour. However, if a student is regularly late for classes, he/she may not be permitted to attend classes.



3. There should be complete silence in the corridors during class hours. Students must not loiter in the corridors during class hours.
4. No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
5. No student is allowed to leave the class rooms for Xeroxing or photocopying.
6. If the concerned Lecturer is absent, students are expected to go to the library or rearrange the class.
7. Students are liable to disciplinary action (even dismissal) if found smoking in the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.
7. **Ragging is forbidden by the laws of the country. Students found ragging others will be handed over to the police. They will not be allowed to continue studies in the College.**
8. Students are forbidden to bring fire crackers and Holi colours to the campus.
9. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to temporary or permanent dismissal.
10. Boys and girls are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
11. The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class leader will be responsible for the cleanliness of the room allotted to it.
12. Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of its students, outside the campus.
13. Posters and notices must not be put up without the permission of the Vice -Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose in different blocks and not stuck on the walls of the college.
14. **Students are expected to be dressed neatly and have their hairstyles in conformity with norms of decency and propriety. Both boys and girls shall observe proper dress code in the College. No out of the way dress, will be permitted in the classrooms and on the campus in the name of Ethnic Day or any other celebration.**



15. Vehicle Parking will be allowed on all working days from 8.30 a.m to 6.00 p.m. Students are required to leave their two wheelers in the custody of the parking attendant .The attendant will not be responsible for vehicles not locked and for which parking fee has not been paid.

16. Every student is required to carry his / her identity card to College.

The card should be shown to the staff or College officials when asked, especially during Examination, during formal programmes, in the administrative office and library.

17. Association functions and cultural programmes will be held only after class hours. Practices for all programmes should be held either prior to the classes or after classes.

18. There will be a special hour on Fridays from 12 to 1 pm. Students can use this hour for association meetings or activities.

19. Outsiders are not permitted to attend college functions. Strict action will be taken on those who bring outsiders into the campus.

20. No money is to be collected from students without the prior permission of the Principal.

21. Printed matter, photographs/videos, not approved by the Principal, are not to be brought to the College.

22. Students are not allowed to organize picnics or class socials. The College reserves the right to initiate action against the class or group of students, who violate this rule.

23. In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, use of mobiles in the College premises is prohibited. Students are informed not to use mobiles within the academic block. Once confiscated, mobiles will not be returned to the students. Possession of mobile phones or similar electronic devices during examination is considered as a serious malpractice.

CLASS MENTOR

Responsibilities of mentors

Each class has a Mentor. The role of the Mentors is to contribute to the total development of the students under their care.

Objectives of mentoring

- To be supportive towards the student and be a link between the student and the Department, between the course teachers and the students, between the parents and the students and between the students



themselves. To help a student in any specific way in which he or she may require guidance.

- To make the student aware of library facilities, internet facilities, scholarships, remedial courses, credit system, NSS, NCC, AICUF, CSA, cultural associations, grievance committee, placement, canteen, mid-day meals scheme, certificate courses, sports activities etc.
- To approve additional credits to students.

Methodology of mentoring

- Having a bio-data of the student.
- Getting the academic performance of the students up-to-date.
- Keeping track of the regularity of the students and taking necessary corrective measures.
- Encouraging the students to meet him/her, when needed and making him/her available in a fixed place and time.
- Respecting students' views and initiating a dialogue when necessary.
- To monitor the attendance of students after 30 and 60 working days and invite the parents of defaulters for counseling.

ATTENDANCE

Students are expected to attend classes every day. However, if there are genuine reasons like ill-health, students can avail leave [in the prescribed format given in the hand book] after obtaining permission from the mentors/ welfare officers.

- 1) Attendance of students is marked in a register by lecturers for every class. At the end of the day, attendance will be uploaded in the website.
- 2) Students must check the attendance every day on the website, Discrepancy, if any, should be rectified by contacting the teacher concerned, within two working days. No request for alteration of attendance will be entertained after this.
- 3) If a student is absent for one period in a day, he/she will be marked absent for that period only.
- 4) *The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write the Semester Examination (SE). College will strictly adhere to the norm as demanded by the UGC. There is no provision for condonation of attendance in the UGC act.*



- 5) After the final attendance list is put up on the notice board / web site at the end of each semester, no request for alteration of attendance will be entertained.
- 6) For undergraduate students, marks will be awarded for attendance.

according to the table given below:

Attendance (%)	Marks
95-100	5
91-94.99	4
85-90.99	3
80-84.99	2
75-79.99	1
<75	0

A maximum of 5 marks for attendance, will be given in each paper

Other Duty Attendance

- 7) Students who represent the College in sports, NCC, NSS, other extracurricular and co-curricular activities, should obtain prior permission from the Welfare Officers.

The student should write a letter for permission to the Welfare Officer, forwarded by the Coordinators in-charge of the respective activities. On completion of the activities, within two working days, the student should submit the letter of attendance for the event duly forwarded by the Coordinator to the Welfare Officer. As soon as the letter reaches the COE office from the welfare Officer, attendance for those days will be added in the website. Discrepancies, if any, must be brought to the notice of the Principal, within one week.

- 8) No attendance will be given to students for participation in Certificate Courses (they are conducted outside regular class hours).

~~9) A~~ maximum of only 5 theory classes and one lab per paper per semester is permitted for a student as 'other duty attendance'. However, specific

cases which are likely to exceed this maximum, will have to be referred to the Principal, well in advance, for his special written permission.

- 10) All claims for the other duty attendance must be regularized by the end of 13th week of the semester.

LEAVE

1. Students should apply for leave only by filling in the RECORD OF ABSENCE printed in last few pages of this Students handbook.
2. If a student is absent up to three classes in a subject/paper, he/she may attend the next class of that subject/paper, only after getting an admit slip from the Class Mentor.
3. If the student is absent for more than 3 classes, he/she must get the admit slip from the Welfare officer to attend the classes.
4. If a student falls short of 75% attendance in any month in any subject, he/she will be required to meet the Mentor with parents.
5. Prolonged or serious illness, hospitalization or long medically advised rest, must be reported to the Principal and the Welfare Officer as early as possible.

RULES OF THE LIBRARY

1. The Library will be open from 8. 30 a.m. to 6.00 p.m., on all working days and vacations of the year. On Saturdays, it will be open from 9.00 a.m. to 1.00 p.m.
2. Application for library books should be made in the prescribed form.
3. A student who fails to return the books within 10 days will be fined 2 Rupees for each day beyond the due date excluding Sundays and holidays.
4. The student must pay for library books lost, damaged or defaced. Loss of pages, mutilation and any other damage discovered on return of books, will be charged.
5. Loss of a borrowed book from the library must be intimated to the Librarian immediately.
6. Books are issued for the exclusive personal use of the applicant.
7. Strict silence should be observed in and near the reading room.

BOOK BANK

1. Books from the College book bank will be available on a long-term basis to deserving students.
2. All books borrowed from the book bank, must be returned in good condition, at the end of the academic year, before the hall tickets are issued.
3. Books lost, damaged or defaced should be either replaced or the cost should be paid which will be assessed by the Librarian.



LABORATORY REGULATIONS

1. All breakages in the laboratory should be paid for. Hall tickets will not be issued unless all dues are cleared and paid up.
2. Record books should be submitted on time. A student will not be allowed to appear for the examination, if the record book is incomplete.
3. College encourages students to utilize the laboratory facilities even during the vacations and holidays with the prior permission of the Head of the Department and the Principal.

PHOTOCOPYING [Xeroxing] FACILITY

The College offers photocopying facility [Xeroxing] for the staff and the students at a nominal fee in the library. The orders should be given to the counter [in the library section] meant for the purpose.

MID-DAY MEAL SCHEME

The College provides mid-day meal scheme for financially poor students. Vice Principal / Campus Minister is to be contacted in this regard.

CANTEEN/CAFETERIA : There are two college canteens that offer delicious food and meals at affordable rates.

SPORTS & GAMES

St. Joseph's College has carved out a name for itself in the field of sports and games. Students are encouraged to participate in inter-class and inter-collegiate tournaments.

PLACEMENT & CAREER SERVICES

The College has a placement cell. The cell provides information in careers and jobs to students of the College. For the final year students, besides arranging placements (on and off campus), the cell also organizes interviews, career counseling, career mapping, internship and aptitude tests for placement.

COUNSELING SERVICES

College provides counseling to help the students in studies and ease the pressures of College life.

CAMPUS MINISTRY

It enhances spiritual growth and faith formation. It organizes retreats, inspiring talks and basic theology classes.



AUTONOMY IN ST. JOSEPH'S COLLEGE

St. Joseph's College is an Autonomous College under the Bangalore University. Autonomy provides the College, the right to frame its own syllabi and conduct its own internal and semester examinations. The Bangalore University will confer the Degree with the name of the College.

ACADEMIC EVALUATION

Academic evaluation is an important administrative function to find out how well the students have learnt the various courses of the degree programme.

CREDIT SYSTEM

In tune with the concepts and suggestions of the UGC and NAAC, advancements that have taken place in evaluation methods, societal needs and to make the teaching effective and meaningful, the College has adopted Credit-Grade based Performance Assessment (CGPA), for all the courses conducted in the College. The modalities and operational details of the Credit System shall be as follows:

CURRICULUM – EVALUATION

Examination Unit: Examination unit is headed by the Principal, The Controller of Examinations (COE) and the Deputy Chief Superintendent of Examinations. The Controller of Examinations (COE) is the coordinator of the entire assessment system. The other members of the Examination Committee are appointed by the Principal.

Evaluation System

Evaluation of PG and UG courses consists of two components, viz.,

Continuous Assessment (CA) and Semester Examination (SE) with equal weightage of 50% each.

The following 12 rules are common for both UG and PG courses.

1. **Continuous Assessment (CA)** includes a Centrally Organized Mid Semester Test and other exercises such as quiz, seminars, assignments, etc.
2. The centrally organized Test (Mid Semester Test) will be held midway through the semester for 50 marks, for a 1½ hours duration for graduate students and for 60 marks, for a 2 hours duration for post graduate students. Two activities for 10 marks each will



be held by the departments - one before, and one after the mid semester test. The activities may be seminars, assignments, projects, quizzes, discussions, model making etc. One such activity must be a written test (Quiz /one hour test etc) which will be decided by the department/individual professor. 25 marks from the mid semester test, 20 marks from the department level activity and 5 marks for attendance will be the CA marks for each paper for undergraduate students. 30 marks from the mid semester test and 20 marks from the department level activity will be the CA marks for each paper for postgraduate students. For practical papers, 25 marks are for Practical Internal Assessment (PIA), which is based on the performance in each class, viva and the test conducted based on the practicals.

3. All answer scripts of CA tests will be returned to the students. **They are expected to file them.** If there is any ground for appeal regarding the marks allotted in any component of the CA, the candidate must take it to the concerned teacher within 48 hours. If the student is not happy with the outcome, they must approach the HOD of the department.
4. **Makeup test:** If a student is unable to write the CA test for valid reasons like (i) Hospitalization (ii) Medically advised rest (iii) NCC camp (iv) University level sports activity (v) Humanitarian consideration (assessed by Examination committee), he/she may apply for a makeup test in the prescribed application form available with the COE, along with the prescribed fee within the last date mentioned in the calendar. Prior permission must be taken from the COE before the examination, to be eligible for the makeup test, in cases where the absence is preplanned. No application will be entertained after the last date. All those who apply, may not get the chance to appear for the Makeup test. The examination committee will scrutinize the applications and the deserving candidates names will be published on the notice board. The makeup test will be centrally organized in the 13th week of the semester. The questions will be asked from portions covered till the end of 12th week. The question paper will not have any bonus question. Test will be conducted from 3-5 pm, on regular working days and no attendance will be given for attending makeup tests.
5. There is no provision for improving the CA marks and the marks for dissertation.
6. The **Semester Examination (SE)** will be held for 100 marks and for 3 hour duration. The marks secured by the student will be converted to out of 50 and it will be taken as the marks for the SE.



- 7. Only those students who secure 75% attendance in ‘each paper’ and 18 marks in CA are eligible to write the end semester examination. If a student is not eligible to write the semester examination he / she has to repeat the semester.**
8. There will be no ‘Makeup Examination’ if the student misses the End Semester Examination. The student will be marked “Absent” and must write the supplementary examination in that paper, in the next available chance.
9. To encourage sports and NCC, a total of 5 extra marks will be added in any one paper or distributed over many papers in that semester, for the student who represents University or State in National level events and those who attend the following NCC camps: (i) Centrally organized camps - organized by Director General NCC, New Delhi : (a) R.D.C (b) T.S.C (c) V.S.C (d) J.S.C (e) Y.E.P (ii) State level camps [interstate] organized by Deputy Director General NCC (All India): Trekking Camp, Advance leadership camp, Mountaineering camp, National integration camp, Army attachment camp and Cycle/ motor cycle expeditions.
- The student must write a request letter to the COE, with a copy of certificates attested by the concerned coordinators within 10 days of completing the event.
10. Any problem pertaining to mistakes in the declaration of results, in marks cards or revaluation, shall be referred to the Controller of Examinations within the date mentioned on the result sheet.
11. Each student will be given a unique password for viewing the attendance and CA marks. With this pass word, students will be able to download hall tickets and marks statement at their convenience. For safety, students are advised to change the password. If the student wants the password for the second time, the original or the changed one, they must approach the COE office with a letter and pay the prescribed fee.
12. Final results for the semester will be published in the college website.

MINIMUM MARKS FOR PASSING THE EXAMINATION

- 1) UG students must score a minimum of 35% each separately in CA and SE and 40% in aggregate of the two in each paper, as minimum marks for passing.
- 2) To get a pass in a subject/paper, a PG student must score a minimum of 35% each separately in CA and SE and 40% in aggregate of the two.



To get a pass in a semester, he/she should secure 50% in the aggregate of all papers of that semester. If the student fails to score 50%, he or she will be declared to have 'Not Completed' in that semester, even though the student might have passed in all individual papers with 40% or more. In such a case the student must apply for improvement in one/more papers of his/her choice and write the supplementary examination in such paper/s, in order to make up to 50% in that semester. The higher mark among the two examinations will be the final score. The student must inform the COE in writing, within one month of the publishing of the result, the paper/s the student is willing to improve. The student must surrender the marks card along with the letter. There will be no restriction in the number of paper/s or attempts applying for improvement. However, the student must complete the course within 4 years.

- 3) A PG student who has already secured 50% or more, yet wants to improve his/ her score, may apply for improvement examination. This can be done only once, either during the course or after completing the course. There will be no restrictions in the number of papers within a semester but the candidate is not allowed to select papers from different semesters. The higher marks among the two examinations will be the final score.

PROMOTION TO THE HIGHER SEMESTER

1. All students who have qualified to write the semester examination will be automatically promoted to the next semester irrespective of the number of papers he /she has failed in. But there is an exception. **No UG student will be promoted to V semester without clearing all theory papers in I and II semester.** However there is no such restriction for the PG students.
2. There will be provision for revaluation of semester examination papers for UG students. The student must give the prescribed application form, along with the fee paid receipt within the date mentioned in the website on the result sheet. An examiner who has not valued the paper at the first instance, will value such papers. The better of the two marks will be the final marks in that paper. 50% of the fee will be refunded to the candidate, if the candidate, on revaluation obtains ten or more marks out of 50 than the previous one. If the student scores more than twenty marks on revaluation, the entire fee will be returned. There will be provision for taking photocopy of the answer script, checking the addition of marks, if application is made with the prescribed fee within the date mentioned on the result sheet.



3. A PG candidate who feels that the answer script has not been fairly evaluated, can, request for a **challenge valuation** within the date mentioned on the result sheet, with payment of a prescribed fee. Two professors must jointly value the paper. The marks awarded in the challenge valuation will hold good. If the student's contention is proved right and the candidate scores more than fifteen marks, the prescribed fee will be refunded.
4. UG candidates who have got 35 % or more in CA , 35% or more in SE and 40% or more in the aggregate of two and declared passed in that paper/s and desires to improve the semester examination marks, has first to cancel his original semester examination marks within one month of the result. The candidate must write a letter to the COE asking him/her to cancel the marks scored in that paper and along with the application, must surrender the marks card issued in that semester. This can be done for a single paper or the entire semester examination. The student has to take the next available supplementary examination and will be awarded whatever marks obtained in the later appearance even if they are less than the previous marks. A new marks card will be issued. However, the CA marks will remain the same. A student can avail this facility only once during the entire course period.

PRACTICAL EXAMINATION / VIVA VOCE

1. For the UG and PG students, Practical Internal Assessment (PIA) is for 25 marks and Comprehensive practical examination (CPE) is for 25 marks.
2. Both PG and UG students must score a minimum 35% separately in PIA and CPE and 40% in aggregate of the two for each Practical Paper.
3. All students are expected to attend a minimum of eight practical sessions out of 11 and score 35% in PIA to be eligible to take the practical examination. **Students who are not eligible to take the end semester practical examination, will have to repeat the semester. A student eligible to write the practical examination is not automatically getting qualified to write the theory examination also.**
4. If a student misses the CPE /viva voce on the assigned day, he/she can request the HOD for an examination along with another batch if available. If all batches have completed their examinations he/she has to take the supplementary examination in the next available chance.
5. **There is no provision for 'improvement' in practical examination / viva voce.**



SUPPLEMENTARY / SPECIAL SUPPLEMENTARY EXAMINATION

1. Those Students who have failed in any paper in the semester examination (theory/practical) have to write the supplementary examination for that paper. Such students will write the odd semester supplementary papers during the odd semester exams and even semester papers in the even semester, along with regular students. A special Supplementary Examination will be conducted in May every year in I, II, V and VI semester UG papers and III & IV semester PG papers. No special supplementary examination will be conducted in III and IV semester UG papers and I & II semester PG papers.
2. If the syllabus is modified in a particular year, two supplementary examinations in the old syllabus in which the student was taught, will be conducted starting from that year irrespective of the number of chances he/she took for the examinations in the old syllabus. If the paper is removed from the curriculum altogether, then three supplementary examinations in the old syllabus will be conducted starting from that year irrespective of the number of chances he/she took for the examinations in the old syllabus. If he/she fails, he/she has to take another paper permitted by the Principal in consultation with the HOD. The marks scored by a student in supplementary examinations will not be considered for rank. However, such marks will be taken into account for the award of grades. The marks obtained in revaluation and improvement will be considered for rank.

FOUNDATION COURSES FOR UG STUDENTS

- 1) Three mandatory foundation courses are offered by the college. They are: (i) Environmental Studies (ii) Computer Fundamentals (iii) Indian Constitution. All UG students must clear these foundation courses. However exemptions may be given if their regular courses deal with these aspects.
- 2) One assignment for 10 marks and a semester examination for 40 marks will be conducted. All students who have 75% attendance in the foundation course classes are eligible to take these examinations. To pass in the foundation course examination, the student must score 40% in the aggregate of assignment and semester examination.
- 3) If the student fails in the Foundation Course examination, he/she will be declared 'Failed' in that semester and has to take the supplementary examination in the next available chance after paying the prescribed fee. If the student does not have 75% attendance, he/she will be given special classes during holidays or during the following semester



for which he/she has to register after paying the prescribed fee. No student will be allowed to apply for convocation without clearing the foundation courses.

TERM PAPER FOR UG STUDENTS

- 1) All UG students must present one term paper in the VI semester. Asking students to write term papers is one way of acquainting them with research and research methods. To do it well, students must be able to define the problem, find its probable causes and suggest ways and means for its solutions. This involves research, reading books, gathering and sorting out data and supporting evidence.
- 2) The student must select a Guide for the term paper. The guide must be a faculty member in this college. If the student wishes to work in any national laboratory under a scientist or under any external eminent person, then there must be a co-guide from this college. The guide must give the consent and this must be conveyed to the COE through class mentors in the prescribed format by the end of IV semester.
- 3) The problem can be given by the guide or the student can propose a problem according to his/her interest. In the latter case, the guide must give the consent for the topic.
- 4) Submitting a Term paper (whole or part) as one's own that was created, researched, or produced by someone else will be considered as a serious malpractice.
- 5) Term paper must be submitted by the Ist Week of January. If the term paper marks are not submitted on time, the student will be declared "Failed" in sixth semester.
- 6) No student will be allowed to apply for convocation without submitting the term paper.

GRIEVANCE CELL

To address any grievance pertaining to Continuous Assessment and the Semester Exams, there will be an Examination Grievance Cell. Students have to meet the subject teacher who teaches the subject if they feel that 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. The examination grievance committee could be met with a written complaint if a student still feels the issue has not been addressed. If the grievance cell orders for a reevaluation, the revalued marks will be the final marks. For issues pertaining to any matter other than the examination, the student can approach the General Grievance Cell.



MALPRACTICE

All malpractices in the examination and internal assessment will be referred to the Malpractice Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Principal. The Principal and Controller of Examinations will take action on the report submitted by the Committee.

CREDITS

All undergraduate courses in the College are of 160 credits. One credit for theory course will be of one clock hour per week running for 15 weeks and one credit for practical course will consist of 3 hours of laboratory exercise for the same number of weeks. For example, a theory course taught for 4 hours per week through the semester (15 weeks) will be of 4 credits and the practicals are of one credit. All students in sciences have to complete 10 regular practical in each semester with one repetition. Students will have to compulsorily complete 108 credits in the three optional, 32 in languages, 4 in a term paper, one credit in Value Education/Religious Studies and 2 per Foundation course. All students have to earn remaining credits from other activities and certificate courses.

All postgraduate courses in the college are of 80 credits.

GRADING SYSTEM

The students are evaluated on the basis of continuous 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 in accordance with six point grading system using the

GRADE	NOMENCLATURE	SCIENCE	ARTS/ LANGUAGE	POINTS
A+	Outstading	80 and Above	70 and Above	5
A	Excellent	70to 79.99	62 to 69.99	4
B	Good	60to 69.99	54 to 61.99	3
C	Average	50to 59.99	47 to 53.99	2
D	Satisfactory	40to 49.99	40 to 46.99	1



Suppose a student has been awarded in English the following marks in the first four semesters – 58%, 68%, 62% and 60% (These marks represent the aggregate of marks in the continuous assessment and semester

examinations). The grades, grade points and grade point average are

Subject	Marks	Grade	Points	Credit	Weighted grade points
English I	58	B	3	4	12
English II	68	A	4	4	16
English III	62	A	4	4	16
English IV	60	B	3	4	12
				16	56

are 56. The student's overall grade point average is $56/16 = 3.5$. The student is eligible for the overall grade of B in English. Similar calculations will be made for all the courses.

The total number of credits is 16 for English and the weighted grade points

TIME CEILING FOR COMPLETION OF DEGREE (UG / PG)

The Academic Council permits UG students to complete their course within six years (3+3) and PG students within four years (2+2). However in genuine cases, the Principal may waive this time ceiling.

POLICY OF THE COLLEGE ON AWARDING CREDITS FOR UNDERGRADUATE STUDENTS

To graduate from St. Joseph's College, students of BA/B.Sc/BCA/BSW / BVC have to acquire a minimum of 160 credits. The total number of credits to be earned is distributed as follows:

From the three major subjects	:	108
From English and Language	:	32
From Term Paper	:	4
From Value Education'	:	1
Total	:	145

2 credits will be awarded per foundation course. Depending on the number of foundation course(s) a student has to study, the number of extra credits



he/she has to acquire, will be 4 or 6 in three years. So a student may acquire 149 or 151 credits through their regular college course. To makeup 160, the remaining credits must be acquired from co-curricular and extracurricular activities. No student is allowed to earn more than 6 additional credits in a single academic year beginning of June through to April. All students are expected to spread their additional credits across the three academic years they spend in the institution.

The distribution of credits under different categories are as follows:

1) SPORTS AND GAMES

Students participating in sports and games as members of the College team can get 2 credits per year for 60 hours of practice/training as recorded. For every additional 60 hours of training, these students shall get 1 additional credit.

Students get 2 credits for every win whether 1st 2nd or 3rd in the inter-collegiate competitions.

For every subsequent win (Only 1st) a student can get 1 credit.

- Students playing for the Bangalore University can get 2 additional credits.
- Students playing for the Karnataka state can get 3 additional credits.
- Students playing in the National teams can get 4 credits. All these credits must be approved by the Sports Director and scrutinized by the committee constituted by the Principal.

2) PARTICIPATION IN CULTURAL EVENTS

Note: Students are expected to participate regularly in practice and training to obtain any additional credit for the following:

- Dance / Music / Theatre: For 60 hours of training and practice, students of the College team can get 2 credits.
- 2 credits for every win whether 1st, 2nd or 3rd in the inter-collegiate competitions.
- 1 credit for every subsequent win (only 1st).

All these credits must be approved by the coordinator in charge of cultural activities and scrutinized by the committee constituted by the Principal.



3) CENTRE FOR SOCIAL CONCERN / NSS / JAAM / OTHER SOCIAL SERVICE ACTIVITY

- For 60 hours of involvement, students get 2 credits.
- 1 additional credit for exceptional active involvement for an additional 60 hours.
- 4 credits for a ten days work camp.

All these credits must be approved by the coordinator of the respective activity.

4) NCC

- 2 credits for 60 hours of training/parade/ other activities.
 - For an additional 60 hours more, students can get 1 additional credit.
 - For ID/RD/other such events, students can get an additional 2 credits.
 - For multiples of the above, students get 1 additional credit.
 - 1 extra credit for passing A/B/C/ other such Certificate examinations.
- All these credits must be approved by the NCC Officer.

5) EXTRA- ACADEMIC/ASSOCIATION ACTIVITIES

- All extra credit claims under this heading, will require sufficient academic input/contribution from students concerned.
- 2 credits for all first academic seminar presentations/paper reading
- 2 credits for publication in newspapers/journals/magazines/ compilations.
- For every subsequent activity of the above, students get an additional one credit.
- 1 credit for organizing international and national seminars amounting to 30 hours of recorded work.
- 1 credit for participating in two National/State level seminars/ workshop.
- 1 credit for measurable research work undertaken and Field trips amounting to 30 hours of recorded work.
- 1 credit for creating models in exhibitions/other exhibits.
- 1 credit for any voluntary social service/Nation building exercise which is equivalent to 30 hours.

All these credits must be approved by the Class Mentors.



CERTIFICATE COURSES

- Students can get additional credits (number of credits will depend on the course duration) from certificate courses offered by the college. The student must successfully complete the course.

These credits must be approved by the Course Coordinators.

- Students who execute summer projects/training in institutions of repute through national selection process, will get 2 credits for each such activity. This credit must be approved by the Class Mentors.

NOTE:

There are no credits for organizing or for serving as office bearers or volunteers for Inter-Class / Associations / Sports / Social Service, activities.

The office bearers and volunteers may be given a letter of appreciation by the respective staff coordinators.

All claims for the credit should be approved by the mentor within a fortnight of completing the activity and must be submitted in the prescribed format available in COE office, in the first week of March.

DOCUMENTATION CENTRE

St. Joseph's College has established a documentation centre in order to create a data base of all events, activities, programmes, projects, meetings, seminars, conferences, achievements, publications, awards-academic, curricular, co-curricular and extra curricular activities related to staff, students, management and alumni. Every detail of the life of our institution needs to be documented for perpetual memory. Hence the student leaders, office bearers of various associations, officials, Deans, HODs, Vice Principals COE and office superintendent are required to cooperate in this great task of compiling and documenting every event/activity by sending the required information along with the photographs, videos and reports in the prescribed proforma which may be downloaded from the college website and mailing the same to doc.sjc.2012@gmail.com on a day to day basis.



DOCUMENTS NEEDED FOR CERTIFICATES

The following are the document/s needed to apply for certificates from college:

(a) Duplicate marks card

- (i) Covering letter addressed to the Principal.
- (ii) The original acknowledgement from police station for the complaint you have registered regarding missing documents.
- (iii) Affidavit from a notary.
- (iv) Fee paid receipt.

(b) Consolidated marks card (Transcript)

- (i) Covering letter addressed to the Principal.
- (ii) Photocopy of all marks cards.
- (iii) Fee paid receipt.

(c) Migration certificate

- (i) Covering letter addressed to the Principal.
- (ii) Photocopy of all marks cards.
- (iii) Photocopy of TC.
- (iv) Fee paid receipt.

(f) Transfer Certificate & Provisional degree certificate

- (i) Covering letter addressed to the Principal.
- (ii) Photocopy of all marks cards
- (iii) Eligibility from the COE office
- (iv) Fee paid receipt.

(g) Character certificate, duplicate ID and Duplicate Hall ticket

- (i) Covering letter addressed to the Principal.
- (ii) Fee paid receipt.

(h) Any other certificate

Letter specifying the nature of the certificate, addressed to the Principal.



ADMINISTRATION / MANAGEMENT

Dr. Fr. Stanislaus D'Souza, SJ, M.A., Ph.D.	Provincial and President, BJES
Fr. Antony Joseph U.G, SJ, M.A.	Vice - President, BJES
Fr. Brian Pereira SJ, M.Sc., M.H.R., M.S. (P.C)	Rector
Dr. Fr. Praveen Martis SJ, M.Sc., Ph.D.	Principal
Dr. Fr. Richard Rego SJ, M.A., Ph.D.	Director, PG and research center
Fr. Sunith Prabhu, SJ, M.A., B.Ed.	Registrar
Fr. Louis D'Souza, SJ, B.A., B.Ed.	Finance Officer
Fr. Clarence D'Souza SJ, M.A., M. Phil.	Vice Principal (Humanities section)
Dr. Jacob N. Abraham, M.Sc., Ph.D.	Vice Principal (Science section)
Dr. Beatrice Sequeira M.Sc., Ph.D.	Vice Principal (PG section)
Dr. Melwin Colaco, M.Sc., Ph.D.	Campus Minister and AICUF Coordinator

DEANS

Prof. Regina Mathias, M.Sc., M.Phil.	Physical Sciences
Dr. Prema Gunasheeli, M.Sc., Ph.D.	Natural Sciences
Dr. Vijayaraghavan, M.A., Ph.D.	Languages
Dr. Latha Radhakrishnan M.A., Ph.D.	Social Sciences

WELFARE OFFICERS

Dr. Godwin J D'Souza M.Sc., Ph.D.	Physical Sciences
Mr. K.S Shiva Kumar, M.Sc.	Natural Sciences
Mr. Anuplal. G, M.A., SLET.	Social Sciences
Ms. Bojamma. B.E., M.Tech.	PG Section

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr. Fr. Praveen Martis SJ.	(Principal and Chairman)
Prof. Clement D' Souza	(Convener)
Dr. Divakar K. M.	
Dr. Ronald J.Mascarenhas	
Dr. Rabbi Akkiba Angiras	
Dr. Arul Mani	



Ms. Bojamma

Mr. Nirmal Joseph Dass

Mr. Sayeed Wajeed

Dr. Susan Mary Philip

[Note: there will be 3 more members representing the stake holders like students, parents and alumni]

Documentation Centre

Dr. Ronald J. Mascarenhas (Convener)

Mr. Madappa

Ms. Livia Antony

Mr. Charles. M.

Staff grievance redressal cell

Mr. R. Anantha Padmanabha Rao (Convener)

Dr. Latha Radhakrishnan

Dr. Thamizhseran

Examination grievance redressal cell

Dr. Ronald J. Mascarenhas (Convener)

Dr. Bopaiah

Dr. Vanitha N.M.

Student grievance redressal cell

Dr. Divakar K.M. (Convener)

Mr. Anuplal

Mr. M. S. Raja

Dr. Purushotham

Anti-sexual harassment committee

Dr. Padma Baliga (Coordinator)

Dr. Vanitha N.M.

Ms. Maria David

Mr. Jerome Nirmal Raj

Mr. Rajendra Y.J.

Dr. Shobha S.V.

Dr. U. Vijaykumari



Anti ragging committee

Dr. George Alexander (Coordinator)

Dr. Betty Bagyam Daniel

Dr. Poornima B.N.

Ms. Bruno Martin

Dr. Libi Thomas

Dr. Somaiah

STUDENT COUNCIL

Lt. E.M Nagrajan (Governor)

Prof. D. Kiran Jeevan

Lt. Akshay. D.M

Dr. Joyce Queeny D'Souza

Ms. Mamatha

Ms. Sheela Jose Thomas

Ms. Soumya

Mr. Madappa

EXAM SECTION

Dr. C. Mohana Das

Controller of Exams

Mr. John Binze

Deputy Chief Superintendent
of Exams

Dr. M.N. Nachappa

Examination coordinator

Ms. Pushpa Theresa

Manager of Exam. section

Ms. Iona White

Secretary, COE

Mr. Sanil Cornelio

System Analyst

Mr. Gopal

Attendance Incharge

TEACHING STAFF

DEPARTMENT OF LANGUAGES

1. DEPARTMENT OF KANNADA

Dr. Vijayaraghavan A.G. M.A., Ph.D.(HOD)

Dr. Poornima B.N, M.A., Ph.D.

Dr. Ramakrishne Gowda K.V., M.A., Ph.D.



2. DEPARTMENT OF ENGLISH

Dr. Cheriyan Alexander, M.A., Ph.D. (HOD)
Dr. Etienne Rassendren, M.A., Ph.D.
Dr. Mini Mark Bonjour M.A., Ph.D.
Dr. Arul Mani P. M.A., Ph.D.
Dr. Padma Baliga, M.A., M.Phil., NET., Ph.D.
Ms. Nalini Pai, M. A., M.Phil
Ms. Jyothsna M.A.
Ms. Namrata Harish, M.A.
Ms. Kannaki Deka, M.A.
Dr. Amritha Bannerjee, M.A. Ph.D.
Ms. Livia Antony, M.A.
Ms. Vijeta Kumar, M.A., NET.
Ms. Sherin Mathew M.A.
Ms. Neha Singh, MA., M.Phil., NET.
Ms. Soumya R., M.A., NET.

3. DEPARTMENT OF HINDI

Dr. Fariyal Sheikh, M.A., Ph.D. (HOD)
Mr. Nagarajan E.M., M.A., M.Phil.

4. DEPARTMENT OF SANSKRIT

Mr. Narasimha Murthy M.G., M.A. (HOD)

5. DEPARTMENT OF FRENCH

Ms. Satyasree B, BCJ Comm/Journalism, (FR-C1) (Coordinator)

6. DEPARTMENT OF GERMAN

Mr. Daniel Francis D'Souza, M.A. (B2-GR) (Coordinator)

7. DEPARTMENT OF TAMIL

Ms. Sarasu M.A. (Coordinator)



FACULTY OF SOCIAL SCIENCES

8. DEPARTMENT OF HISTORY

Fr. Clarence D'Souza, SJ., M.A., M.Phil. (HOD)

Ms. Jane D'Souza, M.A., M. Phil.

9. DEPARTMENT OF ECONOMICS

Dr. Latha Radhakrishnan, M.A., Ph.D. (HOD)

Dr. Subhashini. M. Krishnan, M.A., M. Phil. Ph.D.

Mr. Clement D'Souza, M.A., M. Phil.

Ms. Anitha Noronha, M.A., M.Phil., NET

Mr. Keshav Murthy K, M.A., SLET.

Dr. Manojit Bhattacharjee M.A., Ph.D.

Dr. Ayanendu Sanyal M.A., Ph.D.

10. DEPARTMENT OF SOCIOLOGY & INDUSTRIAL RELATIONS

Dr. Berin Lukas, M.A., M.Phil., Ph.D. (HOD)

Mr. Anuplal. G, M.A., SLET.

Ms. Maria, M.A., M. Phil.

11. DEPARTMENT OF POLITICAL SCIENCE

Mr. Jerome Nirmal Raj, M.A. (HOD)

Dr. Somaiah P.E, M.A., M.Phil., Ph.D.

Dr. Venkat. Lokanathan, M.A., M.Phil., Ph.D. (PG Coordinator)

Dr. Priyanka Mathur, velath M.A. Ph.D.

Ms. Aparajita Das, M.A. M.Phil.

12. DEPARTMENT OF SOCIAL WORK

Mr. D. Kiran Jeevan, M.S.W, LMSW (PG Coordinator)

Fr. Denzil Lobo SJ, M.S.W., (UG Coordinator)

Mr. Y.J. Rajendra, M.S.W. LLB

Lt. Akshay. D.M, M.S.W.

Mr. Varun Jagannath, M.S.W., NET.

Mr. Nirmal Joseph Das, M.S.W., NET.

Sr. Amitha M.S.W., NET.



Ms. Latha Paul M.S.W.

Ms. Saveetha Meganathan M.S.W.

13. DEPARTMENT OF COMMUNICATION

Dr. Fr. Richard Rego SJ, M.A., Ph.D. (HOD)

Dr. Fr. Francis Arackal, O.P, M. A., Ph.D.

Mr. Sathish Rajan, M.Sc., Vis.Com., DISM, NET. (UG Coordrinator)

Mr. Johnson Rajkumar M.S. Comm.

Mr. Mervin Victor, M.A.

Ms. Parinitha L Shinde, M.Sc., NET.

Mr. Nevil Pradeep D'Souza (Technician)

Mr. Venkatesh (Technician)

Ms. Anindita Biswas M.S. Comm.

14. DEPARTMENT OF STATISTICS

Mr. Ananda K.S, M.Sc. (Coordinator)

Mr. Manjunathswamy M.Sc.

15. DEPARTMENT OF PSYCHOLOGY AND COUNSELLING

Dr. Sr. Judith Lewis, UFS., M.A., Ph.D. (Coordinator)

Ms. Kinnisha Andrew, M.Sc.

Mr. Lancy Anil Francis Veigas, M.Sc.

FACULTY OF SCIENCES

16. DEPARTMENT OF PHYSICS

Dr. Sandiogo, M.Sc., Ph.D. (HOD)

Mr. Rodrigues Maria Sahaya Raj C.A, M. Sc., M.Phil.

Dr. Veena Adiga, M. Sc., M.Phil., Ph.D.

Ms. Lora Rita Goveas, M. Sc., M.Phil. (on FIP leave)

Ms. Joseline Joseph, M.Sc.

Dr. Rabbi Akkiba Angiras, M.Sc., Ph.D.

Ms. Sheela Jose Thomas, M.Sc., M.Phil.

Ms. Bruno Martin E., M.Sc., M.Phil.

Ms. Bessy Esthelene M.Sc., M.Phil.



Ms. Sreelakshmi, M.Sc., M.Phil.

Ms. Parul Goel, M.Sc., NET.

Dr. Arun Varma Tampan, M.Sc., Ph.D.

Dr. Veena S Parvathi, MSc., Ph.D.

17. DEPARTMENT OF CHEMISTRY

Dr. Nagaraju N., M.Sc., Ph.D. (HOD)

Dr. Sudha Gopalkrishna, M.Sc., Ph.D.

Mr. Anantha Padmanabha Rao R., M.Sc., M.Phil.

Dr. Michael Rajamathi R., M.Sc., Ph.D. (PG Coordinator)

Dr. Vijayashree Srinivasan, M.Sc., Ph.D.

Mr. Vedavyasa T.V., M.Sc., M.Phil.

Mr. Bhaskar T., M.Sc., M.Phil.

Dr. Vijayakumar Reddy K., M.Sc., Ph.D.

Dr. Jayashankar H., M.Sc., Ph.D.

Dr. Dennis L. Mascarenhas, M.Sc., Ph.D.

Dr. C. Mohana Das, M.Sc., Ph.D.

Dr. Ronald J. Mascarenhas, M.Sc., Ph.D.

Dr. Melwin Colaco, M.Sc., Ph.D.

Dr. Somashekariah B.V, M.Sc., Ph.D.

Dr. Sandra Misquith, M.Sc., Ph.D.

Dr. Shobha S.V., M.Sc., Ph.D.

Dr. Shanty Mathew, M.Sc., Ph.D.

Dr. Libi Thomas, M.Sc., Ph.D.

Dr. Fr. Praveen Martis, SJ, M.Sc., Ph.D.

Ms. Christine Nigli, M.Sc.

Dr. Joyce Queeny D'Souza, M.Sc., Ph.D.

18. DEPARTMENT OF MATHEMATICS

Ms. Renee D'souza, M.Sc. (HOD)

Mr. Stephen Titus, M.Sc., M.Phil.

Mr. John J. Binze, M.Sc., B.Ed., M.Phil.

Mr. Anantha Prasad Jain S.M., M.Sc., M.Phil.

Mr. B.M. Nasir, M.Sc.



Ms. Maria Ancy S, M.Sc., M.Phil.

Ms. Mohammed Ayesha M.Sc.

Ms. Sharal Prima Pinto, M.Sc.

Mr. Sudeep Stephen, M.Sc.

19. DEPARTMENT OF BOTANY

Dr. Betty Bagyam Daniel, M.Sc., Ph.D. (HOD)

Dr. D.N. Saraswathi Raman, M.Sc., Ph.D.

Dr. Haridasan V. K., M.Sc., Ph.D.

Dr. Prema Gunaseeli, M.Sc., Ph.D.

Dr. Bopaiah A. K., M.Sc., Ph.D.

Dr. Divakar K. M., M.Sc., Ph.D. (PG Coordinator)

Dr. Purushothama K. B., M.Sc., Ph.D.

Dr. N. Thamizhseran, M.Sc., Ph.D.

Dr. Jacob N. Abraham, M.Sc., Ph.D.

Dr. Jacob Paul.V.J., M.Sc., M.Phil., M.Ed., Ph.D.

Dr. Jayarama Reddy, M.Sc., Ph.D.

Dr. S. Rajamani, M.Sc., M.Phil, Ph.D.

Dr. U. Vijaya Kumari, M.Sc., M. Phil., Ph.D.

Ms. Poonam Ahuja, M.Sc., NET.

20. DEPARTMENT OF BIOTECHNOLOGY

Mr. Madappa, M.Sc., M. Phil. (Coordinator)

Dr. Grace Prabhakar, M.Sc., Ph.D.

Dr. Susan Mary Philip, M.Sc., Ph.D.

21. DEPARTMENT OF ZOOLOGY

Ms. Ivan Mary Parimala, M.Sc. (HOD)

Dr. George Alexander, M.Sc., Ph.D.

Mr. Thomas P. Zachariah, M.Sc., B.Ed., SLET .

Mr. K. S. Shivakumar, M.Sc.

Ms. Sabitha Thomas, M.Sc, M.Phil.

Mr. Charles, M.Sc.

Mr. John Paul, M.Sc.



22. DEPARTMENT OF ELECTRONICS

Dr. Bobby Mathew, M.Sc., B.Ed., Ph.D. (HOD)

Ms. Regina Mathias, M.Sc., M.Phil.

Dr. Godwin J. D'Souza, M.Sc., Ph.D.

Mr. Gregory Sequeira, M.Sc., M.Phil., B.Ed.

Ms. Priyanka Parmar, M.Sc., M.Phil.

23. DEPARTMENT OF MICROBIOLOGY

Mr. Syed Wajeed, M.Sc., NET. (HOD)

Dr. Beatrice Sequeira, M.Sc., NET., Ph.D. (PG Coordinator)

Dr. Vanitha N.M, M.Sc., SLET., Ph.D.

Ms. Jothy .W, M.Sc., M.Phil., NET.

Ms. Mamatha S., M.Sc., NET.

Dr. Popy Dutta, M.Sc., Ph.D.

Ms. Ria Saha, M.Sc. SLET

Ms. Shalmali Kamath Prabhu, M.Sc., NET.

24. DEPARTMENT OF ENVIRONMENTAL SCIENCE

Mr. Prabhakar, B.S., M.Sc. SLET. (HOD)

Dr. Ebenezer Wilson, M.Sc., M.Phil., Ph.D.

25. DEPARTMENT OF COMPUTER SCIENCE & B.C.A

Dr. Nachappa M.N, M.Sc., M. Phil., Ph.D. (HOD)

Ms. Suja Jacob, M.C.A., M. Phil.

Ms. Mary Merline Rani, M.C.A, M.Phil.

Ms. Sandhya N, M.C.A.

Ms. Mrinmoyee, M.C.A., M.Phil.

Ms. Jiji George, M.C.A., M. Phil.

Ms. Bhanu, M.C.A, M. Phil.

Mr. Prasad C.N., M.C.A.

Ms. Bojamma, B.E.

Mr. Arunodhayan Sam Solomon, M.Sc.

Ms. Shashikala, M.C.A., M.Phil.

Mr. Selwyn Paul, M.Sc.



Ms. Jayathi Bhadra, M.C.A., M.Phil.

Ms. K. Vaishnavi, M.Sc.

26. DEPARTMENT OF PHYSICAL INSTRUCTION

Mr. Newton K, M.P.Ed., M.Phil.

Mr. Lawrence Rodrigues B.Com., C.P.Ed.,

LIBRARY STAFF

Mr. Syeid Ahmed Sailani, B.B.M, M.Lib. Sc.

Ms. Anusuya B.N, D.Lib.

Mr. Omprakash D.

Mr. Joseph Pinto B.A, B.Lib. Sc.

ADMINISTRATIVE STAFF

Mr. Anil D'Souza (Manager)

Ms. Jayashree P.R.

Mr. Michael Jayarathinam

Mr. Devaraj M.

Mr. Naresh Paul S.

Mr. Vincent F.

Mr. Anthony Lawrence Y.

Mr. Rajkumar H.

Mr. Shanthu Raj A.

Mr. Anand Mathias

Ms. Preema Ruzario

Ms. Pramila Kumari

Ms. Pramila S.A.

Mr. John Christy

Accounts Staff

Mr. Sunil P.G.

Mr. Bernard Rodrigues



I.T. Staff

Mr. Adarsh Raj (Network and System Administrator)

Mr. Venkatesh (Technician and web Administrator)

Mr. Jimmy Rallyson (Auditorium Technician)

Hostel Staff

Fr. Valerian Castelino SJ Director

Mr. Anil D'Souza Warden (Administration)

Mr. Anil Veigas Warden (Student Co-ordinator)

Mr. Bernard Rodrigues Warden, Berchmans Hostel

St. Joseph's College Civil Service Coaching Institute

Mr. Anil Kumar .P Administrative coordinator

Mr. Nagarjuna A.S Academic coordinator

Ms. Victoria Fernandes Administrative assistant-coordinator

Laboratory / Support Staff

Mr. Venkataramana B.	Mr. Sagayanathan M.	Mr. Maria Thomas D.M.
Mr. Thomas Paul	Mr. Panchakshari N.	Mr. Aloysius D. Crasta
Mr. Lucas C.	Mr. Venkatappa K.B.	Mr. Sagayanathan M.
Mr. Kashiraja	Mr. Anthuvan P.K.	Mr. Colombus Stephen D.
Mr. Ramesh N.	Mr. Henry Goveas	Mr. Ramanjulu G.
Mr. Hrudayaraju K.	Mr. Veerashekarana K.	Mr. Chandraiah H.K.
Mr. Anthony Swamy	Mr. Manohar D.	Mr. Don Bosco F.
Mr. Ramesha M.	Mr. Meshak	Mr. Maria Susai P.K.
Mr. Gopal	Mr. Dominic Savio Z.	Mr. Shekar M.
Mr. Rajkumar	Mr. Dennis Tauro	Mr. Babu D.N.
Mr. M. Mani	Mr. P. Michael	Mr. S. Abraham
Mr. Philip Kumar C.	Mr. Krishnaia K.	Mr. Gerard Christopher. R
Mr. Maria Joseph Lawrence		



CALENDAR 2014-15



1	SUN	JUNE - 2014
2	MON	College reopens for academic year 2014-15. General staff meeting
3	TUE	College reopens for academic year 2014-15 for II & III year UG and II year I students
4	WED	Regular classes start for academic year 2014-15 for II & III year UG and II students
5	THU	
6	FRI	Principal's meeting with Welfare Officers and Vice principals at 12.00noon
7	SAT	
8	SUN	
9	MON	Regular classes start for academic year 2014-15 for I year UG and PG student
10	TUE	
11	WED	
12	THU	
13	FRI	Principal's meeting with IQAC team at 12 noon
14	SAT	
15	SUN	
16	MON	IGNITORS: Integral formation programme



17	TUE	IGNITORS: Integral formation programme JUNE - 2017
18	WED	IGNITORS: Integral formation programme: Issue of Nonimation for Student
19	THU	First activity for English; Special supplementary examination results will be a
20	FRI	Principal's meeting with class mentors and deans at 12.00 noon
21	SAT	St. Aloysius Gonzaga S.J.
22	SUN	
23	MON	
24	TUE	Principal's meeting with Sports department at 1 pm
25	WED	Selection of teams for various sports and games activities
26	THU	
27	FRI	Elections for Student Council; First activity for languages
28	SAT	
29	SUN	
30	MON	
Important Notes :		
Important Notes :		
Important Notes :		
Important Notes :		



1	TUE	Instruction of subjects other than English and Languages JULY - 2014
2	WED	
3	THU	Feast of St. Thomas
4	FRI	Principal's meeting with languages faculty at 12.00 noon Common inauguration of Academic and Cultural associations 3.00 pm
5	SAT	
6	SUN	
7	MON	Interclass Table Tennis tournament
8	TUE	
9	WED	World Population day
10	THU	
11	FRI	Principal's meeting with English faculty at 12.00 noon Principal's meeting with Foundation course faculty at 3 pm
12	SAT	
13	SUN	
14	MON	Announcement of Mid-Semester Test; Inter classs Chess tournament (14-19)
15	TUE	
16	WED	



17	THU	JULY - 2014
18	FRI	Principal's meeting with Political Science, Industrial Relations and Sociology faculty at 12.00 noon
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	Principal's meeting with Social Work and Psychology faculty at 12.00 noon
26	SAT	Last day for entering first activity marks
27	SUN	
28	MON	Id-Ul-Fitar [H]
29	TUE	
30	WED	
31	THU	Feast of St. Ignatius of Loyola S.J. [H]
Important Notes :		



1	FRI	Principal's meeting with Economics and History faculty at 12.00 noon AUGUST 2014 Mid semester test starts
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	Hiroshima day
7	THU	Docu-Drama on 200th Anniversary of restoration of Society of Jesus at 3 pm
8	FRI	Principal's meeting with Chemistry faculty at 12.00 noon
9	SAT	
10	SUN	
11	MON	Second activity for English
12	TUE	
13	WED	
14	THU	
15	FRI	Independence day [H]
16	SAT	Pratibha - inter class cultural fest

40



17	SUN	AUGUST 2014
18	MON	Second activity for Languages and other subjects. Eligible candidates will pay 'makeup' test fees and submit the prescribed filled in form to the COE office.
19	TUE	Principal's meeting with Physics faculty at 1pm
20	WED	
21	THU	Last date for entering mid semester marks
22	FRI	1. Last day for paying makeup test fees and submitting the prescribed filled in the COE office (2). Principal's meeting with Maths and Statistics faculty at 1
23	SAT	Principal meets welfare officers to decide on parent teachers' meeting
24	SUN	
25	MON	
26	TUE	Letters will be given for parent teachers' meeting
27	WED	
28	THU	Last practical class (11th)
29	FRI	Varasiddi Vinayaka Vratha [H]
30	SAT	EXODUS
31	SUN	EXODUS
Important Notes :		



		Practical classes ending: 3.00 pm - 4.00 pm SEPTEMBER 2014
1	MON	Notification of semester examination. Supplementary students may pay the semester examination fee (Theory and practicals) and submit the filled in application form to COE office. Provisional time table for the theory and practical examination will be announced
2	TUE	Practical Classes are converted to theory classes. Parents teachers' meeting 3 Makeup test for the eligible candidates will start
3	WED	
4	THU	
5	FRI	Teachers' Day
6	SAT	Governing Council meeting
7	SUN	
8	MON	Nativity of Mary. [H]
9	TUE	Last date for entering activity marks All practical classes are converted to theory classes
10	WED	
11	THU	
12	FRI	1. Last day for paying supplementary examination fee without fine 2. Principal's meeting with Electronics faculty at 12.00 noon
13	SAT	
14	SUN	
15	MON	Last day for paying supplementary examination fee with fine. Last day for submitting makeup test marks



16	TUES	Wednesday Welfare Officer day SEPTEMBER 2014
17	WED	At 4 pm all entries of CA marks will be blocked for update process
18	THU	
19	FRI	Principal's meeting with Mass communication and BVC faculty at 12.00 noon
20	SAT	Last day for theory classes for Science batches
21	SUN	
22	MON	Practical examinations start
23	TUE	Mahalaya Amavasya [H]
24	WED	Last day for the first semester UG and PG student to report to the COE office regarding name correction & CA marks correction, if any, in the CA marks statement
25	THU	List of ineligible candidates to write the foundation course exam, will be displayed on the notice board. Principal's meeting with Welfare Officers and Vice Principals
26	FRI	Principal's Meeting with Botany and Zoology faculty at 12.00 noon
27	SAT	List of ineligible candidates to write the semester exam will be announced and tickets of ineligible candidates will be blocked. BOE meeting for Languages
28	SUN	
29	MON	World animal day
30	TUE	Last teaching day; Foundation course examination
Notes :		



1	WED	BOE / BOS meeting OCTOBER 2014
2	THU	Gandhi Jayanthi, Study holidays begin. Staff picnic. [H]
3	FRI	Maha Navami, Ayudha Pooja [H] All eligible candidates can download the hall tickets after 4 pm
4	SAT	Vijaya Dashami [H]
5	SUN	Bakrid [H]
6	MON	BOE / BOS meeting
7	TUE	BOS meeting
8	WED	Valmiki Jayanthi [H]
9	THU	Faculty programme
10	FRI	Faculty programme
11	SAT	Semester examination begins
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	



17	FRI	OCTOBER 2014
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	Naraka Chathurdashi [H]
23	THU	
24	FRI	Diwali [H]
25	SAT	Outreach programme for all first year PG students (except MSW students)
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	End of semester. Holidays start
31	FRI	
Important Notes :		



1	SAT	Kanakadasa Jayanthi [H] NOVEMBER 2014
2	SUN	
3	MON	
4	TUE	Moharrum [H]
5	WED	
6	THU	
7	FRI	
8	SAT	Kanakadasa Jayanthi [H]
9	SUN	
10	MON	Industrial visit (10th Nov to 15th Nov) for MSW Students
11	TUE	
12	WED	
13	THU	Odd semester examination provisional results will be announced.
14	FRI	
15	SAT	
16	SUN	



17	MON	Evening classes NOVEMBER 2014
18	TUE	
19	WED	
20	THU	
21	FRI	1. Last day for reporting correction in name, CA marks in the result sheet Last day for applying for revaluation. 2. World fisheries day 3. Principal's meeting with welfare officers and vice principals at 12 noon
22	SAT	
23	SUN	
24	MON	First activity for English for even semester
25	TUE	
26	WED	St. John Berchmans S.J. Last day for submitting Term Paper
27	THU	
28	FRI	Principal's meeting with Computer Science and BCA faculty at 12.00 noon
29	SAT	Publication of revaluation of papers results
30	SUN	
Important Notes :		



1	MON	First activity for languages, Inter class football tournament DECEMBER 2014
2	TUE	
3	WED	World Conservation Day
4	THU	
5	FRI	Sports Day
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	First activity of subjects other than English and Languages Principal's Meeting with Biotech, Microbiology and Environment Science faculty
13	SAT	
14	SUN	
15	MON	
16	TUE	



17	WED	DECEMBER - 2014
18	THU	
19	FRI	
20	SAT	Christmas celebrations
21	SUN	
22	MON	Christmas holidays start
23	TUE	
24	WED	
25	THU	Christmas [H]
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	
Important Notes :		



1	THU	New Year Day [H] JANUARY 2015
2	FRI	Classes start after Christmas holidays. Last day to enter first activity marks. VI semester students must submit the Term Paper to the respective guides by t
3	SAT	Milad-un-nabi [H]
4	SUN	
5	MON	
6	TUE	Principal's meeting with Examination committee at 1.00 pm
7	WED	
8	THU	
9	FRI	
10	SAT	
11	SUN	
12	MON	Last day for entering the Term Paper marks
13	TUE	
14	WED	Makara Sankranthi [H]
15	THU	
16	FRI	Principal's meeting with Staff Council at 12.00 noon

50



17	SAT	JANUARY 2015
18	SUN	
19	MON	Mid semester test starts
20	TUE	
21	WED	
22	THU	
23	FRI	Principal's meeting with IQAC team at 12 noon
24	SAT	
25	SUN	
26	MON	Republic Day [H]
27	TUE	
28	WED	
29	THU	IV semester students will submit the Title and the name of the guide to the class mentor
30	FRI	Second activity for English Visages-intercollegiate cultural fest
31	SAT	Visages-intercollegiate cultural fest
Important Notes :		



1	SUN	FEBRUARY - 2015
2	MON	Second activity for Languages and other subjects. Eligible candidates will pay makeup test fees and submit the prescribed filled in form to the COE office
3	TUE	
4	WED	St. John de Britto SJ.
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	Last day for paying fees for makeup test and submitting the prescribed filled in form to the COE office
10	TUE	Last date for entering mid semester marks
11	WED	
12	THU	
13	FRI	Principal meets welfare officers to decide on parent teacher's meeting at 12.00
14	SAT	
15	SUN	
16	MON	Letters will be given for parent teachers' meeting. Last practical class (11th)



17	TUE	Makeup test for the eligible candidates will start FEBRUARY 2015
18	WED	Makeup test for the eligible candidates will start Ash Wednesday
19	THU	
20	FRI	Parent teachers' meeting : 3.00 pm - 4.00 pm. Notification of semester examination. Supplementary students may pay the semester examination fees (Theory and practicals) and submit the filled in application form to COE Provisional time table for the theory and practical examination will be announ
21	SAT	Parent teachers' meeting 12 noon - 1 pm
22	SUN	
23	MON	All practical classes are converted to theory classes
24	TUE	
25	WED	Last date for entering second activity marks
26	THU	
27	FRI	Thanksgiving day. Common Valedictory of associations at 3 pm
28	SAT	Last day for paying supplementary examination fee without fine. National Science Day
Important Notes :		



1	SUN	MARCH 2015
2	MON	Last date for submitting the documents regarding additional credits to the class
3	TUE	Last day for paying supplementary examination fee with fine. Last day for su makeup test marks
4	WED	Thanksgiving mass at 3 pm
5	THU	Class mentors must submit additional credits to the COE office in the prescribed
6	FRI	At 4 pm all entries of CA marks will be blocked for update process. College
7	SAT	
8	SUN	
9	MON	
10	TUE	Last teaching day for science section
11	WED	Last day for UG and PG students to report to the COE office regarding CA marks correction if any, in the CA marks statement. Practical examinations start
12	THU	
13	FRI	Farewell day for outgoing students
14	SAT	
15	SUN	
16	MON	



17	TUE	MARCH 2015
18	WED	BOE meeting
19	THU	St. Joseph's Feast [H]
20	FRI	
21	SAT	Ugadi [H] World Forestry Day
22	SUN	World Water Day
23	MON	BOE meeting
24	TUE	Last teaching day. Foundation course examination
25	WED	Study holidays start. BOE meeting
26	THU	
27	FRI	Faculty programme
28	SAT	Faculty programme
29	SUN	
30	MON	
31	TUE	Semester examinations start
Important Notes :		



1	WED	International Birds Day APRIL - 2015
2	THU	Mahaveer Jayanthi [H] Maundy Thursday
3	FRI	Good Friday [H]
4	SAT	Holy Saturday
5	SUN	Easter
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	
12	SUN	
13	MON	
14	TUE	Ambedkar Jayanthi [H]
15	WED	
16	THU	



17	FRI	End of semester examination. Last signing day for the semester APRIL - 2015 Summer holidays start
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	World earth day
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	Publication of provisional result of even semester examinations
Important Notes :		



1	FRI	Monday [H]
2	SAT	Basava Jayanthi [H]
3	SUN	
4	MON	Notification of special supplementary examinations
5	TUE	
6	WED	
7	THU	Class mentors to submit the prescribed list of additional credits to the COE of
8	FRI	
9	SAT	
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	Publication of revaluation of papers results
16	SAT	



17	SUN	MAY - 2015
18	MON	Last day for payment of special supplementary examination fees and submission of application form to the COE office
19	TUE	
20	WED	
21	THU	
22	FRI	World Bio diversity day
23	SAT	
24	SUN	
25	MON	Special supplementary examinations start
26	TUE	Faculty Programme
27	WED	Faculty Programme
28	THU	Faculty Programme
29	FRI	Faculty Programme
30	SAT	Faculty Programme
31	SUN	
Important Notes :		



NOTES

The image features a large, hollow five-pointed star centered on a page. The star is formed by thick black outlines. Behind the star, there are 18 horizontal lines, which are part of a standard set of 21 lines used for handwriting practice. The lines are evenly spaced and extend across the width of the page. The word "NOTES" is printed in a simple, black, sans-serif font at the top center of the page, positioned between the top two horizontal lines. The star's points extend to the top and bottom edges of the page, while its horizontal base is positioned between the 10th and 11th lines from the top.

