



VISION OF THE UNIVERSITY

Through holistic education, we strive for a just, secular, democratic, and ecologically sensitive society which empowers the poor, the oppressed and the marginalized.

MISSION STATEMENT

In keeping with our Jesuit heritage, we aim at an integral formation of our staff and students, to be men and women who will be agents of societal change, by enabling them to attain academic and human excellence in a teaching-learning environment that fosters intellectual curiosity, ceaseless enquiry, personal integrity, social commitment, creativity, critical thinking, and innovation.

Motto

Fide et Labore meaning 'Faith and Toil'



St Joseph's University
#36 Lalbagh Road, Bengaluru 560027

Affix recent
stamp size
photograph

Student Information

Name:.....

Year & Reg. No.:.....

Blood Group:.....

E-mail:..... Phone:.....

Father's Name:.....

E-mail:.....

Occupation:..... Phone:.....

Mother's Name:.....

E-mail:.....

Occupation:..... Phone:.....

Residential Address:.....

.....

Office Address (Parents):.....

.....

Address of Hostel/Paying Guest House:.....

.....

Guardian/Lodging House:.....

.....

Signature of the Parent/Guardian

Signature of the Student

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MILESTONES

1882	St Joseph's University was established as St Joseph's College in September 1882, by the Fathers of the Paris Foreign Mission. Affiliated to Madras University as a Second Grade College.
1926	Madras University accorded the college the status of a 'First Grade University'.
1937	The Fathers of the Paris Foreign Mission handed over the institution through the Diocese of Mysore to the Society of Jesus.
1949	Following reorganization of States, the college was affiliated to the University of Mysore.
1964	The college was affiliated to Bangalore University.
1967	The college was granted permanent affiliation to Bangalore University.
1972	The Commerce sections and Evening College sections were separated to form St Joseph's College of Commerce and St Joseph's Evening College, respectively.
1982	The college centenary year was celebrated.
1986	Became the first affiliated college in Karnataka to offer postgraduate courses.
1998	The college was the first affiliated institution to get Research Centre status.
1999	The college was accredited with four stars (Score 70-75%) by NAAC.
2001	Following the Karnataka state policy of bifurcation, the Pre-University section was evolved to become St Joseph's PU college and the Degree sections were shifted to the new buildings at No. 36, Labagh Road, Bangalore.
2004	The college was accredited as 'College with Potential for Excellence' (CPE) by UGC.
2005	The college was granted Autonomous status up to 2010-11.
2006	The college was reaccredited with 'A' Grade (Score 85.3%) by NAAC.
2007	The college celebrated 125 years of its establishment.
2009	A postal stamp of the Institution was released by the Department of Posts, India, to commemorate the 125 th Post Centenary Celebration of its establishment.
2010	Extension of autonomous status was granted from 2010-11 to 2015-16.
2012	Accredited with 'A' grade (CGPA of 3.73/4.00; Score 93.25%) by NAAC.
2012	Celebrated the Platinum Jubilee of its administration by the Jesuit Order.
2014	The college was conferred with the status of 'College of Excellence' (CE) by UGC.
2016	Extension of Autonomous status - granted from 2016-2017 to 2021-2022 by UGC.
2017	The college was re-accredited with A++ Grade and 3.79/4 CGPA in the 4 th cycle by NAAC. Postgraduate science departments were awarded the DST FIST grant.
2018	Inauguration of MAGIS block by the 31 st Superior General Rev. Fr Arturo Sosa SJ The Departments of Biotechnology, Chemistry and Botany were elevated to Star Status under the DBT Star College scheme.
2021	St Joseph's University Bill passed in the Karnataka Legislative Assembly. St Joseph's University Bill becomes an Act.
2022	Govt of Karnataka notifies the establishment of St Joseph's University. St Joseph's University is officially inaugurated by the Hon. President of India.

Vice-Chancellor's Message

Dear Josephites,

St Joseph's University heartily welcomes you. You are now a member of the global Josephite family - a rich legacy of 140 years. SJU is the third Jesuit University in India and one of the largest Jesuit educational institutions in the country.

Our Institution, founded as St Joseph's College in 1882, is administered by the Society of Jesus [SJ], also known as The Jesuits and is registered under the Bangalore Jesuit Educational Society (BJES). St Ignatius of Loyola, a Spanish priest founded this Catholic religious order in 1540. In 1882, a group of French Christian priests belonging to the Paris-based foreign mission came to Bangalore and established St Joseph's College. In 1937, the management of the Institution was transferred to the Society of Jesus. Ever since, following in the footsteps of their patron St Ignatius, the members of the Society of Jesus have been actively involved in the field of education across the globe.

In 2018, the MHRD upgraded St Joseph's College (Autonomous) to St Joseph's University status under the Rashtriya Uchchathar Shiksha Abhiyan (RUSA) 2.0 Scheme. In 2021, the Government of Karnataka passed the St Joseph's University Bill. In July 2022, via formal notification from the Government of Karnataka, St Joseph's College (Autonomous) was officially upgraded to St Joseph's University, making SJU the first-of-its-kind Public-Private-Partnership (PPP) University in India. A religious minority institution, SJU caters to the education of Catholic youth. All the more, it opens its gates to every student irrespective of caste, creed, gender, region and nationality. In keeping with the admission policy of the management, the socio-economically marginalised groups receive special preference.

Staff-Student Rapport

Our lives are influenced and shaped by the people with whom we constantly interact. Here at SJU, your teachers will play a very important role in mentoring and guiding you. You can benefit from their rich experience and knowledge by interacting with them both in and out of the classroom. All classes will have one or two mentors. The role of the Class Mentor is to support and monitor student progress and provide advice and support to the students under their care, on academic, co-curricular and extracurricular matters.

Parents and Guardians

Parents and guardians are partners with the University in the task of total and integral education of their wards. In keeping with this concept of 'partnership' in education, the Vice-Chancellor invites the parents/guardians of students a few times a year to discuss the performance of their wards. The dates of the meetings will be intimated in advance.

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 University welcomes suggestions from parents and well-wishers.

May God bless St Joseph's University.

Rev. Dr Victor Lobo, SJ

OBJECTIVES OF ST JOSEPH'S UNIVERSITY

I. Academic Excellence

St Joseph's University places high value on academic excellence. The courses are rigorous and need daily application of effort. Presentations and participation in seminars and workshops are part of academic life and train students in critical and scientific thinking. Students are encouraged to join at least one of the many associations of the University and thus experience intellectual growth and develop a spirit of inquiry.

II. Social Concern

Preparing persons for the service of others is the aim of education at St Joseph's University. Social concern is at the heart of the education philosophy at St Joseph's. Great emphasis is laid on ensuring that students are aware of the many social ills and injustices prevalent in our society. Students are expected to be considerate to people who are less privileged and oppressed, and be persons of concern, compassion and conscience.

III. Character Formation

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

FACILITIES ON CAMPUS

INFRASTRUCTURE

LIBRARY

St Joseph's University Arrupe Library and Information Centre is a well-stocked library on the third floor of the Academic block that caters to the needs of undergraduate, postgraduate, and research staff and students. The library is regularly updated with recent and relevant books, journals and e-resources across all disciplines.

LABORATORIES

Well-equipped laboratories are available for all science disciplines in the undergraduate as well as postgraduate campuses. Great emphasis is placed on imparting hands-on skills to students. State-of-the-art studios with high-end equipment and best-in-class editing suites for both video editing and sound design are provided for students of Visual Communication, Film making, and Animation courses. A Language learning facility and Material Production Centre are available for use by students of Journalism courses.

COMPUTER AND NETWORKING FACILITIES

A computer and networking facility is housed in the library and is available for use by undergraduate and postgraduate students. A networking facility funded by the Department of Science and Technology, GoI (DST-FIST) grant has been set up on the 2nd floor of the Magis Block. This facility is available for faculty and students for research and project work.

HOSTELS

In order to accommodate boys and girls from other states, the University runs three hostels. The hostels on campus and at Ejipura provide boarding facilities for 150 boys. Girls can avail hostel facilities at Sneha Nilaya, run by Franciscan Sisters of the Immaculate with whom the University has an MoU (For more details, contact sjch.admissions2022@gmail.com).

CANTEEN/CAFETERIA

The food courts on the third floor of the Magis Block offer delicious food and meals at affordable prices. There are separate canteens in the postgraduate block and at Arrupe Block for the convenience of students in these blocks.

AUDITORIUM AND SEMINAR HALLS

The St Joseph's University Auditorium complex on the undergraduate campus houses a state-of-the-art auditorium that houses 1100 people, besides multiple smaller seminar halls that can be used for conferences, seminars and meetings of different audience sizes. The

Xavier Hall and Audio-Visual room on the postgraduate campus are also used for hosting meetings and events that cater to a variety of disciplines.

CAMPUS Wi-Fi

The campus is Wi-Fi enabled and high-speed Wi-Fi is available in all academic blocks for use by faculty and students.

OBSERVATORY

The university has two astronomical observatories. One is housed atop the Science block and employs a 12-inch Cassegrain Telescope mounted on an equatorial system in the Ritchie Cretian mode. The second observatory is located on the terrace of the PG Block and has an 8-inch telescope in the Schmidt-Cassegrain mode having a focal ratio of f/10 with Dual-Fork, Alt-Azimuth mounting. Sky-watching programs are organized regularly during the clear sky season. In Bangalore, this usually falls between the months between December and May.

SPORTS & GAMES FACILITIES

St Joseph's University has carved out a name for itself in sports and games. The University has well-equipped basketball and badminton courts, a football field, and a gymnasium. Students are encouraged to participate in inter-class, inter-collegiate and University tournaments. Students should enroll themselves with the Physical Education Director or Sports Coaches for regular practice, which is a requirement for selection into the sports and games teams.

HEALTH CENTRE

First aid facilities are provided in all the blocks of the campus. There is an infirmary in the Arrupe Block. The University has an MoU with St Philomena's Hospital for all medical emergencies.

BANK & ATM

The extension counter of South Indian Bank operates on the University campus. An ATM of South Indian Bank is situated on the PG campus for use by students and staff.

PHOTOCOPYING AND STATIONERY

The campus has a photocopying facility for the staff and the students at a nominal fee in the library. Photocopying and printing facility is also available in the stationery store. Note books & stationery are available in the stationery store on the University campus.

II. STUDENT SUPPORT SERVICES

MID-DAY MEAL SCHEME

The University provides mid-day meals for economically disadvantaged students who are encouraged to avail themselves of this scheme. They must contact the Campus Minister at the beginning of the academic year.

STUDENT SCHOLARSHIPS

Scholarships are available from the University management for economically disadvantaged students. Students who meet the scholarship eligibility criteria can apply for these scholarships. Information regarding the application process will be notified on the University notice board and the website.

Students are encouraged to apply for government and other scholarships online, if they fulfil the required eligibility criteria mentioned on the respective websites. Details can be obtained from the University's Scholarship Office.

COUNSELLING CENTRE

The Counselling & Wellness team is committed to providing empathetic, non-judgmental, and genuine support. The emphasis is on enhancing the emotional well-being and empowering students. The counselling service on campus has a team of compassionate therapists who are devoted and use evidence-based interventions to help students develop effective coping skills. All sessions are kept confidential and anonymous.

PLACEMENTS AND SKILL DEVELOPMENT CELL

The University has a placement cell that provides students with information on careers and jobs. Besides arranging placements (on and off-campus), the cell also organizes interviews, career counselling, career mapping, internships, and aptitude tests for the final year students.

CAMPUS MINISTRY

The Campus Ministry at St Joseph's University is a vibrant team of teaching faculty who take care of the corporal and spiritual needs of students and staff members. At the spiritual level, Holy mass is organised every Friday with special emphasis on first Friday masses. Four special masses are celebrated for the inauguration of the academic year, the feasts of St Joseph, St Ignatius of Loyola and Christmas.

The Campus Ministry organizes HRD classes for non-Catholic students and theology classes for second-semester Catholic students.

All India Catholic University Federation (AICUF), under the guidance of the Campus Ministry, has its own coordinators and is involved in organising masses, as well as various outreach programmes, organizing MAGIS, and attending workshops and conferences. A group consisting of all religious faculty and students from various congregations in the University named 'SJU Religious' also comes under the auspices of the ministry. The group helps in organising masses and talks. They pray together, have adoration, recite the rosary and conduct spiritual exercises. The Campus Ministry also takes care of the mid-day meal scheme.

THE JOSEPHITE RESEARCH FORUM

The Josephite Research Forum (JRF) encourages the exchange of ideas and enables undergraduate students across disciplines (Sciences, Commerce, and Humanities) to do short research projects. Undergraduate students and faculty of various disciplines are active members of the forum. Eligible research proposals may be funded by the DBT (Department of Biotechnology, Government of India) Star College grant. I and II year students can subsequently submit this research work as a term paper.

POSTGRADUATE DIPLOMA COURSES

St Joseph’s University offers a set of job-oriented PG Diploma courses for the benefit of SJU students, working professionals, and job seekers. The PG diploma programmes offered are handled by experienced SJU staff in collaboration with industry experts.

Key Features:

- Admissions are open for UG and PG students of SJU and from other institutions.
- On-the-job training (OJT) with a sharp industry focus.
- Course timings are tailored to enable students and working professionals to attend class.

No.	Postgraduate Diploma Courses offered:
1	Cyber Security
2	Data Analytics
3	Financial Management (PGDFM)
4	Digital Marketing (PGDDM)
5	Entrepreneurship (PGDE)
6	Human Resource Management (PGDHRM)

OUTREACH PROGRAM

In order to form ‘Men and Women for and with others’, the University provides a space for the students to engage in various social action programmes (and extension activities). The

Outreach Program is mandatory and is part of the basic curriculum and a course completion requirement of the University. The allotted hours for the outreach activities are: 60 hours for UG and 40 hours for PG.

The primary objective of the Outreach Program is to provide students with a platform to explore and develop the art of critical thinking, leadership skills and techniques of making meaningful interventions to build a just and equitable society.

CLASS MENTORS

The Latin phrase *Cura Personalis* is a significant Jesuit value at the core of all Jesuit academic endeavours and SJU is no exception. The value aptly describes the relationship between teachers and students at SJU. The phrase translates as 'Care for the whole person.' The mentor offers help, emotional support, guidance, and motivation to the students while they spend their time at SJU. The mentor must be the link between the student and the department, the course teachers, and parents. The mentor will be required to apprise the students of all facilities that are made available for them on campus.

The role of a mentor in SJU is an important one as it involves forming a long-term relationship with students to encourage and empower their personal growth. Each class will have one or two class mentors. The list of class mentors for each class is available on pages 68-72 of this handbook. The role of the class mentor is to support and guide students and contribute to the overall development of their mentees.

Objectives of Mentoring

- To be a link between the student and the department, the course teachers, and parents.
- To help students in any way in which they may require guidance and support. If required, the mentor should refer the student to the Counselling centre.
- To monitor the student's academic progress.
- To make the student aware of Library Facilities, Internet Facilities, Scholarships, Remedial Courses, Counselling Facilities, Credit System, NSS, NCC, AICUF, CSA, Cultural Associations, Grievance Committees, Placement, Canteen, Mid-day Meal Scheme, Certificate Courses and other facilities.
- To approve additional credits.

REGULATIONS AND CODE OF CONDUCT

STUDENT CODE OF CONDUCT ON CAMPUS

- A warning bell for each class is given five minutes before the commencement of classes. Students should be in their allotted classrooms before the second bell.
- Students must observe punctuality. At the discretion of the Lecturer, a student may be permitted to enter the classroom if not more than 10 minutes late for the first hour. However, if a student is regularly late, he/she will not be permitted to attend classes.
- There should be complete silence in the corridors during class hours. Students must not loiter in the corridors during class hours.
- No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
- If the Lecturer is absent, students are expected to rearrange class/go to the library.
- Students are liable to disciplinary action (even dismissal) if found smoking on campus, or are in possession of/under the influence of tobacco, forbidden drugs or alcoholic beverages.
- Ragging is forbidden by the laws of the country. Students who are found ragging others will be handed over to the police. They will not be allowed to continue their studies and complete the program.
- Students are forbidden from bringing firecrackers and Holi colours to the campus.
- Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, and obscenity in word or deed render a student liable to dismissal.
- Boys and girls are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
- The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging University property etc. are offences and will be dealt with seriously.
- Though the University is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct outside the campus.
- Posters and notices must not be put up without the permission of the Deans/Directors. 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 or other common areas.
- The University expects all students to keep in mind the basic norms of modesty, decency and propriety with regard to dress.

Dress Code for boys:	Formal Pants/Trousers/Jeans Half or full sleeve formal shirts/T-shirts/Kurtas
Dress Code for girls:	Salwar/Churidhar Kameez Trousers/Jeans and Kurtis/tops/shirts

- Sleeveless, transparent or midriff-baring shirts or tops are not allowed.
- Shirts or tops with inappropriate slogans or images are not allowed.
- Torn or ripped jeans are not allowed.
- Maxis and skirts are not allowed.
- Track pants and tracksuits are not allowed. Students who come for sports practice are required to change into more formal attire before entering classes.
- All attire should be at least ankle length.
- Unconventional hair colours and haircuts are not allowed.
- Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days. No inappropriate attire in the name of Ethnic day or any other celebration will be permitted in classrooms and on campus.
- Any student violating the dress code will not be allowed to enter the University campus. Any member of the teaching or non-teaching staff, including security personnel, may report a student for violation of the dress code, and appropriate action will be taken.
- Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all days. Any student violating the dress code will not be allowed to enter the University campus. Any teaching or non-teaching staff member may report a student for violating the dress code, and appropriate action will be taken.
- Vehicle parking will be allowed on all working days from 6.30 am to 6.00 pm for first and second shift students. Students are required to leave their two-wheelers in the custody of the parking attendant. The attendant will not be held responsible for vehicles not locked and for which parking fee has not been paid. Two-wheelers without valid parking stickers will not be allowed in the University compound.
- Every student must wear his/her identity card at all times while on campus. The card should be shown to the staff or university officials when asked, especially during an exam, or formal program, in the administrative office and library.
- Association functions and cultural programs will be held only after class hours.
- Practice sessions for all programs should be held either prior to or after classes.
- Only current students are permitted to attend University functions. Strict action will be taken against those who bring outsiders into the campus without prior permission.
- No money can be collected from students (by the students or by the members of the staff) without the prior permission of the Vice-Chancellor.
- Printed matter, photographs/videos, not relevant to academic purposes are not to be brought to the University.
- Students are not allowed to organize picnics or class socials. The University reserves the right to initiate action against the class or group of students who violate this rule.

- In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, “use of mobile phones in the University premises is prohibited”. Students are informed not to use mobile phones within the academic blocks (S-Block, A-Block, N-Block, Magis Block and PG Block). Once confiscated, mobile phones will not be returned. Possession of mobile phones or similar electronic devices during the examinations is considered as a serious malpractice. Matters regarding mobile phones will be handled only by the disciplinary committee.
- No programme should be organized by any department/association/student group during the Mid Semester tests or Semester Examinations on campus.

STUDENT CODE OF CONDUCT FOR ONLINE CLASSES

All students of St Joseph’s University are expected to abide by the following code of conduct for any online classes conducted as part of their programs:

- All students have the right to express themselves and participate in an online class. However, they are expected to treat each other with respect and consideration, especially during discussions. Personal attacks directed towards other participants, harassment, intimidation, or discrimination in any form will not be tolerated.
- Recording, taking photographs or screenshots of a teacher's presentation or any individual without the explicit permission from that teacher, is not permitted. We expect all students to understand and respect copyright laws.
- Disruption of lectures by any means will not be tolerated. You are not expected to unmute yourself when the teacher has placed you on mute. You can unmute only if the teacher makes such an announcement during the class.
- Examples of unacceptable conduct include, but are not limited to, verbal comments related to gender, caste, sexual orientation, disability, physical appearance, race, religion, use of nudity and/or sexual images in MS teams/Zoom meetings or in presentations, threatening or stalking any faculty member or student.
- Profile pictures used in any of the online teaching applications should be appropriate for an educational environment.
- By taking tests or assignments on the online platform, students agree to abide by the Honour Code. Students agree that they will complete all tests and assignments individually, unless collaboration on an assignment is explicitly permitted by the teacher. Students must agree not to indulge in impersonation, plagiarism or any activity that would dishonestly improve results, or improve/hurt the results of others.

Consequences for Violating the Code of Conduct:

- Anyone found violating the above code of conduct will be suspended from attending online/offline classes pending an inquiry. Expulsion may be considered by the Vice-Chancellor for any grievous offences.

SOCIAL MEDIA POLICY

Social Media provides important opportunities for the University to communicate and engage with a wide range of audiences and stakeholders. St Joseph's University values the power of social media to engage proactively and positively with the community. Students and faculty are encouraged to use social media to inspire debate and discussion but must do so in a manner that uses sound judgement.

The following are the official social media accounts of St Joseph's University:

sjubengaluru- Instagram

sjubengaluru- Facebook

St Joseph's University- LinkedIn

All social media posts pertaining to the University must be in line with the ethics and values of St Joseph's University. The following guidelines have to be strictly followed while posting content that could directly or indirectly impact St Joseph's University:

- Social media posts by students must be in a manner that demonstrates respect for University staff, fellow students, and property.
- Students and faculty must take utmost care to ensure that their social media posts are factually accurate and use an appropriate and professional tone.
- Students and faculty must ensure that they do not post confidential information pertaining to the University and that their social media posts are not in breach of confidence.
- Students and faculty must not post or promote content that harasses, intimidates, bullies or discriminates against another person or incites hatred and violence.
- Students and faculty must be mindful that their social media posts do not infringe on intellectual property, i.e. post content that copies work protected by copyright.
- Students and faculty must not initiate or engage in social media campaigns that vilify or show the University administration in poor light.

If you see something on social media that violates campus policy, please bring it to the immediate attention of your Class Mentor, who will report it to the Dean/Director. If posts/activity on social media is reported to be in violation of University policy, they will be investigated and handled as per the University disciplinary process.

CENTRAL LIBRARY AND INFORMATION CENTRE REGULATIONS

The library will be open from 8.00 am to 9.00 pm Monday to Friday.

On Saturdays, the library will be open from 8.00 am to 8.00 pm.

On vacation days, the library will be open from 9.00 am to 5.00 pm.

- Central Library is a NO-MOBILE PHONE ZONE.
- Scan your ID card in the computerized Attendance System at the Gate at the time of entry and exit.
- Your ID card is NON-TRANSFERRABLE. Using someone else's ID is a punishable offence.

GUIDELINES FOR THE LENDING SECTION:

- A student can borrow a maximum of two books at a time for ten days, which are further renewable for ten days (except in special cases). Books borrowed should not be identical.
- Be present in person with your own ID card while borrowing/returning library books.
- Borrowed books should be returned on or before the stipulated date mentioned on date-slip inside the book.
- Any late return of books accumulates a fine of Rs. 2 per day. When the late fine crosses Rs. 50, one has to collect the fine slip from the Library office and deposit the amount at the SIB/University Office ONLY. After paying the fine, submit your student copy of the fine slip to the Library Office for updating fine status.
- Check the condition of the book at the time of borrowing. If any mutilation is found, report it instantly to the library staff. Else, the borrower will be responsible for the damage.
- Loss of pages, mutilation and any other damage discovered on the return of books will be assessed by the librarian and the price of the latest edition of the book will be charged from the borrower.
- Loss of a borrowed book must be intimated to the librarian immediately.
- The student must replace or pay for library books lost, damaged or defaced.
- Books are issued for the exclusive personal use of the applicant.
- Book hiding and misplacing are punishable offences.
- Return the borrowed books first at the Lending Counter. Don't go inside the Lending/Reading Section with borrowed books.
- If books are lost or damaged (including markings on the pages), the borrower must replace the book of the same edition or the latest edition.

GUIDELINES FOR THE READING SECTION:

- The books marked as "REFERENCE" and periodicals (both journals and magazines) are meant only for reading consultation inside the READING ROOM ONLY, and should not be taken out.

- You will be allowed to take a maximum of THREE BOOKS at a time for study in the Reading Room.
- Laptops and Palmtops are allowed in the library.
- Books newly acquired are displayed in the New Arrival Section.

GUIDELINES FOR SELF-CIRCULATION KIOSK

- Use only your own valid ID card. Using someone else's ID card to issue/reissue books is a punishable offence.
- Use the Kiosk only to issue/reissue books, not to return them.
- Two books can be borrowed at a time against your ID; books should not be identical.
- Get the due date stamped on the date slip inside the book from the issue counter.

LIBRARY BOOK BANK

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

Students should clear all library dues in time to obtain Hall Ticket/Admit Card before Semester Exam.

Students and Staff members must settle all library dues to obtain Clearance Certificate from the Library Office on completion of studies or duty.

LABORATORY RULES

- Students must wear lab coats and associated laboratory and safety wear whenever mandated.
- Students are required to maintain proper, accurate Lab notes/Records for all laboratory sessions.
- Record books should be submitted on time. A student will not be allowed to appear for the practical examination if the record book is incomplete.
- Students are allowed to utilize laboratory facilities even during the vacations and holidays with the prior permission of the Head of the Department and the Dean.
- All breakages in the laboratory should be paid for. Hall tickets will not be issued unless all dues are paid and cleared.

ATTENDANCE, EVALUATION AND ACADEMIC PROGRESSION

ATTENDANCE

The University follows UGC guidelines on attendance requirements for undergraduate and postgraduate courses.

ACADEMIC EVALUATION

Academic evaluation is an essential administrative function that helps the University reflect on the performance of its students and simultaneously provides opportunities for re-examining the effectiveness of existing evaluation frameworks.

The Examination Unit is headed by the Vice-Chancellor. The Controller of Examinations (COE) is the Coordinator of the entire assessment system. The other members of the Examination Committee are appointed by the VC in consultation with the Controller of Examinations.

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 teaching effective and meaningful, the University has adopted Credit-Grade based Performance Assessment (CGPA) for all the courses conducted in the University. The modalities and operational details of the Credit System shall be as follows:

DEFINITIONS OF KEYWORDS (BASED ON UGC GUIDELINES)

- Academic year: One academic year is constituted by two consecutive semesters.
- Semester: A semester consists of 15-18 weeks of academic work equivalent to 90 teaching days.
- Optional/Cognate Subjects: The two subjects selected by each student under the two-major system (NEP structure), apart from the compulsory languages.
- Credit: All courses are weighed using this unit and one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.
- Letter Grade: It is an index of the performance of a student in the examination.
- Semester Grade Point Average (SGPA): It is a measure of the performance of a candidate in a semester.
- Cumulative Grade Point Average (CGPA): It is a measure of the performance of a candidate over all semesters.
- Programme: An educational programme leading to the award of a degree, diploma or certificate.
- Course/Paper: The component of a programme taught during a semester. The courses shall carry different weights expressed as credits. A course may have lectures / tutorials / laboratory work/ field work/ project work/vocational training/viva/seminars/term paper/assignments/presentations/ quiz/model making/self-study/outreach activities etc. or a combination of some of these.
- Subject: The branch of knowledge that the student has selected to study as part of his/her undergraduate or postgraduate programme. Students will take courses in various major and minor subjects throughout the duration of the programme.
- MoU: Memorandum of Understanding
- NEP: National Education Policy 2020 (implemented in Karnataka state)

Representative Curriculum Structure under the NEP

Sem ester	Discipline Core	Open elective	Ability Enhancement Compulsory Courses (AECC)		Skill Enhancement Courses (SEC)			Total credits
					Skill based	Value based (2)		
I	Discipline A1 (4+2) Discipline B1 (4+2)	OE1-(3)	L1 – (3) L2 – (3)	Environmental Studies (2) (Intellectual property rights)			Ignitors & outreach (2)	25
II	Discipline A2 (4+2) Discipline B2 (4+2)	OE2-(3)	L1 – (3) L2 – (3)		Digital Fluency (2)	1) Sports 2) NCC 3) NSS 4) Cultural 5) Yoga 6) AICUF 7) Social work 8) Life skills 9) Health,wellness	Theology/HRD (1)	25
Sem ester	Discipline Core	Open elective	Ability Enhancement Compulsory Courses (AECC)		Skill Enhancement Courses (SEC)			Total credits
					Skill based	Value based (2)		
III	Discipline A1 (4+2) Discipline B1 (4+2)	OE3- (3)	L1 – (3) L2 – (3)		Artificial Intelligence (2)		Ignitors & outreach (2)	25
IV	Discipline A2 (4+2) Discipline B2 (4+2)	OE4- (3)	L1 – (3) L2 – (3)	Constitution of India (3)			Term Paper (3)	27
Sem ester	Discipline Core	Open elective	Ability Enhancement Compulsory Courses (AECC)		Skill Enhancement Courses (SEC)			Total credits
					Skill based	Value based (2)		
V	Disc. A5(3+2) Disc. A6(3+2) Disc. B5(3+2) Disc. B6(3+2)				Cybersecurity/ Professional social communication (2)	Outreach (4)	Ignitors (2)	28
VI	Disc. A7(3+2) Disc. A8(3+2) Disc. B7(3+2) Disc. B8(3+2)					Co-curricular and extra curricular activities (5)		25

ATTENDANCE

1. Students are expected to attend classes every day. However, suppose there are genuine reasons like ill health; in that case, students can apply for leave in the prescribed format (format available on page 104 of this handbook) after obtaining permission from the mentors/welfare officers.
2. The first shift starts at 7 am and finishes at 12:50 pm, except for courses with practical components, where classes finish at 2:40 pm. The second shift starts at 9 am and finishes at 5:20 pm. The third shift starts at 5 pm and finishes at 9 pm. Each lecture hour is for a duration of 50 minutes. Practical hours will vary from 2-4 hours, depending on the course.
3. Attendance of students is marked in a register by lecturers for every class. At the end of the day, attendance will be uploaded on the student's portal.
4. Students must check their attendance regularly on the website. Discrepancies, if any, should be rectified by contacting the teacher concerned **within** two subsequent working days. If the teacher refuses to accept the claim of the student, he/she may approach the HoDs/Deans/students' grievance cell. No request for alteration of attendance will be entertained after two days or thereafter.
5. If a student is absent for one lecture class in a day, he/she will be marked absent for that hour only.
6. The University Grants Commission (UGC) has mandated **a minimum of 75% attendance in each paper to be eligible to write the Semester Examinations (SE)**. The University will strictly adhere to the norm as demanded by the UGC. There is no provision for condoning attendance in the UGC act.
7. After the final attendance list is prepared at the end of each semester, no request for alteration of attendance will be considered favourably.
8. The attendance for the students of the first semester is calculated from the date of joining the University. However, for those students who join the University after a break in studies, the attendance will be counted from the beginning of the semester.
9. Marks will be awarded for attendance to the 3rd year UG students (2020-23 batch) only. A maximum of 5 marks for attendance will be given in each paper as per this table:

Attendance (%) (including special classes held)	Marks
95-100	5
91-94.99	4
85-90.99	3
80-84.99	2
75-79.99	1

Other Duty Attendance

10. Those students who represent the University in Sports, NCC, NSS and other extra and co-curricular activities should obtain prior permission from the Welfare Officers before taking leave to claim other duty attendance. The student should write a letter of request for permission to the Welfare Officer, forwarded by the coordinators in charge of the respective activities. On completion of such activities, the student must apply online via the student login portal for extra-curricular or co-curricular attendance **within two working days**. The student should also fill the record of absence form for extracurricular and co-curricular activities on the Student Portal on Linways and submit the form along with the original permission letter to the Welfare Officer within three working days. If the certificate of participation is not received within this time period, the coordinator may write a note regarding the delay and the Welfare Officer will accept the same.

11. As and when the documents are submitted, the Welfare Officer may verify the details entered by the student online and may approve the request, if satisfied.

12. Other duty attendance will be accepted online only if the student has at least 60% attendance in the given paper. However, in specific cases where attendance is less than 60% and the coordinator & Welfare Officer are in agreement with the student's request, it will have to be referred to the respective Deans for his/her special written permission. The other duty attendance will then be added by the IT cell after this permission letter with the approval of the coordinator, Welfare Officer and Dean is submitted to them.

13. If the attendance is less than 60% in any course, students are advised not to involve themselves in extracurricular activities other than NCC and sports, unless they have written permission from the Welfare Officer concerned.

14. No attendance will be given to students for participation in Certificate Courses (they are conducted outside regular class hours) and for writing the makeup tests.

15. Attendance for sports will not be approved, if the student plays for clubs other than the state or central government federation.

16. Other duty attendance will not be added for practical classes. Students who miss practical classes must approach the respective heads of the department to do extra labs and the extra lab attendance form must be filled in and submitted to the Welfare Officers for manual entry. A student cannot claim for more than two extra labs per subject in a given semester. However, specific requests of a student to do more than two extra labs, will have to be referred to the Dean for his/her special written permission.

17. Normally, attendance will not be condoned for medical reasons. Students may apply on plain paper to the Welfare Officer for 'attendance for medical reasons' if they were admitted to the hospital and required to leave for more than 10 days or have serious medical

problems which require leave for more than 10 days either on different days or for a set of continuous days. They must submit this letter with the medical certificate/discharge summary from the hospital to the Welfare Officer, **within two working days** after the student starts attending classes. Attendance for medical reasons will not be accepted by the software. These letters of request will be filed by the Welfare Officers and presented in the Welfare Officers' meeting with the Vice Chancellor and Deans normally held in the 14th week of the semester to prepare the list of candidates eligible to write the semester examination. The applications will be discussed and decisions will be taken case by case. No request for condoning attendance for a paper will be considered if the student has less than 60% of attendance in that paper.

18. Complaints with regard to attendance, if any, must be brought to the notice of the CoE through email (coe@sju.edu.in).

19. Students must save a copy of the overall attendance for each semester within two days after the last working day of that semester.

20. All claims for the other duty attendance/attendance for medical reasons must be submitted and approved by the end of the 13th week of a semester. All entries of other duty attendance will be blocked on the first day of the 14th week of the semester. After 4 pm of the last day of the 13th week, no claim for other duty attendance/attendance for medical reasons will be accepted for approval.

21. Final year students are eligible to avail other duty attendance for 2 days to attend placement interviews in the University.

22. All decisions related to attendance may be challenged in the students' grievance cell.

Leave

23. Students should apply for leave only by filling in the RECORD OF ABSENCE printed on the last few pages of this Student Handbook.

24. If a student is absent for up to three continuous classes in a subject/paper, he/she may attend the next class of that subject/paper, only after showing the leave form in the Handbook signed by the class mentor to the concerned subject teachers.

25. If a student is absent for more than three classes, he/she must get the signature from the Welfare Officer in the Record of Absence Form to attend the classes again.

26. If a student falls short of 75% attendance in any subject by the 8th week of a semester, he/she is required to meet the mentor with his/her parents. Names of the students with less than 50% attendance will be temporarily hidden from the candidates list in the 10th week of the semester.

27. Prolonged or serious illness, hospitalization, or long medically-advised rest must be reported to the Deans and the Welfare Officer within 7 working days of taking leave.

EVALUATION

(a) 2020 batch UG and 2021 batch PG

(including additional students from the previous batches):

28. Evaluation of core papers consists of two components, viz. Continuous Assessment (CA) and Semester Examination (SE) with a weightage of 30% in CA and 70% in SE.

29. All CA components including the mid-semester test for the postgraduate section shall be planned and executed by the individual departments. However, the CA activities will be planned by the staff members in the department meeting and the detailed schedule with the approval from the COE for the given semester will be displayed on the department notice board in the second week of the semester.

30. **Continuous Assessment (CA) for UG courses** includes a centrally organised CA Test and two other activities such as quiz, seminar, assignment etc.

31. One set of tests for a few courses will be held in the 7th week and another set for the remaining courses in the 10th week. For the 3/4/5 credit courses the test will be conducted for an hour and for 25 marks. For the 2 credit courses the test will be conducted for 15 marks. The departments will hold two activities for 10 marks each as per the calendar. The class seminars are planned in such a way that they are completed by the 70th day of the semester. For 3,4 and 5 credit courses the total 45 marks (25+10+10) will be reduced to 25 and entered in the student's portal by the course instructor. For 2 credit courses the total 35 marks (15+10+10) will be reduced to 10 and entered in the student's portal by the course instructor. For 2,3,4 and 5 credit courses a maximum of 5 marks will be added for attendance as per the table given earlier.

32. For the 2021 batch PG programmes, for a 3,4 and 5 credit courses, overall, there must be one mid-semester test per course (25 marks) and a minimum of two activities (10 marks each) will be conducted. The total 45 marks will be reduced to 30 and these CA marks will be entered in the students' portal by the course instructor. For a 2 credit course, overall there must be one mid-semester test (15 marks) and a minimum of two activities (10 marks each) will be conducted. The total 30 marks will be reduced to 15 and these CA marks will be entered in the students' portal by the course instructor.

33. UG students who have missed the CA test may register for the makeup test. They must pay the required fee for each course and register online.

34. For UG and PG practical papers, 30% of the total marks are for Practical Internal Assessment (PIA), which is based on the performance in each class, viva voce and test conducted and the remaining 70% of the total marks are for the practical semester examination which will be conducted in the week following the last practical class. During the practical examination, regular theory classes will continue.

35. For UG and PG courses, the Semester Examinations (SE) for 3/4/5 credit courses will be held for 70 marks and for 2½ hours duration. For 2 credit courses, the Semester Examinations will be held for 35 marks and 1½ hours duration.

(b) 2021 batch UG (First NEP batch under BCU)

36. Evaluation of core papers consists of two components, viz. Continuous Assessment (CA) and Semester Examination (SE) with a weightage of 40% in CA and 60% in SE. The weightage of the Practical Internal Assessment (PIA) and the End Semester examination (ESPE) will be decided by the respective Boards of studies (BOS) depending on the nature of the course. The PIA: ESPE marks can vary from 40:60, 50:50, 60:40, 70:30 or 100:0.

37. CA tests and assignments for all languages including English L1 can be managed in the respective class hours by the class teachers.

38. CA tests and assignments for Open Elective courses will be handled by the subject teachers as per the decision of the department.

39. CA tests and assignments of the Digital Fluency Environmental Science, Constitution of India, and Intellectual Property Rights will be handled by the subject teachers.

40. The marks split of Continuous Assessment (CA) for the 2021 batch UG students

CA Components for core subjects (3 and 4 credit courses):

Component		Max marks	Duration
CA	Test 1	25/30	60 min
	Activity 1	10	
	Activity 2	10	
	Makeup Test/Retest in lieu of Test 1 or Test 2	25/30	

Total marks will be reduced to 40 (50% weightage for the activities and 50% weightage for the Mid-Semester Exam).

CA Components for core subjects (2 credit courses):

Component		Max marks	Duration
CA	Test 1	15	45 min
	Activity 1	10	
	Activity 2	10	
	Makeup Test/Retest in lieu of Test 1 or Test 2	15	

Total marks will be reduced to 20 and entered in the Linways portal as the final CA score for the third semester and fourth semester in 2022 -2023 (NEP-1 Batch)

UG students who have missed the CA test/s may register for the makeup test. They must pay the required fee for each course and register online.

(c) 2022 batch UG & PG (under SJU)

41. Evaluation of core papers consists of two components, viz. Continuous Assessment (CA) and Semester Examination (SE) with a weightage of 50% in CA and 50% in SE. The Practical Internal Assessment (PIA) and the End Semester Examination (ESE) will have the weightage of 70% and 30% each respectively.

42. CA tests and assignments (UG) for all languages including English L1 can be managed in the respective class hours by the class teachers.

43. CA tests and assignments for Open Elective courses will be handled by the subject teachers as per the decision of the department.

44. CA tests and assignments of the Digital Fluency Environmental Science, Constitution of India, and Intellectual Property Rights (UG) will be handled by the subject teachers.

45. Marks split of Continuous Assessment (CA) for the 2022 batch UG & PG (SJU batch): CA Components for core subjects (3 and 4 credit courses)

Component		Max marks	Duration
CA	Test 1	25/30	60 min
	Activity 1	10	
	Activity 2	10	
	Makeup Test/Retest in lieu of Test 1 or Test 2	25/30	

Total marks will be reduced to 40 for UG and 50 for PG (50% weightage for the activities and 50% weightage for the Mid-Semester Exam).

CA Components for core subjects (2 credit courses)

Component		Max marks	Duration
CA	Test 1	15	45 min
	Activity 1	10	
	Activity 2	10	
	Makeup Test/Retest in lieu of Test 1 or Test 2	15	

Total marks will be reduced to 20 (50% weightage for the activities and 50% weightage for the Mid-Semester Examination).

UG students who have missed the CA test may register for the makeup test. They must pay Rs. 200/- for each course and register online.

46. Makeup test

If a UG student is unable to write the CA test(s) for valid reasons like (i) Hospitalization (ii) Medically advised rest (iii) NCC Camp (iv) University level sports activity (v) Humanitarian consideration (assessed by Welfare Officers' committee), he/she may apply online for a

Makeup test along with the prescribed fee within the last date mentioned in the Handbook. Prior permission must be taken from the Welfare Officer before the last day of the test to be eligible to take the Makeup Test in cases where the absence is pre-planned. Students are expected to apply for the makeup test after the notification for the same and pay the required fee. No application for the Makeup test will be entertained after the specified last date. A student is eligible to apply for a Makeup test only twice during the entire programme and only one test per course in a given semester. However, for genuine reason(s) the Dean can permit the students to take up makeup tests multiple times not exceeding 4 chances. The Makeup test will be centrally organised two weeks before starting the study holidays. The questions will be asked from portions covered for the semester until the beginning of the makeup test. The question paper will not have any bonus/choice questions. The tests will be conducted from 1-2 & pm 3-4 p.m. on regular working days and no attendance will be given for attending Makeup tests. Makeup test for PG students, if any, will be conducted by the professor concerned only after informing the COE. If a student misses the Makeup test also for any reason, no further retest will be conducted in that paper. The Linways portal will block the student after two attempts to apply for the makeup test. This can be opened only if the student submits a letter from the Dean for the third and fourth attempt.

47. CA improvement test

UG and PG students who had scored less marks in CA test(s) may apply for the CA improvement test. CA improvement test will be conducted in the same manner and time in which the Makeup test is conducted. The student must give an affidavit (available in the Linways portal) that he/she agrees to forgo the marks scored in the regular CA test(s). For first and second year where two tests are conducted, students can apply for only one test per course. The student must mention whether the CA improvement is applied for test-1 or test -2. However, only one test will be conducted and the questions will be asked from portions covered for the semester until the beginning of the improvement test. The question paper will not have any bonus questions. The tests will be conducted from 1:00-2:00 pm and 3:00-4:00 p.m. on regular working days and no attendance will be given for attending CA improvement tests. CA improvement test for PG students, if any, will be conducted by the professor concerned on the instruction from the COE. If a student misses the CA improvement test for any reason, no further retest will be conducted. Once the student has applied for the CA improvement test, the CA test marks scored in the regular test will be deleted. If the student fails to write the CA improvement test after applying for the same, zero mark will be given to the student in the course.

48. Eligibility to write Semester Examination (2022-23 batch-final year UG students)

Only students with more than 75% attendance in each paper (theory and practical) are eligible to write the End Semester Examination. The theory and practical courses are treated as separate units to decide on eligibility. Even though the percentage of attendance for regular and special classes held, if any, are shown separately in the student login, for eligibility and marks, it will be calculated by taking both into account. A student who is not eligible to write the semester examination due to a shortage of attendance in multiple papers will be allowed to write the examination only in the academic year 2023-24.

Those candidates who have less than 75% attendance in only one paper (theory or practical), will be allowed to write the semester examination in all papers except the one paper in which he/she has a shortage in attendance. The theory and practical courses are treated as separate units to decide on eligibility. A student who is not eligible to write the Semester Examination of a single course due to a shortage of attendance in that course will be allowed to write the examination only in the academic year 2023-24. They must apply for the supplementary examination and pay the fee for the examination.

Students of BSW and MSW courses will be officially informed about the rules regarding attendance for field work within two weeks of starting the academic year. The Dean will announce the rules on the department notice board.

Note: If a student has an attendance shortage in one theory course and one practical course, it is considered a single subject shortage for theory and practical. He/she will be allowed to write a semester examination of the remaining theory and practical courses.

49. Eligibility to write Semester Examination: (PG students, UG students of NEP batches)

Only those students who have more than 75% attendance (in each paper (theory and practical) are eligible to write the End Semester Examination. The theory and practical courses are treated as separate units to decide on eligibility. Even though the percentage of attendance for regular and special classes held, if any, are shown separately in the student login, for eligibility and marks, it will be calculated by taking both into account. A student who is not eligible to write the Semester Examination due to a shortage of attendance in multiple papers has to repeat the semester in the next available chance. Those candidates who have less than 75% attendance in only one paper (theory and practical), will be allowed to write the Semester Examination in all papers except the one paper in which he/she has a shortage in attendance. The candidate must attend classes only in that paper for which there was a shortage at the next available chance after completing the course. Once the required 75% attendance is earned, he/she will be allowed

to write the next available Supplementary Examinations. The candidate must register for the paper after paying the course fee fixed by the University as “additional student” in the first week of that semester in the same calendar year of completing the course (usually June for those papers in the odd semester and November for those papers in the even semester). The COE’s office will provide the application form for registration. Their attendance will be registered only in hard copy, and the students' responsibility is to keep track of their attendance. If a student fails to score at least 75% attendance in the paper, he/she must repeat the paper again at the next available chance. These students need not apply for the supplementary examination. Application forms for readmission will be available on the University website.

If a student has a shortage of attendance in one subject and has a year break in studies for any reason, he/she will be allowed to register as an additional student for the one subject during this period without waiting to complete the VI semester

50. Minimum marks for passing the examination

UG students must score a minimum of 35% in ESE, and 40% in the aggregate of CA and ESE in each paper as minimum marks for passing the examinations. Even though no minimum marks are required in CA to be eligible to write the semester examinations, it is preferable to have at least 50% of the maximum marks for CA.

A PG student must score a minimum of 35% in ESE and 40% in aggregate of CA and SE to pass a paper. Apart from this, he/she should secure 50% in the aggregate of all papers of that semester to pass in the semester. If there is only one course in a given semester for a PG programme, the minimum marks for passing the course is 50%. PG students who have not scored 50% aggregate in a semester, must apply for the compulsory improvement examination after cancelling the score in one or multiple courses.

For open elective papers of UG and PG, skill enhancement courses (SEC) and ability enhancement compulsory courses (AECC), the minimum marks required for passing the paper is 40% in aggregate of CA and ESE. Candidates who have failed to obtain the ‘S’ grade in the Skill Enhancement Courses and Ability Enhancement Compulsory Courses will get ‘i’ grade. There will be a repeat course work/ makeup examination for these students in the first week of the following semester. They must pay the required fee for the course/Examination. Further if the student fails to attend the repeat course/makeup examination will be awarded “U” grade. They must appear for a supplementary course / Examination as and when it is announced.

51. Improvement in CA marks

Undergraduate students whose registration number starts with 20, 19 and 18 are allowed to improve their CA marks in the odd semester. Postgraduate students whose registration number starts with 20 and 19 are allowed to improve their CA marks in the odd semester. This is only for those who had not passed the course due to low CA marks. CA Improvement test is not allowed for UG and PG students of 2020 and earlier batch in the even semester.

The 2021 and 2022 UG & PG students after completing (n+1) academic years, where n = the minimum required years to complete the program, are allowed to apply for the improvement of their CA marks for the theory course(s) not yet passed. Students will be directed to register in the office of the COE within 5 weeks from the date of reopening for the respective semester. They are expected to attend the mid-semester test and submit/write the activity. The marks earned for attendance will remain the same. The marks scored in the improvement tests are final. This is applicable for students writing the last regular chance examination from 2021-22.

52. Other Examination Related Rules

- All answer scripts of CA Tests and Makeup 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 two working days of distribution of the marked answer scripts to the class. If the student is not happy with the outcome, he/she must approach the HOD of the department within 5 working days after distributing answer scripts to the class. No appeal will be entertained after this time period.
- Final year PG students, who have completed their dissertation/viva/thesis/project etc. but are not eligible to write the semester examination due to a shortage of attendance in theory or practical in more than one paper, must repeat the semester. However, they do not have to repeat the dissertation/viva/thesis/project etc. Their marks which have been already secured will be entered in the marks card. Similarly, V semester UG students who are repeating the semester do not have to repeat the term paper.
- There will be no 'Makeup Examination' if the student misses the End Semester Examination. The student will be marked "Absent" for the Semester Examination and must write the Supplementary Examination in that paper in the next available chance.
- All CA marks will be entered in the student's account in the 12th week of the semester as mentioned in the calendar of events. Students are expected to verify their CA and PIA marks and sign the register on a day assigned for the same. Students are advised to carry the proof of their score so that corrections, if any, can be done immediately. After this

date, no claim for corrections in the CA marks will be entertained. Errors in the CA marks entered in the student's account, if any, must be reported to the concerned teacher within 3 days and the teacher must, in turn, submit the correction note to the office of the COE latest by the end of the 13th week of the semester. All candidates are advised to verify their final CA marks in their login portal within 2 days after CA marks entry date.

- Any problem pertaining to mistakes in the declaration of results or entries of personal information in the result sheet must be referred to the COE, within the date mentioned on the result sheet.
- Each student will be given a unique password for viewing the attendance and CA marks. With this password, 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 office of the COE with a letter of request and pay the prescribed fee.
- The VI semester marks card for the UG students and IV semester marks card for the PG students will not be issued if they have not completed other mandatory course completion requirements.
- Those students who have discontinued their studies and are readmitted will be governed as per rules applicable in the academic year in which they have rejoined.
- There is no minimum mark for the CA. All students would be eligible to appear for the End Semester Examinations irrespective of the CA marks scored.

53. Results and Certificates

- The final results of the semester examinations of outgoing students will be published on the student's portal usually within 10 days of the last examination in that semester. The probable dates for publishing the results of the final semester UG and PG students will be posted on the University website by the end of the 11th week of even semester.
- Marks cards for the individual semester examination and supplementary examination will be uploaded in the student's login portal within one month of publishing the results. To start with, the marks cards will be shown as "Provisional Marks Card" and after the final scrutiny, it will appear as "Statement of Marks". Students are advised to download the statement of marks and also take a colour printout of the same and file them. This Printout can be used as the original semester-wise marks card.
- T.C, Migration Certificate, Provisional Degree Certificate and the consolidated marks card (Transcript) will be sent by post within 45 days after publishing the results, to all final year students who have successfully completed the course. Students must pay the required fee for the same and submit the correct forwarding address in the office of the

COE. However, students whose marks cards are earlier than the dates announced for issuing the certificates may apply for the tatkal certificates with a special fee.

- The 6th semester UG and 4th semester PG students who need their semester examination results earlier than the proposed dates published already on the University website may do so by applying for the same for out-of-turn results and certificates. However, normally, the results will be available only after 6 days from the day of the last examination for that program. Results and certificates will be issued within one working day of applying for the same, provided the other conditions are satisfied. Certificates will not be issued on holidays.

54. Examination related grievances and the examination grievance cell

- Grievances regarding the Semester Examination question paper must be addressed to the COE in writing within one hour of the completion of the examination.
- All grievances related to CA marks may be addressed first to the concerned teacher. If it is not addressed or resolved, then students may approach the HOD and if a student is not satisfied with the outcome, the student may approach the Examination Grievance Cell.
- All grievances related to the SE (including theory, practicals, term paper, dissertation, thesis, etc) may be addressed first to the Controller of Examinations; if the outcome is not satisfactory, the students may approach the Examination Grievance Cell. However, no examination-related grievances will be accepted by the Examination Grievance Cell after one month of publishing the results of that semester.

55. Rules related to NCC, Sports and NSS candidates

- To encourage sports, NSS and NCC, a student may be awarded a total of 5 extra marks in any one paper or distributed over many papers in the semester, for a student who represents the university, state or country in national or international level sports events and those who attend the following NCC camps: (i) Centrally organised camps – organised 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) organised by Deputy Director General NCC (All India): Trekking Camp, Advance Leadership Camp, Mountaineering Camp, National Integration Camp, Army Attachment Camp and Cycle/Motorcycle expeditions. The student must apply in the prescribed form as and when it is notified, with a copy of the certificates attested by the concerned coordinators. Marks will be added only in papers in that semester in which the event was held.
- Special Supplementary Examinations for NCC cadets, NSS activity and students involved in sports: Students who miss the End Semester Examinations in any semester, for any

recognized and permitted NCC activity, NSS activity and sports activity, or national level cultural activity will be given a chance to write the End Semester Examination theory papers in the month of June immediately following the academic year in which the student missed the examination. This examination will be conducted during the Special Supplementary Examinations for the final year students. The student must take prior permission from the COE before taking leave for the activity. They must apply for the Special Supplementary Examination on or before the last date mentioned in the notification for the Special Supplementary Examinations.

56. Improvement in End Semester Examination (UG & PG)

- A PG student who fails to score 50% in a given semester 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 Examinations in such paper/s in order to make up to 50% in that semester (mandatory improvement examination). The higher marks between the two examinations will be the final score. If the syllabus or pattern of the question paper is changed, two more chances will be given in the old syllabus or old pattern. There will be no restriction on the number of paper/s or attempts for improvement. However, the student must complete the course within 4 years of joining the course. The same rule is applicable for those who want to improve the marks to 55% which is mandatory for all further studies under UGC guidelines.
- A PG student who has already secured 55% or more, yet wants to improve his/her score, may apply for an improvement examination (optional improvement examination). This can be done only once, either during the course or within one year after completing the course. There will be no restrictions on the number of papers that the student can apply for within a semester but the candidate is not allowed to select papers from different semesters. The student must surrender the marks card along with the application form. The student has to take the next available Supplementary Examination and will be awarded whatever marks obtained in the later attempt, even if they are less than the previous marks. The student must write the examination in the new syllabus or new pattern if introduced. A new marks card will be issued. However, the CA marks will remain the same. A student can avail of this facility only once during the entire course period of 2 years. Such candidates must apply in plain paper for the cancellation of marks scored in the Semester Examination within one month of publishing the end-semester examination results.
- UG candidates who have secured 35% or more in SE and 40% or more in the aggregate of CA and SE and declared passed in that/those paper/s and desire to improve the

semester examination marks (optional improvement examination), must first cancel his/her original Semester Examination marks within one month of the result. The candidate must write a letter to the COE requesting him 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 attempt even if they are lesser 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. Such candidates must apply in plain paper for the cancellation of marks scored in the semester examination within one month of publishing the end-semester examination results.

- Optional improvement examinations for UG and PG students will not be held during Special Supplementary Examinations. However, the mandatory improvement examinations for the PG students will be allowed only once during the Special Supplementary Examination, i.e., in the year in which they complete the final semester of the course. If the student fails to improve the marks, further mandatory improvement examinations will be allowed only during the regular supplementary examinations.

57. Promotion to the Higher Semester

All students who have qualified to write the Semester Examinations will be automatically promoted to the next semester, irrespective of the number of papers he/she has failed in.

58. Request for the scanned copy of the semester examination answer scripts

UG students may apply for a scanned copy of the marked answer scripts within the date mentioned on the result sheet. A scanned copy of the answer script with the markings will be made available on the Linways portal within 2 days of application. PG students are not allowed to apply for a photocopy of the answer scripts as the examiners are not allowed to mark the scores for the answers written.

59. Retotalling, Revaluation and Challenge Evaluation

- There will be provision for revaluation of End Semester Examination (including Supplementary Examination and Special Supplementary Examination) answer scripts for UG students. The student must pay the revaluation fee and submit the revaluation application form online within the date mentioned on the website on the result sheet. An examiner who has not valued the paper at the first instance will value such papers. If the difference in marks between the revaluation and the first valuation is equal to or less than 15% of the maximum marks for which the examination was conducted, the

average of these two marks will be considered as the marks scored by the candidate in that course, even if this mark is less than the marks given in the first evaluation. If the difference in marks between the revaluation and the first valuation is more than 15% of the maximum marks for which the examination was conducted, the answer script will be subjected to the third valuation. The marks scored by the student will be the average of two nearby marks. This is applicable to the challenge valuation of the PG answer scripts also. 50% of the fee will be refunded to the candidate if the candidate, on revaluation, obtains ten or more marks out of 70 than the previous one. If the student scores more than 20 marks out of 70 on revaluation, the entire revaluation fee will be refunded. For UG students, there will be a provision for checking the addition of marks, if the online application is made with the prescribed fee within the date mentioned on the result sheet.

- UG students can apply for the retotalling of the marks. The appointed examiner will total the marks entered inside the answer script and on the facing sheet. 50% of the fee will be refunded to the candidate if the candidate, on retotalling, obtains ten or more marks out of 70 than the previous one.
- A PG candidate, who feels that the answer script has not been fairly evaluated, can request a challenge valuation within the date mentioned on the result sheet on payment of a prescribed fee. Application and payment of the fee must be done online. Two professors and the PG coordinator 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 additional marks out of 70, the prescribed fee for the challenge valuation will be refunded.
- There is no provision for 'revaluation' in practical examination/viva voce/dissertation/seminar/ fieldwork/thesis/ term paper.

60. Disclosure of answer scripts

Students are allowed to verify the evaluated theory and practical answer scripts by applying for the same with a fee. Students have to follow the rules prescribed by the COE.

61. Practical Examination/Viva Voce

- All departments offering practical papers will conduct 11 laboratory sessions per course in a given semester. Practical semester examinations will be conducted in the following week during regular class hours. Some batches in some subjects will be divided into two for conducting practical semester examinations.
- All students are expected to attend a minimum of eight practical sessions out of 11 (or 7

out of 10 or 6 out of 9) to be eligible to take the practical semester examination in that paper. No minimum marks are required in Practical Internal Assessment (PIA) to be eligible to write the practical examinations. However, scoring a minimum of 35% in PIA in each paper is advisable. To pass any practical course, the student must score 35% in the practical semester exam and 40% aggregate of PIA and PSE.

- A student who is eligible to write the practical examination will not automatically qualify to write the theory examination. The eligibility to write the practical examination is decided by taking the attendance for practical only. If a student has less than 75% in multiple practical courses, he/she must repeat the semester. If a student feels that the practical examination/viva voce examination dates notified are inconvenient or has missed the examination for some reason, he/she may submit a letter of request to the HOD for permission to write the examination along with another batch, if available. If the reason is genuine, the HOD shall allot another batch for the student. No student is allowed to postpone or advance the practical examination/viva voce examination if there is no other batch writing the same paper on the day he/she wants to write the practical examination or the viva voce examination. A student who fails to write the practical examination/viva voce examination has to take the Supplementary Examination in the next available chance. No student can change the batch/date of the practical exam without prior approval of the HOD. No regular practical examination will be conducted for a single student.
- Students of MA (Communication & Journalism) and MA (Economics) must complete their internship programme to be eligible to receive their final semester marks card and other certificates. B. Com and B.Voc students also must complete their internship to be eligible to apply for convocation.
- There is no provision for improvement/revaluation in practical examination/viva voce/dissertation/seminar/fieldwork/thesis marks/ term paper.

62. Supplementary / Special Supplementary Examination

- Those students who have failed in any course in the Semester Examination (theory/practical) have to write the Supplementary Examination for that course. Such students will write the odd semester Supplementary Examination papers during the odd semester examinations (October-November) and the even semester Supplementary Examination papers during the even semester (March- April), along with regular students. A Special Supplementary Examination will be conducted in May/June every year in V and VI semester UG theory and practical papers and III and IV semester PG theory and practical papers. Only students who have completed their last semester in the current year are eligible to apply for V and VI Semester UG and III and IV

semester PG special supplementary exams of that year. No Special Supplementary Examination will be conducted in I, II, III and IV semester UG papers and I and II semester PG papers.

- No optional improvement examination will be allowed during the Special Supplementary Examination.
- NCC cadets, NSS volunteers and students involved in sports will be governed by rule 55.
- No practical examination other than that of final year semesters, seminar or viva voce examinations will be conducted during the Special Supplementary Examinations. The dissertation will not be accepted during Special Supplementary Examinations.
- The term paper will be accepted during Special Supplementary Examinations.

63. Syllabus for Supplementary Examination candidates

- If the syllabus is modified or pattern of question paper is changed in a particular year, two Supplementary Examinations in the old syllabus/pattern in which the student was taught, will be conducted starting from that year, irrespective of the number of chances he/she took for attempting 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 attempting the examinations in the old syllabus. If he/she fails, they have to take another paper permitted by the COE in consultation with the HOD.
- If a student had to repeat a paper or a semester, and in case the paper/s to be repeated are removed from that semester which it was taught earlier, he/ she may be asked to take another paper in the semester which he/she has enrolled in, by the COE after consultation with the HOD/ PG coordinator. If the paper missed by the student is taught in another semester, the student may be permitted to take that paper but the marks will be entered as if the student had written the paper in the semester which he/she has enrolled in to repeat. If the student cannot attend a few classes of the shifted paper for which she/he had enrolled, due to clash in classes, attendance will be condoned by COE.
- 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 will be considered for rank.

64. Rank Certificate / Certificate of Merit

- All UG students who obtained the highest marks (CA marks + SE marks) in each paper in a semester will be issued a certificate of merit. However, for standalone courses like BCA, BA (Visual Communication), BSW and B.Com, merit will be decided by the total marks in

all papers except English and Language. The merit for English and Languages (except B.Voc who do not have these subjects) will be decided after considering marks obtained in the concerned subjects by UG students across all programs. For PG students, merit will be decided by the total marks in all papers in a semester.

- After completing the program, all UG students who stand first and second (CA marks + SE marks) in each subject (accounting for marks scored in all papers in all semesters in a subject in the course) will be issued a rank certificate. However, for stand-alone courses (like BCA, BA (Visual Communication), B.Voc, BSW and B.Com), the rank will be decided by the total marks in all papers except English and Language marks. The ranks for English and Languages (except B.Voc who don't have these subjects) will be decided after considering marks obtained by students across all programs. For PG students, the first and second rank will be decided by total marks in all papers in the program. Marks scored in foundation and open elective courses will not be considered for deciding the rank.
- All first rank holders will be awarded a gold medal & cash prize along with a certificate.
- A student will not be considered for rank if he/she has not passed in even one paper of that subject in the first available chance. A student will not be considered for rank in a subject if he/she was absent for the SE on the first available chance even in one paper and passed the paper in another chance.
- A student will be considered for a rank in a given subject even if he/she has not passed another subject in the first available chance. But he/ she must have completed the program in the minimum prescribed period for that program.

65. Foundation courses for UG students (3rd year Non-NEP UG students)

- All 3rd year UG students must pass the allotted foundation courses mentioned in the table.
- 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. Foundation courses are course completion requirements and no student will be allowed to apply for convocation without passing the foundation course. If a student could not complete the course due to the break in studies, he/she must complete the foundation course by enrolling for the Special Fast Track Course (usually held in the first week of May). Only grades for foundation courses will be mentioned on the marks card. Total marks for a semester will not include marks scored in the foundation courses.
- A student must score a minimum of 40% to pass the foundation course examination.

- Students who fail in the foundation course examination must register by paying the prescribed fees for the Special Fast Track Course as and when it is conducted.

Course	V Semester	VI Semester
HEP, EPS, CPE, JIP	Science and Culture	-
BVC	Science and Culture	-
BCA (Regular & Data Analytics)	Culture, Diversity and Society	-
PMC, MEC, CMS	Culture, Diversity and Society	-
CBZ, CEB, CEZ, MCB, MCZ, CBBT, CZBT, BBZ	Culture, Diversity and Society	-
IES, EJP, TEP, BSW	Science and Culture	-
PCM, PEM, EMS	Culture, Diversity and Society	-
B.Com, BBA (All sections)	Science and Culture	-

66. Maximum time period to complete the course

As per the UGC guidelines, approved by the Academic Council of St Joseph's College (Autonomous), UG students must complete their course within 5 years and PG students, within 4 years. The Academic Council may extend this duration by one more year, for deserving candidates.

67. Change of language after one semester

After the first Semester Examinations, if the undergraduate student realises that the language, they had selected during the admission is not according to their need or competence, the student may apply for a change of the second language. However, they should have the minimum attendance to be eligible to write the Semester Examination in the language paper. They must submit the application form to the office of the COE within two weeks of starting the classes in the second semester for the change. The difference in the fee payable, if any, must be paid in its entirety before the classes in the changed language course is attended.

GRADING SYSTEM

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 grades in turn to grade points in accordance with the ten point grading system using the following table.

The semester grade point average (SGPA) / Cumulative Grade Point Average (CGPA) shall be computed as: **SGPA /CGPA = (Credits × Grade Points)/(Credits)**

68. Grading system for 2015 batch onwards

% of marks in a paper (theory or practical) or in the course	Grade Points	% marks in a paper (theory or practical) or in the course	Grade Points
95 – 100	10	60 – 64.99	6.5
90 – 94.99	9.5	55 – 59.99	6.0
85 – 89.99	9.0	50 – 54.99	5.5
80 – 84.99	8.5	45 – 49.99	5.0
75 – 79.99	8.0	40 – 44.99	4.5
70 – 74.99	7.5	Less than 40	0
65 – 69.99	7.0		

69. Illustration for calculating SGPA:

Suppose a student has been awarded the following marks in the I semester examination:

Subject	Marks	Grade	Grade Points	Credit	Weighted Grade Point
Kannada	68	A	7.0	3	21.0
English	72	A+	7.5	3	22.5
History	70	A+	7.5	5	37.5
Economics	56	B+	6.0	5	30.0
Sociology	62	A	6.5	5	30.0
Total				21	141

The total number of credits = 21, Total weighed grade point = 141, SGPA = $141/21 = 6.7$

70. Semester Result / Grade Description for UG Courses (2015 Batch onwards)

Percentage	Alpha sign / Letter Grade	Result / Class Description
90-100	O	Outstanding
80-89.99	A ⁺⁺	First Class – Exemplary
70-79.99	A ⁺	First Class – Distinction
60-69.99	A	First Class
55-59.99	B ⁺	High Second Class
50-54.99	B	Second Class
40-49.99	C	Pass Class
0-39.99	F	Not Completed

71. Semester Result / Grade Description for PG Courses (2015 Batch onwards)

Percentage	Alpha sign / Letter Grade	Result / Class Description
90-100	O	Outstanding
80-89.99	A ⁺⁺	First Class – Exemplary
70-79.99	A ⁺	First Class – Distinction
60-69.99	A	First Class
55-59.99	B ⁺	High Second Class
50-54.99	B	Second Class
40-49.99	F	Not Completed

72. Additional Credits for Undergraduate Students

To encourage undergraduate students to participate in extracurricular and co-curricular activities, credits are allotted. As per the regulations passed in the academic council, all III semester students and V semester students, except B.Voc, have to acquire 5 additional credits during their 3 year undergraduate course. Subject to the ratification by the academic council of St Joseph's University, all undergraduate students of the university except B.Voc will have to acquire a cumulative of 5 additional credits when they reach their VI semester. Acquiring FIVE additional credits is a course completion requirement.

General Guidelines

- Students can earn a maximum of FOUR credits in one academic year and THREE from one single unit such as NSS, NCC, Sports, etc.
- No credits are to be awarded for activities/seminars/workshops attended or conducted within the University.
- No credits are to be awarded for participation in any association activities.
- National and International units of NCC, NSS, and AICUF which do not come under the purview of in-house associations are allowed to give a maximum of 3 credits in an academic year as per the guidelines given below for work outside the University.
- Students are encouraged to pursue online courses to enhance their knowledge. However, courses only from SWAYAM and NPTEL platform are eligible for claiming credits. Students should get consent from the concerned subject teacher/mentor prior to the course. Students who complete such online courses will be examined/verified by the concerned mentor/internal faculty member before awarding credits.
- **Students under NEP structure should earn five additional credits in their 2nd and 3rd year only (Cumulative) as per the below guidelines. No credits are awarded in their first year since these come under the purview of SEC of the NEP structure.**

The distribution of additional credits under different categories is as follows:

SPORTS AND GAMES

Students participating in sports and games as members of the University 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, or 2nd in the inter-collegiate competitions.

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

- Students playing for Bangalore University can get 2 additional credits.
- Students playing for Karnataka state can get 3 additional credits.

- Students playing in National teams can get 4 credits. All these credits must be approved by the Sports Director and scrutinized by a committee constituted by the VC.

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 / Choir/ Fashion team.
For 60 hours of training and practice, students of the University team can get 2 credits.
 - 2 credits for every win whether 1st or 2nd 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 VC.

AICUF /NSS/ Other social service activity

N.S.S

- 2 credits for 60 Hours of Shramadan/ Community Service.
- 1 additional credit for exceptional active involvement for an additional 60 hours.
- For ID/RD or other such events, students can get additional 2 credits.
- 2 credits for an Annual Rural Exposure Camp.

All these credits must be approved by the respective N.S.S Officer.

NCC (NOT APPLICABLE FOR NEP STUDENTS)

- 2 credits for 60 hours of training/parade/ other activities.
- For an additional 60 hours, 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 B/C/other such certificate examinations.

All these credits must be approved by the NCC officer.

EXTRA-ACADEMIC ACTIVITIES

- All extra credits claimed under this heading will require sufficient academic input/ contribution from the students concerned.
- Credits can be claimed for Internships that are not part of the regular programme structure. The number of credits awarded for the internship will be decided by the Deans based on the duration of the internship.
- 2 credits for presentation and publication of paper in International/National/State level seminars/workshops.
- For every subsequent activity of the above, students can claim one additional credit.

- 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 which do not include charts/collage or any such kind.
- 1 credit for any voluntary social service / Nation-building exercise which is in collaboration with the outreach centre, 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 University. The student must successfully complete the course. These credits can be earned in any year and will be approved by the respective mentor.

General internships and internships which are part of general curricula do not carry any credits. However, Students who undertake summer projects/ internships/ training in institutions of repute through a national selection process, will get 2 credits for each such activity. This must be done under the supervision of the concerned faculty/mentor.

NOTE: No credits can be granted for organising or for serving as office bearers/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. No credits can be claimed for any services/activities conducted or attended within the University.

All claims for the credits by the students should be made and approved by the mentor in the same academic year of completing the activity. Any grievances of denial/rejection of credits should be addressed to Additional Credits Coordinator in the same academic year.

Students having a shortage of additional credits at the end of the third year can meet the Additional Credits Coordinator, who will provide the right advice on the activities that can help them earn credits required for graduation.

73. Term Papers for Undergraduate Students

All Non-NEP batch undergraduate students must submit a term paper in their V semester. All NEP undergraduate students may submit a term paper in their IV semester. Writing a term paper acquaints students with research and research methods, which includes reading journals, books and other literature, gathering, sorting and analysing data and other supporting evidence.

The student must select a Guide for the term paper. The guide must be a faculty member in this University. If the student wishes to work in any national laboratory under a scientist or under any eminent external person, there must be a faculty member as co-guide from this University. The guide must give his/ her consent and this consent must be conveyed to the COE, through the class mentors, in the prescribed format by the end of IV semester.

The problem to be researched can be proposed by the Guide or the student can propose a problem in line with his/ her interest. In the latter case, the Guide must give the written consent for the topic.

Plagiarism is considered as a very serious offence. Submitting a term paper (whole or part) as one's own, but was created, researched, or presented by someone else will be considered as malpractice. Such a term paper will be disqualified and disciplinary action will be taken against the student.

Term papers must be submitted by the 2nd week of August in the office of the COE. If a term paper is not submitted on time, the student will be declared "Failed" in the fifth semester. Term papers will not be accepted after the last date announced by the COE.

No student will be allowed to apply for convocation without submitting the term paper.

74. Course Completion Requirements

Requirements for Completion of UG Courses

All students of undergraduate courses must:

- Pass all examinations and other academic requirements as per the proposed syllabi.
- Submit a term paper/complete any course specific to the student's interest available in SWAYAM portal or equivalent approved by their respective Deans in the IV semester (except students of B.Voc).
- Earn a minimum of 5 additional credits.
- Pass all the open elective courses as instructed.
- Attend and complete the prescribed all Soft Skill and Ability Enhancement courses.
- Successfully attend and participate in the Integral formation programme (IGNITORS) in all the years of their study.
- Successfully attend and participate in the social outreach programme for the proposed duration, during their course.
- Must have completed the internship, if any.

Requirements for Completion of PG Courses

All students of postgraduate courses must:

- Pass all examinations and other academic requirements as per the proposed syllabi. The student must also score the required percentage of marks as specified.
- Pass the open elective paper.
- Successfully attend and participate in the IGNITORS Integral formation programme in all the years of their study.
- Successfully attend and participate in the social outreach programme for the proposed duration, during their course.
- Students must also satisfactorily complete the internship programme as specified, if any.

75. Documents needed for certificates

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

(a) Duplicate Marks Card

- (i) Request letter addressed to the Vice chancellor.

(ii) The original acknowledgement from the police station for the complaint you have registered regarding missing document.

(iii) Affidavit from a notary.

(iv) Fee paid receipt.

(b) Consolidated Marks Card (Transcript)

(i) Request letter addressed to the VC.

(ii) Photocopy of all marks cards of all semesters.

(iii) Fee paid receipt.

(c) Migration Certificate

(i) Request letter addressed to the VC.

(ii) Photocopy of all marks cards.

(iii) Photocopy of TC.

(iv) Fee paid receipt.

(d) Transfer Certificate & Provisional Degree Certificate

(i) Request letter addressed to the VC.

(ii) Photocopy of all marks cards.

(iii) Eligibility from the office of the COE.

(iv) Fee paid receipt.

(e) Character Certificate, Duplicate ID and Duplicate Hall Ticket

(i) Request letter addressed to the VC.

(ii) Fee paid receipt.

(f) Any other Certificate

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

COMMITTEES

A: ADMINISTRATIVE COMMITTEES

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Nominee of the UGC	To be appointed
Registrar	Dr Melwin Colaco, Secretary.

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Rev. Fr Francis D'Almeida SJ	Campus Director
Dr Lora Rita Goveas	Campus Minister (P.G.)
Ms Litty Joseph	Campus Minister (U.G.)
Sr Saly Joseph	Campus Minister (Shift 3)

ACADEMIC COUNCIL

Prof. Vanamala Viswanatha	Professor, Head, Dept of English, Bangalore University
Mr Revi Verma Kumar	Senior Advocate and Former Chairman, Backward Class Commission
Dr S. Madeshwaran	Professor, Centre for Economic Studies and Policy, ISEC, Bangalore
Dr Udayakumar Ranga	Professor, JNCASR, Bangalore
Dr Reji Philip	Professor, Raman Research Institute, Bangalore
Dr Debasis Das	Assistant Professor, IISc, Bangalore
Dr Poornanda D.S.	Professor, Kuvempu University
Dr Ruth Manorama	Dalit Women's Rights Activist
Vice-Chancellor	Chairperson
Pro-Vice-Chancellors	Members
Registrar	Member Secretary
Controller of Examinations (CoE)	Member
Nominee of the board of Governors	Fr Swebert D'Silva SJ
Nominee of the board of Management	Nomination under process
All Deans and Directors	Members
Heads of Departments & PG Coordinators	Members
Dean of Research and Innovation Council	Member
Librarian	Member
Physical Education Director	Member
IQAC Coordinator	Member

THE FINANCE COMMITTEE

The Chancellor or his nominee	Rev. Fr Dionysius Vaz SJ, Chancellor Nominee: Rev. Fr Swebert D'Silva SJ Pro-Chancellor
The Vice-Chancellor	Rev. Dr Victor Lobo SJ
The Registrar	Dr Melwin Colaco, Registrar
The Finance Officer	Rev. Fr Arun D'Souza SJ
Nominee of the Sponsoring Body	Rev. Fr Jason Furtado SJ Secretary and Treasurer, KJES
Nominee of the Chancellor with expertise in Banking, Finance	Mr Mark D'Souza, CA M/S Mark D'Souza & Associates
Member	Rev. Fr Joy Rodrigues SJ Secretary and Treasurer, BJES
Member	Mr Vinay Mruthyunjaya Treasurer, Karnataka State Cricket Association

INTERNAL QUALITY ASSURANCE CELL [IQAC]

Rev. Dr Victor Lobo SJ	Vice Chancellor and Chairman
Dr Madappa M.B.	Director
MEMBERS:	
Dr Ronald J. Mascarenhas	Pro-Vice-Chancellor
Dr Regina Mathias	Pro-Vice-Chancellor
Dr Melwin Colaco	Registrar
Dr C. Mohanadas	Controller of Examinations
Rev. Fr Denzil Lobo SJ	Dean, SJIT
Rev. Dr Richard Rego SJ	Dean, SJICMS
Rev. Dr Xavier Savarimuthu SJ	Dean, Research and Library
Dr Arul Mani	Dean, School of Languages and Literatures
Mr Clement D'Souza	Dean, School of Humanities
Dr Rabbi Akkiba Angiras	Dean, School of Physical Sciences
Dr Shobha S.V.	Dean, School of Chemical Sciences
Dr Beatrice Sequeira	Dean, School of Life Sciences
Rev. Dr Augustine Lourdu	Dean, School of Social Work
Dr V. Christo Selvan	Dean, School of Business
Rev. Fr Arun DSouza SJ	Finance Officer
Dr Syed Wajeed	IQAC Advisor
Dr Rama Gokula Krishnan Dr Suhas D.P. Dr Suresha Kharvi Dr Jayati Bhadra Dr Priya S.	Coordinators-Documentation
Dr Padma Nandan Karioth	Criterion 1- Curricular Aspects
Dr Paramesha Mallegowda	Criterion 2- Teaching, Learning and Evaluation
Dr A. Mohan	Criterion 3- Research, Innovation and Extension
Dr Jayashankar M.	Criterion 4- Infrastructure and Learning Resources
Mr Taral Shah	Criterion 5- Student Support and Progression
Dr Vaishnavi M.	Criterion 6- Governance, Leadership and Management
Ms Poonam R. Ahuja	Criterion 7-Institutional Values & Best Practices
Dr Shivakumar T.C.	Chief Librarian

II. STATUTORY COMMITTEES

ANTI-RAGGING COMMITTEE

Ms Immaculate Mary	Convener
Dr A. Mohan	Assistant Convener
Ms Ami Joshi	Member, Counsellor
Ms Sana Begum M.	Member
Dr Cisy Abraham	Member
Mr Rajesh G.	Member
Dr Poornima S.	Member
Dr Hazel Mary Raju	Member
Dr B. Senthil	Member
Dr Vinutha V. Salian	Member
Ms Annie Syrien (Shift 3)	Member
Nominated from 2nd year UG	Representative - Student UG

ANTI-SEXUAL HARASSMENT COMMITTEE

Dr Sayantani Banerjee	Convener
Dr Nalini Sundaram	Assistant Convener
Mr Y. Rajendra	Advocate
Ms Iba Shyell	NGO Representative
Dr Vanitha N.M.	Teaching Faculty
Ms Prathiba Sara (Shift 3)	Teaching Faculty
Ms Alice D'Souza	Non-teaching Faculty
Mr Sunil P.G.	Non-teaching Faculty
Nominee from 2 nd year UG & PG	Student reps, UG & PG
Nominee from Research Centre	Student, Research Centre

EQUAL OPPORTUNITY CELL (EOC)

Rev. Dr Victor Lobo SJ	Chairperson
Dr Melwin Colaco	Registrar
Mr Keshavamurthy K.	Convener
Dr Eraiah	Assistant Convener
Dr Hanumantharayappa S.B.	Member

GENDER SENSITISATION CELL

Dr Grace Prabhakar	Convener
Ms Parul Goel	Member, School of Physical Sciences
Dr Reena S. Serrao	Member, School of Chemical Sciences
Ms Usha Priyadarshini	Member, School of Business
Dr Anitha V.	Member, School of Humanities
Dr Alan Godfrey A.	Member, School of Social Work
Ms Vijeta Kumar	Member, School of Languages and Literatures
Ms Mrinmoyee Bhattacharya	Member, SJIT
Ms Parinitha L. Shinde	Member, SJICMS
Ms Lakshmi S.	Member, Shift 3

NCC

UNIT	NCC OFFICER IN CHARGE
I KAR ARMD SQN NCC, TP-3	Lt. Akshay D. Mandlik
I KAR AIR SQN NCC	Sqn. Ldr Dr K. Paul Newman

SJU NSS: Mr Selwyn Paul J. (NSS Program Coordinator)

SJU NSS UNIT 1 (Shift – 1)

Dr Hamumatharayappa S.B.	NSS Program Officer
Ms Immaculate Mary	Assistant Program Officer
Dr Shakila P.	Member
Mr Pruthvi Kashyap	Member
Dr Asha K.	Member
Mr Ebenezer R.	Member

SJU NSS UNIT 2 (Shift – 1)

Ms Raj Kiran C.A.	NSS Program Officer
Dr Paramesha Mallegowda	Assistant Program Officer
Dr Fathima Farzana	Member
Mr Sathyanarayana R.	Member
Dr S. Rama Gokula Krishnan	Member
Ms Champakumari M.	Member

SJU NSS UNIT 3 (Shift – 2)

Ms Veena Nirmala	NSS Program Officer
Dr Lokesh Ravi	Assistant Program Officer
Mr Vinay B.S.	Member
Ms Prathiba R.D.	Member
Mr Rajesh G.	Member
Ms Treesa Joy	Member

SJU NSS UNIT 4 (Shift – 2)

Ms Mary Princess Lavanya	NSS Program Officer
Mr Prasad C.N.	Assistant Program Officer
Ms Joy Keren S.	Member
Dr Tulika Bhattacharya	Member
Mr Roshan Amal	Member
Dr Vignesh G.	Member

SJU NSS UNIT 5 (Shift – 3)

Mr Mahesha D.K.	NSS Program Officer (Shift 3)
Ms Chandni Bhambhani	Assistant Program Officer
Mr Timothy Paul Lawrence	Member

INTERNAL COMPLAINTS COMMITTEE (ICC)

Ms Bruno Martin	Convener
Ms Parul Goel	Assistant Convener
Dr Padmaja Pancharatnam	Member, School of Humanities
Ms Greeshma Francis	Member, School of Business
Dr Pramod K. Madathil	Member, School of Chemical Sciences
Ms Mohammed Ayesha	Member, School of Physical Sciences
Ms Grace Leena Crasta	Member, School of Life Sciences
Dr Shari Tess Mathew	Member, School of Social Work
Mr Pramod Harle	Member, School of Languages and Literatures
Mr Ravinandan BB	Member, SJICMS
Dr Sashikala D.	Member, SJIT
Ms Emilda D'Souza	Representative, Non-teaching faculty

VOCATIONAL COURSES AND KAUSHAL KENDRA

Rev. Dr Richard Rego SJ	Convener
Mr Neville D'Souza	Coordinator
Mr Marudhu Pandian	Assistant Coordinator
Ms Parinitha L. Shinde	Member
Mr Ajay Chandran	Member
Mr Suhas Srinivas	Member

EK BHARAT SHRESHTA BHARAT CLUB [EBSB]

Mr K.S. Shivakumar	Convener
Ms Niha Asif	Assistant Coordinator
Ms Gisa George	Member
Mr Mahesh D.K.	Member (Shift 3)

III. ACADEMIC COMMITTEES

EXAMINATION SECTION

Dr C. Mohanadas	Controller of Examinations (COE)
Mr Cyril	Deputy Chief Superintendent of Examinations
Dr Martin Paul	Examination Coordinator
Dr Eraiah	Assistant Examination Coordinator
Dr Maria Anncy	Member
Mr Taral Shah	Member
Ms Ahana Ruth Pinto	Member
Mr Rajalekshmi L.S.	Member
Ms Raj Kiran C.A.	Member
EXAMINATION SECTION STAFF	
Mr Sanil Cornelio	Mrs Pavithra S.
Mr Gopal	Mr Godfrey Stephen
Ms Kavya T.H.	Mr Sudhir David Diwakar
Mr Stany Steevan	Ms Ramya Archana
Mr Marshall S. Pereira	
EXAMINATION VIGILANCE SQUAD	
Dr Lora Rita Goveas	
Mr Ricky Wilfred	
Mr Leonard Winston Aiman	
EXAMINATION MALPRACTICE ENQUIRY COMMITTEE	
Mr Charles Ambrose (Convener)	
Dr Popy Dutta (Assistant Convener)	
Dr Parvathy Poornima (Member)	

ST JOSEPH'S RESEARCH INSTITUTE (SJRI)

Rev. Dr Xavier Savarimuthu SJ	Director
Dr Michael Rajamathi R.	Dr Joseph Nelapaty Endowment Chair
RESEARCH ADVISORY COMMITTEE (RAC)	
Rev. Dr Xavier Savarimuthu SJ	Chairperson
Dr Michael Rajamathi	Deputy Chairperson
Dr Chittur Lakshmanan	Member
Dr Neil Tannen Lincoln	Secretary
Dr Mohan A.	Member
Rev. Dr Roshan Castelino SJ	Member

Ph.D. MONITORING COMMITTEE	
Life Sciences	
Rev. Dr S. Ignacimuthu SJ-Director, Xavier Research Foundation, Palayamkottai, TN	
Dr V. Sundaresan-Central Institute of Medicinal and Aromatic Plants (CIMAP)	
Chemical Sciences	
Dr Chittur Lakshmanan- Former Chief Scientist, ITC Research & Tech Innovation	
Dr K.R. Prabhu-Indian Institute of Science (IISc)	
Dr Michael Rajamathi R.- St Joseph's University	
Physical Sciences	
Dr Arindham Ghosh – Indian Institute of Science (IISc)	
Dr Mousumi Das – Indian Institute of Astrophysics (IIAP)	
Dr Reji Philip – Raman Research Institute (RRI)	
English	
Dr Geeta Bhaskar- Bangalore University	
Dr S.V. Srinivas – Azim Premji University	
RESEARCH COMMITTEE	
Rev. Dr Xavier Savarimuthu SJ- Director	
Rev. Dr Richard Rego	Dr Arul Mani
Dr Nikhil Jha	Dr Padma Nandan Karioth
Dr Stephen A.	Dr Raisa D'Souza
Dr Sunita Rajamani	Dr Karamala Areesh Kumar
Dr S. Rama Gokula Krishnan	Dr S. Amudhan
Dr Sivakannan S.	Dr Grace Prabhakar
Dr Popy Dutta	Dr Santhosh Jagadeeshan

GLOBAL INITIATIVES ADVISORY COMMITTEE

Rev. Dr Richard Rego, SJ	Convener
Dr Melwin Colaco	Assistant Convener
Dr Susan Mary Philip	Member
Dr Sunita Rajamani	Member
Mr Pruthvi Kashyap	Member

CENTRAL LIBRARY ADVISORY COMMITTEE

Rev. Dr Victor Lobo SJ	Vice-Chancellor & Chairperson
Dr Melwin Colaco	Registrar
Rev. Dr Xavier Savarimuthu SJ	Library & Research Director
Dr Shivakumar T.C.	University Librarian & Coordinator
Rev. Dr Richard Rego SJ	Director, SJICMS
Dr Madappa M.B.	Director, IQAC
Mr John Binze	Representative, School of Physical Sciences
Dr Arun Varma Thampan	Representative, School of Physical Sciences
Dr Grace Prabhakar	Representative, School of Life Sciences
Dr A. Stephen	Representative, School of Life Sciences
Dr Nalini Sundaram	Representative, School of Chemical Sciences
Mr Keshava Murthy K	Representative, School of Humanities
Dr Neil Tannen Lincoln	Representative, School of Humanities
Dr Poornima B N	Representative, School of Languages and Literatures
Dr Amrita Banerjee	Representative, School of Languages and Literatures
Dr S. Amudhan	Representative, School of Business
Dr Alan Godfrey A.	Representative, School of Social Work
Dr Sivakannan S.	Representative, SJIT
Mr Premkumar	Invitee, Central Library
Ms Chandni Bhambhani	Member (Shift 3)
Nominated Research Scholar	Representative of Research Scholar
Nominated students from PG, UG	PG and UG Students Representatives

TIMETABLE COMMITTEE

Ms Sandhya N.	Convener
Ms Sarah John	Assistant Convener
Mr Keshavamurthy K	Assistant Convener
Ms Mamatha S.	Member
Ms Wilma Laveena D'Souza	Member
Dr Arul Mani	Member
Ms Sana Begum	Member
Mr Jesse P. Francis	Member
Ms Christine Nigli	Member
Mr Prashanth Kumar	Member (Shift 3)

DBT STAR COLLEGE SCHEME COMMITTEE [STAR STATUS]

Dr Susan Mary Philip	Overall Program Coordinator and Coordinator, Dept. of Biotechnology
Dr Sandra Misquith	Coordinator, Dept. of Biochemistry
Dr Martin Paul	Coordinator, Dept. of Botany

DBT STAR COLLEGE SCHEME COMMITTEE [SUPPORT]

Dr Popy Dutta	Program Coordinator, Dept. of Microbiology
Dr Lora Rita Goveas	Coordinator, Dept. of Physics
Mr Susobhan Mazumdar	Coordinator, Dept. of Mathematics
Mr Rajesh G.	Coordinator, Dept. of Electronics
Ms Prathiba R.D.	Coordinator, Dept. of Zoology

DST FIST COMMITTEE

Dr Sandra Misquith	Coordinator
Dr Libi Thomas	Member
Dr Susan Mary Philip	Member
Dr Vaishnavi M.	Member
Dr Suhas D.P.	Member
Dr Raisa D'Souza	Member

ACADEMIC AUDIT COMMITTEE

Dr Ebenezer Wilson	Convener
Rev. Simon Paul D'Souza	Assistant Convener
Dr Syed Wajeed	Member, School of Life Sciences
Dr Nalini Sundaram	Member, School of Chemical Sciences
Dr Bobby Mathew	Member, School of Physical Sciences
Ms Anita Noronha	Member, School of Humanities
Dr Sayantini Banerjee	Member, School of Business
Ms Latha Paul	Member, School of Social Work
Ms Rajalekshmi L.S.	Member, School of Languages and Literatures
Dr Shiva Kannan S.	Member, SJIT
Dr Mark Rasquinha	Member, SJICMS

PG DIPLOMA COURSES

Rev. Fr Swebert D'Silva SJ	Director, PG Diploma Program
M. Charles Ambrose	PG Diploma Coordinator
Dr Jayati Bhadra	Member
Mr Prabhakar K.	Member
Dr Amudhan S.	Member
Mr Mohammed Umair	Member

CERTIFICATE COURSES

Dr Ebenezer Wilson	Convener, Certificate Courses
Dr Lokesh Ravi	Assistant Convener, Certificate Courses
Ms Immaculate Mary	Member, School of Business
Rev. Dr Augustine Lourdu	Member, School of Social Work
Dr Nalini Sundaram	Member, School of Chemical Sciences
Dr Anita V.	Member, School of Humanities
Ms Banu M.	Member, SJIT

FACULTY DEVELOPMENT CENTRE (FDC)

Mr Clement D'Souza	Convener
Dr Joyce Queeny D'Souza	Program Coordinator
Ms Usha Priyadarshini	Assistant Convener
Dr Sunita Rajamani	Assistant Convener, Induction Program & Documentation Coordinator
Dr Paramesha Mallegowda	Member, School of Life Sciences
Dr Anitha V.	Member, School of Humanities
Ms Princy Nisha	Member, School of Business
Dr Valeen Reshmi Pereira	Member, School of Chemical Sciences
Mr John Binze	Member, School of Physical Sciences
Ms Latha Paul	Member, School of Social Work
Dr Eraiah	Member, School of Languages and Literatures
Mr Francis Densil Raj	Member, SJIT
Mr Shabin P.K.	Member, SJICMS
Dr Kanishka K.	Member (Shift 3)
Mr Sunil P.G.	Non-teaching Faculty

ONLINE TEACHING AND DIGITAL TEACHER PROGRAMS

Ms Banu	Program Coordinator
Dr Vanitha N.M.	Program Coordinator
Ms Amita Priyadarshini	Assistant Convener
Dr Viyolla Pavana Mendonca	Member
Mr Charles Ambrose	Member
Mr Nevil D'Souza	Member
Dr Arun Varma Thampan	Member
Ms Parinitha L. Shinde	Member
Mr Avishek Suman	Member
Mr Jerrin Chandan	Member (Shift 3)

IV. STUDENT SUPPORT COMMITTEES

WELFARE OFFICERS [For Men]

Mr Keshavamurthy K.	School of Humanities and Social Sciences & School of Languages and Literatures
Dr Achuth A.	School of Humanities and Social Sciences & School of Languages and Literatures, Shift -I
Dr Jayashankar M.	School of Life Sciences
Dr Suhas D.P.	School of Chemical Sciences
Mr Ricky Wilfred	School of Physical Sciences UG and PG
Dr Hariharan R.	UG and PG Commerce
Mr Prabhakar K.	UG Management
Mr Akshay D. Mandlik	School of Social Work
Mr Francis Denzil Raj V.	SJIIT
Mr Shabin P.K.	SJICMS
Dr Sreenivasulu Bandi	PG Section - Sciences [including BDA]
Dr Achuth A.	PG Section - Languages and Humanities
Mr Prashanth Kumar	Shift 3

WELFARE OFFICERS [For Women]

Ms Jyothsna K.S.	School of Humanities and Social Sciences & School of Languages and Literatures
Ms Teena Ann Mathew	School of Humanities and Social Sciences & School of Languages and Literatures, Shift-1
Dr Grace Prabhakar	School of Life Sciences
Dr Vinutha V. Salian	School of Chemical Sciences
Ms Mohammed Ayesha	School of Physical Sciences UG and PG
Ms Princy Nisha	Commerce UG and PG
Ms Niha Asif	Management UG
Dr Shari Tess Mathew	School of Social Work
Ms Jeshma Nishitha D'Souza	SJIIT
Ms Parinitha Shinde	SJICMS
Dr Valeen Rashmi Pereira	PG Section - Sciences [including BDA]
Ms Raisa Joseph	PG Section - Languages and Social Sciences
Ms Preethi Sara	Shift 3

SJU LISTENING CENTRE STUDENT COUNSELLORS

Dr Madhurini Vallikad	Coordinator
Ms Ami Joshi	Student Counsellor
Ms Satarupa Anderson	Student Counsellor (Shift 3)

CAMPUS MINISTRY

Rev. Fr Francis D'Almeida SJ	Campus Director
Ms Litty Joseph	Coordinator, Campus Ministry UG
Rev. Dr Maxim Dias SJ	Coordinator, Ignitors
Dr Lora Rita Goveas	Coordinator, Campus Ministry PG
Ms Deepika P.	Coordinator, AICUF
Ms Veena Nirmala R.	Asst. Coordinator, AICUF
Ms Gisa George	AICUF Faculty Rep: School of Business
Ms Melissa Remedios	AICUF faculty Rep: School of Humanities/Social Work
Ms Viyolla Pavana Mendonce	AICUF faculty rep: Science Schools & Institutes
Ms Valeen Rashmi Pereira	Coordinator, CLC
Ms Teena Maria Rani	Asst. Coordinator, CLC
Dr Tesmine Martin	President, Jesus Youth
Ms Navya Dennis	Asst. Coordinator, Jesus Youth
Rev. Fr Francis D'Almeida SJ	Coordinator, Theology
Rev. Fr Simon Paul D'Souza	Coordinator, Retreat & Asst. Coordinator Theology
Dr Gerard Rosario J	Asst. Coordinator, Theology
Ms Usha Priyadarshini	Coordinator, CSA
Mr Ricky Wilfred	Asst. Coordinator, CSA
Mr Jesse P. Francis	Asst. Coordinator, CSA
Dr Jothy W.	Coordinator, HRD
Dr Alan Godfrey A.	Asst. Coordinator, HRD
Dr Cisy Abraham	Asst. Coordinator, HRD
Dr Dyna Susan Thomas	Coordinator, Liturgy
Ms Grace Prerna	Asst. Coordinator, Liturgy
Dr A. Stephen	Coordinator, Inter-religious dialogue
Ms Niha Asif	Asst. Coordinator, Inter-religious dialogue
Ms Ahana Pinto	Asst. Coordinator Inter-religious dialogue
Ms Lillykutty Abraham	Coordinator, Christmas Celebration
Mr Nigel George	Asst. Coordinator, Christmas Celebration
Sr Saly Joseph	Asst. Coordinator, Christmas Celebration
Ms Joy Keren S.	Coordinator, Exodus
Ms Jane D'Souza	Editor, Campus Ministry Newsletter
Dr Deepa Mathew	Asst Editor, Campus Ministry Newsletter
Mr Leonard Winston Aiman	Coordinator, University Choir
Ms Joy Keren S.	Asst. Coordinator, University Choir
Mr Ebenezer R.	Coordinator, Campus Ministry Outreach
Mr Clement D'Souza	Advisor, Campus Ministry
Ms Jeshma Nishitha D'Souza	Member
Dr John Paul	Member
Ms Grace Leena Crasta	Member
Dr Reena S. Serrao	Member

CENTRE FOR STUDENT PLACEMENT AND SKILL DEVELOPMENT

Mr D. Kiran Jeevan	Convener
Dr Jayashankar M.	Assistant Convener, School of Life Sciences
Dr Tulika Bhattacharya	Assistant Convener, School of Humanities
Mr Pruthvi Kashyap	Assistant Convener, School of Business
Dr Debashis Ghosh	Assistant Convener, School of Chemical Sciences
Dr Suresha Kharvi	Assistant Convener, School of Physical Sciences
Dr S. Rama Gokula Krishnan	Assistant Convener, School of Social Work
Ms Rajalekshmi L.S.	Assistant Convener, School of Languages and Literatures
Dr Mahuya Deb	Assistant Convener, SJIT
Mr Ajay Chandran Ms Mukta Chand	Assistant Conveners, SJICMS
Dr Kanishka K.	Assistant Convener, (Shift 3)

STUDENT COUNCIL

Mr Taral D. Shah	Student Council Governor
Dr Alan Godfrey	Assistant Convener
Lt. Akshay D. Mandlik	Assistant Convener
Ms Raj Kiran C.A.	Assistant Convener
Mr Subikha Lakshmi	Member
Mr D. Kiran Jeevan	Member
Ms Hazel Mary Raju	Member
Dr Eraiah	Member
Mr Pruthvi Kashyap	Member
Dr Paramesha Mallegowda	Member
Mr Ajay Chandran	Member
Mr Suhas S.	Member
Ms Sushmita Vincent C.	Member
Dr Nithin Saxena	Member
Ms Veena Nirmala	Member
Mr Tobin Varkey Simson	Member
Mr Nevil D'Souza	Member
Mr Pramod Harle	Member
Mr Vinay B.S.	Member
Ms Preethi Sara	Member (Shift 3)

REMEDIAL CLASS COMMITTEE

Dr Neelam Mishra	Convener
Mr Jesse P. Francis	Assistant Convener
Ms Mamatha S.	Member, School of Life Sciences
Ms Satarupa Anderson	Member, School of Humanities
Mr Mahesha D.K.	Member, School of Humanities (Shift 3)
Ms Sana Begum	Member, School of Business
Dr Nalini Sundaram	Member, School of Chemical Sciences
Dr Mohan A.	Member, School of Physical Sciences
Dr Mary Princess Lavanya	Member, School of Social Work
Dr Amrita Banerjee	Member, School of Languages and Literatures
Mr Shabin P.K.	Member, SJIT
Ms Annie Syrien	Member, SJIT (Shift 3)
Mr Roshan Amal	Member, SJICMS
Ms Preethi Sara	Member, School of Management (Shift 3)

EXAMINATION GRIEVANCE REDRESSAL CELL

Dr P.E. Somaiah	Convener
Ms Sarah John	Assistant Convener
Rev. Fr Simon Paul D'Souza	Representative, Humanities & Social Sciences
Dr Anthony Johnson	Representative, Sciences
Dr Pramod Harle	Representative, Languages
Mr Mohammed Umair	Representative, Commerce & Management
Mr Ranganatha B.	Representative, Shift 3

STUDENT GRIEVANCE REDRESSAL CELL

Ms Shalmali Kamath Prabhu	Convener
Ms Parul Batra	Assistant Convener
Dr Suriya Narayanan R.	Member, School of Chemical Sciences
Dr K. Nayan Bhat	Member, School of Physical Sciences
Ms Prathiba R.D.	Member, School of Life Sciences
Ms Grace Maria Jochan	Member, School of Humanities
Rev. Dr Simon D'Souza	Member, School of Social Work
Ms Parul Batra	Member, School of Languages and Literatures
Ms Immaculate Mary	Member, School of Business
Ms Mrinmoyee Bhattacharya	Member, SJIT
Mr Marudhu Pandian	Member, SJICMS
Ms Pratibha Sara Jacob	Member (Shift 3)

DISCIPLINARY COMMITTEE

Dr Godwin J. D'Souza	Convener
Dr Santhosh Jagadeeshan	Assistant Convener
Dr Samson S.	Member, School of Life Sciences
Ms Melissa Remedios	Member, School of Humanities
Mr Pruthvi Kashyap	Member, School of School of Business
Dr Rita Pal	Member, School of Chemical Sciences
Ms Mohammed Ayesha	Member, School of Physical Sciences
Rev. Fr Francis Pinto SJ	Member, School of Social Work
Mr Pramod Harle	Member, School of Languages
Ms Jayati Koushik	Member, SJIT
Ms Parinitha L. Shinde	Member, SJICMS
Mr Jerrin Chandan	Member, Shift 3

SPORTS COMMITTEE

Rev. Fr Arun D'Souza SJ	Convener
Ms Hazel Mary Raju	Director, Physical Education
Mr Newton K.	Member
Mr Lawrence Rodrigues	Member
Dr Beatrice Sequiera	Member
Ms Amita Priyadarshini	Member
Mr Cyril	Member
Dr Anaurene Roy	Member
Ms Raj Kiran C.A.	Member
Dr Eraiah	Member
Dr Karamala Areesh Kumar	Member
Dr Paramesha Mallegowda	Member
Mr Ranganatha B.	Member
Mr Anil Prashanth D'Souza	Member

INTERNATIONAL STUDENTS' SERVICES

Dr Sunita Rajamani	Convener
Rev. Dr Richard Rego SJ	Member
Dr Christo V. Selvan	Representative, School of Business
Dr Neil Tannen Lincoln	Representative, School of Humanities & Social Sciences
Dr Raju M.	Representative, Schools of Science

STAFF COORDINATORS FOR CLASS MENTORS

Dr A.M. Bojamma	Convener
Ms Shalmali Kamath Prabhu	Assistant Convener, School of Life Sciences
Dr Anchal Singhal	Assistant Convener, School of Chemical Sciences
Ms Parul Goel	Assistant Convener, School of Physical Sciences
Ms Jane D'Souza	Assistant Convener, School of Humanities and Social Sciences
Ms Ankitha Gowda	Assistant Convener, School of Business
Lt. Akshay D. Mandlik	Assistant Convener, School of Social Work
Dr Md. Tauseef Qamar	Assistant Convener, School of Languages and Literatures
Ms Sarakutty T.K.	Assistant Convener, SJIT
Ms Abirami G.	Assistant Convener, SJICMS
Mr Prashanth Kumar	Assistant Convener, (Shift 3)

STAFF COORDINATORS FOR CO/EXTRA-CURRICULAR ACTIVITIES

Dr Syed Wajeed	Coordinator, Class Representatives
Dr S. Amudhan	Assistant Coordinator, Class Representatives
Ms Shalmali Kamath Prabhu	Coordinator, Student Academic representatives
Dr Nirmalya Basu	Assistant Coordinator, Academic representatives
Mr Leonard Winston Aiman	Coordinator, Student Cultural Representatives
Ms Rency Thomas	Assistant Coordinator, Student Cultural Representatives
Dr Karamala Areesh Kumar	Coordinator, Student Sports Representatives
Ms Champakumari M.	Assistant Coordinator, Student Sports Representatives
Dr Arun Varma Thampan	Coordinator, Students IQAC Representatives
Ms Ann Francis	Assistant Coordinator, Students IQAC Representatives

ASSOCIATIONS

Ms Latha Paul	Coordinator of Associations
Dr W. Jothy	Assistant Coordinator, School of Life Sciences
Ms Christine Nigli	Assistant Coordinator, School of Chemical Sciences
Mr G. Vignesh	Assistant Coordinator, School of Physical Sciences
Dr Padmaja Pancharatnam	Assistant Coordinator, School of Humanities & Social Sciences
Mr Charles Ambrose	Assistant Coordinator, School of Business
Rev. Fr Francis Pinto SJ	Assistant Coordinator, School of Social Work
Dr Pathan Hasan	Assistant Coordinator, School of Languages and Literatures
Ms B. Nithya	Assistant Coordinator, SJIT
Ms Vidisha D'Souza	Assistant Coordinator, SJICMS
Dr Kanishka K.	Assistant Coordinator, Shift 3

PARENTS' COUNCIL

Ms Mamatha S.	Convener
Dr Mohan Kumar S.	Co-Convener
Mr Pruthvi Kashyap	Co-Convener
Dr Suhas D.P.	Operations Head
Dr Eraiah	Operations Head
Ms Thejaswini Balaji	Operations Head
Ms Champakumari M.	Operations Head
Dr Shari Tess Mathew	Operations Head
Ms Prathibha R.D.	Operations Head
Ms Raisa Elsa Joseph	Member
Dr Pramod K. Madathil	Member
Ms Sushmitha Vincent C.	Member
Dr Sayantani Banerjee	Member
Ms Niha Asif	Member
Ms Fathima Farzana	Member
Dr Puneeth Kumar B.S.	Member
Ms Satarupa Anderson	Member
Dr Surya Shankar Sen	Member
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Ms Maria A.	Member, School of Humanities & Social Sciences
Mr Pramod Harle	Member, School of Languages and Literatures
Dr Lillykutty Abraham	Member, School of Languages and Literatures
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Dr Deepa Mathew	Member, School of Physical Sciences
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Dr Neelam Mishra	Program Coordinator
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Ms Nirmala Rajah Cynthia	Member, School of Languages and Literatures
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Mr Jerrin Chandan	Member (Shift 3)
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Mr Suhas Srinivas	Design
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Ms Prathiba Sara	Member,(Shift 3
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Ms Bojamma A.M.	Deputy P.R.O.
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Ms Padma Nandan Karioth	Member
Mr Taral Shah	Member
Mr Chinnappa B.G.	Member
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Dr Kanishka K.	Member (Shift 3)

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Dr Fathima Farzana	Member
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Dr Santhosh Jagadeeshan	Representative - Sciences
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Dr Pathan Hasan	Member
Dr Sreenivasulu Bandi	Member
Mr Jerrin Chandan	Member (Shift 3)

CLASS MENTORS FOR THE ACADEMIC YEAR 2022-2023

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES & SCHOOL OF LANGUAGES AND LITERATURES

SHIFT- I [7.00 AM] / SHIFT-II [9.00 AM] /& /SHIFT -III [5.00 PM]

Class	Shift	I YEAR – SJU
Psychology-Optional English	I	Ms Nirmala Rajah Cynthia
	II	Dr Lillykutty Abraham
	III	Ms Satarupa Anderson
Psychology-Theatre & Performance studies	II	Ms Shilpa Sajeev
Economics-Industrial Relations	II	Ms Treesa Joy, Ms Akhila Prakash
Economics-Sociology	II	Dr Maria A.
History-Sociology	II	Ms Jane D'Souza Ms Irfana Fatima Shahed
Journalism-Intl Relations & Peace studies	II	Dr Karamala Areesh
Political science-Communicative English	II	Ms Vismaya V. Ms Nikitha Thomas
Economics-Political Science	II	Mr Justin Johnson
Political Science-History	II	Dr Surya Shanker Sen
Economics-History	III	Mr Mahesh D.K.
Psychology-Journalism	II	Dr Tauseef Qamar
Journalism-Public Policy	II	Mr Pramod Harle
Journalism-Sociology	III	Ms Chandni Bhambhani

Class	II YEAR-NEP	III YEAR-SJC
HEP	Ms Rajalekshmi L.S.	Ms Anita Noronha
		Ms Rency Thomas
EPS	Ms Anitha V.	Dr Somaiah P.E.
	Dr Hanumanthrayappa S.B.	Dr Eraiah
IES	Mr Anuplal G.	Ms Architha Murthy
	Mr Pathan Hassan	Ms Melissa Remedios
EJP [A]	Ms Navya Dennis	Ms Vijeta Kumar, Ms Revathi Suresh
EJP [B]	Mr Vinay B.S.	Ms Nisha Menzies Rao
		Ms Parul Batra
CPE	Ms Drishti Rakhra	Ms Ann Francis
		Dr Padmaja Pancharatnam
JIP	Maya Philip	Dr Parvathy Poornima
	Mr Nigel George	
TEP	Dr Anaurene Roy	Ms Ami Joshi

SCHOOLS OF LIFE SCIENCES AND CHEMICAL SCIENCES

SHIFT- I [7.00 AM] / SHIFT-II [9.00 AM]

CLASS	Shift	I YEAR-SJU
Biochemistry-Microbiology	I	Dr Nitin Saxena
Biochemistry-Zoology	I	Dr Daniel Andrew
Biochemistry-Biotechnology	I	Dr Debarati Chattopadhyay
Chemistry-Zoology	II	Dr Rita Pal
Botany-Zoology	II	Dr Martin Paul, Dr H.N. Sarjan
Chemistry-Microbiology	II	Dr Nalini Sundaram
Chemistry-Biotechnology	II	Dr Dyna Susan Thomas, Dr Reena S. Serrao
Chemistry-Environmental Science	II	Dr Cisy Abraham
Environmental Science-Biology	II	Dr Lokesh Ravi, Dr Rajanna A.H.
Biotechnology-Biology	II	Dr Anthony Johnson
Microbiology-Biology	II	Dr Neelam Mishra

CLASS	Shift	II YEAR-NEP
Chemistry-Botany	II	Dr Tesmine Martin
Chemistry-Zoology	II	Dr Santhosh Jagadeeshan
Chemistry- Biotechnology	II	Ms Christine Nigli
Biochemistry-Botany/Zoology	I	Dr Shraddha K.N.
Botany-Zoology	II	Dr Paramesha Mallegowda Dr Sabia Mamtaz
Botany-Biotechnology	II	Dr Vereena Rodrigues
Zoology- Biotechnology	II	Mr Nishanth MJ
Chemistry-Environmental Science/Botany	II	Dr N. Praveen Kumar
Chemistry-Environmental Science/Zoology	II	Dr Alaknanda J. Adur
Microbiology-Chemistry/Botany	II	Ms Shalmali Kamath Prabhu
Microbiology-Chemistry/Zoology	II	Dr Samson S.

CLASS	Shift	III YEAR-SJC
CBBt	II	Mr Tobin Varkey Simson, Dr Tejaswini Ronur Praful
CZBt	II	Dr Nirmalya Basu, Dr Anchal Singhal
CBZ	II	Dr Sunita Rajamani, Dr A. Stephen
CEB	II	Dr M. Raju
CEZ	II	Dr John Paul
MCB	II	Dr Vaishnavi M.
MCZ	II	Dr Kavya K.
BBZ	II	Ms Prathibha R.D.

SCHOOL OF PHYSICAL SCIENCES
SHIFT- I [7.00 AM] / SHIFT-II [9.00 AM]

Class	Shift	I YEAR – SJU
Statistics-Mathematics	I	Mr Ebenezer R., Dr K. Nayan Bhat
Statistics-Computer Science	I	Mr Ebenezer R., Ms Sara Kutty
Physics-Mathematics	I	Ms Wilma Laveena D’Souza
Physics-Mathematics	II	Dr Gerard Rozario J.
Mathematics- Computer Science	II	Mr Leonard Winston Aiman, Dr Shashikala D.
Physics-Chemistry	II	Dr Cisy Abraham
Economics-Statistics	I	Dr Raghunath M.
Electronics-Computer Science	II	Mr Gregory Sequeira

Class	Shift	II YEAR – NEP
Electronics-Computer Science	II	Mr Rajesh G.
Electronics-Mathematics	II	Mr Rajesh G.
Electronics-Physics	II	Mr Rajesh G.
Mathematics-Chemistry	II	Ms Deepika S.
Mathematics- Computer Science	II	Ms Champa Kumari, Mr Jesse P. Francis
Mathematics-Economics	II	Dr Maria Ancy
Physics-Mathematics	II	Mrs Bessy Estheline, Dr G. Vignesh
Physics-Computer Science	II	Mrs Bruno Martin, Mrs A. Bessy Estheline
Physics-Chemistry	II	Mrs Bruno Martin, Mrs A. Bessy Estheline
Statistics- Computer Science	I	Ms Joy Keren S.
Statistics-Mathematics	I	Dr Archana V, Ms Arpitha
Statistics-Economics	I	Dr Archana V, Ms Arpitha

Class	Shift	III YEAR-SJC
PCM	II	Dr Deepa Mathew, Dr Pramod K. Madathil
PEM	II	Mr Taral Shah
PMC	II	Mrs Sheela Thomas, Dr Daisy Singh
MEC	II	Dr Rock Ramesh
EMS	I	Dr Tulika Bhattacharya
CMS	I	Mr Sushobhan Mazumdar

SCHOOL OF BUSINESS

SHIFT- I [7.00 AM] / SHIFT-II [9.00 AM] /& /SHIFT -III [5.00 PM]

DEPARTMENT OF MANAGEMENT			
PROGRAM	FIRST YEAR	SECOND YEAR	THIRD YEAR
BBA SECTION A	Ms Greeshma Francis	Ms Sarah John	Mr Sathyanarayana R.
BBA SECTION B	Ms Preethi Sarah	Dr Satarupa Misra	Dr Shakila P.
BBA (SF)	Ms Niha Asif	Mr Prabhakar K.	Dr S. Amudhan
BBA SECTION C (III Shift)	Dr Kanishka K. Ms Arpitha Jain		
BBA SECTION D (III Shift)	Mr Ebenezer Sam Mr Ranganath B.		

DEPARTMENT OF COMMERCE			
PROGRAM	FIRST YEAR	SECOND YEAR	THIRD YEAR
B.Com. - Section A	Mr Pruthvi Kashyap G.	Ms Ahana Ruth Pinto	Dr Usha Priyadarshini
B.Com. - Section B	Mr Charles Ambrose	Ms Litty Joseph	Ms Grace Prerana
B.Com. - Section C	Ms Gisa George	Dr B. Senthil	Ms Amita Priyadarshini
B.Com. - Section D (12 pm)	Ms Sushmitha Vincent	Ms Thejaswini Balaji	Ms Teena Maria Rani
B.Com. - Industry Integrated	Ms Sana Begum	Ms Ankitha Gowda	Ms Immaculate Mary
B.Com.-IFA	Ms Raj Kiran	Dr Fathima Farzana	Dr Sayantani Banerjee
B.Com. - Section E (Shift 3)	Dr Priya S. Mr Prashanth Kumar		
B.Com. - Section F (Shift 3)	Ms Preethi Sara Ms Lakshmi S., Ms Pratibha Sara Jacob		

SCHOOL OF SOCIAL WORK

PROGRAM	FIRST YEAR	SECOND YEAR	THIRD YEAR
BSW	Dr S Rama Gokula Krishnan	Ms Latha Paul	Dr Shari Tess Mathew
MSW	Rev. Dr Augustine Lourdu	Dr Mary Princess Lavanya	

ST JOSEPH'S INSTITUTE OF COMMUNICATION AND MEDIA STUDIES

PROGRAM	FIRST YEAR	SECOND YEAR	THIRD YEAR
B.VOC. Visual Media & Filmmaking	Ms Parinitha Shinde	Mr Marudhu Pandian	Mr Avishek Suman
B.VOC. Digital Media & Animation	Mr Shabin PK	Ms Vidisha D'Souza	Mr Roshan Amal
BA Visual Communication	Mr Wicky William K.	Dr Amutha Manavalan	Ms Mukta Chand
MA Journalism & Mass Communication	Dr Anupama Sharma	Mr Ravinandan BB	
MA Advertising & Public Relations	Ms Abirami G.	Mr Ajay Chandran	

ST JOSEPH'S INSTITUTE OF INFORMATION TECHNOLOGY

Class	Mentor 1	Mentor 2
I year BCA (Data Analytics)	Dr Asha K.	Ms Jayati Kaushik
II year BCA (Data Analytics)	Dr Mahuya Deb	Dr Sivakannan S.
III year BCA (Data Analytics)	Dr Jayati Bhadra	Mr Francis Densil Raj V.
I year BCA - B Section (III Shift)	Mr Prem B.G.	Sr Saly Joseph
I year BCA - C Section (III Shift)	Ms Annie Syrien	Mr Timothy Paul

ASSOCIATION COORDINATORS

No.	ASSOCIATIONS	COORDINATOR/S
1	Abacus	Dr Daisy Singh, Dr Gerard Rozario
2	AICUF	Ms Deepika S., Ms Veena Nirmala R. Dr Priya S., Mr Timothy Paul (Shift 3)
3	Art and Animation Association	Mr Roshan Amal Mr Prem Sagar, Ms Annie Syrien (Shift 3)
4	Biochemical Society	Dr Sandra Misquith Colaco
5	Botanical Society (PG)	Dr Praveen Kumar N., Dr Paramesha Mallegowda
6	Business Association	Mr Sathyanarayana R.
7	Council for Molecular & Computational Biology	Dr Lokesh Ravi
8	Centre for Social Concern	Fr Simon Paul D'Souza, Dr Priya S. and Mr Ranganath (Shift 3)
9	Chemical Society (PG)	Dr Joyce Queeny D'Souza
10	Chemical Society (UG)	Dr Valeen Rashmi Pereira, Dr Rita Pal, Mr Tobin Varkey Simson
11	Chiasma	Dr Susan Mary Philip
12	CRISYS	Dr M. Jayashankar
13	CSA	Dr Usha Priyadarshini, Mr Ricky Wilfred, Mr Jesse P. Francis
14	Commerce Association	Dr Hariharan R., Ms Thejaswini Balaji
15	Consilium	Ms Grace Maria Jochan
16	Constitution Literacy Club	Dr Kanishka K., Mr Ranganath (Shift 3)
17	Cybernetics Club (UG)	Ms Shashikala D.
18	The Josephite Choir	Mr Leonard Winston Aiman, Ms Joy Keren Mr Jerrin Chandan, Sr Saly Joseph (Shift 3)
19	Earthlings	Dr Rajanna A.H.
20	Economics Forum	Ms Ann Francis
21	Frequentia	Mr R. Ebenezer
22	Food Miles	Dr Mohan Kumar S.
23	Gender Sensitisation Cell	Ms Latha Paul
24	Green Gene Guild	Dr Anthony Johnson
25	Hindi Parishad	Dr Hasan Pathan
26	History Parishodhana	Ms Jane D'Souza
27	Images	Mr Shabin P.K.

28	Industrial Relations Forum	Mr Anuplal G.
29	Inter-Religious Harmony Movement	Rev. Dr Simon Paul D'Souza Ms Preethi Sarah, Ms Vidhya (Shift 3)
30	International Students Association	Mr Kiran Jeevan
31	JET Club	Mr Rajesh G.
32	Josephite Dance Association	Ms Sushmita Vincent C. Ms Pratibha Sara, Ms Satarupa (Shift 3)
33	Josephite Media Forum	Mr Ravinandan BB Mr Prem Sagar, Mr Ebenezer (Shift 3)
34	Josephite Research Forum	Dr Susan Mary Philip
35	KALA (Indian Music Association)	Dr Kavya K., Ms Princy Nisha Ms Preethi Sara and Ms Vidhya (Shift 3)
36	Kannada Sangha	Dr Hanumantharayappa S.B.
37	Linguistics Society	Dr Arul Mani, Ms Nirmala Cynthia Rajah
38	Literary Society	Dr Arul Mani, Ms Vijeta Kumar
39	MIMA	Dr A. Alan Godfrey Mr Prashanth Kumar (Shift 3)
40	Microbiological Society (PG)	Dr Popy Dutta
41	Microcosm (UG)	Dr Nitin Saxena
42	Natural Science Association	Dr M. Jayashankar
43	North East and Tibetan Forum	Mr Avishek Suman
44	Nous	Dr Arul Mani, Mr Pramod Harle
45	Oikonomika	Dr Tulika Bhattacharya
46	PANA	Mr G. Anuplal
47	Performing Arts Society	Dr Arul Mani Ms Vismaya V., Ms Einstina Sneha
48	Physics Students Association	Ms Bessy Estheline
49	$\Phi\Psi\xi$ (PG Physics)	Ms Parul Goel
50	Quiz Club	Dr Arul Mani, Ms Drishti Rakhra
51	Rendezvous	Ms Satyashree B.
52	Rotract	Rev. Dr Augustine Lourdu Ms Pratibha Sara, Dr Kanishka K. (Shift 3)
53	RUSHES	Ms Mukta Chand
54	Samskruta Tarangini	Mr Prasanna SB

55	Sat-Sophia Association	Mr Jerrin Chandan, Ms Lakshmi S. (Shift 3)
56	Seasons Nature Club	Dr Alakananda J. Adur
57	Sigma Squared	Dr Jayati Bhadra
58	Social Work Student Association	Ms Viola Noronha
59	Social Zest	Ms Maria A.
60	SPECTRUM	Dr P.E. Somaiah, Mr Justin Johnson
61	SUMANA	Ms Ami Joshi
62	Tamil Sangam	Ms Arockia Mary
63	Technophite (PG)	Dr B.G. Prashanti
64	TREFFPUNKT	Ms Sri Vidya
65	Western Acoustics Association	Ms Latha Paul Ms Arpitha, Mr Calvin (Shift 3)
66	WACC	Mr D. Kiran Jeevan
67	Zoologia	Dr M. Jayashankar

SCHOOL/INSTITUTE PROFILES

SCHOOL OF LANGUAGES AND LITERATURES

Dean: Dr Arul Mani, M.A., Ph.D.

DEPARTMENT OF KANNADA

Dr Eraiah, M.A., B.Ed., Ph.D., NET, [HOD]

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

Dr Poornima S., M.A., Ph.D.

Dr Hanumantharayappa. S. B., M.A, B.Ed., Ph.D.

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Ms Jyothsna K.S., M.A., NET

Ms Vijeta Kumar, M.A., NET [Coordinator, Communicative English and Theatre studies]

Dr Amrita Banerjee, M.A., Ph.D., NET [PG Coordinator]

Ms Archita Murthy, M.A., NET [Coordinator, Additional English Shift 2]

Ms Teena Ann Mathew, M.A., KSET

Ms Rency Thomas, M.A. [Coordinator, General English Shift 2]

Ms Rajalekshmi L.S, M.A.

Ms Parul Batra, M.A., M.Phil, NET

Ms Navya Dennis, M.A., NET [Coordinator, General English, Shift 1]

Ms Maya Philip, M.A., NET [Coordinator, Additional English Shift 1]

Mr Pramod Harle, M.A., NET [Coordinator, Writing and the Ethical Practice of Journalism]

Ms Drishti Rakhra, M.A., NET [Coordinator, Writing for Journalism]

Mr Vinay B.S., M.A., NET

Dr Lillykutty Abraham, M.A., Ph.D.

Mr Nigel George, M.A., NET

Ms Einstina Sneha, M.A.

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Dr Md. Tauseef Qamar, M.A., Ph.D.

Ms Nirmala Cynthia, M.A., NET

Ms Shilpa Sajeev, M.A., NET

Mr Chinnappa B.G., M.A., KSET

Ms Vismaya V., M.A., KSET [Coordinator, Optional English]

Ms Revathi Suresh, M.A.

Ms Nikhita Thomas, M.A., NET

Ms Akhila S Prakash, M.A., NET

Ms Irffana Fatima Shahed, M.A.
Dr Beena Ambrose, M.A., Ph.D.
Dr Ratnakshi Roy, M.A., NET, Ph.D.
Mr Rajul K, M.A., NET.

Shift 3 Staff

Mr Jerrin Chandan, M.A, KSET [Coordinator, Shift 3-PG]
Ms Pratibha Sara Jacob, M.A., NET [Coordinator, Shift 3-UG]
Sr Saly Joseph, [Coordinator, Shift 3-Journalism]
Mr Calvin George Micheal, M.A.
Ms Arpita Jain, M.A., NET

Adjunct faculty

Dr Cheriyan Alexander, M.A., Ph.D.
Dr Etienne Rassendren, M.A., Ph.D.
Ms Vinaya Nayak, M.A.
Ms Nadika N., M.A.
Mr Nazarius Manoharan

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Dr Ravindran T. M.A., Ph.D. (Shift 3)
Mr Satish Honnanagar, M.A., KSET, NET

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DEPARTMENT OF FRENCH

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

DEPARTMENT OF GERMAN

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Ms Gayathri Krishnan. M.A. (English), (GR-B1)

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Ms Emilia Therese, M.A., B.Ed. [Coordinator-Shift 3]

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Mr Keshavamurthy K., M.A., KSLET

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Dr Tulika Bhattacharya, M.Sc., Ph.D.

Ms Ann Francis, M.A.

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Ms Raisa Elsa Joseph, M.A., M.Phil, NET

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Mr Prashanth Kumar, M.A., B.Ed., KSET [Coordinator- Shift 3]

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Mr Justin Johnson, M.A.

Dr Shreejita Biswas, M.A., Ph.D.

Dr Surya Sankar Sen, M.A., Ph.D.

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Ms Sandhya Catherine, M.A. [Part time]

Ms Chandni Bhambhani M.A., M.Phil, NET [Coordinator- Shift 3]

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Ms Satarupa Anderson, M.Sc., NET [Coordinator-Shift 3]
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Dr Sherin Lee Thomas, M.P.T., M.Sc., Ph.D.
Ms Neha Jha, M.A., PG Dip. Counselling
Mr Reghunath P, M.Sc., NET
Ms Shaishtha Kubra, M.Sc., M.Phil., KSET
Mr Stephen Babu, M.Phil.
Mr Rayan Peter, M.Sc.

COUNSELLING CENTRE

Rev. Fr Francis D'Almeida SJ (Animator)
Ms Jissna Mathew, M.Sc. [Counselling Coordinator]
Ms Maria Senora, M.Sc. [Counsellor]
Ms Zehra Ahmed [Counsellor]
Ms Anu John [Counsellor]

DEPARTMENT OF INTERNATIONAL RELATIONS, PEACE STUDIES AND PUBLIC POLICY

Dr Karamala Areesh Kumar, M.A., M. Phil., Ph.D., NET [HOD]
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Dr Parvathy Poornima, M.A., M.Phil, NET, Ph.D.
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Dr Satarupa Misra, MFC, Ph.D.

Mr. Akshay Kumar A V, M.Com., SLET

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Ms Vidhya B., M.Com.

Ms Lakshmi S., M.Com.

Dr K. Kanishka, MBA, PGPMIR, M.A, B.Ed, Ph.D. [Coordinator, Shift 3-Management]

Mr Ebenezer Sam K., MBA

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Mr Mahesh Gowda (Kannada Film Director; B.Voc.-VMF)
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Mr Dulip Kumar (Cinematographer, Telugu Film Industry; B.Voc.-VMF)
Mr Adwaith Rajesh (Sound Engineer, Mindist Media; B.Voc.-VMF)
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Mr Neil Tannen (Warden)

Kitchen and housekeeping staff

Mr Manjunath Mr Savri
Ms Manju Mr Christo

Ladies' Hostel: Sr. Shaila Bandy, FSI

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Mr Walter D'Souza (Carpenter)	Mr Murali (Plumber)
Mr Manjunath (Electrician)	Mr Jeffrey Terry (Electrician)
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Mr Ebenezer S. (Chemistry)
Mr Mallanna Devoor (Chemistry)
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CALENDAR FOR ODD SEMESTER OF 2022-23

August 2022

01-Aug	Mon	Maha Shivaratri
02-Aug	Tue	
03-Aug	Wed	
04-Aug	Thu	
05-Aug	Fri	
06-Aug	Sat	
07-Aug	Sun	
08-Aug	Mon	
09-Aug	Tue	
10-Aug	Wed	
11-Aug	Thu	
12-Aug	Fri	
13-Aug	Sat	
14-Aug	Sun	
15-Aug	Mon	Independence Day
16-Aug	Tue	
17-Aug	Wed	
18-Aug	Thu	
19-Aug	Fri	
20-Aug	Sat	
21-Aug	Sun	
22-Aug	Mon	College reopens for the odd semester; General staff meeting
23-Aug	Tue	Orientation program for UG students
24-Aug	Wed	Orientation program for PG students
25-Aug	Thu	Regular classes begin for the semester
26-Aug	Fri	
27-Aug	Sat	
28-Aug	Sun	
29-Aug	Mon	
30-Aug	Tue	
31-Aug		Varasiddhi Vinayaka Vrata

September 2022

01-Sep	Thu	
02-Sep	Fri	
03-Sep	Sat	
04-Sep	Sun	
05-Sep	Mon	
06-Sep	Tue	<i>Pegasus</i> Intramurals - Football / Kabaddi
07-Sep	Wed	<i>Pegasus</i> Intramurals - Football / Kabaddi
08-Sep		Feast of Nativity of Mary
09-Sep	Fri	<i>Pegasus</i> Intramurals - Football / Kabaddi
10-Sep	Tue	Will have the order of Tue timetable
11-Sep	Sun	
12-Sep	Mon	
13-Sep	Tue	
14-Sep	Wed	<i>Pegasus</i> Intramurals: Badminton; Carrom; Chess; Table tennis
15-Sep	Thu	<i>Pegasus</i> Intramurals: Badminton; Carrom; Chess; Table tennis
16-Sep	Fri	<i>Pegasus</i> Intramurals: Badminton; Carrom; Chess; Table tennis
17-Sep	Sat	<i>Pegasus</i> Intramurals: Badminton; Carrom; Chess; Table tennis
18-Sep	Sun	
19-Sep	Mon	
20-Sep	Tue	
21-Sep	Wed	<i>Pegasus</i> Intramurals: Throw ball; Hand ball
22-Sep	Thu	<i>Pegasus</i> Intramurals: Throw ball; Hand ball
23-Sep	Wed	The order of Wednesday timetable. <i>Pegasus</i> Intramurals: Throw ball; Hand ball
24-Sep	Sat	<i>Pegasus</i> Intramurals: Throw ball; Hand ball
25-Sep	Sun	Mahalaya Amavasye
26-Sep	Mon	<i>Pegasus</i> Intramurals: Basketball; Volley ball
27-Sep		Inauguration of SJU by the Hon. President of India. No regular classes
28-Sep	Wed	<i>Pegasus</i> Intramurals: Basketball; Volley ball
29-Sep	Thu	<i>Pegasus</i> Intramurals: Basketball; Volley ball
30-Sep	Fri	Special supplementary exam registration starts

October 2022

01-Oct	Sat	
02-Oct	Sun	Gandhi Jayanthi
03-Oct	Mon	
04-Oct		Mahanavami, Ayudhapooja
05-Oct		Vijayadasami
06-Oct	Thu	Last date for special supple registration without fine
07-Oct	Fri	
08-Oct	Sat	Last date for special supple registration with fine
09-Oct	Sun	Maharshi Valmiki Jayanthi / Eid-Milad
10-Oct	Mon	Last date for special supple registration with fine
11-Oct	Tue	Student Council Election (Voting during Class Hours)
12-Oct	Wed	Special Supplementary Examination starts
13-Oct		CA test 1
14-Oct		CA test 1
15-Oct		CA test 1
16-Oct	Sun	
17-Oct	Mon	Activity -1 week
18-Oct	Tue	
19-Oct	Wed	
20-Oct	Thu	
21-Oct	Fri	
22-Oct	Sat	
23-Oct	Sun	
24-Oct		Naraka Chaturdashi
25-Oct	Tue	
26-Oct		Balipadyami, Deepavali
27-Oct	Thu	
28-Oct	Fri	
29-Oct	Sat	
30-Oct	Sun	
31-Oct	Mon	BOE Starts

November 2022

01-Nov		Kannada Rajyothsava
02-Nov	Wed	Notification for the Semester (Theory and Practical) Examination. Last practicals week. Students will sign the PIA marks register
03-Nov	Thu	Activity-2 week
04-Nov	Fri	
05-Nov	Sat	
06-Nov	Sun	
07-Nov	Mon	Mid semester test -2
08-Nov	Tue	Mid semester test -2
09-Nov	Wed	Mid semester test -2
10-Nov	Thu	
11-Nov		Kanakadasa Jayanthi
12-Nov	Sat	
13-Nov	Sun	
14-Nov	Mon	Balotsav Practical examination starts
15-Nov	Tue	
16-Nov	Wed	
17-Nov	Thu	
18-Nov	Fri	
19-Nov	Sat	
20-Nov	Sun	
21-Nov	Mon	CA approval meeting Hall tickets will be blocked for fee due, documents due
22-Nov	Tue	Last day to mark attendance
23-Nov	Wed	
24-Nov	Thu	
25-Nov	Fri	
26-Nov	Sat	Practical Examination Ends. Last teaching day. Study holidays start.
27-Nov	Sun	Organ Donation Drive
28-Nov	Mon	
29-Nov	Tue	
30-Nov	Wed	

December 2022

01-Dec	Thu	
02-Dec	Fri	End Semester Examination starts
03-Dec	Sat	
04-Dec	Sun	
05-Dec	Mon	
06-Dec	Tue	
07-Dec	Wed	
08-Dec	Thu	
09-Dec	Fri	
10-Dec	Sat	
11-Dec	Sun	
12-Dec	Mon	
13-Dec	Tue	
14-Dec	Wed	
15-Dec	Thu	
16-Dec	Fri	
17-Dec	Sat	
18-Dec	Sun	
19-Dec	Mon	
20-Dec	Tue	
21-Dec	Wed	
22-Dec	Thu	Last day of semester exam
23-Dec	Fri	Christmas celebrations
24-Dec	Sat	Semester vacation starts
25-Dec	Sun	Christmas
26-Dec	Mon	
27-Dec	Tue	
28-Dec	Wed	
29-Dec	Thu	
30-Dec	Fri	
31-Dec	Sat	

CALENDAR FOR EVEN SEMESTER OF 2022-23

January 2023

01-Jan	Sun	
02-Jan	Mon	
03-Jan	Tue	
04-Jan	Wed	
05-Jan	Thu	
06-Jan	Fri	
07-Jan	Sat	
08-Jan	Sun	
09-Jan	Mon	Even semester begins
10-Jan	Tue	
11-Jan	Wed	<i>Pegasus</i> Intramurals-Football
12-Jan	Thu	<i>Pegasus</i> Intramurals-Football
13-Jan	Fri	<i>Pegasus</i> Intramurals-Football
14-Jan	Sat	
15-Jan	Sun	Makara Sankranti
16-Jan	Mon	<i>Pegasus</i> Intramurals-Cricket
17-Jan	Tue	<i>Pegasus</i> Intramurals-Cricket
18-Jan	Wed	<i>Pegasus</i> Intramurals-Cricket
19-Jan	Thu	<i>Pegasus</i> Intramurals-Cricket
20-Jan	Fri	
21-Jan	Sat	
22-Jan	Sun	
23-Jan	Mon	<i>Pegasus</i> Intramurals-Kho-kho/Kabaddi, Activity 1 has to be announced
24-Jan	Tue	<i>Pegasus</i> Intramurals-Kho-kho/Kabaddi
25-Jan	Wed	<i>Pegasus</i> Intramurals-Kho-kho/Kabaddi
26-Jan		Republic day
27-Jan	Fri	
28-Jan	Sat	
29-Jan	Sun	
30-Jan	Mon	
31-Jan	Fri	Order of Friday timetable

February 2023

01-Feb	Wed	
02-Feb	Thu	
03-Feb		Visages (Classes till 10 am)
04-Feb		Visages
05-Feb	Sun	
06-Feb	Mon	Annual Athletics Meet – Heats (Trials)
07-Feb	Tue	Annual Athletics Meet – Heats (Trials); Activity 1 has to be completed
08-Feb	Wed	Annual Athletics Meet – Heats (Trials)
09-Feb	Thu	Annual Athletics Meet – Heats (Trials)
10-Feb	Fri	Annual Athletics Meet – Heats (Trials)
11-Feb	Sat	Annual Athletics Meet – Heats (Trials) Activity 1 marks are to be entered in the CA register
12-Feb	Sun	
13-Feb	Sat	Order of Saturday timetable. Annual Athletics Meet – Heats (Trials)
14-Feb	Tue	Annual Athletics Meet – Heats (Trials)
15-Feb	Wed	
16-Feb	Thu	
17-Feb		139 th Annual Athletics Meet
18-Feb		Maha Shivaratri
19-Feb	Sun	
20-Feb		CA test-1
21-Feb		CA test-1
22-Feb		CA test-1
23-Feb	Thu	
24-Feb	Fri	
25-Feb	Sat	
26-Feb	Sun	
27-Feb	Mon	Activity 2 has to be announced
28-Feb	Tue	

March 2023

01-Mar		
02-Mar	Thu	
03-Mar	Fri	
04-Mar	Sat	Activity 2 has to be completed
05-Mar	Sun	
06-Mar	Mon	<i>Sportstakes-2023</i> (Inter College Tournament)
07-Mar	Tue	<i>Sportstakes -2023</i> (Inter College Tournament)
08-Mar	Wed	<i>Sportstakes -2023</i> (Inter College Tournament)
09-Mar	Thu	<i>Sportstakes -2023</i> (Inter College Tournament)
10-Mar	Fri	<i>Sportstakes -2023</i> (Inter College Tournament)
11-Mar	Sat	Activity 2 marks are to be entered in the CA register
12-Mar	Sun	
13-Mar	Mon	
14-Mar	Tue	
15-Mar	Wed	
16-Mar	Tue	Order of Tuesday timetable CA test-1 marks are to be entered in the CA register
17-Mar	Fri	
18-Mar	Sat	Activity 2 marks are to be entered in the CA register
19-Mar	Sun	Feast of St Joseph
20-Mar	Mon	
21-Mar	Tue	
22-Mar		Ugadi
23-Mar	Wed	
24-Mar	Thu	
25-Mar	Fri	
26-Mar	Sun	
27-Mar	Mon	Notification of Semester examination
28-Mar	Tue	Supplementary students can pay the examination fees
29-Mar	Fri	Order of Friday timetable. Students can pay fee for certificates
30-Mar		CA test -2
31-Mar		CA test -2

April 2023

01-Apr		CA test-2
02-Apr	Sun	
03-Apr	Mon	Makeup test/CA improvement test starts. COE's Meeting with the Deans and HODs to conduct the practical examination
04-Apr		Mahaveer Jayanthi
05-Apr	Wed	
06-Apr	Thu	Maundy Thursday
07-Apr		Good Friday
08-Apr	Sat	
09-Apr	Sun	
10-Apr		BOE, no regular classes
11-Apr		BOE, no regular classes
12-Apr	Wed	
13-Apr	Thu	CA test -2 marks are to be entered in the CA register
14-Apr		Dr Ambedkar Jayanthi
15-Apr	Sat	
16-Apr	Sun	
17-Apr	Mon	Practical examination starts
18-Apr	Tue	
19-Apr	Wed	
20-Apr	Thu	
21-Apr	Fri	Last day for Sports/NCC/NSS candidates to apply for 5 marks
22-Apr		Khutub-E-Ramzan
23-Apr	Sun	Basava Jayanthi
24-Apr	Mon	CA approval meeting.
25-Apr	Tue	Students will sign the CA register
26-Apr	Wed	Hall tickets will be blocked for fee or document or library dues
27-Apr	Thu	Last day for students to apply for special grades
28-Apr	Fri	CA marks are entered on Linways portal
29-Apr	Sat	Practical exam ends. Last teaching day
30-Apr	Sun	

May 2023

01-May		May day
02-May	Tue	
03-May	Wed	
04-May	Thu	
05-May	Fri	
06-May	Sat	
07-May	Sun	
08-May	Mon	Study holidays start; Meeting with Deans to decide the ineligible candidates to appear for the SE
09-May	Tue	
10-May	Wed	
11-May	Thu	Hall ticket will be released for the eligible candidates Grievance cell is constituted
12-May	Fri	
13-May	Sat	Last signing day for teaching faculty members
14-May	Sun	
15-May	Mon	Semester examination starts
16-May	Tue	
17-May	Wed	
18-May	Thu	
19-May	Fri	
20-May	Sat	
21-May	Sun	
22-May	Mon	
23-May	Tue	
24-May	Wed	
25-May	Thu	
26-May	Fri	
27-May	Sat	
28-May	Sun	
29-May	Mon	
30-May	Tue	
31-May	Wed	

June 2023

01-Jun	Thu	
02-Jun	Fri	
03-Jun	Sat	
04-Jun	Sun	
05-Jun	Mon	
06-Jun	Tue	Last examination day
07-Jun	Wed	
08-Jun	Thu	
09-Jun	Fri	
10-Jun	Sat	
11-Jun	Sun	
12-Jun	Mon	
13-Jun	Tue	Results of outgoing batch students will be published
14-Jun	Wed	
15-Jun	Thu	
16-Jun	Fri	
17-Jun	Sat	
18-Jun	Sun	
19-Jun	Mon	All supplementary results will be published
20-Jun	Tue	Students can apply for photocopy of answer scripts
21-Jun	Wed	
22-Jun	Thu	
23-Jun	Fri	
24-Jun	Sat	
25-Jun	Sun	
26-Jun	Mon	Students can apply for revaluation of 6th semester and even semester supplementary exam papers
27-Jun	Tue	
28-Jun	Wed	
29-Jun		Bakrid
30-Jun	Fri	

RECORD OF ABSENCE

Student name _____ Class _____ Reg. No. _____

Date of Absence	Class hour/s absent	Reason for Absence	Signature of		
			Parent/Guardian	Class mentor	Welfare Officer

*Welfare Officer signature will be required only if the student has been continuously absent for more than three days.

NOTE: Attendance shortage below 75% will not be condoned, whatever be the reason for such shortage and the student will not be eligible to write the end semester examination.

RECORD OF ABSENCE

Student name _____ Class _____ Reg. No. _____

Date of Absence	Class hour/s absent	Reason for Absence	Signature of		
			Parent/Guardian	Class mentor	Welfare Officer

*Welfare Officer signature will be required only if the student has been continuously absent for more than three days.

NOTE: Attendance shortage below 75% will not be condoned, whatever be the reason for such shortage and the student will not be eligible to write the end semester examination.

TIME TABLES

ODD SEMESTER 2022-23

	I	II	III	IV	V	VI	VII	VIII
Mon								
Tue								
Wed								
Thur								
Fri								
Sat								

EVEN SEMESTER 2022-23

	I	II	III	IV	V	VI	VII	VIII
Mon								
Tue								
Wed								
Thur								
Fri								
Sat								



St Joseph's University
#36 Lalbagh Road, Bengaluru 560027

Affix recent
stamp size
photograph

Student Information

Name:.....

Year & Reg. No.:.....

Blood Group:.....

E-mail:..... Phone:.....

Father's Name:.....

E-mail:.....

Occupation:.....Phone:.....

Mother's Name:.....

E-mail:.....

Occupation:..... Phone:.....

Residential Address:.....

.....

Office Address (Parents):.....

.....

Address of Hostel/Paying Guest House:.....

.....

Guardian/Lodging House:.....

.....

Signature of the Parent/Guardian

Signature of the Student



St Joseph's University
#36 Lalbagh Road, Bengaluru 560027

Affix recent
stamp size
photograph

Student Information

Name:.....

Year & Reg. No.:.....

Blood Group:.....

E-mail:..... Phone:.....

Father's Name:.....

E-mail:.....

Occupation:..... Phone:.....

Mother's Name:.....

E-mail:.....

Occupation:..... Phone:.....

Residential Address:.....

.....

Office Address (Parents):.....

.....

Address of Hostel/Paying Guest House:.....

.....

Guardian/Lodging House:.....

.....

Signature of the Parent/Guardian

Signature of the Student

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