St. Joseph's College of Commerce

(Autonomous)

163, Brigade Road, Bengaluru - 560 025

Assessed and Re-accredited with 'A' Grade by NAAC

Recognised by UGC as

"College with Potential for Excellence"

JESUIT EDUCATION:

Context

Experience

Reflection

Action

Evaluation

Student Handbook

2019 - 2020

The College Anthem

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

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

St. Joseph's College of Commerce (Autonomous)

STUDENT INFORMATION SUMMARY

Fix Recent Stamp Size Photo

Name : .....

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

Blood Group: .....

E-mail : .....

Father's Name : .....

E-mail : .....

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

Mother's Name : .....

E-mail : .....

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

Residential Address : .....

.....

Phone : .....

Office Address (Parents) : .....

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Phone: .....

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

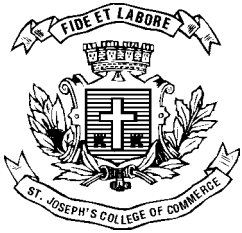
Guardian/Lodging House : .....

.....

Cell Phone : .....

Signature of Parent/Guardian	Signature of Class Mentor

The College Crest



The Crest is to an Institution what the insignia is to a military general. It symbolizes its ethos, status and purpose.

The Crest of St. Joseph's College of Commerce has two scrolls - one above, on which is inscribed the motto of the Institution in Latin ***-Fide et Labore,*** meaning ***'By Faith and Toil'***, and the other beneath, with the name of the Institution. A shield at the centre bears the Cross which is symbolic of the Christian faith; and the two bees on either side of the lower part of the Cross are an expression of tireless work. Further the palm leaves encircling the shield are a call to victory, and the crown above, the crown of glory.

The College Motto is ***Fide et Labore*** which means ***'By Faith and Toil'***. Faith, among other things gives a person commitment to God, to his fellow beings and to intellectual pursuits. Toil is the necessary prerequisite for success.

Dear Josephites,

Welcome to St. Joseph's College of Commerce. This Institution is run by the Society of Jesus or Jesuits. The Jesuits are a Catholic religious Order founded in 1540. St. Ignatius of Loyola was the founder of the Jesuit Order. The members of the Society of Jesus [S.J] have been active in the field of education throughout the world. St. Joseph's College was established in 1882. The Department of Commerce was established in 1949. In 1972 this department became an independent College by the name St. Joseph's College of Commerce. The College is registered under the Bangalore Jesuit Educational Society. Although the College is a religious minority institution run primarily for the education of Catholic youth, everyone is welcome here without distinction of caste and creed. The socio - economically marginalized groups receive a special preference in admission keeping with the admission policy of the Management.

Jesuit Vision of Education:

Jesuit Education, inspired and motivated by the person and message of Jesus Christ, affirms (a) that God is the author and sustainer of all reality and truth; (b) that every human being is created in the image and likeness of God; and (c) that the whole of creation and the human community are radically good.

Jesuit Education, therefore, is committed to

a) An authentic search of knowledge in the service and advancement of the world;

b) Upholding the dignity, uniqueness and giftedness of each individual; and

c) The promotion of harmony between man and man, and between man and nature.

Mission of the College:

The 'Mission' is derived from the Vision and is the raison d'etre of the College. St. Joseph's College of Commerce seeks to be the place where search for knowledge complements a sense of responsibility to the life of the community, where understanding is coupled with commitment, and where academic excellence goes with the cultivation of virtue. The College seeks to be a place which sustains women and men in their pursuit of education and fostering their conviction that life is only lived well when it is lived generously in the service of others..

Milestones:

St. Joseph's College of Commerce is the first Autonomous College in Karnataka to be Re-Accredited with 'A' Grade by National Assessment and Accreditation Council (NAAC) (3rd Cycle). Another milestone was achieved by the College when the University Grants Commission (UGC) in February 2010 recognized SJCC as a "College with Potential for Excellence" and when Bangalore University recognized the College as Research Centre in 2010. This is one of the first Colleges in Karnataka to be granted Autonomous Status in 2005.

Aims and Objectives of the College:

In keeping with the ethos of the Society of Jesus, the guiding force behind this institution and keeping in tune with the spirit and needs of the times we live in, the College aims at the holistic formation of students, helping them to become women and men imbued with a spirit of excellence and an abiding concern for others. We believe in the three inter twined goals, of Academic Excellence, Character Formation and Social Concern that shapes individuals to become "women and men" for the larger society.

1. Academic Excellence

"The noblest search is the search for excellence" Lyndon B. Johnson. Academic excellence is the sustained ability to act, achieve and excel in scholastic activities and attain excellence in learning through cutting- edge academic pursuits and creative and practical leadership among faculty and students alike. Academic excellence is strengthened through intellectual development and aesthetic and ethical engagements that make an individual achieve greater heights of success and contribute meaningfully in the betterment of the society. The students are constantly guided and encouraged to cultivate the art of thinking that nurtures imagination, stimulates critical enquiry and empowers them to think and express themselves clearly. To channelize the quest for academic excellence the Institution with the highly competent faculty, an efficient administrative team, excellent infrastructure creates an invigorating atmosphere of academic culture.

Academic Programs of the Institution

I) Undergraduate Programs (Three Year)

- **Bachelors in Commerce (B.Com)**
- B.Com (Professional Studies)
- B.Com (BPM- Industry Integrated)

- B.Com (Travel and Tourism)
- B.Com (Professional - International Accounting & Finance)
- B.Com (Analytics)
- **Bachelor of Business Administration (BBA)**
- BBA (Entrepreneurship)
- BBA (Professional- Finance and Accountancy)
- BBA International Twinning Program

II) Postgraduate Programs (Two- Year)

- M.Com (Finance and Taxation/ Marketing & Analytics)
- M. Com (International Business)
- M. Com (Financial Analysis)

III) Post-graduate Diploma (PGD) Programs

Internal Quality Assurance Cell (IQAC)

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution. The Internal Quality Assurance Cell (IQAC) has a significant and meaningful contribution in the post-accreditation phase of the Institution. During the post-accreditation period, the IQAC has been channelizing and processing all the efforts and activities of the institution towards excellence in every field.

Total Quality Management (TQM) Team

With increasing demand of quality education coupled with high global competition, St. Joseph's College of Commerce has invested in adaptation and implementation of the Total Quality Management procedures, tools and techniques to improve the cohesiveness, flexibility and competitive demands in the Education sector efficiently and effectively. In addition, the College meets the best needs for students and society through the adoption of principles of TQM. The activities of the TQM span across all departments in the Institution catering to the current and future needs of all the stakeholders.

The TQM being a steering committee ratifies all the internal process, initiatives, and procedures which are put forth to achieve quality performance by identifying individuals, groups to carry out the responsibility of the selected criteria, thus enabling quality performance of the education programs of the Institutions. These initiatives have geared

the Institution towards achieving academic excellence, social concern and character formation- the core values of the Institution.

CQAC (College Quality Assurance Cell)

This body includes all the Heads of the departments, one member from each department and the Total Quality Management (TQM) Team. CQAC meetings will be held in the beginning, during the course of and at the end of every academic year. Year plan will be prepared at the beginning of the year by CQAC. This body ensures that all quality mechanisms are in place, listen to views of the students, responds and ensures outcomes are communicated and reported to the concerned departments and participates in quality assurance processes. This body monitors policies, strategies set for academic standards and quality assurances for the programs that are being taught, initiates learning opportunities and mode of delivery.

SQAC (Student Quality Assurance Cell)

This body consists of one student from each class and it aims to ensure student participation in quality related issues, validation and feedback system including feedback from Alumni, coordination by department Alumni Meet. This body shall, each month, review, for appropriateness and compliance course curriculum, validate lesson plan, participate in continuous internal assessment of the course programs and shall report to the CQAC a report of the same. It is the body that ensures all the communication and decisions involving quality issues with respect to the course programs reaches the student community. The members are required to attend all the meetings called by the IQAC with regard to student's involvement.

Research Centre

Research Department obtained its distinguished status of 'Research Center' from Bangalore University in the year 2010-11. Its mission is to promote research environment among students and teaching fraternity. Center is committed to organize best-in-category FDPs/workshops/ seminars/conferences for budding researchers and industry professionals. Its SJCC Management Research Review (ISSN 2249-4359) is a UGC approved Bi-annual peer reviewed Journal. The Research Center also provides assistance to faculty members engaged in funded research projects. It publishes novel books and conference compendium authored/edited by faculty members. Research conducted through SJCC-Research Center has proved beneficial to the society and industry at large.

Consultancy Services

The eminent Staff of St. Joseph's College of Commerce are actively engaged in rendering consultancy services. The Consultancy services team helps faculty members in taking up the projects based on their area of expertise. Through their wide array of experience and specialized skills faculties assist companies in finding solution for challenging problems. The key aim of this initiative is to channelize the resources for seamless operations and harmonious College-client relationship.

Library and Information Services

The Institution has a well-stocked library with over 30,000 Books of both General and Subject books. More than 60 national and international print journals are made available for students' reference. The library subscribes to over 16 Magazines and 12 newspapers in both English and vernacular languages. The Library has e-resources such as:

1. N LIST - To access international and national e journals and e books.
2. Johan Brown Digital Library –52812 e-books
3. EBSCO and CAPITALINE Databases
4. DELNET
5. Online Public Access Catalogue

Rules of the Library

- The Library will be open from 8.00 a.m. to 5.00 p.m., on all working days and vacations of the year. On Saturdays it will be open from 8.00 a.m. to 1.00 p.m.
- Library has an open access system. Users must carry their ID cards in the library, ID cards are not transferable.
- Check in and checkout is mandatory for all users by scanning their id at the entry gate of the library
- Use of Mobile phones is strictly prohibited in the library.
- Student who fails to return the books within 14 days will be fined 1 Rupee for each day beyond the due date including Sundays and holidays.
- The student must pay for books lost, damaged or defaced. Loss of pages, mutilation and any other damage discovered on return of books will be charged.

- Loss of a borrowed book from the library must be intimated to the Librarian immediately.
- Books are issued for the exclusive personal use of the applicant.
- Strict silence should be observed in the Library.

Library Committee

The Library Committee will oversee the functioning of the College Library. It will recommend books, journals and magazines to the library based on the requirement of the programs. Request for subject related books will be routed through the Subject Coordinators to the committee which will then scrutinize and approve the same for purchase. The committee will also work towards encouraging the students to use the library for academic purposes. The members of the Library Committee include:

1. Ms. Manjula – Librarian
2. Mr. Lakshmipathi – Assistant Librarian
3. Ms. Muktha – Library Facilitator
4. Mr. Vinay Kambipura – Library Facilitator

Learning Resources

ERP System – Academic Management System

The latest version of the software boasts of advanced features such as:

- Short Messaging Service (SMS) for intimating the parents about her/his child's absence.
- Online Payment Gateway implemented for admissions/academic and various other fees
- Auditorium and Class room bookings made online enabling the user to get the availability and confirmation online, and several more features, a detailed list of which can be found on the College website.
- Implemented Moodle an open source software for conducting online examinations and also through their student portals

Announcements shows the details of mails/messages send to a student by the Principal. Calendar option helps to see Examinations, Assignments, Special Events, Ordinary events and Holidays.

This is augmented through the introduction of additional measures such as Software Binary System and Antivirus software programs to ensure secure browsing and seamless transactions. The Web Server stores all the

data pertaining to the students such as the attendance record, marks obtained in examinations, performance in extracurricular activities and calendar of events. All this information can be accessed by the students/parents at any time to track the progress of the student by following the below given steps.

Step 1: Access the College website – http://www.sjcc.edu.in

Step 2: Select Login menu and click on the student link.

Step 3: Enter your unique Registration Number & Password given by the College.

Step 4: Click on Sign in to avail all the online services. Further, the College application form and the prospectus is available online for download..

Placement and Career Services

The College offers placement and career support to students on and off campus. In addition to this, the Placement Cell actively organizes Pre – Placement Training sessions such as career guidance, recruitment training, mock interviews, and mock aptitude tests, etc., thus grooming students to confidently step into the corporate world.

Internship

The Institution endeavours to equip the students with skills that complement their classroom learning and offer them an opportunity to engage with real life work commitments through mandatory summer internships as a part of the curriculum. All students are required to undergo an internship for a period of four to six weeks before the commencement of the fifth semester. In addition, the B.Com (TT) students are required to do a second internship in the hospitality industry and BBA (Entrepreneurship) students in a startup company before their third semester. Successful Internships by the students have often paved the way to great achievements including placements, research, entrepreneurship and constructive improvements in the College.

Professional Certification Programs

Professional Certificate Programs are short duration knowledge enrichment courses that offer students to build up skills in a specific area that relates to their field of interest. Each course under this program is selected after careful evaluation of its content, productivity, shelf-life and market

relevance. These courses are reviewed and revised annually in response to the changing needs and demands of the academia and Industry.

The courses run concurrently with the Graduate Program and are spread for over 40 to 60 hours of inclusive classroom instruction, practical work, assignments, projects, case studies and presentations.

International Desk

St. Joseph's College of Commerce has a stimulating vision for its students with a focus on innovative ways to add value to their learning through internationalization. International Desk keeps the same view embarks on dynamic programs of strategic alliances with some of the top universities abroad as well as various on-campus interactive activities. The key objectives of the International Desk is to provide an international educational exposure to our students, to promote and offer global opportunities as well as propagate and develop intercultural understanding among students. International Desk also organizes guest lectures, on and off campus.

2. Character Formation

As an institution run by a religious group, the College gives great importance to spiritual formation and character development. Ultimately a person is what his spiritual and moral values are, and this aspect of your education, you will carry with you all your life.

The College respects all faiths. Every student is expected to have a basic knowledge of the major doctrines and practices of her/his faith. She/ he is expected to examine her/his religious feelings and beliefs with a view to deepening the basic and fundamental orientation towards God and establishing a relationship with her/his religious traditions and practices. It is equally important that one grows in knowledge of other religions and appreciation of them. India has been traditionally known for its multi-cultural harmony.

Character formation is an integral process that shapes the individuality and distinctiveness of an individual. The College believing and following its motto to build up and shape the mental, moral qualities of its students arranges for meaningful curricular, co –curricular and extracurricular activities.

Campus Ethos

The campus ethos of St. Joseph's College of Commerce is constituted of an academic fraternity committed to the advancement of learning; dedicated to serious curricular and non-curricular activities, creative in thought and action, and productive both at the individual and public space. It entails special concern for the disadvantaged, for women, and respects the sanctity of a person going out of his way to be in service to others.

On this campus while camaraderie and restful relaxation have a place, ennui and a cynical attitude is anathema as being harmful to the Josephite image. In essence our ethos is what the founder of the Jesuits order calls, "MAGIS", the greater, the higher – the greater in everything.

Campus Ministry

The office of the Campus Ministry at St. Joseph's, faithful to the Jesuit Catholic heritage, attends to the spiritual needs of the students. In an era marked by challenges and delusions, we strive to impart the signature spirituality of Ignatius – 'find God in all things'.

Eucharistic Celebrations- Holy Mass is celebrated in the College auditorium on the first Friday of every month. The College choir is instrumental in inspiring meaningful praise and worship with their melodious voices. Special masses are celebrated on festive occasions like the Feast of founder St. Ignatius of Loyola, Feast of St. Francis Xavier, Feast of Mother Mary, Christmas, Ash Wednesday and Easter.

Praise and Worship Sessions -This is purely a voluntary gathering for about half an hour is held every Wednesday. Students come together to their experiences and participate in action songs for the glory and honour of our Lord.

Faith Formation Classes - Once a month, panel discussions on matter of faith are held for I and II year Catholic students. Students are given knowledge on the Bible, the Prophets, the Sacraments and on the life and various manifestations of Jesus. Annual Programs - Annual Retreats for Catholic students are organized each academic year. Topics of discussion include finding one's true self, acceptance and spirituality in the workplace. The Feast of our founder, St. Ignatius of Loyola, is celebrated in an impressive manner for an entire week. Various competitions like essay writing, quiz, poster making and collage are held in commemoration of the feast and banners are put up in the campus explaining the life and teachings of St. Ignatius.

The Co-education System

The Institution follows Co-education system where girls and boys study together. The purpose of bringing young women and men together during the post-school period is to facilitate a healthy emotional growth.

Exclusive pairing within the premises or on campus, levity in word or gesture and eve-teasing shall be considered as serious offences.

Mentorship

The role of the Mentors is to contribute to the holistic development of the students under their care. Mentoring entails to be supportive towards the student and to help a student in any specific way in which he or she may require guidance. Each class has a mentor, the role of the mentors is to be supportive towards the student and be a link between the student and the department, between the subject teachers and the students, between the parents and the students and between the students themselves. They contribute to the holistic development of the students under their care.

Counselling and Spiritual Support

The College provides the students with the services of professional counsellors to tackle emotional and academic problems. While the students are encouraged to visit the counsellors by voluntary appointment, the College may also refer students who may be judged to benefit from such referral.

Regular value inputs are given to all students in order to deliberate on and assimilate human, social and spiritual values.

Citizenship Training and Students' Council

Citizenship training is aimed to evolve student's social responsibility in upholding and adhering to the law and order of the society and to create a healthy environment. To inculcate the above virtue, the Students' Council and Office bearers are elected by the students.

Nonetheless, to maintain freedom from bias and politicking the following norms are laid down which should be strictly observed.

- Candidates aspiring for the posts must have a good academic and disciplinary record (detailed rules will be formulated by the Election Commission).

- No candidate can profess affiliation to any political party or receive monetary or other support.
- Elections should be healthy contests in a spirit of fair play and create no animosities among students or classes.
- After the election all students must profess loyalty to the elected office bearers and co-operate with them in the discharge of Council duties.

Parents and Guardians

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

Sports and Games

The Institution emphasizes the development of physical prowess along with intellectual growth in its endeavour to provide holistic education. The College has carved out a name for itself in the field of sports and games. Students are encouraged to participate in inter-class and intercollegiate tournaments. For students' training and fitness a well-equipped gym with latest equipment is provided.

Regulations regarding Sports and Co-curricular activities

- Students representing the College/Department/Extension Activities should take prior approval in writing from the Principal, regarding their attendance for that particular period. The request for granting attendance will not be accepted at the end of the semester.
- Attendance will be given to the student for days of management and cultural fests, matches and tournaments in which the student represents the College, University, State or Nation. Attendance will also be given for the days lost due to travel and training camps for University, State and National teams. This provision will be based on the official documents issued by the University authorities, State and Central Government, Sports bodies etc. Students should verify their attendance on a regular basis and ensure the regularization of their attendance.

- The student should submit an authorized copy of the Tournament fixture to the Class Mentor and the Sports Director and get their approval before leaving for the tournament. They must submit a report of their performance after the tournament along with relevant documents. The Sports Department will maintain a logbook to enter these details.
- It is obligatory for the students from Sports Authority of India (SAI) and other Government - run sports hostels to play in the State and National tournaments on behalf of their organization. Attendance exemption will be given to sports hostel students for participating in such tournaments as players. They should produce a letter from the relevant authority concerned with their participation in the tournament in order to claim for attendance.

3. Social Concern

St. Joseph's College of Commerce believes to live God's love through its service to others. Considering it to be a part of a larger community and moving ahead with the ethos of Jesuit education, the Institution feels privileged to reach out to the communities and individuals who are socially and economically deprived. To promote equality and provide opportunities of excellence to all, the Intuition organizes many outreach programs coordinated by different Associations.

Scholarships and Freeships

With a view to promote quality education for all, SJCC offers financial assistance to students belonging to the following categories:

Group A: Merit-cum-need based.

Group B: Students who excel in sports and extra-curricular activities

Group A: Scholarships for the Economically Challenged

A student of first year UG or PG who is economically weak, especially from the rural areas is eligible to apply provided she/he furnishes enough evidence for her/his eligibility, enclosing a community/income certificate.

A good academic record is also required.

Group B: Scholarships for Co-curricular and extra-curricular Activities. Any student from UG or PG who is actively associated with the literary/ cultural or sports activities of the College and has sufficient proof to support her/ his application can apply. The application should have the reference of at least 2-3 staff members

Mid-Day Meal Scheme:

The College provides mid-day meal scheme for economically challenged students. Morning breakfast is served under this scheme to Sports Students.

Community Service

Jesuit education helps students to realize that talents are gifts to be developed, not for self–satisfaction or self-gain, but rather, with the help of God, to be utilized for the good of the human community. Students are encouraged to use their gifts in the service of others, out of love for God. As a part of the rural exposure camps the students visit villages and experience the realities of village life, their predicaments and their everyday challenges with minimum resources. They conduct outreach programs in these villages and work towards their betterment. 60 Hours of community service is mandatory to qualify and attain the graduation Degree Certificate from St. Joseph's College of Commerce.

Education for All

The goal of the Institution is to support students coming from the weaker and underprivileged sections of the society by providing higher education and ensuring inclusiveness. The Management of the College, through the admission policy ensures preferential admission for the following:

- Economically Challenged sections of the society.
- Physically Disadvantaged Students.
- Students from socially marginalized communities such as SC, ST and other minorities.
- Students seeking part-time employment while in College to meet their financial needs.

During admissions, the applications received are segregated and scrutinized with great care to identify students from disadvantaged backgrounds. After the process of admission is completed, conscious efforts are taken to execute a seamless integration of these students into the mainstream student body. It is ensured that there is equity in terms of opportunities provided to all the students. A Plethora of schemes have been initiated by the institution like fee concession, fee payment in installments, scholarships, mid-day meals, bridge course classes, special classes, remedial classes etc. to bring about effective inclusion. Progression of these students is tracked periodically in order to devise timely intervention.

Social Internships

The Institution understands the importance of instilling the commitment towards upliftment of the marginalized and weaker sections of the society. It is towards this commitment and faith that SJCC encourages its students to work along with NGO's and organizations in India, who work in different fields for the cause of the under privileged. While a large majority of these internships are voluntary, some of them have also been converted into employment opportunities in the social sector.

Engagement beyond Classroom

Real education begins with experience and experience can be found only if one steps out of one's comfort zone. Outreach programmes form the core of education at SJCC. They are an integral part of the curriculum. These programmes are also a way of using academic knowledge for the betterment of society. Social internships and community service are mandatory for awarding degrees.

Associations and clubs organize events throughout the year aimed at developing an understanding of our society; connecting with marginalized communities and reaching out to those in immediate need of our help. The associations and clubs also provides space for creative self-expression through literary and dramatic arts and through music and dance. Students also get an opportunity to explore the field of business and commerce through creative and innovative activities organized by the commerce and business associations.

Below mentioned are the student clubs and associations in the college:

Extension Activities Associations:

- National Service Scheme - NSS.
- Centre for Social Action - CSA.
- All India Catholics Union Federation – AICUF.
- Rotaract
- Eco Club
- Amnesty Internations
- Youth Red Cross
- Women's Forum

Literary & Cultural Associations:

- Kannada Sangha
- Hindi Parishad
- Association for Literature, Music and Arts (ALMA)
- Hashmi Theatre Forum
- Choir
- Debating Society
- Quiz Club

Business and Commerce Associations:

- Entrepreneurship Cell - E Cell.
- Finaryans – The Finance Club

Department Associations:
B.Com

- B.Com Editorial Committee
- Mainframe Research Forum
- Com Verse (B.Com Discussion Forum)
- Colloseum
- Associations for Professional Students (APS)
- Toast Masters Club
- Erudition Club
- Connect Series (Industry Academia Interface)
- CommUnity
- Lakshya

BBA

- Josephite Business Club (JBC)
- Fountainhead
- Conexus
- Leadership Development Cell
- Project Smiles
- Spotlight

- E-Series
- Entrepreneurship Learning Initiative (ELI)
- Association for International Management Studies (AIMS)

PG

- Mavericks – The PG Club.

College Teams

- College Editorial
- Media and Graphic Design Team
- Indian Dance Team
- Western Dance Team
- Indian Acoustic Team
- Western Acoustic Team
- Business Team

Co-Curricular Activities and Festivals

The College makes a positive effort to blend curricular and co-curricular components in the shaping of the year's program. While SPIEL, an intercollegiate sports tournament, attends to forging of friendships through sportsmanship, CHANAKYA, VIRTUOSO, CIPHER, the Business Fests of B.Com. & BBA respectively, as well as ENACT (Theatre Fest) in Kannada, Hindi and English aim at giving value addition to the curricular knowledge that the students are expected to assimilate. In addition the College specially focuses its attention on providing an Indian cultural ambience in order to safeguard and promote the precious treasures of Indian culture and art. KALOTSAV & DHWANI is the concrete expression of this endeavour. Fests like FIESTA is organized for the lesser privileged and act as a platform to showcase young talents. EVES celebrates the true spirit of womanhood and all things feminine. TURAS, the Travel and Tourism fest is organized to promote tourism in Karnataka and promote the rich cultural heritage of the State. In lieu of several extracurricular and curricular activities on campus there is an extracurricular activities committee which works closely with the Student Governor in ensuring the smooth conduct of extracurricular activities in campus.

Extra-Curricular Activities Committee

1. Dr. Lavakumar – Student Governor
2. Mr. Mohammed Ashfaque – Member
3. Ms. Preemal Maria D'Souza – Member
4. Mr. Ramesh Babu Grandhi – Member
5. Ms. Tina P. Singh – Member

Industrial Visits

The Institution conducts International Industrial trips for its students as part of its curriculum, aimed at providing international exposure to its students in today's shrinking global boundaries. The international travel to different countries exposes students to the changing paradigms of business fundamentals, evolving technologies and cultural sensitivities. As a part of the curriculum the Institution also organizes State Industrial visits for students to supplement their classroom lessons. The visits focus on integrating subject knowledge with real-life experiences and giving a practical dimension to theoretical concepts. The Industrial Visits' Coordinator, coordinates all the industrial visits through the class mentors of the respective classes and with the help of Student Coordinators.

Statutory and Non Statutory Committees of the College

Statutory Committees:

The College has statutory committees such as the Governing Body, the Academic Council, the Board of Studies for various programs and the Finance Committee which help in the smooth functioning of the Institution.

Non-Statutory committees:

a) Grievance and Malpractice (Prevention & Redressal) Committee

1. Any type of grievance that the student might have pertaining to other students, management, staff, infrastructure, CIA, examinations, etc., must first be discussed with the concerned teacher/Class Mentor/ Controller of Examinations. As far as possible, the problem should be resolved at this level.
2. Matters that are not resolved at the classroom level must be brought to the notice of the Grievance Committee.
   a) The grievance must be stated in writing.
   b) It must be forwarded to the Coordinator of the Grievance Committee through the Class Mentor or any other Staff member.

3. The Grievance Committee will meet at least three times in a year, twice after publication of end semester results (June & December). Depending upon the urgency of the situation, short meetings could be called for.
4. The Grievance Committee can invite the Student Counsellor, Member of the PTA or any other Staff member, to join the meeting, depending on the nature of the grievance.
5. The Grievance Committee will meet and discuss the matter. The decision of the Committee will be communicated to the Principal and the concerned parties, through the coordinator of the Grievance Committee.
6. All malpractices in the examination and internal assessment will be referred to the Malpractice Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Principal. The Principal and Controller of Examinations will take action on the report of the Committee.

(The prescribed Format of the Submission of Grievance Form is given)

Grievance Committee:

1. Ms. Sneha Rai – Vice Principal (Shift 1) & Coordinator
2. Ms. Ravi Darshini – Member
3. Dr. Mohan P. Philip – Member
4. Ms. Gretta Furtado - Member

St. Joseph's College of Commerce (Autonomous)
Format for Submission of Grievance

1. Name/Class.....

   Reg. No.....

   E-mail ID.....

   Ph.: (Residence).....

2. Grievance related to:

   .....

   .....

   .....

   .....

3. A brief summary of the grievance:

   .....

   .....

   .....

   .....

_____
Signature of the Student/Parent

_____
Counter signed by Mentor (Optional)

FOR OFFICE USE ONLY

Comments of the Committee:

Action Taken:

.....

_____
Signature of the Coordinator of
Grievance Committee

b) Sexual Harassment (Prevention and Redressal) Committee

The Institution has constituted a Sexual Harassment (Prevention and Redressal) Committee to ensure that the students, teachers and non-teaching staff can work together in an environment free of gender violence, sexual harassment and discrimination on the basis of sex and gender. Students who feel they are victims of sexual harassment can complain in person to the Committee or send an email to shcc@sjcc.edu.in along with details of their name and register number.

Sexual Harassment (Prevention and Redressal) Committee:

1. Ms. Theresa Rathi Rani – Coordinator
2. Dr. Susmitha – Member
3. Ms. Bindhu Subash – Member
4. Prof. Y J Rajendra (lawyer) – Member

c) Anti–Ragging Cell

To root out ragging in all its forms from the institution, an anti-ragging cell has been established as per the guidelines of UGC. Ragging in any form is totally banned in the entire institution and strict action against those found guilty of ragging and/or abetting ragging is taken. All complaints pertaining to any kind of ragging by any student/group of students of the College inside or outside the College campus may be reported to 'Anti-ragging Cell' by writing a letter or sending a mail to antiraggingcell@sjcc.edu.in

Anti-Ragging Cell members:

1. Mr. Vinay Kambipura – Coordinator
2. Ms. Nischitha – Member
3. Dr. Hanumantharaya – Member

d) Equal Opportunity Centre

The Institution has established an Equal Opportunity Centre, as per the guidelines of UGC, to oversee the effective implementation of policies and programs for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus.

Functions:

a) To ensure equity and equal opportunity to the community at large in the College and bring about social inclusion.

b) To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.

c) To look into the grievances of the weaker section of society and suggest amicable solution to their problems.

Advisory Committee

1. Dr. Soney Mathews – Adviser
2. Ms. Imsusangla A.O. – Member
3. Ms. Vedapradha - Member
4. Mr. Gladson. J – Member

e) Academic Audit Committee

The mission of this committee is to promote greater accountability of all the departments of the Institution by undertaking the audit of the institution's system of internal policies, procedures and controls, evaluates, monitors compliances and reports in a timely manner in accordance with applicable regulatory obligations. The Conduct of Quality Circle Meetings and action taken reports will be a part of the reasonability. The Committee Constructs work plan of the internal audit function after due approval from TQM body and reports on the result of the internal audit's work. The audit of timely submission of Question papers from departmental faculties along with answer sheets of the continuous assessment, including auditing the steps taken for slow learners or non-performers, and the steps taken for professional development. The committee meets twice in a semester with the TQM to discuss any issues arising from the Committee's responsibility.

Academic Audit Committee:

1. Ms. Muktha – Coordinator
2. Dr. Sheela – Member
3. Ms. Nancy Christina – Member
4. Dr. Anusuya Paul – Member

f) Examination Committee:

It is an apex body of the institution which aims at conducting its duties efficiently throughout the year regarding assessment and evaluation process according to the rules laid by the institutional exam manual in accordance with UGC. This committee is headed by the Controller of Examinations, Custodian and faculty members nominated by the Principal. The committee deals mainly with the conducting of all exams and all evaluations, appointment of examiners, evaluators, floor supervisors, preparation and publication of exam schedule, conduct of central evaluation, timely declaration of results, conduct of supplementary exams and distribution of marks card.

The Examination Committee:

1. Dr. Antony Oliver– COE & Coordinator
2. Dr. Nirmala Joseph – Member
3. Ms. Ravi Darshini – Member
4. Ms. Sneha Rai – Member
5. Ms. Sumithra Sreenivasan – Member

g) Student Welfare Committee:

In addition to the several initiatives of the Institution in maintaining the student welfare there is also an exclusive committee established for the same. Students can approach this committee if they have any concerns during their stay at SJCC.

Student Welfare Committee:

1. Ms. Gretta Furtado – Student Counsellor & Coordinator
2. Ms. Marina Joyce Roche – Member
3. Mr. Deenyar Garda – Member

College Regulations

1. **Ragging is a cognisable offence and those who indulge in it or encourage it will be handed over to the law as per G.O.Ed 122 URC 96 dated 16.1.97. Students in distress may call the National Anti – ragging Helpline 1800– 180 – 5522 (Toll Free) or email at helpline@antiragging.in**
2. Students should be in their respective classrooms at the stroke of first the bell. When a Lecturer enters the class, the students must rise and remain standing until they are instructed to sit down.
3. Students must observe punctuality.
4. Eating and chewing of gum, while the class is in progress is strictly prohibited.
5. There should be complete silence on the corridors during class hours. Students must not loiter on the corridors during class hours.
6. No student is allowed to leave the lecture hall without the Lecturer's permission or until the class is dismissed.
7. If the concerned Lecturer is absent, students are expected to use the library or the e-resources during that hour.
8. **Students are liable to disciplinary action (even dismissal) if found smoking in and around the campus, in possession of, or under the influence of tobacco products, drugs or alcohol.**
9. Students are forbidden to bring fire crackers and Holi colours to the campus. Students found doing so are liable to disciplinary action.
10. Any display of indiscipline including insubordination, habitual inattention, and neglect of work, unbecoming language or conduct, obscenity in word or deed by a student shall be liable to temporary or permanent dismissal.
11. Students are expected to conduct themselves with dignity and maturity. In their inter-relationships, they must observe norms of decency and propriety.
12. The campus must be kept clean at all times. Littering, defacing the walls or desks, damaging College property etc. are offences. Every class under the guidance of the class representative will be responsible for the cleanliness of the room allotted to it. Electronic gadgets like projectors, sound systems, laptops must be operated as instructed by the technical staff. Any damage to the electronic equipment caused by wilful neglect or misuse shall be liable for payment of fine.

13. Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of students outside the campus.
14. Posters and notices must not be put up without the permission of the Principal. If permission is granted, all posters and notices should be placed on the boards kept for the purpose in different blocks and not stuck on the walls of the College.
15. Vehicle parking will be allowed on all working days from 6.00 am to 6.00 pm on payment of parking fee. Students whose vehicles are parked in the premises after 6.00 pm are liable to be fined.
16. Every student is required to carry her/his identity card to College. The card must be in the possession of the student at all times and must be shown to the staff or College officials when asked at any time during the College hours including during Examination and formal programs, and in the administrative office and library.

Students will not be permitted to enter the College premises without the College ID Card.

17. Association functions and cultural programs will be held only after class hours. Practice for all programs should be held either prior to the classes or after classes.
18. Outsiders are not permitted to attend College functions. Strict action will be taken on those who bring outsiders to the campus.
19. No money is to be collected from students without the prior permission of the Principal. Any collection of money with the approval of the Principal will be intimated to the parents through e-mail/text message/ ERP notification.
20. Printed matter, photographs/videos not approved by the Principal is not to be brought to the College.
21. In keeping with the circular of the Department of Collegiate Education, Government of Karnataka, use of mobiles in the College premises is prohibited. Students are informed not to use mobiles within the academic block. Once confiscated, mobiles will not be returned to the students. Possession of mobile phones or similar electronic devices or resorting to unfair means during examination is considered as a serious malpractice.
22. Students must not join clubs or societies outside College or make any engagements that interfere with their studies without the Principal's

prior permission. They are not allowed to play for any team against the College.

23. Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the reading room where they can refer to books.

24. After class hours students are not expected to remain on the campus unless there is a function/program or rehearsal or games practice.

25. Dress Code.

The College does expect all students to keep in mind the basic norms of modesty and decency with regard to dress. On the basis of a representation made by the student body, the Management in consultation with the staff has arrived at the following Dress Code.

Formal Dress Code: Monday to Friday

- BBA, B.Com (Travel and Tourism), B.Com (BPM – Industry Integrated), B.Com (Professional – International Accounting and Finance) and B.Com (Analytics) students are expected to wear their official uniform on Mondays and PG students on Wednesdays.

Formal Dress Code for boys:

- Formal Pants
- Half or Full sleeve formal shirts.

Formal Dress Code for girls:

- Salwar/Churidhar Kameez only (No sleeveless, tight fitting or short tops. The pants of Salwar/Churidhar Kameez should reach below the ankle)

Informal Dress Code: Only on Saturday

Informal Dress Code for boys:

- Pants with only collared-shirts/t-shirts (No Verbal or Pictorial Messages permitted on them)

Informal Dress Code for girls:

- Pants, Kurtas (no sleeveless, tight fitting or short tops. The pants should reach below the ankle)
- Any student violating the dress code will not be allowed to sit in the class.

- Any member of the teaching or non-teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.

26. Students attending class or meetings of the College societies, clubs and associations on the campus are expected to be dressed in conformity with norms of decency and propriety.
27. Colouring of hair and unconventional haircuts are strictly prohibited.
28. Earrings for boys is not permitted.
29. Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days.

Attendance and Leave:

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

1. Absence up to 3 days requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 7 days requires signature of the HOD. Absence of more than 7 days requires signature of the respective Vice Principal.
2. The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write the End Semester Examination (ESE). College will strictly adhere to the norm as demanded by the UGC. There is no provision for condonation of attendance in the UGC act.
3. College mandates a minimum of 75% attendance in each paper to be eligible to write the mid semester exams also.
4. If a student fails to secure a minimum of 75% attendance in a semester, then she/he will be detained for that semester. She/he will have to repeat the semester and has to enroll afresh, by paying 50% of the annual fees.
5. If a student is absent for one period in a day, she/he will be marked absent for that period only.
6. Attendance is available for students/parents to view through the ERP login provided. Parents can login to the ERP through the College website. Every student will be provided with a unique password at the

beginning of the academic year to access the ERP. Parents are requested to make use of this facility in tracking the attendance of their ward.

7. Students must check the attendance regularly, and if any discrepancy is found, the same should be brought to the notice of the class mentor/ HOD in writing within two working days. No correction will be entertained beyond this period.
8. It is mandatory for students to attend the mid semester test. There will be no retest.
9. Students, who absent themselves on medical grounds, should produce a bonafide medical certificate.
10. If a student is absent up to three classes in a subject/paper, she/he may attend the next class of that subject/paper only after getting an admit slip from the Class Mentor.
11. The name of the student will be removed from the rolls if she/he is absent continuously for more than 10 days without permission.
12. Prolonged or serious illness, hospitalization or long medically advised rest must be reported to the Principal as early as possible.
13. Marks will not be awarded for attendance.
14. No attendance will be given to students for participation in Certificate Courses (they are held outside regular class hours).

Certificates

Procedure to apply:

Certificates may broadly be grouped into two categories:

(1) Routine (2) Special

Routine certificates are those which are applied for and obtained as a matter of course. For example, Bonafide Student Certificate, Provisional Degree Certificate, Transfer Certificate, student ID/bus pass and bus/train/ air student concession forms. Special certificates are in the nature of those which call for special certification from the Head of the Institution. For example, a certificate to state that X holds a valid passport, and is a student of the College, or a transcript of the College/university marks, or a special commendation in response to a general or special request from the third party.

How to apply:

The student desiring to apply for a certificate should give a request in writing and submit after paying the requisite fee. At least two working days are needed to process the application. Requests for special certificates are to be made in person to the Principal along with a written application appended by a specimen of the desired certificate. Special certificates may not always be issued within 24 hours if they need more time for verification or preparation.

Attestation of marks cards, etc. is done as a student service on request. The copies to be attested marks card should be presented in the office and can be collected on the following day.

Timings:

Please note that applications for certificates/attestation should be made between 9 and 10 a.m. and between 2.30 and 4.00 p.m. The certificates will be issued only between 2.30 and 4.00 p.m. of the following day.

Autonomy in St. Joseph's College of Commerce

St. Joseph's College of Commerce is an Autonomous Institution. Although Autonomy provides the College the right to frame its own syllabi and conduct its own internal and semester examinations, the degree will be conferred upon by the University.

Academic Evaluation:

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

Credit System:

The College has adopted a ten point grading system under the Choice Based Credit System (CBCS) from the academic year 2015-16. The modalities and the operational details are available in the syllabus document relevant to the course.

Curriculum - Evaluation

Examination Unit: The Principal heads the Examination unit. The Controller of Examinations (COE) is the coordinator of the entire assessment system. The other members of the Examination Committee are nominated by the Principal.

Evaluation System: Evaluation of PG and UG programs consists of two components, viz., Continuous Internal Assessment (CIA) and End Semester Examination (ESE). The following rules are common for both UG and PG programs.

1. Continuous Internal Assessment (CIA) includes a centrally organized MID TERM TEST and other exercises administered by the teacher such as Unit test/Online test/Snap test/Surprise test/Quiz/Assignment/ Presentation /Project/Research article/Seminar etc.
2. All answer scripts of CIA 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 CIA, the candidate must take it to the concerned teacher within 48 hours. If the student is not satisfied with the outcome, they must approach the HOD of the department.
3. To be eligible to appear for the midterm test a student should have at least 75% attendance in the respective course. The students who do not appear for the Mid-Semester test would have to do so in the following year when the CIA is conducted. This is applicable to all students, except for those who officially represent the College, for whom a special test would be conducted.
4. There is no provision for improving the CIA marks and the marks for dissertation.
5. End Semester Exam (ESE) will be held for 70 marks. The duration of the examination is 3 hours. All students must strictly follow the rules and regulations laid by the College during exam.
6. Only those students who secure 75% attendance in each paper are eligible to write the end semester examination.
7. If a student misses the End Semester Examination, the student will be marked "Absent" and must take the supplementary examination in that paper in the next available chance.
8. A UG student has to get in each subject a minimum of 40% marks in the ESE and the aggregate marks should also be 40% which includes CIA & ESE.
9. The results of semester examination (including the CIA and ESE marks totaling to a maximum of 100 marks) will be published within four weeks from the date of completion of the End Semester Examination.
10. A candidate should complete the Bachelor's Degree within five (3+2) academic years from the year of admission.

11. To be declared passed, a PG student should obtain a minimum of 40% in every course both in the CIA & ESE i.e. 12 out of 30 in CIA and 28 out of 70 in ESE and a minimum SGPA for a Pass is 5.
12. A candidate should complete the Master's Degree within four (2 + 2) academic years from the year of admission.
13. Any problem pertaining to mistakes in declaration of results, in marks cards or revaluation shall be referred to the Controller of Examinations.
14. Each student will be given a unique –password for viewing the attendance, and CIA marks. With this password, students will be able to download hall tickets and marks statement. For safety, students are advised to change the password. If the student wants the password for the second time, original or the changed one, they must approach the Vice Principal's office with a letter regarding the same.
15. Final results for the semester will be made available to the students through the ERP. Students are required to maintain a copy of the provisional marks details published in the web site. The original marks card for all semesters will be issued only after the completion of the UG/PG Program.
16. Request for Revaluation, Re-totaling and photocopy of the answer book of the ESE, if any, has to be made to the Controller of Examination along with the prescribed fee within two weeks from the declaration of the results.
17. Students are requested to check the notice board regarding various events pertaining to Exam Department.

Supplementary Examination/ Special Supplementary Examination

1. Students who have failed in any paper in the semester examination will have to write the supplementary examination for that paper. Such students will write the odd semester supplementary papers during the odd semester exams and even semester supplementary papers during the even semester exams along with the regular students.
2. A special Supplementary examinations will be conducted for Semesters V of UG and Semester III of PG in the month of November and for Semester VI of UG and Semester IV of PG in the month of June. However students denied of Hall Ticket due to shortage of attendance are not permitted to write this exam.

3. The marks scored by a student in supplementary examinations will not be considered for rank. However, such marks will be taken into account for the award of grades. The marks obtained in revaluation and improvement will be considered for rank.
4. There is no provision for obtaining Photocopy of the answer script, revaluation and re-totaling in the Supplementary Examinations conducted by the College.
5. Any problem pertaining to mistakes in the declaration of results, entries in the Marks Cards or revaluation shall be referred to the Controller of Examinations in writing within a week of declaration of results/issuing of the Marks Card.
6. Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the College and such decisions shall be final and binding on the candidate.

Mandatory Courses for UG Students

All the UG students must clear the following mandatory courses

(i) Indian Constitution (ii) Environmental Studies (iii) Human Resource Development (iv) Association Activities (v) Outreach Activities (vi) Internships and any other mandatory courses as per the course structure for the semester mentioned in the syllabus. No student is eligible for her/ his degree without passing in these mandatory courses.

Bangalore Jesuit Educational Society

Administration

Rev. Dr. Jerome Stanislaus D'Souza, SJ	President
Rev. Fr. Brian Pereira, SJ	Vice President
Rev. Fr. Arun D'Souza, SJ	Secretary & Treasurer
Rev. Dr. Daniel Fernandes, SJ	Principal
Rev. Fr. Arun Sunil Lobo, SJ	Finance Officer

Total Quality Management (TQM) Team

Rev. Dr. Daniel Fernandes, SJ	Principal
Dr. Nirmala Joseph	Registrar
Ms. Sneha S. Rai	Vice Principal (Shift 1)
Ms. Ravi Darshini	Vice Principal (Shift 2)
Dr. Antony Oliver	Controller of Examination
Dr. Shivakami Rajan	IQAC Coordinator
Ms. Veenu Joy	B.Com-HOD
Dr. Ruqsana Anjum	BBA-HOD
Dr. Shubhra Rahul	PG–HOD
Dr. Suganthi Pais	B.Com (Industry Integrated) Coordinator
Ms. Nischitha	Professional Program Coordinator
Ms. Komal A Dave	Placement Coordinator
Ms. Nikhath Asrar	B.Com (Travel & Tourism) In-charge
Dr. Muralidharan	BBA (Entrepreneurship) In-charge

Teaching Faculty

Business Studies:

Dr. H. Nagaraj	M.Com., M.Phil., Ph.D
Dr. Augustin Amaladass	M.Com., AICWA, B.Ed., PGDFM, DIM, Ph.D
Dr. Nirmala Joseph	M.Com., M.Phil., Ph.D
Ms. Rency Rakesh Balraj	M.Com., M.Phil

Dr. A. M. Sheela	M.A., Ph.D
Ms. Ravi Darshini	M.Com., M.Phil, ICWAI
Ms. Veenu Joy	M.Com., M.Phil
Dr. Suganthi Pais	M.Com., M.Phil, Ph.D
Ms. Muktha	M.Com., MBA
Dr. Ruqsana Anjum	M.Com., M.Phil., ICWAI., Ph.D
Ms. Sneha S. Rai	M.Sc., (Mathematics), PGDCA, MBA
Ms. Theresa Rathi Rani	M.Com., PGDCA, M.Phil
Ms. Tasmiya Hussni	M.Com., M.Phil
Ms. Komal A. Dave	M.Com., M.Phil
Mr. Raj A. Sadhwani	MBA
Mr. Z. Mohammed Ashfaque	M.Com., PGDBA
Dr. D. Raja Jebasingh	M.Com., MBA., M.Phil, PGDCA, Ph.D
Dr. Mohan P. Philip	M.Com, M.Phil, LLB, Ph.D
Dr. Shubhra Rahul	M.Com, Ph.D
Dr. Poornima V	M.Com, Ph.D
Ms. Christina Aroojis	M.Com
Ms. Preemal Maria D'Souza	M.Com, PGDBA
Dr. Himachalapathy	M.Com, M.Ed., MFM., M.Phil.,MBA., Ph.D
Ms. Nikhath Asrar	MTA
Mr. Ramesh Babu Grandhi	NILEM, PGDCA, PGDSM, MPBM
Ms. Tina P Singh	M.Com
Dr. Shivakami Rajan	MBA, M.Phil., PGDM., Ph.D
Dr. Hariharan Ravi	M.Sc., (Fin & Comp Appln.) M.Phil., Ph.D
Ms. Sumithra Sreenivasan	M.Com, MBA
Ms. Nancy Christina	MBA
Ms. Nischitha	M.Com
Ms. Vedapradha. R	MBA
Dr. Deepika Joshi	MBA, Ph.D
Dr. Karthika. S	MIB, M.Phil, Ph.D

Dr. Ritty Francis	M.Com, MBA, Ph.D
Dr. Sridhar L.S	M.Com, MBA, M.Phil, Ph.D
Dr. Selvi Sathyanarayanan	M.Com, M.Phil, MBA, PGDBA, DISM, Ph.D
Ms. Sanjana S.I	M.Com
Mr. Rajshekar. S	M.Com
Dr. Soney Mathews	M.Com, B.Ed., M.Phil, MMM., CIM, Ph.D, M.Sc (Applied Psychology)
Ms. Alamelu .L	M.Com, PGDBA
Dr. P. Muralidharan	MBA., M.Phil., Ph.D
Mr. Vinay Pradeep .C	M.Sc.
Ms. Maria Sanjana	M.Com
Ms. Benila Susan Jacob	M.Com, MBA
Ms. Asha Joseph	M.Com
Mr. Dileep Kumar Shetty	M.Sc (Stats)
Dr. S. Sivakumar	M.Com, M.Phil, MBA, Ph.D
Ms. Roshny Unnikrishnan	MBA
Ms. Rini Steven	M.Com

English:

Dr. R. Rajaram	M.A., Ph.D.
Ms. Marina Joyce Roche	M.A., PGDCE
Mr. Vinay Kambipura	M.A.
Dr. Neeti Roy	MA., Ph.D
Dr. Anusuya A. Paul	MA., M.Phil., Ph.D
Ms. Divyashree	MA
Mr. Thomas Mathew	M.A.
Ms. Anna Lynn Tom	MA

Kannada:

Dr. Daniel Fernandes, SJ	M.A. Ph.D
Dr. T. H. Lava Kumar	M.A., M.P.A. (Master in Performing Arts)., Ph.D
Mr. Ashok	M.A
Dr. Hanumantharaya .R	MA., M.Phil, Ph.D

Hindi:

Dr. Fariyal Shaikh	M.A., Ph.D
Dr. Antony Oliver	M.A., Ph.D, PGD in Translation, PGD in Editing & Proof Reading
Dr. Susmitha .K.E	MA, M.Phil, Ph.D

French:

Mr. Sagar R. Gangwani	B.Com., DELF B1 (French)

Holistic Studies (Counselling Department):

Ms. Gretta Furtado	B.A., B.Ed., M.Sc. (Counselling), Dip Counselling (UK)
Ms. Imsusangla A.O.	M.Sc, Counselling
Mr. Deenyar N. Garda	M.Sc, Counselling
Ms. Bindhu Subash. B	M.Sc, Counselling

Social Outreach Program:

Mr. Gladson. J	MSW

Librarian:

Ms. Manjula H.G	B.Sc., M.Lib., M.Phil
Mr. Lakshmipati	B.Sc.(CS), M.LIS., M.Phil

Physical Education & Sports:

Dr. Asha	Physical Director B.A., B.Ped., M.Ped., Ph.D
Mr. Srinivas R. Pawar	Sports Assistant
Mr. A. Saravanan	Sports Assistant

Computer Department:

Mr. Kumaresan	Systems Administrator
Mr. Babu	ERP Coordinator
Mr. Manimuthu	Lab Supervisor
Ms. Mary Steffy	Office Assistant - ERP
Mr. Avinash	Technician
Mr. Mallesha	Lab Attender
Mr. Harish	Lab Attender

Mr. Moses C	Office Assistant – Graphic Designer
Ms. Agnes Deepika	Office Assistant - ERP

Visiting Professors

Mr. Jayakumar Nair	B.Com, ACA
Ms. Padmini Rao	B.Sc., ACA
Ms. Madhuri Prabhu	CA
Mr. Alfred Santhosh	M.Sc in International Business (MBA)
Mr. Gaurav	B.Com, ACCA
Ms. Nikitha Jhawar	B.Com, ACCA
Ms. Nisha Maria	PGDPMI
Mr. Patrick Andrews Raj	MTA, IATA
Dr. Karunakaran	MA, MBA, Ph D
Ms. Nandita Moreira	M.Sc (Psychological Counselling), M.Phil
Mr. P. S. Nambiar	B.Sc., PGDM
Mr. Harisha B. V. Rao	MBA (Fin.), M.Com., M.Phil., PGDFM
Dr. Jaishree Desai	Ph D
Mr. Jose Joseph Vettikal	MSW, PGDPM
Mr. Paul Abraham	B.Com, MBA(HRM, PGDBA, MBA (Marketing)
Dr. Amit Gupta	BE, MBA, Ph D
Dr. T.K. Vijay Kumar	BA (Mktg) LLB., MS., Ph.D
Dr. L.R.S. Mani	MBA, Ph D.
Dr. Venugopal	MBA, Ph D.
Dr. N. Ramchandran	B.Sc. (Hons) B.Tech (P.G.) Ph.D & MSPE (Society of Plastics Engineers)
Mr. Ajay M.R.	CA
Dr. Ramanathan K.V.	M.Com., M.Phil., M.B.A., P.G.D.C.M., Ph.D.,
Ms. Anuradha Jagirdar	B.Sc, Dip. In Spanish
Mr. Shiva Prakash	MMM from JBIMS – Mumbai
Mr. L. Surendra	B.E., M.Tech (IIT-M), PGDBA

Ms. Sheela Krishna	M.A., PGDM (XIME)
Mr. Shaaz Ahmed Shariff	CPA Australia, CA, M.Com
CS Harish Babu	CS
CA Manish	CA
Ms. Megha Rathi	MBA., M.Com
Mr. Bharath Kumar	MBA., M.Com
Mr. Anirudh Malhotra	ACCA, Adv. Dip. A&B M.Sc., B.Sc.
Ms. Archana Munoyat	CA, Dip IFRS
Mr. Charanjeet Singh	ACCA
Mr. Darshan Shah	CA, ICWAI
Mr. Deepak Agarwal	ACCA, CA, Dip IFRS
Ms. Madhuri Thete	ACCA, CA, Dip IFRS
CMA Monica Parikh	ACCA, CMA, Dip IFRS, ICWA
Ms. Jenin Mulakan	CA
Ms. Anjaly Mathew	ACCA
Ms. Priyanka Roy	M.Phil, M.Com
Mr. Ravishankar K	ACMA, CGMA
Mr. Rajeev Kumar	PGCBM, MA-Fin Economics
Mr. Santhosh John	MBA
Mr. Sarvesh Mopkar	ACCA, CA, Dip IFRS
Ms. Vipina Mohammed Ali	FIII, ACCA
Mr. Milind Date	M.Com, FCMA, CMA(USA)
Mr. Abel Mathew Rajan	ACCA
Ms. Binitha George	M.Com, MBA
Ms. Nadia Zackria	ACCA

Administrative Staff

Ms. Jayashree P.R	Office Superintendent, Convocation, BU Approvals, Scrutiny
Mr. Asad Pasha	Accounts Administrator
Mr. P. G. Jose	Data Entry
Mr. John Sudhakar	Office Assistant
Mr. Antony Kruz	Maintenance in-charge
Mr. Raj Kumar	SDA

Ms. Joys Malini	Secretary to Principal
Ms. Prema Paul	Library Assistant
Ms. Deena Pereira	Secretary to COE
Ms. Sukrutha. P	Office Assistant /Exam
Ms. Geethanjali	Office Assistant - Accounts
Ms. Rose Dayana	Office Assistant
Ms. Precilla Noreen Hoskins	PG Office In-charge
Ms. Wilma Fernandes	Receptionist
Ms. Reshma Ruzar Dias	Office Assistant
Mr. Rathnam	Supervisor – Maintenance
Mr. Benjamin	Electrician
Mr. Samadanam	Technician

Attenders

Mr. Yesudas	Mr. Vinod
Mr. K. Kempaiah	Mr. Joseph Daniel
Mr. T. Venkateshaiah	Mr. Dhanakoti
Mr. K.A. Shivashankara	Mr. Subbarao
Ms. Anthony Mary	Mr. Rathnaiah
Ms. Sharadhamma	Ms. Manjula.A
Mr. Sunder Raj	Mr. Venkata Shiva
Ms. Kondamma	Ms. Grace Rebeka Shanthi
Mr. Satish Kumar	Ms. Majula .M
Mr. Rajendran	Ms. Karleena
Ms. Sagaya Mary	Mr. Munireddy
Ms. Prema Latha	Mr. Devaraj
Mr. Krishna Murthy	Mr. Mohan – Gardener

Staff Services 2019-2020

Registrar	Dr. Nirmala Joseph
Vice Principal (Shift 1)	Ms. Sneha S. Rai
Vice Principal (Shift 2)	Ms. Ravi Darshini
Controller of Examinations	Dr. Anthony Oliver
IQAC Coordinator	Dr. Shivakami Rajan
HOD - B.Com	Ms. Veenu Joy

HOD - BBA	Dr. Ruqsana Anjum
HOD - PG	Dr. Shubhra Rahul
HOD - English	Dr. Rajaram
HOD - Kannada	Dr. T. H. Lava Kumar
HOD - Hindi	Dr. Antony Oliver
B.Com (Industry Integrated) Coordinator	Dr. Suganthi Pais
Professional Programs Coordinator	Ms. Nischitha .K
B.Com (Travel & Tourism) In-charge	Ms. Nikhath Asrar
BBA (Entrepreneurship) In-charge	Dr. Muralidharan
Custodian of Examinations	Ms. Sumithra Sreenivasan
Consultancy Services	Dr. Augustin Amaladas/ Dr. Hariharan Ravi
Students' Governor	Dr. T.H. Lava Kumar
Social Outreach Program Coordinator	Mr. Gladson .J
Associations' Coordinator	Mr. Vinay Kambipura
Sports Director	Dr. Asha
Staff Secretary	Ms. Tina P. Singh
International Desk	Ms. Tasmiya Hussni/ Dr. Neeti Roy
Placements & Internship	Ms. Komal .A. Dave/ Ms. Alamelu
Campus Minister	Ms. Christina Aroojis
Professional Certification Programs	Ms. Vedapradha
Outcome Based Education (OBE) Coordinator	Dr. Himachalapathy
Bridge Course Coordinator	Ms. Theresa Rathi Rani
Staff ongoing Training	Dr. Deepika Joshi/ Ms. Roshny Unnikrishnan
Library Facilitator	Ms. Muktha/ Mr. Vinay Kambipura
Industrial Visits Coordinator	Ms. Maria Sanjana
Website/College app content management	Ms. Ravi Darshini/ Ms. Sneha Rai
Scholarships	Ms. Gretta Furtado
Parent Teacher Association	Dr. Poornima/Dr. Anusuya Paul
Kannada Sangha	Dr. Hanumantharaya

Hindi Parishad	Dr. Susmitha
Art, Literature, Music Association	Ms. Anna Lynn Tom
Newsletter & Blue Chip	Mr. Thomas Mathew/ Ms. Anna Lynn Tom
AICUF	Dr. Ritty Francis
National Service Scheme (NSS)	Mr. Ashok/Ms. Divyashree
Centre for Social Action (CSA)	Mr. Thomas Mathew
Rotaract Club	Ms. Nancy Christina
Women's Forum	Ms. Rency Alex
E-cell	Mr. Rajshekar
Finance Club	Dr. Selvi Sathyanarayanan
Eco Club	Mr. Mohammed Ashfaque
Harmony Club	Ms. Sanjana S. I
Theatre Club	Dr. Lavakumar
Choir	Ms. Preemal Maria D'Souza
Dance & Acoustic Team	Dr. Lavakumar
Business Team	Ms. Maria Sanjana
Media & Graphic Design Team	Ms. Marina Joyce Roche
Debating Society	Ms. Divyashree
Amnesty International	Mr. Vinay Pradeep
Youth Red Cross	Mr. Dileep Kumar Shetty
Quiz Club	Mr. Rajshekar

Department Associations - B.Com

B.Com Editorial Committee	Dr. Anusuya Paul
Mainframe Research Forum	Ms. Nischitha
Com Verse (B.Com Discussion Forum)	Ms. Theresa Rathi Rani
Colloseum	Mr. Rajshekar
Associations for Professional Students (APS)	Ms. Maria Sanjana
Toast Masters Club	Mr. Thomas Mathew
Erudition Club	Mr. Gaurav Siyal
Connect Series (Industry Academia Interface)	Ms. Sumithra Sreenivasan
CommUnity	Ms. Tina P. Singh Ms. Sanjana
Lakshya	Dr. Ritty Francis

Department Associations - BBA

Josephite Business Club (JBC)	Ms. Christina Aroojis
Fountainhead	Ms. Divyashree
Conexus	Dr. Soney Mathews
Leadership Development Cell	Ms. Rency Alex
Project Smiles	Mr. Ramesh Babu Grandhi
Spotlight	Ms. Preemal Maria D'Souza
E-Series	Dr. Deepika Joshi
Entrepreneurship Learning Initiative (ELI)	Dr. Muralidharan
Association for International Management Studies (AIMS)	Ms. Alamelu

Department Associations - PG

Mavericks	Dr. Shubhra Rahul

Research Centre

Dr. Daniel Fernandes, SJ	Director
Dr. Nirmala Joseph	Registrar
Dr. Raja Jebasingh	Assistant Research Director
Dr. Deepika Joshi	Research Supervisor
Dr. M. Muninarayanappa	Representative, BU
Dr. Augustin Amaladas	Research Supervisor
Dr. Nagaraj. H	Research Supervisor
Dr. A.M. Sheela	Research Supervisor
Dr. Shubhra Rahul	Research Supervisor
Dr. Hariharan Ravi	Research Supervisor

Examination department Calendar for the Academic year 2019 – 2020
ODD SEMESTER – I, III, V

Sl. No	Date	Events
1.	3rd to 8th June 2019	Application for Revaluation /Retotaling /Photocopy
2.	11th June 2019	Submission of internship report to guide by students
3.	17th June 2019	Revaluation Results of ESE April 2019.
4.	18th to 20th June 2019	Special Supplementary Exam fee payments for UG VI (16th Batch) and PG IV Semester (17th Batch)
5	24th to 29th June 2019	Special Supplementary Exam for UG VI Sem and PG IV Sem only
6.	28th June 2019	Mid-term Test Request to set question paper
7.	1st July 2019	Last date to complete internship VIVA
8.	5th July 2019	Mid Term Test Time Table for August 2019
9.	9th July2019	ESE Request to set question papers and Answer keys for correction
10.	10th July 2019	Last day for Correction of Supplementary papers
11.	10th to 15th July 2019	1st Unit Test (CIA)
12.	12th July 2019	Last date for submission MTT question papers
13.	20th July 2019	Special Supplementary results to be announced
14.	10thAugust 2019	Last date for submitting ESE question papers
15.	1st to 5th Aug 2019	CIA - Mid Term Test 20 –Marks
16.	26th to 31stAug 2019	Board of examiners for all UG and PG programmes
17.	27th Aug 2019	Announcement of End Semester Examination Time Table for I, III & V Semester.
18.	31s Aug to 5th Sept 2019	II Unit test (CIA)

19.	28th Aug 2019	I, III & V semester ESE & Supplementary& all grade subjects fee Payment
20.	9th Sept 2019	Last day for Entry of all of CIA marks & Grade Subjects
21.	12th Sept 2019	Finalization of C.I.A marks & grade subjects. (Last day for any clarification of C.I.A marks for the odd semester)
22.	21st September 2019	Last working day /improvisation of CIA TATKAL(conditions apply)
23.	27th Sept to 15th Oct 2019	End Semester Examinations Odd Semester Supplementary Examination including grade subjects. (I, III & V semester UG & PG)
24.	5th, 6th, 12th & 13th Oct. 2019	PGD exams 1st semester

EVEN SEMESTER – II, IV, VI

Sl. No	Date	Events
25.	2nd Nov 2019	Publication ESE and Supplementary exam Results
26.	4th Nov 2019	College reopens
27.	6th to 11th Nov 2019	Payment for Revaluation/Retotaling/Photocopy
28.	18th Nov 2019	Mid-term Test Request to set question paper
29.	16th Nov. 2019	Publication of P.G.D. Results.
30.	27th Nov 2019	Revaluation Results
31.	28th Nov.to 4th Dec. 2019	Payment of fees for special supplementary exam for V sem U.G.(17 Batch) and III Sem P.G. (18 Batch)
32.	2nd to 8th Dec 2019	1st Unit test for UG (CIA)
33.	9th to 14th Dec 2019	IC/EVS online examination
34.	16th to 21st Dec 2019	Special Supplementary Exam for V Sem U.G.(17 batch) & III Semester P.G.(18 Batch)

35.	21st Dec 2019	Mid Term Test timetable (CIA) Submission of Mid Term Qps to COE Office
36.	2nd Jan 2020	Last date for submission of valued Supplementary answer scripts
37.	15th Jan 2020	Publication of V Sem U.G. & III Sem P.G. Special Supplementary Exam Results
38.	16th Jan 2020	ESE QP's to be sent
39.	20th to 25th Jan 2020	Mid Term Test 20 marks/CIA
40.	31st Jan 2020	Supplementary Exam Time Table for 2,4 & 6th semesters (UG & PG) & ESE Time Table for even semester
41.	10th to 15th Feb 2020	End Semester and Supplementary Exam payments including grade subjects.
42.	19th to 23rd Feb. 2020	II Unit test./ (CIA)Last date for submission of ESE QP to COE office
43.	1st to 7th March 2020	Board of examiners for all UG and PG programmes
44.	2nd March 2020	Submission of Association Credits and all certificate courses grades marks to COE Office
45.	5th March 2020	Finalization of CIA marks & Grade Subjects (Last day for any clarification of CIA marks & Grade subjects for the even semester)
46.	16th March 2020	Last working day/improvisation of CIA TATKAL(conditions apply)
47.	23rd March to 6th April 2020	ESE Exam Supplementary exam (2, 4 & 6 sem) including grade subjects.
48.	21st, 28th , 29th March & 4th April 2020	PGD 2nd Sem Exam
49.	6th May 2020	Publication of ESE and Supplementary Results
50.	5th June 2020	PGD results of even semester

Note: The above dates are only tentative. The students are requested to check the Examination Notice Board and College Website for confirmation of dates.

JUNE - 2019

1	Sat	College Commences and Orientation for 1st Year B.Com/BBA Students
2	Sun	
3	Mon	• College reopens for academic year 2019-2020 for II & III year UG/II year PG students • Orientation for III Semester B.Com/BBA Students
3 – 8		Application for Revaluation /Retotaling/Photocopy
4	Tue	• Orientation for V Semester B.Com/BBA students • College Commences and Orientation for 1st Year PG Students Application for Revaluation /Retotaling/Photocopy
5	Wed	• **Qutub – e – Ramzan (Holiday)** • **World Environment Day – Eco Club**
6	Thu	• Orientation for II Year PG Students • Career Mapping M.Com (FA)
7	Fri	
8	Sat	
9	Sun	
10	Mon	• Nomination of Department Coordinators • Registration starts for College sports teams • Class Rep Election for II & III year UG and II year PG
11	Tue	Last date for submission of Internship Report by the students to the guide
12	Wed	Nomination of Association/Clubs Coordinators
13	Thu	• To circulate PG Guide list of dissertation • Subject Coordinators meeting with COE
14	Fri	Class Rep Election for I year UG/PG
15	Sat	

JUNE - 2019

16 Sun	
17 Mon	Revaluation Results of ESE April 2019
18 Tue	Last day to register for College sports team
18 – 20	Special Supplementary Exam fee payments for UG VI (16th Batch) and PG IV Semester (17th Batch)
19 Wed	Selection trails for College Sports teams begins
20 Thu	• World Refugee Day – AICUF • Student Council Election
21 Fri	• Yoga Day - Sports Department • Music Day - Choir • Department meeting B.Com
22 Sat	• Department meeting BBA • PGD Courses commences & Orientation
23 Sun	
24 – 29	Special Supplementary Exam for UG VI Sem and PG IV Sem only
25 Tue	
26 Wed	• Student Council Inauguration • SQAC Workshop
27 Thu	• PG Guide allotment of dissertation • Small and Medium Enterprises Day – E-cell
28 Fri	• Com Verse – B.Com Dept
29 Sat	• Spotlight – BBA Dept • Retreat for 1st year students • Leadership Camp
30 Sun	• Leadership Camp • Retreat for 1st year students

JULY - 2019

1	Mon	• Research training program for II M.Com students (1st – 6th) • Last date to complete internship VIVA
2	Tue	
3	Wed	
4	Thu	Women's Forum Activity
5	Fri	• 1st Year PG student's workshop in Excel • Cipher Intra Class Business Fest (5th to 7th) • Mid Term Test Time Table for August 2019
6	Sat	• Retreat for 2nd & 3rd year students • Last date to submit the marks of Internship VIVA (UG/PG) to the Examination Department
7	Sun	• International Day of Cooperatives – Finance Club • Retreat for 2nd & 3rd Year Students
8	Mon	
9	Tue	• 1st Unit Test/ Project/Skill Development /Quiz (9th to 12th)
10	Wed	B.Com City Level Seminar
10-15		1st Unit Test (CIA)
11	Thu	• BBA City Level Seminar • Sports Induction Ceremony at 2.00 p.m.
12	Fri	
13	Sat	
14	Sun	
15	Mon	

JULY - 2019

16	Tue	• Subject –Coordinators meeting with COE • Sports Intramural Competitions for UG
17	WEd	Blood Donation Camp NSS
18	Thu	Intra Class Cultural Fest – Kalotsav
19	Fri	Intra Class Cultural Fest – Kalotsav
20	Sat	• Intra Class Cultural Fest – Kalotsav • Supplementary results to be announced
21	Sun	
22	Mon	
23	Tue	• Submission of guides Topic approved letter to the PG department • Ignatian week (23rd to 31st) AICUF
24	Wed	
25	Thu	
26	Fri	
27	Sat	Faith Formation Classes
28	Sun	World Nature Conservation Day - Eco Club
29	Mon	
30	Tue	
31	Wed	**St. Ignatius of Loyola Feast (Holiday)**

AUGUST - 2019

1 – 5		CIA - Mid Term Test 20 Marks
2	Fri	
3	Sat	
4	Sun	
5	Mon	
6	Tue	
7	Wed	
8	Thu	• Ellipsis – ALMA • Antaranga - Kannada Sangha } (8th to 11th) • Indradanush – Hindi Parishad
9	Fri	PG Department Meeting B.Com – BOS
10	Sat	• Workshop for the under privileged – AICUF • Faith Formation Classes • BBA – BOS
11	Sun	SJCC Alumni Quiz
12	Mon	**Bakrid (Holiday)**
13	Tue	
14	Wed	• Conference – CSA • PG – BOS
15	Thu	**Independence day program**
16	Fri	

AUGUST - 2019

17	Sat	PTA Meeting –1st year UG Students
18	Sun	
19	Mon	
20	Tue	Renewable Energy Day – Rotract
21	Wed	BBA National Seminar
22	Thu	
23	Fri	• Subject Coordinator Meeting with COE (23rd & 24th) • Chanakya 2019
24	Sat	Chanakya 2019
25	Sun	
26	Mon	
27	Tue	Announcement of End Semester Examination Time Table for I, III & V Semester
28	Wed	• BBA Student Seminar • I, III & V semester Supplementary Exam & grade subjects fee Payment
29	Thu	B.Com International Seminar
30	Fri	• Diversity Day Celebration – Harmony Club • B.Com Student Seminar
31	Sat	• Spotlight – BBA Dept • PTA Meeting –1st year UG Students
31st Aug to 5th Sept		II Unit Test

SEPTEMBER - 2019

1	Sun	
2	Mon	**Ganesha Chaturthi (Holiday)**
3	Tue	
4	Wed	Orientation for Open Electives
5	Thu	• Teachers day • International Day of Charity – AICUF
6	Fri	Comverse – B.Com Dept Staff Evaluation (6th to 8th)
7	Sat	• Selection of Open Electives • Faith Formation Class
8	Sun	• **Nativity of Our Lady (Holiday)** • International Literacy Day – NSS
9	Mon	• Conference – CSA • Last day for Entry of all of CIA marks & Grade Subjects
10	Tue	**Muharram (Holiday)**
11	Wed	Guest lecture for 1st year PG student
12	Thu	
13	Fri	
14	Sat	Workshop for the under privileged – AICUF
15	Sun	International Day of Democracy – CSA
16	Mon	

SEPTEMBER - 2019

17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	• Study holidays for UG/PG • Last working day/improvisation of CIA TATKAL (conditions apply) • International Day of Peace
22	Sun	Last working Day for UG/PG
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	World Tourism Day
27th Sept to 15th Oct		End Semester Exam Odd Semester Supplementary Examination including grade subjects. (I, III & V semester UG & PG)
28	Sat	**Mahalaya Amavasya (Holiday)**
29	Sun	
30	Mon	

OCTOBER - 2019

1	Tue	
2	Wed	**Gandhi Jayanti (Holiday)**
3	Thu	
4	Fri	
5	Sat	Submission of Synopsis for PG Students PGD exams 1st semester
6	Sun	PGD exams 1st semester
7	Mon	**Ayudha Pooja (Holiday)**
8	Tue	**Vijaya Dashami (Holiday)**
9	Wed	Open Mic – Showcase of Talents
10	Thu	SJCC Alumni – AGM
11	Fri	
12	Sat	PGD exams 1st semester
13	Sun	PGD exams 1st semester
14	Mon	
15	Tue	General Staff meeting
16	Wed	

OCTOBER - 2019

17	Thu	Last working day
18	Fri	
19	Sat	
20	Sun	
21	Mon	• National/International Exposure Program - UG/PG (21st to 30th)
22	Tue	• NSS & CSA Rural Camp (22nd to 29th) • PG Rural Exposure Program begins
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	**Narakachaturdasi (Holiday)**
28	Mon	
29	Tue	**Ballipadyami (Holiday)**
30	Wed	
31	Thu	
Notes:		

NOVEMBER - 2019

1	Fri	Kannada Rajyotsava Day (Holiday)
2	Sat	Publication ESE and Supplementary exam Results
3	Sun	
4	Mon	Commencement of UG/PG Classes
5	Tue	
6 – 11		Payment for Revaluation/Retotaling/Photocopy
7	Thu	
8	Fri	
9	Sat	• Subject Coordinators meeting with COE • Faith Formation Class
10	Sun	**Id Meelad (Holiday)**
11	Mon	Registration starts for Athletic events – UG & PG
12	Tue	• Hindi – BOS • Kannada BOS
13	Wed	ALMA Activity
14	Thu	• Kannada Seminar • Pre BOS – B.Com
15	Fri	Kanakadasa Jayanti (Holiday)
16	Sat	• International Day for Tolerance • Pre BOS – BBA • Last day of registration for Athletic Events • Publication of P.G.D. Results.

NOVEMBER - 2019

17 Sun	
18 Mon	
19 Tue	Pre BOS – PG
20 Wed	Universal Children's Day – Rotract
21 Thu	IQAC Conference
22 Fri	B.Com BOS
23 Sat	BBA BOS
24 Sun	
25 Mon	Heats commences for Athletic Events
26 Tue	BOS – PG
27 Wed	Revaluation Results
28th Nov to 4th Dec	Payment of fees for special supplementary exam for V sem U.G.(16 Batch) and III Sem P.G. (17th Batch)
29 Fri	Virtuoso Business Fest – BBA
30 Sat	Virtuoso Business Fest – BBA
Important Note:	

DECEMBER - 2019

1 Sun	World AIDS Day
2 Mon	International Day for the Abolition Of Slavery
2 – 8	1st Unit test for UG
3 Tue	• Student seminar B.Com • March past Rehearsal • Flag competition
3 – 9	• 7 Days National level Experiential Workshop on Research Methodology
4 Wed	• Student Seminar – BBA
5 Thu	March Past rehearsal with Band set
6 Fri	
7 Sat	• Sports Day • Subject coordinator meeting B.Com/BBA (6th & 7th)
8 Sun	
9 Mon	International Business plan competition – BBA Dept.
9 – 14	IC/EVS online examination
10 Tue	• International Business plan competition – BBA Dept. • Sports Intramural Competitions for PG • Human Rights Day
11 Wed	
12 Thu	
13 Fri	Com Verse B.Com
14 Sat	Spotlight BBA

DECEMBER - 2019

15	Sun	
16 – 21		Special Supplementary Exam for V Sem U.G.(16 batch) & III Semester P.G.(17 Batch)
17	Tue	Fiesta
18	Wed	
19	Thu	English BOS
20	Fri	
21	Sat	Mid Term Test timetable
22	Sun	Eco Club Event
23	Mon	
24	Tue	Christmas Eve
25	Wed	**Christmas (Holiday)**
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

JANUARY - 2020

1	Wed	**New Year's Day (Holiday)**
2	Thu	College reopens
3	Fri	
4	Sat	ComVerse B.Com Dept
5	Sun	
6	Mon	
7	Tue	Rotaract Club Activity
8	Wed	
9	Thu	
10	Fri	• General Staff Meeting • Submission of Soft copy of PG dissertation to the guide
11	Sat	• AICUF (Workshop for the under privileged) • Faith Formation Class • Academic Council meeting
12	Sun	National Youth Day – NSS
13	Mon	
14	Tue	
15	Wed	**Makara Sankranthi (Holiday)** Publication of V Sem U .G. & III Sem P.G. Special Supplementary Exam Results

JANUARY - 2020

16	Thu	Seminar – CSA
17	Fri	Seminar – CSA
18	Sat	Revelation – AICUF
19	Sun	
20	Mon	• Women's Forum Activity • Subject Coordinators meeting with COE
20 – 25		Mid Term Test 20 marks/CIA
21	Tue	OSA Debate
22	Wed	Aura - Inter Collegiate –NSS
23	Thu	
24	Fri	
25	Sat	
26	Sun	**Republic Day (Holiday)**
27	Mon	AICUF Activity
28	Tue	• AGAMAYA (PG) • Spotlight – BBA Dept • Dhwani – Inter Collegiate Cultural Fest
29	Wed	• Submission of PG dissertation to the HOD • Last day for submission of ESE QP's • Dhwani – Inter Collegiate Cultural Fest
30	Thu	• Supplementary Exam Time Table for 2,4 & 6th semesters(UG & PG) • ESE Time Table for even semester • Announcement of special Supplementary Exam • Martyrs' Day
31		Supplementary Exam Time Table for 2,4 & 6th semesters(UG & PG) & ESE Time Table for even semester

FEBRUARY - 2020

1	Sat	• Nakshatra - Hindi Parishad • World Inter Faith Harmony Week (1st to 7th)
2	Sun	
3	Mon	Review of Annual Budget (B.Com Dept)
4	Tue	BBA Student Seminar
5	Wed	Kalarava - Intercollegiate Language Fest - Kannada Sangha
6	Thu	
7	Fri	**BJES Institution Day**
8	Sat	• SPIEL Inter Collegiate Sports fest (8th – 15th) • Faith Formation Classes
9	Sun	
10 – 15		End Semester and Supplementary Exam payments including grade subjects.
11	Tue	
12	Wed	General Staff meeting
13	Thu	
14	Fri	• World Day of Social Justice – Rotaract • ENACT – Theater Fest
15	Sat	• International Mother Language Day • ENACT – Theater Fest
16	Sun	

FEBRUARY - 2020

17	Mon	
18	Tue	
19	Wed	IQAC Open House (General)
19 – 23		II Unit test
20	Thu	IQAC Open House (Women)
21	Fri	**Mahashivratri (Holiday)**
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	Staff Evaluation (27th – 29th)
28	Fri	
29	Sat	
Imporant Note :		

MARCH - 2020

1	Sun	Choir Concert
2	Mon	
3	Tue	
4	Wed	General Staff meeting
5	Thu	
6	Fri	Student Council Valedictory
7	Sat	
8	Sun	Women's Day - Women's Forum
9	Mon	PG – Viva
10	Tue	
11	Wed	
12	Thu	
13	Fri	College Day
14	Sat	Thanksgiving service - Farewell for the outgoing students
15	Sun	
16	Mon	• Last day for regular classes • Last working day/improvisation of CIA TATKAL(conditions apply)

MARCH - 2020

17	Tue	Study Holidays for UG/PG
18	Wed	Finalization of attendance shortage
19	Thu	**Feast of St. Joseph (Holiday)**
20	Fri	
21	Sat	PGD 2ndSem Exam
22	Sun	
23rd March to 6th April		ESE Exam Supplementary exam (2, 4 & 6 sem) including grade subjects.
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	PGD 2ndSem Exam
29	Sun	PGD 2ndSem Exam
30	Mon	
31	Tue	

APRIL - 2020

1	Wed	
2	Thu	
3	Fri	General Staff meeting
4	Sat	PGD 2ndSem Exam
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	**Good Friday (Holiday)**
11	Sat	
12	Sun	
13	Mon	
14	Tue	**Dr. Ambedkar's Jayanthi (Holiday)**
15	Wed	• Last working day • Last day for completing of ESE Exam Valuation
16	Thu	

APRIL - 2020

17	Fri	
18	Sat	
19	Sun	
20	Mon	• B.Com Admissions – SCAT • BBA Admissions – SMAT
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	**Basava Janyati (Holiday)**
27	Mon	
28	Tue	
29	Wed	
30	Thu	

Notes :

MAY - 2020

1	Fri	**May Day (Holiday)** PG Written test
2	Sat	**PG Admissions /Interview**
3	Sun	
4	Mon	
5	Tue	
6	Wed	Publication of ESE and Supplementary Results
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	

MAY - 2020

17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	**Bio Diversity Day**
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	

RECORD OF ABSENCE

Name..... Class..... Section.....

Note: Absence of upto 3 days requires signature of Class In-charge/Mentor
Absence of upto 7 days requires the signature of the HOD
Absence of more than 7 days requires the signature of the Respective Vice Principal

Date of Absence	No. of Days	REASON	Signature of Parent or Guardian	Signature of Class Mentor

RECORD OF ABSENCE

Name..... Class..... Section.....

Note: Absence of upto 3 days requires signature of Class In-charge/Mentor
Absence of upto 7 days requires the signature of the HOD
Absence of more than 7 days requires the signature of the Respective Vice Principal

Date of Absence	No. of Days	REASON	Signature of Parent or Guardian	Signature of Class Mentor

RECORD OF ABSENCE

Name..... Class..... Section.....

Note: Absence of upto 3 days requires signature of Class In-charge/Mentor
Absence of upto 7 days requires the signature of the HOD
Absence of more than 7 days requires the signature of the Respective Vice Principal

Date of Absence	No. of Days	REASON	Signature of Parent or Guardian	Signature of Class Mentor

NOTES

NOTES

Jesuit Education...

Is world-affirming: Jesuit education acknowledges God's presence and action in all of creation: in nature, in history and in persons. Therefore, it affirms the radical goodness of the world and it regards every element of creation as worthy of study and contemplation, capable of endless exploration.

Cares for each person: Jesuit education recognizes the developmental stages of intellectual, affective and spiritual growth and assists each student to mature gradually in all these areas.

Is value-oriented: Jesuit education includes formation in values, in attitudes, and in an ability to evaluate criteria; encourages a realistic knowledge, love, and acceptance of self.

It provides a realistic knowledge of the world in which we live.

Pursues excellence: The Jesuit education helps students to develop the qualities of mind and heart that will enable them in whatever station they assume in life - to work with others for the good of all.

Is to form women and men for others: Jesuit education helps students to realize that talents are gifts to be developed, not for self-satisfaction or self gain, but rather, with the help of God, to be utilized for the good of the human community. Students are encouraged to use their gifts in the service of others, out of a love for God.

TIME TABLE

Name :..... **Class :**.....

	I	II	III	IV	V	VI
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

MY INDIA PLEDGE

India is my country. All Indians are my sisters and brothers. I appreciate and celebrate our cultural, linguistic, ethnic and religious diversity. Living together in love and peace is our strength. Justice for everyone and opportunity for all is my vision. Inclusive education and global learning is my aspiration. Any form of hatred and violence is against my ethical principle. I want to grow in a democratic space guaranteed by my constitution. I respect the dignity of all as children of God. I appreciate the rights and duties of all citizens of this great country. I welcome the global opportunities to learn, labour and live the joy of life. As fellow citizens of the 21st century we are committed to the common destiny of a beautiful world of love, justice and fraternity

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