

DETAILS OF THE STUDENT

Stamp
Size
Photo

Name

Signature :.....

Mobile No.....

Class Section :..... Reg. No. :.....

Blood Group :..... Email ID :.....

Father's Name

Signature :..... Mobile No. :.....

Mother's Name.....

Signature :..... Mobile No. :.....

Residential Address :.....

.....

(Local Address).....

.....

Office address.....

.....

Phone / Mobile No. :.....

Hostel / Paying Guest / Guardian / Lodging House Address

.....

Phone / Mobile No. :.....

Guardian's Name :.....

Signature :.....

Guardian's Contact No :.....

Name of the Class Teacher :.....

Signature :.....

Name of the Mentor :.....

Signature :.....

•≡The College Anthem≡•

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

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

PRAYER FOR GENEROSITY

Lord, teach me to be generous.
Teach me to serve you as you deserve;
to give and not to count the cost,
to fight and not to heed the wounds,
to toil and not to seek for rest,
to labor and not to ask for reward,
save that of knowing that I do your will.

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ST. IGNATIUS OF LOYOLA



St. Ignatius of Loyola was born in 1491 into a noble Basque family in northern Spain. During his youth, he served as a soldier in the Spanish army and had the experience of serving at the royal court of King Ferdinand. In 1521, while defending the castle of Pamplona against the French, a cannon ball shattered his leg. It was during the ensuing long and painful convalescence that he experienced an inner transformation that made him renounce his ambitions of knightly glory and dedicate himself to love and serve Jesus.

On recovering from that painful experience, he went to Manresa. He spent a few months in a cave living a life of intense prayer, mortification and reflection on the life and teachings of Jesus. His carefully worded notes on these deep spiritual experiences have become a book called the 'Spiritual Exercises'. In his attempt to share his spiritual experience with others, Ignatius felt the need of good education. This led him to schools of learning in Spain and later to the University of Paris. It was here that he gathered around him a group of students who later became his companions. Finally, in Rome, in 1540, Ignatius formally founded the Society of Jesus, and his companions came to be known as the Jesuits. Ignatius was elected as its first Superior General. He also personally drew up the norms and rules that were to govern the life of this group of dedicated men. These rules have become the Constitution of the Society of Jesus. Ignatius passed away at the age of 66 on July 31, 1556.

Today the Jesuits are spread all over the world, committed to a life of service to people through different types of work. Our Schools and Colleges in Bangalore are managed by the Jesuits of Karnataka Province.

IDEALS AND CHARACTERISTICS OF JESUIT EDUCATION

1. CARING FOR THE WHOLE PERSON

Jesuit education strongly strives towards nurturing of talents, abilities, physical attributes, personalities, desires, hearts, faith, and minds which is desirous for equal worthy of care and attention..

2. DISCOVERING TALENTS

Students are enabled to discover and develop their talents through curricular, co-curricular and extra-curricular activities.

3. BECOMING A PERSON FOR OTHERS

Our mission is to prepare men and women for the service of others, especially the poor and the oppressed. We desire our students to be agents of change and to become persons of concern, compassion and conscience.

4. ENGAGING THE WORLD

The Institution empowers every student with social conscience and responsibility. Students are encouraged to learn the art of dealing with various issues like climate change, consumerism, violence, injustice, caste and racial discrimination, global warming etc., which affect society. Participation for a cause is an intrinsic value of Jesuit education. Hence, students are enabled to be vigilant and prudent in life.

5. ACADEMIC EXCELLENCE

Education is a tool to enhance the quality of life. Students are trained to achieve academic excellence through hard work and commitment. Our Institution's motto, 'faith and toil', inspires students and staff to excel in academic and non-academic endeavors through commitment. Hence, academic rigor is manifested in all the aspects of erudition and it has become a way of life for a Josephite.

6. CHARACTER DEVELOPMENT

Character development is an essential aspect of Josephite culture. Values like hard work, dignity, self-esteem, trust, confidence, concern, commitment, perseverance, honesty and integrity are inculcated and nurtured in every student in order to help them enhance their personality. The curricular, co-curricular and extra-curricular activities are conducted in this regard.

7. SOCIAL CONCERN

Social change is possible only through Social Concern. In this regard college aims at nurturing social conscious and enables in students a sense of responsibility for the socially oppressed and marginalized. Social Analysis, Ignitors (Integral Formation Programme), Social outreach, Social awareness campaigns etc., are programs conducted to impart social management skills.

8. ECOLOGICAL SENSITIVITY

Sustainable development is the need of the hour. We create in the students an awareness to protect our environment and combat further depletion of natural resources, and of climatic change, by adopting eco-

friendly life style. By providing environmental education as part of our formal curriculum, we sensitize the students towards environmental and ecological issues.

ABOUT THE INSTITUTION

St. Joseph's Evening College (Autonomous), was formerly a part of St. Joseph's College, which was established in the year 1882, as an educational initiative by the French Foreign Mission Fathers for the purpose of imparting higher education. In 1937, the management of the college was handed over to the Jesuits, a worldwide Catholic Religious Order with a special focus on education. The Jesuits also run other premier institutions in India, like Loyola College -Chennai, St. Xavier's College - Kolkata, St. Joseph's College-Trichy, St. Xavier's College - Mumbai, St. Joseph's College - Bangalore etc.

St. Joseph's Evening College, affiliated to Bangalore University, was established as Independent College in the year 1972 and it is managed by the Bangalore Jesuit Educational Society. The College draws its inspiration from St. Ignatius of Loyola the founder of the Society of Jesus which is popularly known as the 'Jesuit order'. The Society of Jesus at present manages and administers more than 2000 educational institutions across the world. St. Joseph's Evening College is one such institution established with the mission of providing opportunities for the socio-economically weaker students to have access to quality, cost effective and flexible higher education. The College aims at a holistic and integral formation of its students, fostering in them a spirit of academic excellence, social concern and character formation. Thus, shaping them to become "men and women" for the service of others especially the poor, the oppressed and marginalized. The College has been proactive in its response to the significant changes and developments in the field of higher education in general, and to the expectations of the employers in particular. At present, more than 1300 students are pursuing various UG, PG and Diploma courses. The courses offered are B.Com. B.A. (HEP, JPS, EJP), BBA and BCA Degree courses and a two year Post-Graduation courses in Commerce and English.

Over 45 years, the College has established a name and fame of its own through its equity, academic excellence, quality and inclusive educational services. The College places high premium on regularity, punctuality and discipline. It is recognized under Section 2(f) and 12B of the UGC Act. It became an autonomous institution in October 2004. It also has a rare distinction of being the only independent Evening College in the country to be conferred Autonomous status by University Grants Commission and

is ranked among the top 150 Colleges in India by National Institutional Ranking Framework (NIRF) and 8th best College in the state of Karnataka. The College in the year 2016 was re-accredited by NAAC.

MOTTO, VISION, MISSION AND OBJECTIVES

The motto of St. Joseph's Evening College is '*Fide et Labore*', meaning 'Faith & Toil'. Faith gives commitment to God, to one's fellowmen and to the society at large. Toil ignites the spirit of commitment, consistency, concern, collaboration and conviction to serve.

The Vision of the College is "To prepare men and women for the service of others, specially the poor, oppressed and marginalized".

The Mission is "To build up a group of young men and women who would be agents of change in society and who work towards a secular world of fraternity, equality and justice".

The mission is further split into the following objectives which gives a definite direction to the activities of the College. The objectives are:

- To strive towards Academic Excellence
- To focus on Character Formation
- To inculcate a sense of Social Responsibility and Concern

These objectives are achieved through the following programmes and activities:

- **To strive towards Academic Excellence:** Academic Excellence is achieved through Recruiting Competent Faculty, Diversified and Customized Methodologies of Teaching-Learning, Continuous Internal Assessment, Academic Mentoring, Fostering Research and Development Culture, Timely Up-gradation of Syllabus through Board of Studies, Productive Class room activities, Question Banks, Model Question Papers, Project Work, Remedial Classes, Bridge Course, Study Tours, Certificate Courses, Value Added Courses, Faculty Development Programmes, Student Development Programmes, Seminars, Conferences, Symposia, Departmental Clubs and Associations, College Level Associations, IQAC, Academic Council and Governing Body.
- **To focus on Character Formation:** Character Formation is accomplished through organizing various activities such as Ignitors Integral Formation Programme, Value Education, Human Resource Development, Observing special days (Human rights, World Aids day, Women's

day, World Environment day, etc.), Mentoring, Counseling, Leadership training, Religious activities, Business ethics course, etc.

- **To inculcate a sense of Social Concern:** A sense of Social Concern among the students is inculcated through Rural Exposure Camps, Outreach Programme, Blood Donation, Human Rights Course, Sneha Fund, Visits to Orphanages, Social Awareness Campaigns (Aids awareness, Women empowerment, Cleanliness drives, Environmental awareness, Child's rights, Human Rights, etc.), SC/ST Empowerment Courses, Women's Cell, Course on Environmental Science, etc.

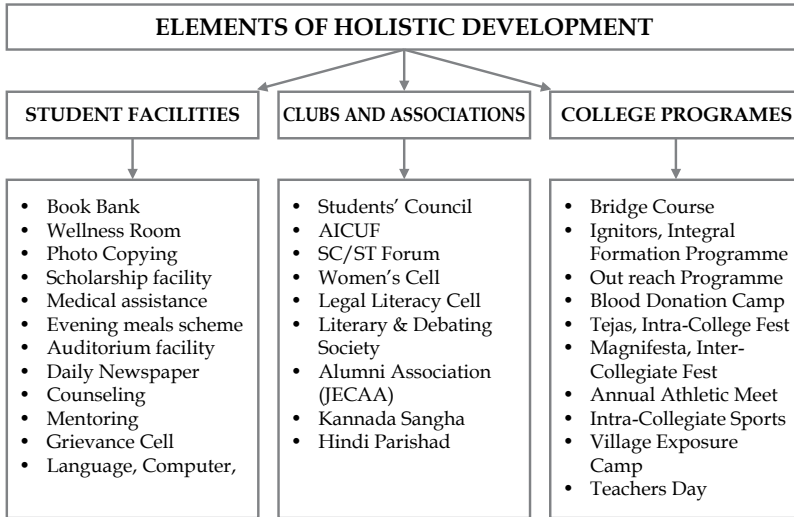
The pursuit of Academic Excellence, Social Concern and Character Formation are three inter-linked goals that guide the institution's objectives, methods and practices. Emphasis is laid on the cultivation of intellectual competence, emotional maturity, social rootedness and cultural openness. Therefore, the Institution expects each graduate to be a mature person with sharp intellectual acumen, commitment to social justice and a secular, democratic and practical outlook.

PROFILE OF A JOSEPHITE

A true Josephite is a humble person, open to growth, likes intellectual stimulation and has a thirst for knowledge. Like their patron, St. Joseph, a Josephite is a "just person" who believes in God, self and others. A Josephite deeply respects all faiths, has a strong sense of fraternity, which makes him/her a peaceful, loving and caring person. A Josephite is morally sound and emotionally balanced. Josephites love their country and are culturally integrated. They show their love and respect to Mother Nature by being sensitive towards her protection. A true Josephite walks the extra mile to transcend borders of every sort.

HOLISTIC DEVELOPMENT

The core mission of Jesuit Education is to create an ambience where every student gets an opportunity to develop his personality holistically. The College makes all the necessary arrangements to induce participative spirit among students. It ensures that every student nurtures his attitude, knowledge, skills and values. The curricular, co-curricular and extra-curricular activity gives opportunity for every student to get the indented exposure. Therefore, the objective is to strengthen and enhance thinking (head), emotional (heart) and kinesthetic (hand) skills. Some of the important student facilities, clubs and association activities and college programme are presented below:



ABOUT THE DEPARTMENTS

High quality and relevant higher education is able to equip students with the knowledge, skills and core transferable competences they need to succeed after graduation, within a high quality learning environment which recognizes and supports good teaching. The College has 14 vibrant departments which engage all academic activities in the respective domains. The brief profiles of the departments are presented below:

DEPARTMENT OF KANNADA

Department of Kannada was established in 1972 with the objective to impart and enhance Kannada language. The curriculum is designed for the comprehensive growth of students. The Department encourages students to participate in various activities conducted within and outside the department.

Vision:

Create an awareness of the glorious culture and literacy legacy of Kannada among the students.

Mission:

Enhance the language and communication skills of students and sharpen their comprehension and expression of Kannada Language.

DEPARTMENT OF HINDI

The Department of Hindi was established in the year 1972. The department encourages non-Hindi speaking Students to learn Hindi. The curriculum is designed keeping in view the promotion of Patriotism, love for the National language and creating interest in knowing the heritage of the Country.

Vision:

Make students sensitive and motivated to learn and communicate the national language.

Mission:

Encourage students to familiarize themselves with the National language.

DEPARTMENT OF TAMIL

The Department of Tamil was established in the year 1972 to showcase the relevance of Tamil culture, values, language, legacy etc. The syllabus intends to give an overview of Tamil literature.

Vision:

To improve the language skills of Tamil students who is influenced by vernacular.

Mission:

To create social awareness through Tamil Literature which are socially proactive.

DEPARTMENT OF ENGLISH

The Department of English was established in the year 1972 to give the students an overall exposure to English language. The core objective of the English department is to inculcate, strengthen and enhance grammar, reading and writing skills.

Additional English paper is offered as a second language paper. The paper trains the students to exploit literary texts for imparting language and analytical skills. The paper aims to expose the students to the nuances of English literature in its varied forms and genres.

Additional English seeks to make the students think from a contemporary perspective by challenging the conventional. The paper attempts to bring

consciousness and create awareness of issues of culture, gender and marginality; it provides the students with an introduction to new ideas and issues that bear relevance to our life today.

Vision:

To enable the students to become independent learners of English.

Mission:

To facilitate students with professionalism, critical thinking and problem solving skills. To help students understand the nuances of life through language and literature.

DEPARTMENT OF FRENCH

More than 220 million people speak French on all the five continents. French is also the second most widely taught language after English, and is taught in every continent. Understanding the growing relevance of French, the Department of French was introduced in the year 2015 to all the first year degree students (B.A, B.Com, BBA and BCA) as part of CBCS (Choice based Credit System). The objective of introducing French language is to give basic exposure towards reading, writing, and communication skills etc. It also intends to articulate the relevance of French as the second most widely learned language after English and the sixth most widely spoken language in the world.

Vision:

To inspire a passion and interest in the Francophone language and culture and through the learning enable the student to a basic working knowledge of French.

Mission:

Our mission is to engage our students and encourage learning of French through our unique and special teaching methods.

DEPARTMENT OF HISTORY

'What memory is to man, History is to Mankind'. The Department of History was established in the year 1972 with the objective of inculcating historical values, concepts, innovations, occurrence, outcomes and implications.

Vision:

To inculcate a spirit of critical analysis of the past and new aspiration for the future in students.

Mission:

To create worthy, well informed citizens who will be conscious of our cultural heritage.

DEPARTMENT OF ECONOMICS

“Economics is the art to meet the unlimited needs with the scare resources – Laurence J Peter”. The Department of Economics was established in the year 1972 to give exposure to basic economic concepts and their application in real life. It focuses extensively on the concepts, significance, applications and implications of Micro and Macro-economics and it also enables students to understand important issues and problems of Indian economy and to get familiarized with the structure, organization and working of the financial system in India.

Vision:

To form students for the economic development of the nation.

Mission:

To foster theoretical knowledge of economics, its critical analysis and practical application.

DEPARTMENT OF POLITICAL SCIENCE

The Department of Political Science was established in the year 1972. The fundamental objective of the department is to give wider exposure to the students to learn, understand, analyze, appreciate and apply political concepts in day-to-day life. It empowers students to become vigilant and vibrant citizens.

Vision:

Empowering the Youth in the Process of Nation Building.

Mission:

Creating a Just and an Egalitarian Society.

DEPARTMENT OF JOURNALISM

The Department of Journalism was established in 2002. The course is specially designed to give the students an overall idea of the subject. It intends to give conceptual as well as practical exposure towards print, electronic, online and other related areas like advertising, public relations, film making etc., to give competitive advantage towards career in media.

Vision:

To educate the students towards critical and analytical thinking and writing.

Mission:

To inculcate among the students value based writing with accurate understanding of current scenario.

DEPARTMENT OF SOCIOLOGY

Sociology curriculum gives an overall exposure towards understanding Indian social institutions, social movements, social problems, and gender issues through a research paper in order to create analytical and critical thinking. It focuses on social behavior, including its origins, development of organization and institutions.

Vision:

To educate students to be sensitive to social: issues, identities and culture.

Mission:

To create awareness among students towards critical thinking and social change.

DEPARTMENT OF COMMERCE

Department of Commerce is one of the oldest departments of the College working since 1972. The objectives of the Department are tuned to the objectives of the college i.e. to prepare students to serve others in general and the marginalized in particular. Ours being an Autonomous College, the Dept. strives to make the syllabus more relevant. Revision is made regularly keeping in mind the dynamics of changing business environment. The syllabus not only takes into account the job market requirements but also has an inclusiveness approach to the requirements of modern business. It concentrates on developing the required skills in the areas of general management and functional areas of management such as Marketing, Finance and Human resource management.

Vision:

To create a productive and empathetic human resource to the society with sound business and commerce knowledge and application skills.

Mission:

To build Character, Compassion and Confidence among the students who come from the marginalized groups pursuing commerce course, so that they become social assets.

DEPARTMENT OF BUSINESS ADMINISTRATION

“Coming together is a beginning; keeping together is progress; working together is success” - Henry Ford. Department of Business Administration was started in the year 2009 with the objective of providing opportunity and exposure to young men and women, especially from the marginalized, to become dynamic executives and entrepreneurs. The unique selling proposition of the department is to provide exposure to students in the form of guest lecturers, workshops, skill development programs, industrial visits, research paper presentations and research projects.

Vision:

Empowering the marginalized youth to become dynamic and professional business leaders.

Mission:

Fostering managerial capabilities and entrepreneurship by inculcating quality and professional management education.

DEPARTMENT OF COMPUTER APPLICATIONS

The program aims at educating students in the science and practice of IT. The emphasis is on hands-on practical training of software development. The curriculum prepares students for a career in the fast lane of software development and programming. This course enables the students to be updated on the latest revolution in technology and equips them with the required skills and knowledge to be assimilated into the industry easily. Bachelor of Computer Applications (BCA) is a 3-year under graduate programme. The course is designed to bridge the gap between IT industries and institutes by incorporating the latest developments into the curriculum. Our College has an excellent group of trained teachers to guide students. An exclusive and well-equipped lab provides hands-on training in various fields of computers. The Department conducts industrial visits, Seminars, workshops and tech-fest for the students to get exposure in the IT fields.

Vision:

Forming future IT professionals in the field of computer applications.

Mission:

- Fostering computer application skills
- Imparting quality IT education for better career prospects

DEPARTMENT OF PSYCHOLOGY

“Life isn’t about finding yourself. Life is about creating you.” - George Bernard Shaw. Understanding the highly driven aspiration of students to pursue psychology as a career and the need for more psychologists for the industry has inspired the institution to start undergraduate course in psychology. The department of psychology is established in the year 2016 with the objective of giving exposure to the psychological concepts, principles, theories, applications and its implications on human lives. Further, it intends to equip students to understand psychoanalytical skills and employ the same in one’s personal and professional life. Most importantly, learning psychology improves interpersonal skills, communication skills, better understanding of one’s own behavior a pattern, stronger conflict management ability and it also enhances career prospects.

Vision:

The Department envisions the students to acquire knowledge and experience in Psychology

Mission:

To enlighten our student towards the fundamental processes underlying human behaviour and the process of human development and change, appreciating the different branches in the emerging fields of psychology, and applying right techniques to the challenges in the field of Psychology.

Community College (UGC Recognized Community College Scheme)

St. Joseph's Evening College (SJEC) is one of the first nine colleges in the state of Karnataka to get recognition and financial assistance from UGC to run the courses offered under the Community College Scheme (CCS). The objective of Community College is to enhance the skill sets, further there capacitates and augment the employment opportunities. Some of important skill development programmes offered by the community college are:

Diploma in Information Technology Enabled Services, Diploma in Retail Management, Diploma in Beauty Culture, Diploma in Electrical and Electronics and Diploma in Hotel Management. Besides, courses like Functional and Communicative English, Basic Computer Education, Exposure to Life and Soft Skills are also offered. Students who pursue these courses are fortunate to get a lot of practical knowledge in the skill and first hand experience of working in the field through internship. Due to the industry partnership they are absorbed quickly into jobs. St. Joseph's Community College strives to include the excluded.

CERTIFICATE AND DIPLOMA CLASSES

Autonomy has empowered and given us the scope to introduce many value added courses. Some important value added courses are: Communicative English Programme, Diploma in Human Rights Programme, Hardware and Networking Course, Diploma in Hospital Administration, Banking and Finance, ITES, and Retail Management.

Diploma in Hardware and Networking

To foster the employability of the students, the college has been offering a Diploma Course in Hardware and Networking. This course has been a boon to those who seek career opportunities in IT sector.

Diploma in Hospital Administration

A Diploma in Hospital Administration is offered by St. Joseph's Evening College, (Autonomous) in collaboration with St. Philomena's Hospital, Bengaluru. The course is offered to all those individuals seeking to enhance their conceptual, managerial, technical and clinical skills in the realm of hospital administration. The course is offered for the period of one year under the semester pattern with continuous internal assessment scheme with semester examination conducted at the end of the semester. Understanding the demands of the hospital industry, the design and content of the course is developed to target working executives from different background who are interested in pursuing hospital administration as a career. To give opportunity to working executives, we have scheduled the course during the week end i.e., on Saturdays and Sundays. Moreover, the programme is expected to be intensive with comprehensive content with

varied methodologies and teaching aids such as presentations, activities, expert talks, case studies, documentaries, projects and practical training.

Information Technology Enabled Services (ITES)

A certificate course in 'Information Technology Enabled Services' is offered by the community college to give exposure to various aspects connected to ITES sector notably one of the fastest-growing segments within the IT-BPM sector. This course enables the students to have full theoretical and practical knowledge on CRM (client relationship management), Human Resource Management, Financial Management and Office Management. The college is equipped with an ITES lab exclusively for this programme. The curriculum is framed in consultation with sector skills council (NASSCOM) The National Association of Software and Services Companies, top MNC companies and Academia. The student is directly recruited to the companies on completion of the assessment by NASSCOM. A student can get access to nearly 2000 ITES companies in Bengaluru and can move into job roles such as CRM Executive, HR Executive, HR Payroll, HR Recruitment, Financial Analyst, and Office Assistant or Executive.

Banking and Finance

A course in Banking and Finance is offered by the community college to enable individuals to enhance or build skills in specific Banking and Financial spheres and avail wide range of career opportunities emerging in these segments. With India moving on to the top ten economies of the world, this sector will see an enormous demand for Banking and Financial professionals. This course enables the students to understand the concepts of sectors like Banking, Finance and Insurance. The college has a tie up with a leading bank to facilitate practical training. Assessment will be done by the (BFSI) Banking Financial Services and Insurance Sector Skill Council. On completion of this program the student will get into financial planning, financial services and banking.

Diploma in Human Rights

The department of Political-Science in collaboration with South Indian Cell for Human Rights Education and Monitoring (SICHREM), a human rights organization, has been offering a Diploma Course in Human Rights.

This has helped the students to be aware of their rights and also pursue a career in NGOs.

Integrated Programme

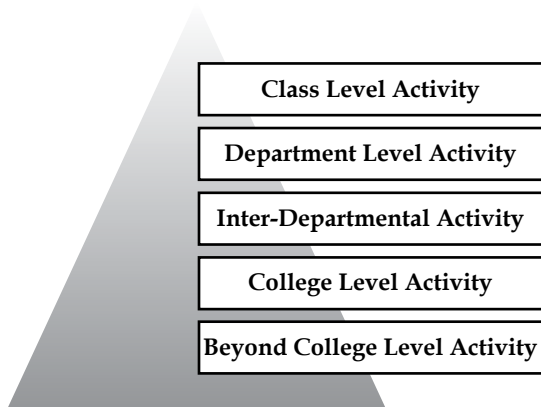
To increase the employment opportunities for the BA students, an integrated programme is offered in Fundamentals of Accounts, Mathematics, Statistics and Soft-skills.

Communicative English Course

To enhance the communicative ability of the students, the department of English has been offering communicative English course with a well-equipped Language Lab.

ABOUT CLUBS AND ASSOCIATIONS

The thrust of SJEC is all round development of personality. The intent is to holistically develop all the students through the process of self-actualization and learning that combines an individual's mental, physical, social, emotional and spiritual growth. This is done by organizing activities at six stages which is presented below:



All the activities are organized to enhance overall capacity of students. Some of the important skill sets focused in building the students competency are: Confidence building, self-esteem, communication, interpersonal skills, team building, critical thinking, organizing, leadership, crisis management,

financial management, society mindedness, selfness, research skills, reading, writing, presentation, artistic skills, decision making, music, technical skills, creative skills etc.

The College has over 15 Clubs and Associations. These include, the Students' Council, All India Catholic University Federation, Schedule Caste and Schedule Tribe Forum, Women's Cell, Legal Literacy Cell, St. Joseph's Evening College Alumni Association, Outstation Association, Harmony Club, Literary and Debating Cell, Kannada Sangha, Hindi Parishad, Tamil Sangam, Les Franc - Adventurists, French Association, La-Storia (History Association), Social Science Association (Economics Association), Lead Club (Journalism Association), Commerce Forum, Vision Association (BBA Association), Entrepreneur Cell and Tecno-Freakies (BCA Association) The objective of these clubs and associations are to nurture sets of skills such as - leadership, organizing, managerial, technical, spiritual, interpersonal, communication and team building etc. This provides an avenue for students to explore and develop their skills and talents.

COLLEGE ASSOCIATIONS

1. Women's Forum
2. AICUF
3. Literary & Debating Society
4. Harmony Association
5. Association of Out-Station Students
6. Alumni Association (JECOA)
7. Ongoing Formation for Student

DEPARTMENT ASSOCIATIONS

1. Kannada Sangha
2. Hindi Parishad
3. Tamil Sangam
4. French Association
5. Literacy Club
6. History (La-storia)
7. Humanities Association

8. Legal Literacy
9. Lead Club
10. Psych Ed
11. Commerce Forum
12. Business Administration (Vision Association)
13. Computer Applications (Tecno Freakies)
14. Entrepreneurship Cell
15. Quiz Club

COLLEGE ASSOCIATIONS

1. Women's Forum

The College has established a Women's Forum in the college campus for the women faculty, staff and girl students, to enhance understanding of issues related to women and to make the college campus a safe place for them. With an aim of creating awareness of their rights and duties the forum organizes and participates in seminars, talks and also takes up women's issues and problems. It also provides a platform for women to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves.

2. AICUF

The All India Catholic University Federation is a movement of students. The aim of AICUF is to enable Christian students to play a prophetic role in their communities through a critical understanding of their faith, drawing inspiration, from gospels, the Eucharist and their prayer life. It is also a platform to our students to develop an awareness and critical analysis of our social needs and cultivate a deep and genuine concern for the marginalized and to commit them to the task of building a humanized society.

3. Literary & Debating Society

The Literary & Debating Society strives to develop and sharpen the literary skills of the students. The society encourages the Josphehites to develop a taste for literature and also work towards improving their spoken and written language. It is involved in a variety of activities aimed at building up the confidence and grooming the talents of students in facing various interpersonal activities and competitions.

4. Harmony Association

In spite of many efforts through traditional religions and human right, the doctrine of inequality of man and races is nevertheless preached and practiced. To create and to aware our students harmony club was organized. Harmony Clubs provide a platform where young people can learn skills, exchange experiences, apply the knowledge various religions to bring in peace, friendship, fellowship, solidarity, cooperation, understanding, unity, sympathy, like-mindedness in their everyday life.

5. Out-Station Students Association

To nurture the educational experience of the outstation students in the campus, association of out station students was established. The association aims to provide a support system for out station students at SJEC and help ease their transition to life at SJEC and in the Bangalore.

6. Alumni Association (JECAA)

SJEC is proud to have one of the most active college alumni associations on campus. JECAA intends to bring all old Students, who studied at SJEC, under one forum for exchange of Knowledge, Skill and Experience amongst themselves and to disseminate them to the students of the SJEC.

7. Ongoing Formation for Students

Ongoing formation programme was established in the academic year 2016-17. The objective of the programme is to orient students on various latest developments happening across the globe. Further, it also intends to inculcate a spirit of inquiry among students. This is done through discussions, documentary presentation and analyses etc. The programme is facilitated by the faculty coordinator.

DEPARTMENT ASSOCIATIONS

1. Kannada Sangha

Kannada Sangha is established to create awareness of Kannada language and culture among the youth. The forum strives for the cause of kannada language, culture and heritage. It conducts interclass competitions regularly and grandly celebrates Kannada Rajyothsava every year. 'Kannada Sangha' organizes 'Kannada Habba', a one day festival, under a unique, culturally enriched title.

2. Hindi Parishad

Hindi Parishad promotes knowledge of Hindi literature and culture of Hindi amongst the students. To motivate students to spread the essence of Hindi language, by giving them resources required and also by conducting various events such as Pick and Speak, Essay Writing and Debate competitions.

3. Tamil Sangam

Tamil Sangam is the association of the Tamil enthusiasts of the college. With a shared love for literature and language, this club brings a pool of talent for utilization.

4. French Association

French Association is dedicated to furthering understanding of French culture and language, and instilling a sense of companionship within the Modern Languages Department. The organization aims to strengthen the French language by promoting academic progress in a way that is active, hands-on, and enjoyable.

5. History (La-storia)

La-storia the History Club provides an opportunity for students to obtain a wider understanding of History. The Club provides a forum outside of the classroom for students interested in historical study, discussion, debate, as well as organizing visits or tours to historical sites. The Club invites guest speakers to address the students, organizes competitions, documentations and other activities that promote understanding of history.

6. Humanities Association

Humanities Association aims to provide a platform for students to showcase the talents in various skills associated to social sciences. The Club encourages the students to be actively involved in activities related to History, Political science, Economics, literature, Psychology and Journalism. The association organizes activities to disseminate knowledge through various methods such as debate, panel discussions, notice board messages, talks from experts, guest lectures, creative writing, presentations, collage, skit etc.

7. Legal Literacy

The Legal Literacy Club was initiated to facilitate awareness and interest in current issues in various legal fields. Members of Club devise their own activities to disseminate knowledge through various methods

such as debate, panel discussions, notice board messages, talks from legal experts and guest lectures.

8. Lead Club

The lead club was established 2002 in order to build creative, technical and writing skills. The activities organised are Guest lectures, Audio recording, News letter, Video editing, Preparing documentaries, Field visits, Internship, wall journals and other academic and skill and creative orientated to journalism.

9. Commerce Forum

This Forum provides facilities for students to promote practical training for the theoretical knowledge, which the commerce students gain in the classroom. Its activities focus on creativity inters personal skills, communication skills, leadership qualities and team spirit. The Secretary of the Association is elected from among the students.

10. Business Administration (Vision Association)

The vision association of Department of Business Administration aims at going beyond the classroom learning, promoting the creative and inventive thinking in students. The association hosts competitions, guest lectures and panels that invite alumni and other management professionals to share their experience as managers. These activities encourage students not only to learn to manage things on their own but also supplement their professional development in understanding the subjects involved with better clarity.

11. Computer Applications (TecnoFreakies)

TecnoFreakies aims at improving the standard of conceptual knowledge of BCA students in the college by giving students an opportunity to develop their skills and knowledge beyond classroom lectures. To achieve this, the Club organizes in depth lectures on a variety of topics, competitions and visits to companies, computer software houses.

12. Entrepreneurship Cell

Entrepreneurship Development Cell strives to inspire and integrate a culture of innovation through a conducive entrepreneurial ecosystem to help budding entrepreneurs realize their dream to start up their own enterprises. The students participate in various events and programs that would aid their entrepreneurial journey.

13. Quiz Club

The college quiz club activities promote general knowledge among our students. The main purpose of the club is to update the knowledge of the students in various fields like academics, general knowledge, analytical abilities, quantitative reasoning, etc. Students of any discipline can become members of the Quiz Club. The activities of the Club are guided and supervised by Quiz Master.

CONCEPT OF LESSON PLAN

The concept of lesson plan is taken very seriously at our institution as we are catering to the slow learning segment. Every department is given autonomy to design, develop, implement, evaluate and review the lesson plan periodically to ensure better learning outcome. However, details will vary depending on the preference of the teacher, subject being covered, and the need of the students. The following guidelines are generally followed while planning the lesson: class taught, subject, topic, duration of lecture, teaching-learning resources, methodology and aids used, objectives, assessment, learning outcome are prepared and the same is communicated to students.

TEACHING METHODOLOGY

To improve and keep pace with the emerging trends in teaching-learning process, several innovative practices such as role-plays, quiz, brain storming, group discussion, panel discussion, extempore, debates, case study analysis and probing questioning have been introduced. The institution periodically upgrades technology in order to enhance teaching-learning effectiveness.

All class rooms are equipped with LCD projectors to promote the use of technology in teaching-learning process. Faculty members are encouraged to take the students to the computer lab and they can teach by referring the materials available in the internet. Faculty members are provided various IT facilities like laptops, mobile projectors, speakers and Wi-Fi to facilitate computer aided teaching-learning. There is a provision to access e-journals, e-books and resources from internet in the College general library.

STAFF - STUDENT RAPPORT

Our lives are shaped very much by the people with whom we constantly interact, and here it will be your teachers. We have an excellent staff in this College; make good use of their experience and knowledge through constant personal contact both inside and outside the classroom. Today more than ever, a closer tie between the staff and the students is the only way to counteract the many problems arising from the impersonal atmosphere prevailing in much of our college education. Many of our staff members have undergone training to help you not only with your academic difficulties but also with your personal and emotional problems. You may always approach them for guidance. There are two full time Counselors available on the campus to help students with their personal and emotional problems.

ROLE OF PARENTS / GUARDIANS

Parents and Guardians are partners with the College in the task of total and integral education of their children and wards. It is in keeping with this concept of 'partnership' in education that the Principal invites the parents of students to discuss with them the performance of their son/daughter. You will be intimated about the meeting, and every parent is requested to make it possible to attend it. Parents are also recommended to meet the Principal and the Mentors to ascertain from them the conduct and progress of their wards. The College welcomes suggestions from parents and well-wishers.

ROLE OF CLASS TEACHERS

The class teachers also ensure that the students excel both in their academic and personal lives. The class teachers keep a track of the students' attendance and academic performance and provide advice and guidance on a frequent basis to the needy students.

ROLE OF CLASS MENTORS

Mentoring is a powerful personal development and empowerment tool. It is an effective way of helping students to progress in their careers and enable them to realize their potential. A mentor (Faculty) is

a guide who can help the mentee (Students) to find the right direction and who can help them to develop solutions to career issues. Mentoring provides the mentee with an opportunity to think about career options and progress. It is a helpful relationship based upon mutual trust and respect. Every faculty has a group of 30 to 40 students who supervises both their academic and personal growth and guides them in the right direction.

COUNSELLING

There is a professional counselor appointed in the campus for the students to sort out their personal problems. The students who need the assistance are referred to the college counselor. In case the counselor feels that any student needs more help, he/she is referred to the Family Counselling Center which is near the college.

LANGUAGE LAB

To enhance proficiency in English and to develop the Listening Speaking, Reading and Writing (LSRW) skills of the students, the College has upgraded the Language lab with audio-visual aids and resources.

IGNITORS "INTEGRAL FORMATION PROGRAMME"

The College in collaboration with Jesuit Youth Ministry of Karnataka has been organizing a three day programme called, "Ignitors Integral Formation Programme" for the students since, 2011. The objective of the programme is catering to the holistic development of students through life-skills development and value education.

LIFE-SKILL DEVELOPMENT

This is designed to equip the students with various life-skills such as Intra and inter-personal communication, decision making, problem solving, stress management, anger management, leadership, team-building, etc.

VALUE EDUCATION

This is designed to emphasize on the importance of leading a value-based life personally and professionally in today's world.

PLACEMENT CELL

The College has an active placement cell which is functional throughout the year to cater to the employment needs of the students. The alumnus have immensely supported the placement cell by providing employment a venues to the students.

INTER-COLLEGIATE COMPETITIONS

The students are encouraged and incentivized to take part in various inter-collegiate academic and cultural competitions held across the country. This enhances the competitive spirit and confidence of the students.

RURAL EXPOSURE PROGRAMME

To give exposure for the students to the harsh realities of rural life in our country, the College organizes a four to five days of Rural Exposure Camp for the final year students annually. This has enriched the students to understand the various facets of the society.

OUTREACH PROGRAMME 'CONVERGING CAMPUS AND COMMUNITY'

One of the major thrust areas of St. Joseph's Evening College is Social Concern- forming men and women for the service of others and touching as many lives as possible. In view of the fundamental values of the College, the College has embarked on ambitious Outreach programme. It will provide students with a platform to explore and develop the art of critical thinking, the skills of leadership and techniques of meaningful interventions aimed at building a just and equitable society. It further draws its roots from the Brazilian educator Paulo Freire's Philosophy of Action-Reflection -Praxis. In view of the UGC and the NAAC recommendations on Extension, the objective of the outreach programme is to extend knowledge and other institutional resources to the community and vice-versa. It is a two-way process between the institution and the people, an intellectual intervention in the community's living problems which need to be overcome through an educational process. Extension is a perfect blend of theory with practice. It will orient the students with the skills required in community development and would sensitize them towards various issues of these marginalized groups and instill enough confidence and satisfaction for taking up the cause of the development of those groups.

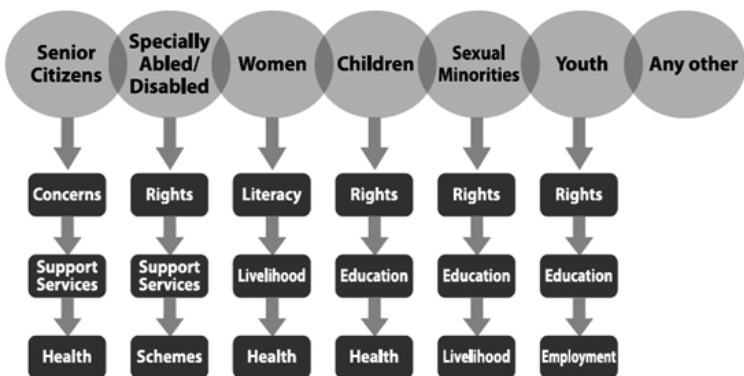
As the name of the programme BEMBALA itself suggests, it aims to reach out to the deprived groups and vulnerable sections of society and create opportunities for education, awareness and skill enhancement. It intends to create a learning process for faculty and students, through exposure to community needs, problems, and issues. It hopes to reach out to the community by designing need based interventions and generating research. Eventually it will facilitate networking and linkages of the community with NGOs, institutions, and government agencies for the effective service delivery and advocacy support. It also hopes to link up with the corporate sector within the parameters of Corporate Social Responsibilities (CSR).

STRUCTURE AND PROCESS

There are two stages in the Outreach Programme:

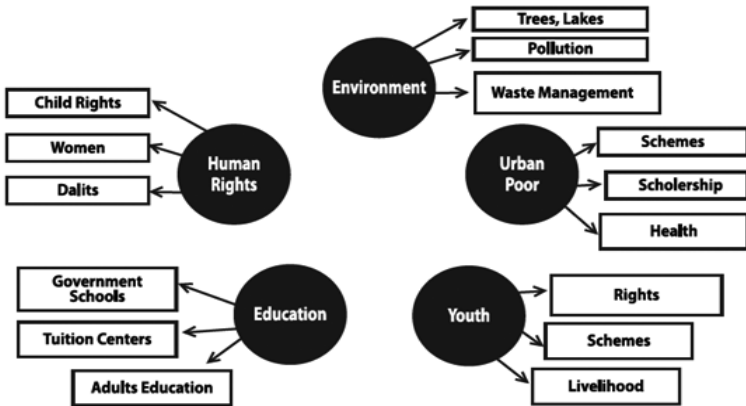
1. **The Preparation Stage:** In this stage students will be equipped with the required knowledge, through HRD Classes, Talks and Documentaries. In this process students will be able to identify student leaders and the leaders will also undergo a special training to lead the class for the outreach activity.
2. **The Practical Stage:** In this stage, the actual outreach begins and there will be a continuous evaluation, assessment of the experiences and ongoing formation talks arranged for the students.

AREAS OF WORK



RIGHT BASED APPROACH

The program is based on flexible learning styles to enable young people to actively set and plan to achieve their own learning outcomes.



BEST PRACTICES



BRIDGE COURSE

The College published a syllabi book on Bridge Course in English, Kannada, Hindi, Financial Accounting and Basic Mathematics for First Semester Students. The publication of the Bridge Course book makes it unique.

RESEARCH PROJECT REPORT

Imparting research skills has become a vital mandate for all higher education learners. Understanding its growing relevance and need, the Department of Business Administration has endeavored to incorporate Research methodology paper, Project Report, Research Paper Presentation and Viva Voce as an integral part of the final year BBA curriculum. As per the guidelines and mandate every student is expected to undertake his/her project work in any company of his/her choice. However, the students are given flexibility to undergo internship or take part time or full assistance from the chosen company as it deems fit. Besides, every student is allotted a supervisor for his guidance and the overall research project is coordinated by the principal supervisor. At the end of the project, every student is expected to get the project completion letter from company along with the completed project report and submit the same. The project will be qualified for submission provided the students submits the company letter along with the internal guides authentication, principal supervisor acknowledgment and project report is submitted as per the guidelines and standards on or before the scheduled date (on or before 31st January of even semester) specified/notified by the principal supervisor/HOD/COE. Post submission of the research paper a separate day will be set aside for the research paper presentation for all the students and the same will be validated and examined by the external evaluators the major assessment area, key parameters for evaluation, time frame, assessment authority and marks are presented in the table below:

Major Assessment Area	Time Frame	Key Parameters Assessment	Assessment Authority	Marks
Project Work	5 Months	<ul style="list-style-type: none"> • Presentation • Methodology • Analysis • Findings • Originality 	Internal and External	50
Viva Voce	20 Minutes	<ul style="list-style-type: none"> • Presentation • Ability to answer the Questions • Communication 	External	30
Research paper	4 Months	<ul style="list-style-type: none"> • Presentation • Methodology • Analysis • Findings • Originality 	Internal and External	20

TERM RESEARCH PAPER

To foster research skills a Compulsory Term Paper is introduced for all the final year students. The Students are offered a wide spectrum of areas to choose from and 36 teachers to guide the students in completing the term-paper. Every department will circulate the model term research paper during the orientation.

Step 1	1st Week	Orientation, circulation of model term Research Paper and allotment of guides by the respective Departments.
Step 2	2nd Week	Guides will schedule the meeting with the allotted students and discuss the area and topics.
Step 3	2nd Week	Finalization of title and objectives.
Step 4	3rd-4th Week	Students are expected to write a brief Introduction, Objectives, Scope, Relevance, Methodology, Limitations and Conclusion, not exceeding five sheets and get it approved by the guide.

Step 5	5th- 6th Week	Data Collection (Primary and Secondary data)
Step 6	7th-10th Week	Data Analysis and Interpretation.
Step 7	11th-12th Week	Findings, Recommendations and Conclusion.
Step 8	13th -14th Week	Report Organizing/Compiling, Writing and Presenting to the Guide.
Step 9	15th Week	Submission of term research paper report to the guide in the prescribed format.

Note: Candidate must have at least 6 sittings with the guide before taking the final print of the term paper. By the 5th sitting the draft has to be submitted for correction, giving at least one week to the supervisor to go through the draft. This must be done 2 weeks before the final submission date. All the interaction sessions must be documented and the student must have a copy with them. If the guide feels that the candidate has not worked according to standards, he can reject the term paper. However, the guide must inform the COE and Principal in writing regarding this in advance. If the student's term research paper is rejected or not submitted, they have to submit the same during the next supplementary examination/session with the required supplementary examination fee.

COMMUNITY COLLEGE

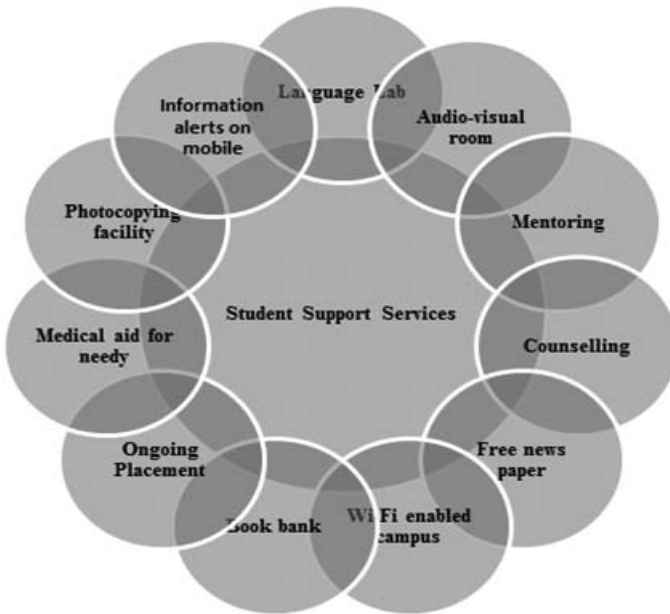
The College has introduced higher order skill development programmes in consonance with the national requirements as outlined by the National Skills Development Corporation and other agencies. St. Joseph's Evening College (SJEC) is one of the nine colleges to run the Community College Scheme (CCS) in Karnataka, which offers various skill development courses.

Some of important skill development programmes offered by the community college are: Diploma in Information Technology Enabled Services, Diploma in Retail Management, Diploma in Beauty Culture, Diploma in Electrical and Electronics and Diploma in Hotel Management. Besides, courses like Functional and Communicative English, Basic Computer Education, Exposure to Life and Soft Skills are also offered. The syllabus is framed as per the NSDC and National Vocational Educational

Qualification Framework (NVEQF) standards. Students who pursue these courses are fortunate to get a lot of practical knowledge in the skill and first-hand experience of working in the field through internship. Due to the industry partnership they are absorbed quickly into the job.

STUDENT SUPPORT SERVICES

St. Joseph's Evening College has a long tradition of finding all resources possible to extend all forms of help to the socio-economically poor sections of the society, minority community and others. The stress is on holistic development and employability. The following are the distinctive support services rendered in the College.



- Preferential admission for the slow learners, economically poor, SC / ST students, Concessions, Scholarships, Student Profile forms
- Blue Book, LectioBrevis (Orientation course), Question Bank, BookBank, Ashirvachan- Graduation ceremony with mementos, One-time payment of fees, Marks for attendance, Prompt announcement of results, Monthly attendance display, Best outgoing students Awards, Quotation for the Day, Idiom for the Day, information on Autonomy, Double Evaluation of answer books

- Publications, Free Booklets, Certificate Course on Networking, on Human Rights, on Communicative English, Wall Journals
- Language Lab, New software for integral formation, Computer Literacy, Free access to Computer Lab, Free Internet access, e-mail –ID, Bank accounts for all, Sneha Bank & Commerce Lab
- Laptops & LCD projectors, AV Room, Electronic gadgets like musical organ, camera, Xeroxed Notes, Open access to the library, subsidized newspaper, Wi-Fi facilities etc.
- Counseling services by two professional counselors. Counseling for married students, Sexual Harassment Cell, Special course on hygiene & sexuality for female students, medical camps, First Aid Box, Ladies Rest Room, Public Phone Booth, Book Shop, Canteen, Xerox facility
- Information on the notice board on availability of jobs, Campus Recruitment, Internship for Journalism students
- Film Club, Associations, Fests – Inter-class, Inter- Collegiate, Newsletter, Extra & co-curricular activities on Sundays
- Grievance Audit, Blood Group identification, Evaluation of Teachers, free Refreshments and a vibrant Alumni Association
- Daily Prayer
- Subscription of Newspapers
- Pupil pod
- Documentary Screening
- Sahodaya TV

COLLEGE REGULATIONS

1. The warning bell for class is given at 5.00 p.m., five minutes before the commencement of the class. Students should be in their respective classrooms before the second bell at 5.05 p.m. When a lecturer enters the class, the students must rise and remain standing until they are instructed to sit down.
2. Students must not loiter along the corridors or the quadrangle during class hours.
3. No student is allowed to leave the lecture hall without the lecturer's permission or until the class is dismissed.

4. If the concerned lecturer is absent, students are expected to study silently in the class room or go to the Reading Room.
5. Students are not permitted to smoke on the College campus. They are liable to disciplinary action (even dismissal) if found smoking on the campus.
6. Disciplinary action will be taken against any student found in possession of or under the influence of drugs or alcohol.
7. Students are forbidden to bring fire crackers and colour powders to the campus.
8. Insubordination, habitual inattention, neglect of work, unbecoming language or conduct, obscenity in word or deed render a student liable to suspension or permanent dismissal.
9. Boys and girls are expected to conduct themselves with dignity and maturity. In the interrelationship; they must observe norms of decency and propriety.
10. The campus must be kept clean at all times. Littering with sweet wrappers, waste paper, defacing the walls or desks, damaging college property etc., are offences. Every class under the guidance of the class leader will be responsible for the cleanliness of the room allotted to them.
11. Though the College is not responsible for the conduct of its students outside the premises, it will take note of any serious misconduct of a student outside the campus.
12. Posters, notices, etc., must not be put up without the permission of the Principal.
13. Students are expected to wear formal dress while attending classes and College functions. However they are allowed to wear T shirts with color and without slogans it on Saturday. Girls – Salwar / Churidhar Kameez (No sleeveless, $\frac{3}{4}$, no $\frac{1}{2}$ skirt, Tight Fitting or Short Tops)
14. Students are not permitted to sit at the parking space and in the canteen during class hours.
15. The parking space will function on all working days from 4.30 p.m. to 9.00 p.m. The attendant will not bear responsibility for vehicles that are not locked. Any vehicle left on the campus after 9.00 p.m. will be handed over to the police station.
16. Every student is required to wear his / her ID card while in the campus. No student is allowed to enter the college campus without the ID.

17. Externs are not allowed to enter the College during class hours to meet students or to attend College functions. Strict action will be taken on those who bring externs to the functions.
18. Practice for associations functions and cultural programmes should be held either prior to the classes or on holidays and Sundays.
19. No money is to be collected from students without the prior permission of the Principal.
20. Books, magazines, newspapers etc., not approved by the Principal, are not allowed to be brought to the College.
21. The students are not allowed to organize picnics. The College reserves the right to initiate action against the class or group of students who violate this rule.
22. Ragging is a major criminal offence. Those who indulge in ragging, even in a 'friendly' way or encourage ragging will be handed over to the police and will face immediate dismissal from the College. Ragging should be reported to the Anti-Ragging Cell. No justification in this regard will be acceptable.
23. Use of mobiles is not permitted inside the classrooms and the corridors. Mobiles will be confiscated when used in the classrooms and corridors.
24. Every student will be supplied with a copy of the syllabus at the beginning of each semester. (Syllabus are also available in the College website) The teacher is expected to teach the whole syllabus exhaustively, every part of it, and no part should be left out under the presumption that it may not be important. In case, the syllabus is not covered fully by any particular teacher, students are obliged to inform the HOD or the Principal, at least fifteen days before the end of the particular semester.

THE COLLEGE LIBRARY

The Library of the SJEC was established in the year 1972. The Library offers vital supports for teaching, learning, research activities of the College by disseminating knowledge and offering modern services to the academic fraternity.

The Library currently has 22,707 printed volumes, 26 subscribed current journals. Several e-books and online database, across all domain of academic pursuit. The Library is well equipped with modern facilities and resources (print and electronic) in the forms of CDROMs, DVD-ROM,

online databases, video cassettes, books, journals, reports, etc. It has also developed a full-fledged E -learning centre in the year 2015, in order to provide various digital mode Library services. The database for the entire collection of books and Journals is available through On-Line Public Access Catalogue (OPAC).

The library operates with the following objectives:

- To support the learning process of the students and faculties through its effective dissemination of knowledge.
- To facilitate and promote access to various digital library collection of sources.
- To meet knowledge/information needs of the faculty, and to support their teaching activities.

Vision:

To empower the students, faculty and researchers with enriching collections of critical information resources.

Mission:

To select, collect, preserve and disseminate knowledge that is significant to teaching, pedagogy and research publication. Library aims through pioneering services, to the creation and delivery of various Learning Resource and Information Services (LRIS).

RULES OF THE LIBRARY

1. The Library will be open from 2.00 p.m. to 8.45 p.m. on all working days and vacations of the year. On Saturdays it will be open from 4.30p.m. to 8.45 p.m.
2. Extension of period may be obtained if someone else has not applied for the same book.
3. Loss of a book borrowed from the library must be intimated to the Librarian. Books lost, damaged or defaced must be paid for by the student. Loss of pages, mutilation and any other damage discovered on return of books will be charged.
4. A student is entitled to borrow 2 books, if failed to return the books within 14 days will be fine Rs. 1/- for each day beyond the due date.
5. Strict silence should be observed in and near the reading room.
6. Books are issued for the exclusive personal use of the applicant. Anyone found applying for books for another will be denied the facility of the library.

CHOICE BASED CREDIT SYSTEM

Changes in the expectations from the educational services sector have forced universities and colleges to adapt to a new paradigm. Colleges are no more centers of imparting and creating knowledge. Apart from knowledge based education, colleges are forced to create skilled and employable Human Resource. As this aspect of education was not given due importance many traditional courses lost steam and failed to attract students. Keeping this in mind the UGC and Bangalore University have asked all colleges to implement Choice Based Credit System. This is further supported by State higher education council. St. Joseph's Evening College has decided to introduce Choice Based Credit System from the academic year 2015-16 for all the courses and across curriculum. The salient features of this system are as follows:

- Each course shall carry a specific number of credits which are a weightage of a course.
- All courses have subjects that include Foundation, core and skill development courses.
- The system allows horizontal mobility.
- Results are based on Cumulative Grade Point Average. (CGPA)

SL NO	DEPARTMENT	COURSES	SEMESTER
1	B.COM	Corporate Image Management	III
		Principles of Events Management	IV
		Social Media Marketing	V
		Tourism theory and Practice	VI
2.	BBA	Personality Development and Life Skills	III
		Personal Financial Planning	IV
		Financial Planning and Security Analysis	V
		Banking and Finance	VI
3	BCA	Oracle	III
		Quantitative Aptitude	IV
		Other Proposed Courses: 1. Computer Network 2. Web Designing 3. Adobe Illustrator	

4	Humanities	Political Science: 1. Research methods in political science 2. Indian Administration and E-Governance 3. Peace and Conflict Studies 4. Public Policy in India 5. Public Opinion and Survey Research 6. Computer Applications in Political Science	
		Economics: 1. Economics of Hospitality Industry 2. Health Economics	V
		Sociology: 1. Indian Society 2. Life skills	
		History: 1. Tourism in Karnataka Skill-based Paper: 1. Tourism Management	IV IV
		Psychology: 1. Counseling Skills	

SUBJECTS OF STUDY

Part- 1: Languages;

English is the medium of instruction thus it is one of the compulsory languages that the students are expected to study. As part of the second language the students have wide range of options to choose from based on their interests i.e., Kannada, Hindi and Tamil. If the language that was studied at PUC level is not offered by the college, such students can opt for additional English as a language.

Part-2: Optional/core subjects;

Students can opt for the subjects as prescribed by the university and offered by the college. The Board of Studies of the concerned department decides on the subjects to be offered by the respective department. Part-3: A- Foundation and Skill Development Courses (common to all courses):

I –Compulsory courses in the first and second semesters.

- Constitution of India and Human Rights.
- Environment and public health.
- Computer application and information technology.

In addition to the above, students learn a foreign language in one of the semesters. Tentatively the college offers French. It may consider offering other languages depending on the demand.

Skill development courses are offered in the third, fourth, fifth and sixth semesters, one in each semester as prescribed by the concerned faculty.

II - Extension, Co-Curricular and Extra-curricular activities:

A student shall opt for any of the activities as prescribed by the college from time to time, one each in the third and fourth semesters. Evaluation is done internally.

As per the Bangalore University Notification, Exemption is granted to Deaf, Dumb and learning Disabled candidates from studying one Indian Language at the Degree level. Provided such candidates have had the exemption at the Pre University level. The onus is on the student to get the relevant medical certificate from the concerned approved hospital and have the same endorsed by the Bangalore University without which the college will not be able to grant exemption.

CALENDAR OF TESTS AND EXAMINATIONS

Each academic year consists of two semesters of 90 days of classes including tests and preparation for end-semester exams. The Academic calendar shows the dates of commencement and end of teaching, internal assessment tests and end semester examinations.

ACADEMIC EVALUATION

Academic evaluation is an important administrative function to ensure that students are learning what the academic departments intend them to learn. That is, assessing students' achievement allows departments to examine how students benefit from the various courses that comprise the degree programme. Academic programmes and services are periodically evaluated to make them relevant to the times.

SEMESTER EXAMINATION

No student with less than 75% attendance will be allowed to write the end semester examination. At the end of each semester, a comprehensive examination will be conducted. The end-semester examination is for 70 marks and shall be of 2 ½ hours duration.

INTERNAL ASSESSMENT (CIA)

For each course there will be both Continuous Internal Assessment (CIA) & End Semester Examination (ESE) with weightage in the ratio of 30:70.

The minimum for a PASS in each subject is 40% in ESE (28 marks out of 70 marks) & 40% in the aggregate in each subject.

The CIA for theory courses consists of ONE written test, TWO objective tests and attendance.

The 30% of Internal Assessment is distributed as follows:

1. Written tests – 10 marks. There will be 1 test of 90 minutes duration per semester.
2. Objective tests - 15 marks (Seminar/Assignment /Presentation)
3. Attendance 05 marks

ATTENDANCE	PERCENTAGE MARKS
96 - 100	5
91 - 95	4
86 - 90	3
81 - 85	2
76 - 80	1

PROMOTION POLICY

To be eligible to appear for the End Semester Examination, a student should have at least 75% attendance in every subject, failing which he / she will have to repeat the semester.

REVALUATION

There will be provision for revaluation. 50% of the fee will be refunded to the candidate if the candidate on revaluation obtains fifteen or more marks than the previous one. On revaluation, if the student scores more than twenty marks than the previous marks, the revaluation fee will be refunded. An external examiner who was not part of the Board of Examiners for the regular valuation will value such papers. There will be also provision for totaling of marks and photo copying of answer scripts, if an application is made within a week of the publication of results with the prescribed fee.

SUPPLEMENTARY EXAMINATIONS

There is **NO** immediate Supplementary Examinations after the End Semester Examinations. Students who have failed have to reappear during the next regular end semester examinations i.e. Odd Semester 1, 3 & 5 during October and Even Semester 2,4 & 6 during April.

However, Special Supplementary examinations will be held only for V Semester UG and III Semester PG during the month of November and VI Semester UG and IV Semester PG during the month of June.

In case of syllabus change, the student will be given one supplementary examination in the old paper. In case he/ she does not clear it, he/she will have to take subsequent supplementary examinations in the changed syllabus. In case a paper is discontinued altogether, the student is given three chances in the same syllabus. Any grievances pertaining to mistakes in declaration of results, in marks cards or revaluation shall be referred to the Controller of Examinations. Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the College and such decisions shall be final and binding on the candidate.

TIME SPAN FOR QUALIFYING FOR A DEGREE

As per the UGC guidelines, normally the student is expected to complete his programme within the minimum period as laid down under the relevant Regulation of the University. A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula, is as follows:

Time Span = N + 2 years for the completion of program where N stands for the normal or minimum duration prescribed for completion of the program ie. N= 3 years for UG & 2 years for PG.

Grievance Cell

To address any grievance of students pertaining to continuous internal assessment and the semester exams, there will be a Grievance Cell. Students have to meet the subject teacher who teaches the subject if they feel injustice has been meted out to them. If they are not satisfied with the evaluation made by a teacher, the matter may be referred to the Head of the Department/ Principal. The College grievance committee could be met

with a written complaint if a student still feels that the issue has not been rightly addressed.

To ensure a fair examination system, all complaints and malpractices, if any, should be properly investigated and examined. All cases of malpractice referred to the Controller, Chief Superintendent of Examinations/ principal pertaining to any favoritism in internal or external valuation, leakage of paper or acceptance of bribe for favors will be referred to the staff malpractice committee. This committee will include the Vice-Principal and two senior members of the faculty. An external member from the legal fraternity may also be included in case of serious charges. The committee will take up all cases brought to it within two days of reporting of the incident and make a thorough investigation. If any truth is found in the complaint, the committee should summon the staff member.

The staff member should be given a fair chance to explain his/her position. The final report will then be submitted to the Academic Council. Action will be taken according to the decision of the Academic Council, and the Governing body of the management. All students' malpractices in the examination hall and internal assessment will be referred to the Malpractice Committee set up for the purpose. The Chief Superintendent and two other senior staff members of the College will be its members. They would provide a fair chance to the students involved in malpractice and finally submit their findings to the Controller of Examinations. A committee consisting of the Principal and the Controller of Examinations will take action on the report of the committee.

CREDIT SYSTEM TO CO-CURRICULAR ACTIVITIES

BACKDROP

In order to recognise the participation of students in Extra - Curricular activities, the college has instituted the credit system for co-curricular activities from 2017 onwards.

SCOPE AND RELEVANCE OF EXTRA-CURRICULAR ACTIVITIES

An extracurricular activity is defined as college-authorized activities that fall outside the jurisdiction of the normal curriculum. Extracurricular activities may include, but are not limited to, physical education, fine arts, performing arts, career education, and courses that may result in college credit. Extracurricular activities are extremely important for holistic development whilst ensuring that students are exposed to practical tasks, not just what is taught in class. The

normal curriculum can only go so far as to teach and educate students about academic concepts. But students whose only experience of college is one of rigid academic study may not be able to apply what they have learned in practice. Extracurricular activities encourage a diverse range of skills and methods of learning that encompass the diverse needs of students. For example, association such as Entrepreneur cell allows students to experience of practical business skills and valuable communication and team work skills.

REGULATIONS PERTAINING TO AWARD OF CREDIT

1. To qualify for credit, a student must have done a minimum of 15 hours of voluntary work or activities. They must be also able to provide evidence to support their application.
2. The concerned teacher should keep a detailed record of performances, volunteer hours, practices, field trips, classes attended, assignments completed, and anything else related to the activity.
3. Teachers who propose to offer credit to students for an activity not arising from course or subject competencies shall seek approval of the IQAC and Principal in advance.
4. **For every 15 hours of activity ONE credit may be offered.**
5. **A student cannot claim more than TWO credits together for sports and cultural activities. This is to encourage wider participation of students and to discourage the dominance of few students in all activities.**

Example of extra-curricular activities at SJEC

No.	Activity	Description	No. of Hours	What students must do to avail credit?
1	Student Council	The Student Council is a student body of elected students. The officers are, secretaries, and coordinators. Officers must be Juniors and Seniors and are elected at the end of the previous year.	15 Hours	Certificate from the faculty coordinator

Exhaustive list of Co-Curricular and Extra-Curricular activities

Women's Forum AICUF, Literary & Debating Society, Harmony Association, Association of Out-Station Students, Alumni Association (JECAA), Ongoing Formation for Student, Kannada Sangha, Hindi Parishad, Tamil Sangam, French Association, History (La-storia), Humanities Association, Legal Literacy, Lead Club, Commerce Forum, Business Administration (Vision Association), Computer Applications (TecnoFreakies), Entrepreneurship Cell and Quiz Club

CREDIT SYSTEM

Distribution of Grades and Grade Points

Final Result / Grade Description - Under Graduate		
Percentage	Grade	Class
90 to 100	O	Outstanding
80 to 89.99	A + +	First Class Exemplary
70 to 79.99	A +	First Class Distinction
60 to 69.99	A	First Class
55 to 59.99	B +	High second Class
50 to 54.99	B	Second Class
40 to 49.99	C	Pass Class
0 to 39.99	F	Reappear
Final Result / Grade Description - Post Graduate		
Percentage	Grade	Class
90 to 100	O	Outstanding
80 to 89.99	A + +	First Class Exemplary
70 to 79.99	A +	First Class Distinction
60 to 69.99	A	First Class
55 to 59.99	B +	High Second Class
50 to 54.99	B	Second Class
0 to 49.99	F	Reappear

Table of Conversion of % Marks to Grade Point	
Marks	Grade Point
95 to 100	10
90 to 94.99	9.5
85 to 89.99	9
80 to 84.99	8.5
75 to 79.99	8
70 to 74.99	7.5
65 to 69.99	7
60 to 64.99	6.5
55 to 59.99	6
50 to 54.99	5.5
45 to 49.99	5
40 to 44.99	4.5
0 to 39.99	0

Calculation of Semester Grade Point Average (SGPA)
 $\Sigma (\text{Credit} \times \text{Grade Points})$

SGPA =
 ΣCredit

GRADING SYSTEM

The students are evaluated on the basis of continuous internal assessment and the semester examinations. For the grading and classification of students, the performance of the students is first marked according to the conventional procedure. Marks are then converted into grades and the grades in turn into grade points.

Subject	Marks	Grade	Grade Points	Credit	Weighted Grade Points
English 1	58	B+	6	3	18
English II	60	A	6.5	3	19.5
English III	62	A	6.5	3	19.5
English IV	50	B	5.5	3	16.5

The total number of credits is 12 for English and if the weighted grade points in that subject are 73.5, the student's overall grade point average is $73.5 / 12 = 6.13$.

ALLOTMENT OF CREDITS

BACHELOR OF ARTS (ELECTIVES - HISTORY, ECONOMICS, AND POLITICAL SCIENCE AND JOURNALISM, POLITICALSCIENCE, SOCIOLOGY)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/ Additional English, Hindi, Tamil)	3	3	3	3			12
	Language - II(English)	3	3	3	3			12
Part 2	Core Subjects	12	12	12	12	18	18	84
Part 3	Foundation Courses	2	2	2	2	2	2	12
Total Credits		20	20	20	20	20	20	120

BACHELOR OF ARTS (ELECTIVES - ENGLISH, JOURNALISM, PSYCHOLOGY)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/Additional English, Hindi, Tamil)	3	3	3	3			12
	Language - II (English)	3	3	3	3			12
Part 2	Core Subjects	12	12	12	12	12	12	72
	Lab	2	2	2	2	2	2	12
Part 3	Foundation Courses & Skill Development Courses	2	2	2	2	2	2	12
Total Credits		22	22	22	22	16	16	120

BACHELOR OF COMMERCE (B.COM.)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/Additional English, Hindi, Tamil)	3	3	3	3			12
	Language - II (English)	3	3	3	3			12
Part 2	Core Subjects	12	12	12	12	18	18	84
Part 3	Foundation Courses & Skill Development Courses	2	2	2	2	2	2	12
Total Credits		20	20	20	20	20	20	120

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/Additional English, Hindi, Tamil)	3	3					6
	Language - II (English)	3	3					6

Part 2	Core Subjects	12	12	18	18	18	18	96
Part 3	Foundation Courses & Skill Development Courses	2	2	2	2	2	2	12
Total Credits		20	20	20	20	20	20	120

BACHELOR OF COMPUTER APPLICATION (BCA)

Subject		I	II	III	IV	V	VI	Credits
Part 1	Language- I (Kannada/ Additional English, Hindi, Tamil)	3	3	3	3			12
	Language - II (English)	3	3	3	3			12
Part 2	Core Subjects	12	12	12	12	12	12	72
	Lab	2	2	2	2	2	2	12
Part 3	Foundation Courses & Skill Development Courses	2	2	2	2	2	2	12
Total Credits		22	22	22	22	16	16	120

POST GRADUATION IN COMMERCE (M.COM)

Subject	I	II	III	IV	Credits
Core Subjects	24	24	20	16	84
Soft Core, Open Electives & Disseration	2	2	4	8	16
Total Credits	26	26	24	24	100

POST GRADUATION IN ENGLISH (M.A)

Subject	I	II	III	IV	Credits
Optional Subjects	20	20	16	12	68
Soft Core, Open Electives & Disseration	3	5	5	7	20
Total Credits	23	25	21	19	88

CALENDAR OF EVENTS 2017 - 18**MAY 2017**

SUN	MON	TUE	WED	THU	FRI	SAT
	1 May Day	2	3 World Press Freedom Day	4	5	6
7	8	9 Basava- Jayanthi	10	11	12	13
14	15 Interna- tional Day of Families	16	17	18	19	20
21 Buddha Purnima / World Day for Cultural Diversity for Dialogue and Devel- opment	22 World Bio Diversity Day	23	24	25	26 Induction Programme for New Lecturers	27 Faculty De- velopment Programme
28	29 College Reopens Orientation Programme for II & III year students	30 Orientation Programme for II & III year students' with the Parents	31 Regular classes			

Working Days - 5

Teaching Days - 3

JUNE - 2017

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Global Day of Parents	2 First Friday Mass	3
4 International Day of Innocent Children Victims of Aggression	5 Environ- ment Day	6	7 Bridge Course for the 1st year students	8 Ocean Day	9	10
11	12 World Day Against Child Labour	13	14 World Blood Donor Day	15	16	17
18	19	20 World Refu- gee Day	21 Interna- tional Yoga Day	22	23	24
25 Women's Cell Pro- gramme for 1 year Girls	26 Ramzan (H)	27	28	29	30	

Working Days - 26

Teaching Days - 26

JULY - 2017

SUN	MON	TUE	WED	THU	FRI	SAT
30 International Day of Friendship & World Day against Trafficking in Persons	31 Feast of St. Ignatius Loyola (H)					1 Investiture Ceremony of Students' Council /
2 Leadership Training for Students' Council	3	4	5	6	7 First Friday Mass	8 Inauguration/ Competitions of Department Associations
9 Retreat	10	11 World Population Day	12	13 Ignitors	14 Ignitors	15 Ignitors
16	17	18 Nelson Mandela International Day	19	20	21	22 Lastoria / Ignatian Week / Inauguration of Tejas
23 ,	24	25	26	27	28 Nature Protection Day	29 Inauguration/ Competitions of all Language clubs and Associations

Working Days - 26

Teaching Days - 26

AUGUST - 2017

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4 First Friday Mass	5 Unit Test
6 Hiroshima Day	7 Unit Test	8 Unit Test	9 Nagasaki Day / Unit Test	10 Unit Test	11 Unit Test	12 Internation- al Youth Day/ Unit Test
13	14 Unit Test	15 Independ- ence Day (H)	16	17 Conference : Depart- ment of English	18	19 Lastoria/ Les Franc Aventgris- ter - French Fest
20 Renewable Energy Day	21	22	23	24	25 Ganesh Chaturthi (H)	26 Conference : Department of BCA / Economics Association Activities
27 Women's Cell Programme for II year Girls	28	29	30	31		

Working Days - 25

Teaching Days - 25

SEPTEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
					1 First Friday Mass/ World Day of Prayer for Creation	2 Bakrid (H)
3	4	5 Teachers Day & International Day of Charity	6	7	8 Nativity of Our Lady(H) International Literacy Day	9 Inter Class Departmental Fest (Humanities, Commerce, BBA and BCA)
10 World Suicide Prevention Day	11	12 Seminar: Department of Sociology	13	14	15 International Day of Democracy	16 Ozone Day / Last working Day for students
17	18	19 Mahalaya Amavasya (H)	20	21 International Day of Peace	22	23 Les Franc Aventgrister - French Fest
24	25 Social Justice Day	26 World Tourism Day	27	28 Green Consumer Day	29 World Animal Day / AyudhaPooja (H)	30 Vijaya-Dashami (H)

Working Days - 22

Teaching Days - 12

OCTOBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
1 Wild Life Week, / Moharam	2 International Day of Non-Violence, Gandhi Jayanthi (H)	3 World Habitat Day/ End Semester Examinations	4 End Semester Examinations	5 Valmiki-Jayanthi (H)	6 End Semester Examinations	7 World Habitat Day/ End Semester Examinations
8	9 End Semester Examinations	10 World Mental Health Day (Psych Ed)/ End Semester Examinations	11 International Day of the Girl Child/ End Semester Examinations	12 End Semester Examinations	13 End Semester Examinations	14 End Semester Examinations/Last working day for teachers
15	16 World Food Day	17 International Day for the Eradication of Poverty	18 Naraka Chatur-dashi (H)	19	20 Bali Padyami (H)	21
22	23	24	25	26	27	28
29	30	31 National Unity day/ Vigilance awareness 31 to Nov. 5				

Working Days - 10

NOVEMBER - 2017

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Kannada Rajyoth- sava (H)	2	3	4
5	6 Kana- dasa- Jayanthi (H)	7 College Reopens /World Cancer Awareness Day	8	9	10 Holy Mass	11 National Education Day
12	13 English Literary Club /World Communi- cation Day	14 Children's Day	15	16	17 World Sci- ence Day for Peace and Devel- opment	18
19	20 UN Child Rights Day	21	22	23	24	25 International Day for the Elimination of Violence against Women
26	27	28	29	30 Kannada Rajyothsa- va Celebra- tions		

Working Days - 21

Teaching Days - 21

DECEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
31					1 First Friday Mass/ World AIDS Day	2 International Day for the Abolition of Slavery / Id-Milad (H)
3	4	5	6	7	8	9 International Anti-Corruption Day/ Inter Col- legiate Fest Magnifiesta and Adonai
10 Tamil Day (Inter-Class) / Human Rights Day	11	12	13	14	15	16 Blood Donation Camp/ BCA Workshop/ La Storia
17	18 Internation- al Migrants Day	19	20 Internation- al Human Solidarity Day	21 Christmas Celebration	22	23
24	25 Christmas	26	27	28	29	30

Working Days - 18

Teaching Days - 18

JANUARY - 2018

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2 College Reopens	3	4	5 First Friday Mass	6
7	8	9	10	11 Unit Test	12 National Youth Day/ Unit Test	13
14 Makara Sankranti	15 Unit Test	16 Unit Test	17 Unit Test	18 Unit Test	19 Unit Test	20 Department of English -Workshop
21	22	23	24	25	26 Republic Day (H)	27 International Day of Com- memoration in Memory of the Vic- tims of the Holocaust
28 Hindi Divas	29	30 Martyr's Day	31			

Working Days - 26

Teaching Days - 26

FEBRUARY 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 First Friday Mass	3
4 World Cancer Day	5	6	7	8	9	10
11	12	13 World Radio Day, Maha Shivratri (H)	14 Ash Wednesday Mass	15	16	17 Economics Association Activities
18	19	20 Students' Council & Association Valedictory	21 Matribha- sha Diwas	22	23	24
25	26	27	28 National Science Day			

Working Days - 23

Teaching Days - 23

MARCH 2018

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Zero Dis- crimination Day	2 First Friday Mass	3 World Wildlife Day
4	5	6	7	8 Women's Day	9	10
11	12	13	14	15	16 College Day	17 Gradua- tion Day / Convoca- tion Day / Last working day for students
18 Ugadi	19 St. Joseph's Feast (H) Patron of the Institu- tion	20	21 World Forestry Day	22 World Day of Water	23	24 International Day for the Right to the Truth concerning Gross Hu- man Rights Violations and for the Dignity of Victims
25 International Day of Re- membrance of the Victims of Slavery and the Transat- lantic Slave Trade	26	27	28	29 Maundy Thursday, Mahavir- Jayanti (H)	30 Good Friday	31

Working Days - 23

Teaching Days - 11

APRIL 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1 Easter Sunday, World Autism Awareness Day	2 End Semester Examinations	3 End Semester Examinations	4 End Semester Examinations	5 End Semester Examinations	6 End Semester Examinations	7 International Day of Reflection on the Genocide in Rwanda & World Health Day,
7	8 End Semester Examinations	9 End Semester Examinations	10 End Semester Examinations	11 End Semester Examinations	12 End Semester Examinations/ Last working day for teachers	13
14 Dr. Ambedkar Jayanti (H)	15	16	17	18	19	20
21	22 International Mother Earth Day	23 World Books Day	24	25	26	27
28	29	30				

Working Days - 11

ADMINISTRATION

Rev. Dr. Jerome Stanislaus D'Souza SJ	Provincial and President of the Bangalore Jesuit Educational Society
Rev. Fr. Anthony Joseph SJ	Rector and Vice-President of the Bangalore Jesuit Educational Society
Rev. Fr. Jason Furtado SJ	Secretary and Treasurer of the Bangalore Jesuit Educational Society and Campus Minister SJEC
Rev. Fr. Maxim Dias SJ	Principal
Prof. Joy Alex	Vice-Principal
Mr. Joseph Roche	Controller of Examination
Dr. Kanishka K	IQAC
Dr. Kanishka and Fr. Jason Furtado SJ	Staff Development and Welfare Activities
Rev. Fr. Deepak SMM	Nodal Officer and Director, Community College
Mr. Prashanth Kumar	Governor, Student Council and Student Development Activities
Dr. K.M.Mathew	Student Support Services
Mr. Diwakar P	Placement Officer
Dr. Nagaraj	Research & Publication
Dr. Kanishka K	Co ordinator, Diploma Courses
Mr. Amalraj X	Co ordinator, Certificate Courses

HEADS OF DEPARTMENTS

Dr. K.M.Mathew	Kannada
Dr.K.N. Sheshadri	Hindi
Mrs. Emilia Theresa	Tamil
Mr. Diwakar P	English
Ms. Rachel Deepika Solomon	French
Mrs. Jane D'Souza	History
Mr. Prashanth Kumar	Economics
Mr. Dav Fod	Sociology
Dr. Christopher Hoskins	Political Science
Sr. Saly Joseph	Journalism
Mr. Ashlon Noronha	Psychology
Dr. Nagaraj H	Commerce
Dr. K. Kanishka	Business Administration
Mrs. Annie Syrien	Computer Applications
Dr. K. M. Mathew	Co ordinator - Languages
Mrs. Jane D'Souza	Co ordinator - Humanities
Mrs. Priya	Co ordinator - Commerce

DEPARTMENT OF ENGLISH

Mr. Diwakar P, M.A., M.Ed.,	Assistant Professor & HOD
Dr. Arul Mani M.A., Ph.D	Associate Professor
Mrs. Nargees Fathima, M.A., PGDCE	Assistant Professor
Mr. Jerrin Chandan S, M.A.(Eng & Phi)	Assistant Professor
Ms. V Roseline Victoria, M.A, M.Phil.	Assistant Professor
Ms. Shilpa Nataraj, M.A.	Assistant Professor
Ms. Priyadarshini M, M.A(Eng)	Assistant Professor

DEPARTMENT OF KANNADA

Dr. K.M.Mathew, M.A., Ph.D.,	Associate Professor & HOD
Mr.H.V.Thyagaraj, M.A.	Assistant Professor

DEPARTMENT OF HINDI	
Dr. K.N. Sheshadri, M.A., Ph.D.,	Associate Professor & HOD
DEPARTMENT OF TAMIL	
Mrs. Emilia Theresa, M.A., B.Ed., B.Lib.,	Assistant Professor & HOD
DEPARTMENT FRENCH	
Ms. Rachel Deepika Solomon M.A., DALF (C2)	Assistant Professor
DEPARTMENT OF COMMERCE	
Dr. H. Nagaraj, M.Com., M.Phil., Ph.D.,	Associate Professor & HOD
Fr. Dr. Charles Lasrado S.J., M.Com., M.Phil.,	Associate Professor
Mrs. Priya S, M.Com. M.Phil. (NET) (Ph.D)	Assistant Professor (Coordinator)
Mrs. A.V. Namrutha Sree, M.Com., M.Phil.	Assistant Professor
Fr. Jason Furtado, S.J. M.Com.	Assistant Professor
Mr. John Bosco, MIB, (K-SLET)	Assistant Professor
Mr. Charles Ambrose M.Com., NCCMP, KSET, NET-JRF	Assistant Professor
Ms. Shruthi J, M.Com., (NET, K-SLET)	Assistant Professor
Mr. Ranganatha B, M.Com., M.Phil.(NET, K-SLET)	Assistant Professor
Mr. Joswin Prince Rodrigues, M.Com.	Assistant Professor (Part-time)
DEPARTMENT OF HISTORY	
Prof. Jane D'Souza, M.A., M.Phil.	Associate Professor & HOD
DEPARTMENT OF ECONOMICS	
Mr. Prashanth Kumar, M.A. (K-SLET), B.Ed. (Ph.D)	Assistant Professor

DEPARTMENT OF POLITICAL SCIENCE

Dr. Christopher Hoskins, M.A., Ph.D.	Assistant Professor & HOD
Mr. Albert Smith, M.A. (Pol.Sc.), M.A.(Hist.), M.Phil., M.A. (Eng), MBA (K-SLET) (Ph.D)	Assistant Professor
Fr. Maxim Dias S.J. M.A., (Pol.Sc. and Philosophy)(NET) (Ph.D)	Assistant Professor

DEPARTMENT OF JOURNALISM

Sr. Saly Joseph, M.S.Com. M.Phil. (Ph.D)	Assistant Professor & HOD
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DEPARTMENT OF SOCIOLOGY

Mr. Dav Fod, M.A. (K-SLET)	Assistant Professor & HOD
Mr. John Paul, M.A. (K-SLET)	Assistant Professor

DEPARTMENT OF PSYCHOLOGY

Mr Ashlon Noronha, M.Sc., (Psy)	Assistant Professor & HOD
Mr. B.B. Paul Raj M.Sc., (PSY)M.Phil	Assistant Professor

DEPARTMENT OF BUSINESS ADMINISTRATION

Dr. K. Kanishka, MBA(HR), PGPMIR, M.A. (Pol.Sc.,) B.Ed., Ph.D. (NET and K-SLET)	Assistant Professor & HOD
Mr. Leo Gladwin. L, MBA(K-SLET)	Assistant Professor
Ms. Maria Samantha J, M.Com.	Assistant Professor
Dr. Babu V, M.Com, MBA, MPhil, Ph.D (NET)	Assistant Professor (Part-time)
Mr. Mohammed Umair, M.Com.,PGDBA(NET)	Assistant Professor (Part-time)

DEPARTMENT COMPUTER APPLICATION (BCA)

Mrs. Annie Syrien, M.Sc. (Ph.D)	Assistant Professor & HOD
Mr. Amalraj X, M.E, MBA	Assistant Professor
Ms. Megha SR, M.Sc	Assistant Professor
Mr. Prasad C, MCA	Assistant Professor (Part-time)

Mr. John Paul, M.Sc (Maths/Statistics)M.Phil, (Ph. D)	Assistant Professor (Part-time)
Mr. Prakash, MCA	Assistant Professor
Mr. Melwin Rohith D'Souza	System Admin
Mr. Ravikiran, BCA	System Admin
POST GRADUATION IN COMMERCE	
Dr. H. Nagaraj, M.Com., M.Phil., Ph.D.,	Associate Professor & HOD
Prof. Joy Alex, M.A.,	Associate Professor
Dr. Sumangala J. K, M.Com, MBA, B.Ed., Ph.D, (NET), (JRF)	Assistant Professor
Mr. Balaji M. M.Com., (NET, K-SLET) (Ph.D)	Assistant Professor
POST-GRADUATION IN ENGLISH	
Mr. Diwakar P, M.A., M.Ed.,	Assistant Professor & HOD
Dr. Arul Mani M.A., Ph.D	Associate Professor
Mr. Jerrin Chandan S, M.A.(English & Philosophy)	Assistant Professor
Dr. Cheriyan Alexander	Associate Professor (Visiting)
Dr. Etienne Rassendren	Associate Professor Visiting
Dr. Rajaram	Associate Professor Visiting
OFFICE OF THE CONTROLLER OF EXAMINATIONS	
Mr. Joseph Roche(Ph.D)	Controller of Examinations
Mr. Sanil Cornelio	Office Assistant
Mr. Yesudas	Office Assistant
COUNSELLING	
Mr Ashlon Noronha	Counsellor
Fr. Jude Carrasco	Counsellor
Fr.Robin	Counsellor

WELLNESS ROOM	
Ms. Emilia Theresa and Sr. Saly Joseph	Coordinators
SYSTEM ADMINISTRATOR	
Mr. Prakash, MCA	System Admin.
Mr. Melwin Rohit D' Souza	System Admin.
Mr. Charles Mariswamy	System Admin.
COMMUNITY COLLEGE (UGC Recognized Diploma Courses)	
Rev. Fr. Deepak SMM	Co-coordinator – Nodal Officer
Mr. Vijay Prasanna	Faculty (ITES)
Ms. Neetha Veronica	Faculty (Retail Management)
LIBRARY STAFF	
Mr. K.N. Lakshmipathi B.Sc, M.L.L.S,M.Phil.(Ph.D)	Librarian
Ms. Eshani.R.	Library Asst. and Office Asst.
Mr. Puttaswamy	Attender
OFFICE STAFF	
Mr. Tajuddin	Superintendent (Office Manager)
Mr. Joseph V.T	Accounts Superintendent
Mr. Sandesh Kumar V S	First Division Assistant
Mr. Joel Paul	Typist
Ms. G. Margaret Marina	Secretary to Principal and Accounts Assisstant
Mr. Charles Mariswamy	Maintanance Supervisor
SUPPORT STAFF	
Mr. Joseph Anthony	
Mr. Charles	Attender
Mr. Sagayaraju	Attender
Mr. Venkatanaraynappa	Peon
Mr. James	Peon

Mr. Ratham	Peon
Mrs. M. Leena	House Keeping
Mrs. Nirmala Rose	House Keeping
Mrs. Arulmary	House Keeping
Mrs Annamary	House Keeping

STATUTORY AND OTHER COMMITTEES

FINANCE COMMITTEE	PLANNING COMMITTEE
Principal Vice Principal Secretary & Treasurer (BJES) Accountant	Principal Vice Principal Fr Jason Furtado, S.J Controller of Examinations Dr. K.Kanishka Mr. Prashanth Kumar
LIBRARY COMMITTEE	GRIEVANCE COMMITTEE
Librarian Mr. Albert Smith Mr. Dav Fod Dr. K N Sheshadri Mrs. Emilia Theresa Mrs. Annie Syrien	Fr. Jason Furtado, S.J Dr. K.M. Mathew Mr. John Bosco Mr. Prashanth Kumar Mrs. Priya S Mrs Emilia Theresa Mrs. Annie Syrien
EXAMINATION COMMITTEE	PREVENTION OF SEXUAL HARASSMENT CELL
Principal Vice Principal Controller of Examinations Dr. K.M. Mathew Dr. Christopher Hoskins Dr. Kanishka K	Sr. Saly Joseph Fr. Praveen Irudayaraj S.J. Mr. Tajuddin Mrs. Margaret Sampth Dr Sumangala
EXAM MALPRACTICE PREVENTION COMMITTEE	ANTI-RAGGING CELL
Principal Prof. Joy Alex Mr. John Bosco Dr. Kanishka K Fr. Jason Furtado, S.J	Vice Principal Mrs. Priya S Mrs. Namrutha Sree A.V Mr. Prashanth Kumar Fr. Praveen Irudayaraj S.J.

IQAC	RESEARCH COMMITTEE
Principal (Chairman) Prof. Joy Alex (Vice Principal) Dr. K. Kanishka (Coordinator) Fr. Jason Furtado, S.J (Management Representative) Dr. H. Nagaraj (Senior Faculty) Ms. Priya S (Documentation) Mr. Jerrin Chandan (Secretary and Minutes)	Dr. H. Nagaraj Dr. K.N. Sheshadri Dr. K.M. Mathew Dr. Arulmani Dr. Christopher Hoskins Dr. Kanishka K Dr. Sumangala J. K
SC/ ST FORUM	FORUM FOR MINORITY
Dr. Kanishka Dr. Sumangala Ms. Priya S Fr. Praveen H	Ms. Nargees Fatima Fr. Praveen H Dr. Christopher Hoskins Mr. Joswin Prince Rodrigues

STUDENT DEVELOPMENT ACTIVITIES AND SUPPORT SERVICES	
STUDENT COUNCIL	
Mr. Prashanth Kumar	Governor
Mr. Albert Smith	Sports, College Choir
Ms. Maria Samantha	Inter-Collegiate Activities
Mr. Ranganatha B	
Ms. Shruthi	
Mr. H.V.Thyagaraj	Coordinator
Dr. Sumangala J. K	
Ms. Megha SR	
Ms. Shilpa Nataraj	
CAMPUS DISCIPLINE	
Prof. Joy Alex	
Mr. Prashanth Kumar	
Mrs. Priya S	
Sr. Saly Joseph	
Mr. Amalraj	
Mr. John Bosco	

CENTER FOR SOCIAL ACTION	
Mr. Prashanth Kumar	Coordinator
Mr. Balaji M	Members
Mr. Joswin Prince Rodrigues	Members
Ms. Megha	Members
Mr. Leo Gladwin	Members
CLUBS AND ASSOCIATIONS - COLLEGE LEVEL	
Women's Forum	Sr. Slay Joseph (Department of Journalism)
AICUF	Mr. Jerrin Chandan.S (Department of English)
Literary & Debating Society,	Ms. Shilpa Nataraj (Department of English)
Harmony Association	Ms. A.V. Namrutha Sree (Department of Commerce)
Association of Out-Station Students	Mr Dav Fod (Department of Sociology)
Alumni Association (JECAA)	Prof. Joy Alex Vice Principal
	Thyagraj (Department of Kannada)
Ongoing Students' Formation	Mr. John Paul (Department of Sociology)
CLUBS AND ASSOCIATIONS - DEPARTMENT LEVEL	
Kannada Sangha	Dr. K.M.Mathew
Hindi Parishad	Dr. K.N. Sheshadri
Tamil Sangam	Mrs. Emilia Theresa
French Association	Ms. Rachel Deepika Solomon
History (La-storia)	Prof. Jane D'Souza
Humanities Association	Prof. Jane D'Souza
Legal Literacy Cell	Mr. Albert Smith
Lead Club	Sr. Saly Joseph
Psych-Ed	Mr. Ashlon Noronha

Commerce Forum	Ms Shruti J
Business Administration (Vision Association)	Ms Maria Samantha.J
Computer Applications (Tecno Freakies)	Mr. Amalraj X
Entrepreneurship Cell	Mr. Leo Gladwin
Quiz Club	Mr. Mohammed Umair
STUDENT SUPPORT SERVICES	
Dr. KM Mathew	Remedial Classes , Evening meals Scheme, Financial aid for medical purpose and overall coordination
Mr. John Paul	Scholarship (Financial aid for acadmic purpose)
Mr. John Paul	On going formation
Fr. Jason Furtado SJ	Grievance
Mr. Amalraj	Book Bank
Mr. Dav Fod	Orientation for students and organising PTM
STUDENT RESEARCH ACTIVITIES	
Ms. Priya S	Coordinator (Research Methodolgy Certifciate course, Term Rearch Paper, Inter-college Research paper presentations, Research publication)
Ms. V Roseline Victoria	(Research paper language, grammer and editing)
PLACEMENT CELL	
Mr. Diwakar	Placement Coordinator for College
Mr. Prashanth Kumar	Placement Coordinator (BA)
Mrs. Priya S	Placement Coordinator (B.Com)
Mr. Leo Gladwin. L	Placement Coordinator (BBA)
Mr. Amalraj X	Placement Coordinator (BCA)

CAMPUS FACILITY SERVICES	
Mr. Charles Mr Prakash Ms. Megha SR	Pupil Pod, Campus maintenance, Identity Cards, Class Infrastructural facilities, Wi-Fi, Teaching Aids, Smart Campus etc
SAHODAYA TV	
Campus News	Mr Jerrin and Rohit Melwin
CERTIFICATE AND ADD ON COURSES	
Communicative English Course	Mr. Diwakar P
Diploma in Human Rights	Dr. Christopher Hoskins
Hardware & Networking Course	Mr. Prakash
Diploma in Hospital Administration	Dr. Kanishka K
Diploma in Banking and Finance	Dr. Kanishka K
Certificate course in personal financial Planning	Dr. Kanishka K
Research Methodology	Dr. Kanishka and Ms. Priya S
Integrated Certificate Course in Accounts, Maths and Statistics	Mr. Dav Fod
NET Coaching for M.Com	Dr. H. Nagaraj
NET Coaching for M.A, English	Dr. Arulmani
COORDINATORS OF NEWS LETTERS	
Josephite, College Newsletter	Mrs. Nargees Fatima
Z Particle, Business Administration News Letter	Ms. Maria Samantha J
Comessence, Commerce News Letter	Mr. Srinivasa Rao
Tech-Nuz , Computer Application News Letter	Mrs. Annie Syrien
Perspectives, Humanities News Letter	Sr. Saly Joseph,
Languages News Letter (Kannada, Hindi, Tamil and French)	Dr. KM Mathew

COORDINATORS FOR COLLEGE ACTIVITIES

Admission Counseling	Mr. Albert Smith and Mr. Dav Fod
Orientation Programme for Students	Mr. Dav Fod
Bridge Course	Mr. Diwakar
Christmas Programme	Mr. Albert Smith
College Sports	Mr. Albert Smith and Ranganath
Graduation Day	Mrs. Namrutha Sree
Convocation Day	Jospeh Roach/ Dr. Kanishka K
College Day	Mr. Prashanth Kumar
Validictory of Clubs and Association	Mr. John Bosco
Governing Body Meetings	Dr. Kanishka K
Academic Council Meeetings	Prof. JoyAlex
College Annual	Mr. Albert Smith
Time Table and Invigilation Schedule	Dr. K. M. Mathew

COLLEGE WEBSITE

Sr. Saly Joseph	Coordinator
Mr. Jerrin Chandan	Language and Design
Mr. Charles Mariswamy	Technical Assistance

MINUTES TAKING AND DOCUMENTATION

Ms. V Roseline Victoria	Secretary, Staff Meetings
Mr Diwakar	Secretary, HOD Meetings.
Mr. Jerrin Chandan	Secretary, IQAC Meetings

COLLEGE PRO

Dr. Christopher Hoskins	Ms. G. Margaret Marina
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COLLEGE HANDBOOK

Dr Kanishka K	Dr. K.M.Mathew
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CATHOLIC ACTIVITIES

Fr Jason Furtado, S.J	Mr Ashlon Noronha
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CLASS ROOM ALLOTMENT - 2017-18

Class	Teacher	Room Number
I Sem B.Com 'A'	Mrs. Nargees Fathima	202
I Sem B.Com 'B'	Mrs. Priya S	203
III Sem B.Com 'A'	Ms. Shruthi J	104
III Sem B.Com 'B'	Mrs. A.V. Namrutha Sree	105
V Sem B.Com 'A'	Mr. John Bosco	206
V Sem B.Com 'B'	Mr. Ranganatha B	207
V Sem B.Com. (Electives Class)		205
I Sem B.A (HEP)	Dr. Christopher Hoskins	301
I Sem B.A (JPS)	Sr. Saly Joseph	302
I Sem B.A (EJP)	Mr. Ashlon Antony Noronha	303
III Sem B.A (HEP)	Mr. Prashanth Kumar	304
III Sem B. A (JPS)	Mr. John Paul	305
III Sem B.A (EJP)	Ms. V Roseline Victoria	303
V Sem B.A (HEP)	Prof. Jane D'Souza	306
V Sem B.A (JPS)	Mr. Dav Fod	307
I Sem B.B.A.	Dr. K.Kanishka	512
III Sem B.B.A.	Mr. Leo Gladwin L	513
V Sem B.B.A.	Ms. Maria Samantha J	514
I Sem B.C.A	Mr. Amalraj X	509
III Sem B.C.A	Mrs. Annie Syrien	510
V Sem B.C.A	Ms. Megha S R	511
I Sem M.Com.	Mr. Balaji M	503
III Sem M.Com.	Dr. Sumangala J. K	504
I Sem M.A (English)	Mr. Jerrin Chandan S	505
III Sem M.A (English)	Mr. Diwakar P	506
Hindi		201
Tamil		508
Additional English		507
Evening Meals		Opp. 304
Welfare & Counsellor Room		208

This page has to be submitted to the Office at the end of the academic year in order to collect the hall ticket.

Month	Mark / Attendance	Subject-I	Subject-II	Subject-III	Subject-IV	Subject-V	Subject-VI	Subject-VII	Subject-VIII	Signature of Class Teacher	Signature of Parents
Previous Sem / PUC Marks Attendance											
June	Attendance										
July	Attendance										
August	Attendance										
	Attendance										
September	C/A I										
	C/A II										
	C/A III										
October	ESE Marks										
November	Attendance										
December	Attendance										
January	Attendance										
	Attendance										
February	C/A I										
	C/A II										
	C/A III										
March	Attendance										
April	ESE Marks										

* ESE – End Semester Examinations

Semester : I, III, V RECORD OF ABSENCE

NAME : **CLASS :** **REG. No**.....

Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge
	1	2	3	4				

SPECIMEN SIGNATURES: Father : Mother : Guardian :

THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW 75% WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.

Semester : II, IV, VI RECORD OF ABSENCE

NAME : **CLASS :** **REG. No.**.....

Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge
	1	2	3	4				

SPECIMEN SIGNATURES: Father : Mother Guardian

THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW 75% WHATSOEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.

Semester : I, III, V RECORD OF ABSENCE

NAME : **CLASS :** **REG. No**.....

Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge
	1	2	3	4				

SPECIMEN SIGNATURES: Father : Mother Guardian

THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW 75% WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.

Semester : II, IV, VI RECORD OF ABSENCE

NAME : **CLASS :** **REG. No.**.....

Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge
	1	2	3	4				

SPECIMEN SIGNATURES: Father : Mother Guardian

THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW 75% WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.

Semester : I, III, V RECORD OF ABSENCE

NAME : CLASS : REG. No.....

Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge
	1	2	3	4				

SPECIMEN SIGNATURES: Father : Mother Guardian

THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW 75% WHATSOEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.

Semester : II, IV, VI

RECORD OF ABSENCE

NAME : **CLASS :** **REG. No**.....

Date of Absence	SESSIONS				Total No. of Hours	REASON	Signature of Parent/ Guardian	Signature of Staff in charge
	1	2	3	4				

SPECIMEN SIGNATURES: Father : Mother Guardian

THERE WILL BE NO CONDONATION OF SHORTAGE OF ATTENDANCE BELOW 75% WHATEVER MAY BE THE REASON FOR SUCH SHORTAGE. YOU WILL BE INELIGIBLE TO APPEAR FOR THE END SEMESTER EXAMINATION.

TIME TABLE

Semester : I, III, V

DATE	5.05 pm - 6.00 pm	6.05 pm - 6.50 pm	7.10 pm - 8.00 pm	8.05 pm - 8.55 pm
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

TIME TABLE

Semester : II, IV, VI

DATE	5.05 pm - 6.00 pm	6.05 pm - 6.50 pm	7.10 pm - 8.00 pm	8.05 pm - 8.55 pm
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				

The Lord's Prayer

Our Father, Who art in heaven,
Hallowed be Thy Name.
Thy Kingdom come.
Thy Will be done, on earth as it is in Heaven.
Give us this day our daily bread.
And forgive us our trespasses,
as we forgive those who trespass against us.
And lead us not into temptation,
but deliver us from evil. Amen

Prayer for the Country

Where the mind is without fear and the head is held high
Into that heaven of freedom, my Father, let my country awake
Where knowledge is free
Where the world has not been broken up into fragments
By narrow domestic walls
Where words come out from the depth of truth
Where tireless striving stretches its arms towards perfection
Where the clear stream of reason has not lost its way
Into the dreary desert sand of dead habit
Where the mind is led forward by thee
Into ever-widening thought and action
Into that heaven of freedom, my Father, let my country awake

NOTES

NOTES

A large rectangular area with rounded corners, enclosed by a double-line border. It contains 20 horizontal lines for writing, starting below the 'NOTES' header and ending just above the footer.

NOTES

Lined area for taking notes, consisting of multiple horizontal lines within a rounded rectangular border.

DATE	NOTES	SIGN

DATE	NOTES	SIGN