



## ST. JOSEPH'S COLLEGE OF COMMERCE (Autonomous)

Affiliated to Bengaluru Central University

Re-accredited with 'A' Grade by NAAC | College with Potential for Excellence (CPE)

Ranked 72<sup>nd</sup> in NIRF 2020 by MHRD

# 163, Brigade Road, Bengaluru - 560 025. Karnataka, India.

## Student Handbook 2020-21



## *The College Anthem*

*Ring out the battle call of Duty !  
Unfurl the flag of Faith and Toil !  
We deem our soul's eternal beauty.*

*A life-long Victor's worthy spoil.  
A thousand such are proudly gone before us  
To win and spread our College's renown;  
'tis ours to swell with our voices the chorus  
And with our deeds enrich her crown.*

### *Chorus*

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

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

Name : .....

Year &amp; Reg. No.: .....

Blood Group: .....

E-mail : .....

Father's Name : .....

E-mail : .....

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

Mother's Name : .....

E-mail : .....

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

Residential Address : .....

.....

Phone : .....

Office Address (Parents) : .....

.....

Phone: .....

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

Guardian/Lodging House: .....

.....

Cell Phone : .....

Fix Recent  
Stamp Size  
Photo

\_\_\_\_\_  
Signature of Parent/Guardian\_\_\_\_\_  
Signature of Class Mentor

## The College Crest



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

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

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

Dear Josephites,

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

### **Jesuit Vision of Education:**

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

### **Jesuit Education, therefore, is committed to**

- a) An authentic search of knowledge in the service and advancement of the world;
- b) Upholding the dignity, uniqueness and giftedness of each individual; and
- c) The promotion of harmony between man and man, and between man and nature.

### **Mission of the College:**

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

**Milestones:**

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

**Aims and Objectives of the College:**

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

**1. Academic Excellence**

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

**Academic Programs of the Institution****I) Undergraduate Programs (Three Year)****A. Commerce**

- Bachelors in Commerce (B.Com)
- B.Com (Professional - Strategic Finance)
- B.Com (BPM- Industry Integrated)

- B.Com (Travel and Tourism)
- B.Com (Professional - International Accounting & Finance)
- B.Com (Analytics)

## **B. Management**

- Bachelor of Business Administration (BBA)
- BBA (Entrepreneurship)
- BBA (Professional - Finance and Accountancy)
- BBA (International Twinning) Program

## **II) Postgraduate Programs (Two - Year)**

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

## **III) Post-graduate Diploma (PGD) Programs**

### **Internal Quality Assurance Cell (IQAC)**

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

### **Total Quality Management (TQM) Team**

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

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



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

### **CQAC (College Quality Assurance Cell)**

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

### **SQAC (Student Quality Assurance Cell)**

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

### **Research Centre**

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



## **Consultancy Services**

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

## **Library and Information Services**

The Institution has a well-stocked library with over 25,000 Books of both General and Subject books. More than 60 national and international print journals are made available for students' reference. The library subscribes to over 16 Magazines and 12 newspapers in both English and vernacular languages. The Library has e-resources such as:

1. N-LIST to access international and national e journals and e books.
2. Databases like EBSCO, Capitaline, EPWRF India Time Series & ProwessIQ
3. Johan Brown Digital Library -52812 e-books
4. EBSCO e-book collection
5. DELNET and British Library Membership
6. Online Public Access Catalogue
7. npTEL video lectures (under e-resources)

## **Rules of the Library**

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

- The student must pay for books lost, damaged or defaced. Loss of pages, mutilation and any other damage discovered on return of books will be charged.
- Loss of a borrowed book from the library must be intimated to the Librarian immediately.
- Books are issued for the exclusive personal use of the applicant.
- Strict silence should be observed in the Library.

### **Library Committee**

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

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

### **Learning Resources**

#### **ERP System – Academic Management System**

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

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

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

This is augmented through the introduction of additional measures such as Software Binary System and Antivirus software programs to ensure secure browsing and seamless transactions. The Web Server stores all the data pertaining to the students such as the attendance record, marks obtained in examinations, performance in extracurricular activities and calendar of events. All this information can be accessed by the students/parents at any time to track the progress of the student by following the below given steps.

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

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

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

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

### **Placement and Career Services**

The College offers placement and career support to students on and off campus. Several top firms visit the Institution for recruitment and the Institution continues to maintain an impressive placement record. In addition to this, the Placement Cell actively organizes Pre – Placement Training sessions such as career guidance, recruitment training, mock interviews, and mock aptitude tests, etc., thus grooming students to confidently step into the corporate world.

### **Internship**

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

## **Professional Certification Programs**

Professional Certificate Programs are short duration knowledge enrichment courses that offer students to build up skills in a specific area that relates to their field of interest. Each course under this program is selected after careful evaluation of its content, productivity, shelf-life and market relevance. These courses are reviewed and revised annually in response to the changing needs and demands of the academia and Industry.

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

## **International Desk**

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

## **2. Character Formation**

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

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

Character formation is an integral process that shapes the individuality and distinctiveness of an individual. The College believing and following its

motto to build up and shape the mental, moral qualities of its students arranges for meaningful curricular, co-curricular and extracurricular activities.

## **Campus Ethos**

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

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

## **Campus Ministry**

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

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

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

Faith Formation Classes - Once a month, panel discussions on matter of faith are held for I and II year Catholic students. Students are given knowledge on the Bible, the Prophets, the Sacraments and on the life and various manifestations of Jesus. Annual Programs - Annual Retreats for Catholic students are organized each academic year. Topics of discussion include finding one's true self, acceptance and spirituality in the workplace. The Feast of our founder, St. Ignatius of Loyola, is celebrated in an impressive

manner for an entire week. Various competitions like essay writing, quiz, poster making and collage are held in commemoration of the feast and banners are put up in the campus explaining the life and teachings of St. Ignatius.

### **The Co-education System**

The ratio of boys to girls in the College is about seven to three, since there are several Catholic/Christian Colleges exclusively for girls in Bangalore. The purpose of bringing growing young women and men together during the post-school period is to facilitate a healthy emotional growth.

**Exclusive pairing inside enclosed spaces within the campus, levity in word or gesture and eve-teasing shall be considered as serious offences.**

### **Mentorship**

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

### **Counselling and Spiritual Support**

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

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

### **Citizenship Training and Students' Council**

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

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

- Candidates aspiring for the posts must have a good academic and disciplinary record (detailed rules will be formulated by the Election Commission).
- No candidate can profess affiliation to any political party or receive monetary or other support.
- Elections should be healthy contests in a spirit of fair play and create no animosities among students or classes.
- After the election all students must profess loyalty to the elected office bearers and co-operate with them in the discharge of Council duties.

### **Parents and Guardians**

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

### **Sports and Games**

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

### **Regulations regarding Sports and Co-curricular activities**

- Students representing the College/Department/Extension Activities should take prior approval in writing from the Principal, regarding their attendance for that particular period. The request for granting attendance will not be accepted at the end of the semester.
- Attendance will be given to the student for days of management and cultural fests, matches and tournaments in which the student represents the College, University, State or Nation. Attendance will also be given



for the days lost due to travel and training camps for University, State and National teams. This provision will be based on the official documents issued by the University authorities, State and Central Government, Sports bodies etc. Students should verify their attendance on a regular basis and ensure the regularization of their attendance.

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

### **3. Social Concern**

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

### **Scholarships and Freeships**

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

Group A: Merit-cum-need based.

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

### **Group A: Scholarships for the Economically Challenged**

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

A good academic record is also required.

**Group B: Scholarships for Co-curricular and extra-curricular Activities.**

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

**Mid-Day Meal Scheme:**

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

**Community Service**

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

**Education for All**

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

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

During admissions, the applications received are segregated and scrutinized with great care to identify students from disadvantaged backgrounds. After the process of admission is completed, conscious efforts are taken to execute a seamless integration of these students into

the mainstream student body. It is ensured that there is equity in terms of opportunities provided to all the students. A Plethora of schemes have been initiated by the institution like fee concession, fee payment in installments, scholarships, mid-day meals, bridge course classes, special classes, remedial classes etc. to bring about effective inclusion. Progression of these students is tracked periodically in order to devise timely intervention.

### **Social Internships**

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

### **Engagement beyond Classroom**

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

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

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

#### **Extension Activities Associations:**

- National Service Scheme - NSS
- Centre for Social Action - CSA
- All India Catholics Union Federation – AICUF

- Rotaract
- Eco Club
- Amnesty International
- Youth Red Cross
- Women's Forum

**Literary & Cultural Associations:**

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

**Business and Commerce Associations:**

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

**Department Associations:****B.Com**

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

**BBA**

- Josephite Business Club (JBC)
- Fountainhead
- Conexus
- Leadership Development Cell
- Project Smiles
- Spotlight
- E-Series
- Entrepreneurship Learning Initiative (ELI)
- Association for International Management Studies (AIMS)
- Quest Club

**PG**

- Mavericks – The PG Club.

**College Teams**

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

**Co-Curricular Activities and Festivals**

The College makes a positive effort to blend curricular and co-curricular components in the shaping of the year's program. While SPIEL, an intercollegiate sports tournament, attends to forging of friendships through sportsmanship, CHANAKYA, VIRTUOSO, CIPHER, the Business Fests of B.Com. & BBA respectively, as well as ENACT (Theatre Fest) in Kannada, Hindi and English aim at giving value addition to the curricular knowledge that the students are expected to assimilate. In addition the College specially focuses its attention on providing an Indian cultural ambience in order to safeguard and promote the precious treasures of Indian culture and art. KALOTSAV & DHWANI is the concrete expression of this endeavour. Fests

like FIESTA is organized for the lesser privileged and act as a platform to showcase young talents. EVES celebrates the true spirit of womanhood and all things feminine. TURAS, the Travel and Tourism fest is organized to promote tourism in Karnataka and promote the rich cultural heritage of the State. In lieu of several extracurricular and curricular activities on campus there is an extracurricular activities committee which works closely with the Student Governor in ensuring the smooth conduct of extracurricular activities in campus.

### **Extra-Curricular Activities Committee**

1. Dr. T.H. Lava Kumar – Student Governor
2. Dr. Susmitha – Member
3. Dr. Hanumantharaya – Member
4. Ms. Divyashree – Member
5. Mr. Merwin Abraham Mathew – Member

### **Industrial Visits**

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

### **Statutory and Non Statutory Committees of the College**

#### **Statutory Committees:**

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

#### **Non-Statutory committees:**

##### **a) Grievance and Malpractice (Prevention & Redressal) Committee**

1. Any type of grievance that the student might have pertaining to other students, management, staff, infrastructure, CIA, examinations, etc.,

must first be discussed with the concerned teacher/Class Mentor/Controller of Examinations. As far as possible, the problem should be resolved at this level.

2. Matters that are not resolved at the classroom level must be brought to the notice of the Grievance Committee.
  - a. The grievance must be stated in writing.
  - b. It must be forwarded to the Coordinator of the Grievance Committee through the Class Mentor or any other Staff member.
3. The Grievance Committee will meet at least three times in a year, twice after publication of end semester results (June & December). Depending upon the urgency of the situation, short meetings could be called for.
4. The Grievance Committee can invite the Student Counsellor, Member of the PTA or any other Staff member, to join the meeting, depending on the nature of the grievance.
5. The Grievance Committee will meet and discuss the matter. The decision of the Committee will be communicated to the Principal and the concerned parties, through the coordinator of the Grievance Committee.
6. All malpractices in the examination and internal assessment will be referred to the Malpractice Committee. The Committee will provide a fair chance to the students accused of malpractice and finally submit their findings to the Principal. The Principal and Controller of Examinations will take action on the report of the Committee.
7. **All grievances should be routed through this formal channel only. Signing of petitions to represent grievance and resorting to other modes will be dealt strongly by the Institution.**

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

#### **Grievance Committee:**

1. Ms. Sneha Rai - Vice Principal (Shift 1) & Coordinator
2. Dr. D. Raja Jebasingh - Member
3. Dr. Mohan P. Philip - Member
4. Mr. Deenyar Garda - Member



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

1. Name/Class.....  
Reg. No.....  
E-mail ID.....  
Ph.: (Residence).....
2. Grievance related to:  
.....  
.....  
.....  
.....
3. A brief summary of the grievance:  
.....  
.....  
.....  
.....

\_\_\_\_\_  
Signature of the Student/Parent

\_\_\_\_\_  
Counter signed by Mentor (Optional)

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**FOR OFFICE USE ONLY**

Comments of the Committee:

Action Taken:

.....

\_\_\_\_\_  
Signature of the Coordinator of  
Grievance Committee

**b) Sexual Harassment (Prevention and Redressal) Committee**

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

**Sexual Harassment (Prevention and Redressal) Committee:**

1. Dr. Karthika – Coordinator
2. Ms. Natya Bopann – Member
3. Ms. Jhumur S Roy – Member
4. Prof. Y J Rajendra (lawyer) – Member

**c) Anti-Ragging Cell**

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

**Anti-Ragging Cell members:**

1. Dr. D. Raja Jebasingh – Vice Principal (Shift 2) & Coordinator
2. Mr. Vinay Pradeep – Member
3. Ms. Rini Steven – Member

**d) Equal Opportunity Centre**

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

**Functions:**

- a) To ensure equity and equal opportunity to the community at large in the College and bring about social inclusion.
- b) To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- c) To look into the grievances of the weaker section of society and suggest amicable solution to their problems.

**Advisory Committee**

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

**e) Academic Audit Committee**

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

**Academic Audit Committee:**

1. Ms. Muktha – Coordinator
2. Ms. Nancy Christina – Member
3. Dr. Anusuya Paul – Member
4. Ms. Dileep Kumar Shetty – Member

**f) Examination Committee:**

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

**The Examination Committee:**

1. Dr. Antony Oliver – COE & Coordinator
2. Dr. Nirmala Joseph – Member
3. Dr. D. Raja Jebasingh – Member
4. Ms. Sneha Rai – Member
5. Dr. Soney Mathews – Member

**g) Student Welfare Committee:**

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

**Student Welfare Committee:**

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

## College Regulations

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

staff. Any damage to the electronic equipment caused by wilful neglect or misuse shall be liable for payment of fine.

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

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

22. Students must not join clubs or societies outside College or make any engagements that interfere with their studies without the Principal's prior permission. They are not allowed to play for any team against the College.
23. Students must cultivate the use of the Library. They are expected to spend their free time in the Library or in the reading room where they can refer to books.
24. After class hours students are not expected to remain on the campus unless there is a function/program or rehearsal or games practice.
25. Dress Code

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

#### **Formal Dress Code: Monday to Friday**

##### **Uniform**

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

##### **Formal Dress Code for boys:**

- Formal Pants
- Half or Full sleeve formal shirts.

##### **Formal Dress Code for girls:**

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

##### **Informal Dress Code: Only on Saturday**

##### **Informal Dress Code for boys:**

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



**Informal Dress Code for girls:**

- Pants, Kurtas (no sleeveless, tight fitting or short tops. The pants should reach below the ankle)
  - Any student violating the dress code will not be allowed to sit in the class.
  - Any member of the teaching or non-teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.
26. Students attending class or meetings of the College societies, clubs and associations on the campus are expected to be dressed in conformity with norms of decency and propriety.
  27. Colouring of hair and unconventional haircuts are strictly prohibited.
  28. Earrings for boys is not permitted.
  29. Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days.

**Attendance and Leave:**

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

1. Absence up to 3 days requires signature of the class mentor (refer Record of Absence format given at the end of the Handbook). Absence up to 7 days requires signature of the HOD. Absence of more than 7 days requires signature of the respective Vice Principal.
2. The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each paper to be eligible to write the End Semester Examination (ESE). College will strictly adhere to the norm as demanded by the UGC. There is no provision for condonation of attendance in the UGC act.
3. College mandates a minimum of 75% attendance in each paper to be eligible to write the mid semester exams also.
4. If a student fails to secure a minimum of 75% attendance in a semester, then she/he will be detained for that semester. She/he will have to repeat the semester and has to enroll afresh, by paying 50% of the annual fees.

5. If a student is absent for one period in a day, she/he will be marked absent for that period only.
6. Attendance is available for students/parents to view through the ERP login provided. Parents can login to the ERP through the College website. Every student will be provided with a unique password at the beginning of the academic year to access the ERP. Parents are requested to make use of this facility in tracking the attendance of their ward.
7. Students must check the attendance regularly, and if any discrepancy is found, the same should be brought to the notice of the class mentor/HOD in writing within two working days. No correction will be entertained beyond this period.
8. It is mandatory for students to attend the mid semester test. There will be no retest.
9. Students, who absent themselves on medical grounds, should produce a bonafide medical certificate.
10. If a student is absent up to three classes in a subject/paper, she/he may attend the next class of that subject/paper only after getting an admit slip from the Class Mentor.
11. The name of the student will be removed from the rolls if she/he is absent continuously for more than 10 days without permission.
12. Prolonged or serious illness, hospitalization or long medically advised rest must be reported to the Principal as early as possible.
13. Marks will not be awarded for attendance.
14. No attendance will be given to students for participation in Certificate Courses (they are held outside regular class hours).

## **Certificates**

### **Procedure to apply:**

Certificates may broadly be grouped into two categories:

- (1) Routine      (2) Special

Routine certificates are those which are applied for and obtained as a matter of course. For example, Bonafide Student Certificate, Provisional Degree Certificate, Transfer Certificate, student ID/bus pass and bus/train/air student concession forms. Special certificates are in the nature of those

which call for special certification from the Head of the Institution. For example, a certificate to state that X holds a valid passport, and is a student of the College, or a transcript of the College/university marks, or a special commendation in response to a general or special request from the third party.

**How to apply:**

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

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

**Timings:**

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

**Autonomy in St. Joseph's College of Commerce**

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

**Academic Evaluation:**

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

**Credit System:**

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

## **Curriculum - Evaluation**

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

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

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

9. The results of semester examination (including the CIA and ESE marks totaling to a maximum of 100 marks) will be published within four weeks from the date of completion of the End Semester Examination.
10. A candidate should complete the Bachelor's Degree within five (3+2) academic years from the year of admission.
11. To be declared passed, a PG student should obtain a minimum of 40% in every course both in the CIA & ESE i.e. 12 out of 30 in CIA and 28 out of 70 in ESE and a minimum SGPA for a Pass is 5.
12. A candidate should complete the Master's Degree within four (2 + 2) academic years from the year of admission.
13. Any problem pertaining to mistakes in declaration of results, in marks cards or revaluation shall be referred to the Controller of Examinations.
14. Each student will be given a unique –password for viewing the attendance, and CIA marks. With this password, students will be able to download hall tickets and marks statements. For safety, students are advised to change the password. If the student wants the password for the second time, original or the changed one, they must approach the Vice Principal's office with a letter regarding the same.
15. Final results for the semester will be made available to the students through the ERP. Students are required to maintain a copy of the provisional marks details published in the web site. The original marks card for all semesters will be issued only after the completion of the UG/PG Program.
16. Request for Revaluation, Re-totaling and photocopy of the answer book of the ESE, if any, has to be made to the Controller of Examination along with the prescribed fee within two weeks from the declaration of the results.
17. Students are requested to check the notice board regarding various events pertaining to the Exam Department.

### **Supplementary Examination / Special Supplementary Examination**

1. Students who have failed in any paper in the semester examination will have to write the supplementary examination for that paper. Such students will write the odd semester supplementary papers during the odd semester exams and even semester supplementary papers during the even semester exams along with the regular students.

2. A special Supplementary examination will be conducted for Semesters V of UG and Semester III of PG in the month of November and for Semester VI of UG and Semester IV of PG in the month of June. However students denied a Hall Ticket due to shortage of attendance are not permitted to write this exam.
3. The marks scored by a student in supplementary examinations will not be considered for rank. However, such marks will be taken into account for the award of grades. The marks obtained in revaluation and improvement will be considered for rank.
4. There is no provision for obtaining Photocopy of the answer script, revaluation and re-totaling in the Supplementary Examinations conducted by the College.
5. Any problem pertaining to mistakes in the declaration of results, entries in the Marks Cards or revaluation shall be referred to the Controller of Examinations in writing within a week of declaration of results/issuing of the Marks Card.
6. Any other issue not mentioned here will be resolved by the Principal from time to time in consultation with appropriate bodies of the College and such decisions shall be final and binding on the candidate.

### **Mandatory Courses for UG Students**

All the UG students must clear the following mandatory courses

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

## Bangalore Jesuit Educational Society

### Administration

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

### Total Quality Management (TQM) Team

Dr. Daniel Fernandes, SJ	Principal
Rev. Fr. Arun Sunil Lobo, SJ	Finance Officer
Dr. Nirmala Joseph	Registrar
Ms. Sneha S. Rai	Vice Principal (Shift 1)
Dr. D. Raja Jebasingh	Vice Principal (Shift 2)
Dr. Antony Oliver	Controller of Examination
Dr. Shivakami Rajan	IQAC Coordinator
Dr. Suganthi Pais	B.Com-HOD
Dr. Ruqsana Anjum	BBA-HOD
Ms. Komal A Dave	PG-HOD
Ms. Sumithra Sreenivasan	Professional Program Coordinator
Ms. Vedapradha	B.Com (Industry Integrated) Coordinator
Dr. Theresa Rathi Rani	B.Com (Travel & Tourism) Coordinator
Dr. Ritty Francis	BBA (Entrepreneurship) Coordinator
Mr. Giridhar Naidu	Placement Coordinator
Dr. Deepika Joshi	Assistant Research Director
Mr. Vinay Kambipura	Associations' Coordinator



**Teaching Faculty****Business Studies:**

Dr. H. Nagaraj	M.Com., M.Phil., Ph.D
Dr. Augustin Amaladass	M.Com., AICWA, B.Ed., PGDFM, DIM, Ph.D
Dr. A. M. Sheela	M.A., Ph.D
Dr. Nirmala Joseph	M.Com., M.Phil., Ph.D (NET Qualified)
Ms. Veenu Joy	M.Com., M.Phil (NET Qualified)
Dr. Suganthi Pais	M.Com., M.Phil, Ph.D (NET Qualified)
Ms. Muktha	M.Com., MBA (NET Qualified)
Dr. Ruqsana Anjum	M.Com., M.Phil., ICWAI., Ph.D (NET Qualified)
Ms. Sneha S. Rai	M.Sc., (Mathematics), PGDCA, MBA (NET Qualified)
Dr. Theresa Rathi Rani	M.Com., PGDCA, M.Phil., Ph.D (NET Qualified)
Ms. Tasmiya Hussni	M.Com., M.Phil (NET Qualified)
Ms. Komal A. Dave	M.Com., M.Phil (NET Qualified)
Ms. Rency Rakesh Balraj	M.Com., M.Phil
Mr. Z. Mohammed Ashfaque	M.Com., PGDBA (NET Qualified)
Dr. D. Raja Jebasingh	M.Com., MBA., M.Phil, PGDCA, Ph.D
Dr. Mohan P. Philip	M.Com, M.Phil, LLB, Ph.D
Dr. Shubhra Rahul	M.Com, Ph.D
Dr. Poornima V	M.Com, Ph.D (NET Qualified)
Ms. Christina Aroojis	M.Com (KSET Qualified)
Dr. Preemal Maria D'Souza	M.Com, PGDBA, Ph.d (NET, KSET Qualified)
Dr. Himachalapathy	M.Com, M.Ed., MFM., M.Phil., MBA., Ph.D
Ms. Nikhath Asrar	MTA (KSET Qualified)
Mr. Ramesh Babu Grandhi	NILEM, PGDCA, PGDSM, MPBM

Dr. Shivakami Rajan	MBA, M.Phil., PGDM., Ph.D (KSET Qualified)
Dr. Hariharan Ravi	M.Sc., (Fin & Comp Appln.) M.Phil., Ph.D
Ms. Sumithra Sreenivasan	M.Com, MBA (NET Qualified)
Ms. Nancy Christina	MBA (NET Qualified)
Ms. Nischitha	M.Com (NET Qualified)
Ms. Vedapradha. R	MBA
Dr. Deepika Joshi	MBA, Ph.D
Dr. Karthika. S	MIB, M.Phil, Ph.D
Dr. Ritty Francis	M.Com, MBA, Ph.D
Dr. Sridhar L.S	M.Com, MBA, M.Phil, Ph.D (NET Qualified)
Ms. Sanjana S.I	M.Com (NET Qualified)
Mr. Rajshekar. S	M.Com (NET Qualified)
Dr. Soney Mathews	M.Com, B.Ed., M.Phil, MMM., CIM, Ph.D, M.Sc (Applied Psychology)
Ms. Alamelu .L	M.Com, PGDBA (NET Qualified)
Mr. Vinay Pradeep .C	M.Sc (Mathematics)
Ms. Maria Sanjana	M.Com (NET Qualified)
Ms. Benila Susan Jacob	M.Com, MBA (NET Qualified)
Ms. Asha Joseph	M.Com (NET Qualified)
Mr. Dileep Kumar Shetty	M.Sc (Stats) (NET Qualified)
Dr. S. Sivakumar	M.Com, M.Phil, MBA, Ph.D
Ms. Rini Steven	M.Com (NET Qualified)
Mr. Giridhar Naidu	MBA (NET Qualified)
Ms. Natya Bopann	M.Com (NET Qualified)
Ms. Raveena Roy	PGDM (NET Qualified)
Rev. Fr. Arun Sunil Lobo, SJ	M.Com
Ms. Jhumur Samaddar Roy	CTET, PGD, MPhil, MA, MBA, B.Ed (NET Qualified)
Ms. Jethina James	M.Sc (Economics) (NET Qualified)

Ms. Sharon P.V.  
 Ms. Bhargavi C.S  
 Ms. Ireen V  
 Mr. Merwin Abraham Mathew

M.Com (NET Qualified)  
 M.Com (NET Qualified)  
 M.Com (NET Qualified)  
 M.Com (NET Qualified)

### **English:**

Dr. R. Rajaram  
 Ms. Marina Joyce Roche  
 Mr. Vinay Kambipura  
 Dr. Neeti Roy  
 Dr. Anusuya A. Paul  
  
 Ms. Divyashree  
 Mr. Thomas Mathew  
 Ms. Anna Lynn Tom

M.A., Ph.D.  
 M.A., PGDCE  
 M.A. (NET Qualified)  
 MA., Ph.D  
 MA., M.Phil., Ph.D (NET  
 Qualified)  
 MA (NET Qualified)  
 M.A (NET Qualified)  
 M.A (NET Qualified)

### **Kannada:**

Dr. Daniel Fernandes, SJ  
 Dr. T. H. Lavakumar  
  
 Mr. Ashoka  
 Dr. Hanumantharaya .R

M.A. Ph.D (NET Qualified)  
 M.A., M.P.A. (Master in  
 Performing Arts)., Ph.D (NET  
 Qualified)  
 M.A (NET Qualified)  
 MA., M.Phil, Ph.D (NET  
 Qualified)

### **Hindi:**

Dr. Fariyal Shaikh  
 Dr. Antony Oliver  
  
 Dr. Susmitha .K.E

M.A., Ph.D  
 M.A., Ph.D, PGD in Translation,  
 PGD in Editing & Proof Reading  
 (SLET Qualified)  
 MA, M.Phil, Ph.D

### **French:**

Mr. Sagar R. Gangwani

B.Com., DELF B2 (French)

**Holistic Studies (Counselling Department):**

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

**Social Outreach Program:**

Mr. Gladson. J	MSW
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**Librarian:**

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

**Physical Education & Sports:**

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

**Computer Department:**

Mr. Kumaresan	Systems Administrator
Mr. Manimuthu	Lab Supervisor
Ms. Mary Steffy	Office Assistant - ERP
Mr. Avinash	Technician
Mr. Mallesha	Lab Attender
Mr. Harish	Lab Attender
Mr. Moses C	Office Assistant – Graphic Designer
Ms. Agnes Deepika	Office Assistant – ERP
Mr. Vinod	Office Assistant – ERP

**Visiting Professors**

Mr. Jayakumar Nair	B.Com, ACA
Ms. Padmini Rao	B.Sc., ACA
Ms. Nikitha Jhawar	B.Com, ACCA
Mr. Patrick Andrews Raj	MTA, IATA

Ms. Kanwalneel Kaur Wadhwa	M.Com, ACCA
Dr. Karunakaran K.	MA, MBA, Ph D
Ms. Nandita Moreira	M.Sc (Psychological Counselling), M.Phil
Ms. Padmini S. Rao	B.Sc, CA
CS Harish Babu	CS
Mr. Vinay Krishana H.V.	B.Sc, MBA
Ms. Sezel Lalwani	BA, MA (Journalism)
Mr. Tarun Jagateri	BBM, MBA
Mr. Naveen Fernandes	MA(Economics), CFA
Ms. Preethi Gopalakrishnan	CA
Mr. P. S. Nambiar	B.Sc., PGDM
Mr. Harisha B. V. Rao	MBA (Fin.), M.Com., M.Phil., PGDFM
Dr. Jaishree Desai	Ph D
Mr. Paul Abraham	B.Com, MBA(HRM, PGDBA, MBA (Marketing)
Dr. Amit Gupta	BE, MBA, Ph D
Dr. T.K. Vijay Kumar	BA (Mktg) LLB., MS., Ph.D
Dr. L.R.S. Mani	MBA, Ph D.
Dr. Venugopal	MBA, Ph D.
Dr. Satya Sidhartha Panda	M.Phil, Ph D
Mr. Anirudh Malhotra	ACCA, Adv. Dip. A&B M.Sc., B.Sc.
Ms. Archana Munoyat	CA, Dip IFRS
Mr. Charanjeet Singh	ACCA
Mr. Darshan Shah	CA, ICWAI
Mr. Deepak Agarwal	ACCA, CA, Dip IFRS
Ms. Madhuri Thete	ACCA, CA, Dip IFRS
CMA Monica Parikh	ACCA, CMA, Dip IFRS, ICWA
Ms. Jenin Mulakan	CA
Ms. Anjaly Mathew	ACCA
Ms. Priyanka Roy	M.Phil, M.Com
Mr. Ravishankar K	ACMA, CGMA
Mr. Rajeev Kumar	PGCBM, MA-Fin Economics
Mr. Santhosh John	MBA

Mr. Sarvesh Mopkar	ACCA, CA, Dip IFRS
Ms. Vipina Mohammed Ali	FIII, ACCA
Mr. Milind Date	M.Com, FCMA, CMA(USA)
Mr. Abel Mathew Rajan	ACCA
Ms. Binitha George	M.Com, MBA
Ms. Nadia Zackria	ACCA
Dr. V. Rajesh Kumar	M.Com, Ph.D
Dr. Ravi Darshini	M.Com, Ph.D
Mr. Jai Kumar Goel	MBA, ACA, ACCA
Ms. Shruthi Prakash	ACS, MBL
Ms. Hurma A.K.	B.Com ACCA
Mr. Sachin Tripathi	BCA, MCA
Mr. Kshitij	B.Tech, MBA
Mr. Arun Kumar	MSc. (Statistics)
Mr. Yasheen Sheik	B.Tech, MBA (IIM)
Mr. Suresh Kumar Mani	CA , CMA
Mr. Philips Abraham	CMA
Mr. Sagar R Gangwani	B.Com , French: DELF B2, Spanish: ECL B1 BBM Spanish: B2
Ms. Vidya Rajneesh	MCom.
Ms. Steffy	MCom.
Ms. Sushmitha Vincent	MCom.
Ms. Priyadarshini	MCom.

### **Administrative Staff**

Mrs. Jayashree P.R	Office Superintendent, Convocation, BU Approvals
Mr. Asad Pasha	SDA - Accounts Administrator
Mr. P. G. Jose	SDA - Data Entry
Mr. John Sudhakar	SDA - Office Assistant
Mr. Henry Rajkumar	SDA
Mrs. Joys Malini	Secretary to Principal
Ms. Deena Pereira	Secretary to COE
Ms. Sukrutha. P	Office Assistant - Exam
Ms. Geethanjali	Office Assistant - Accounts
Ms. Dayana Rose	Office Assistant - Accounts

Ms. Precilla Noreen Hoskins	PG Office In-charge
Ms. Wilma Fernandes	Receptionist
Ms. Reshma Ruzar Dias	Office Assistant
Mr. Rathnam	Supervisor – Maintenance
Mr. Benjamin	Electrician
Mr. Samadhanam	Technician

### Attenders

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

### Staff Services 2020-2021

Registrar	Dr. Nirmala Joseph
Vice Principal (Shift 1)	Ms. Sneha S. Rai
Vice Principal (Shift 2)	Dr. D. Raja Jebasingh
Controller of Examinations	Dr. Anthony Oliver
IQAC Coordinator	Dr. Shivakami Rajan
HOD - B.Com	Dr. Suganthi Pais
HOD - BBA	Dr. Ruqsana Anjum
HOD - PG	Ms. Komal A Dave
HOD - English	Dr. Rajaram
HOD - Kannada	Dr. T. H. Lava Kumar
HOD - Hindi	Dr. Antony Oliver
Professional Programs Coordinator	Ms. Sumithra Sreenivasan

B.Com (Industry Integrated) Coordinator	Ms. Vedapradha
B.Com (Travel & Tourism) Coordinator	Dr. Theresa Rathi Rani
BBA (Entrepreneurship) Coordinator	Dr. Ritty Francis
Custodian of Examinations	Dr. Soney Mathews
Students' Governor	Dr. T.H. Lava Kumar
Social Outreach Program Coordinator	Mr. Gladson .J
Associations' Coordinator	Mr. Vinay Kambipura
Sports Director	Dr. Asha
Staff Secretary	Ms. Nancy Christina
International Desk	Ms. Tasmiya Hussni / Dr. Neeti Roy
Placements & Internship	Mr. Giridhar Naidu / Ms. Alamelu
Campus Minister	Ms. Christina Aroojis
Professional Certification Programs	Ms. Benila Susan Jacob
Outcome Based Education (OBE) Coordinator	Dr. Himachalapathy
Bridge Course Coordinator	Ms. Asha Joseph
Staff ongoing Training	Dr. D. Raja Jebasingh / Dr. Sridhar
Consultancy Services	Dr. Hariharan Ravi
Library Facilitator	Ms. Muktha / Mr. Vinay Kambipura
Industrial Visits Coordinator	Ms. Maria Sanjana
Website/College app content management	Dr. D. Raja Jebasingh / Dr. Anusuya Paul / Ms. Anna Lynn Tom / Ms. Marina Joyce Roche
Scholarships	Ms. Gretta Furtado
Parent Teacher Association	Dr. Poornima
Kannada Sangha	Dr. Hanumantharaya
Hindi Parishad	Dr. Susmitha
Art, Literature, Music Association	Ms. Anna Lynn Tom
Newsletter & Blue Chip	Mr. Thomas Mathew / Ms. Anna Lynn Tom



AICUF	Ms. Sharon
National Service Scheme (NSS)	Mr. Ashok / Ms. Divyashree
Centre for Social Action (CSA)	Mr. Thomas Mathew
Rotaract Club	Ms. Nancy Christina
Women's Forum	Ms. Anna Lynn Tom
E-cell	Mr. Rajshekar
Finance Club	Ms. Nischitha
Eco Club	Mr. Mohammed Ashfaque
Harmony Club	Ms. Sanjana S. I
Theatre Club	Dr. T. H. Lavakumar
Choir	Dr. Preemal Maria D'Souza /
	Ms. Jethina James
Dance & Acoustic Team	Dr. T. H. Lavakumar
Business Team	Ms. Maria Sanjana
Media & Graphic Design Team	Ms. Marina Joyce Roche
Debating Society	Ms. Divyashree
Amnesty International	Mr. Vinay Pradeep
Youth Red Cross	Mr. Dileep Kumar Shetty
Quiz Club	Ms. Bhargavi

### **Department Associations - B.Com**

B.Com Editorial Committee	Ms. Rency
Mainframe Research Forum	Ms. Nischitha
Com Verse (B.Com Discussion Forum)	Dr. Karthika
Colloiseum	Ms. Sharon
Associations for Professional Students (APS)	Ms. Maria Sanjana
We Speak	Mr. Thomas Mathew
Erudition Club	Ms. Benila Susan Jacob
Connect Series (Industry Academia Interface)	Ms. Natya Bopann
CommUnity	Ms. Sanjana
Lakshya	Ms. Jhumur S Roy
Tech Ally	Mr. Ashfaque

**Department Associations - BBA**

Josephite Business Club (JBC)	Ms. Christina Aroojis
Fountainhead	Dr. Neeti Roy
Conexus	Mr. Vinay Pradeep
Leadership Development Cell	Ms. Jethina James
Project Smiles	Dr. Shubhra Rahul
Spotlight	Mr. Dileep Kumar Shetty
E-Series	Ms. Rini Steven
Entrepreneurship Learning Initiative (ELI)	Mr. Rajashekar
Association for International	
Management Studies (AIMS)	Ms. Alamelu
Quest Club	Ms. Raveena Roy

**Department Associations - PG**

Mavericks	Ms. Komal A Dave
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**Research Centre**

Dr. Daniel Fernandes, SJ	Director
Dr. Deepika Joshi	Assistant Research Director
Dr. Nirmala Joseph	Registrar
Dr. Sridhar L	Research Supervisor
Dr. M. Muniraju	Representative, BU
Dr. Augustin Amaladas	Research Supervisor
Dr. H. Nagaraj	Research Supervisor
Dr. A.M. Sheela	Research Supervisor
Dr. D. Raja Jebasingh	Research Supervisor

**Innovation Centre**

Dr. Daniel Fernandes, SJ	Director
Dr. Ritty Francis	Coordinator
Mr. Rajshekar	Coordinator
Ms. Rency Alex	Member
Ms. Nikhath Asrar	Member
Ms. Bhargavi	Member
Ms. Ireen V	Member

### Examination department Calendar for the Academic year 2020 - 2021 ODD SEMESTER - I, III, V

Date	Events
25th April to 11th May 2020	Online case study exams for final year students of UG batch 17 and PG batch 18
6th July 2020	Pilot study online exams from home for students of UG 17 and PG batch 18
20th July 2020	First mock online exams for students of UG batch 17 and PG batch 18
24th July 2020	Second mock online exams for students of UG batch 17 and PG batch 18
27th July to 7th August 2020	Online End Semester Examination for students of UG batch 17 and PG batch 18
10th to 24th August 2020	Tentative offline exams slot 1 for students of UG batch 17 and PG batch 18
27th August to 10th September 2020	Tentative offline exams slot 2 for students of UG batch 17 and PG batch 18
23rd to 28th November 2020	BOE meeting
4th to 20th November 2020	Online case study exams
4th to 19th December 2020	End semester exams along with supplementary exams for odd semesters of UG batches 18,19 20 and PG batches 19, 20

### EVEN SEMESTER - II, IV, VI

Date	Events
18th January 2021	End Semester Examination results
15th to 20th April 2021	BOE meeting
30th April to 15th May 2021	End Semester Examination exams along with even semester exams of UG batches 18,19 20 and PG batches 19,20
6th June 2021	End Semester Examination results

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

**“In light of the Covid-19 pandemic situation, adherence to the academic calendar is subject to Government Advisories, UGC guidelines and Management decisions taken based on prevalent circumstances.”**

## JUNE - 2020

Date	Day	Event
1	Mon	College Commences through online platform and Orientation by Class Mentors for II and III Year UG /II year PG students
2	Tue	
3	Wed	
4	Thu	Online Classes begin for Academic Year 2020-2021 for II & III year UG/II year PG students
5	Fri	<ul style="list-style-type: none"> <li>• World Environment Day – Eco Club</li> <li>• Staff Meeting</li> </ul>
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	Subject Orientation – B.Com ( Analytics)
12	Fri	<ul style="list-style-type: none"> <li>• National Level Kannada Webinar</li> <li>• Staff Orientation</li> </ul>
13	Sat	
14	Sun	World Blood Donor Day – Red Cross
15-17		Orientation for II and III Year UG
15	Mon	
16	Tue	

## JUNE - 2020

17	Wed	Orientation for II year PG students
18	Thu	Subject Orientation for B.Com ( Professional – International Accounting and Finance)
19	Fri	Subject Orientation for BBA (Professional- Finance and Accountancy)
20-21		Student Webinar on Creating Impactful Resumes- PG Dept.
20	Sat	World Refugee Day – AICUF
21	Sun	<ul style="list-style-type: none"> <li>• Yoga Day - Sports Department</li> <li>• Music Day - Choir</li> </ul>
22-24		Three days National Webinar on Paramarsh Series-1
22	Mon	Orientation for I year PG students
23	Tue	Online Classes Commence for I year PG students
24	Wed	Staff Meeting for PG faculty
25	Thu	Student Webinar on Entrepreneurship – BBA Dept
26	Fri	Student Webinar- BBA Dept
27	Sat	<ul style="list-style-type: none"> <li>• Student Workshop on Retail Analysis and K-Mean Clustering B.Com Dept</li> <li>• Student Workshop on MIS Reporting B.Com Dept</li> <li>• Small and Medium Enterprises Day – E-cell</li> </ul>
28	Sun	
29-30		Class Rep Election for II & III year UG and II year PG
29	Mon	<ul style="list-style-type: none"> <li>• 1st Unit Test/ Project/Skill Development /Quiz for II and III year UG and II year PG (June 29th to July 8th)</li> <li>• National Level Student Webinar on “COVID 19 – Potential Impact on Financial Reporting” – B.Com Department</li> </ul>
30	Tue	Last date to complete the chosen MOOC course for III year UG students

**JULY - 2020**

<b>Date</b>	<b>Day</b>	<b>Event</b>
1	Wed	Spitting Kills Campaign - NSS
2	Thu	
3	Fri	<ul style="list-style-type: none"> <li>• Travel Diaries Episode 11- B.Com Dept</li> <li>• Faith Formation Classes</li> </ul>
4	Sat	
5	Sun	
6	Mon	Pilot study online exams from home for students of UG 17 and PG batch 18
7	Tue	<ul style="list-style-type: none"> <li>• International Day of Cooperatives</li> <li>• Nomination for Student Council and Dept Coordinators</li> <li>• Nomination of Association/Clubs Coordinators</li> </ul>
8	Wed	
9 - 13		<ul style="list-style-type: none"> <li>• Live Speeches of Student Council Contestants</li> <li>• Selection Process for Dept Coordinators</li> </ul>
9	Thu	<ul style="list-style-type: none"> <li>• Student Workshop on Neural Network - B.Com Dept</li> <li>• Student Orientation on Entrepreneurship- BBA Dept</li> <li>• Student Council Valedictory (2019-20)</li> </ul>
10	Fri	Faith Formation Classes
11	Sat	Last date to submit summary report of MOOC course for III year UG students
12	Sun	Student Council - National Simplicity Day
13	Mon	College Associations Valedictory (2019-20)
14	Tue	Student Council Election – Online Platform
15	Wed	
16	Thu	
17	Fri	<ul style="list-style-type: none"> <li>• World Day for International Justice – Amnesty International</li> <li>• Placement Orientation for III year UG students</li> <li>• Staff Evaluation IQAC</li> <li>• Online Platform Evaluation IQAC</li> <li>• Notice on Cancellation of ESE as per UGC guidelines for UG II Semester (Batch 19), UG IV Semester (Batch 18) and PG II Semester (Batch 19)</li> <li>• Faith Formation Classes</li> </ul>

## JULY - 2020

18 - 19		Resume Creation Webinar for III year UG students
18	Sat	<ul style="list-style-type: none"> <li>• Nelson Mandela International Day - Amnesty International</li> <li>• Student Workshop on Unstructured Data and Building Sentiment Analysis- B.Com Dept.</li> <li>• Student Webinar - Conversation with a Strategic consultant – Helping professional students to shape their career” – BBA Department</li> <li>• Orientation for PGD</li> </ul>
19	Sun	
20	Mon	First mock online exams for students of UG batch 17 and PG batch 18
21	Tue	City Level Webinar for BBA Regular Students
22	Wed	
23	Thu	Class Rep Election for I year PG
July 24 - Aug 5		Second mock online exams for students of UG batch 17 and PG batch 18
24	Fri	<ul style="list-style-type: none"> <li>• Faith Formation Classes</li> <li>• City Level Webinar for BBA Professional Students</li> </ul>
25	Sat	PGD Classes Commence
26	Sun	
27	Mon	<ul style="list-style-type: none"> <li>• Ignatian week (27th to 30th) Campus Ministry</li> <li>• Research Scholars meeting – Research Centre</li> <li>• B.Com City Level Student Webinar on Shaping Finance post Pandemic</li> <li>• PG Dept webinar on Careers in Banking and Government jobs</li> </ul>
27 July – 7 Aug		Online ESE for students of UG batch 17 and PG batch 18
28	Tue	World Nature Day - Eco Club
29	Wed	
30	Thu	<ul style="list-style-type: none"> <li>• International Day of Friendship – Harmony Club/Rotaract Club</li> <li>• City Level Entrepreneurship Webinar – BBA Dept</li> </ul>
31	Fri	<b>St. Ignatius of Loyola Feast (Holiday)</b>

## AUGUST - 2020

Date	Day	Event
1	Sat	<b>Bakrid (Holiday)</b>
2	Sun	
3	Mon	Subject Coordinator Meeting with COE
4	Tue	<ul style="list-style-type: none"> <li>• PG Department Meeting</li> <li>• B.Com City Level Webinar</li> </ul>
5	Wed	Orientation for 1st year B.Com/BBA Students
6	Thu	<ul style="list-style-type: none"> <li>• Commencement of Online Classes for 1st year B.Com/BBA Students</li> <li>• Hiroshima Day – NSS/CSA</li> <li>• BBA Spot Light</li> <li>• Webinar on Cyber Crime on Students – Legal Proceedings, mental well-being and responding to occurrences – Student Council</li> </ul>
7	Fri	<ul style="list-style-type: none"> <li>• BBA City level Webinar</li> <li>• B.Com City Level Student Webinar on Data Driven Digital Marketing</li> <li>• International Workshop on Street Photography and its global Trends</li> <li>• Retreat for 2nd &amp; 3rd year students</li> <li>• Eucharistic Celebration</li> </ul>
8	Sat	Retreat for 2nd & 3rd year students
9	Sun	<ul style="list-style-type: none"> <li>• Nagasaki Day</li> <li>• International Day of the World's Indigenous People – NSS/CSA</li> </ul>
10	Mon	<ul style="list-style-type: none"> <li>• Workshop for the under privileged – AICUF</li> <li>• BBA - Career Mapping by ISDC</li> </ul>
10 – 24		Tentative offline exams slot 1 for students of UG batch 17 and PG batch 18
11	Tue	SJCC Alumni Quiz
12	Wed	<ul style="list-style-type: none"> <li>• International Youth Day – Rotaract Club</li> <li>• Women's Forum Activity</li> <li>• City level Webinar - B.Com. (Travel &amp; Tourism)</li> </ul>
13	Thu	• Blood Donation Camp NSS
14	Fri	<ul style="list-style-type: none"> <li>• Career Mapping M.Com (FA)</li> <li>• Conference – CSA</li> <li>• One day PG Student workshop (1st Years)- Research Dept.</li> <li>• Faith Formation Classes</li> <li>• Class Rep Election for 1 year UG</li> </ul>



## AUGUST - 2020

15	Sat	<b>India's Independence Day / Sangolli Rayanna Birth Anniversary – Student Council</b>
16	Sun	
17	Mon	<ul style="list-style-type: none"> <li>• Student Council Investiture Ceremony</li> <li>• Ph.D Research Scholars meet</li> </ul>
18	Tue	
19	Wed	<ul style="list-style-type: none"> <li>• World Humanitarian Day – AICUF</li> <li>• World Photography Day – Media Team</li> <li>• Ellipsis – ALMA</li> <li>• Antaranga - Kannada Sangha</li> <li>• Indradanush – Hindi Parishad</li> </ul> } (19th to 21st)
20	Thu	Renewable Energy Day – Rotaract
21	Fri	<ul style="list-style-type: none"> <li>• BBA National Webinar</li> <li>• Faith Formation Classes</li> </ul>
22	Sat	<b>Ganesha Chaturthi (Holiday)</b>
23	Sun	
24	Mon	
24 – 29		PG Student workshop (Final year) Research Dept
25	Tue	Research Advisory Committee Meeting
26	Wed	Business Simulation Workshop (BBA Entrepreneurship)
26 – 27		Rotaract Event
27 Aug - 9 Sep		Tentative offline exams slot 2 for students of UG batch 17 and PG batch 18
27	Thu	PG – Pre BOS
28	Fri	BBA – Pre BOS
29	Sat	<ul style="list-style-type: none"> <li>• B.Com – Pre BOS</li> <li>• National Sports Day (India) – Sports Department</li> <li>• Retreat for 1st year students</li> <li>• B.Com Student Webinar</li> <li>• International Webinar Series on SDGs – 2030 Episode 1</li> </ul>
30	Sun	<b>Muharram (Holiday)</b>
31	Mon	<ul style="list-style-type: none"> <li>• Spotlight – BBA Dept</li> <li>• Com Verse – B.Com Dept</li> <li>• EnRoute: National Level Webinar - B.Com. (Travel &amp; Tourism)</li> </ul>

## SEPTEMBER - 2020

Date	Day	Event
1	Tue	<ul style="list-style-type: none"> <li>• BOS- PG</li> <li>• Envisage – B.Com (BPM)</li> </ul>
2	Wed	BOS- BBA
3	Thu	<ul style="list-style-type: none"> <li>• BOS- B.Com</li> <li>• Cipher Intra Class Business Fest</li> </ul>
4	Fri	<ul style="list-style-type: none"> <li>• Eucharistic Celebration</li> <li>• Cipher Intra Class Business Fest</li> <li>• English BOS</li> </ul>
5	Sat	<ul style="list-style-type: none"> <li>• Teachers Day (India) – Student Council</li> <li>• International Day of Charity – AICUF</li> </ul>
6	Sun	
7	Mon	Hindi & Kannada BOS
8	Tue	<ul style="list-style-type: none"> <li>• <b>Nativity of Our Lady (Holiday)</b></li> <li>• International Literacy Day – Rotaract Club/Finance Club</li> </ul>
9	Wed	<ul style="list-style-type: none"> <li>• Conference – CSA</li> <li>• Quest Research Club Activity</li> </ul>
10	Thu	<ul style="list-style-type: none"> <li>• Voyager: Celebrating World Tourism Day - B.Com. (Travel &amp; Tourism)</li> <li>• Academic Council Meeting</li> </ul>
11	Fri	Faith Formation Classes
12	Sat	Comverse – B.Com Dept
13	Sun	

## SEPTEMBER - 2020

14	Mon	Hindi Day (India) – Hindi Parishad
15	Tue	International Day of Democracy – Debating Society
16	Wed	
17	Thu	<b>Mahalaya Amavasya (Holiday)</b>
18	Fri	Faith Formation Classes
19	Sat	PTA Meeting –1st year UG Students
20	Sun	
21	Mon	International Day of Peace– Harmony Club
22	Tue	<ul style="list-style-type: none"> <li>• Holy Mass</li> <li>• Governing Council Meeting</li> </ul>
23	Wed	
24	Thu	
25-26		Faculty Development Programme
25	Fri	Faith Formation Classes
26	Sat	
27	Sun	
28	Mon	<ul style="list-style-type: none"> <li>• Bhagat Singh Birth Anniversary - NSS</li> <li>• International Day for the Universal Access to Information – Debating Society</li> </ul>
29	Tue	
30	Wed	

## OCTOBER - 2020

Date	Day	Event
1	Thu	
2	Fri	<ul style="list-style-type: none"> <li>• <b>Gandhi Jayanti (Holiday)</b></li> <li>• International Day of Non-Violence- NSS</li> </ul>
3	Sat	
4	Sun	World Animal Welfare Day – Eco Club
5	Mon	
6	Tue	
7	Wed	
8	Thu	
9	Fri	Eucharistic Celebration
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	<ul style="list-style-type: none"> <li>• General Staff meeting</li> <li>• Faith Formation Classes</li> </ul>

## OCTOBER - 2020

16 – 21		NSS & CSA Rural Camp
17	Sat	International Day for the Eradication of Poverty-AICUF
18	Sun	
19	Mon	Orientation for Open Electives
20	Tue	
21 – 30		National/International Exposure Program - UG/PG
21	Wed	Staff Evaluation (21th to 24th)
22	Thu	
23	Fri	Faith Formation Classes
24	Sat	
25	Sun	<b>Ayudha Pooja (Holiday)</b>
26	Mon	<b>Vijaya Dashami (Holiday)</b>
27	Tue	
28	Wed	Selection of Open Electives
29	Thu	
30	Fri	<b>Id Meelad (Holiday)</b>
31	Sat	<b>Maharshi Valmiki Jayanthi (Holiday)</b>

## NOVEMBER - 2020

Date	Day	Event
1	Sun	<b>Karnataka Rajyotsava Day (Holiday)</b>
2	Mon	
3	Tue	
4	Wed	Online case study exams
5	Thu	
6	Fri	<ul style="list-style-type: none"> <li>• Eucharistic Celebration</li> <li>• Chanakya 2020</li> </ul>
7	Sat	Chanakya 2020
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	<ul style="list-style-type: none"> <li>• ALMA Activity</li> <li>• Faith Formation Classes</li> </ul>
14	Sat	<ul style="list-style-type: none"> <li>• <b>Narakachaturdasi (Holiday)</b></li> <li>• Children's Day (India)</li> </ul>
15	Sun	
16	Mon	<ul style="list-style-type: none"> <li>• <b>Ballipadyami (Holiday)</b></li> <li>• International Day for Tolerance – Harmony Club</li> </ul>

## NOVEMBER - 2020

17	Tue	
18	Wed	
19	Thu	<ul style="list-style-type: none"> <li>• National Integration Day (India) – Student Council</li> <li>• Women's Entrepreneurship Day – E-Cell/Women's Forum</li> </ul>
20-21		Virtuoso Business Fest – BBA
20	Fri	<ul style="list-style-type: none"> <li>• Universal Children's Day – Rotaract</li> <li>• Faith formation Classes</li> </ul>
21	Sat	Annual Sports Day
22	Sun	
23	Mon	<ul style="list-style-type: none"> <li>• Com Verse B.Com</li> <li>• Visages: Discussion Forum - B.Com. (Travel &amp; Tourism)</li> </ul>
23 - 28		BOE meeting
24	Tue	Last day for Entry of all the CIA marks & Grade Subjects
25	Wed	<ul style="list-style-type: none"> <li>• International Day for the Elimination of Violence against Women – Women's Forum</li> </ul>
26	Thu	National Law Day (India) – Finance Club
27	Fri	
28	Sat	<ul style="list-style-type: none"> <li>• FDP - proposal writing workshop- Research Dept</li> <li>• Last working day for PGD</li> </ul>
29	Sun	
30	Mon	<ul style="list-style-type: none"> <li>• Last working Day for UG/PG</li> <li>• Study holidays for UG/PG</li> </ul>

## DECEMBER - 2020

Date	Day	Event
1	Tue	<ul style="list-style-type: none"> <li>• World AIDS Day</li> <li>• Human Rights Week (1st Dec to 10th Dec )</li> </ul>
2	Wed	International Day for the Abolition Of Slavery
3 – 9		7 Days National level Experiential Workshop on Research Methodology
3	Thu	<ul style="list-style-type: none"> <li>• <b>Kanakadasa Jayanti (Holiday)</b></li> <li>• International Day of Persons with Disabilities - AICUF</li> </ul>
4 - 19	Fri	<ul style="list-style-type: none"> <li>• End Semester Examination</li> <li>• Odd Semester Supplementary Examination including grade subjects. (I, III &amp; V semester UG batches 18,19 20 &amp; PG batches 19,20)</li> </ul>
5	Sat	PGD exams 1st semester
6	Sun	PGD exams 1st semester
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	PGD exams 1st semester
13	Sun	PGD exams 1st semester
14	Mon	National Energy Conservation Day (India) – Eco Club



## DECEMBER - 2020

15	Tue	
16	Wed	
17	Thu	
18	Fri	International Migrants Day – CSA
19	Sat	
20	Sun	
21	Mon	Eucharistic celebration
22	Tue	Christmas Programme
23	Wed	<ul style="list-style-type: none"> <li>• Fiesta</li> <li>• Joy of Giving PG Dept</li> </ul>
24	Thu	<b>Christmas Eve</b>
25	Fri	<b>Christmas (Holiday)</b>
26	Sat	
27	Sun	
28	Mon	
29	Tue	Rashtrakavi Kuvempu Birth Anniversary – Kannada Sangha
30	Wed	
31	Thu	

# JANUARY - 2021

Date	Day	Event
1	Fri	<b>New Year's Day (Holiday)</b>
2	Sat	<ul style="list-style-type: none"> <li>• College reopens for Even Semester</li> <li>• II Sem Classes for PGD Commences</li> </ul>
3	Sun	Savitri Bai Phule Birth Anniversary - NSS
4	Mon	ComVerse B.Com Dept
5	Tue	
6	Wed	
7 – 9		Intra Class Cultural Fest – Kalotsav
7	Thu	Rotaract Club Activity
8	Fri	<ul style="list-style-type: none"> <li>• General Staff Meeting</li> <li>• Eucharistic Celebration</li> </ul>
9	Sat	<ul style="list-style-type: none"> <li>• PGD Staff Meeting</li> <li>• Publication of PGD Results</li> </ul>
10	Sun	
11	Mon	<ul style="list-style-type: none"> <li>• AICUF (Workshop for the under privileged)</li> <li>• Faith Formation Class</li> <li>• Academic Council meeting</li> </ul>
12	Tue	National Youth Day (Vivekananda Birth Anniversary)– NSS
12-13		TURAS: Inter-Collegiate Fest - B. Com. (Travel & Tourism)
13	Wed	
14	Thu	<ul style="list-style-type: none"> <li>• <b>Makara Sankranti (Holiday)</b></li> <li>• World Logic Day – Debating Society</li> </ul>
15	Fri	<ul style="list-style-type: none"> <li>• Publication of V Sem U.G. &amp; III Sem P.G. Special Supplementary Exam Results</li> <li>• Seminar – CSA</li> <li>• Faith formation Classes</li> <li>• English BOS</li> </ul>

## JANUARY - 2021

16	Sat	<ul style="list-style-type: none"> <li>• Seminar – CSA</li> <li>• Hindi &amp; Kannada BOS</li> </ul>
17	Sun	
18	Mon	<ul style="list-style-type: none"> <li>• PG Pre BOS</li> <li>• ESE results</li> </ul>
19	Tue	BBA Pre BOS
20	Wed	<ul style="list-style-type: none"> <li>• Subject Coordinators meeting with COE</li> <li>• B.Com Pre BOS</li> </ul>
21	Thu	OSA Debate
22	Fri	<ul style="list-style-type: none"> <li>• Revelation – AICUF</li> <li>• Faith formation Classes</li> </ul>
23	Sat	<ul style="list-style-type: none"> <li>• PG BOS</li> <li>• Women's Forum Activity</li> <li>• Aura - Inter Collegiate –NSS</li> </ul>
24	Sun	International Day of Education – Rotaract Club
25	Mon	BBA BOS
26	Tue	<ul style="list-style-type: none"> <li>• <b>Republic Day (Holiday)</b></li> <li>• Annual Republic Day Lecture Series (Department of English)</li> </ul>
27	Wed	<ul style="list-style-type: none"> <li>• B.Com BOS</li> <li>• AICUF Activity</li> </ul>
28	Thu	<ul style="list-style-type: none"> <li>• AGAMAYA (PG)</li> <li>• Spotlight – BBA Dept</li> </ul>
29	Fri	• Faith formation Classes
30	Sat	Martyrs' Day – NSS
31	Sun	

## FEBRUARY - 2021

Date	Day	Event
1	Mon	World Inter Faith Harmony Week (1st to 7th)
2	Tue	
3	Wed	<ul style="list-style-type: none"> <li>• Review of Annual Budget (B.Com Dept)</li> <li>• Nakshatra - Hindi Parishad</li> </ul>
4	Thu	<ul style="list-style-type: none"> <li>• World Cancer Day - AICUF</li> <li>• BBA Student Seminar</li> </ul>
5	Fri	<ul style="list-style-type: none"> <li>• Academic Council Meeting</li> <li>• Kalarava - Intercollegiate Language Fest - Kannada Sangha</li> </ul>
6	Sat	SPIEL Inter Collegiate Sports fest (6th – 13th)
7	Sun	<b>BJES Institution Day</b>
8	Mon	<ul style="list-style-type: none"> <li>• General Staff meeting</li> <li>• Faith Formation Classes</li> </ul>
9	Tue	
10	Wed	
11	Thu	ENACT – Theater Fest
12	Fri	<ul style="list-style-type: none"> <li>• ENACT – Theater Fest</li> <li>• Faith formation Classes</li> </ul>
13	Sat	PGD Workshop for students

## FEBRUARY - 2021

14	Sun	World Day of Social Justice – Rotaract
15-16		CSA Seminar
15	Mon	Governing Body meeting
16	Tue	
17	Wed	Ash Wednesday – Eucharistic Celebration
18	Thu	
19	Fri	Faith formation Classes/ Way of the Cross
20	Sat	World Day of Social Justice – Rotaract
21	Sun	International Mother Language Day – Kannada Sangha/Hindi Parishad
22	Mon	Submission of Soft copy of PG dissertation to the guide
23	Tue	
24	Wed	
25	Thu	
26	Fri	Faith formation Classes/ Way of the Cross
27	Sat	<b>Staff Evaluation (27th – 29th)</b>
28	Sun	

## MARCH - 2021

Date	Day	Event
1	Mon	Choir Concert
2	Tue	
3	Wed	World Wildlife Day – Eco Club
4	Thu	General Staff meeting
5	Fri	Eucharistic Celebration / Way of the Cross
6	Sat	
7	Sun	
8	Mon	International Women's Day - Women's Forum
9	Tue	PG – Viva
10	Wed	
11	Thu	<b>Mahashivratri (Holiday)</b>
12	Fri	
13	Sat	
14	Sun	
15	Mon	

## MARCH - 2021

16	Tue	
17	Wed	
18	Thu	Faith formation Classes/ Way of the Cross
19	Fri	<b>Feast of St. Joseph (Holiday)</b>
20	Sat	<ul style="list-style-type: none"> <li>• International Day of Happiness – Harmony Club</li> <li>• EVES</li> </ul>
21	Sun	World Poetry Day – ALMA/Kannada Sangha/Hindi Parishad
22	Mon	World Water Day – Eco Club
23	Tue	
24	Wed	
25	Thu	
26	Fri	Faith formation Classes/ Way of the Cross
27	Sat	World Theatre Day – Hashmi Theatre Forum
28	Sun	
29	Mon	PG Viva
30	Tue	
31	Wed	

**APRIL - 2021**

<b>Date</b>	<b>Day</b>	<b>Event</b>
1	Thu	General Staff meeting
2	Fri	<b>Good Friday (Holiday)</b>
3	Sat	
4	Sun	Easter Sunday
5	Mon	IQAC Open House (General)
6	Tue	
7	Wed	IQAC Open House (Women)
8	Thu	
9	Fri	Eucharistic Celebration
10	Sat	Last day for Entry of all the CIA marks & Grade Subjects
11	Sun	Jotiba Phule Birth Anniversary
12	Mon	
13	Tue	<b>Ugadi (Holiday)</b>
14	Wed	<b>Dr. Ambedkar's Jayanthi (Holiday)</b>
15 – 20		BOE meeting
15	Thu	Student Council Valedictory



## APRIL - 2021

16	Fri	Faith formation Classes
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	College Day
23	Fri	Thanksgiving service - Farewell for the outgoing students
24	Sat	Last working day for UG/PG/PGD
25	Sun	<b>Mahavira Jayanthi (Holiday)</b>
26	Mon	Study Holiday for ESE
27	Tue	
28	Wed	
29	Thu	
30th April - May 15th		End Semester Examination UG batches 18,19 20 and PG batches 19,20

**MAY - 2021**

<b>Date</b>	<b>Day</b>	<b>Event</b>
1	Sat	<b>May Day (Holiday)</b>
2	Sun	PGD 2nd Sem Exam
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	Rabindranath Tagore Birth Anniversary
8	Sat	PGD 2nd Sem Exam
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	<b>Idul Fitr (Holiday)</b>
14	Fri	<b>Basava Jayanthi (Holiday)</b>
15	Sat	<ul style="list-style-type: none"> <li>• Completion of ESE</li> <li>• PGD 2nd Sem Exam</li> </ul>

**MAY - 2021**

16	Sun	PGD 2nd Sem Exam
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	Bio Diversity Day
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

## RECORD OF ABSENCE

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

**Note: Absence of 3 days requires signature of Class In-charge/Mentor**

**Absence of upto 7 days requires the signature of the HOD.**

**Absence of more than 7 days requires the signature of the respective Vice Principal.**

[illegible]

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[illegible]

**NOTES**

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### **Jesuit Education...**

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

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

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

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

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

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

## TIME TABLE

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

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



### MY INDIA PLEDGE

*India is my country. All Indians are my sisters and brothers. I appreciate and celebrate our cultural, linguistic, ethnic and religious diversity. Living together in love and peace is our strength. Justice for everyone and opportunity for all is my vision.*

*Inclusive education and global learning is my aspiration. Any form of hatred and violence is against my ethical principle. I want to grow in a democratic space guaranteed by my constitution. I respect the dignity of all as children of God. I appreciate the rights and duties of all citizens of this great country. I welcome the global opportunities to learn, labour and live the joy of life. As fellow citizens of the 21st century we are committed to the common destiny of a beautiful world of love, justice and fraternity*

**ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)**

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