



St. Joseph's College of Commerce (Autonomous)

Affiliated to Bengaluru City University

Accredited with A++ Grade by NAAC in 4th Cycle (CGPA of 3.57/4)

College with Potential for Excellence (CPE)

Ranked 65th in the NIRF 2023 by the Ministry of Education, Government of India

#163, Brigade Road, Bengaluru -560025, Karnataka, India

Student Handbook

2024~2025



Our Patron



St. Joseph's

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 THOUSANDS SUCH ARE PROUDLY GONE BEFORE US
TO WIN AND SPREAD OUR COLLEGE RENOWN:
TIS OURS TO SWELL WITH OUR VOICES THE CHORUS
AND WITH OUR DEEDS ENRICH HER CROWN.

CHORUS

FAITH AND TOIL ! CONQUER LESS 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
EVILS ONSET HOLD IN DEFIANCE !

St. Joseph's College of Commerce (Autonomous)

STUDENT INFORMATION

Name :

Year & Reg. No.:

Blood Group:

E-mail :

Father's Name :

E-mail :

Occupation : Phone :

Mother's Name :

E-mail :

Occupation : Phone :

Residential Address :

.....

Phone :

Office Address (Parents) :

.....

Phone:

Address of Hostel/Paying Guest House/

Guardian/Lodging House:

.....

Mobile Phone:

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Photo

| | |
|---------------------------------------|------------------------------------|
| _____ Signature of Parent/Guardian | _____ Signature of Class Mentor |
|---------------------------------------|------------------------------------|

The College Crest



The Crest of St. Joseph's College of Commerce features two scrolls. The scroll positioned above contains the institution's motto inscribed in Latin - "Fide et Labore," meaning "By Faith and Toil." The scroll located beneath the motto displays the name of the institution. This arrangement emphasizes the significance of both the motto and the institution's name, ensuring the clarity and prominence of these elements within the crest.

A shield with a Cross at its centre symbolizes the Christian faith. Two bees on either side represent tireless work, while palm leaves signify victory. The crown above represents the crown of glory. These symbols represent the institution's Christian values, hard work, success, and pursuit of excellence.

College Motto

"Fide et Labore," meaning *"Faith and Toil."* Faith is the commitment to God and fellow beings while Toil represents hard work.

Vision of the College

To create a just, secular and democratic society specially in the service of the poor, the oppressed and the marginalized

The Mission Statement

"St. Joseph's College of Commerce seeks to be a place where academic excellence goes with the cultivation of virtue, and where a community is formed which sustains men and women in their education and their conviction that life is only lived well when it is lived generously in the service of others".

Dear Josephites,

Welcome to St. Joseph's College of Commerce! This Student Handbook serves as your guide to navigating your journey at our esteemed institution. Within these pages, you will find essential information, policies, and resources designed to support your academic, personal, and social development.

St. Joseph's College of Commerce is deeply rooted in the traditions of the Society of Jesus, a Catholic Religious Order founded by St. Ignatius of Loyola in 1540. The Jesuits have a long and distinguished history of promoting education on a global scale.

Originally established in 1949 as the Department of Commerce within St. Joseph's College, our institution evolved into an independent college known as St. Joseph's College of Commerce (SJCC). In 1972, SJCC relocated to its current campus at 163 Brigade Road in Bangalore. Registered under the Bangalore Jesuit Educational Society, St. Joseph's College of Commerce remains committed to its mission of providing quality education. While it is a religious minority institution with a primary focus on educating Catholic youth, we extend a warm welcome to students from all backgrounds, without distinction of caste or creed. Through our admission policy, we prioritize socio-economically marginalized students, in line with our ethos of inclusivity and social justice.

MILESTONES

| | |
|------|--|
| 1882 | St Joseph's College was established in 1882 |
| 1949 | St Joseph's College introduced the Department of Commerce |
| 1972 | Became an independent College, St Joseph's College of Commerce |
| 2000 | First cycle of NAAC, accredited with 5 stars |
| 2004 | Granted Autonomous Status |
| 2007 | Second cycle of NAAC accredited with an A grade, CGPA 3.26 |
| 2010 | SJCC was recognised as a "College with Potential for Excellence" |
| 2010 | Bangalore University recognized the College as Research Centre |
| 2012 | Third cycle of NAAC accredited with A grade, CGPA 3.37 |
| 2021 | Fourth cycle of NAAC accredited with A++ grade, CGPA 3.57 |

Aims and Objectives of the College:

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 intertwined goals, of Academic Excellence, Character Formation and Social Concern that shape individuals to become “women and men” for the larger society.

A. ACADEMIC EXCELLENCE

Academic excellence at St. Joseph's College of Commerce goes beyond intellectual development. It encompasses consistently exceeding expectations in scholastic activities while nurturing aesthetic sensibilities and ethical engagements. Our competent and dedicated faculty guides and empowers students to cultivate critical thinking, nurture their imaginative powers, and learn to express themselves clearly. In this supportive environment, students are inspired to pursue academic excellence, unlocking their full potential and fostering a passion for lifelong learning. The academic pursuit is followed through the following programmes.

STATE EDUCATION POLICY 2024

The institution has implemented the State Education Policy from the academic year 2024-2025. The model curriculum developed by Karnataka's State Education Policy (SEP) commission has been customized to the programmes offered at SJCC. The institution shall adhere to all the guidelines published by the Karnataka Government on SEP implementation, which are applicable and binding to the batches enrolled for the academic year 2024-2025.

NATIONAL EDUCATION POLICY 2020

The institution has implemented the National Education Policy (NEP) from the academic year 2021-2022. The model curriculum, tailored to the programmes offered at SJCC, has been developed by the Karnataka Task Force on NEP implementation. Adhering to all guidelines set forth by the Karnataka Government regarding NEP implementation, the institution ensures compliance. Students enrolled from the year 2021-2022 to 2023-2024 will continue to follow the curriculum as prescribed by the NEP. They are also eligible to pursue a fourth-year program to obtain a B. Com Honours / BBA Honours / B.Sc. Economics Honours / B.A English Honours degree, as outlined by the NEP.

I. ACADEMIC PROGRAMMES OFFERED

The programmes offered at the undergraduate level are as follows:

Undergraduate Programmes (3 years)

a. Commerce

1. Bachelor in Commerce
2. Bachelor in Commerce (Travel and Tourism)
3. Bachelor in Commerce (Industry Integrated)
4. Bachelor in Commerce (Professional - International Accounting & Finance)
5. Bachelor in Commerce (Analytics)
6. Bachelor in Commerce (Professional - Strategic Finance)

b. Management

1. Bachelor of Business Administration
2. Bachelor of Business Administration (Entrepreneurship)
3. Bachelor of Business Administration (Professional - Finance and Accountancy)

c. Economics

1. Bachelor of Science (Economics, Mathematics, Data Analytics)

d. English

1. Bachelor of Arts (English, Communicative English, Psychology)

Postgraduate Programmes (2 years)

1. M.Com (Finance and Taxation)
2. M. Com (International Business)
3. M. Com (Financial Analysis)

Post-graduate Diploma (PGD) Programme (1 year)

1. Business Administration
2. Human Resource Management
3. Marketing Management
4. Financial Management
5. Data Science

Mandatory Courses for UG Students

All the UG students must pass the following mandatory courses:

1. India and Indian Constitution
2. Environmental Studies
3. Psychological wellbeing
4. Extension and Extra Curricular Activities
5. Allied required courses
6. Artificial intelligence (NEP Batch)
7. Digital fluency (NEP Batch)
8. Financial Education and Investment Awareness (NEP Batch)
9. Yoga (NEP Batch)

Note : Students are encouraged to take up online courses offered by NPTEL or MOOC courses to enhance their professional skills and knowledge.

This pursuit of academic excellence is guided by the:

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The National Assessment and Accreditation Council (NAAC) emphasizes the importance of establishing an Internal Quality Assurance Cell (IQAC) within the college. At SJCC, the IQAC is tasked with developing a robust system for fostering conscious, consistent, and catalytic improvements in the institution's performance. Through a range of qualitative initiatives, including active student involvement, the IQAC plays a pivotal role in driving excellence within the college. Its significant contribution extends into the post-accreditation phase, where it channels and coordinates all institutional endeavors towards achieving excellence across various domains.

STAFF COUNCIL (TQM)

The Staff Council, also known as the Total Quality Management Council, comprises senior academic administrators of the college and serves as the primary policy-making body within the institution. It facilitates discussions and finalizes internal processes to ensure the efficient and effective functioning of the college. This includes meticulous planning and coordination for the introduction of new programmes, policies, or changes in existing processes, along with ensuring effective communication of outcomes to relevant departments.

In response to the increasing demand for quality education and heightened global competition, St. Joseph's College of Commerce has embraced the

adaptation and implementation of Total Quality Management (TQM) procedures, tools, and techniques. This strategic approach aims to enhance cohesiveness, flexibility, and competitiveness in the education sector efficiently and effectively. By adopting TQM principles, the college strives to meet the evolving needs of students and society. TQM activities span across all departments, addressing the current and future needs of all stakeholders.

As a steering committee, the TQM ratifies all internal processes, initiatives, and procedures aimed at achieving quality performance. It identifies individuals and groups responsible for implementing selected criteria, thus fostering quality performance in education programs. These initiatives have propelled the institution towards achieving academic excellence, social concern, and character formation – The core values of St. Joseph's College of Commerce.

CQAC (COLLEGE QUALITY ASSURANCE CELL)

The College Quality Assurance Cell (CQAC) consists of all department heads, one member from each department, and the Total Quality Management (TQM) Team. CQAC meetings are scheduled at the beginning, during, and at the end of every academic year to facilitate comprehensive oversight. At the outset of each year, the CQAC prepares a year plan to ensure effective quality management. This body is responsible for establishing and maintaining quality mechanisms, listening to student feedback, responding to concerns, and communicating outcomes to relevant departments. Additionally, the CQAC monitors policies and strategies pertaining to academic standards and quality assurance for all programmes. It also initiates learning opportunities and assesses modes of delivery to enhance educational effectiveness.

SQAC (STUDENT QUALITY ASSURANCE CELL)

The Student Quality Assurance Cell (SQAC) comprises one student representative from each class, aiming to foster student engagement in quality-related matters. It facilitates validation and feedback systems, including input from alumni, and coordinates departmental Alumni Meets. On a monthly basis, the SQAC reviews course curricula and lesson plans for appropriateness and compliance, actively participates in continuous internal assessments, and reports findings to the College Quality Assurance Cell (CQAC). This body serves as a vital link between students and quality-related decisions and communications regarding courses/programmes. Members are expected to attend all meetings organized by the IQAC to ensure student involvement in quality assurance processes.

RESEARCH CENTER

The College attained 'Research Centre' status from Bangalore University in the academic year 2010–2011, allowing it to conduct research programs leading to a Ph.D. degree in Commerce. Researchers are encouraged to undertake both government and non-government funded projects sponsored by agencies such as ICSSR, UGC, and NITI Aayog. The Centre periodically organizes Faculty Development Programs (FDPs), workshops, seminars, and conferences of national and international repute to facilitate discussions and exchange innovative ideas on contemporary topics. Its bi-annual peer-reviewed journal, SJCC Management Research Review, serves as a transparent platform for scholarly communication. Additionally, the Centre publishes books and conference compendiums authored/edited by faculty members. Committed to fostering a research culture, the Centre provides state-of-the-art facilities and offers need-specific training programs.

LIBRARY AND INFORMATION SERVICES

The college houses a well-stocked library with a collection exceeding 32,869 books, encompassing a variety of subjects from general titles to subject-specific literature. It also subscribes to over 30 magazines and 12 newspapers in both English and vernacular languages. Additionally, the library offers an extensive selection of over 75 national and international print journals.

Complementing its print resources, the library houses numerous valuable reference materials, back issues of periodicals, VCDs, DVDs, ACDs, Kindles, and CD-ROMs, catering to users' convenience. For round-the-clock access, the SJCC library currently hosts 79,948 e-books and over 12,000 e-journals.

Moreover, the library provides access to various e-resources and online services, including:

- N-LIST consortium e-journals and e-books databases.
- Databases such as EBSCO, Capitaline, and EPWRF India Time Series.
- Johan Brown Digital Library, featuring 57,086 e-books.
- EBSCO Business core collection, comprising 23,900 e-books.
- DELNET consortium e-resources.
- NPTEL video lectures.
- Online Public Access Catalogue facility.
- Knimbus remote access platform for accessing subscribed digital resources.

The library operates from 7:00 a.m. to 5:00 p.m. on weekdays and from 7:00 a.m. to 1:00 p.m. on Saturdays. It remains closed on all public holidays.

Library Etiquette:

- Absolute silence is required in the library premises, and entry is permitted only with a valid ID card, which is non-transferable.
- Users must scan their ID cards upon entering and exiting the library.
- The library is reserved for academic writing and reading purposes only.
- Listening to music or watching movies on laptops and cell phones is prohibited.
- Reference materials such as books, CDs/DVDs, newspapers, magazines, and journals are available for reference only.
- Postgraduate students may borrow up to five books, while undergraduates may borrow up to three.
- The loan period for library books is 14 days. Renewal can be done via web-OPAC or by visiting the library with the book.
- A fee of Rs. 2/- per day will be charged for overdue books, including Sundays and holidays.
- Users are expected to utilize library resources responsibly, return borrowed materials in their original condition, and be aware of potential charges for damage or defacement.
- Immediate notification to the librarian is required. In case, if a borrowed book is lost.
- Defaulters of library rules risk suspension of library services.
- Food and beverages are not permitted within the library to preserve the cleanliness and integrity of library resources.
- Users are encouraged to make use of library facilities such as study spaces, computer access, and assistance from library staff for research and reference needs.

Library Committee:

The Library Committee is responsible for overseeing the operations of the College Library. It is tasked with recommending books, journals, and magazines to the library based on the requirements of various programmes. Requests for subject-related books are to be routed through the Subject Coordinators to the committee for scrutiny and approval before purchase. Additionally, the committee is dedicated to promoting the utilization of the library for academic purposes among students.

LEARNING RESOURCES**ACADEMIC MANAGEMENT SYSTEM -ERP**

The college is equipped with the latest version of the LINWAYS AMS system, a comprehensive college management software designed to streamline students' academic activities seamlessly.

Among its array of services available online are:

- Implementation of an Online Payment Gateway for admissions, academic, and other fees.
- Access for students to view their performance in Continuous Internal Assessment (CIA) and End Semester Examination (ESE).
- Conducting online exams and assignments.
- Provision of course materials.
- Periodic updates on leave status.
- Short Messaging Service (SMS) for notifying students about their absence or parents about their ward's absence.
- Access to dates of examinations, assignments, special events, ordinary events, and holidays.
- Additionally, a variety of other features are available, with a detailed list accessible on the College website.
- Furthermore, the College application form and prospectus are also available for download online.

Students and parents can conveniently track student progress and access this information and more by following these steps:

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

Step 2: Navigate to the Login menu and select the student link.

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

Step 4: Click on Sign in to avail of all the online services.

PLACEMENT AND CAREER SERVICES

The College prioritizes placement and career services for its students, both on and off campus. With several top firms regularly visiting the institution for recruitment, our college maintains an impressive placement record. Spearheaded by the placement officer, our Placement Cell orchestrates a range of preparatory activities including career guidance, recruitment training, mock interviews, and aptitude tests. These sessions are aimed at equipping students with the necessary skills and confidence to successfully transition into the corporate world.

INTERNSHIP

The college prioritizes practical experience alongside classroom learning by incorporating mandatory summer internships into its curriculum. These internships, lasting four to six weeks, provide students with invaluable opportunities to engage in real-world work environments. It is compulsory for all students to complete a corporate, social, startup, or hospitality internship before their fifth semester. Additionally, all undergraduate students, except those in B.Com (Travel & Tourism) and BBA (Entrepreneurship) programmes, must undertake a social internship before their third semester. B.Com (Travel & Tourism) students focus on internships within the hospitality industry, while BBA (Entrepreneurship) students intern at startup companies. These internships catalyze student success, leading to placements, research opportunities, entrepreneurship endeavours, and overall improvements within the college.

INTERNATIONAL DESK

The International Desk at St. Joseph's College of Commerce serves as a pivotal hub for forging partnerships with esteemed universities worldwide and orchestrating diverse on-campus initiatives. Its mission is to provide students with invaluable international exposure, unlocking global opportunities, and fostering intercultural understanding. Aligned with the college's visionary outlook, the International Desk leads dynamic programs, establishing strategic alliances with top-tier universities abroad while also curating engaging on-campus activities. It aims to offer students an enriching international educational experience, cultivate global opportunities, and promote intercultural appreciation within the student community. Additionally, the International Desk coordinates guest lectures both on and off campus to further expand students' horizons.

The second objective of the college is character formation:

B. CHARACTER FORMATION

St. Joseph's College of Commerce places significant emphasis on spiritual formation and character development, considering these aspects as lifelong assets. As an institution guided by spiritual principles, it respects all faiths and encourages students to deepen their understanding of their own religion while fostering an appreciation for others. Recognizing that a person's spiritual and moral values define their true identity, the college integrates meaningful curricular and extracurricular activities to nurture students' moral and spiritual growth. It emphasizes the importance of students examining their religious beliefs and feelings, aiming to deepen their fundamental orientation towards God and establish a relationship with their religious traditions. Additionally, the college promotes knowledge of and appreciation for other religions, contributing to India's tradition of multicultural harmony. Character formation is seen as integral to the college's mission, and it arranges diverse activities to shape students' mental and moral qualities, aligning with its motto of holistic development.

CAMPUS ETHOS

St. Joseph's College of Commerce is dedicated to fostering a vibrant learning environment through a blend of academic and co-curricular activities aimed at nurturing creativity and productivity among its students. The campus ethos embodies the principle of "MAGIS," encouraging individuals to strive for the greater and higher in all aspects of their lives. Comprising an academic fraternity committed to the advancement of learning, the campus promotes camaraderie and relaxation while discouraging boredom and cynicism. It emphasizes a special concern for the disadvantaged and women, respecting the sanctity of individuals and promoting service to others. This ethos reflects a commitment to serious engagement in both curricular and non-curricular pursuits, fostering creativity in thought and action and encouraging productivity at both individual and collective levels.

CAMPUS MINISTRY

Faithful to the Jesuit Catholic heritage, the Campus Ministry at St. Joseph's College of Commerce prioritizes the spiritual well-being of all students while fostering their holistic growth. At the core of its mission lies the ethos of St. Ignatius, encapsulated in the concept of 'Finding God in all things.' the

Ministry addresses the challenges and illusions of the times by imparting this distinctive spiritual ethos.

Eucharistic Celebrations, including Holy Mass, held monthly in the college auditorium, provide a sacred space for communal worship, with the college choir enhancing the experience through melodious singing. Special masses mark significant religious festivals and feast days, enriching the spiritual journey of the campus community.

Voluntary **Praise and Worship** sessions offer students an opportunity to gather, share life experiences, and participate in uplifting songs of praise. These sessions contribute to a vibrant spiritual atmosphere on campus.

The Feast of St. Ignatius of Loyola, founder of the Society of Jesus, is commemorated with enthusiasm and reverence throughout an entire week. Through various competitions and banners showcasing his life and teachings, the campus celebrates his legacy and inspires deeper reflection.

Furthermore, the Campus Ministry extends its services to all students, regardless of their faith backgrounds, through sessions on holistic development, mental health, character formation, and social concern. These initiatives underscore the College's commitment to nurturing students' spiritual growth and fostering a supportive and inclusive campus environment.

CO-EDUCATION SYSTEM

At St. Joseph's College of Commerce, we embrace the co-education system as a means to facilitate the healthy emotional growth of young women and men during their post-school years. By bringing them together in our college, we aim to create an environment that nurtures diverse perspectives, mutual respect, and the cultivation of meaningful relationships among students, thereby fostering their overall personal and social development. Our objective remains centered on providing a conducive atmosphere for students to thrive emotionally and academically.

MENTORSHIP

Our mentors play a pivotal role in fostering the holistic development of our students by offering essential support and guidance tailored to their individual needs. Assigned to each class, these mentors serve as crucial liaisons between students, departments, subject teachers, parents, and among the students themselves. They act as advocates, assisting students in navigating academic challenges and personal concerns, while facilitating

effective communication among all stakeholders. By providing support and encouragement, mentors create a nurturing environment conducive to the overall growth and well-being of the students under their care. Their dedication to mentoring contributes significantly to the holistic development of our students, ensuring they receive the necessary guidance and support to thrive academically and personally.

COUNSELLING SERVICES

The College offers professional counselling services to assist students in addressing emotional and academic challenges. Students are encouraged to schedule voluntary appointments with counsellors, and the College may also refer students who could benefit from counselling support. Additionally, regular value inputs are provided to all students, fostering reflection on and internalization of human, social, and spiritual values. These initiatives aim to promote personal growth and the development of well-rounded individuals.

STUDENTS' COUNCIL AND CITIZENSHIP TRAINING

The college's democratically elected student council provides citizenship training, fostering students' sense of social responsibility and commitment to societal laws and norms. Through active engagement in leadership roles, teamwork, and social accountability, elected student representatives offer students opportunities for growth and development. Participating in the democratic election process teaches students the importance of responsible citizenship and the value of community involvement. Citizenship training aims to evolve students' social responsibility in upholding and adhering to societal laws and creating a healthy environment. To maintain impartiality and prevent bias, strict norms are enforced, ensuring fairness in the election process.

To ensure impartiality and prevent political biases, the following guidelines are strictly enforced:

- Candidates must maintain a commendable academic and disciplinary record, adhering strictly to the college's election regulations.
- It is prohibited for candidates to declare affiliation with any political parties or accept financial or other forms of support.
- Elections should be conducted as healthy competitions, promoting fair play and preventing animosity among students or classes.
- Following the election, all students are expected to pledge loyalty to the elected office bearers and collaborate with them in fulfilling their council responsibilities.

PARENTS AND GUARDIANS

Parents and guardians play a vital role as partners in their ward's education journey at the College. The Principal extends invitations to parents/guardians of all students for discussions regarding their children/ward's performance, with dates communicated through email or the ERP system. Meetings with student counsellors and class mentors are highly encouraged to monitor the progress of their wards effectively. The College values and welcomes input and suggestions from parents and well-wishers in fostering a collaborative educational environment.

SPORTS GAMES AND CULTURAL ACTIVITIES

The College has garnered acclaim for its accomplishments in sports, games, and cultural activities. Encouraging active participation, students are motivated to engage in both inter-class and intercollegiate tournaments. To support their training and fitness endeavours, the College offers a well-equipped gym with state-of-the-art equipment and a spacious playground. Emphasizing holistic education, the Institution focuses on nurturing both physical prowess and intellectual growth, thus establishing itself as a notable name in the realm of sports and games.

Regulations regarding participation

- **Fixture Submission:** Before departing for the tournament, students must submit an authorized copy of the fixture to both their class mentor and the sports director. Additionally, they must seek permission from the viceprincipal to seek attendance for the specific period.
- **Eligibility for Attendance:** Attendance will be granted to students on the days they represent the College, University, State, or Nation in the tournament. Attendance will also be given for the days lost due to travel and training camps for University, State, and National teams.
- **Official Documentation:** Students need to provide official documents issued by the University authorities, State and Central Government, Sports bodies, or any other relevant authority to verify their eligibility for attendance. These documents serve as proof of participation and justify the student's absence. Requests for attendance will not be accepted at the end of the semester.
- **Performance Report and Documentation:** Following the tournament, students must submit a report of their performance along with any relevant documents. The Sports Department will maintain a logbook to record these details, ensuring that the student's participation and performance are properly documented.

- **Attendance Exemption for Sports Hostel Students:** Students from the Sports Authority of India (SAI) and other government-run sports hostels are obliged to participate in State and National tournaments on behalf of their organization. Attendance exemption will be granted to these students for participating in such tournaments as players. However, they must produce a letter from the relevant authority confirming their participation in the tournament to claim attendance exemption.

The third objective of the college is social concern.

C. SOCIAL CONCERN

St. Joseph's College of Commerce deeply commits to living God's love through service to others. Following the principles of Jesuit education and considering itself part of a larger community, the college engages in outreach programmes to support socially and economically deprived individuals and communities. The goal is to promote equality and provide opportunities for excellence to all. Through coordinated efforts by different associations, the college organizes various initiatives such as educational programmes, skill-building workshops, and awareness campaigns. By embracing service and outreach, St. Joseph's College of Commerce not only creates a positive impact on the communities it serves but also nurtures empathy, social responsibility, and personal growth among its members. Some of the activities include:

EDUCATION FOR ALL

The College is dedicated to providing inclusive higher education opportunities. Through its admission policy, the college management ensures preferential admission for the following:

- Economically challenged students
- Physically disadvantaged students
- Students from socially marginalized communities, and
- Those seeking part-time employment to meet financial needs.

The institution strives to seamlessly integrate these students into the mainstream student body, ensuring equity in opportunities. Various initiatives, such as fee concessions, instalment payment options, scholarships, mid-day meals, bridge courses, and special/remedial classes, are

implemented to promote effective inclusion. Regular tracking of the progress of these students enables timely interventions and support. The college's goal is to support students from weaker and underprivileged sections of society by providing higher education and ensuring inclusiveness. During admissions, applications are carefully scrutinized to identify students from disadvantaged backgrounds, and conscious efforts are made to integrate them into the student community. Periodic tracking of their progress allows for timely interventions when needed.

SCHOLARSHIPS AND FREESHIPS

SJCC provides financial assistance to students in the following categories:

Group A: Scholarships for the Economically Challenged

This is a merit-cum-need-based scholarship. Any UG or PG student who is economically disadvantaged, particularly from rural areas, is eligible to apply by providing adequate evidence of their eligibility and enclosing a community/income certificate. A strong academic record is also required.

Group B: Scholarships for Co-curricular and Extra-curricular Activities

Any UG or PG student actively involved in the literary/cultural or sports activities of the College and with sufficient evidence to support their application can apply. The application should include references from at least 2-3 staff members.

MID-DAY MEAL SCHEME

The College offers a mid-day meal scheme for economically challenged students. Under this scheme, morning breakfast is provided to sports students. Students in need of this support can contact the Finance Officer for assistance.

Community Service with Rural Exposure Camps

Jesuit education at St. Joseph's College of Commerce instills in students the understanding that their talents are gifts from God, meant to be developed for the benefit of the broader community rather than for personal gain. As part of their educational journey, students participate in rural exposure camps, immersing themselves in village life and witnessing first-hand, the challenges faced by rural communities with limited resources. Engaging in outreach programs during these camps, students actively contribute to the improvement of these villages. Notably, completion of 60 hours of community service is a requirement for graduation from St. Joseph's College of Commerce.

SOCIAL INTERNSHIPS

St. Joseph's College of Commerce acknowledges the importance of instilling a sense of dedication to uplifting marginalized and vulnerable segments of society. Through partnerships with NGOs and organizations across India, students engage in diverse areas of support for the underprivileged. While these internships are primarily voluntary, some also present potential employment avenues in the social sector. This initiative is designed to deepen students' comprehension of social issues and foster active involvement in effecting positive change for disadvantaged communities. Notably, completion of a 60-hour internship before the commencement of the 3rd semester is mandatory for graduation from St. Joseph's College of Commerce.

ENGAGEMENT BEYOND CLASSROOM

At St. Joseph's College of Commerce (SJCC), education transcends traditional classroom boundaries. The college's vibrant array of associations and clubs plays a pivotal role in orchestrating events year-round. Serving as dynamic platforms for creative expression, these associations and clubs encompass literary and dramatic arts, music, and dance. Beyond artistic endeavours, these events foster a deeper societal understanding, forge connections with marginalized communities, and extend immediate aid to those in need. Moreover, students explore the realms of business and commerce through innovative activities orchestrated by commerce and business associations. Engaging in these pursuits, students cultivate essential skills in leadership, teamwork, organisation, and communication. Encouraged to participate, students find enriching opportunities for personal and professional growth within these associations.

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

Extension Activities Associations:

- All India Catholic University Federation (AICUF)
- Centre for Social Action (CSA)
- Eco Club
- Harmony Club
- National Service Scheme (NSS)
- Rotaract
- Women's Forum
- Youth for Democracy and Constitution

Literary & Cultural Associations:

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

Business and Commerce Associations:

- Finaryans – The Finance Club

College Teams

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

Department Associations:**B.Com**

- B.Com Newsroom
- Colloseum
- Com Verse (B.Com Discussion Forum)
- ComUnity
- Erudition Club
- Lakshya
- Mainframe Research Forum
- Tech Ally

BBA

- Conexus
- Entrepreneurship Learning Initiative (ELI)
- Fountainhead
- Josephite Business Club (JBC)
- Leadership Development Cell
- Project Smiles
- Quest Club

Professional Programmes

- Association for International Management Studies (AIMS)
- Association for Professional Students (APS)

B.Sc - Economics Forum

B.A - Artium (Literature and Culture Forum)

Psychology - Pratyaksha (Psychology and Wellness Forum)

Data Analytics - Data Intelligence Network

PG

- Crescendo - Choir Club
- Elucidation - PG Editorial
- Masterminds - Quiz Club
- Mavericks - Commerce Club
- The Erudite's Club - Debating

CO-CURRICULAR ACTIVITIES AND FESTIVALS

The College pulsates with a vibrant array of co-curricular activities and festivals that enrich the student experience and foster holistic development. These events serve as dynamic platforms for students to showcase their

talents, hone their skills, and engage with peers from diverse backgrounds. From spirited sports tournaments to intellectually stimulating business fests, cultural extravaganzas, and creative theatre showcases, SJCC offers a plethora of opportunities for students to explore their interests and passions. With a commitment to promoting a vibrant campus culture, SJCC invites students to immerse themselves in these enriching experiences and embrace the spirit of camaraderie, creativity, and innovation.

The College conducts several interclass and intercollegiate activities and festivals.

- SPIEL, an intercollegiate sports tournament
- CHANAKYA, an intercollegiate business fest
- DHWANI, an intercollegiate cultural fest
- KALOTSAV, an inter-class cultural festival
- CIPHER, the inter-class Business Fests
- VIRTUOSO, the Business Fests of BBA
- ENACT (Theatre Fest) in Kannada, Hindi, and English
- EVES Day celebrates the true spirit of womanhood
- TURAS, an intercollegiate Travel and Tourism fest
- ANIMUM, the National Level Short film festival
- SAMSARA - Intercollegiate Economics Fest
- VIVIDHA- Intercollegiate Literary Fest
- AARAMBH - Inter-class PG cultural fest
- NAKSHATRA - Intercollegiate Hindi Literary Fest
- INDRADHANUSH - Intracollegiate Hindi Literary Fest
- KALARAVA - Intercollegiate Literary competition

INDUSTRIAL VISITS

The college arranges international industrial trips to offer students invaluable global exposure. Additionally, state industrial visits to key business units complement classroom teachings, bridging the gap between theory and practice. These experiences enable students to integrate theoretical knowledge with real-world applications, fostering a deeper understanding of their fields. Spearheading these initiatives is the Industrial Visits Coordinator, who collaborates with class mentors and student coordinators to organize and oversee all industrial visits. Furthermore, these trips often include interactive sessions, workshops, and networking opportunities, providing students with a comprehensive learning experience and valuable insights into various industries and international business practices.

RULES AND REGULATIONS OF THE COLLEGE

Ragging constitutes a cognizable offense, and individuals found engaging in or endorsing it will be promptly reported to the police in accordance with G.O. ed 122 URC 96 Dated 16.1.97. Students facing distressing situations can seek immediate assistance by contacting the national anti-ragging helpline at 1800-5522 (toll-free) or via email at helpline@antiragging.in.

Students are subject to disciplinary actions, including dismissal, if found smoking on or near the campus, in possession of alcohol, drugs, or prohibited substances, or under their influence.

The Government of India has prohibited electronic cigarettes and similar devices through the "Prohibition of Electronic Cigarettes (Production, Manufacture, Import, Export, Transport, Sale, Distribution, Storage, and Advertisement) Act, 2019." Any use of such prohibited products in and around campus will be met with serious consequences to ensure the effective enforcement of this Act.

1. All students are required to wear their identity cards while on campus, during examinations, formal programmes, and in the administrative office and library.
2. Punctuality is paramount. Students must be in their respective classrooms at the sound of the first bell.
3. Upon the entrance of a teacher, students must stand and remain standing until instructed otherwise.
4. Students who are free should maintain complete silence and refrain from loitering in the corridors during class hours, out of consideration for other classes.
5. No student may leave the lecture hall without the teacher's permission or until the class is dismissed.
6. In the event of the teacher's absence, students are expected to utilize the library and its e-resources.
7. Eating and chewing gum during class hours are strictly prohibited.
8. Any display of indiscipline, including insubordination, habitual inattention, neglect of work, unbecoming language or conduct, or obscenity in word or deed by a student, shall be subject to temporary or permanent dismissal.
9. Students are expected to conduct themselves with dignity and maturity on campus, adhering to norms of decency and practicing good etiquette in their interactions with others.
10. Maintaining cleanliness on campus is everyone's responsibility. Offenses such as littering, defacing walls or desks, and damaging college property are strictly prohibited. Each class, under the guidance of the class representative, is accountable for the cleanliness of its allotted room.
11. Electronic gadgets such as projectors, sound systems, and laptops must be operated according to the instructions provided by the technical staff. Any damage caused to electronic equipment due to willful neglect or misuse will incur a fine.
12. While the college is not accountable for students' conduct outside the premises, it will address any serious misconduct reported concerning students' behaviour off-campus.
13. Posters and notices may only be displayed with prior permission from the Principal. If authorized, all posters and notices should be affixed to designated boards in different blocks, refraining from adhesion to the walls of the college.

14. Bringing firecrackers and Holi colours onto the campus is strictly prohibited. Students found in possession of such items will face disciplinary action.
15. Vehicle parking is permitted on all working days from 6:00 am to 6:00 pm upon payment of the parking fee. Vehicles left on the premises after 6:00 pm will be subject to fines.
16. Council and Association activities and cultural programs are typically scheduled after class hours. All practices for such events should be conducted either before or after regular class sessions.
17. Attendance of outsiders at college functions is not allowed. Strict measures will be taken against individuals who bring outsiders onto the campus.
18. Monetary collections from students are not permitted without prior approval from the Principal. Any authorized collection must be communicated to parents via email/ERP notification. Unauthorized collection of money without prior approval will result in serious consequences.
19. Printed materials, photographs, or videos of non-academic relevance and containing offensive content are prohibited on campus.
20. In compliance with the circular from the Department of Collegiate Education, Government of Karnataka, the use of mobile phones on college premises is prohibited. Students are not allowed to use mobile phones during classes, in the library, or in the corridors. Responsible use of mobile phones on campus is expected, with students refraining from disrupting or disturbing fellow students and faculty members. If students are found using mobile phones during class hours without the approval of the teacher for non-academic purposes, the phones will be confiscated.
21. Students are hereby cautioned that disseminating derogatory, disrespectful or objectionable content concerning the college, affiliated institutions, peers, or faculty members via social media platforms is prohibited. Any such actions may lead to severe disciplinary measures, including suspension from the college.
22. Students are prohibited from affiliating with clubs or societies external to the college or entering into commitments that impede their academic pursuits without obtaining prior authorization from the principal. Participation in external sports teams competing against the college is strictly prohibited.

23. Students are required to vacate the campus premises after class hours unless there is a scheduled function, rehearsal, or sports practice session.
24. Students are expected to maintain a respectful and cooperative attitude towards Faculty members, college staff, fellow students, resource persons and visitors at all times, fostering a positive learning environment.
25. The consumption of food and beverages in classrooms and lecture halls is prohibited to maintain cleanliness and prevent distractions during academic sessions.
26. Students are encouraged to actively participate in extracurricular activities, clubs, and associations offered by the college to enhance their overall development and contribute to the college community.
27. Any form of harassment, discrimination, or bullying, whether verbal, physical, or digital, will not be tolerated and will result in immediate disciplinary action.
28. Students are responsible for the proper care and maintenance of college facilities and equipment, reporting any damages or issues to the appropriate authorities promptly.
29. Dress code violations, such as inappropriate attire or failure to wear the prescribed uniform, will be addressed by college authorities, and students may be subject to penalties or corrective measures.
30. Students are encouraged to utilize college resources such as libraries, laboratories, and academic support services to enhance their learning experience and academic performance.
31. It is the responsibility of students to familiarize themselves with all college policies and regulations outlined in the student handbook and adhere to them accordingly.
32. The college promotes a culture of academic integrity and expects students to uphold ethical standards in all academic endeavours, avoiding plagiarism, cheating, or any form of academic dishonesty.
33. Students are reminded to respect the privacy and confidentiality of others, refraining from sharing personal or sensitive information without consent, both within and outside the college premises.

34. Any grievances or concerns regarding college policies, practices, or interpersonal conflicts should be addressed through established channels of communication and conflict resolution provided by the college administration.
35. The college reserves the right to amend or update its rules and regulations as deemed necessary, and students are expected to comply with any changes communicated by college authorities in a timely manner.

DRESS CODE:

The College upholds a strict dress code policy, designed to promote professionalism and foster a respectful learning environment. This entails maintaining a neat and presentable appearance while avoiding overly revealing or offensive attire. The Management, in collaboration with both staff and students, has established the following guidelines:

a. FORMAL DRESS CODE: MONDAY TO FRIDAY

Uniform

The College mandates specific uniforms for students. Postgraduate (PG) students are required to wear their official uniform on Wednesdays. Additionally, students enrolled in the following programmes are expected to wear their official uniforms on Mondays: BBA, B. Com (Travel and Tourism), B. Com (BPM – Industry Integrated), B. Com (Professional – International Accounting and Finance), B. Com (Analytics), B. Com (Professional – Strategic Finance), B.Sc. (Economics, Mathematics and Data Analytics).

Formal dress code for boys:

- Formal Pants, Half or Full sleeve formal shirts.
- Formal shoes

Formal dress code for girls:

- Salwar/Churidhar Kameez only (sleeveless, tight-fitting, or short tops, skirts, or short trousers are NOT permitted).

The following are strictly prohibited for all:

Slippers / Flip Flops

Sandals with open toes

Sneakers or trainers without a formal appearance

Slip-ons / Casual shoes / Crocs

b. INFORMAL DRESS CODE: ONLY ON SATURDAY

The College allows for a more relaxed dress code on Saturdays, promoting comfort while maintaining decency and appropriateness. The guidelines for informal attire are as follows:

Informal Dress Code for Boys : Pants paired with collared shirts or t-shirts (No verbal or pictorial messages permitted on them).

Informal Dress Code for Girls : Jeans/Pants and Kurtas (No sleeveless, tight-fitting, or short tops allowed. Only ankle-length trousers are permitted).

c. OTHER DRESS CODE COMPLIANCE REGULATIONS

- 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 accordingly.
- Students attending meetings of the College societies, clubs, and associations on campus are expected to be dressed formally.
- Colouring of hair and unconventional haircuts are strictly prohibited.
- Earrings for boys are not permitted.
- Regardless of the purpose of the visit to the campus, students are required to adhere to the dress code.
- Wearing of hats, caps, or headgear in the classrooms and on campus is prohibited.

INSTRUCTIONS FOR ATTENDING ONLINE CLASSES**1. Conduct and Etiquette:**

- Students are expected to act responsibly and treat each other with respect and consideration during online classes and discussions.
- Students must mute the microphone on their device once they join the meeting.
- During the class, if a student needs to address the teacher, they can press the 'Raise your hand' button.
- All communication during online classes should be conducted in a respectful and professional manner. Disruptive behaviour, such as interrupting others or engaging in side conversations, is not permitted.

2. Platform and Account Access:

- All online classes will be conducted on the Microsoft Teams platform. A student account will be created, and the username and password will be sent to registered email id. Students are required to change the password after the first login and keep it private.
- Student accounts are non-transferable and should be used for academic purposes only. Appropriate action will be initiated if a student is found misusing the online platform.
- Students are reminded to maintain the privacy and security of online class sessions. Sharing meeting links or passwords with unauthorized individuals is strictly prohibited to prevent unauthorized access to class sessions.

3. Technical Requirements:

- Students are expected to secure access to a high-speed internet connection for attending online classes. A laptop/desktop/smartphone is sufficient to attend the online class.
- Students are responsible for ensuring a stable internet connection during online classes. In the event of connectivity issues, students are encouraged to troubleshoot their connections promptly and seek assistance if necessary.

4. Class Attendance:

- Students are expected to join the class meeting 5 minutes before the scheduled time.
- Students will be marked present only if they are part of the meeting within 5 minutes of its commencement.
- Students are not permitted to leave the meeting during the class. If there are any technical difficulties, it must be brought to the notice of the teacher at the end of the class.

5. Material and Resources:

- Please ensure that you download and save the required reading material, presentations, etc., for future reference.

6. Video and Recording:

- Students are generally expected to turn on their video during the class. In case of internet issues, video can be turned off. However, students are expected to turn on the video while responding to the teacher.

- All class lectures will be recorded by the teacher and will be available for download for a limited period of time (15 days). The college will not maintain a backup of these recorded lectures. Students are expected to download and save the recordings for future reference.

7. Communication and Notification:

- Ensure that you frequently log in to 'Microsoft Teams' and check for notifications from your teachers. You could also download the app on your mobile.

8. Attendance Checking:

- Kindly check your attendance on a daily basis in the ERP, and in case of any discrepancies, please write to the concerned teacher on the same day.
- Regular attendance and punctuality are essential for successful participation in online classes. Students should make every effort to attend all scheduled sessions and arrive on time.

9. Continued Engagement with Course Material:

- Outside of scheduled class sessions, students are encouraged to continue engaging with course material independently. Reviewing lecture recordings, completing assigned readings, and participating in supplementary activities can enhance learning outcomes.

10. Use of Appropriate Profile Pictures:

- Students are required to use appropriate profile pictures during online classes. Profile pictures should be professional and respectful, avoiding any content that may be considered offensive, inappropriate, or distracting.

SOCIAL MEDIA POST

While the college does not actively monitor students' social media activities, it is imperative that all social media posts by students align with the ethical standards and values upheld by St. Joseph's College of Commerce.

The following guidelines must be strictly adhered to:

- Posts should demonstrate respect and tolerance towards individuals and diverse communities.
- Ensure that all posts are factually accurate and presented in a professional tone.
- Refrain from posting content that may harass, intimidate, mock, bully, or discriminate against individuals or communities.
- Avoid initiating or participating in social media campaigns that portray the college in poor light.
- Ensure that posts do not violate copyright laws or infringe upon intellectual property rights.
- Do not disclose confidential or sensitive information related to the college or its members.

Students are hereby cautioned that disseminating derogatory or objectionable content concerning the college, affiliated institutions, peers, or faculty members via social media platforms is prohibited. Any such actions may lead to disciplinary measures, including suspension/dismisal from the college.

ATTENDANCE AND LEAVE:

Students are expected to attend classes regularly. However, if they have genuine reasons such as illness or other necessities, they may request leave in the prescribed format and obtain permission.

1. Absence Procedure:

- Absence up to 3 days requires the signature of the class mentor. For absences up to 7 days, the signature of the Welfare Officers is required. Absences exceeding 7 days must be approved by the respective Vice Principal.

2. Attendance Requirements:

- Students are advised to maintain a minimum of 85% attendance in every subject/course. The University Grants Commission (UGC) mandates a minimum of 75% attendance in each course to be eligible for the End Semester Examination (ESE). Failure to meet this requirement may result in detention for the semester and denial of a hall ticket for the end semester examination.

3. Attendance Monitoring and Correction:

- Attendance records are accessible to students and parents through the ERP login provided by the college. Any discrepancies should be reported to the class mentor or HOD within two working days.
- Medical absences require the submission of valid medical documents, including the discharge summary and medical certificate, immediately upon reporting to the college after medical leave.

4. Additional Requirements:

- If a student is absent for three consecutive classes of a course, they must obtain a leave letter duly signed by the Head of the Department (HOD) before attending the next class.
- For absences exceeding 7 consecutive days without prior written permission, students must meet the Vice Principal with a leave permission letter signed by their parents before attending the next class.
- Serious illnesses or hospitalizations must be promptly reported to the HOD, Vice Principal, or Principal as deemed appropriate.
- Marks are not awarded for attendance, and no attendance is granted for participation in Certificate Courses held outside regular class hours except for the Post Graduate Diploma Programmes.
- Students are encouraged to maintain regular communication with their respective class mentors regarding their attendance and academic progress.
- Participation in co-curricular and extracurricular activities should not interfere with regular class attendance. Any conflicts should be addressed with the class mentor or relevant authorities as soon as the discrepancy is noticed.

APPLICATION FOR CERTIFICATES

Routine Certificates

Routine certificates include the Bonafide Student Certificate, Provisional Degree Certificate, Transfer Certificate, student ID/bus pass, and bus/train/air student concession forms.

Special Certificates

Special certificates require special certification from the Head of the Institution. Examples include certificates stating the validity of a passport, transcripts of college/university marks, or special commendations in response to general or special requests from third parties, no objection certificates.

How to Apply:

To apply for a certificate, students must submit a written request and pay the required fee. Processing the application takes a minimum of two working days. For special certificates, students must personally meet the concerned authority, provide a written application, and include a specimen of the desired certificate. It is important to note that special certificates may not always be issued within 24 hours if additional verification or preparation time is necessary.

For attestation of marks cards, students should submit copies in the college office and can collect them the next day after the attestation process is completed.

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. Certificates will be issued only between 2:30 and 4:00 p.m. 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 internal and semester examinations, the degree is conferred by Bangalore City University.

ACADEMIC EVALUATION

Academic Evaluation of both undergraduate (UG) and postgraduate (PG) programmes comprises two components viz., Continuous Internal Assessment /Formative Assessment and End-Semester Examination / Summative Assessment:

a. Assessment for UG students under NEP/SEP will be as follows:

| Type of Assessment | Assessment Component | Allotted Marks |
|--|---------------------------------|------------------|
| Continuous Internal Assessment /Formative Assessment | CIA I (Test) | 10 Marks |
| | CIA II (Skill based Assessment) | 10 Marks |
| Examination | Mid-Term Exam | 20 Marks |
| End-Semester Examination /Summative Assessment | End Semester Examination | 60 Marks |
| TOTAL | | 100 Marks |

b. Assessment for PG Students will be as follows:

| Type of Assessment | Assessment Component | Allotted Marks |
|--|---------------------------------------|------------------|
| Continuous Internal Assessment /Formative Assessment | CIA I (Test / Skill based Assessment) | 10 Marks |
| | Mid-Term Exam | 20 Marks |
| End-Semester Examination /Summative Assessment | End Semester Examination | 70 Marks |
| TOTAL | | 100 Marks |

Additional Details:

- Mid-term exam assesses at least 40-50% of the syllabus and is of one-hour duration.
- CIA for languages includes 40 marks conducted by the respective teacher.
- CIA activities have clear objectives, modalities, assessment rubrics, and outcomes.
- Students who miss their mid-term test will be given retest with a penalty of 25% of the total marks of the test viz., the students will be assessed for 15 instead of 20 marks.
- After the CIA tests, all answer scripts will be returned to the students, who are expected to keep them on file.

End Semester Examination (ESE) Rules and Attendance Requirement:

The rules governing the evaluation process are the same for both UG and PG programmes.

Attendance Requirement for Taking ESE:

The University Grants Commission (UGC) has mandated a minimum of 75% attendance in each course to be eligible to write End Semester Examinations (ESE). The college strictly adheres to the rule as demanded by the UGC. There is no provision for condonation of attendance in the UGC Act.

CIA Improvement

A PG student is eligible to apply for an improvement exam as a supplementary student only in the subsequent academic year corresponding to the semester. There is no provision for enhancing the CIA marks for UG students, while such a provision is available for PG students.

Absence during End Semester Examination

In the event of a student missing the End Semester Examination, they will be marked as "Absent" and are required to take the supplementary examination for that course during the next available opportunity.

Announcement of Results and Certificates

- Final results of the semester examination will be published within two to four weeks from the date of completion of the End Semester Examination on the student's portal. Students are required to maintain a copy of the provisional online marks card published in the ERP. The original marks card for all semesters will be issued only upon completion of the UG/PG Programme.
- Requests for revaluation, re-totalling, and photocopy of the answer book of the ESE, if any, must be submitted to the Controller of Examination along with the prescribed fee within two weeks from the declaration of the results.

Pass marks:

- To be declared passed, a PG student must obtain a minimum of 40% in every course, both in the CIA and ESE, i.e., 12 out of 30 in CIA and 28 out of 70 in ESE, with a minimum SGPA for a Pass set at 5.
- A PG student is required to achieve a minimum of 40% marks in each subject in the CIA and 40% in ESE, with an overall minimum of 50% in a Semester.
- For NEP/SEP Batch: A UG student must secure a minimum of 40% marks in each subject in the ESE, with the aggregate marks also needing to be 40%, which includes CIA & ESE.

Examination Related Grievances:

- Grievances related to the end-semester examination question paper must be addressed to the Controller of Examinations (COE) in writing immediately after the examination.
- Any discrepancies regarding mistakes in the declaration of results, entries in the Marks Cards, or revaluation requests shall be communicated to the Controller of Examinations in writing within a week of the declaration of results/issuance of the Marks Card.

- All grievances pertaining to the Continuous Internal Assessment (CIA) tests must be brought to the attention of the respective teacher within 48 hours. If the student remains dissatisfied with the resolution, they may escalate the matter to the Head of the Department (HOD) for further review and consideration.
- Grievances related to the End Semester Examination (ESE) must be addressed to the examination grievance committee / controller of examinations within 2 weeks of the publication of results.
- After the CIA tests, all answer scripts will be returned to the students, who are expected to retain them for future reference.

Supplementary Examination / Special Supplementary Examination:

- Students who have failed in any course in the semester examination 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.
- A special Supplementary examination will be conducted for Semester V and VI of UG and Semester III and IV of PG students after the publication of the respective ESE results. However, students denied a Hall Ticket due to a shortage of attendance are not permitted to write this exam.
- The marks obtained 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.
- There is no provision for obtaining a Photocopy of the answer script, revaluation, and re-totalling in the Supplementary Examinations conducted by the College.
- Any other issue not explicitly addressed here will be resolved by the Principal from time to time in consultation with authorized committees of the College, and such decisions shall be final and binding on the candidate.

Instructions Regarding Malpractice and Its Consequences in CIA, MTT, and ESE

Prohibition of Malpractice:

All students are strictly prohibited from engaging in any form of malpractice during Continuous Internal Assessment (CIA), Mid Term Examination (MTT), End Semester Examination (ESE), or any other assessment or evaluation. Malpractice includes, but is not limited to, cheating, plagiarism, unauthorized possession of examination materials, and any actions that violate the integrity of the examination process.

Definition of Malpractice:

For the purposes of these examinations and assessments, malpractice is defined as any act of dishonesty or deception intended to gain an unfair advantage in an evaluation or assessment. This includes, but is not limited to, the following:

- Copying from another student or allowing another student to copy from oneself.
- Using unauthorized materials or devices during an examination.
- Possession of any electronic gadgets, even in a switched-off mode.
- Impersonating another student or allowing oneself to be impersonated.
- Plagiarism in any form of coursework, assignments, or projects.
- Fabricating or altering data or results.
- Colluding with others to engage in malpractice.

Consequences of Malpractice:

Any student found guilty of malpractice in CIA, MTT, ESE, or during any type of assessment will be subjected to severe disciplinary action, which may include one or more of the following penalties:

- Immediate expulsion from the examination hall and cancellation of the examination in question.
- Nullification of the student's results for the entire semester.
- Suspension from the college for a specified period.
- Permanent expulsion from the college in cases of repeated or severe offenses.
- Any other penalty deemed appropriate by the exam manual of the college and the decision taken by the Malpractice Redressal Committee.

Investigation and Hearing:

Upon suspicion of malpractice, the student will be informed, and an investigation will be initiated by the Controller of Examinations. The student will be given an opportunity to present their case during a formal hearing by the Malpractice Redressal Committee. The committee will then review the evidence and determine the appropriate action as prescribed in the exam manual.

Obligation to Report:

It is the duty of all students and staff to report any suspected malpractice to the Controller of Examinations immediately. Failure to report known instances of malpractice will be considered a breach of the college's code of conduct.

Awareness and Compliance:

All students are required to familiarize themselves with these regulations and adhere strictly to them. Ignorance of these rules will not be accepted as an excuse for any violations. The college has zero tolerance for such unfair means.

BANGALORE JESUIT EDUCATIONAL SOCIETY**Administration**

| | |
|-----------------------|-------------------------------|
| President | Fr. Dionysius Vaz, SJ |
| Vice President | Fr. Daniel Fernandes, SJ |
| Secretary & Treasurer | Fr. Joy Pradeep Rodrigues SJ |
| Principal | Fr. Charles Louis Lasrado, SJ |
| Finance Officer | Fr. Joel Fernandes, SJ |

Staff Council (TQM) Team

| | |
|-------------------------------|---------------------------|
| Principal | Dr. Charles Lasrado, SJ |
| Finance Officer | Fr. Joel Fernandes, SJ |
| Vice Principal - Shift 1 | Dr. Ruqsana Anjum |
| Vice Principal - Shift 2 | Dr. Veenu Joy |
| Welfare Officer | Ms. S. Dorothy Deepa |
| Welfare Officer | Mr. Ravi Richard. A |
| Controller of Examinations | Dr. Antony Oliver |
| IQAC Coordinator | Dr. Sridhar L.S. |
| Assistant IQAC Coordinator | Dr. Preemal Maria D'Souza |
| HOD - B.Com | Dr. Nischitha. K |
| HOD - BBA | Dr. Theresa Rathi Rani |
| HOD - Professional programmes | Ms. Sumithra Sreenivasan |
| HOD - Post Graduate Studies | Dr. Komal A. Dave |
| HOD - Economics | Dr. Jhumur Samaddar Roy |
| HOD - Hindi | Dr. Antony Oliver |
| HOD - English | Mr. Vinay Kambipura |
| HOD - Kannada | Dr. T.H. Lavakumar |

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|--|-------------------------|
| Coordinator - Psychology | Mr. Shravan Abraham |
| Coordinator - Mathematics & Data Analytics | Mr. Vinay Pradeep. C |
| Assistant Research Director | Dr. Poornima Vijaykumar |
| Student Governor | Ms. Sharon P.V |
| Associations Coordinator | Ms. Natya Bopanna |

Faculty (Commerce & Management)

| | |
|---------------------------|--|
| Dr. Charles Lasrado, SJ | M.Com, MBA, M.Phil., Ph.D., JRF & NET |
| Mr. Ravi Richard. A | M.Com, MBA, NET |
| Dr. Veenu Joy | M.Com, M.Phil., NET, Ph.D. |
| Dr. Suganthi Pais | M.Com, M.Phil., Ph.D., NET |
| Ms. Muktha Kumar | M.Com, MBA, NET |
| Dr. Ruqsana Anjum | M.Com, M.Phil., ICWAI, Ph.D., NET |
| Dr. Theresa Rathi Rani | M.Com, NET, PGDCA, M.Phil., Ph.D. |
| Dr. Komal A. Dave | M.Com, NET, M.Phil., Ph.D. |
| Ms. Rency Alex | M.Com, M.Phil. |
| Dr. D. Raja Jebasingh | M.Com, MBA, M.Phil., PGDCA, Ph.D. |
| Mr. Z. Mohammed Ashfaque | M.Com., PGDBA, NET |
| Dr. Shubhra Rahul | M.Com, MBA (HR), Ph.D. |
| Dr. Poornima Vijaykumar | M.Com, NET, Ph.D. |
| Dr. Preemal Maria D'Souza | M.Com, PGDBA, Ph.D. NET |
| Dr. Himachalopathy | M.Com, M.Ed., MFM, M.Phil., MBA, Ph.D. |
| Ms. Nikhath Asrar | MTA, KSET |
| Ms. Sumithra Sreenivasan | M.Com, MBA, CMA(USA), NET |

| | |
|------------------------------|---|
| Ms. Nancy Christina | MBA, NET |
| Dr. Nischitha. K | M.Com, NET, Ph.D. |
| Dr. Sridhar L. S. | M.Com, NET, MBA, M.Phil., Ph.D., |
| Dr. Soney Haris | M.Com, B.Ed. (Com.), M.Phil. M.M.M, CIM(UK), Ph.D., M.Sc. (App Psy) |
| Ms. Maria Sanjana | M.Com, PGDFM, NET |
| Ms. Asha Joseph | M.Com, NET |
| Mr. Giridhar Naidu | MBA, NET |
| Ms. Natya Bopanna | M.Com, KSET |
| Ms. Ireen Vincent | M.Com, NET, B.Ed. |
| Ms. Sharon P.V. | M.Com, NET |
| Mr. Merwin Abraham Mathew | M.Com, NET |
| Ms. Bhargavi C.S. | M.Com, NET & KSET |
| Ms. Priyadarshini .S | M.Com, NET |
| Ms. Sagaya Swetha .N. Joseph | M.Com, NET |
| Fr. Praveen Kiran Martis, SJ | M.Com, NET & KSET |
| Ms. Ankitha Antony | M.Com, NET |
| Ms. S. Dorothy Deepa | M.Com, PGDFM, NET |
| Mr. Joswin Prince Rodrigues | M.Com, NET |
| Ms. Mary Steffy | M.Com, KSET |
| Ms. Patricia Paul | M.Com, B.Ed., KSET, NET |
| Fr. Joel Fernandes, SJ | MA., MBA |
| Mr. Sam Stanley | M. Com, PGDBA, KSET |
| Ms. Jeny Maria John | M.Com, PGDFM, KSET |

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|-----------------------|----------------------------------|
| Dr. Neethu Anna Koshy | M.Com, PGDBA, Ph.D. |
| Dr. Rakesh Nadig | M.Com, M.Phil., MBA, KSET, Ph.D. |
| Dr. Emil Joseph | M.Com, Ph.D. |
| CA. Akhil Manuel | M.Com, CA, NET |
| Mr. Kushal Parwani | PGDM, NET |
| Ms. Shyama C | M.Com, PGDBA, PGDBM- MM, NET |
| Ms. Mary Fiona | M.Com |

Economics

| | |
|-------------------------|--|
| Dr. A.M. Sheela | M.A, Ph.D. |
| Dr. Jhumur Samaddar Roy | M.A, MBA, M.Phil., PGDHR, B.Ed. CTET, NET, Ph.D. |
| Ms. Jethina James | M.Sc. (Economics), NET |
| Dr. Jincy Mathew | M.A, KSET, NET, Ph.D. |
| Ms. Shivani Giri | M.A. (Economics) |
| Dr. Shanu Nazar | M.A, B.Ed., NET, Ph.D. |

Psychology and Counselling

| | |
|---------------------------|-------------------------------------|
| Mr. Shravan Abraham | M.Sc. (Clinical Psychology), NET |
| Ms. Lissie Maria | M.Sc. (Clinical Psychology), PGD |
| Mr. Melwin Canute D'Souza | MSc., PGD in Counselling Psychology |
| Ms. Sneha Menon | M.Sc. (Psychological Counselling) |
| Ms. Nikita N | M.Sc. (Psychological Counselling) |

Mathematics & Data Analytics

| | |
|--------------------------|---------------------------------------|
| Ms. Sneha S. Rai | M.Sc. (Mathematics), PGDCA, MBA , NET |
| Mr. Vinay Pradeep. C | M.Sc. (Mathematics), KSET |
| Ms. Prakriti Thapa | M.Sc. (Computer Science) |
| Mr. Ashbel Mathew Kurian | MCA |

English

| | |
|---------------------|------------|
| Mr. Vinay Kambipura | M.A, NET |
| Dr. Neeti Roy | M.A, Ph.D. |
| Mr. Thomas Mathew | M.A, NET |
| Mr. Jeffin Lijo | M.A., NET |
| Ms. Vijayashanthi | M.A, NET |
| Ms. Divya Hari Rao | M.A, KSET |
| Ms. Nikita Chung | M.A |
| Dr. Amitha Santiago | M.A, PhD |
| Mr. David Sunil | M.A |

Kannada

| | |
|-----------------------|--|
| Dr. T. H. Lavakumar | M.A(Kannada), M.A(English), M.P.A MS (Counselling and Psychotherapy), NET, Ph.D. |
| Dr. Ashoka T. A. | M.A, Diploma in Folklore, NET, JRF |
| Dr. T. Hanumantharaya | M.A, M.Phil., Ph.D., NET |

Hindi

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

Physical Education & Sports

| | |
|------------------------|----------------------|
| Dr. Asha | B.P.Ed, M.P.Ed, Ph.D |
| Mr. Srinivas. R. Pawar | Sports Assistant |
| Mr. A. Saravanan | Sports Assistant |

Computer Department

| | |
|---------------------|----------------|
| Mr. Kumaresan. S | IT Head |
| Mr. Manimuthu. N | Lab Supervisor |
| Mr. Joseph Daniel I | Lab Attender |
| Mr. Mallesh .S | Lab Attender |
| Mr. Harish D. G. | Lab Attender |

ERP Department

| | |
|-------------------|-------------------------------------|
| Mr. Avinash | ERP Manager |
| Ms. Mary Steffy | Assistant Professor & ERP Assistant |
| Ms. Agnes Deepika | ERP Assistant |
| Mr. Vinod | ERP Assistant |
| Ms. Jyothi M.S. | ERP Assistant |

Visiting Professors

| | |
|-------------------------|---|
| Dr. R Rajaram | MA, MSc (Psychotherapy & Counselling), Ph.D |
| Mr. Jayakumar Nair | B.Com, ACA |
| Dr. Karunakaran.K | MA, MBA, Ph D |
| Dr. Mohan P. Philip | M.Com, M.Phil, LLB, Ph.D |
| Ms. Raveena Roy | PGDM ,KSET |
| Mr. Patrick Andrews Raj | MTA, IATA |
| Ms. Tasmiya Hussni | M.Com, M.Phil, NET |
| Ms. Benila Susan Jacob | M.Com, NET, KSET |
| Ms. Hurma A.K. | B.Com, ACCA |

| | |
|---------------------------|---|
| Mr. Philip Abraham | MBA, CMA(USA) |
| Mr. Kanishkha Kabra | B.Com, CA, CPA, CFA |
| Ms. Vidya Rajneesh | BBM Spanish: B2 |
| Ms. Karkal Deepali Rao | French B2 |
| Ms. Mamatha Moorchung | M.A, B.Ed, Dip. In French, Dip. In Advertising & Public Relations |
| Mr. Prashanth S Bharadwaj | B.Com CA LLB |
| Mr. Harisha B. V. Rao | MBA(Fin), M.Com, M.Phil, PGDFM |
| Mr. Paul Abraham | B.Com, MBA(HRM), PGDBA, MBA (Marketing) |
| Dr. T. K. Vijay Kumar | LLB, MS, Ph.D |
| Mr. Kamal Rajnikant Vora | PGDM, CPA |
| Ms. Divya Arun Kumar | MCA |
| Mr. Debangshu Chatterjee | B.E, MBA |
| Mr. Zubair Pradhan | MBA, BBM |
| Ms. Veithriene Pao | MSW, NET |
| Mr. R. Mahonar | M.A (Sociology) |
| Mr. Harish V K | ACS, B.Com |
| Ms. Marina Joyce Roche | M.A (English), B.Ed., PGDCE |
| Ms. Shrishti Bhatia | B.Com, M.Com, MPhil, NET |
| Ms. Aruna S N | MA (Kannada) |

| | |
|------------------------|---|
| Mr. Prashanth P. | MA (Kannada) PGHD |
| Ms. Ashwini A | MA(Kannada) B.Ed. |
| Ms. Mythri HK | MA (Kannada) |
| Ms. Nagamani | MA (Kannada) |
| Mr. Bharath Kumar G | M.Com, PGDM, KSET |
| Ms. Vidhushi Seth | M. Com, PGDBA, CMA (USA) |
| Ms. Jismi John | CMA(USA), PGP in Data Science and Engineering |
| Mr. Abhishek Kumar | B. Tech, Certificate in Advanced Data Science, IIT Madras |
| Mr. Vishwas U K | BE (Mech), MSc(AI/ML) |
| Mr. Praveen Daniel | B.Com, PGDHRM, CHRMP |
| Mr. Shiva Prakash | B.Com, MMM |
| Mr. Lakshminarayanan | M.Sc. (Applied Science) |
| Mr. Suresh Konappli | M.Sc (Statistics) |
| Ms. Nida Syeda | MA, M.Phil |
| Mr. Omar Rihas | MA, NET, JRF |
| Ms. M.V. Sandhya Rani | MA |
| Ms. Rashi Tibrewal | MA |
| Ms. Remya P.K | MA, NET |
| Mr. Arjun Murugan | M.Sc. (Mathematics), KSET |
| Mr. Prashanth Bhardwaj | CA |

ADMINISTRATIVE STAFF

| | |
|-------------------------|--------------------------------------|
| Mr. Asad Pasha | Chief Accountant |
| Mr. Joseph Anthony | Office Assistant - S.D.A |
| Ms. Mary Joys Malini P | Secretary to Principal |
| Ms. Deena Pereira | Secretary to COE |
| Ms. Sukrutha P | Office Superintendent (In Charge) |
| Mr. Reji Joseph | Facilities Manager |
| Ms. Wilma Fernandes | Receptionist |
| Ms. Geethanjali D | Office Assistant |
| Mr. Arul Issac | Office Assistant |
| Ms. Sahana Fernandes | Office Assistant |
| Ms. Maria Swetha J | Office Assistant |
| Ms. Veena | Office Assistant |
| Ms. Mary Jancy | Office Assistant |
| Mr. Nithin Mario | Office Assistant |
| Ms. Beena S.C | Office Assistant |
| Mr. Sandesh Kumar V S | Office Assistant |
| Mr. Shailesh Richard | Office Assistant |
| Ms. Merin Anna Varghese | Office Assistant |
| Mr. Saravanan | Sports Assistant |
| Mr. Srinivas R Pawar | Sports Assistant |
| Ms. Agnes Deepika | Office Assistant - ERP |
| Mr. Vinod | Office Assistant - ERP |

| | |
|-----------------|------------------------------------|
| Ms. Jyothi | Office Assistant - ERP |
| Mr. Manimuthu N | Computer Lab Supervisor |
| Mr. Benjamin | Electrical & Maintenance Assistant |
| Mr. Abhishek | Graphic Designer and Video Editor |

SUPPORT STAFF

| | |
|------------------------------|--------------------------|
| Mr. Yesudas | Mr. Samadhanam |
| Mr. Ratnam | Mr. Rathnaiah |
| Mr. K.A. Shivashankara | Mr. Sunder Raj |
| Mr. Sagayaraj | Ms. Grace Rebeka Shanthi |
| Ms. Sharadhamma | Ms. Manjula .M |
| Mr. Katamala Venkata Ramaiah | Ms. Gomati K |
| Ms. Chinna Kondamma | Mr. Chintha Sheshagiri |
| Mr. Satish Kumar | Mr. N. Munireddy |
| Mr. Rajendran E | Mr. Devaraj S |
| Ms. Sagaya Mary J | Mr. Mohan |
| Ms. Prema Latha K | Mr. Rajkumar Sakthi |
| Mr. Dhanakoti V | Mr. Michael Jackson S |
| Ms. Manjula. A | Ms. Lourd Mary |
| Mr. Subbarao | |

STATUTORY AND OTHER COMMITTEES OF THE COLLEGE:**STATUTORY COMMITTEES:**

The College has established statutory committees such as the Governing Body, the Academic Council, the Board of Studies for various programmes, and the Finance Committee, Internal Complaints Committee and Anti Ragging Committee to facilitate the smooth operation of the institution.

Finance Committee

| | |
|-------------|-------------------------|
| Coordinator | Dr. Charles Lasrado, SJ |
| Member | Fr. Joel Fernandes, SJ |
| Member | Dr. Veenu Joy |
| Member | Mr. Asad Pasha |

Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) has been constituted in strict adherence to the guidelines specified in the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013," and the University Grants Commission's notification on the "Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions (HEIs), 2015." This committee operates at the institutional level and is responsible for developing and maintaining an inbuilt mechanism for gender sensitization against sexual harassment, emphasizing the legal framework, mechanisms, and obligations for preventing and addressing such issues within our institution.

The ICC focuses on creating a safe working environment by clearly displaying the penal consequences of sexual harassment and organizing workshops and awareness programs at regular intervals to educate the community. It is responsible for receiving complaints, conducting thorough inquiries, and recommending appropriate actions. To ensure a fair and confidential process, the committee has established a detailed step-by-step guide outlining the handling of complaints, ensuring the confidentiality of the complainant, and providing protection against victimization or retaliation.

Moreover, the ICC emphasizes the establishment of a grievance redressal mechanism with clear processes for lodging complaints and conducting inquiries. Interim measures are provided to offer immediate relief to the complainant during the inquiry process. The committee also specifies the consequences of non-compliance with established guidelines, ensuring accountability. Additionally, the formation of a dedicated women's cell provides further support and guidance to individuals facing harassment.

The institution prominently displays banners, posters, and information about ICC committee members, toll-free numbers for reporting incidents, and billboards outlining the penal consequences of sexual harassment. This comprehensive approach ensures compliance with UGC portal requirements concerning adherence to regulations and the constitution of the ICC. The organization of regular training programs and awareness workshops underscores the institution's commitment to sustaining a respectful and supportive community.

Students who believe they are victims of sexual harassment may lodge a complaint in person with the Committee (viz., sexual harassment complaints committee), or send an email to shcc@sjcc.edu.in, including their name and register number.

Sexual Harassment (Prevention Prohibition and Redressal) Committee:

| | |
|-------------------|--------------------------|
| Dr. Suganthi Pais | Coordinator |
| Dr. Veenu Joy | Member |
| Ms. Natya Bopanna | Member |
| Ms. Lissie Maria | Member |
| Dr. Pauline Priya | Principal, SJCL & Member |

Anti-Ragging Committee

An Anti-Ragging Committee has been established in accordance with the guidelines laid down by the University Grants Commission (UGC) to eradicate ragging in all its manifestations from the institution. Ragging in any form is unequivocally prohibited throughout the entirety of the institution, and stringent measures are enforced against individuals found to be engaging in or facilitating ragging activities. Any complaints regarding instances of

ragging, whether occurring within the College premises or elsewhere, may be formally lodged with the Anti-Ragging Cell. Complaints can be submitted in writing via letter or email to antiraggingcell@sjcc.edu.in.

Anti-Ragging Committee Members:

| | |
|------------------------|-----------------------|
| Mr. Ravi Richard. A | Coordinator |
| Ms. S. Dorothy Deepa | Assistant Coordinator |
| Dr. Ruqsana Anjum | Member |
| Dr. Veenu Joy | Member |
| Fr. Joel Fernandes, SJ | Member |
| Ms. Sneha Menon | Member |

OTHER COMMITTEES:

a) Grievance and Malpractice (Prevention & Redressal) Committee

1. Any grievance that a student may have regarding other students, management, staff, infrastructure, Continuous Internal Assessment (CIA), examinations, or related matters must initially be addressed with the concerned teacher, Class Mentor, or Controller of Examinations. Efforts will be made to resolve the issue at this level.
2. Unresolved matters at the classroom level should be escalated to the Grievance Committee.
 - a. The grievance must be documented in writing.
 - b. The written grievance must be submitted to the Coordinator of the Grievance Committee through the Class Mentor or another staff member.
3. The Grievance Committee will convene at least three times annually, specifically twice after the publication of end semester results (in June and December). Additional meetings may be scheduled as needed, based on the urgency of the situation.
4. The Grievance Committee may invite the Student Counsellor, a Member of the Parent-Teacher Association (PTA), or any other staff member to participate in the meeting, depending on the nature of the grievance.

5. The Grievance Committee will deliberate on the matter and its decision will be communicated to the Principal and the concerned parties through the Coordinator of the Grievance Committee.
6. All instances of malpractice in examinations and internal assessments will be referred to the Malpractice Committee. This Committee will ensure a fair hearing for students suspected of involvement in malpractice and will submit its findings to the Principal. The Principal and the Controller of Examinations will make a final decision based on the Committee's report.
7. All grievances must be routed through this formal channel. The signing of petitions, organizing protests, expressing outrage on social media, or resorting to any other informal modes of complaint will be strongly discouraged and addressed by the Institution. The College maintains a strict policy that all grievances should be communicated and resolved through the established procedures to ensure fairness, confidentiality, and proper resolution. Engaging in unauthorized activities to express grievances may result in disciplinary action as per the College's regulations.

(The prescribed format for the submission of the Grievance Form is provided)

Grievance Committee:

| | |
|------------------------|-----------------------|
| Dr. A.M. Sheela | Coordinator |
| Dr. Soney Haris | Associate Coordinator |
| Dr. Ruqsana Anjum | Member |
| Dr. Veenu Joy | Member |
| Fr. Joel Fernandes, SJ | Member |
| Dr. Komal Dave | Member |
| Ms. Sneha Menon | Member |

St. Joseph's College of Commerce (Autonomous)

Format for Submission of Grievance

Name/Class: _____

Register No: _____

E-mail ID: _____

Ph.: (Residence): _____

Grievance related to:

A brief summary of the grievance:

Signature of the Student/Parent

Counter signed by Mentor/Staff Member

FOR OFFICE USE ONLY

Comments of the Committee:

Action Taken:

Signature of the Coordinator of Grievance Committee

Equal Opportunity Centre

The Institution has established an Equal Opportunity Centre in accordance with the directives stipulated by the University Grants Commission (UGC). The primary mandate of this Centre is to facilitate the effective execution of policies and initiatives aimed at supporting disadvantaged groups. It serves as a focal point for providing guidance and counselling on academic, financial, social, and other pertinent matters, with the overarching goal of fostering diversity within the campus community.

The functions of the Equal Opportunity Centre encompass several critical areas. Firstly, it is entrusted with the task of ensuring equity and equal opportunity for all members of the College community, thereby promoting social inclusion. Secondly, the Centre endeavours to cultivate a socially conducive environment conducive to academic interaction and the cultivation of healthy interpersonal relationships among students hailing from diverse social backgrounds. Lastly, the Centre assumes the responsibility of addressing grievances raised by vulnerable segments of society and recommending amicable solutions to their challenges. Through its multifaceted functions, the Equal Opportunity Centre strives to uphold principles of fairness, inclusivity, and social justice within the institution.

Equal Opportunity Centre Members:

| | |
|-------------------|-------------|
| Ms. Rency Alex | Coordinator |
| Dr. Shubhra Rahul | Member |
| Ms. Vijayashanthi | Member |
| CA Akhil Manuel | Member |

Academic Audit Committee

The Academic Audit Committee is established with the objective of enhancing accountability across all departments of the Institution. This entails conducting audits of the institution's internal policies, procedures, and controls to ensure adherence to applicable regulatory obligations. The committee is tasked with evaluating, monitoring compliance, and reporting findings in a timely manner. Additionally, it oversees the organization and execution of Quality Circle Meetings and the subsequent preparation of action taken reports.

The committee is responsible for formulating a work plan for the internal audit function, subject to approval by the Total Quality Management (TQM) body, and subsequently reporting on the outcomes of the internal audit activities. Specifically, it oversees the audit of various aspects such as the timely submission of question papers by departmental faculties, along with answer sheets for continuous assessment, as well as the implementation of measures to support slow learners or non-performers, and initiatives for professional development.

Furthermore, the Academic Audit Committee convenes biannually with the TQM to address any issues arising from its responsibilities and to ensure alignment with the institution's overall quality management objectives. Through its diligent oversight and strategic initiatives, the committee contributes to the continuous improvement and excellence of academic processes within the institution.

Academic Audit Committee Members:

| | |
|-----------------------|-------------|
| Dr. Ruqsana Anjum | Coordinator |
| Dr. Sridhar L S | Member |
| Ms. Muktha Kumar | Member |
| Dr. D. Raja Jebasingh | Member |
| Ms. Asha Joseph | Member |

Examination Committee

The Examination Committee serves as the apex body within the institution, charged with the responsibility of ensuring the efficient execution of assessment and evaluation processes in accordance with the guidelines stipulated by the institutional exam manual and the University Grants Commission (UGC). Led by the Controller of Examinations and supported by the Custodian and faculty members appointed by the Principal, the committee plays a pivotal role in overseeing all aspects related to examinations and evaluations.

Key functions of the committee include the organization and administration of all examinations, the appointment of examiners, evaluators, and floor supervisors, as well as the preparation and publication of examination schedules. Additionally, the committee is tasked with overseeing the

conduct of central evaluations, ensuring the timely declaration of results, facilitating the conduct of supplementary examinations, and overseeing the distribution of marks cards.

Examination Committee Members:

| | |
|---------------------------|-------------------|
| Dr. Antony Oliver | COE & Coordinator |
| Dr. Ruqsana Anjum | Member |
| Dr. Veenu Joy | Member |
| Dr. Preemal Maria D'Souza | Member |
| Ms. Asha Joseph | Member |

Student Welfare Committee:

The Student Welfare Committee serves as a dedicated platform within the institution to address the varied concerns and needs of students throughout their tenure at SJCC. Complementing the institution's broader efforts in ensuring student welfare, this committee provides a specialized avenue for students to seek assistance and resolution for any issues they may encounter during their academic journey.

Students are encouraged to approach the Student Welfare Committee with any concerns or challenges they may face, ranging from academic difficulties to personal matters. The committee is committed to providing support, guidance, and resources to students, fostering a conducive environment for their overall well-being and success.

Student Welfare Committee Members:

| | |
|---------------------------|-----------------------|
| Mr. Ravi Richard. A | Coordinator |
| Ms. S. Dorothy Deepa | Assistant Coordinator |
| Dr. Veenu Joy | Member |
| Ms. Sharon P.V. | Member |
| Mr. Merwin Abraham Mathew | Member |
| Mr. Melwin Canute Dsouza | Member |

NSS I & II

The NSS I & II is a Statutory Committee forming an integral part of the institution, dedicated to overseeing the implementation of National Service Scheme (NSS) activities. Comprised of faculty members, student representatives, and NSS coordinators, the committee plays a pivotal role in organizing and coordinating NSS initiatives aimed at fostering social responsibility and community engagement among students.

NSS Unit I & II Committee Members

| | |
|-----------------------------|-----------------------|
| Mr. Ashoka T.A. | Coordinator (Unit I) |
| Mr. Joswin Prince Rodrigues | Coordinator (Unit II) |
| Ms. Mary Fiona | Member |
| Mr. Sam Stanley | Member |

COLLEGE COMMITTEES

INTERNAL QUALITY ASSURANCE CELL (IQAC)

| IQAC ADVISORY TEAM | |
|--------------------------|-------------------------------|
| Dr. Charles Lasrado, SJ | Principal |
| Fr. Joel Fernandes, SJ | Finance Officer |
| Dr. Ruqsana Anjum | Vice-Principal (Shift -1) |
| Dr. Veenu Joy | Vice-Principal (Shift -2) |
| Dr. Anthony Oliver | Controller of Examinations |
| Dr. Nischitha. K | HOD - B.Com |
| Dr. Theresa Rathi Rani | HOD - BBA |
| Dr. Sumithra Sreenivasan | HOD - Professional Programmes |
| Dr. Komal A Dave | HOD - PG |
| Dr. Anthony Oliver | HOD - Hindi |

| | |
|-------------------------|--|
| Dr. T.H. Lavakumar | HOD - Kannada |
| Dr. Vinay Kambipura | HOD - English |
| Dr. Jhumur Samaddar Roy | HOD - Economics |
| Mr. Shravan Abraham | Coordinator- Psychology |
| Mr. Vinay Pradeep | Coordinator - Mathematics and Data Analytics |
| Dr. Poornima Vijaykumar | Assistant Research Director |
| Dr. Ravi Richard A | Welfare Officer |
| Ms. Dorothy Deepa | Welfare Officer |
| Dr. Raja Jebasingh | Liaison Officer |
| Dr. K. N. Lakshmipathi | Librarian |
| Dr. Asha | Physical Education Director |
| Mr. Asad Pasha | Senior Administrative Officer |
| Mr. Avinash | ERP Administrator |

IQAC Members

| | |
|---------------------------|-----------------------|
| Dr. Sridhar L S | Coordinator |
| Dr. Preemal Maria D'Souza | Assistant Coordinator |
| Dr. Rakesh Nadig | Member |
| Mr. Mohammed Ashfaque | Member |
| Mr. Jeffin Lijo | Member |
| Ms. Mary Fiona | Member |
| Ms. Ankitha Antony | Member |
| Mr. Kumaresh Subramanian | IT Head |
| Mr. Nithin Mario R | Office Assistant |

ACADEMIC COMMITTEES:**Examination Centre**

| | |
|---------------------------------------|---------------------------|
| Superintendent of Examinations | Dr. Charles Lasrado, SJ |
| Controller of Examinations | Dr. Antony Oliver |
| Custodian of Examinations | Ms. Asha Joseph |
| Vigilance Squad Coordinator | Ms. Sharon P.V |
| Vigilance Squad Assistant Coordinator | Mr. Merwin Abraham Mathew |
| Vigilance Squad Member | Mr. Melwin Canute D'Souza |
| Vigilance Squad Member | Mr. Ashbel Mathew Kurian |
| Malpractice Enquiry Coordinator | Dr. A.M. Sheela |
| Grievance Committee Coordinator | Dr. Soney Haris |

Library Committee

| | |
|-----------|-----------------------|
| Librarian | Dr. K.N. Lakshmipathi |
| Member | Dr. Soney Haris |
| Member | Dr. Sridhar L.S |
| Member | Mr. Thomas Mathew |
| Member | Ms. Divya Hari Rao |

Staff Services 2024-2025

| | |
|----------------------------|-------------------------|
| Principal | Dr. Charles Lasrado, SJ |
| Finance Officer | Fr. Joel Fernandes, SJ |
| Vice Principal (Shift 1) | Dr. Ruqsana Anjum |
| Vice Principal (Shift 2) | Dr. Veenu Joy |
| Controller of Examinations | Dr. Anthony Oliver |

| | |
|--|---------------------------|
| IQAC Coordinator | Dr. Sridhar L.S. |
| Assistant IQAC Coordinator | Dr. Preemal Maria D'Souza |
| HOD – B.Com | Dr. Nischitha. K |
| HOD – BBA | Dr. Theresa Rathi Rani |
| HOD - Professional Programmes | Ms. Sumithra Sreenivasan |
| HOD – PG | Dr. Komal A. Dave |
| HOD – Hindi | Dr. Antony Oliver |
| HOD – English | Mr Vinay Kambipura |
| HOD – Kannada | Dr. T. H. Lavakumar |
| HOD – Economics | Dr. Jhumur Samaddar Roy |
| Coordinator – Mathematics & Data Analytics | Mr. Vinay Pradeep C. |
| Coordinator – Psychology | Mr. Shravan Abraham |
| Coordinator – B.Com (Industry Integrated) | Ms. Nancy Christina |
| Coordinator – B.Com (Travel & Tourism) | Ms. Nikhath Asrar |
| Assistant Research Director | Dr. Poornima Vijaykumar |
| PGD Coordinator | Mr. Z. Mohammed Ashfaque |
| Placement Coordinator | Mr. Giridhar Naidu B |
| Welfare Officer | Ms. Dorothy Deepa |
| Welfare Officer | Mr. Ravi Richard. A |
| Custodian of Examination | Ms. Asha Joseph |
| Student Governor | Ms. Sharon P.V. |
| Associations' Coordinator | Ms. Natya Bopanna |
| Liaison Officer | Dr. D. Raja Jebasingh |

| | |
|--|---|
| International Desk | Dr. Neeti Roy & Ms. Ankitha Anthony |
| National Desk | Ms. Maria Sanjana |
| Center for Innovation in Academics | Mr. Ravi Richard. A |
| Campus Ministry Director | Fr. Joel Fernandes, SJ |
| Campus Minister | Mr. Sam Stanley |
| Bridge Course & Remedial Classes Coordinator | Ms. Bhargavi C S & Dr. Neethu Anna Koshy |
| NPTEL Nodal Officer | Dr. D. Raja Jebasingh |
| MOOCs Coordinator | Ms. Ankitha Anthony & Mr. Ashbel Mathew Kurian |
| Institution's Innovation Cell | Mr. Merwin Abraham Mathew |
| Centre for Digital Learning and Education | Mr. Vinay Pradeep. C & Mr. Emil Joseph |
| Sports Director | Dr. Asha |
| OBE Coordinator | Dr. Himachalopathy |
| Outreach Coordinator | Fr. Joel Fernandes SJ |
| Industrial Visits Coordinator | Mr. Shravan Abraham |
| College Information Hub | Mr. Jeffin Lijo |
| Scholarships | Ms. Dorothy Deepa & Ms. Patricia Paul |
| Parent Teacher Association | Dr. Susmitha K.E |
| Alumni Coordinator | Ms. Maria Sanjana & Ms. Patricia Paul |
| Certificate Programme Coordinator | Ms. Ireen Vincent |

| | |
|---|---|
| Faculty Academic Performance Indicator (FAPI) Coordinator | Dr. D. Raja Jebasingh |
| NEP/SEP Task Force | Ms. Muktha Kumar & Dr. Amitha Santiago |
| Librarian | Dr. K. N. Lakshmipathi |
| Faculty Development Programme Coordinator | Ms. Muktha Kumar |
| College Annual Report | Ms. Divya Hari Rao |
| Blue Chip magazine | Ms. Vijayashanthi |

RESEARCH CENTRE

| | |
|-----------------------------|----------------------------|
| Director | Dr. Charles Lasrado, SJ |
| Assistant Research Director | Dr. Poornima Vijaykumar |
| Research Supervisor | Dr. Mohan P. Philip |
| Research Supervisor | Dr. H. Nagaraj |
| Research Supervisor | Dr. D. Raja Jebasingh |
| Research Supervisor | Dr. Shubhra Rahul |
| Research Supervisor | Dr. Sridhar L.S. |
| Research Supervisor | Dr. Soney Haris |
| Research Supervisor | Dr. Suganthi Pais |
| Research Supervisor | Dr. Komal Dave |
| Research Supervisor | Dr. Ruqsana Anjum |
| Research Project Supervisor | Dr. A. M. Sheela |
| Research Assistant | Ms. Sagaya Swetha N Joseph |
| Research Assistant | Ms. Patricia Paul |
| Research Assistant | Dr. Rakesh Nadig |
| Research Assistant | Dr. Emil Joseph |

Outcome Based Education Committee

| | |
|--------------------|-------------|
| Dr. Himachalapathy | Coordinator |
| Dr. Rakesh Nadig | Member |
| Dr. Jincy Mathew | Member |
| Dr. Shanu Nazar | Member |

Centre for Innovation in Academics

| | |
|-----------------------|-------------|
| Mr. Ravi Richard. A | Coordinator |
| Dr. D. Raja Jebasingh | Member |
| Dr. Soney Haris | Member |
| Ms. Muktha Kumar | Member |
| Dr. Ruqsana Anjum | Member |
| Dr. Veenu Joy | Member |
| Dr. Amitha Santiago | Member |

Institution's Innovation Cell

| | |
|---------------------------|-------------|
| Mr. Merwin Abraham Mathew | Coordinator |
| Ms. Patricia Paul | Member |
| Ms. Rency Alex | Member |
| Ms. Jeny Maria John | Member |
| Mr. Kushal Parwani | Member |

Centre for Digital Learning and Education

| | |
|---------------------|-------------|
| Mr. Vinay Pradeep C | Coordinator |
| Mr. Thomas Mathew | Member |
| Ms. Priyadarshini S | Member |
| Mr. Shravan Abraham | Member |

| | |
|-----------------------------|--------|
| Mr. Joswin Prince Rodrigues | Member |
| Ms. Neethu Anna Koshy | Member |
| Dr. Emil Joseph | Member |
| Ms. Shyama C | Member |
| Dr. Shanu Nazar | Member |
| Ms. Shivani Giri | Member |

Faculty Academic Performance Indicators Committee (FAPI)

| | |
|-----------------------|-------------|
| Dr. D. Raja Jebasingh | Coordinator |
| Mr. Ravi Richard. A | Member |
| Mr. Vinay Kambipura | Member |
| Ms. Mary Steffy | Member |

Faculty Development Programme Committee

| | |
|--------------------|-------------|
| Ms. Muktha Kumar | Coordinator |
| Dr. Raja Jebasingh | Member |
| Ms. Nikita N | Member |
| Dr. Rakesh Nadig | Member |

College Information Hub

| | |
|-------------------------|------------------|
| Mr. Jeffin Lijo | Coordinator |
| Dr. Neethu Anna Koshy | Member |
| Ms. Shyama C | Member |
| Ms. Divya Hari Rao | Member |
| Ms. Merin Anna Varghese | Office Assistant |

College Website Committee

| | |
|-------------------------|------------------|
| Mr. Jeffin Lijo | Coordinator |
| Mr. Kumaresan S | Member |
| Dr. Shanu Nazar | Member |
| CA. Akhil Manuel | Member |
| Ms. Merin Anna Varghese | Office Assistant |

NPTEL, MOOCS Committee

| | |
|--------------------------|-------------|
| Dr. D. Raja Jebasingh | Coordinator |
| Ms. Ankitha Anthony | Member |
| Mr. Ashbel Mathew Kurian | Member |
| Ms. Jeny Maria John | Member |

College Magazine Committee (Annual Report & Blue Chip)

| | |
|--------------------------|---------------------------|
| Ms. Vijayashanthi | Blue Chip Coordinator |
| Ms. Divya Hari Rao | Annual Report Coordinator |
| Mr. Ashbel Mathew Kurian | Member |
| Ms. Prakriti Thapa | Member |
| Ms. Nikita Chung | Member |
| Dr. Amitha Santiago | Member |
| Mr. David Sunil | Member |

STUDENT SUPPORT COMMITTEES:**Student Council**

| | |
|---------------------------|-----------------------|
| Ms. Sharon P.V | Student Governor |
| Dr. Preemal Maria D'Souza | Election Commissioner |
| Mr. Melwin Canute D'Souza | Member |
| Mr. Merwin Abraham Mathew | Member |
| Mr. Shravan Abraham | Member |
| Ms. Shyama C | Member |
| Ms. Nikitha Chung | Member |
| Ms. Shivani Giri | Member |

Student Association

| | |
|---------------------------|---|
| Ms. Natya Bopanna | Association Coordinator |
| Ms. Mary Steffy | Member |
| Ms. Jeny Maria John | All India Catholic University Federation -AICUF |
| Ms. Divya Hari Rao | Association for Literature, Music and Arts (ALMA) |
| Dr. Neethu Anna Koshy | Centre for Social Action (CSA) |
| Dr. Preemal Maria D'Souza | Serenata Chorale - Choir |
| Ms. Sharon P.V | Dance, Acoustic & Business Team |
| Mr. Thomas Mathew | Debating Society |
| Ms. Patricia Paul | E-cell |
| CA Akhil Manuel | Eco Club |
| Mr. Kushal Parwani | Finance Club |
| Ms. Mary Fiona | Harmony Club |
| Dr. Susmitha K. E | Hindi Parishad |

| | |
|---|------------------------------------|
| Dr. Hanumantharaya | Kannada Sangha |
| Mr. Abishek & Ms. Ireen Vincent | Media & Graphic Design Team |
| Ms. Shyama C | Quiz Club |
| Ms. Shivani Giri | Rotaract Club |
| Dr. T. H. Lavakumar Ms. Prakriti Thapa | Hashmi Theatre Forum |
| Ms. Bhargavi C.S. Ms. Sagaya Swetha N Joseph | Women's cell |
| Mr. David Sunil | Youth for Democracy & Constitution |
| Ms. Vijayashanthi Ms. Divya Hari Rao | Editorial Club |

Placement and Internship

| | |
|---|--------------------------------|
| Mr. Giridhar Naidu | Placement Coordinator |
| Ms. Priyadarshini. S | Internship Coordinator |
| Mr. Joswin Prince Rodrigues | Internship Coordinator - B.Com |
| Ms. Jethina James & Ms. Prakriti Thapa | Internship Coordinator - BBA |
| Ms. Vijayashanthi | Internship Coordinator - BA |
| Dr. Jincy Mathew | Internship Coordinator - BSc |

Scholarship

| | |
|------------------------|-------------|
| Fr. Joel Fernandes ,SJ | Coordinator |
| Ms. Dorothy Deepa | Member |
| Ms. Patricia Paul | Member |

Parent Teacher Association

| | |
|---------------------|----------------------|
| Dr. Susmitha K.E. | Coordinator |
| Dr. Shubhra Rahul | Member (First year) |
| Ms. Nancy Christina | Member (Second year) |
| Dr. Soney Haris | Member (Third year) |
| Ms. Rency Alex | Member |

Sports

| | |
|---------------------------|-------------|
| Dr. Asha | Coordinator |
| Mr. Ashoka T.A. | Member |
| Mr. Giridhar Naidu | Member |
| Mr. Merwin Abraham Mathew | Member |
| Ms. Nancy Christina | Member |

Campus Ministry

| | |
|-------------------------|--------------------|
| Dr. Charles Lasrado, SJ | Principal |
| Fr. Joel Fernandes, SJ | Director |
| Mr. Sam Stanley | Assistant Director |
| Ms. Nikhath Asrar | Member |
| Ms. Jeny Maria John | Member |
| Dr. Neethu Anna Koshy | Member |
| Mr. David Sunil | Member |
| Dr. Sushmitha K.E | Member |
| Ms. Shivani Giri | Member |

Canteen Committee

| | |
|--------------------------|-------------|
| Dr. Suganthi Pais | Coordinator |
| Dr. Sushmitha K.E | Member |
| Dr. Emil Joseph | Member |
| Mr. David Sunil | Member |
| Ms. Shivani Giri | Member |
| Mr. Z. Mohammed Ashfaque | Member |

EXAMINATION DEPARTMENT CALENDER OF EVENTS FOR THE ACADEMIC YEAR 2024 -2025

ODD SEMESTER

| Sl.No. | Date | Events |
|--------|--|---|
| 1. | 29th May, 2024 3rd June, 2024 5th June, 2024 10th June, 2024 19th June, 2024 | College reopens for UG and PG Students: 29th May, 2024 - First year UG Students 3rd June, 2024 - Second year UG Students 5th June, 2024 - Third year UG Students 10th June, 2024 - Second year PG Students 19th June, 2024 - First year PG Students |
| 2. | 2nd May to 7th May, 2024 | Application for Revaluation/Retotaling/ Photocopy of End Semester Examination Answer Scripts |
| 3. | 10th June, 2024 | Revaluation Results of End Semester Examination |
| 4. | 13th to 18th June, 2024 | Special Supplementary Exam Fee Payments for UG VI (21 Batch) and PG IV Semester (22 Batch) |
| 5. | 24th to 29th June, 2024 | Special Supplementary Exam for UG VI Semester (21 Batch) and PG IV Semester (22 Batch) Only |
| 6. | 27th June to 6th July, 2024 | 1st Unit Test (1st CIA Activity) |
| 7. | 30th June, 2024 | Publication of Mid-Term Test Time Table |
| 8. | 26th to 30th July, 2024 | Mid-Term Test (Tentatively) |
| 9. | 29th July, 2024 | Announcement of Special Supplementary Exam Results UG VI (21 Batch) and PG IV Semester (22 Batch) |
| 10. | 3rd August, 2024 | Announcement of End Semester Examination Time Table of UG, PG, and PGD - Odd Semester |

| | | |
|-----|------------------------------|---|
| 11. | 24th to 30th August, 2024 | I, III & V End Semester, Supplementary, Mandatory Subjects & PGD Exam Fee Payment |
| 12. | 30th August, 2024 | Last Date to Submit Internship Marks to COE |
| 13. | 28th Aug to 2nd Sept. 2024 | II Unit Test (2nd CIA Activity) |
| 14. | 10th Sept., 2024 | Last Day for Submission of CIA & All Mandatory Course Marks to COE |
| 15. | 12th Sept., 2024 | Finalization of CIA Marks & All Mandatory Course Marks (Last Day for Any Clarification of CIA Marks for the Odd Semester) |
| 16. | 14th Sept., 2024 | Verification & Validation of CIA & Mandatory Course Marks by the Students |
| 17. | 21st Sept., 2024 | Last Day for Regular Classes |
| 18. | 23rd – 25th Sept., 2024 | Board of Examiners Meeting |
| 19. | 25th – 28th Sep, 2024 | Mandatory Course Exam |
| 20. | 30th Sept. to 19th Oct, 2024 | End Semester/Supplementary Examination/PGD (Odd Semester of UG & PG) (Tentative) |
| 21. | 30th Oct., 2024 | Publication of ESE and Supplementary Exam Results (Tentative) |

| EVEN SEMESTER | | |
|----------------------|-------------------------|---|
| 22. | 11th Nov., 2024 | College Reopens Publication of PGD Exams Results (Odd Semester) |
| 23. | 12th to 16th Nov., 2024 | Application for Revaluation / Retotaling / Photocopy of End Semester Examination Answer Scripts |
| 24. | 30th Nov., 2024 | Revaluation Results of End Semester Examination |
| 25. | 2nd to 6th Dec., 2024 | Special Supplementary Exam Fee Payments for V Semester U.G. (22 Batch) and III Semester P.G. (23 Batch) |
| 26. | 9th Dec., 2024 | Publication of Mid-Term Test Time Table |
| 27. | 9th to 14th Dec., 2024 | Special Supplementary Exam for V Semester U.G. (22 Batch) and III Semester P.G. (23 Batch) |
| 28. | 9th to 14th Dec. 2024 | I Unit Test (1st CIA Activity) |
| 29. | 22nd to 25th Jan. 2025 | Mid-Term Test (Tentatively) |
| 30. | 15th Jan., 2025 | Publication of V Semester (22 Batch) U.G. & III Semester (23 Batch) P.G. Special Supplementary Exam Results |
| 31. | 31st Jan., 2025 | Announcement of End Semester Examination Time Table of UG, PG, and PGD – Even Semester |
| 32. | 3rd to 8th Feb., 2025 | II, IV & VI End Semester, Supplementary, Mandatory Course & PGD Exam Fee Payment |

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|-----|-----------------------------------|---|
| 33. | 17th to 22nd Feb., 2025 | II Unit Test (2nd CIA Activity) |
| 34. | 28th Feb., 2025 | Last Day for Submission of CIA & All Mandatory Course Marks to COE |
| 35. | 8th March, 2025 | Finalization of CIA Marks & All Mandatory Course Marks |
| 36. | 10th March, 2025 | Last Day for Any Clarification of CIA Marks for the Even Semester |
| 37. | 15th March 2025 | Verification & Validation of CIA & Mandatory Course Marks by the Students |
| 38. | 15th March, 2025 | Last Day for Regular Classes |
| 39. | 17th to 19th March, 2025 | Board of Examiners Meeting |
| 40. | 21st to 25th March, 2025 | Mandatory Course Exams |
| 41. | 26th March to 12th April, 2025 | End Semester/Supplementary Examination/PGD (Even Semester of UG & PG) (Tentative) |
| 42. | 22nd April, 2025 | Publication of ESE and Supplementary Results (Tentative) |
| 43. | 30th April, 2025 | PGD Results of Even Semester |

Note: The above dates are solely tentative and are subject to change. Students are kindly requested to verify the Examination Notice Board and the College Website regularly for final confirmation regarding each event.

BEMBALA CALENDAR OF EVENTS UNDERGRADUATE STUDENTS 2024-2025

First year UG Regular Activities:

| | | |
|------------------------------------|-------------|---------------------|
| 10th – 14th June 2024 | I BBA – A | 10:15 am – 11:30 am |
| | I BBA - C | 11:20 am – 12:30 am |
| 17th,19th – 22nd June 2024 | I BBA – B | 10:15 am – 11:30 am |
| | I B.Com - A | 11:20 am – 12:30 am |
| 24th – 28th June 2024 | I BBA – D | 10:15 am – 11:30 am |
| | I B.Com - B | 11:20 am – 12:30 am |
| 1st – 5th July 2024 | I B.Com – F | 10:15 am – 11:30 am |
| | I B.Com - C | 11:20 am – 12:30 am |
| 8th – 12th Jul 2024 | I B.Com – G | 10:15 am – 11:30 am |
| | I B.Com - D | 11:20 am – 12:30 am |
| 15th,16th,18th to 20th Jul 2024 | I B.Com – H | 10:15 am – 11:30 am |
| | I B.Com - E | 11:20 am – 12:30 am |
| 5th – 9th Aug 2024 | I BA | 10:15 am – 11:30 am |
| | I B.Sc. | 11:20 am – 12:30 am |

Second year UG Rural Camps:

| DATES | CLASS | VENUE |
|----------------------|------------------|-------------|
| 5th – 8th June 2024 | II BBA - A | Nelamangala |
| 12th- 15th June 2024 | II BBA - B | Nelamangala |
| 18th- 20th June 2024 | II B.Sc. + II BA | Nelamangala |

| | | |
|-----------------------|-----------------------------|-------------|
| 26th-29th June 2024 | II B.Com - A + II B.Com - B | Nelamangala |
| 3rd- 6th July 2024 | II B.Com - C + II B.Com - D | Nelamangala |
| 10th- 13th July 2024 | II B.Com - E + II B.Com - F | Nelamangala |
| 18th – 20th July 2024 | II B.Com - G + II B.Com - H | Nelamangala |
| 1st – 3rd Aug 2024 | II BBA - C + II BBA - D | Nelamangala |

**BEMBALA CALENDAR OF EVENTS
POSTGRADUATE STUDENTS
2024-2025**

First year PG Regular Activities:

| | | |
|-----------------------------------|----------------|-----------------------------------|
| 15th Aug 2024 | I MCOM FA | Independence Day |
| 15th Aug 2024 | I MCOM Regular | Independence Day |
| 14th Nov 2024 or 26th Jan 2025 | I MCOM IB | Children's Day OR Republic day |

Final year PG Rural Camps:

| DATES | CLASS | VENUE |
|--------------------|----------------------|---------|
| 2nd- 6th July 2024 | M.Com REG + M.Com IB | Sindagi |
| 2nd- 6th Sep 2024 | M.Com FA | Manvi |

CALENDAR OF EVENTS FOR THE ACADEMIC YEAR 2024 - 2025

MAY - 2024

| Date | Day | Event |
|------|-----|---------------------------------------|
| 1 | Wed | May Day (Holiday) |
| 2 | Thu | Research Advisory Committee Meeting |
| 3 | Fri | |
| 4 | Sat | |
| 5 | Sun | |
| 6 | Mon | |
| 7 | Tue | Rabindranath Tagore Birth Anniversary |
| 8 | Wed | |
| 9 | Thu | |
| 10 | Fri | Basava Jayathi (Holiday) |
| 11 | Sat | |
| 12 | Sun | |
| 13 | Mon | |
| 14 | Tue | |
| 15 | Wed | |
| 16 | Thu | |

MAY - 2024

| | | |
|----|-----|--|
| 17 | Fri | |
| 18 | Sat | |
| 19 | Sun | |
| 20 | Mon | |
| 21 | Tue | |
| 22 | Wed | Bio Diversity Day Staff Council Meeting |
| 23 | Thu | |
| 24 | Fri | |
| 25 | Sat | |
| 26 | Sun | |
| 27 | Mon | Reporting Day for staff FDP: Digital Transformation in Higher Education |
| 28 | Tue | Faculty Meeting FDP: Research Innovation and Entrepreneurship |
| 29 | Wed | Commencement of college for First year UG Students - Orientation |
| 30 | Thu | Orientation for First year UG Students Staff Meeting |
| 31 | Fri | Samagra Session for First year UG Students |

JUNE - 2024

| Date | Day | Event |
|------|-----|--|
| 1 | Sat | Retreat / Reflection Day for First year UG Students |
| 2 | Sun | |
| 3 | Mon | Commencement of college for second year UG students Orientation for First year ACCA Programme Students World Bicycle Day Registration Commences for college sports team |
| 4 | Tue | Samagra Session for Second year UG Students Orientation for First year CIMA Programme Students |
| 5 | Wed | Commencement of college for final year UG students World Environment Day – Eco Club/NSS Orientation for First year Analytics Programme |
| 6 | Thu | Samagra Session for Third year UG Students Study Abroad Talk Series – First year UG students Orientation for First year CMA programmes Internship Orientation for Second Year UG Students |
| 7 | Fri | |
| 8 | Sat | Retreat for Second year UG Students Internship Report Submission by Final Year UG Students Registration Closes for college sports team |
| 9 | Sun | |
| 10 | Mon | Commencement of college for Final year PG students Class Representatives Elections – UG Students |
| 11 | Tue | Samagra Session for Final year PG students |

JUNE - 2024

| | | |
|----|-----|---|
| 12 | Wed | Lecture Series I – Montpellier Business School France Guest Lecture – ACCA First year BBA Department associations orientation Placement Orientation for Final Year UG Students |
| 13 | Thu | Class Representatives Elections – Final year PG students |
| 14 | Fri | Icebreaker for 1st year B.Sc. students World Blood Donor Day - NSS Study Abroad Talk Series – All UG students |
| 15 | Sat | Retreat for Final year UG Students Internship Viva-voce for Final Year UG Students Placement Orientation for Final Year PG Students |
| 16 | Sun | |
| 17 | Mon | Bakrid (Holiday) |
| 18 | Tue | |
| 19 | Wed | Commencement of first year PG students – Orientation |
| 20 | Thu | Lecture Series II – Swansea University – Wales, UK Samagra Session for first year PG students World Refugee Day – AICUF College Association Orientation |
| 21 | Fri | International Yoga Day - Sports Department/NSS Music Day - Choir Student Council Election |
| 22 | Sat | PG Alumni Guest Lecture Series III – Final year PG students Analytics Workshop on Excel Applications for First year Analytics students Ph.D. Scholar Interface Meeting Retreat /Reflection day for PG Students |

JUNE - 2024

| | | |
|---------|-----|--|
| 23 | Sun | |
| 24 | Mon | Exam registration orientation for second year ACCA/CIMA students Commixture – Department of Business Administration |
| 25 | Tue | Class Representatives Elections – First year PG students |
| 26 | Wed | Exam registration orientation for second year CMA students Guest Lecture – CIMA International Day against Drug Abuse – NSS B.Com Department association orientation |
| 27 | Thu | 1st CIA (27th June, 2024 to 6th July, 2024) BBA Department Association Activities [Conexus, Fountain head & Quest Club] Investiture Ceremony – Student Council & Extended Student Council |
| 28 | Fri | BBA Department Association Activities [Project smiles & LDC] Bridge Course Exam – Mathematics |
| 29 - 30 | | Leadership Programme for – Student Council & Extended Student Council |
| 29 | Sat | PG Alumni Guest Lecture Series III – First year PG students Department Association – AIMS and APS - Icebreaker sessions Analytics Workshop on Power Bi and Tableau for Second year analytics students Staff Council Meeting |
| 30 | Sun | |

JULY - 2024

| Date | Day | Event |
|-------------|------------|---|
| 1-7 | | Vanmahotsav week |
| 1 | Mon | Introductory workshop for I year B.Sc. BBA Regular student seminar Bridge Course Exam – Accountancy |
| 2 | Tue | Introductory workshop for II year B.Sc. |
| 3 | Wed | Introductory workshop for III year B.Sc. Guest Lecture – B.Com Strategic Finance Sports Induction Ceremony Big Day Off – Student Council / NSS Faculty Meeting Essay Writing Workshop – Editorial Club |
| 4 | Thu | Art of Debating – Debating Society Commencement of Intra-mural sports competition |
| 5 | Fri | Study Abroad Talk Series – First year UG students Student Seminar for B.Com Analytics Programme B.Com Student Seminar [Regular] Blend: Community |
| 6 | Sat | Commencement of PGD classes – orientation Workshop on Power BI for Second year ACCA and CIMA students |
| 7 | Sun | International Day of Cooperatives |
| 8 | Mon | BBA Entrepreneurship student seminar APS Association Activity- Session I – Department of Professional Programmes BBA Department Association Activities [Conexus , Fountain head & Quest Club] |
| 9 | Tue | AIMS Association Activity- Session I – Department of Professional Programmes BBA Department Association Activities [Project smiles , JBC, ELI & LDC] |
| 10 | Wed | B.Com association activity Workshop on Data Analytics – Department of Data Analytics |
| 11-13 | | KALOTSAV ' 24 – Intra-Collegiate Cultural fest |

JULY - 2024

| | | |
|----|-----|---|
| 11 | Thu | |
| 12 | Fri | PG Association Activities SQAC Student Seminar B.Com BPM Student seminar |
| 13 | Sat | Aarambh – Inter-class PG cultural fest Conclave – Student Seminar in collaboration with IMA – Department of Professional Programmes |
| 14 | Sun | |
| 15 | Mon | |
| 16 | Tue | Guest Lecture – B.Com Analytics B.Com TT student Seminar |
| 17 | Wed | World Day for International Justice - NSS Muharram (Holiday) |
| 18 | Thu | Nelson Mandela International Day Incipere – Finance Club |
| 19 | Fri | |
| 20 | Sat | Indradhanush – Intracollegiate Hindi Literary Fest Ph.D. Scholar Interface Meeting |
| 21 | Sun | |
| 22 | Mon | |
| 23 | Tue | |
| 24 | Wed | |
| 25 | Thu | FDP for staff |
| 26 | Fri | Mid Term Exam (26th July, 2024 to 30th July, 2024) |
| 27 | Sat | Mid Term Exam |
| 28 | Sun | World Nature Day - Eco Club Clean Up Drive /NSS |
| 29 | Mon | Mid Term Exam |
| 30 | Tue | Mid Term Exam International Day of Friendship – Harmony Club |
| 31 | Wed | St. Ignatius of Loyola Feast (Holiday) |

AUGUST - 2024

| Date | Day | Event |
|------|-----|--|
| 1 | Thu | Treasure Hunt – Rotaract Club |
| 2-3 | | Cipher '24 – Intra-Collegiate Business Fest FDP for Faculty Zenith : Erudition Club |
| 2 | Fri | FDP for Faculty |
| 3 | Sat | FDP for Faculty Staff Council Meeting |
| 4 | Sun | |
| 5 | Mon | Student Seminar for B. Com ACCA Workshop on Introductory and Essential MS Excel Skills for Business – PG Students (5th August, 2024 to 12th August, 2024) |
| 6 | Tue | Hiroshima Day – NSS/CSA Installation of Rotaract Club – Rotaract Club E-summit – E- Cell |
| 7 | Wed | Quiz – Quiz Club Handloom Day – NSS Faculty Meeting Risk: Com Unity Activity |
| 8 | Thu | Study Abroad Talk Series – First year UG students APS Association Activity- Session II – Department of Professional Programmes |
| 9 | Fri | Nagasaki Day - NSS International Day of the World's Indigenous People – NSS/ CSA AIMS Association Activity- Session II – Department of Professional Programmes Karnataka Odhu- Seminar by Kannada Sangha JPL- Finance Club |

AUGUST - 2024

| | | |
|-------|-----|--|
| 10 | Sat | Kutumbh '24 – Intercollegiate fest for B.Sc. Students JPL- Finance Club |
| 11 | Sun | |
| 12 | Mon | International Youth Day – Rotaract Club |
| 13 | Tue | Self-awareness programme – Women's forum Ragnarok: Lakshya |
| 14-15 | | Rural Theatre Fest – Hashxmi Theatre Forum |
| 14 | Wed | Government School Visit – Youth for Democracy Club |
| 15 | Thu | Independence Day |
| 16 | Fri | National Conference on Quality and Sustainability in Higher Education Institutions (HEIs) in the perspective of National Education Policy (NEP) – IQAC |
| 17 | Sat | Parent Teachers Meeting for first year UG students |
| 18 | Sun | Rotatrek – Rotaract Club |
| 19-26 | | Experiential Training Programme in Research and Internship – Final year PG students World Humanitarian Day – AICUF |
| 19 | Mon | |
| 20-24 | | Sign Language Week – Rotaract Club |
| 20 | Tue | Renewable Energy Day – Rotaract Sadbhavana Diwas – Hindi Parishad Unseen – Blindfold Debate – Debating Society |
| 21 | Wed | World Entrepreneurs' Day BBA Department Association Activities [Conexus , Fountain head & Quest Club] Creative Writing workshop – College Editorial Committee |

AUGUST - 2024

| | | |
|-----------------------|-----|--|
| 22 | Thu | BBA Department Association Activities [Project smiles , JBC, ELI & LDC] Thursday Talkies- Episode I – Center for Social Action |
| 23-24 | | Faculty Development Programme/Workshop – Research Centre E-waste Collection Drive – Eco Club |
| 23 | Fri | Turas: BCom TT fest |
| 24 Aug – 8th Sept. | | Student Seminar for BBA CIMA Cultural Exchange Programme – Kobe College, Japan visit to SJCC |
| 24 | Sat | TRIBE '24 –Department of Economics |
| 25 | Sun | |
| 26 | Mon | |
| 27 | Tue | Art workshop – ALMA |
| 28 | Wed | 2nd CIA (28th August, 2024 to 2nd September, 2024) |
| 29-31 | | Vividha '24 – Intercollegiate Literary Fest by the Department of English |
| 29 | Thu | |
| 30-31 | | Antaranga – Kannada Sangha Interclass Competition |
| 30 | Fri | Final year Internship Marks submission to the Exam Department |
| 31 | Sat | Staff Council Meeting |

SEPTEMBER – 2024

| Date | Day | Event |
|------|-----|---|
| 1 | Sun | |
| 2 | Mon | BBA Department Association Activities [Conexus , Fountain head & Quest Club] Clean up drive - NSS |
| 3 | Tue | BBA Department Association Activities [Project smiles , JBC, ELI & LDC] Aghasya - Harmony Club Clean up drive - NSS |
| 4 | Wed | Student Seminar for B. Com Strategic Finance Faculty Meeting |
| 5 | Thu | International Day of Charity - AICUF /NSS Teacher's Day Celebrations Mergers and Acquisition - Finance Club Thursday Talkies- Episode 2 - Center for Social Action |
| 6 | Fri | Ph.D. Scholar Interface Meeting Donation Drive - Youth for Democracy Club Mergers and Acquisition - Finance Club |
| 7 | Sat | Ganesha Chaturthi (Holiday) |
| 8 | Sun | Nativity of Our Lady (Holiday) International Literacy Day - Rotaract Club/ Finance Club/NSS |
| 9 | Mon | Conclusion of all the Council, Department and Association Activities for the Odd Semester 2024-2025 |
| 10 | Tue | Submission of CIA and Mandatory Course marks to Exam Department World Suicide Prevention Day - NSS |
| 11 | Wed | |
| 12 | Thu | National Conference - Post Graduate Department |
| 13 | Fri | International Day of Democracy - Debating Society |

SEPTEMBER – 2024

| | | |
|----|-----|---|
| 14 | Sat | Hindi Day (India) – Hindi Parishad |
| 15 | Sun | International Day of Democracy – YDC/Harmony Club |
| 16 | Mon | Eid Milad (Holiday) |
| 17 | Tue | B.Com – Pre-BOS B.Sc. – Pre-BOS Mathematics and Data Analytics – Pre – BOS |
| 18 | Wed | Hindi – Pre-BOS Kannada – Pre-BOS English – Pre-BOS Psychology – Pre- BOS Global Language – Pre- BOS |
| 19 | Thu | BBA – Pre – BOS |
| 20 | Fri | PG- Pre-BOS |
| 21 | Sat | Last Teaching Day for the Odd Semester International Day of Peace – Harmony Club |
| 22 | Sun | |
| 23 | Mon | BOE Meeting |
| 24 | Tue | BOE Meeting |
| 25 | Wed | BOE Meeting Mandatory Course Exams |
| 26 | Thu | Mandatory Course Exams |
| 27 | Fri | Mandatory Course Exams |
| 28 | Sat | Mandatory Course Exams Bhagat Singh Birth Anniversary - NSS International Day for the Universal Access to Information – Debating Society |
| 29 | Sun | Karnataka Oodhu – Kannada Sangha |
| 30 | Mon | End Semester Examination Begins |

OCTOBER – 2024

| Date | Day | Event |
|------|-----|---|
| 1 | Tue | |
| 2 | Wed | Gandhi Jayanti (Holiday) - Kannada Sangha Mahalaya Amavasya (Holiday) International Day of Non-Violence- NSS |
| 3-10 | | Board of Studies of B.Com, BBA, B.Sc., BA, Psychology, Mathematics & Data Analytics, Global Languages, Hindi, Kannada and English |
| 3 | Thu | |
| 4 | Fri | Research Advisory Committee Meeting |
| 5 | Sat | |
| 6 | Sun | |
| 7 | Mon | |
| 8 | Tue | |
| 9 | Wed | |
| 10 | Thu | |
| 11 | Fri | Maha Navami/ Ayudha Pooja (Holiday) |
| 12 | Sat | Vijayadashami (Holiday) |
| 13 | Sun | |
| 14 | Mon | |
| 15 | Tue | Cultural Exchange Programme - SJCC students visit to Kobe College, Japan |

OCTOBER – 2024

| | | |
|----|-----|---|
| 16 | Wed | |
| 17 | Thu | Maharshi Valmiki Jayanthi (Holiday) International Day for the Eradication of Poverty - AICUF |
| 18 | Fri | |
| 19 | Sat | End Semester Examination Ends Staff Council Meeting |
| 20 | Sun | Animal Rescue - NSS |
| 21 | Mon | |
| 22 | Tue | |
| 23 | Wed | |
| 24 | Thu | |
| 25 | Fri | |
| 26 | Sat | Faculty Meeting Last Signing day for faculty World Food Day - NSS |
| 27 | Sun | |
| 28 | Mon | |
| 29 | Tue | |
| 30 | Wed | Declaration of ESE results |
| 31 | Thu | Naraka Chaturdashi (Holiday) Ekta Diwas - NSS |

NOVEMBER – 2024

| Date | Day | Event |
|-------------|------------|---|
| 1-3 | | Karnataka Darshana - Kannada Sangha |
| 1 | Fri | Karnataka Rajyotsava Day (Holiday) |
| 2 | Sat | Balipadyami (Holiday) |
| 3 | Sun | |
| 4 | Mon | |
| 5 | Tue | |
| 6 | Wed | |
| 7 | Thu | National Cancer Awareness Day - NSS |
| 8 | Fri | |
| 9 | Sat | National Entrepreneurship Day |
| 10 | Sun | |
| 11 | Mon | College reopens for the Staff and Students Commencement of Classes for UG & PG Students National Education Day - NSS Staff Council Meeting |
| 12 | Tue | |
| 13 | Wed | Faculty Meeting |
| 14 | Thu | Children's Day |
| 15 | Fri | |
| 16 | Sat | International Day for Tolerance - Harmony Club Workshop for PGD students (16th November, 2024 to 17th November, 2024) International Way of Tolerance - Harmony Club |
| 17 | Sun | Karnataka Darshana - Kannada Sangha |

NOVEMBER – 2024

| | | |
|---------|-----|--|
| 18 | Mon | Kanakadasa Jayanti (Holiday) |
| 19 | Tue | National Integration Day (India) – Student Council Women's Entrepreneurship Day – E-Cell/Women's Forum |
| 20-21 | | ROTAMUN – Rotaract Club |
| 20 | Wed | |
| 21 | Thu | BBA National Level Conference |
| 22 | Fri | |
| 23 | Sat | |
| 24 | Sun | |
| 25 - 29 | | Workshop on research paper writing – First year PG students |
| 25 | Mon | International Day for the Elimination of Violence against Women – Women's Forum |
| 26 | Tue | National Law Day (India) – Finance Club Speaker Session on Constitution way – Youth for Democracy Club Constitution Day of India – NSS |
| 27 | Wed | |
| 28 | Thu | BBA Department Association Activities [Project smiles , JBC, ELI & LDC] Citadel : Erudition activity |
| 29 | Fri | BBA Department Association Activities [Conexus , Fountain head & Quest Club] Education Fair – International Desk |
| 30 | Sat | Intercollegiate Fest – Department of Professional Programmes Karnataka Rajyotsava – Department of Kannada Staff Council Meeting |

DECEMBER – 2024

| Date | Day | Event |
|-------------|------------|---|
| 1-7 | | Seven Days National Level Experiential Workshop on Research Methodology (8th Edition) |
| 1-10 | | Human Rights Week - NSS |
| 1 | Sun | World AIDS Day - NSS |
| 2 | Mon | International Day for the Abolition Of Slavery |
| 3 | Tue | International Day of Persons with Disabilities - AICUF |
| 4 | Wed | Workshop on content editing - College Editorial Committee Faculty Meeting |
| 5 | Thu | International Volunteers Day - NSS |
| 6 | Fri | |
| 7 | Sat | International Day of Peace - Harmony Club Annual Sports Day Closure of Intra-mural sports activities |
| 8 | Sun | |
| 9-15 | | Donation Drive Week - Rotaract Club |
| 9 | Mon | 1st CIA (9th December, 2024 - 14th December, 2024) Poetry writing competition - ALMA |
| 10 | Tue | BBA Department Association Activities [Conexus , Fountain head & Quest Club] Human Rights Day - Youth for Democracy Club B.Com National Conference |

DECEMBER – 2024

| | | |
|-------|-----|---|
| 11 | Wed | BBA Department Association Activities [Project smiles , JBC, ELI & LDC] Binquiz - QUIZ Club Online City Level Seminar - Department of Data Analytics |
| 12 | Thu | APS Association Activity- Session III - Department of Professional Programmes Breaking Barriers - Debating Society |
| 13-14 | | Samsara '24 - Intercollegiate Economics Fest |
| 13 | Fri | BBA: Cheerful Hearts Charity Drive AIMS Association Activity- Session III - Department of Professional Programmes Launchpad - E-Cell |
| 14 | Sat | Rubix 2025 - Intracollegiate Fest - Department for Professional Programmes Joy of Christmas - NSS |
| 15 | Sun | |
| 16-21 | | Christmas Carnival - AICUF |
| 16 | Mon | |
| 17 | Tue | Dalal Street : Com Unity activity |

DECEMBER – 2024

| | | |
|----|-----|--|
| 18 | Wed | Workshop for Second year B.Com Strategic Finance Eco-Christmas - Eco Club |
| 19 | Thu | |
| 20 | Fri | |
| 21 | Sat | Christmas Celebrations for Students Christmas Celebrations for Staff |
| 22 | Sun | Christmas Vacation Begins for Staff and Students |
| 23 | Mon | |
| 24 | Tue | Christmas Eve |
| 25 | Wed | Christmas (Holiday) |
| 26 | Thu | |
| 27 | Fri | |
| 28 | Sat | |
| 29 | Sun | Rashtrakavi Kuvempu Birth Anniversary - Kannada Sangha |
| 30 | Mon | |
| 31 | Tue | |

JANUARY – 2025

| Date | Day | Event |
|------|-----|--|
| 1 | Wed | New Year's Day (Holiday) |
| 2 | Thu | College Reopens after Christmas Vacations |
| 3-4 | | National Symposium/Film Festival - Hashmi Theatre Forum |
| 3 | Fri | Savitribha Phule Birth Anniversary - NSS |
| 4 | Sat | Finatron 2025 - Intracollegiate Fest - Department for Professional Programmes Staff Council Meeting Ecotrack |
| 5 | Sun | |
| 6-12 | | National Level Online FDP - PG Department |
| 6-18 | | Workshop on NET and other competitive exams (Synchronous and Asynchronous Mode) - PG Students |
| 6 | Mon | BBA Department Association Activities [Project smiles , JBC, ELI & LDC] Start up Media - E-Cell |
| 7 | Tue | BBA Department Association Activities [Conexus , Fountain head & Quest Club] Eco Workshop - Eco Club |
| 8 | Wed | Faculty Meeting Deshbakth - Hindi Parishad Wednesday Wonders - Center for Social Action |
| 9 | Thu | |

JANUARY – 2025

| | | |
|-------|-----|--|
| 10-11 | | Virtuoso : BBA Aura - Intercollegiate Cultural Fest - NSS |
| 10 | Fri | Virtuoso : BBA Rhetoric - Debating Society |
| 11 | Sat | Ph.D. Scholar Interface Meeting |
| 12 | Sun | National Youth Day - Swami Vivekananda Birth Anniversary NSS |
| 13 | Mon | BBA Research workshop |
| 14 | Tue | World Logic Day - Debating Society |
| 15 | Wed | Makara Sankranthi (Holiday) |
| 16 | Thu | |
| 17-18 | | Dhwani '24 - Intercollegiate cultural fest |
| 17 | Fri | |
| 18 | Sat | |
| 19 | Sun | |
| 20 | Mon | |
| 21 | Tue | FDP for Faculty |
| 22 | Wed | Mid Term Exam for Even Semester (January 22-25) |

JANUARY – 2025

| | | |
|-------|-----|--|
| 23 | Thu | Mid Term Exam for Even Semester (January 22-25) Subhash Chandra Bose Jayanthi - NSS |
| 24 | Fri | Mid Term Exam for Even Semester (January 22-25) International Day of Education – Rotaract Club National Girl Child Day – NSS |
| 25 | Sat | Mid Term Exam for Even Semester (January 22-25) |
| 26 | Sun | Republic Day (Holiday) Republic Day – NSS |
| 27 | Mon | |
| 28 | Tue | Republic Day Lecture Series – Department of English |
| 29 | Wed | |
| 30 | Thu | Martyrs' Day – NSS APS Association Activity- Session IV – Department of Professional Programmes Voyager : B. Com TT Fest |
| 31 -1 | | Chanakya '25 – Intercollegiate Business Fest |
| 31 | Fri | Enigmatix 2025 – Intracollegiate Fest – Department for Professional Programmes FDP for Faculty |

FEBRUARY – 2025

| Date | Day | Event |
|-------------|------------|---|
| 1-7 | | World Humanitarian Week – Harmony Club National Freedom Day – NSS |
| 1 | Sat | Staff Council Meeting FDP for Faculty |
| 2 | Sun | |
| 3 | Mon | Literture, Music and Arts Competition – ALMA Blood Donation Camp – NSS |
| 4 | Tue | World Cancer Day – AICUF /NSS |
| 5 | Wed | Book Store Visit and Writing Competition – College Editorial Committee Faculty Meeting |
| 6 | Thu | |
| 7 | Fri | I-Pitch – BBA Arthashastra '25 – Economics Exhibition BCom Department association activity |
| 8 | Sat | Nakshatra – Intercollegiate Hindi Literary Fest Invictus '25 – IIC Ph.D. Scholar Interface Meeting Recycling Drive – NSS Inauguration of Spiel 2025 |
| 9 | Sun | |

FEBRUARY – 2025

| | | |
|-------|-----|--|
| 10 | Mon | AIMS Association Activity- Session IV – Department of Professional Programmes Resound – Seranata Chorale Choir |
| 11 | Tue | SQAC Student Seminar |
| 12 | Wed | |
| 13-14 | | Kalarava – Intercollegiate Literary competition – Kannada Sangha |
| 13 | Thu | |
| 14-15 | | Faculty Development Programme/ Workshop – Research Centre ENACT '25 – Intercollegiate Theatre Competition |
| 14 | Fri | World Day of Social Justice – Rotaract |
| 15 | Sat | Money Maven 2025 - - Intracollegiate Fest – Department for Professional Programmes Closing Ceremony of Spiel 2025 |
| 16 | Sun | Innovation Day – IIC |
| 17 | Mon | 2nd CIA (17th February, 2025 – 22nd February, 2025) Union Budget Decoding Session – Finance Club |
| 18 | Tue | BBA Department Association Activities [Conexus , Fountain head & Quest Club] B.Com Department association activity |

FEBRUARY – 2025

| | | |
|-------|-----|---|
| 19 | Wed | BBA Department Association Activities [Project smiles , JBC, ELI & LDC] |
| 20-21 | | National Conference - Department of English |
| 20 | Thu | |
| 21-22 | | Revelations - AICUF |
| 21 | Fri | International Mother Language Day - Languages Department |
| 22 | Sat | |
| 23 | Sun | |
| 24 | Mon | Commerce Week :24th to 28th of February 2025 |
| 25 | Tue | Theatre Workshop - Hashmi Theatre Forum |
| 26 | Wed | AIMS Association Activity- Session V - Department of Professional Programmes |
| 27 | Thu | APS Association Activity- Session V - Department of Professional Programmes |
| 28 | Fri | Submission of CIA and Mandatory Course marks to Exam Department Agamyā '25 - National Level PG Student Research Conference - Paper Presentations International Conference - Department of Hindi Conclusion of all the council, department and association activities for the even semester - 2024-2025 |

MARCH – 2025

| Date | Day | Event |
|-------------|------------|--|
| 1 | Sat | International Conference - Department of Hindi Zero Discrimination Day - NSS Staff Council Meeting |
| 2 | Sun | |
| 3-8 | | EVES week - Women's Forum |
| 3 | Mon | World Wildlife Day - Eco Club World Hearing Day - NSS |
| 4 | Tue | |
| 5 | Wed | Faculty Meeting |
| 6 | Thu | |
| 7 | Fri | |
| 8 | Sat | EVE'S Day International Women's Day celebration - Women's Forum |
| 9 | Sun | |
| 10 | Mon | Council Vaedictory |
| 11 | Tue | |
| 12 | Wed | |
| 13 | Thu | College Day |
| 14 | Fri | |
| 15 | Sat | Last teaching day of the even semester Farewell Day |

MARCH – 2025

| | | |
|-------|-----|--|
| 16 | Sun | |
| 17 | Mon | BOE Meeting |
| 18 | Tue | BOE Meeting |
| 19 | Wed | Feast of St. Joseph BOE Meeting |
| 19-25 | | Pre- Board of Studies of B.Com, BBA, B.Sc., BA, Psychology, Mathematics & Data Analytics, Global Languages, Hindi, Kannada and English |
| 20 | Thu | International Day of Happiness- Harmony Club |
| 21 | Fri | World Poetry Day - ALMA/Kannada Sangha/Hindi Parishad Mandatory Course Exams |
| 22 | Sat | World Water Day - Eco Club/NSS Mandatory Course Exams |
| 23 | Sun | |
| 24 | Mon | Mandatory Course Exams |
| 25 | Tue | Mandatory Course Exams |
| 26 | Wed | End Semester Examination Begins |
| 27 | Thu | World Theatre Day - Hashmi Theatre Forum |
| 28 | Fri | International Day of Happiness - Harmony Club |
| 29 | Sat | |
| 30 | Sun | |
| 31 | Mon | |

APRIL – 2025

| Date | Day | Event |
|------|-----|---|
| 1-10 | | Board of Studies of B.Com, BBA, B.Sc., BA, Psychology, Mathematics & Data Analytics, Global Languages, Hindi, Kannada and English |
| 1 | Tue | |
| 2 | Wed | |
| 3 | Thu | |
| 4 | Fri | |
| 5 | Sat | |
| 6 | Sun | |
| 7 | Mon | |
| 8 | Tue | |
| 9 | Wed | |
| 10 | Thu | |
| 11 | Fri | Jotiba Phule Birth Anniversary |
| 12 | Sat | End Semester Examination Ends |
| 13 | Sun | |
| 14 | Mon | Dr. Ambedkar's Jayanthi (Holiday) |
| 15 | Tue | |

APRIL – 2025

| | | |
|----|-----|--|
| 16 | Wed | Faculty Development Programme on Preparation of Funding Proposals and Opportunities - IQAC |
| 17 | Thu | |
| 18 | Fri | Good Friday (Holiday) |
| 19 | Sat | |
| 20 | Sun | Easter |
| 21 | Mon | Staff Recreation Day |
| 22 | Tue | Declaration of ESE results Research Advisory Committee Meeting |
| 23 | Wed | Workshop on using Technology in Administrative Practices (For Administrative staff) - IQAC |
| 24 | Thu | Financial Literacy programme to Support Staff - IQAC |
| 25 | Fri | |
| 26 | Sat | Staff Council Meeting |
| 27 | Sun | |
| 28 | Mon | |
| 29 | Tue | |
| 30 | Wed | Faculty Meeting Last signing day for the faculty |

MAY – 2025

| Date | Day | Event |
|-------------|------------|---------------------------------------|
| 1 | Thu | May Day (Holiday) |
| 2 | Fri | |
| 3 | Sat | |
| 4 | Sun | |
| 5 | Mon | |
| 6 | Tue | |
| 7 | Wed | Rabindranath Tagore Birth Anniversary |
| 8 | Thu | |
| 9 | Fri | |
| 10 | Sat | |
| 11 | Sun | |
| 12 | Mon | |
| 13 | Tue | |
| 14 | Wed | |
| 15 | Thu | |
| 16 | Fri | |

MAY – 2025

| | | |
|----|-----|---|
| 17 | Sat | |
| 18 | Sun | |
| 19 | Mon | |
| 20 | Tue | |
| 21 | Wed | |
| 22 | Thu | Bio Diversity Day |
| 23 | Fri | |
| 24 | Sat | |
| 25 | Sun | |
| 26 | Mon | Reporting Day for Faculty FDP for Faculty Staff Council Meeting |
| 27 | Tue | FDP for Faculty Faculty Meeting |
| 28 | Wed | |
| 29 | Thu | |
| 30 | Fri | |
| 31 | Sat | |

TIME TABLE

ODD SEMESTER

Name : Class :

| | I | II | III | IV | V | VI |
|-----------|---|----|-----|----|---|----|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |

TIME TABLE

EVEN SEMESTER

Name : Class :

| | I | II | III | IV | V | VI |
|-----------|---|----|-----|----|---|----|
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |



UNIVERSAL APOSTOLIC PREFERENCES

The Universal Apostolic Preferences (UAP) are a set of guiding principles established by the Society of Jesus (Jesuits) under the leadership of Father General Arturo Sosa, S.J. These serve as a roadmap for the Jesuits' mission and ministry in the world, shaping their actions and priorities from 2019 to 2029.

There are **four** Universal Apostolic Preferences that were developed through a process of discernment involving Jesuits and their collaborators worldwide. They aimed to address the pressing needs and challenges of the contemporary world while staying true to the Ignatian spirituality and charism. By embracing these preferences, the Society of Jesus aims to continue its legacy of service, education, and spiritual guidance around the world.

1. *To show the way to God through the Spiritual Exercises and discernment*

This preference emphasizes the importance of the Spiritual Exercises of St. Ignatius of Loyola, the founder of the Society of Jesus. The Jesuits seek to deepen their own spiritual lives and guide others in experiencing a personal encounter with God. They also focus on fostering a culture of discernment, helping individuals and communities make informed choices that align with God's will.

2. *To walk with the poor, the outcasts of the world, those whose dignity has been violated, in a mission of reconciliation and justice*

This preference calls Jesuits to embrace a preferential option for the poor, just as Jesus showed a special concern for the marginalized and vulnerable. The Jesuits seek to accompany those on the peripheries of society, advocating for their rights, and working for social justice and reconciliation.

3. *To accompany young people in the creation of a hope-filled future*

Recognizing the challenges faced by young people in the modern world, this preference emphasizes the need to engage with and accompany young individuals, empowering them to become active agents of change and leaders in building a better world.

4. *To collaborate in the care of our Common Home*

With a strong commitment to ecological and environmental concerns, this preference emphasizes on the need to contribute actively to the preservation of the planet and advocate for sustainable practices. This preference aligns with the broader call of Pope Francis's encyclical "Laudato Si'," highlighting the interconnectedness of all life on Earth and the urgent need to care for our environment.



ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

163, Brigade Road, Bengaluru, Karnataka 560025

Off:- 25360644/46 | Fax:- 2540378

E-mail - info@sjcc.edu.in | www.sjcc.edu.in