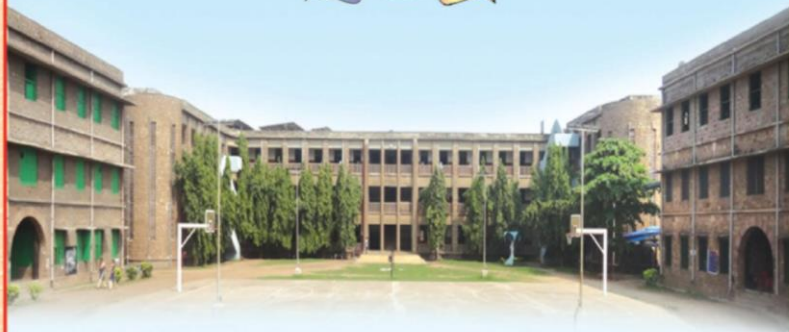


**St. Joseph's College for Women**  
(AUTONOMOUS)

**Visakhapatnam - 530 004**

**Reaccredited by NAAC with 'A' Grade**



**HANDBOOK 2018-2019**

## COLLEGE EMBLEM



*St. Joseph's College for Women endeavours to enhance the holistic personality of young women by contributing to the physical, intellectual, emotional, social, professional and spiritual development – represented by the six facets of the hexagon.*

*The Lamp signifies the college disseminating the light of knowledge, which the students are exhorted to seek and spread out! The Apex of the flame denotes the light of hope promised by Jesus Christ through the Cross.*

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**Estd. : 1958**

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**(AUTONOMOUS)**

**VISAKHAPATNAM - 530 004**

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**FACULTY HAND BOOK**

**2018 - 2019**

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## **Staff Hand Book**

### **Introduction:-**

This Hand book has been produced to provide Staff members with the details of their contractual relationships with St. Joseph's College for Women (A) Visakhapatnam

The handbook is designed to provide details of terms and conditions of employment as well as general information to be followed at St. Joseph's College for Women (A) Visakhapatnam

### **History of the Sisters of St. Joseph of Annecy:-**

The Congregation of the Sisters of St. Joseph of Annecy was founded by Rev. Fr. Jean Pierre Medaille SJ in 1650 at Le Puy, France.

Fr. Medaille was born in 1610 at Carcassonne, France, and was educated in a Jesuit College in Toulouse. He joined the Society of Jesus (SJ) in 1637 and became a priest. The Founder's spirituality is based on the teachings of St. Ignatius of Loyola who laid much emphasis on translating the unconditional Love of God, into affecting the lives of people for the better. Fr. Medaille too intended that the Love of God be communicated to all people regardless of their class, creed, race, and socio-cultural backgrounds.

Towards this end Fr. Medaille formed a Society of Women Religious who would make known the boundless love and mercy of God, by their life of prayer and Union with God and engage in works that would most benefit the poor and the needy – spiritually and materially. Thus the Society which later developed into a Congregation, came into existence on the 15<sup>th</sup> October, 1650.

The Congregation flourished in the 17<sup>th</sup> Century till the time of the French Revolution in Europe when all religious associations were banned and their personnel prosecuted. In 1789 many of the Sisters in France were captured, imprisoned without trial and at least five sisters of St. Joseph were guillotined in one of the public squares of Lyons.

The blood of the martyrs is the life of the Church. When, with the fall of Robespierre, the 'Reign of Terror' as the French Revolution came to be known, ended, Mother St. John Fontbonne, brave and valiant member of the Congregation of the Sisters of St. Joseph who had gone into hiding, revived the Congregation at Lyons in 1803.

Today the Congregation has spread and is established the world over –USA, Canada, Asia, Australia, Europe and Africa. Everywhere the sisters endeavor to passing on to others the compassionate love of God for all, which they received from Him as a gift because of their life of prayer and service to all God's children.

#### **Sisters of St. Joseph of Annecy at Visakhapatnam:-**

Actions speak louder than words. The selfless and dedicated service of the Sisters of St. Joseph of Annecy in Savoy (France), had made such a great impression on the mind of Fr. Neyret, a French MSFS missionary that when he came to India he was determined to bring them as well.

His wish was granted. Nine Sisters of St. Joseph in two batches came to India from France in 1849. They set foot in Visakhapatnam and lived in the first house, now known as 'Fort Convent'. They went about caring for women and children, a section of the society that was the most neglected of all. They opened Orphanages, Schools and Dispensaries for the poor. But unfortunately the heat of Visakhapatnam had a debilitating effect on the health of these sisters of the snowy Alpine mountains. They succumbed to many diseases and the endemics that broke out in the tropical climate.

Nevertheless, the surviving sisters and a few more missionaries that came later, carried on the work of Education, Nursing, Rural Health Care and Care of Mothers and the New born babies. What we reap today is the fruit of their hard work and sacrifice.

The Sisters of St. Joseph of Annecy claim to be the first Women Religious Order in Visakhapatnam and in the whole of North Coastal area to start Schools, Colleges, Hostels, Boarding for tribal, rural and urban students. Crèches, Dispensaries, Hospitals, Homes for the Aged, Caring for Lepers and the HIV/AIDS patients and many out-reach programmes in the rural areas were added later. The Sisters of St. Joseph are now working in the States of Andhra Pradesh, Tamil Nadu, Karnataka, Kerala and Orissa, Jharkhand.

A commendable milestone in the history of the Sisters of St. Joseph of Annecy in India, is the year 1958, when they started St. Joseph's College exclusively for women, the first of its kind in Visakhapatnam. Since then, it has been sending out batches of enlightened and empowered women to be responsible citizens, affectionate mothers, successful and enterprising career women, committed and just leaders of and in the society. As an extension to the existing College, a Community College was opened in 2005, which functions on the concept of providing 'Life Coping Skills' needed for an employee to be successful in the job market of the Twenty-first century.

### **History of the College:-**

St. Joseph's College for Women (Autonomous), affiliated to Andhra University, was founded in July 1958 by the Sisters of St. Joseph of Annecy in response to the local need for a Women's college in the city of Visakhapatnam.

The College has been autonomous since 1987 and reaccredited by NAAC with A Grade on the new four-point scale in 2014. The college has been contributing significantly to the cause of women's education at Under-graduate level for five decades and seven years at Postgraduate level. The College has evolved into a reputed institution of higher education, dedicated to academic excellence, utilizing the various opportunities provided by Andhra University, the State Government and University Grants Commission.

In this voyage of self discovery and self enhancement, the college has several achievements to its credit such as UGC Programmes, offering new courses as per the needs of time and community, Computerization, Internet connectivity, Vocationalisation and Restructuring of courses to name a few.

**Vision:-**

St. Joseph's College for Women aims at being a Centre of Academic Excellence which Empowers Young Women to provide Intellectual Leadership and transform the world through Courage of Conviction, Optimism and Hope.

**Mission Statement:-**

St. Joseph's College for Women, affirming its faith in God and love for humanity seeks to impart Holistic Education to Young Women while developing global competencies of leadership and make them socially responsive members in a changing technology driven world.

**Quality Policy:-**

We, at St. Joseph's College, aim to offer holistic Education in Arts, Science Commerce and Management for the Empowerment of Women from all sections of society by promoting Academic Excellence, Global Employability and leadership with Social Conscience.

**Aims and Objectives:-**

In order to achieve its mission, the college –

- ❖ Endeavors to make its own contribution to the society in the light of its Christian framework in which the principles of Justice, Freedom and Respect for Religious and Moral Values prevail.
- ❖ Works for the Holistic Development of Women into individuals with Emotional maturity, Humanitarian outlook, Spiritual and Ethical values, Social consciousness and Responsiveness to adapt to a changing society.
- ❖ Fosters an atmosphere of intellectual pursuit, in which young women from all parts of the world are trained to achieve Academic Excellence with Global Competencies.

- ❖ Trains young women in a climate of trust and faith, to be Self- reliant and to assume outstanding leadership positions in the family and in organizations.
- ❖ Identifies, locates and provides Human and Technological resources needed to maintain a level of excellence in all chosen areas of Endeavor without resorting to methods of Profiteering.
- ❖ In carrying out its aims, the college as a Private aided minority institution reserves for itself its inherent and constitutionally recognized right to management and administration.

#### **CONDITIONS OF EMPLOYMENT FOR THE TEACHING FACULTY:**

Teaching is a noble profession. It shapes the character, caliber and future of an individual. He / She can inspire, hope, ignite them and instill a love of learning among the students.

These service rules together with letter of appointment from the Principal, Statement of terms and conditions of employment any amendments made will be notified through appropriate medium.

The Faculty when appointed are given Letters of Appointment which state the principal statement of term and conditions and they are mentioned in the Faculty Handbook which is given at the beginning of the academic year which form the terms and conditions of employment and any amendments made will be notified through appropriate medium

They are as given below:

##### I. Hours of Work

- ◆ Monday to Saturday 9.00 AM to 4.00 PM.
- ◆ Second Saturday - Holiday.
- ◆ Faculty members are encouraged to report to work by 8.45 AM



- ♦ Mark their bio-metric attendance (Aadhar linked & General)
- ♦ Sign in the attendance register
- ♦ Lectures / Practicals commence at 9.00 AM
- ♦ College aims to ensure that persistent working of extra hours is avoided. However, as per a need the Faculty may be required to work beyond normal hours.
- ♦ Assembly is held on every Monday / Thursday at 9.00 AM

## II. Leave of duty

- ♦ Faculty are entitled to 15 days leave in the academic year (June –March) In the case of Staff who join the College midway through the year, the number of leaves will be pro-rated based on the period between the date joining and 31st March of that academic year.
- ♦ Government / Management declared holidays. The Staff will be notified of all such declared holidays as per the circulars / notifications
- ♦ Absence from Work:- No salary will be paid for periods of unauthorized absence from work. All leave applications must be submitted and duly approved by the Principal. In case of any emergencies – Office / and HOD's must be notified through E-Mail, SMS along with a phone call in such cases. Leave application must be submitted immediately on return to duty.

## III. Teaching Dairy / Curriculum plan / Teaching plan:-

- ♦ The Faculty must duly fill in the details and keep all records up to date. All relevant information must be duly filled (Reference Commissioner of Collegiate Education A.P).

## IV Disciplinary procedures will be initiated under the following circumstances

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- ♦ Inefficiency – Eg: Poor quality of work; Neglect of work
- ♦ Misconduct - Eg: Regular or persistent late coming unauthorized absence neglect of duties.
- ♦ Gross Misconduct – Eg: Acting dishonestly or knowingly aids and or abets another staff member to act dishonestly.
- ♦ Falsifies / forges any information, document.
- ♦ The decision of the management supercedes all recommendations in disciplinary procedures based on the evidence, suitable action would be initiated. This could also result in termination of employment without the regular notice period.

V. Grievance Procedure:-

- ♦ Faculty who have a grievance related to their employment have the right to apply for redressal to the Staff Grievance Committee / Principal

VI. Notice Period:-

- ♦ Faculty are required to give in writing in case they wish to discontinue their services.

When on Probation - 1 Month

On Conformation - 3 Months

- ♦ In case of gross misconduct termination of employment is immediate.
- ♦ In case of resignation submitted all library books must be duly returned.
- ♦ All academic records / registers in the custody of the Staff must be submitted to the concerned HOD's with a copy duly marked to the office for records.
- ♦ College Identity Card must be returned to the office
- ♦ All College equipment must be duly returned.

## VII. Social Media:-

- ◆ Face book / Twitter / Messenger / whats App
- ◆ Faculty must handle all post on social media with utmost restraint and refrain from posting any remarks, comments that would tarnish the image of the College or create a reputational risk.
- ◆ Integrity, fidelity and self respect are basic qualities which the College expects from every Staff and Lecturer in service.

VIII. College logo, emblem is to be used only with due written permission of the management and for official purpose only. All banners / brochures to be printed must be duly approved by the management / Office administration.

IX. Faculty must not accept any gift, service or hospitality (Foods & Soft drinks etc.) from students on a scale which could be interpreted as affecting integrity on the ability to exercise independent judgment

Exceptions: Official functions conducted in College with the approval of the Management.

## X. Dress and Appearance:-

- ◆ Faculty are advised to dress up in an appropriate manner. Style that could offend normally accepted standards will not be permitted.

Women – Sarees & Blouse

Men – Shirt and Trousers (formal)

## XI. Identity Card:-

- ◆ Faculty must sport their Identity cards at all times when on the College Premises / Campus

## XII. Health Safety

- ◆ Faculty must observe the College health safety and fire procedures.
- ◆ Chewing of tobacco products, smoking and consuming of alcohol is prohibited in the campus.

XIII. Use of information technology:- Faculty

- ◆ Must strictly observe the college rules in relation to information technology.
  
- ◆ Must not install or use unauthorized software on college equipment.
  
- ◆ Must not use unauthorized means/equipment to process college data.
  
- ◆ Must not make unauthorized copies of software.
  
- ◆ Must not enter data in the systems without proper authority.

Failure to comply to any of these requirements is likely to lead to disciplinary action and to be treated as gross misconduct and result in dismissal from service/employment.

XIV. Parking:

- ◆ 2 wheeler / 4 wheeler parking provision has been made for the staff.
  
- ◆ Staff are advised to park their vehicles at the designated places
  
- ◆ Vehicles must not be parked wrongly, in a manner that causes inconvenience from accessing and removing their vehicles.
  
- ◆ Those who wish to leave their vehicles overnight on the premises must get prior permission from the management.

XV. Collecting money:

- ◆ Staff must not collect any amount from students for any activity being conducted at group level in/out of the college. Prior approval in writing is required for any activity across all groups.

#### XVI. Academic Audit:-

- ◆ Staff must provide all necessary information for the college to be audit compliant. All are requested
- ◆ to acquaint themselves with UGC guidelines, NAAC procedures, Academic Audit requirements to help the college in achieving a good ranking consistently and have an edge over others.

#### XVII. Notice Board:-

- ◆ Staff need to regularly check the Notice boards for updates and deadlines and comply to the requirements.

#### XVIII. Information Broadcasting:-

- ◆ All queries related to press / Media communication will be dealt by the principal / office only. Staff are requested not to answer any query posted or raised.

#### XIX. Salary:-Salary will be credited to the Bank Account being maintained at IOB/SBI after completion of the current calendar month in the following month. Eg: June salary will be paid in July.

### **Institutional Achievements**

#### **Institutiona:**

- Reaccredited by NAAC with 'A' in the third cycle and progressing towards fourth cycle of assessment.
- English language teaching programme. - 'English Access Programme' a project of US Dept of state, Bureau of Educational and Cultural Affairs, US consulate is in progress in the college.
- Selected as Representative College from AU region for the AP Consortium of Govt. and Aided Private Autonomous colleges.
- Only Women's college affiliated to AU conducting Certified ERP course.

- Organized a two-day National Seminar ‘Sports Culture in 21<sup>st</sup> Century’ and four other UGC sponsored college level workshops. A DST sponsored regional level two week FDP on ‘Entrepreneurship Development’ along with three self sponsored workshops/seminars were organised in the college.
- A workshop on ‘Parenteral and Enteral Nutrition for Burns Patients’, a Handloom Expo, a two-day Sketching Workshop, World Diabetics Day awareness Beach Walk and an educational Tour have been organised by Home Sc. Dept.
- SJCW (A) is a registered Employability Skills Centre with APSSDC.
- **EXCELSIOR 2K17** – an Intercollegiate Youth Festival of talent and fun was a great success with 42 colleges and more than 3800 students vying with each others for top honors. Though SJC won the most points, GIM (GITAM Institute of Management) was awarded the United Insurance Overall Championship Trophy.
- Outstanding social outreach initiatives of waste management club, NSS and NCC of the College along with Student Council
- More than 240 Govt. School students are benefited by CASE (Creating Awareness in Science Education) and 220 students by the Vedic Maths classes organized by the college.
- Wi - Fi enabled campus.
- Biometric attendance for faculty, staff and students
- Campus is under CC Camera surveillance

**Faculty:**

- Dr. K. Manikya Kumari, HOD of Botany and Dr. P. Jayalakshmi, HOD of Economics awarded AP State Govt. Best Teacher Award for 2017.
- Dr. K. Manikya Kumari, HOD of Botany, is awarded A P State ‘Eminent Christian Person Award 2017 in education’ by AP State Christian Minority Commission, Amaravathi.
- Dr. P.K. Jayalakshmi, HOD of Hindi received National level ‘ATA award - 2017’ for Out Standing achievement in the field of LITERATURE.
- Dr. P. Mangaveni, HOD of Chemistry, won the special appreciation and was presented a memento at the Annual ICC conference in the Pharmacy section at AU.
- 10 of our teachers were felicitated by Bank of Baroda on the occasion of Teachers Day.

**Students:**

- In collaboration with US Consulate, Hyderabad, Renu Yadav was one among the **three students** from India for a U.S. State Department sponsored student exchange program (SUSI) for student leaders on Global Environmental Issues at the University of Montana, Missoula, MT, USA from June 28 – August 2, 2017. She was the third in a row after Sree Chandana in 2016 and Akhila Pingali in 2015.
- **Ms Renu Yadav** of IIBA Won “**Young Women in Public Affairs Award**” of Zonta International, an International NGO which works for advancing the status of women worldwide in June 2017. She also won First prize in National level essay contest of Competition Success Review (CSR) magazine published in the October 2017 edition of the magazine. She is also placed at **All India 2<sup>nd</sup> rank** in the ALS IAS Civil Services Talent Hunt Exam in February 2018 with a Cash prize of 15,000.
- **Ms. Renu Yadav** also Won First Prize in National level Essay contest of Competition Success Review GK Today Magazine published in October 2017 edition. She also won Commendable Prize in National level Essay contest of Competition Success Review GK Today Magazine published in February 2018 edition. She is also the youngest to be selected for Indian Air Force.
- **Ms. Anjuman Tripathi** III BBA – Won the First Prize in Debate with a cash prize of 30,000 at SAARANG, IIT Chennai in January 2018. **Ms. Renu Yadav** of III BA along with Sasikala Bhatt of III B.Sc won 4<sup>th</sup> place in the Amazing Race competition in the same fest.
- **Ms. N. N. Haritha** of III B.Com has Won First Position in National Youth Convention 2K17 conducted by YHAI. She also won First Prize in Photography at District Level in World Tourism Day Celebrations organized by Andhra University in September 2017.

- **Ms. Tanuja Rana** won Second Place in District Level NSS Nehru Yuvajana Kendra Elocution contest in December 2017. She also won Second Place with a cash prize of 50,000 in the All India Magic Festival.
- B. Com and BBA students won First and Second prizes in BEMUS 2K17, Andhra Loyola College, Vijayawada in Business Plan, Commerce quiz, Product Launch and Case Study emerging First Runners in the Competition.
- 26 1<sup>st</sup> Intermediate Science students were selected for DST sponsored INSPIRE programme conducted at GITAM deemed to be University.
- **B Nandini Rishita** III BBA has Guinness World Record in Kuchipudi to her credit.
- SUO **Ms. Pooja** of III B.Com. Participated in SSB personality Development camp at Gwalior - the only cadet from the entire state to participate in the camp. SUO MS. P. Asha received gold medal in essay writing competition among 17 states.
- **B Ravichandrika** I BSc MPC – First Prize in State level Boxing Tournament
- **Yamini** – First Inter MPC – First place & Gold medal in AP State Yoga Championship & selected for National Yoga Championship.
- Our placements were high - 66 students for CONCENTRIX, 10 for INFOSYS, 23 Gowtham Educational Society -due to the active involvement of the Training and Placement Cell of the college.
- Eight International students from Mauritius (4), Malaysia(1) Afghanistan(2) and Ethiopia(1) are presently pursuing their undergraduate education in the college.
- Design Conclave, Handloom Expo, Japanese Flower Arrangement Workshop (Ikabana) and a two-day Sketching Workshop have been arranged for Home science students.



## Academic Programmes

The Degree Program follows the system of Autonomy

### What is the System of Autonomy?

An autonomous institution has the freedom to determine its own courses and syllabi, to evolve innovative methods of evaluation and to conduct its own examinations as a means of achieving higher standards and greater creativity in the field of education. St. Joseph's college for Women follows the system of autonomy conferred on the college by the UGC in 1987 in recognition of its excellence in providing education to young women.

Every undergraduate student of the college who completes the course successfully will, however, be awarded the Degree by Andhra University, with the name of St. Joseph's College for Women (Autonomous).

St. Joseph's College for Women (Autonomous), follows the Semester pattern requiring six Semesters of study for the Bachelor's Degree, each Semester being of 18 weeks duration, approximately. Courses are classified as Foundation Courses, Core Courses and Elective courses.

Foundation Courses and Core Courses are obligatory for all students. Foundation Courses include General English, Second Language (Telugu / Hindi / French / Sanskrit), General Education Courses. **Choice based credit system** has been introduced from 2015-2016 academic year. Core electives are offered by various Departments.

NCC/NSS/Sports/Yoga/Music/Martial Arts is offered as a compulsory component of the curriculum in the Undergraduate Degree Program under Autonomy contributing to all round development. Specially designed 2 semester courses, **Personal Transformation Program** in I yr Degree and **Value Development Program** in II yr Degree are offered to develop soft skills and life skills for success in life. Besides, these courses facilitate cultivation of eternal values like one's fundamental duty to God, towards one's fellow human beings and towards one's self. Value Education courses are obligatory for all Non-Catholic students at Intermediate and Degree level. Catholic students have a special course on the Doctrine of the Church.

Professional counseling and guidance is provided through SAHAY, the Centre for Wholistic development which organizes a number of learning workshops for Teachers and students in the city. A well structured **Mentoring system** is designed to assist the young women in maximizing their potential through intellectual, emotional and psychological help. The Mentor Student ratio is 1:20 and the mentoring system is three pronged; Academic guidance, Career guidance and Personal counseling.

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## **Courses of Study**

### **1. Two Year Intermediate Course: (Annual System)**

Part I: English

Part II: Telugu / Hindi / French / Sanskrit

Part III: One of the following combinations:

1. Mathematics, Physics, Chemistry - English Medium
2. Biology (Botany, Zoology), Physics, Chemistry - English Medium
3. Mathematics, Economics, Commerce - English Medium
4. History, Economics, Civics - Telugu Medium

**Regulated by Board of Intermediate Education**

### **2. Three Year Undergraduate Courses: (Semester System)**

The courses offered in the college are BA, B.Com, BBA, B.Sc & B.Sc Home Science. The UG Program comprises two parts.

#### **PART I : Foundation Courses**

A. Languages : a) General English

b) Telugu / Hindi / French / Sanskrit

B. General Education:

#### **PART II – Core Courses :**

#### **COMBINATIONS**

: History, Economics, Political Science

: \*English Language & Literature, Psychology,  
Office Management.

: \*English Language & Literature, Psychology,  
Journalism and Mass Communication

: English, Economics, Political Science

: Commerce, Economics, Management Studies

**B.Com** : Bachelor Commerce with Computers

**B.B.A.** : Bachelor of Business Administration

**B.Sc.** : Mathematics, Physics, Chemistry

: Mathematics, Physics, Computer Science

: Mathematics, Statistics, Computer Science

: Chemistry, Botany, Zoology

: \*Biotechnology, Biochemistry, Chemistry

: Mathematics, Economics, Computer Science

**B.Sc.** : \*Home Science (with Computer Applications)

\*Summer internship is compulsory

Home Science Course includes 3 core subjects – Core I – Nutrition, Core II – Human Development: Core III – Resource Management. Many interesting subjects like Physiology, Biochemistry/History of Costume Design, Microbiology/Hygiene & Public Health, Basic Research Methodology, and Entrepreneurship Development/Project Work are included making the course Wholistic.

### **1. Two year Post Graduate Courses: (Semester System)**

There are four PG programmes offered in the college –

M. Sc. Mathematics,

M. Sc. Home Science,

M. Sc. Organic Chemistry and

M. A. English

PG programmes are regulated by Andhra University (including exams).

UGC ADD – ON COURSES, SHORT TERM CAREER ORIENTED CERTIFICATE / DIPLOMA COURSES ARE OFFERED BY VARIOUS DEPARTMENTS. These are offered in addition to the regular courses and the students can opt as per their wish.

### **UGC SPONSORED ADD-ON COURSES**

**Certificate / Diploma / Advanced Diploma Courses** of One/Two/ Three Years Duration respectively (*Conducted parallel to the degree course and every student has to opt for one of these compulsorily*).

1. Communication Skills.
2. Copywriting and Editing.
3. Travel and Tourism Management.
4. Event Management.
5. Certificate Course in French
6. Certificate Course in Baking and Confectionery

#### **Admission Rules:**

- The selected candidates will be informed by post/telephone.
- As the number of seats per course is limited, a student who joins a first year course has to complete her full course in the college.
- If a student applies for T.C. without completing the full course she should pay the fees as per the guideline given by the UGC.
- The selected students should give an undertaking that they will not take up any full time job/course during their course of study in the college.

#### **General Information**

1. **College Timings:** The College follows Semester System for UG and PG and works for 90-120 days in each semester. College works from Monday to Saturday from 8.45 a.m. to 4.00 p.m. Second Saturday is holiday.
2. Assembly is held at 9.00 am on all Mondays and Thursdays.

3. **Attendance:** 75% attendance is mandatory for promotion to higher classes. However 10% of attendance shortage is condoned on the merit of the case and at the discretion of the Principal and a condonation fee to be paid by the students. Attendance of students is compiled and monitored at the end of every month.
4. NCC/ NSS/ Sports/ Yoga/ Music / Martial Arts is mandatory for Degree Students.
5. **Travel Concessions:** Railway travel concessions are available to individual students during college vacations for going home.
6. For any certificates to be obtained from the office, an application should be submitted in advance.

### **General Discipline**

1. Students should wear the uniform and the Photo Identity Card prescribed by the College everyday.
2. Science students must wear a white lab coat for Practical work in the laboratory.
3. Students are expected to be present in the College at least 15 minutes before the College starts.
4. The students shall at all times conduct themselves in such a manner as not to bring discredit on themselves or to the College.
5. Students may not organize or attend any meeting in the College or collect money for any purpose without prior permission from the Principal.
6. Students are expected to behave in a courteous and gracious manner towards each other and towards the Faculty.
7. **Ragging is a punishable offence:** As per Government rules the students are instructed to refrain from ragging.
8. Carrying Cell Phone is banned in the campus for students and if found, the cell phone will be seized and will not be returned. However, a Supportive Facility is available in the college for students to deposit their phones while entering the campus in the morning and take back the same after the college hours. Nominal fee will be charged for this service.

### **The Evaluation System (for Degree)**

Regular testing and evaluation is indispensable for a systematic and consistent intellectual work.

**Intermediate:** Intermediate courses are affiliated to Board of Intermediate education, AP (BIE). As per BIE, annual examination system is followed. It is mandatory for Students to appear for regular monthly tests and year end examinations.

**PG Courses:** PG Courses offered are affiliated to Andhra University and the semester system is followed. Evaluation of the students shall be based on both internal assessment and External examinations as per University rules.

**UG Courses:** All UG programmes are based on the semester pattern, requiring completion of all six semesters of study (3 academic years) for a bachelor's degree in the relevant program. Each semester has 90 to 120 days. The College has been awarded an Autonomous status; hence the College conducts examinations for UG courses.

#### **Examination and evaluation-Theory**

Evaluation of students shall be based on formative assessment (Internal) for 40 marks and summative assessment (External) for 60 marks.

**Formative assessment (FA)** consists of two Mid semester examinations (M.S.E.), one accessory assessment and marks for regular attendance during the semester. The 40 marks allotted for each paper under the formative assessment in each semester will be distributed as follows.

Mid Semester Examination 1	15 marks
Mid Semester Examination 2	15 marks
Accessory Assessment	05 marks
Attendance	05 marks

**Mid Semester Examinations:** The First M.S.E. will be held after 40 days post the beginning of the new semester, and the second M.S.E. will be after 30 days, after the first M.S.E. Attendance is compulsory for both Mid semester examinations. The syllabus and model question papers for each MSE will be decided by the respective departments. No second attempt at M.S.E. will be permitted for students ineligible, due to absenteeism. No % pass minimum for M.S.E. is required.

**Accessory assessment:** Accessory assessment methods provide greater degree of flexibility which enables the evaluation of a variety of skills, and not just memory retention oriented skills, tested by the conventional examination system. The Accessory assessment is usually innovative and different departments follow different patterns to suit the needs of specific courses. Nature of these tests (online/offline) and the time limit for the same will be decided by the staff concerned.

**Attendance:** Subject wise attendance will be calculated in terms of percentage while awarding marks.

<b>% of Attendance</b>	<b>Marks</b>
96-100	5
91-95	4
86-90	3
81-85	2
75-80	1
<75	0

**Summative assessment:** There shall be regular and supplementary End Semester Examinations (E.S.E). These exams will be tentatively conducted in October/November (for semester I, III, V) and March/April (for semester II, IV.VI) every academic year.

**Eligibility:** 75% Attendance is required in every subject to appear for the E.S.E. Any student who has an attendance between 60-75%, due to health related issues, may be permitted to take the E.S.E. duly approved by the management, on payment of the prescribed condonation fee for attendance, and immediate submission of medical certificate/reports, issued by a registered medical practioner, on rejoining classes after the ailment.

Any student having less than 60% attendance in a semester will not be permitted to take the theory ESE but allowed for supplementary examinations.

**Practical's:** Practical's are conducted regularly and the student is assessed for every practical. Attendance and Submission of the certified record is compulsory to take up Practical E.S.E. Practical evaluation is completely internal and double evaluation. The formative assessment of practical is usually innovative and different departments follow different patterns to suit the needs of specific subjects.

#### **Examination rules and regulations**

1. Students are required to appear for all the Accessory assessment, Mid and End Semester Examinations conducted by the college examination cell/ department.  
  
Students must present themselves in the college Uniform along with the Photo identity cards issued by the college and duly attested by the Principal, this is compulsory during all Examination days, including Saturdays.
2. In case a student is unable to attend the examination for a valid reason as ascertained by the Examination cell/ department, then an application of leave (accompanied by medical certificate where necessary) should be submitted to the Principal of the college immediately.
3. **Mid semester exams** are conducted twice a semester in July, August and December, January every year. These provide the students with an opportunity to review their academic performance and so are referred to as Formative Assessment. Paper setting and evaluation is done internally.
4. Complete transparency regarding the answer scripts is available for Mid Semester Examination or Internal Assessment test, where every student verifies her answer scripts and clarifies doubts if any regarding the evaluation.
5. There is no fee for Mid Semester Examinations.
6. Mid Semester Exams and Accessory assessment will not be repeated in case a student is absent.
7. **End semester examinations** or Summative Assessment is for the purpose of evaluating the overall academic performance of the students during the semester. Paper setting and evaluation done externally.



8. Eligible Students should pay the prescribed examination fees, and obtain the hall ticket for the End Semester and Supplementary Examinations of the college. No student will be admitted into the examination hall without a hall ticket.
9. The End Semester Examination has a minimum pass mark of 35%. A student should, however secure 35% overall in Mid Semester and End Semester examinations combined, to pass in both theory and practical.
10. **Candidates writing the Supplementary Exam will have to do so, on the entire syllabus, in the E.S.E. Under the following circumstances if a student**
  - **is absent for Mid Semester Exam.**
  - **is absent for End Semester Exam.**
  - **fails to secure the pass minimum of 35% in End Semester Exam.**
  - **fails to secure the pass minimum of 35% overall even though she has secured pass minimum in End Semester Examination.**
11. Subject wise Marks List will be issued to the students within a month, after every Semester End examination. At the end of the sixth semester a Cumulative Marks List duly endorsed by Andhra University, will be issued along with Provisional Degree Certificate.
12. The Final degree certificate is awarded by the Andhra University, however will be issued by the college after receiving the same from the Andhra University.
13. Students will be awarded class for Part I (Foundation and General education courses) and Part II (Core courses) separately as per the following criteria :
 

Aggregat	{	85% and above - First Class with Distinction
		60% - <85% - First Class
		50% - <60% - Second Class
		35% - <50% - Pass class

14. If a student reappears for any exam an asterisk (\*) will be placed in the mark sheet to denote that she has appeared as a supplementary student. The student will however be assigned a class even though she may be a supplementary candidate.
15. Malpractice cases: The College invariably takes serious view on unfair methods in all theory and practical examinations. Expulsion from the examination hall and cancellation of the performance in that paper is the immediate minimum punishment when found indulging in unfair practices in the examination hall by a student. If any student is found guilty of malpractice on more than one occasion during her tenure in the college, the student will be debarred and forfeits the seat. In all cases of examination malpractices, the decision of the Malpractice enquiry committee shall be final and binding.
16. Revaluation: There is provision for revaluation of E.S.E. papers. Students can apply for revaluation as per the dates specified at the time of publication of results. If the marks secured in the revaluation are higher than the original marks, the candidate will be given the benefit and if the revaluation marks are lower than the original marks, the revaluation marks will be ignored. If the difference between the original marks and marks secured in the revaluation exceeds 15% there shall be a second revaluation and in such case the highest marks secured in any two valuations shall be averaged.

\* \* \* \*

### **CREDIT BASED GRADING SYSTEM**

St. Joseph's College for Women (A) introduced the CBCS (Choice Based Credit System) W.e.f the academic year 2015-16 as per the UGC guidelines. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill based courses. The courses can be evaluated following the credits and grading system, which is considered to be better than the conventional marking system. Credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week.

**Award of Grades:** Depending on the aggregate percentage of marks obtained in the paper, specific letter grade will be assigned for that paper which has grade points on 10 point scale.

#### **GRADING SYSTEM (w. e. f 2018-19 admitted batch)**

<b>% Aggregated marks</b>	<b>Description</b>	<b>Grade Letter</b>	<b>Grade points</b>
> 85%	Outstanding	<b>O</b>	10.0
75%-<85%	Very good	<b>A</b>	9.0
66%-<75%	Good	<b>B</b>	8.0
57%-<66%	Above Average	<b>C</b>	7.0
47%-<57%	Average	<b>D</b>	6.0
35%-<47%	Pass	<b>E</b>	5.0
≤ 34%	Fail	<b>F</b>	0.0

Student should Achieve Aggregate 'E' Grade in each course for getting a degree.

#### **Total minimum Credits for Undergraduate Programme**

–Part I-38 for all groups

-Part II–96 for B.A. and B.B.A:102 for B.Com. : 120 for B.Sc. and H.Sc.( Refer to table)

Students can earn extra credits for their achievements in extra and co-curricular activities.

### Credit Distribution

Subject	I Sem.	II Sem.	III Sem.	IVSem.	VSem.	VISem.	Total
<b>Foundation Courses – Part I</b>							
English	3	3	3	-	-	-	9
II Lang	3	3	3	-	-	-	9
G. Edn.	4	4	4	8			20
Part-I	10	10	10	8	-	-	38
<b>B.A. - Part II</b>							
Core I	4	4	4	4	4+4=8	4	28
Core II	4	4	4	4	4+4=8	4	28
Core III	4	4	4	4	4+4=8	4	28
Cluster (3Papers)	-	-	-	-	-	3x4=12	12
Part II	12	12	12	12	24	24	96
<b>B.B.A. – Part II</b>							
Core I	4	4	4	4	4+4=8	4+4=8	32
Core II	4	4	4	4	4+4=8	4+4=8	32
Core III	4	4	4	4	4+4=8	4+4=8	32
Part II	12	12	12	12	24	24	96
<b>B.Com. – Part II</b>							
Part II	13	12	13	12	26	26	102
<b>B.Sc. &amp; B.Sc.(Home Science) – Part II</b>							
Core I	5	5	5	5	10	5	35
Core II	5	5	5	5	10	5	35
Core III	5	5	5	5	10	5	35
Cluster (3Papers)	-	-	-	-	-	3x5=15	15
Part II	15	15	15	15	30	30	120

**Semester Grade Point Average (SGPA):**

A Grade Point Average (GPA) for a year is calculated as:

$$\text{SGPA} = \frac{\sum (C * G)}{\sum C}$$

Where

C= Number of credits for the subject paper

G= Grade points obtained by the candidate in that subject paper

Semester Grade Point Average (SGPA) is awarded to a candidate who successfully clears all the subject papers in academic year.

Cumulative Grade Point Average (CGPA) is calculated by the end of third year using similar formula provided a candidate is successful in all subject papers of all the three years.

CGPA multiplied by “10” gives aggregate percentage of marks obtained by a candidate.

COURSE	GRAND TOTAL MARKS FOR THREE YEARS		
	PART I	PART II	TOTAL
<b>B.A.</b>	1100	2400	3500
<b>B.B.A.</b>	1100	2400	3500
<b>B.Com.</b>	1100	2600	3700
<b>B.Sc.</b>	1100	3600	4700
<b>B.Sc. (H.Sc.)</b>	1100	3600	4700

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## **The Library**

### ***General Rules:***

1. The College Library will be opened for staff and students from 8.30 a.m. to 5.00 p.m. on all working days of the college.
2. Only pen and white papers are allowed into the Library.
3. Silence shall be strictly observed in the library.
4. Books should be handled with care. Fine will be levied for mishandling of books.
5. Marking or writing on the library books and folding the pages edge are absolutely forbidden.

### **Rules for Borrowing Books:**

1. Each student will be given library ID. No. and two library tickets on admission, which will entitle her to borrow two books at a time from the library. These must be presented at the issue counter whenever students borrow books. The library tickets are not transferable.
2. Books will be issued from 9.30 a.m. to 3.00 p.m. only.
3. Books will be issued for a period of 2 weeks each time. The book may be reissued if there is no damage for it.
4. If a book is not returned on the due date, a fine will be levied. The membership will be cancelled after a delay of 5 days from the due date.
5. Students are not allowed to sub lend the library books to other students.
6. Students should check, whether the book lent to her is in sound condition. If not she must report immediately to the Librarian. Otherwise she is liable to be responsible for the replacement of the book.
7. If a student loses any library book, she shall make a written complaint (in triplicate) to the Librarian. If a book issued is damaged or lost, the student must replace it. If one volume of the set is damaged or lost, the whole set must be replaced.
8. The following books are for REFERENCE within the library only: Dictionaries, Encyclopedias. Etc., Art books and expensive books, Single copy text-books and some reference books.

**St. Joseph's College for Women**  
(Autonomous) Visakhapatnam

**LIST OF PROFICIENCY AWARDS INSTITUTED IN THE COLLEGE**

S.No.	Award in the name of	Instituted by	Group	Awardees for 2017-18
1.	Sr. St. Andre Award	Dr. Suguna Kannan, Mrs. Janaki Naidu, Dr. VBT. Sundari, Dr. Seshulatha & Alumni of SJC Prof. Prameela from AU	All round Best Student	Renu Yada III B.A.-E.E. P
2.	Parupudi Ramalakshmi Leadership	Mr. Mukti Parupadi NRI from Atlanta, US	Leadership	P. Vogayas III-BBA
3.	Sr. St. Andre Award	Ms. D.A. Ramani	PG-English	P. Shobha Rani B. Radha Priyanka IIMA-ENGLISH
4.	Mrs. Loga Kannan -memorial award	Dr. Suguna Kannan	PG Mathematics	M. NAVYA IIM.Sc. Mathematics
5.	Mrs. Loga Kannan -memorial award	Dr. Suguna Kannan	PG Home Science	A. Anoosha IIM.Sc. Home Sc.
6.	2008 Prime Mover Group Prize	Prof. G. Gopala Rao Centenary Celebrations	PG Organic Chemistry	G. Padmall I M.Sc. Organic Chemistry
7.	Prof. L.S.R. Krishna Sastry	Dr. Y. Lakshmi Prabha	Topper in English (I-IV sem.) B.Sc Home Science	B. Sai Priya III. B.Sc- Home Sc.
8.	Aromatic Chemical Soil Co Pvt. Ltd.	Mr. A. Vjyam, MD	Personality Development	M. Hema Latha III B.Sc - Home Sc.
9.	Management of St. Joseph College for Women	Management of SJC	Topper in French	Kimberly Maria Thomson III BBA
10.	Mrs. Vijayalakshmi S. Rao		Topper in Hindi	Renu Yadav III B.A.-E.E.P
11.	Dr. Sr. N.D. Veronica's	Dr. CH. Annapurna	Topper in Telugu	K. Seetha Mahalakshmi III B.Sc- MPCompSc.

S.No.	Award in the name of	Instituted by	Group	Awardees for 2017-18
12.	Mrs. R.D. Nakra		Topper in English Lang.&Lit	Renu Yadav III B.A– E.E.P
13.	Mr.LeslieAugustine	F.rFrancis&Staff & Studentsof St.Joseph'sCollege	Topper in English	Renu Yadav III B.A–E.E.P
14.	Mr. K. N. Nair	Mrs. SylajaNair	Topper in Psychology	M.Rasmi Snigdha III B.A–E.P.Jm.
15.	AnuradhaMurthy	SusheelaMurthy	MeritStudent inPsychology	M.Rasmi Snigdha III B.A–E.P.Jm.
16.	Mrs. HyangMi Lim		Topper in Journalism& Mass Communication	K. Durga Mahati III B.A–E.P.Jm.
17.	Dr.Chamanthi Kanakayya	Dr.CH.Annapurna	Topper inE.P.JM	M.Rasmi Snigdha III B.A–E.P.Jm.
18.	Mr.DhanarajMemorial	Ms.D.A.Ramani	Bestoutgoing student in Office Management	J.Monica III B.A – E.P.O.
19.	Managementof St. Joseph'sCollege forWomen	ManagementofSJC	Highestmark inDegree	Nazma III B.A. - CEM
20.	Sri.P. Suryanarayana andSmt.Varahamma	Dr.P. Jayalakshmi	Topper in Economics (Degree)	Renu Yadav III B.A–E.E.P
21.	Mrs. Leelamba	Mrs.N.V.B.L.Kameswari	Topper in E.E.P	Renu Yadav III B.A–E.E.P
22.	Dr. Sr.N.D. Veronica		Topper in B.Com	Divy Chowdary III B.Com
23.	SmtChamarthi LakshmiDevi	Dr.Ch.Annapurna	Topper in B.Com	G. Jeevana Lakshmi III B.Com



S.No.	Award in the name of	Instituted by	Group	Awardees for 2017-18
24.	Mrs. Indira Devi Vaddiparty		Topper in Botany	H. Vijaya Mohan Vathsalya III B.Sc.-C.B.Z.
25.	Sr. Alice Marie Mugerier's	Staff of the Chemistry department	Topper in Chemistry	Sruthi Nair III B.Sc. - MPC
26.	G. Appalaswami & Ramayamma		General Education	Renu Yadav III B.A.-E.E.P
27.	Mrs. Violet Sarojini Sch		Topper in B.Sc. groups	H. Vijaya Mohan Vathsalya III B.Sc., C.B.Z.
28.	Botanical Excellence	Staff of the Botany department	Topper in Botany	H. Vijaya Mohan Vathsalya III B.Sc.-C.B.Z.
29.	Sri. M. S. B. Sastry	Mrs. R. Surya Kumari	Topper in C.B.Z.	H. Vijaya Mohan Vathsalya III B.Sc.-C.B.Z.
30.	Dr. Mancham Botta Srinivasa Rao	Mrs. C. Subbalakshmi	Topper in Zoology	H. Vijaya Mohan Vathsalya III B.Sc.-C.B.Z.
31.	Hanumanthu Ranganayakulu		Topper in H.E.P.	P. Ramadevi III B.A. - H.E.P
32.	N. Padma Janakpuri sch in honour of Former Principal Sr. Alice Marie		Topper in Economics	P. Ramadevi III B.A. - H.E.P
33.	Smt. Venthurupalli Prasanna		The Best Performance in H.E.P	P. Ramadevi III B.A. - H.E.P
34.	Late Smt. Venuthurupalli Surya Prabhavathi	Dr. VBT. Sundari	Topper in History	Ch Anupama III B.A. - H.E.P.

S.No.	Award in the name of	Instituted by	Group	Awardees for 2017-18
35.	Hanumanthu Ranganayakulu		Topper in M.P.C.	Sruthi Nair III B.Sc. -MPC
36.	Smt.AkellaVenkata Annapurna	Mrs.C.Subbalakshmi	Topper in Mathematics	Gousiya Begum III B.Sc.– MPCComp.Sc
37.	Miss.D.Parvathi's	StaffofSJCW	Topper in Physics	Gousiya Begum III B.Sc.– MPCComp.Sc
38.	Dr.A.Vijayalakshmi		Topper in HomeSc.	Umama Dohadwala III B. Sc. – HomeSc.
39.	Dr.A.Vijayalakshmi		Topper in Biochemistry	R. Harshini III B.Sc. – HomeSc.
40.	ShriDoraiswamy Reddiar		Topper in Family Resource Mangt.	Umama Dohadwala III B.Sc.– HomeSc.
41.	Prof. L.S.R.Krishna SastryMemorialPrize	Dr. Y.Lakshmi Prabha	Meritorious student in HomeScience	R.Harshini III B.Sc.– HomeSc.
42.	M.Kameswari	Mr. M. SivaRam	Topper in Computers	Patruni SravanIII B.Sc.– MPCComp.Sc.
43.	Mrs.VioletSarojini		Topper in M.P.Comp.Sc.	Gousiya Begum III B.Sc.– MPCComp.Sc
44.	Mrs. HyangMi Lim		Topper in M.E.Comp.	M. Saidivya III B.Sc. – MEComps
45.	Mrs. LogaKannan	Dr. SugunaKannan	Topper in Bt.Bc.Chem	Prasanthi III. B.Sc. Bt.Bc.C

S.No.	Award in the name of	Instituted by	Group	Awardees for 2017-18
46.	MedicharlaLakshmi Sujatha	Dr.Capt. K. Sujatha	Topper in Mathematics	B. Sandhya IIB.Sc. – MPComp.Sc
47.	Smt.LalithaSastrya	Dr. Y.Lakshmi Prabha	Topper in Telugu (I-III Sem.)	G. Sri divya IIB.Sc. – MPComp.Sc
48.	Sri.Paranam RamamohanRao,IRS	Mrs.P.KrishnaKumari	Topper in Statistics	K. Navya Gayatri II B.Sc. – M.St. Comp.Sc
49.	Mrs. G. IndiraDevi		Topper in Chemistry	G. Divyasril B.Sc.- CBZ
50.	Prof. L.S.R.Krishna Sastry	Dr.Y.Lakshmi Prabha	Topper in M.P.C.	T. Chandra Likhitha II InterM.P.C
51.	Prof.L.S.R.Krishna Sastry	Dr. Y. Lakshmi Prabha	Topper in Bi.P.C.	S.Kasivishalakshi II InterBiP.C
52.	Sri.P. Suryanarayana and Smt.Varahamma	Dr. P.J.ayalakshmi	Topper in H.E.C.	K.Nirmala Kumari II Inter H.E.C.
53.	Mrs.V.V.S.Sitalakshmi		Topper in Telugu (Inter)	K.U.V. SandhyaRani IIIInter-M.P.C.
54.	Sr. Raphael	Mrs.N.Anusuyamma	Topper in M.E.C.	Md.Gulnaz Fathima II InterM.E.C.
55.	Shri.KomminiMichael &Smt.VijayaKumari	Their ThreeDaughters	Topper in B.B.A.	Kimberly Maria Thomson IIIBBA
56.	Shri. Pudi Krishnamurthy & Smt.PudiSavithri Memorial prize	Dr. P. Mangaveni	Meritorious student in Chemistry	H.Vijaya Mohan Vathsalya IIB.Sc. -CBZ.
58.	Mr.L.NandaKishore, MemorialPrize	Dr.Y. Lakshmi Prabha	Topper in Business LawfromB.B.A.	Lalitha IIIBBA

S.No.	Award in the name of	Instituted by	Group	Awardees for 2017-18
59.	Mementos	DrCapt. K. Sujatha	BestNCC Cadet	SUOCh. Elsie III B. Chandramathi Sc – M.E. Comp
60.	Mementos	DrCapt. K. Sujatha	Best all rounder in NCC	SUO G.Gowthami III B. Sc – M. E. Comp
61.	Mementos	DrCapt. K. Sujatha	Highest mark in I year Intermediate Mathematics	T.Chandra Likhitha III Inter MPC
62.	Dr. V. N. Murthy' Memorial award	Dr.T. Seshulatha	N.S.Best outgoing Volunteer	T.M.V.Lakshmi III B.Sc- HomeSc
63.	Sr.Dominic'Prize for meritorious Student	Dr. T. Seshulatha	Topper in Nutrition III B.Sc HomeSc	R. Harshini III B.Sc – HomeSc

Wish you a happy and fruitful stay at  
st. Joseph's College for Women (a).  
may god bless all

**CALENDAR FOR THE ACADEMIC YEAR 2018 - 2019**  
**JUNE - 2018**

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1. Fri College Re-opens for Faculty Members

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2. Sat

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3. Sun

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4. Mon Classes begin for II Year Intermediate, II, III UG & II PG

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5. Tue

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6. Wed

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7. Thu

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8. Fri

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9. Sat

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10. Sun

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*“Be who you are and say what you feel, because those who mind don't matter and those who matter don't mind.” Dr. Seuss*

**JUNE - 2018**

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11. Mon

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12. Tue

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13. Wed

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14. Thu

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15. Fri

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16. Sat

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17. Sun

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18. Mon

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19. Tue

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20. Wed

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*“If you listen to Constructive criticism, you will be at home among the wise.” Proverbs 15: 31.*

**JUNE - 2018**

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21. Thu

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22. Fri

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23. Sat

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24. Sun

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25. Mon

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26. Tue

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27. Wed

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28. Thu

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29. Fri

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30. Sat

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*“Gratitude and attitude are not challenges; they are choices.  
” Robert Braathe*

## JULY -2018

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1. Sun

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2. Mon

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3. Tue

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4. Wed

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5. Thu

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6. Fri

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7. Sat

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8. Sun

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9. Mon

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10. Tue

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*“Do not go where the path may lead, go instead where there is no path and  
leave a trail.” Ralph Waldo Emerson.*



**JULY -2018**

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11. Wed

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12. Thu

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13. Fri

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14. Sat

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15. Sun

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16. Mon

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17. Tue

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18. Wed

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19. Thu

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20. Fri

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*“If it is to encourage, then give encouragement; if it is giving, then give generously”. Romans 12:8*

**JULY -2018**

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21. Sat

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22. Sun

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23. Mon Mid Semester Exam - I for III & V Semester

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24. Tue

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25. Wed

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26. Thu

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27. Fri

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28. Sat

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29. Sun

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30. Mon Mid Semester Exam - I for I Semester

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31. Tue

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*“Keep your eyes on the stars and your feet on the ground.” Theodore  
Roosevelt*

## AUGUST - 2018

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1. Wed

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2. Thu

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3. Fri

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4. Sat

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5. Sun

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6. Mon

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7. Tue

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8. Wed

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9. Thu

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10. Fri

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*“Let each of you look not only to his own interests, but also to the interests of others”. Philippians 2:4*

## AUGUST - 2018

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11. Sat

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12. Sun

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13. Mon

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14. Tue

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15. Wed Independence Day

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16. Thu

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17. Fri

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18. Sat

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19. Sun

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20. Mon

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*"I have no special talents. I am only passionately curious." Albert Einstein.*

**AUGUST - 2018**

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21. Tue

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22. Wed

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23. Thu

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24. Fri

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25. Sat

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26. Sun

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27. Mon Mid Semester Exam - II for III & V Semesters

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28. Tue

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29. Wed

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30. Thu Mid Semester Exam - II for I Semester

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31. Fri

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*“People who cannot control themselves are like cities without walls to protect them”. Proverbs 25:28*

**SEPTEMBER -2018**

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1. Sat

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2. Sun

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3. Mon

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4. Tue

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5. Wed

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6. Thu

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6. Fri

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7. Sat

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9. Sun

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10. Mon

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*“A great leader’s courage to fulfill his vision comes from passion, not position.” John Maxwell.*

**SEPTEMBER - 2018**

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11. Tue

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12. Wed

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13. Thu

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14. Fri

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15. Sat

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16. Sun

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17. Mon

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18. Tue

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19. Wed

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20. Thu

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*“Never let loyalty and kindness leave you! Tie them around your neck as a reminder. Proverbs 3:3*

**SEPTEMBER -2018**

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21. Fri

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22. Sat

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23. Sun

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24. Mon

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25. Tue

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26. Wed

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27. Thu

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28. Fri

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29. Sat

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30. Sun

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*“There is no doubt that creativity is the most important human resource of all. Without creativity there would be no progress, and we would be forever repeating the same patterns.” Edward de Bono.*



**OCTOBER -2018**

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1. Mon

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2. Tue Gandhi Jayanthi

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3. Wed

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4. Thu

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5. Fri End Semester Exam for I, III, V Semesters begin

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6. Sat

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7. Sun

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7. Mon

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9. Tue

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10. Wed

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*“The heartfelt counsel of a friend is as sweet as perfume and incense. Proverbs 27:9.*

**OCTOBER -2018**

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11. Thu

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12. Fri

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13. Sat

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14. Sun

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15. Mon

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16. Tue

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17. Wed

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18. Thu

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19. Fri

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20. Sat

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*"The world is but a canvas to the imagination." Henry David Thoreau.*

**OCTOBER -2018**

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21. Sun

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22. Mon

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23. Tue

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24. Wed

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25. Thu

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26. Fri

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27. Sat

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28. Sun

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29. Mon

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30. Tue

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31. Wed

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*“People may be right in their own eyes, but the Lord examines their heart. Proverbs 21:2.*

**NOVEMBER - 2018**

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1. Thu

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2. Fri

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3. Sat Commencement of Classes for II, IV, & VI Semesters

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4. Sun

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5. Mon

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6. Tue

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7. Wed

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8. Thu

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9. Fri

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10. Sat

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*“Creativity is contagious. Pass it on.” Albert Einstein*

**NOVEMBER - 2017**

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11. Sun

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12. Mon

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13. Tue

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14. Wed

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15. Thu

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16. Fri

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17. Sat

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18. Sun

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19. Mon

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20. Tue

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*“Avoid all perverse talk; stay away from corrupt speech.” Proverbs 4:24.*

**NOVEMBER - 2018**

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21. Wed

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22. Thu

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23. Fri

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24. Sat

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25. Sun

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26. Mon

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27. Tue

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28. Wed

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29. Thu

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30. Fri

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*“Toleration is the greatest gift of the mind.” Helen Keller.*

**DECEMBER - 2018**

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1. Sat

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2. Sun

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3. Mon

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4. Tue

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5. Wed

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6. Thu

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7. Fri

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8. Sat Feast of the Immaculate Conception of Mother Mary

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9. Sun

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10. Mon

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*“People with integrity walk safely, but those who follow crooked paths will slip and fall.” Proverbs10:9.*

**DECEMBER - 2018**

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11. Tue

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12. Wed

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13. Thu

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14. Fri

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16. Sun

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17. Mon

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19. Wed

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20. Thu

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*“Persistent questioning and healthy inquisitiveness are the first requisite for acquiring learning of any kind”. M K Gandhi*



**DECEMBER - 2018**

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21. Fri

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22. Sat

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23. Sun

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24. Mon

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25. Tue Christmas

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26. Wed

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27. Thu Mid Semester Exam I for II, IV & VI Semesters

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28. Fri

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29. Sat

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30. Sun

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31. Mon

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*“Be very careful about what you think. J^our thoughts run your life.” Proverbs 4: 23*

**JANUARY -2019**

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1. Tue

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2. Wed

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3. Thu

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4. Fri

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5. Sat

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6. Sun

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7. Mon VSpecial Supplementary

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8. Tue

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9. Wed

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10. Thu

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*“Education is the most powerful weapon which you can use to change the world”. - Nelson Mandela*

**JANUARY -2019**

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11. Fri

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12. Sat

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13. Sun

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14. Mon

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15. Tue

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16. Wed

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17. Thu

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18. Fri

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19. Sat

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20. Sun

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*“A hot-tempered person- starts fights; a cool-tempered person stops them.”  
Proverbs 15: 18.*

**JANUARY -2019**

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21. Mon

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22. Tue

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23. Wed

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24. Thu

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25. Fri

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26. Sat Republic Day

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27. Sun

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28. Mon Mid Semester Exam II for II, IV & VI Semesters

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29. Tue

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30. Wed

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31. Thu

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*“The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education”.*  
*Martin Luther King, Jr.*

**FEBRUARY -2019**

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1. Fri

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2. Sat

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3. Sun

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4. Mon

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5. Tue

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6. Wed

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6. Thu

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8. Fri

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9. Sat

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10. Sun

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*“Work hard and become a leader; be lazy and become a slave. Proverbs 12:24.*

**FEBRUARY -2019**

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11. Mon

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12. Tue

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13. Wed

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14. Thu

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15. Fri

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16. Sat

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17. Sun

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18. Mon

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19. Tue

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20. Wed

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*“Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family”. Kofi Annan*

**FEBRUARY -2019**

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21. Thu

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22. Fri

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23. Sat

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24. Sun

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25. Mon

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26. Tue

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27. Wed

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28. Thu

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*“Get all the advice and instruction you can, so you will be wise the rest of your life.” Proverbs 19: 20.*

**MARCH - 2019**

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1. Fri

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2. Sat

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3. Sun

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4. Mon

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5. Tue

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7. Thu

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8. Fri

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9. Sat

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10. Sun

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*“To learn, you must love discipline; it is stupid to hate correction.” Proverbs 12: 1.*



## MARCH - 2019

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11. Mon End Semester Exam for II, IV & V Semesters begins

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12. Tue

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13. Wed

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14. Thu

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15. Fri

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16. Sat

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17. Sun

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18. Mon

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19. Tue Feast of St. Joseph - Patron Saint of the College

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20. Wed

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*“Education is not that you read a book, pass an examination, and finish with education. The whole of life, from the moment you are born to the moment you die, is a process of learning”. Jiddu Krishnamurti*

**MARCH - 2019**

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21. Thu

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22. Fri

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23. Sat

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24. Sun

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25. Mon

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26. Tue

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27. Wed

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28. Thu

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29. Fri

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30. Sat

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31. Sun

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*“Trust in the Lord with all your heart; do not depend on your own understanding.” Proverbs 3:5.*

**APRIL - 2019**

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5. Fri

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6. Sat

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7. Sun

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9. Tue

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10. Wed

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*“Gratitude and attitude are not challenges; they are choices.” Robert Braathe*

**APRIL - 2019**

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11. Thu

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12. Fri

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13. Sat

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14. Sun

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15. Mon

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16. Tue

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17. Wed

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18. Thu

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19. Fri Good Friday

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20. Sat

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*“Intelligent people are always ready to learn, their ears are open for knowledge.” Proverbs 18:15.*

**APRIL - 2019**

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21. Sun

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24. Wed

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28. Sun

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*“To become ‘unique,’ the challenge is to fight the hardest battle which anyone can imagine until you reach your destination”. A. P. J. Abdul Kalaam*

## *UNIQUE FEATURES OF SJC*

1. Personal Transformation Program (PTP) & Value Development Program (VDP)
2. Parent-Teacher Partnership Interactive Sessions for collaborative benefit.
3. Student Council & Departmental Associations- Leadership and Social development
4. Creative Associations and Clubs;-
5. Good Infrastructure - Spacious Class rooms, Fully Equipped AC Seminar Halls, Computer & Language Laboratories, Class room interfaced Public Address System, Air Conditioned Library, Media Lab, Psychology Lab, Good play ground with Basket Ball Court, Smart and Digital Class Rooms and Parking Facility
6. On Campus Hostel
7. Sports & Fitness Centre
8. Cyber Café
9. Canteen & RO Purified Drinking Water
10. Training & Placement Cell - record placements.
11. Top ranks in AUCET and other Entrance tests.
12. Student Support through Mentoring, Remedial & Bridge Courses
13. Fire Safety enabled Buildings
14. NSS, NCC, Sports, Yoga, Music and Karate as extracurricular activities
15. UGC Sponsored Addon, Certificate/ Diploma Courses for skill development.
16. Grievance Redress Cell
17. SAHAY- Centre for Wholistic Development (including Counseling & Guidance)
18. Excellent Co-curricular and extramural events & activities
19. Surveillance Security System (CCTV)
20. Use of Solar Energy.
21. Biometric Attendance for students and staff
22. Skill development centre
23. MoU with Xavier Board, Bangalore, US Consulate, Reliance Jio, Data Creations, Aptitude Expert, The Leader, Indian Centre for Research and Development for Community Education, T.I.M.E, MindMap Consultancy, VINEX, APSSDC, Myeasydocs, Pidilife Industries Ltd., etc.
24. Digital Class Room

## A Prayer for Peace



*Chorus: Lord make us instruments of your peace,  
Where there is hatred, let your love increase  
Lord make us instruments of your peace,  
Walls of pride and prejudice shall cease  
When we are your instruments of peace.*

*Where there is hatred, we will show his love  
Where there is injury, we will never judge  
Where there is striving, we will speak his peace  
To the people crying for release,  
We will be His instruments of Peace. (Ch)*

*Where there is blindness, we will pray for sight  
Where there is darkness, we will shine His light  
Where there is sadness, we will bear their grief  
To the million crying for release  
We will be His instruments of Peace. (Ch)*

