

St. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous)

Accredited by NAAC with 'A' Grade with a CGPA of 3.51

Affiliated to Osmania University

A Catholic Christian Minority Co-Education Institution

Managed by Hyderabad Archdiocese Educational Society

HANDBOOK & ACADEMIC CALENDAR **2014 - 2015**



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Accredited by NAAC with "A" Grade with a CGPA of 3.51

Affiliated to Osmania University

King Koti, Hyderabad



**Handbook & Academic Calendar
2014-15**

PERSONAL DETAILS

Name _____

Roll No. _____

Course _____

Class _____

Address for
Correspondence _____

Student Contact No. _____

Email ID _____

Blood Group _____

Vehicle No. _____

Parent/Guardian Name _____

Permanent Address _____

Contact Details:

Res. No. _____

Mobile No. _____

Email ID _____

Parent / Guardian Signature _____

INSTITUTIONAL PROFILE

CHAIRMAN: Most Rev. Thumma Bala DD
Archbishop of Hyderabad
PRINCIPAL: Rev. Fr. Vincent Arokiadas
DIRECTOR: Prof. Dr. K. Malla Reddy

CORRESPONDENCE AND TELEPHONE NUMBERS

Main Campus: 5-9-1106, Basheerbagh
King Koti Main Road, Hyderabad-500029
Ph: +91 (40) 23234860, 23231769
Fax: +91 (40) 23230569
Extended Campus: 5-9-300, Caprotti Hall building,
Gunfoundry, Abids, Hyderabad- 500001
Website: www.josephscollege.ac.in
www.josephspgcollege.ac.in
Email: info@josephscollege.ac.in
info@josephspgcollege.ac.in

Registered Name	St. Joseph's Degree & PG College
Established	1997
Motto	Knowledge, Love , Service
Type of Institute	A Catholic Christian Minority Institution (Co-Education) under HAES
Affiliation	Affiliated to Osmania University
UGC	Sanctioned sec 2(f) and 12(B) status by University Grants Commission (UGC)
UG Autonomy	2011
PG Autonomy	2013
Accreditation	Graded "A" with CGPA of 3.51 by National Assessment and Accreditation Council (NAAC) in 2008
Student Brand	Josephites
Student Strength	2000

PERSONAL PRAYER

Father of Light and Wisdom,
thank you for giving me
a mind that can know
and a heart that can love.

Help me to keep learning every day of my life....
no matter what the subject may be.
Let me be convinced that all knowledge leads to you
and let me know how to find you and love you
in all the things you have made.

Encourage me when the studies are difficult
and when I am tempted to give up
Enlighten me when my brain is slow
and help me to grasp the truth held out to me.

Grant me the grace to put my knowledge to use
in building the society and Nation,
So that I may enter the kingdom of God in heaven. Amen.

LORD'S PRAYER

Our Father in Heaven,
Holy be your name,
Your kingdom come;
Your will be done on earth
As it is in Heaven
Give us today our daily bread,
Forgive us our sins
As we forgive those who sin against us;
Do not bring us to the test
But deliver us from evil. Amen.

NATIONAL ANTHEM

Jana gana mana adhi nayaka, jaya hey,
Bharatha Bhagya Vidhatha.
Punjaba-Sindhu-Gujaratha-Maratha,
Dravida-Utkala-Vanga,
Vindhya Himachala-Yamuna Ganga Uchchala Jaladhi taranga.
Tava shubha name jage, Tava shubha ashisha mage,
Gahe tava jaya gatha,
Jana- gana- mangala- dayaka jaya hey
Bharatha-bhagya-vidhata.
Jaya hey, jaya hey, jaya hey, Jaya jaya jaya, jaya hey



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CHAIRMAN'S MESSAGE

Dear Rev. Fr. Vincent Arokiadas and the entire fraternity of St. Joseph's College, I bring greetings and good wishes in the name of Jesus our Lord and Savior.



I am happy to know that you have started a new scholastic year 2014 -15, and have planned this handbook to acquaint the students with the St. Joseph's way of life.

Most. Rev. Thumma Bala
(Archbishop of Hyderabad &
Chairman - HAES)

Education is an “act of hope” - a hope for a better future, a cohesive society and simply being better individuals. A Christian education institution does not just distribute information for enrichment of minds, but it seeks to reach a certain commitment on the part of the individual. A commitment to sustain “hope” in the way one conducts life, be it society or in an organisation.

Each of you plays a role in the promotion of justice and peace, which requires respect for oneself and others. Education prepares young people to live in freedom as adults. The freedom one exercises is intimately linked to the natural moral law, which is universal in character, expresses the dignity of every person and forms the basis of fundamental human rights and duties: consequently, in the final analysis, it forms the basis for just and peaceful coexistence. In order to be true peacemakers, we educate ourselves in compassion, solidarity, working together, fraternity, in being active within the community.

Christian educational institutions offer to all an approach to education that has as its aim the full development of the person, which responds

to the right of every person to access to knowledge. However, we are called upon to offer, with full respect for the freedom of each person and using the methods appropriate to the scholastic environment, the Christian belief, that is, to present Jesus Christ as the meaning of life, the cosmos and history. Jesus began to proclaim the good news of the 'Galilee of the people', a crossroads of people, diverse in terms of race, culture and religion. This context resembles today's world, in certain respects. The profound changes that have led to the ever wider diffusion of multicultural societies require those who work in the education sector to be involved in educational itineraries involving comparison and dialogue, with a courageous and innovative fidelity that enables Christian identity to encounter the various "souls" of multicultural society.

My advice to each of you - do express yourselves with passion and creativity, and do it with brilliance and fruitfulness, for the sky is the limit in all that you can achieve. "Always remember what you have learned. Your education is your life – guard it well." (Proverbs 4:13)

Wish you all the best, every success, God's choicest blessings in all that you set yourself to achieve.

With cordial regards,
Yours in the Lord,

+Thumma Bala

(Archbishop of Hyderabad & Chairman – HAES)

PRINCIPAL'S MESSAGE

A warm Welcome to Josephites to yet another exciting year of exploration, enrichment and excellence in learning !!!

St. Joseph's today, as we all know features among the top educational institutions in the country and it goes without saying that you as Josephites, our brand ambassadors are expected to walk the paths of success proudly wearing the badge of excellence in attitude, knowledge and skills.



Rev. Fr. Vincent Arokiadas
Principal

As the year begins, I would like you to appreciate the passion and commitment with which our team of highly qualified and futuristic academicians along with ace industrialists have come up with globally relevant educational programs that empower you to excel in all spheres of life.

Yet our creative curriculum will make you 'future ready' and will give you success if only you match our passion to give you the best, with your own enthusiastic participation and “I can” positivity. Our high end educational programs call for active class room participation, timely completion of assignments and effective use of library for student research/ projects/paper presentations. Education today is not all about information gathering but to have a free inquiring mind and lateral thinking which enriches the learning process; as Picasso said “Others have seen what is and asked why. I have seen what could be and asked why not”

With a wide array of co curricular and extracurricular activities, St. Joseph's presents a bouquet of learning opportunities to address

your intellectual, creative, social, moral and physical well being. But again I insist unless you approach us with an enthusiastic mind rooted in discipline, there is no way you can reap the advantage of “Our distinct environment of educational excellence”. As a Chinese proverb says “Teachers open the doors, but you must enter by yourself”.

“If you fail to plan, you plan to fail”; hence we present to you this handbook which outlines a roadmap of college rules and regulations, services and facilities available and a meticulously drafted year planner to enable you to effectively plan your college work and be proactive.

**“Plan purposefully. Prepare prayerfully. Proceed positively.
Pursue persistently.”**

Rev.Fr.Vincent Arokiadas

ABOUT THE COLLEGE

St. Joseph's Degree & PG College within a span of 18 years has emerged as a leading name in the field of higher education and has earned several top prestigious rankings and 'A' grade by NAAC for its "Distinctive educational environment", which equips the students with right knowledge and skills to meet the dynamics of the global market, while paying a shared focus on developing social and ethical values among them.

A Co-Educational Catholic Christian Minority Institution run by Hyderabad Archdiocese Educational Society (HAES). St. Joseph's College, reserves for itself its inherent and constitutional right (Art 30 (1)) with regard to Management and Administration. Although the College is primarily meant for Catholics, it also admits students without discrimination of caste, language or creed.

The Educational Society:

The Society has 24 Educational Institutions to its credit in Hyderabad, Ranga Reddy, Medak and Nizamabad Districts of Andhra Pradesh. By establishing St. Joseph's College in 1997, HAES fulfilled the longstanding aspirations of the people and also commemorated the Episcopal Silver Jubilee of **His Grace Late Most Rev. Dr. S. Arulappa**, former Chairman. Late Archbishop M. Joji was a guiding force from 2000 – 2011. Today the mantle is donned by His Grace **Most Rev. Dr. Thumma Bala** Archbishop of Hyderabad whose visionary and pragmatic leadership inspires the Institution to march on the path of excellence. Under the guidance and leadership of Rev. Fr. Dr. V. K. Swamy, the founder Principal, St. Joseph's college is included under **Section 2(f) of the UGC Act, 1956 in 2006 and accredited by NAAC "A" Grade with a CGPA of 3.51 in 2008.**

UGC granted Autonomous status and **12(B) status in 2011**. The College is currently marching ahead under the exemplary leadership of **Rev. Fr. Vincent Arokiadas**, who is ever enthusiastic to charter new avenues and achieving the grant of PG Autonomy status in 2013 is a clear indicator of his quest for excellence.

Strategically located in the heart of the City of Hyderabad at Basheerbagh – King Koti Road in a sprawling two acre campus with 1 lakh square feet built up area, ultra modern infrastructure and state of the art laboratories, the College is privileged to have eminent collaborators from academia and industry, supportive parents, qualified and enthusiastic teaching and non- teaching staff and vibrant student fraternity.

The college offers a wide range of Under Graduate and Post Graduate courses in Commerce, Science, Mathematics, Computer Science, Mass Communication and Management, where students from surrounding schools and colleges, various districts, neighbouring countries seek admission.

Our holistic approach to education sets our brand equity as a trusted name for value-based education and integrated learning. Discipline which is a non-negotiable factor of students' life on our campus inculcates value of time management and punctuality. Apart from integrating value education into the main curriculum, several motivational talks, leadership programmes, and above all regular group and personal counseling sessions conducted by well qualified counselors nurture the emotional intelligence of the students making them confident and competitive to take on the challenges of life ahead. The students during the process of education in college emerge as well qualified and socially responsible citizens of India.

CREST, VISION, MISSION & CORE VALUES

The Crest of the college consists of **Wheel, Triangle, Lamp** and a **Book**.

The **WHEEL** - It stands for the **Universe as God's gift to mankind** and the wholeness of the wheel invites us to be cosmological in our vision and cosmopolitan in our approach.

The **TRIANGLE** - It depicts the **three phases of Growth-Knowledge** as one's personal and basic foundation & experience: it further extends to love and service to the neighborhood and the society.

The **BOOK** - It represents the **fountain of knowledge** from where one quenches one's thirst for wisdom.

The **LAMP** - It represents light - **the presence of GOD** in the world and in each human being - inviting us to live together.

VISION, MISSION & CORE VALUES

St. Joseph's Degree & PG College owes its purpose, genesis & progress to its patron - St. Joseph, a carpenter by profession - a Just man by upbringing, chosen by God to be the husband of Blessed Virgin Mary and the earthly guardian of Jesus. His sense of duty and justice, coupled with faith and trust in GOD was the atmosphere in which Jesus grew up as a young boy. This family is considered as the Holy Family and held as a model to be emulated by all families across the world.

St. Joseph - our Patron is a role model for all those who work hard, since it was he who taught Jesus to acquire wisdom through hard work and sincerity. Inspired by St. Joseph, the College strives to

instill in its members the work ethics; to develop and strengthen character; and to inculcate the values of love and service.

At St. Joseph's College, the academic climate is dedicated to the student community to facilitate KNOWLEDGE that would enkindle them to LOVE and to SERVE the community

VISION

To create a distinct environment of excellence in education with humane values and social commitment.

MISSION

We are committed:

1. To develop knowledge citizens with multidisciplinary global competencies.
2. To integrate in the students the ennobling virtues of truth, fairness, tolerance and co-operation that leads them to serve the underprivileged.
3. To sensitize in Josephites a sense of appreciation of traditional and cultural inheritance of the nation.
4. To create and maintain an environment of excellence in education with technological advancements, effective pedagogy and methods of evaluation.
5. To provide life skills towards a successful career, home and society.

CORE VALUES

1. Trust in Divinity
2. Foster Integrity
3. Acquire Competencies
4. Strive for Excellence
5. Serve the Society



LANDMARKS ACHIEVED BY THE COLLEGE

- 1997** - Degree College established with B.Sc (MPCs), B. Com (Gen) & B. Com (Comp) courses.
- 1998** - Introduction of Co-education, B. Sc (MECs, MSCs, MPE), BCA
- 1999** - Introduction of MCA
- 2001** - Introduction of MBA; Additional section B. Com (Reg)
- 2002** - Introduction of Certificate Courses (In-house)
- 2003** - Introduction of M.Sc. (Mathematics), B.Com (Hons) & Vocational Course: B.Com (FTP)
- 2004** - Additional section MBA
- 2005** - Introduction of M. Com; B.Com secured 95 % pass and was ranked I under GROUP (B) Colleges of OU in Result Analysis done by BOS.
- 2006** - 2(f) was issued by UGC dated 25, July 2006, Additional section B. Com (Comp)
- 2007** - Permanent affiliation from OU
- 2008** - Accredited by NAAC with A grade with a CGPA of 3.51
- 2011** - Grant of Autonomy status in March 2011; grant of 12 (B) by UGC, Introduction of courses BA (Mass Com.), B.Sc. (MPC) & BBA
- 2012** - Introduction of courses B.Com (Professional), B.A (Journalism, Psychology, English Literature), B.Sc.(Networking & Hardware, Applied Electronics & Mathematics), MCJ (Master of Communication & Journalism), M.Com(Finance)
- 2013** - Grant of PG Autonomous status
- 2013** - Completed 1st Cycle of Accreditation and applied for Reaccreditation

OUR DISTINCTIVE FEATURES

1. Regular Induction/orientation programmes for students/faculty.
2. Periodic Counseling, remedial classes, tutorial, mentoring & career guidance.
3. Innovative certificate/skill-based courses
4. Conduct of National Seminars
5. Regular publication of annual news letter “NEWS DIGEST” now christened as Joseph’s Chronicle.
6. Regular display of wall catalogue magazine by Mass Communication department.
7. Regular conduct of Entrepreneurial Awareness programmes
8. Conduct of Academic and cultural fest – Josephiesta and Annual short film festival - CinEvolution.
9. Organizing experiential learning activities – educational tours/exposure visits/field trips.
10. Encouragement to merit students in the form of cash awards & scholarships for minorities, social groups and Economically Backward Students.
11. Regular conduct of community service programmes under the banner of Josephite Service Scheme, National Service Scheme, Women Empowerment Cell and Red Cross Society.
12. Regular organizing of staff picnic
13. Uniform and Christmas gifts for non-teaching staff

GOVERNING BODY AND ACADEMIC COUNCIL OF THE COLLEGE

1. Most Rev. Thumma Bala DD., Archbishop of Hyderabad & Chairman HAES - **Chairman**
2. Rev. Fr. Vincent Arokiadas, Principal, St. Joseph's College - **Member Secretary**
3. Msgr. Swarna Bernard, Vice-Chairman I, HAES - **Society member**
4. Rev. Fr. Allam Arogya Reddy, Secretary, HAES - **Society member**
5. Rev. Fr. G. Anthony, Treasurer, HAES - **Society member**
6. Dr. Shakeel Ahmed, Deputy Secretary - **UGC nominee**
7. Prof. S. Kamaleshwar Rao, Dept. of Commerce & Management, Kakatiya University, **State Govt. nominee**
8. Prof. G. Laxmaiah - Dean, College Development Council, Osmania University - **University nominee**

Education Representatives

1. Prof. Dr. K. Malla Reddy, Director St. Joseph's College
2. Prof. K.S.Venu Gopal Rao, Associate Professor, IFHE, IBS

Industry Representatives

1. Mr. Hemanth Goparaj, Vice-President HR, Berkadia Commercial Mortgage

Faculty Representatives

1. Mrs. R.Anita – Academic Secretary
2. Mrs. T. Esther Ratna- Administrator
3. Mrs. M. Kiran Jyothi- HoD, Computer Science
4. Mrs. C. Savithri-HoD, Commerce
5. Mr. Satyanarayana Rao- COE

FINANCE COMMITTEE

1. Rev.Fr.Vincent Arokiadas- Principal, St.Joseph's Degree & PG College
2. Prof. K. Malla Reddy –Director, St.Joseph's Degree & PG College
3. Mrs. T. Esther Ratna- Administrator
4. Mrs.R.Anita- Academic Secretary
5. Mr. Satyanarayana- Controller of Examinations
6. Mr. Tony- Office Superintendent

ACADEMIC COUNCIL MEMBERS

Sl. No.	Member	Designation
1.	Rev.Fr.Vincent Arokiadas, Principal, St. Joseph's Degree & PG College	CHAIRMAN
2.	Prof. B. Krishna Reddy, Dean, Faculty of Business Management, OU	University Nominee
3.	Prof. S. V. Satyanarayana, Dean, Faculty of Commerce, OU	University Nominee
4.	Prof. K. Nageshwara Rao, Dean, Faculty of Science, OU	University Nominee
5.	Sri. P. Ranga Reddy, Editor & Publisher -The Hindu	Industry Representative
6.	Mr. S. Chandra Sekhar, Technical Director, Tech. Design Group	Industry Representative
7.	Mr. Sunit Gabriel Fonceca, MD, SGF Enterprises India Pvt. Ltd	Industry Representative

Sl. No.	Member	Designation
8.	Prof. K. Sateesh Reddy, Secretary, A.P.S. C.H.E	Educationist
9.	Dr. Sr. Alphonsa Vattoly, Principal, St. Francis College for Women	Educationist
10.	Prof. Dr. K. Malla Reddy	Director
11.	Rev. Fr. Anthony Sagayaraja	Vice Principal
12.	Rev. Fr. M. Sleeva Reddy	Asst. Principal
13.	Mrs. R. Anita	Academic Secretary
14.	Mrs. T. Esther Ratna	Administrator
15.	Dr. S. Brinda	Dean Academics
16.	Mr. Satyanarayana Rao	Controller of Examinations
17.	Mrs. Mary Vinaya Sheela	Senior Faculty
18.	Mrs. L. Mihira Priya	HoD Science
19.	Rev. Fr. Kingston Jeganathan	HoD Mass Comm.
20.	Mr. Srinivas Reddy	HoD Mathematics
21.	Mrs. Kiran Jyothi	HoD Computer Sc.
22.	Dr. Deepika Rupert Gardner	HoD English
23.	Dr. S. P. Jaiswal	HoD Languages
24.	Mr. Raja Kumar	Senior faculty
25.	Mr. M. Sravan Kumar	Senior faculty
26.	Mrs. Danam Tressa	Senior faculty

BOARD OF STUDIES-COMPOSITION

- Chairperson: Head of the Department
- Members: Faculty of all departments
- Subject experts: Two from outside the college (Experts from industry)
- One expert nominated by the VC of OU
- One/Two representatives from industry
- One meritorious Alumnus

FACULTY DETAILS

Principal - Rev.Fr.Vincent Arokiadas, *MA, MBA, M. Phil, (Ph.D)*

Asst. Principal - Rev.Fr. M. Amal Raj, *B.A (Tb)*

DEPARTMENT OF COMMERCE

Faculty Name	Designation
1. Dr. Bharathi <i>M.Com Ph.d</i>	Vice Principal
2. Dr. S. Brinda <i>M.Com, M. Phil, PGDCA, Ph.D</i>	Dean Academics
3. Mrs. C. Savithri <i>M.Com, M.Phil, MBA</i>	Associate Prof & HoD
4. Mrs. Mary Vinaya Sheela <i>M.Com, M.Phil, MBA</i>	Associate Professor
5. Mr. Krishna Moorthy <i>M.Com, M.Phil</i>	Associate Professor
6. Mr. Satyanaryana Rao <i>M.Com, LLB, MBA, B.Ed</i>	Associate Professor
7. Mrs. N. Srilatha <i>M.Com, M.Phil</i>	Associate Professor
8. Mrs. Y. Geethanjali <i>M.Com, M.Phil</i>	Associate Professor
9. Mrs. Suguna Sheela <i>M.A, M.Phil</i>	Associate Professor
10. Mrs. J.N.P.P Anantha Lakshmi <i>M.Com, M.Phil, M.F..M, PGDCA</i>	Assistant Professor
11. Mrs. Sudha Ramani <i>M.Com, MBA, APSET</i>	Assistant Professor
12. Mrs. Sumitra Pujari <i>M.Com, M.Phil, APSET</i>	Assistant Professor
13. Mrs. R. Sree Lakshmi <i>M.Com, CS (Inter)</i>	Assistant Professor
14. Mrs. Shanthi Kiran <i>M.Com, MBA (IB)</i>	Assistant Professor
15. Mrs. Ritika Waghray <i>M.Com, MBA, APSET, DAP</i>	Assistant Professor
16. Ms. M Debora <i>M. Com, PGDCA</i>	Assistant Professor
17. Ms. Bhavana Oza <i>M.B.A</i>	Assistant Professor
18. Mrs. C Kasthuri <i>M.Com, M.Phil, M.B.A</i>	Assistant Professor
19. Ms. Rafia Begum <i>M.Com</i>	Assistant Professor
20. Mr. Bhasker Yogendra <i>M.Com, PGDT, M.B.A</i>	Assistant Professor
21. Mrs. S Archana <i>M.Com, M.B.A., B. Ed</i>	Assistant Professor
22. Mr. Venu Gopal <i>M.Com, B.Ed</i>	Assistant Professor
23. Mrs. Karuna Daniel <i>M.Com</i>	Assistant Professor
24. Mr. Ashwani Singh Bisht <i>M.Com, B.Ed</i>	Assistant Professor

DEPARTMENT OF BUSINESS MANAGEMENT

Faculty Name	Designation
1. Rev. Fr. Vincent Arokiadas <i>M.A, M.B.A, M. Phil</i>	Principal
2. Prof. K. Malla Reddy <i>MA, M.Phil, Ph.D</i>	Director
3. Mrs. R. Anita <i>BE, M.B.A, M. Phil</i>	Associate Professor & HoD
4. Mrs. K. Srivani <i>M.B.A, M.Phil</i>	Associate Professor
5. Mrs. Danam Tressa <i>.A M.Com, M.B.A</i>	Associate Professor
6. Mrs. Sangeetha Thakur <i>M.B.A, DCA, DNC</i>	Assistant Professor
7. Mr. P. Ganesh Anand <i>M.B.A</i>	Assistant Professor
8. Mrs. A. Mary Francina <i>M.B.A, M.Phil</i>	Associate Professor
9. Mr. Nagunuri Srinivas <i>M.B.A, M.Phil</i>	Associate Professor
10. Mr. J. Manoj De Chlarence <i>M.B.A, PGDCA</i>	Assistant Professor
11. Ms. Smriti Nagaria <i>M.B.A, APSET</i>	Assistant Professor
12. Mrs. Molly Chaturvedi <i>M.B.A</i>	Assistant Professor
13. Mrs. Rachel Rose <i>M.B.A</i>	Assistant Professor
14. Ms. Sharon Sunayna <i>M.B.A, M.Phil</i>	Assistant Professor
15. Mrs. Manjula <i>MBA</i>	Assistant Professor
16. Mrs. Navya Allanki <i>MBA</i>	Assistant Professor

DEPARTMENT OF PHYSICS AND ELECTRONICS

Faculty Name	Designation
1. Mrs. L. Mihira Priya <i>M.Sc, B.Ed, M. Tech</i>	Associate Professor & HOD
2. Mr. M. Sravan Kumar <i>M.Sc, B.Ed, MBA</i>	Assistant Professor
3. Mr. M.L. Narsimha Rao <i>M.Sc (AE)</i>	Assistant Professor
4. Mr. E. Ashok Kumar <i>M.Sc (AE), UGCNET</i>	Assistant Professor

DEPARTMENT OF MATHEMATICS AND STATISTICS

Faculty Name	Designation
1. Mr. Srinivas Reddy <i>M.Sc (Maths), B.Ed, M.Phil</i>	Associate Professor & HOD
2. Mrs. G. Sunitha <i>M.Sc (Maths)</i>	Assistant Professor
3. Mrs. B. Kalavathi <i>M.Sc (Maths), B.Ed</i>	Assistant Professor
4. Ms. Vijaya Laxmi <i>M.Sc (Statistics)</i>	Assistant Professor
5. Mrs. Aarthi Mathur <i>M.Sc. (Maths), B.Ed</i>	Assistant Professor
6. Mr. Mohammed Mehboob <i>M.Sc. (Maths)</i>	Assistant Professor

DEPARTMENT OF MASS COMMUNICATION & PSYCHOLOGY

Faculty Name	Designation
1. Rev. Fr. Kingston Jeganathan <i>M.A., M. Phil</i>	Associate Prof & HOD
2. Rev. Fr. Gova Showry <i>M. Sc. (Psy.)</i>	Assistant Professor
3. Mrs. V. Laasya Madhukar <i>MCJ</i>	Assistant Professor
4. Mrs. Tapaswini Swain <i>M. A. Soc, M. Phil</i>	Assistant Professor
5. Dr. Ambika Sankar Mishra <i>MA (Soc Comm), Ph.D</i>	Assistant Professor
6. Ms. Sreeju V Nadh <i>MA (Comm), NET</i>	Assistant Professor
7. Mr. Srinivas Roopi <i>MA, MCJ</i>	Assistant Professor
8. Mr. Krishank Manne <i>MA, MCJ</i>	Assistant Professor

DEPARTMENT OF COMPUTER SCIENCE

Faculty Name	Designation
1 Mrs. Kiran Jyothi M <i>MCA, M.B.A</i>	Associate Professor & HoD
2 Mr. Joseph Raja Kumar <i>MCA, M.Phil</i>	Associate Professor
3 Mrs. T. Esther Ratna <i>M.Sc, M.Phil</i>	Assistant Professor
4 Mr. Pavan Kumar <i>B. Tech</i>	Assistant Professor
5 Mrs. P Madhuri Paul <i>MCA</i>	Assistant Professor
6 Mrs. E. Sushma <i>MCA</i>	Assistant Professor
7 Ms. Flora Nishitha <i>MCA</i>	Assistant Professor
8 Ms. V Sailaja <i>MCA</i>	Assistant Professor
9 Mr. Parikshit Jaiswal <i>MCA</i>	Assistant Professor

DEPARTMENT OF ENGLISH

Faculty Name	Designation
1 Dr. Deepika Rupert Gardner <i>M.A English , M.A(Linguistics) B.Ed, L. L.B, M.Phil, Ph.D & HoD</i>	Associate Professor
2 Dr. Sangeetha Motkar <i>M.A English, Ph.D</i>	Associate Professor
3 Ms. Angela Christina <i>M.A English</i>	Assistant Professor
4 Ms. R.M. Sherlin Smile <i>M.A, M.Phil, APSET, PGCTE</i>	Assistant Professor
5 Ms. A. Bhuvana Immaculate <i>M.A, PGCTE</i>	Assistant Professor

DEPARTMENT OF LANGUAGES

Faculty Name	Designation
1 Dr. Surya Prakash Jaiswal <i>M.A, M.Phil, Ph.D</i>	Associate Prof & HoD
2 Mrs. M. Padma Sri <i>M. A. French</i>	Assistant Professor
3 Mrs. Aparna Sathe <i>M.Com., M.A.Sanskrit, M.A. English, PGDELT, M.A. Journalism & P.R (previous)</i>	Assistant Professor
4 Mohammed Irfan Mohiuddin <i>M.A(Arabic) M.Phil</i>	Assistant Professor

DEPARTMENT OF PHYSICAL EDUCATION

Faculty Name	Designation
1. Mr. Sridhar Reddy <i>M.Com, M.P.Ed</i>	Physical Director

NON TEACHING STAFF

Front Office

Sl. No.	Staff Name	Designation
1	Mrs. Meera Nikita	Office Asst.
2	Mrs. Marina	Office Asst.
3	Mrs. Pallavi	Office Asst.

Administrative Office

Sl. No.	Staff Name	Designation
1	Mr. Anthony Peter Vaz	Senior Asst.
2	Mr. Ch Ravi Kumar	Senior Asst.
3	Mrs. Sonia Priya	Junior Asst.
4	Mrs. Blessy Rebecca	Accountant
5	Mr. Selvaraj	Office Asst.
6	Mr. George	Office Asst.
7	Mr. Arokia Das	Office Asst.
8	Ms. Swapna	Office Asst.

Library

Sl. No.	Staff Name	Designation
1	Mrs. Urmila Devi	Librarian
2	Mr. Henry Austin	Librarian
3	Mr. Dominic	Library Asst.

Examination Branch

Sl. No.	Staff Name	Designation
1	Mr. Marcus V Fonseca	Office Asst.
2	Ms. Shailaja	Office Asst.
3	Mr. Vincent Francis	Office Asst.
4	Mr. J. Sudhakar Reddy	Office Asst.
5	Mr. Karthik	Assistant

Lab Staff

Sl. No.	Staff Name	Designation
1	Mr. Aloysius	Technician
2	Mr. Insent Rao	Technician
3	Mr. Irvin	Technician

Support Staff

Sl. No.	Staff Name
1	Mrs. Alice
2	Mrs. Vijayamary
3	Mrs. Premila
4	Mrs. Rani Anthumani
5	Mrs. Radha
6	Mrs. Elizabeth Michael
7	Mrs. Sarala
8	Mrs. Renuka
9	Mrs. Kalpalatha
10	Mr. Anthony Francis
11	Mr. Krishnamoorthy
12	Mr. R Raja Reddy
13	Mr. B. Veeraswamy
14	Mr. P. Joseph Reddy
15	Mr. Christopher
16	Mr. Anthony
17	Mr. A. Joseph
18	Mr. Raju
19	Mr. Anil Kumar

LIST OF COMMITTEES 2014-15

I. Admission Committee	II. Examination Branch
<ol style="list-style-type: none"> 1. Rev. Fr. Vincent Arokiadas - Convenor 2. Prof. Dr.K.Malla Reddy 3. Mrs. T. Esther Ratna 4. Mrs. R. Sree Lakshmi 5. Mr. M. Sravan Kumar 6. Mr. P. Ganesh Anand 7. Mr. Manoj De Chlarence 	<ol style="list-style-type: none"> 1. Rev. Fr. Vincent Arokiadas Chief Controller of Examinations-Convenor 2. Mr. B. Satyanarayana Rao -COE-UG 3. Mr. M. L. N. Rao - Additional COE-UG 4. Mrs. M. Kiran Jyothi- COE-PG 5. Mrs. Danam Tressa - Additional COE-PG
III. Result Review Committee	IV. Student Welfare & Discipline Committee
<ol style="list-style-type: none"> 1. Rev. Fr. Vincent Arokiadas 2. Prof. Dr. K. Malla Reddy 3. Dr. Bharathi 4. Mr. Satyanarayana Rao - COE - UG - Convenor 5. Mrs. M. Kiran Jyothi- COE-PG 6. Mr. M. L. N. Rao- Additional COE 7. Dr. S. Brinda 8. Mrs. T. Esther Ratna 9. All Department Heads 	<ol style="list-style-type: none"> 1. Mrs. Mary Vinaya Sheela-Convenor 2. Rev. Fr. M. Amal Raj 3. Mrs. Aparna Sathe 4. Mr. Mohammed Irfan 5. Ms. Sreeju V Nadh 6. Mr. K. Sridhar Reddy 7. Mrs. Danam Tressa 8. 2 Students Coordinators

V. Moodle Committee	VI. SQAC Committee
<ol style="list-style-type: none"> 1. Mr. M. L. N. Rao - Convenor 2. Mrs. Sumitra Pujari 3. Ms. Vijaya Lakshmi 4. Mrs. Molly Chaturvedi 5. Mrs. A. Padma Sri 6. Mr. Pariksht Jaiswal 	<ol style="list-style-type: none"> 1. Rev. Fr. Vincent Arokiadas 2. Dr. Bharathi 3. Dr. Deepika Rupert Gardner- Convenor 4. Mrs. T. Esther Ratna 5. Mrs. Aparna Sathe 6. 2 Student Coordinators
VII. Monthly Planner/Reports	VIII. Cultural Committee
<ol style="list-style-type: none"> 1. Rev. Fr. Vincent Arokiadas 2. Dr. Bharathi 3. Mrs. T. Esther Ratna- Convenor 4. Mrs. L. Mihira Priya 5. All Department HoD's 	<ol style="list-style-type: none"> 1. Mrs. Geethanjali - Convenor 2. Mrs. Ritika Waghray 3. Ms. Flora Nishita 4. Mrs. Angela Christina 5. Mrs. Molly 6. Ms. Vijaya Laxmi 7. Mrs. Laasya Madhukar 8. 2 student Coordinators

IX. Sports Committee	X. Placement Committee
<ol style="list-style-type: none"> 1. Mr. K. Sridhar Reddy -Convenor 2. Mr. Mohammed Irfan 3. Mr. Ashwani Singh Bisht 4. Mr. Mohammed Mehboob 5. Student Coordinator 	<ol style="list-style-type: none"> 1. Mr. N. Srinivas - Placement Officer 2. Ms. Sharon Sunayna- Asst. Placement Officer 3. Mr. Ashwani Singh Bisht 4. Mr. Bhasker Yogendra 5. Mrs. L. Mihira Priya 6. Mr. Pariksht Jaiswal 7. Mrs. Laasya Madhukar 8. Mrs. G. Rachel Rose 9. 2 Student Coordinators
XI. Student Grievance Committee	XII. Women Grievance Committee
<ol style="list-style-type: none"> 1. Prof. Dr. K. Malla Reddy 2. Rev. Fr. M. Amal Raj- Convenor 3. Mrs. C. Kasturi 4. Mr. M. Sravan Kumar 5. Mrs. M. Padmasri 	<ol style="list-style-type: none"> 1. Mrs.C.Savithri-Convenor 2. Mrs. R. Sree Lakshmi 3. Mrs. Sangeetha Thakur 4. Mrs. Aarti Mathur 5. Mrs. Aparna Sathe

XIII. Library Committee	XIV. Publication Committee
<ol style="list-style-type: none"> 1. Prof. Dr. K. Malla Reddy 2. Dr.S.Brinda 3. Mr. Henry Austin - Convenor 4. Mrs. Urmila Devi 5. Mr. M. Joseph Rajakumar 6. Mrs. Sangeetha Thakur 	<ol style="list-style-type: none"> 1. Rev.Fr.Vincent Arokiadas 2. Dr. M. Sangeetha - Convenor 3. Rev. Fr. Kingston Jeganathan - Convenor 4. Mrs. Aparna Sathe 5. Mr. N. Srinivas
XV. Research Committee	XVI. Women Empowerment Cell
<ol style="list-style-type: none"> 1. Rev.Fr.Vincent Arokiadas 2. Prof. Dr. K. Malla Reddy 3. Dr. Bharathi- Convenor 4. Dr.S.Brinda- Convenor 5. Dr. Deepika Rupert Gardner 6. Dr. Surya Prakash Jaiswal 7. Dr. M. Sangeetha 8. Dr. Ambika Sankar Mishra 	<ol style="list-style-type: none"> 1. Dr. M. Sangeetha - Convenor 2. Mrs. G. Sunitha 3. Mrs. Aparna Sathe 4. Mrs. M. Padmasri 5. Mrs. Danam Tressa

XVII. Parent Teacher Meeting	XVIII. Josephiesta Committee
<ol style="list-style-type: none"> 1. Rev.Fr.Vincent Arokiadas 2. Mrs. T. Esther Ratna-Convenor 3. Mr.P.Ganesh Anand 4. Mrs. R. Sree Lakshmi 5. All Department HoD's 	<ol style="list-style-type: none"> 1. Rev.Fr.Vincent Arokiadas-Convenor 2. Rev.Fr.M.Amal Raj 3. All Department HoD's
XIX. Cinevolution Committee	XX. Alumni Committee
<ol style="list-style-type: none"> 1. Rev.Fr.Vincent Arokiadas 2. Rev. Fr. Kingston Jeganathan-Convenor 3. Mrs. C. Savithri 4. Mrs. R.Anita 5. Mrs. Mihira Priya 6. Mr. Srinivas Roopi 	<ol style="list-style-type: none"> 1. Rev.Fr.Vincent Arokiadas 2. Mrs. Mary Vinaya Sheela-Convenor 3. Dr. Surya Prakash Jaiswal 4. Mrs. Danam Tressa 5. Mr. S. Krishna Moorthy 6. Mrs. Mihira Priya 7. Mr. M. Joseph Raja Kumar 8. Mr. D. Srinivas Reddy 9. Mrs. A. Mary Francina 10. Mohammed Irfan 11. Mrs. Laasya Madhukar
XXI. JGG Environment Committee	XXII. NSS
<ol style="list-style-type: none"> 1. Mrs. Deepika Rupert Gardner-Convenor 2. Mrs. Sangeeta Thakur 3. Mrs. Geethanjali 4. Ms. Vijaya Lakshmi 5. Ms. Bhavana Oza 6. Mrs. S. Archana 	<ol style="list-style-type: none"> 1. Mr. M. Sravan Kumar -Programme Officer 2. Mr. K. Sridhar Reddy 3. Mrs. Sherlin Smile 4. Ms. Rafia Begum 5. Mrs. Navya Allanki 6. Mr. Henry Austin

<p align="center">XXIII. JSS</p>	<p align="center">XXIV. Red Cross Society</p>
<ol style="list-style-type: none"> 1. Mr. S. Krishna Moorthy- Convenor 2. Mrs. G. Rachel Rose 3. Mrs. J.N.P.P Anantha Lakshmi 4. Mrs. Angela Christina 5. Mr. E. Ashok Kumar 6. Mrs. V. Shailaja 	<ol style="list-style-type: none"> 1. Mrs. Suguna Sheela -Convenor 2. Mr. K. Sridhar Reddy 3. Mrs. A. Bhuvana Immaculate 4. Mr. Mohammed Mehboob 5. Mrs. S. Archana 6. Ms. Smriti Nagaria
<p align="center">XXV. Anti-Ragging Committee</p>	<p align="center">XXVI. Anti Sexual Harassment committee</p>
<ol style="list-style-type: none"> 1. Rev.Fr.Vincent Arokiadas 2. Prof. Dr. K. Malla Reddy- Convenor 3. Mrs. R. Anita 4. Mr. M. Joseph Rajakumar 5. Mr. K. Sridhar Reddy 6. Mrs. C. Savithri 7. Mr. D. Srinivas Reddy 	<ol style="list-style-type: none"> 1. Rev. Fr. Vincent Arokiadas 2. Dr. Bharathi 3. Mrs. R. Sreelakshmi -Convenor 4. Mrs. V. Shailaja 5. Mr. P. Ganesh Anand 6. Mr. D. Srinivas Reddy
<p align="center">XXVII. ED Cell Committee</p>	<p align="center">XXVIII. Website Committee</p>
<ol style="list-style-type: none"> 1. Prof.Dr.K.Malla Reddy 2. Mr.P.Ganesh Anand - Convenor 3. Mr. Manoj De Chlarence 4. Mrs. Shanthi Kiran 5. Mrs. Karuna Daniel 6. 2 Student Coordinators 	<ol style="list-style-type: none"> 1. Mrs. P. Madhuri Paul -Convenor 2. Mrs. E. Sushma 3. Mrs. L. Mihira Priya 4. Ms. J.N.P.P Anantha Lakshmi 5. Mrs.A.Mary Francina 6. Mrs. A. Bhuvana Immaculate 7. Mr. Srinivas Roopi

XXIX. Maintenance Committee	XXX. Staff Welfare Committee
<ol style="list-style-type: none"> 1. Mrs. Pallavi-Convenor 2. Mr. Insent Rao 3. Mr. Arokia Dass 4. Mr. Aloysious 5. Mr. Pavan 6. Ms. Swapna 	<ol style="list-style-type: none"> 1. Dr. Surya Prakash Jaiswal-Convenor 2. Mr. Venu Gopal 3. Mrs. Sumitra Pujari 4. Mrs. Aarthi Mathur 5. Ms. Sharon Sunayna
XXXI. National Festivals/ Celebrations Committee	XXXII. College Reception & Hospitality Committee
<ol style="list-style-type: none"> 1. Mr. M. Sravan Kumar -Convenor 2. Mr. Mohammed Irfan -Convenor 3. Mr. K. Sridhar Reddy 4. Mr. S. Krishna Moorthy 5. Student Coordinator 	<ol style="list-style-type: none"> 1. Ms. Debora-Convenor 2. Mr. M. Sravan Kumar 3. Mrs. Sudha Ramani 4. Mrs. Molly Chaturvedi 5. Mr. Bhasker Yogendra 6. Student Coordinator
XXXIII. Certificate Courses	XXXIV. International Student Cell
<ol style="list-style-type: none"> 1. Mrs.C.Savithri- Convenor 2. Mrs. Sherlin Smile 3. Mrs. Laasya Madhukar 4. Mrs. Sudha Ramani 5. Mrs. Aarthi Mathur 6. Mrs. A. Mary Francina 7. Mrs. E. Sushma 	<ol style="list-style-type: none"> 1. Mrs. Shanthi Kiran -Convenor 2. Rev. Fr. Kingston Jeganathan 3. Mr. N. Srinivas 4. Mr. E. Ashok Kumar 5. Mr. P. Ganesh Anand

XXXV. Choir	XXXVI. ET Club
<ol style="list-style-type: none"> 1. Mrs. Karuna Daniel -Convenor 2. Mrs. G. Rachel Rose 3. Ms. Flora Nishita 4. Mrs. Angela Christina 	<ol style="list-style-type: none"> 1. Mrs. Suguna Sheela -Convenor 2. Mr. Venu Gopal 3. Ms. Rafia Begum 4. Mrs. Manjula
XXXVII. Counseling Cell & Value Education	XXXVIII. Media
<ol style="list-style-type: none"> 1. Rev. Fr. Gova Showry 2. Ms. Maria Morris - Convenor 3. Ms. Soujanya 	<ol style="list-style-type: none"> 1. Rev. Fr. Kingston Jeganathan -Convenor 2. Mr. B. Satyanarayana Rao 3. Mr. Srinivas Roopi 4. Mr. Manoj De Chlarence

ACADEMIC CO-ORDINATORS 2014-15

Extended Campus Coordinator: Mrs.R.Anita

Course	Faculty In charge
B.Com (Regulars) I & II Year	Ms. Sudha Ramani
B.Com (Regulars) III Year	Mr. Krishna Moorthy
B.Com (Computers) I & II Year	Mrs. J.N.P.P Anantha Lakshmi
B.Com (Computers) III Year	Mrs. Sumitra Pujari
B.Com (Honors) I & II Year	Mrs. R. Sree Lakshmi
B.Com (Honors) III Year	Mrs. Geethanjali
B.Com (Professional) I & II Year	Mrs. Srilatha
B.Com (Professional) III Year	Mrs. C. Savithri

Academic Coordinator (Science): Mrs. G. Sunitha

Course	Faculty In charge
B.Sc I Year	Mr. M. Sravan Kumar
B.Sc II Year	Mr. D. Srinivas Reddy
B.Sc III Year	Mrs. L. Mihira Priya
B.Sc (NHAEM) I Year	Mr. M. Joseph Rajakumar
B.Sc (NHAEM) II & III Year	Mrs. V. Shailaja

Academic Coordinator (Mass Comm): Rev. Fr. Kingston Jeganathan

Academic Coordinator (BBA): Mr.P.Ganesh Anand

CLASS IN-CHARGES

Sl. No.	Class	Class Incharge
1	B.Com III A	Mrs. Mary Vinaya Sheela
2	B.Com III B	Ms. Srilatha
3	B.Com III C	Ms. Geethanjali
4	B.Com III D	Ms. J.N.P.P. Anantha Lakshmi
5	B.Com III H	Mr. Krishna Moorthy
6	B.Com III P	Mrs. Shanti Kiran
7	B.Com II A	Mr. Bhasker .Y
8	B.Com II B	Mrs. Sudha Ramani
9	B.Com II C	Mrs. Sumitra Pujari
10	B.Com II D	Mrs. Kasturi
11	B.Com II P	Ms. Sree Lakshmi
12	B.Com II H	Mr. Ashwani Singh Bisht
13	B.Com I A	Ms. Karuna Daniel
14	B.Com I B	Mr. Venu Gopal
15	B.Com I C	Mrs. Sherlin Smile
16	B.Com I D	Mrs. Archana
17	B.Com I H	Ms. Rafia Sultana
18	B.Com I P	Mrs. Suguna Sheela
19	BBA I A	Mrs. Molly Chaturvedi
20	BBA I B	Mrs. Navya Allanki
21	BBA II	Mr.P.Ganesh Anand
22	BBA III	Mrs.A.Mary Francina
23	BA I (JPE)	Mr. Srinivas Roopi
24	BA III (JPE)	Ms. Sreeju V. Nadh

Sl. No.	Class	Class Incharge
25	BA I (Mass Comm)	Mr. Srinivas Roopi
26	BA II (Mass Comm)	Mrs. Laasya Madhukar
27	BA III (Mass Comm)	Ms. Sreeju V. Nadh
28	B.Sc. I A (MECS)	Mr. MLN Rao
29	B.Sc. I A (MPCS)	Mr. M. Sravan Kumar
30	B.Sc. I B (MSCS)	Mrs. B. Kalavathi
31	B.Sc. II A (MECS)	Mr. Ashok
32	B.Sc. II A (MPCS)	Mr. Parikshit
33	B.Sc. II B (MSCS)	Ms. S. Vijaya Laxmi/Mr. Mehboob
34	B.Sc III (MECS)	Mrs. L. Mihira Priya
35	B.Sc III (MPCS)	Mrs.M.Kiran Jyothi
36	B.Sc III (MSCS)	Mrs. G.Sunitha
37	B.Sc I (NHAEM)	Mr. M. Joseph Rajakumar
38	B.Sc II (NHAEM)	Mrs. V. Shailaja/ Mrs.Aarti Mathur
39	B.Sc III (NHAEM)	Mr. D. Srinivas Reddy
40	MBA I A	Mrs. G. Rachel Rose
41	MBA I B	Ms. Sharon Sunayna
42	MBA II A	Mr. Manoj De Chlarence
43	MBA II B	Ms. Smriti Nagaria
44	M.Com I	Mrs. Sangeeta Thakur
45	M.Com II	Mrs. Danam Tressa
46	MCJ I	Mr. Krishank Manne
47	MCJ II	Dr. Mishra

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) was constituted in September, 2008 as per the norms prescribed by National Assessment and Accreditation Council (NAAC) for monitoring and enhancing the quality parameters in the college. Every year the college submits an Annual Quality Assurance Report to NAAC.

Objective of IQAC:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The composition of the IQAC:

1. Rev. Fr. Vincent Arokiadas, Principal, St. Joseph's College - Chairperson
2. Msgr. Swarna Bernard, Vice-Chairman, HAES - Society member
3. Rev. Fr. Allam Arogya Reddy, Secretary, HAES - Society member
4. Prof. K. Malla Reddy, Director St. Joseph's College
5. Mr.S.Chandra Sekhar, Technical Director, Tech. Design Group - Industry Representative
6. Dr M Lakshmi pathi Rao, Retd Prof of Physics, Osmania University, Ex. IQAC Coordinator of OU - Education Representative
7. Dr. L. Nagarajan, Professor of Mathematics, Annie Besant College
8. Ms. Deepa James, IQAC Coordinator, St. Francis College
9. Mrs. R.Anita - IQAC Coordinator & Head, Department of Business Management

10. Dr. M. Sangeetha, Member
11. Mrs. G. Sunitha , Member
12. Mrs. T. Esther Ratna, Administrator
13. Dr. Brinda, Dean Academics
14. Mrs. C. Savithri, Head, Department of Commerce
15. Mrs. Mihira Priya, Head, Department of Science
16. Mrs. Kiran Jyothi , Head, Department of Computer Science
17. Rev. Fr. Kingston, Head, Department of Mass Communication
18. Dr. Deepika Rupert Gardner, Head , Department of English
19. Dr. S.P.Jaiswal, Head, Department of Languages
20. Mr.D. Srinivas Reddy, Head,
Department of Mathematics and Statistics
21. Mr. Rishi Agarwal - Alumni BBA
22. Mr. Himaraj - Alumni MBA
23. Mr. Sharath Loya- Alumni B.Com
24. Mr. Vinay - Alumni B.Sc
25. Mr. Kaushik Iyanger - Alumni MCA
26. SQAC President- Hadi Yawari
27. SQAC Secretary- A. Susanna Joan

DEPARTMENT WISE IQAC COORDINATORS

- | | |
|-----------------------|---|
| 1. Commerce | : Mrs. Srilatha ;
M.Com: Mrs. Danam Tressa |
| 2. Science | : Mr. Sravan Kumar |
| 3. Mass Communication | : Ms. Sreeju V Nadh |
| 4. Computer Science | : Mrs. E. Sushma |
| 5. Management | : Mrs.A.Mary Francina |
| 6. Languages | : Mr. Mohammed Irfan |

ACADEMIC PROGRAMS AND COURSES OFFERED

Under Graduate Courses:

B.Com (General)

B.Com (Computers)

B.Com (Professional)

B.Com (Honors)

BBA (Bachelor of Business Administration)

B.A (Mass Communication & Journalism)

B.A (Journalism, Psychology, English Literature)

B.Sc (Maths, Physics, Computer Science)

B.Sc (Maths, Statistics, Computer Science)

B.Sc (Maths, Electronics, Computer Science)

B.Sc (Networking & Hardware, Applied Electronics, Mathematics)

B.Sc (Maths, Physics, Chemistry)

SECOND LANGUAGES

Telugu | Hindi | Sanskrit | French | Arabic

Post Graduate Courses

M.Com (General)

M.Com (Finance)

MCJ (Master of Communication & Journalism)

MCA (Master of Computer Applications)

MBA (Master of Business Administration)

Specializations Offered - Finance, Marketing and Human Resources

CERTIFICATE COURSES OFFERED

1. SAP
2. Smart Accounting
3. E-Commerce
4. Net Working
5. ERP Tally
6. SQL
7. BPO
8. Retail Sector
9. Taxation
10. Excel
11. Hardware & Net working
12. Web Development
13. Basics in Hardware
14. PCB Design
15. Numerical Ability
16. Statistical Package Social Sciences
17. BEC (Business English Certificate of Cambridge)
18. IRC (Industry Ready Certificate Course)
19. Business Communication
20. Photography
21. Film & Editing
22. Retail Management
23. Pillars of Equity Investments
24. Business Etiquette
25. Trade Finance
26. Junior Grammar Course in Hindi
27. French for Beginners
28. Vedic Heritage Teaching Programme
29. Functional Arabic

Certificate Courses are aimed to balance the mainstream curriculum with the changing industry needs. Therefore students should complete at least two certificate courses in three years.

EXAMINATION SYSTEM

Under Graduate Courses

All Under Graduate courses follow semester pattern with respect to Teaching and Evaluation. The Academic year is divided into Two Semesters. The first or Odd Semester is from June – October and the second or Even Semester is from November – March. Each Semester has Two Internal Examinations with one End-Semester Examination in the ratio of 40:60 marks in each subject as part of a reliable and sustainable evaluation process.

Semester course subjects:

Part - I: Languages

- English
- Second Language

Part - II: Core Subjects

- Compulsory subjects (With or without practical)
- Optional Subjects

Part - III: Value Addition Subjects

• Indian Culture & Heritage/ Environmental Studies/ Science Civilization/Value Education

Note: It is mandatory to pass Part - III Subjects though it is not considered for Divisional declaration.

A. RULES OF ATTENDANCE/SEMESTER EXAMINATION ELIGIBILITY

- A student will be permitted to take the end semester assessment (ESA) examination in all subjects only if he/she has put in at least 75 % of attendance (Theory and Practical separately) in each subject.
- On medical grounds a student is permitted a condonation of 10 % attendance on payment of condonation fee, provided the student submits the medical certificate immediately after the period of illness.

- Students having less than 65 % of attendance in a subject will not be allowed to write the examination for the subject.
- Students attending state/national camps/workshops have to produce the attendance certificate duly signed by the principal immediately after the camps.
- A student who is not allowed to write end semester examination due to shortage of attendance has to repeat the same semester the next year.

B. EXAMINATION PATTERN:

Examination system has Two components - Continuous Internal Assessment (CIA) and End Semester Assessment (ESA).

Theory Papers:

Total Marks: 100 (40 for CIA and 60 for ESA)

Practical papers:

Total Marks: 50 (20 for CIA and 30 for ESA)

Continuous Internal Assessment (CIA)

a. Theory Papers

1. Internal Exam I - 15 marks
2. Internal Exam II - 15 marks
3. Skill Based Test (SBT) - 10 marks (Assignments, Viva Voce, Presentations).

b. Practical Papers

Internal Practical Exam: 20 marks (Viva- voce, Record submission, Execution)

Note: No Re-Examination will be conducted if the student is absent for internals (The rule applies for both theory and practical papers).

End Semester Assessment (ESA):

a. Theory Papers

- ❖ Written Examination for each subject is conducted for 60 marks with a duration of 3 hours.
- ❖ Students have to secure a minimum of 22 marks (36%) out of 60 in End Semester Examination and a total of 36(CIA+ESA) marks out of 100 marks to pass in every subject.

b. Practical Papers

- ❖ Practical Examination for each subject is conducted for 30 marks with duration of 3 Hours.
- ❖ Students have to secure a minimum of 11 marks (36%) out of 30 in End Semester Practical Examination and a total of 18(CIA+ESA) marks out of 50 marks to pass in every subject.

D. PROMOTION RULES

S.No	Semester	Conditions to be fulfilled for Promotion
1	From Sem-I to Sem-II	Should have undergone a regular course of study of Sem -I and applied for Sem-I examinations
2	From Sem-II to Sem-III	a) Should have undergone a regular course of study of Sem-I & and b) The number of backlogs if any of Sem -I & Sem-II together shall not exceed 50% of total No. of papers prescribed for Sem-I & II
3	From Sem-III to Sem-IV	Should have undergone a regular course of study of Sem -II and applied for Sem-III examinations

S.No	Semester	Conditions to be fulfilled for Promotion
4	From Sem-IV to Sem-V	a) Should have undergone a regular course of study of Sem -III & IV and b) The number of backlogs if any of Sem-I,II,III & IV together shall not exceed 50% of total No. of papers prescribed for Sem-I,II,III & IV
5	From Sem-V to Sem-VI	Should have undergone a regular course of study of Sem-V and applied for Sem-V examinations.

Note: If the student has not submitted the examination application for the semester examinations due to any reason he/she has to repeat the semester.

E. BACKLOG EXAMINATION

- Backlog Examinations are conducted in Odd and Even semesters every year.

F. RESULTS DECLARATION & AWARD OF DEGREE

- End Semester Examination Results are declared through the College Web site. (www.josephscollege.ac.in)
- The Final Degree is awarded by the parent University (Osmania University)
- The name of the college is mentioned in the Degree certificate along with Osmania University.

CAMPUS CULTURE

*Regularity and punctuality are closely monitored.
Students are expected to be in the classroom by 8.30 a.m.*

a) General Instructions

- While imbibing knowledge, the students should acquire the right values and attitudes to evolve into complete and balanced individuals possessing the requisite life skills, ready to accept the challenges of life ahead. The students are also expected to be goal-focused and career - oriented to emerge as team builders in society. Responsible behavior, courteous speech and healthy relationship among the students are good manifestations of Josephites.
- The college instruction timings are from 8:30 a.m. to 2:20 p.m. The students coming late will not be allowed inside the college premises.
- The college insists on students wearing their ID cards on the college campus. It is mandatory that the ID card be produced in all their college transactions.
- It is imperative that students maintain a cordial classroom atmosphere in terms of discipline and silence when the lecture is in progress. The disciplinary committee will deal seriously with any misbehavior that disrupts the teaching – learning. Any indiscipline in the classroom would entail disciplinary action, leading to grave consequences.
- Students should be polite and amicable in their dealings and transactions at the College Office and the College gate. Please co-operate for the smooth functioning of college.
- The students are discouraged from citing excuses to leave the College before the completion of all the classes. Permission may be granted in case of emergencies only.

- **Attendance Counts ...**

- ✓ Students who put in 100% attendance are appreciated with a gift cheque of Rs 1000/- on the Annual Day. It is mandatory for every student to put in 75% attendance in order to appear for the end- semester/OU examinations.
- ✓ Examination forms shall not be issued to students with less than 65% attendance.
- ✓ Leave letters should be duly signed by parents and submitted to the lecturer /class-in-charge. If the student is absent for more than three days, the leave letter should be duly signed by the Principal.
- ✓ All genuine leave applications should be submitted to the Principal/Vice Principal for approval.
- ✓ Only in genuine cases, a maximum of 10% condonation that too on medical grounds, on payment of prescribed condonation fee is permitted.

b) Dress Code

Our college is a Co-Educational Institution. As a sign of decorum proper Dress Code should be strictly followed. You are expected to abide by the rules.

Dress Code: GIRLS

- Shalwar Kameez with Dupatta.
- Jeans with Long Kurthi (Knee level) with Dupatta.
- Sleeveless dresses will not be entertained.
- Hair should not be left loose; it should be properly combed and pinned.

Dress Code: BOYS

- Only Formal Shirt and Trousers.
- Jeans with a formal shirt will be allowed provided it is not torn and if nothing written on it.

- “College T-Shirt” will be allowed only on Saturdays
- To have clean shave and neat haircut.
- Ear studs are not allowed.

BBA and B.Com (Honors & professional) students should wear college Blazer twice a week. MBA students have a formal dress code.

c) Mobile Phones

The Government of Andhra Pradesh, now Government of Telangana has banned the use of cell phones in the College campus and hence the students are warned not to use them either in the class or in the corridors. If found being used, the cell phones will be confiscated.

d) Misconduct

Students enrolled in the College may well appreciate their responsibilities towards the institution, the faculty and towards other students.

Students’ misconduct includes and is not limited to the following alone:

- Disruption of classroom activities or hindering the learning of other students anywhere in the college.
- Cheating during Internals/examinations and in any other transaction in the college.
- Behavior, which interferes significantly with college operation, disrupts education and endangers the health and safety of staff/student or damages college property.
- The possession/ use of intoxicating items on campus.
- The possession / use of illicit drugs/liquors and drug peddling on campus.
- Smoking in the campus.
- The falsification of documents or the supplying of false information in order to obtain admission.
- Damaging the library books/identity cards etc.

Note: College property is common property. If any fixture or equipment is damaged, the entire cost will be deducted from caution deposit of the students of the respective class/section.

- Inviting/meeting strangers in the college without prior written permission from the Principal.
- Failure to return borrowed material or settle debts with the college.
- **Any form of misbehavior viz., Eve teasing/Ragging etc. will be firmly dealt with as per institution /Govt. rules. [Ragging is prohibited within or outside of any Educational Institution in AP State (Act 26 of 1997)].**

e) **Disciplinary Measures:** Non-compliance and violation of rules of discipline may attract disciplinary action.

- A reprimand / warning.
- Withdrawal from a particular class or course.
- Suspension/Expulsion from the college.
- Withholding of official transcripts.
- Suspension of College privileges.
- Other disciplinary action, which the college authorities deem appropriate under the circumstances.

f) **Transfer and Bonafide Certificates**

- Those applying for T.C should submit a written requisition along with the attestation of parents' approval. No due certificates from the Library, Lab and from the respective departments concerned should be handed over along with a requisition letter at the office. The T. C will be issued after 3 days on submission of the requisition letter but not earlier.
- Bonafide Certificate will be issued on submitting the requisition and producing the College I.D. Card. Misuse of Bonafide Certificate is an offence and will be strictly dealt with.
- Fee Clearance

g) Payment of College Fees

- **Fees once paid will not be refunded**
- Part payment of fee is not accepted.
- The names of the students, who are either absent or who have not paid the fee
will be struck off from the rolls and they have to seek re-admission.
- Those who intend to discontinue a particular course during the middle of the
academic year or before the completion of the course will have to pay the entire
course fee since nobody can be admitted after the list is approved.
- Payment of Semester II fees by 24th Nov 2014.

TEACHING - LEARNING PRACTICES

- **Entry Level Test:** At the entry level the departments conduct proficiency tests to assess the standards of the students and plan bridge courses to suitably fill the gaps.
- **Bridge Courses:** Bridge courses are planned to fill the gaps in their existing knowledge and pave way for conceptual learning. The course is well structured and planned depending on the subjects. Those who hail from vernacular medium and those who come from rural background are given training. Thorough and diligent efforts are made to homogenize the group.
- **Certificate Courses:** Certificate courses conducted in collaboration with industry experts supplement the curriculum and enhance the employability of students.
- **Guest Lecturers / Extension Lectures/Seminars/ Workshops:** To supplement and extend learning beyond class room teaching, experts and eminent personalities from the industry and academics are regularly invited to interact with the students and share their expertise and experience in specific areas.

- **Multi dimensional learning experiences:** Presentations, group discussion, role plays, book review, part of our co-curricular activities, as these enhance their inter-personal communication skills and help to develop their overall personality.
- **Value addition and Personality Development Programmes:** Our College stands for value-based education and strives for the overall development of the students. In pursuit of the motto “Knowledge, Love and Service” and in line with the college vision, the Counseling cell, faculty members and resource persons conduct value addition and Personality Development Programmes.
- **Tutorial Classes:** Classes are held after the college working hours to help out those students who require further assistance and guidance in their learning process.
- **Remedial classes:** Extra classes are conducted for academically weak students after college hours.
- **Curriculum based other programs:**
 - ✓ **Project Presentation & Counseling:** Counseling sessions are held to help students prepare for live market and Industry relevant projects.
 - ✓ **English Proficiency Counseling:** English proficiency counseling sessions help the students identify their problem areas with respect to communication in English, and also aid in refining their speaking and writing skills.

STUDENT SUPPORT SERVICES

The College gives individual attention to students in order to equip them with the required skills and to bridge the gap between the traditional curriculum and the changing employment needs.

- **Orientation /Induction Programme:** An orientation programme for freshers is organised to orient them into the campus and academic culture of the college giving them information about the clubs, community service, course outline, examination system etc. A conducive environment for effective learning is set with motivational talks on goal setting, time management etc.
- **Experiential Learning:** To promote experiential learning the college organises various outbound programmes, industrial visits/field visits etc as these increase Institution-Industry interaction and create among the students an awareness and understanding of the practical aspects of the industry.
- **Soft Skills:** Soft Skills development being a major area in promoting global competencies, the college conducts Workshops/seminars/guest lectures on interpersonal skills, goal setting, team work, presentation skills, corporate skills, decision making, etc. Eminent resource persons are invited for motivational talks on personality development, communication skills and soft skills.
- **Women Empowerment Cell:** The Women Empowerment Cell in conjunction with eminent women welfare organizations like Obstetric and Gynecological Society of Hyderabad empowers the girl students through conducting various awareness programmes on health, legal, social and career prospects. The Cell also addresses day to day issues/challenges faced by the

girls both on and off the campus. Apart from formal counseling the girl students are given freedom to approach experienced and friendly lady faculty anytime to seek their help.

- **Entrepreneurship Development Cell(EDC):** The College has an Entrepreneur Development Cell (EDC) to develop entrepreneur skills among students. The Cell conducts entrepreneurship development programs in collaboration with MSME (Micro Small and Medium Enterprise) and NEN (National entrepreneurship network) to make students aware of the different financial schemes offered by the Government of India. It also equips them with entrepreneurship skills to start and run their own business initiatives.
- **In-house Publications:** The Editorial Board of the college, along with student representatives with a flair for writing, publish the college News letter “Joseph’s Chronicle”. Students of Mass Communication bring out “JosepHeights” news letter.
- **Counseling & Value Education Cell:** Counseling and Value Education Cell offers guidance and help to students in personal, social and vocational spheres. Regular value education sessions are conducted in the college. Life skills are taught as a means to empower young people to face challenging situations. This enables learners to acquire knowledge and to develop right attitudes and life skills which lead to a healthy behavior.
- **Student Facilitator / Class In-Charge:** A lecturer is designated to function as a focal point for solving students' problems related to academics and discipline. Students can approach the facilitator on a one-to- one basis to enhance their academic performance and offer consultation on any student-related activites/issues.

- **Audio Visual Lab & PA system:** Audio Visual room with a plasma TV and other Home Theater equipment offers multimedia learning experience for the students making for infotainment. A good Public Address system is available on the campus for seminars and presentations.
- **Career Guidance:** Talks and lectures by Guest Faculty drawn from various disciplines and industry experts give in-depth information about career choices available for the students so that they make informed choices.
- **Grievance Cell:** The Cell caters to the complaints and suggestions of the students, be it academic or non-academic. The students are encouraged to approach any one of the grievance committee members or drop in their suggestions / complaints in the suggestion boxes kept near the office, library and computer lab. Twice a week, the boxes are opened and the grievance committee proactively deals with them.
- **Moodle:** To encourage the use of virtual learning resources the college has taken initiation to introduce “MOODLE” (Modular Object Oriented Dynamic Learning Environment). Moodle open source software is a learning management system with a set of teaching and learning tools designed to enhance a student's learning experience by including computers and the internet in the learning process. Faculty can upload instruction material, documents, assignment instructions, links to web sites thus learning can be extended beyond the limitations of a traditional classroom setting through chat sessions, discussions, collaboration spaces, quizzes, surveys and more.
- **Akshara software:** A client-server application "Insight" is deployed for maintaining the office administration, attendance and examination process to facilitate students and staff.

- **Student Feedback System:** Students can administer Academic Feedback on Teaching Faculty for effective Teaching - Learning Practice and Teaching-Learning evaluation.
- **Student Quality Assurance Cell (SQAC):** The Student Quality Cell (SQAC) mainly acts as an interface between the student community and the management. The Management, staff and the elected representatives from each class meet consistently once a month to deliberate on issues regarding students' welfare & enhance the quality of the institution. This is an extremely important body as it redresses grievances and steps up the quality parameters of the college. The proactive involvement of the students in effective governance also nurtures their leadership skills.
- **International Student Cell:** The College has an International Student Cell to cater to the needs of the international students on the campus so that they harmoniously blend into the college environment.
- **Exhibitions:** College strives to instill and nurture creativity and scientific temper among the learners through providing opportunities for organizing exhibitions. "Informatic Exhib - A Computer Fair" by Computer Science department and "Science Day" by Physics and Electronics department to name a few.
- **Academic Clubs:** Various club/cell activities on the campus aim at fostering team building and leadership skills.
 - **Commerce Club:** The Commerce Club helps to make the students dynamic corporate leaders. Commerce Club conducts activities such as Business Quiz, Group Discussion, Power point Presentations, Pro-Member Contest, Guest Lectures, Debates on Current Business Issues, What's the Good Word.

- **JELS:** Joseph’s English Literary Society offers a creative platform to hone the literary, acting, creative, social and managerial skills of the students. The students of The Drama Club ‘Spot Light’ under the aegis of JELS, participated in the Osmania University Youth Fest, 2012 and won the First place in their debut!
- **Computer club:** “Power Bytes”: To enhance and hone the technical/ social skills of the students, the Department of Computer Science has introduced Computer Club. Computer Club provides the platform for the students to share, enrich and involve in the new technologies.
- **ET Club:** The Dept of Commerce initiated ETIC i.e. Economic Times in Campus in collaboration with Bennett Coleman & Co. Ltd. It is the first of its kind interactive platform designed to bring the power of knowledge to the future Managers, and it has the blend of online and on ground activities, each activity carefully crafted to ensure maximum benefits to the students.
- **Science Club:** The Science Club was introduced to foster scientific temperament among students and initiate the students to engineering practices and scientific methodology and to develop a strong interest for science and technology. The Science club adopts novel ways of exploring Science through a maze of crossword puzzles, quiz, Poster presentations, etc.
- **Math Club:** The Math Club, a Department of Mathematics & Statistics initiative features a comprehensive set of interactive arithmetic, logic & brain twisting problems that help the students in taking various standardized tests such as SAT, GRE, GMAT, CAT etc.

- **Management Club-MARG:** The Management Club, a Department of Business Management initiative was formed for the purpose of building a network among BBA & MBA students. The club offers a series of activities to address personality development, professional and business issues that are not generally included in the formal program but are critical to the overall BBA/MBA experience. The club helps the students to update their knowledge levels and develop the relevant skills required for the market. Guest Faculty is invited to update the knowledge and skills of MBA students. Students are also given an opportunity to interact with the budding entrepreneurs.
- **Choir Group:** The college has an illustrious choir group “ANNA DOMINI” which has a distinguished track record of achievements spanning 18years of the college history including repeated I prize at OU intercollegiate competitions; zonal competitions; I prize in United Christmas carols at LFHS among the many others.

INFRASTRUCTURAL FACILITIES

a) Learning Zones

- **Library as a learning resource centre:**

The college has two separate Libraries with a vast collection of texts and general books, International and National journals, online databases to cater to the needs of both UG and PG students. Separate sections for General, Reference books, journals and periodicals are provided along with free net browsing facility to access the online databases and academic information.

- ✓ Open from 8.30 AM – 5.30 PM
- ✓ The fully automated library with New Gen Lib-Integrated automation software-is a repository of 25,000 volumes.
- ✓ 41 National and International Journals, 27 Magazines, 1120 CDs, 200 e-books.
- ✓ 10 Newspapers subscribed
- ✓ An institutional member of the British Council library and Information Dissemination Centre, O.U.
- ✓ Reading Room facility
- ✓ The Library is networked with DELNET and INFLIBNET
- ✓ Online Public Access Catalogue (OPAC)
- ✓ Centre for Knowledge Management (a collection of authorware power point presentation Computer-based Tutorials, Handouts and Case Studies etc.
- ✓ 5 Library cards are issued to each individual student

Note: Library Caution Deposit of Rs. 1000/- will be refunded at the time of completion of the course only against the original receipt, or else the amount will be forfeited.

• **Labs:**

- ✓ **Computer lab:** The College has 5 full- fledged computer Labs with the latest state-of-the-art Hardware and Software to facilitate the students in learning the nuances of Operating Systems, Programming, Networking, Web-Enabled Operations and Multimedia. Computer Lab Regulations are displayed outside the respective labs.
- ✓ **Science lab: Physics & Electronics**
The department has the following fully equipped Electronics laboratories:
 - o Digital Electronics & Analog Electronics Circuit

- o Electronic Circuit Simulation
- o Microprocessor and Micro controller

Physics Lab with attached Dark room is provided with most modern equipment needed for conducting practicals. The objective of Physics Laboratory is to demonstrate the principles of experimental practice in Physics & Engineering Physics; to show how measurement, experiment design & modern instrumentation can be used most effectively and to encourage the creative exploration of experimental & theoretical aspects.

- ✓ **Mathematics lab:** The Mathematics Lab aims to provide students with improved methods of conceptualization. Various teaching modules and simulations are set up in the lab to make the learning of mathematics effective and joyful.
- ✓ **SPSS Lab:** The College has well established SPSS lab with 20 systems. Statistical Package for Social Sciences is a comprehensive statistical and data management package. Its statistical capabilities alone range from simple percentages to complex analysis of variance, multiple regression & general linear models which help to generate tabulated reports, charts, plots of distributions and trends.
- ✓ **English Lab (Language Lab):** Facilitates CBT (Computer Based Testing). Language lab has learning CDs that are entirely learner-oriented and offer model tests for the learner to assess his/her listening skills. The Lab is also equipped with sophisticated New Multimedia and advanced skills software of K-Van Solution. It includes 30 Computer Systems with head phones and an LCD Projector.
- ✓ **Mass Com Lab: An Audio - Video Production Studio** equipped with modern digital technologies provides the students knowledge on modern media production techniques.

Other Resources and Facilities:

- **Well- equipped class rooms:** Spacious, well furnished and ventilated classrooms equipped with ICT- backed teaching aids like LCD and OHP, in addition to Chalk and Board offer conducive learning environment.
- **Seminar Halls:** The College provides spacious seminar halls with a captivating ambience, different from the usual classroom atmosphere for presentations, guest lectures and seminars.
- **Joseph's Hall:** A well equipped hall with seating capacity of 300 facilitates various programmes like Annual day, Alumni meet, Parent Teacher meet, Exhibitions etc.
- **Internet Facilities:** To promote E-Learning the College is made Wi-Fi enabled. Students are encouraged to access the internet to update their knowledge.
- **Canteen Facility:** The College canteen provides hygienic, nutritious and tasty snacks and meals at an affordable cost. Canteen should be visited strictly only during break time.
- **Health Care Centre:** A free Health Care Centre situated on the ground floor, is available to the students and staff. First aid is available.
- **Gym:** To promote fitness of the students a gym with a trainer's service are however available only on payment.

Timings: Morning: 5.30 a.m. - 7.30 a.m.

Evening: 4.30 p.m. - 7.30 p.m.

- **Purified drinking water:** There are water coolers and Aqua Guards at every floor to offer clean drinking water facilities.
- **Reprographic and printing facilities:** These facilities are available to the students and the staff in the Library at a nominal cost.

- **Facilities for differently-abled students:** The disabled-friendly campus includes Lift facility, a ramp near the steps, a wheel chair and rest rooms. Personal help is also offered to them whenever needed.
- **Parking Facilities:** Paid two wheeler parking is available for students at Rs.1000 for annual card or Rs. 5 per day. The College does not offer four wheeler parking.

c) Placement Cell:

The Placement Cell functions with a vision “To groom students with competencies and employability skills to become part of Top Notch companies”. It is well regulated and structured with a full-fledged placement officer at the nodal level and placement coordinators from various departments.

Campus Recruitment Training Programmes (CRT)

Placement cell organizes pre-placement training by way of career counseling, group discussions, personal interviews, workshops on, “personality enrichment and communication skills” in an attempt to equip students with the necessary skills required to meet the challenges of recruitment. The college has excellent network with reputed companies like Amazon, Igate, Deloitte, E-Boss, GE(Cap), HSBC, Cognizant, NTT Data GDS, Cognizant (BPO), Apollo Health Street, WIPRO (WiSTA), Virtusa, Franklin Templeton , Genpact, Fact set, UBS, etc.,

NOTE: Final year Students of UG/PG can register with placement cell. Only registered students will be considered for placement and CRT programme. Selection of students will be entirely at the discretion of the concerned company/ organization. Placement cell does not guarantee any placement of students.

d) Games & Sports:

The Sports facilities in the campus include a well qualified Physical Director, Basket Ball and Volley Ball Courts and Indoor games like Carroms, Table Tennis and Chess. As the college has limited ground for outdoor sports, the institution hires Osmania University and Nizam College grounds for professional coaching and for holding competitions. A spacious cellar is available for indoor games like Chess, Carroms and Table Tennis.

Pre- Competition coaching is given in two sessions Morning & Evening.

e) Extension Services and Extra Curricular Activities:

Social Consciousness and Commitment are an integral part of the College vision. The extension programmes in the institution are organized through four basic units: **NSS** (National Service Scheme), **YRC** (Youth Red Cross), **(JGG)** Joseph's Green Group and Women Empowerment Cell. The faculty and students are sensitized on their social responsibilities, environmental awareness and citizenship roles through participation in Community development programmes, health and hygiene awareness programmes, AIDS awareness programmes, gender sensitizing programmes, medical and blood donation camps, environmental awareness programmes, Visits to Homes for Street children, Rescue Centers, Orphanages, HIV/AIDS centers, Home for the aged and destitute, mentally and physically challenged Children etc. Tree plantations, Medical Camps and surveys are also conducted in the adopted villages. College-community neighborhood networks include our students educating the less privileged neighborhood children. Students are involved in various community development programmes, social and environment awareness campaigns so that they emerge as ethical and socially responsible citizens of India.

f) Extra Curricular Activities:

To promote integrated development and holistic learning, students are encouraged to take an active part in extracurricular activities, both conducted by the college and represented by the college. The college provides a platform for students to showcase their innate talents by hosting many celebrations and fest which include National Festivals, College Day, Fresher's Day, Farwell Day, Teacher's Day, Christmas and Cultural Fest etc

The Students are encouraged to play an active role by participating in various cultural activities within and outside the college.

Mega Annual Events

Josephiesta - Culmination of talents: Every December the college hosts Josephiesta- an annual Academic and Cultural fest which is the much awaited youth event of the twin cities. As the students take on proactive roles in organizing this event, they get an opportunity to showcase their creative talent and also managerial skills.

Cinevolution: The Department of Mass Communication conducts Annual National Media Festival "CinEvolution" for providing an innovative platform for the budding film makers across the nation. Through organizing such national events the students get opportunities to learn event organizing skills as well as an opportunity to interact and learn from eminent media personalities.

ROLE OF PARENTS

It is befitting that Parents/Guardians co-operate with the college authorities in character formation of their wards. Parent's pro active involvement is also called for in maintaining attendance and ensuring consistent academic progress of their wards.

Parents are advised to check the correspondence/ letters sent by college regarding attendance shortage, academic or behavioral issues of their wards and make it a point to personally meet the class in charge/Vice Principal to be apprised of their performance/ regularity and behaviour.

NOTE: Parents can meet their respective class Incharges between 1:30- 3:00 pm once in a month either on Thursday or Saturday.

Handbook hopes to serve a larger purpose of enabling the busy parents of today to align with our academic schedules, since we greatly value their guidance and proactive involvement in the development of their wards.

ALUMNI ASSOCIATION

The College has an active Alumni Association which functions with the Motto: "Reunite, Renew, Reflect". The office bearers and the members of the association meet every year and plan for programmes to benefit the current students.

Activities/contributions of the alumni

- Being members of statutory bodies like Board of studies, Academic Council, they give valuable inputs to make curriculum industry relevant.
- Alumni interact with the current batch of students to offer valuable insights into corporate culture, corporate expectations,

organizational functioning and challenges faced in work situations.

- They visit the college to give guest lectures and career guidance.
- The Alumni also help in identifying placements and internship opportunities for present students in the organizations where they are working
- Help in organizing management events, industrial visits
- They offer valuable feedback to the institution about the relevance of the curriculum and the need for infrastructural development.
- They also donate books to general library.

Almanac for I, III & V Semesters Academic Year 2014-15

Sl. No.	Particulars	Date
1	Commencement of III & V Semester Classes	16 th June 2014
2	Commencement of I Semester Classes	28 th June 2014
3	I - Internal Examinations (Theory)	4 th - 7 th Aug 2014
4.	Examination Notification	10 th Sep 2014
5	II - Internal Examinations (Theory)	17 th -20 th Sep 2014
6	Internal Practical Examination	6 th -15 th Oct 2014
7	Issue of Examination Application Forms	17 th -20 th Sep 2014
8	Submission of Examination Application Forms A. Without Late Fee B. With Late Fee	22-27 th Sep 2014 29 th Sep to 8 th Oct 2014
9	Last day of Instruction	15 th Oct 2014
10	Value Education Examination for I - Semester	16 th Oct 2014
11	Environmental Studies Examination for III - Semester	17 th Oct 2014
12	Preparation Holidays	20 th -24 th Oct 2014
13	Commencement of End Semester Examinations	27 th Oct 2014
14	Final Practical Examinations	17-22 Nov 2014

Almanac for II, IV & VI Semesters Academic Year 2014-15

Sl. No.	Particulars	Date
1	Commencement of II,IV & VI Semester Classes	24 th Nov 2014
2	Christmas Holidays	24 th Dec 2014 to 1 st Jan 2015
3	I - Internal Examinations(Theory)	6 th -9 th Jan 2015
4.	Certificate Course Commencement	19 th Jan 2015
5	Examination Notification	11 th Feb 2015
6	II - Internal Examinations(Theory)	23-26 th Feb 2015
7	Internal Practical Examination	9 th March to 17 th March 2015
8	Issue of Examination Application Forms	23 th -26 th Feb 2015
9	Submission of Examination Forms A. Without Late Fee B. With Late Fee	27 th Feb to 5 th March 2015 7 th -12 th Mar. 2015
10	Last day of Instruction	19 th March 2015
11	Indian Heritage and Culture Examination for II - Semester	20 th March 2015
12	Science & Civilization Examination for IV - Semester	23 rd March 2015
13	Preparation Holidays	20 th -25 th Mar. 2015
14	Commencement of End Semester Examinations	26 th March 2015
15	Final Practical Examinations	20 th -25 th Apr. 2015

M.Com/MCJ Almanac for I Year I Semester Academic Year 2014-15

Sl. No.	Particulars	Date
1	Commencement of I Year Semester Classes	28th July 2014
2	I - Internal Examinations (Theory)	19-20th Sept 2014
3	Examination Notification	3rd Nov 2014
4	II - Internal Examinations (Theory)	5-6th Nov 2014
5	Sale of Examination Application Forms	5-6th Nov 2014
6	Submission of Examination Application Forms Without Late Fee	7-13th Nov 2014
	With Late Fee	14-18th Nov 2014
7	Last day of Instruction	22nd Nov 2014
8	Final Practical Examinations	23-26th Nov 2014
9	Preparation Holidays	27 th Nov-2 nd Dec
10	Commencement of End Semester Examinations	3-13th Dec 2014

M.Com/MCJ Almanac for I Year II Semester Academic Year 2014-15

Sl. No.	Particulars	Date
1	Commencement of II Semester Classes	15th Dec 2014
2	Christmas Holidays	24th Dec 2014 to 1st Jan 2015
3	I - Internal Examinations(Theory)	12-13th Feb 2015
4	Examination Notification	9th March 2015
5	II - Internal Examinations(Theory)	17-18 March 2015
6	Sale of Examination Application Forms	17-18 March 2015
7	Submission of Examination Forms Without Late Fee	20-27 March 2015
	With Late Fee	27-31 March 2015
8	Last day of Instruction	9th April 2015
9	Final Practical Examinations	10-14 April 2015
10	Preparation Holidays	15-21 April 2015
11	Commencement of End Semester Examinations	22nd April 2015

ACADEMIC CALENDAR - 2014 - 2015
JUNE - 2014

Date	Day	
1	Sunday	
2	Monday	
3	Tuesday	
4	Wednesday	NAAC Coordinators Meeting
5	Thursday	
6	Friday	First Friday Holy Mass
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	
16	Monday	Orientation program for II & III Year UG students
17	Tuesday	
18	Wednesday	

JUNE - 2014

Date	Day	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	Orientation Program for I yr UG Students
29	Sunday	
30	Monday	

- Guest Lecture on Career Opportunities by Dr. P. Chandra Shekar for BSc II & III yrs
- Industrial Visit to Vijaya Dairy Milk Products - Tarnaka for BSc (MSCs) II & III yrs

JULY - 2014

Date	Day	
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	First Friday Holy Mass
5	Saturday	
6	Sunday	
7	Monday	Seminar by Sumeet & Spore by Santosh Reddy for B.Com III (Hons.Prof)
8	Tuesday	
9	Wednesday	Ministry of Financial Bombay for B.Com (comp CD)
10	Thursday	
11	Friday	
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	Free Pollution Check
16	Wednesday	
17	Thursday	
18	Friday	JSS Activity by Dept. of Business management in collaboration with JCI

JULY - 2014

Date	Day	
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	Model Bank for B.Com II
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	Alumni Meet
27	Sunday	
28	Monday	
29	Tuesday	Ramzan
30	Wednesday	
31	Thursday	Fresher's Party

- Guest Lecture by Dr. Joel , Sreenidhi Institute of Science & Technology for BBA
- Guest Lecture by Dr. Nagarajan - Annie Beasant College for BSc II & III yrs
- Orientation Programme in association with BOS Members for III MECs/NHAEM
- Table-Tennis competition for Men and Women separately
- Chess competition for Men and Women separately

AUGUST - 2014

Date	Day	
1	Friday	First Friday Holy Mass
2	Saturday	
3	Sunday	
4	Monday	I - Internal Examination (Theory) for I, III,V Sem
5	Tuesday	I - Internal Examination (Theory) for I, III,V Sem
6	Wednesday	I - Internal Examination (Theory) for I, III,V Sem
7	Thursday	I - Internal Examination (Theory) for I, III,V Sem
8	Friday	
9	Saturday	
10	Sunday	Rakshabandhan
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	Independence Day
16	Saturday	Parent Teacher Meet
17	Sunday	
18	Monday	Janmashtami
19	Tuesday	

AUGUST - 2014

Date	Day	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	Ganesh Chaturthi
30	Saturday	
31	Sunday	

- Local Industrial Visit to Coco Cola for MBA II
- Symposium by Prof.A.V.Suresh (O.U) for B.Com II
- General Quiz for UG Students organised by Commerce Department
- Guest lecture for Commerce Faculty by Prof. Baithynath on Professional Etiquettes
- Field Visit to Physitech Electronics Ltd (Small Industry) for I/II Year MECs/NHAEM
- Visit to orphanage organised by Red Cross Society
- FDP on How to write Research Article by Dr.Y.K.M.Naidu Director Pragathi Mahavidyalam ,O.U
- Workshop on Stress management -Techniques by CS.Ahalada Rao for B.Com Final Year (Hons)
- Carroms competition for Men and Women separately
- Short Film Contest by dept. of Mass Communication

SEPTEMBER - 2014

Date	Day	
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	First Friday Holy Mass
6	Saturday	
7	Sunday	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	II - Internal Examination (Theory) for I, III,V Sem
18	Thursday	II - Internal Examination (Theory) for I, III,V Sem

SEPTEMBER - 2014

Date	Day	
19	Friday	II - Internal Examination (Theory) for I, III,V Sem
20	Saturday	II - Internal Examination (Theory) for I, III,V Sem
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	

- Local Industrial Visit to Coca Cola for BBA III Year
- Workshop by Dr.Asha Verma EFLU for B. Com II P & H
- Industrial Visit to Coke for Commerce Club Members
- Mock Stock Exchange for UG Students
- Guest Lecture by Prof. V. Haragopal – OU BSc (MSCs)I, II & III yrs
- Workshop on VHDL Programming in association with Physitech Electronics Ltd for II/III Yr for MECs/NHAEM
- Blood Donation Camp by Red Cross Society in collaboration with Red cross blood bank
- Osmania University Inter College sports Tournament
- Industrial Visit by dept. of Mass Communication

OCTOBER - 2014

Date	Day	
1	Wednesday	
2	Thursday	Gandhi Jayanthi / Maha Navami
3	Friday	Dasara
4	Saturday	
5	Sunday	
6	Monday	Bakrid
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	Value Education Examination for I - Semester
17	Friday	Environmental Studies Examination for III - Semester
18	Saturday	

OCTOBER - 2014

Date	Day	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	Deepavali
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	Commencement of End Semester Examinations for I, III,V Sem
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	

- Orientation- Business English by Cambridge University-personnel for UG students
- Visit to Red cross blood bank by Red Cross Society members
- Inter Class Basketball Tournament for Men in Osmania University grounds
- Athletics competition for Men in Osmania University grounds
- Guest Lecture on importance of well being of mind is well being of body by Department of Psychology

NOVEMBER - 2014

Date	Day	
1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	Moharam
5	Wednesday	
6	Thursday	
7	Friday	First Friday Holy Mass
8	Saturday	
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	
17	Monday	Commencement of Final Practical Examinations for I, III, V Sem
18	Tuesday	
19	Wednesday	

NOVEMBER - 2014

Date	Day	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	

- Inter Class Basketball Tournament for Women in Osmania University grounds
- Athletics competition for Women in Osmania University grounds

DECEMBER - 2014

Date	Day	
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	First Friday Holy Mass
6	Saturday	
7	Sunday	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	

DECEMBER - 2014

Date	Day	
20	Saturday	
21	Sunday	
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	Christmas
26	Friday	
27	Saturday	
28	Sunday	
29	Monday	
30	Tuesday	
31	Wednesday	

- JSS Activity by all Departments
- Workshop on SPSS by Prof. V. Haragopal – OU for BSc (MSCs)I, II & III yrs
- Project Exhibition 14 by B.Sc I/II/III Physics & Electronic Students
- Certificate Course in First aid in association with Red Cross Blood Bank
- Industrial Visit to APCO, Pochampally for B.Com II Year (Hons, Prof)
- Inter Class Volleyball Tournament for Men in Osmania University grounds
- Anchoring contest by Dept. of Mass Communication
- Photo and Video activity by Paparazzi Club

JANUARY - 2015

Date	Day	
1	Thursday	
2	Friday	First Friday Holy Mass
3	Saturday	Milad-un-Nabi
4	Sunday	
5	Monday	
6	Tuesday	I - Internal Examination (Theory) for II, IV, VI Sem
7	Wednesday	I - Internal Examination (Theory) for II, IV, VI Sem
8	Thursday	I - Internal Examination (Theory) for II, IV, VI Sem
9	Friday	I - Internal Examination (Theory) for II, IV, VI Sem
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	Bhogi
14	Wednesday	Sankranti
15	Thursday	
16	Friday	
17	Saturday	

JANUARY - 2015

Date	Day	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	
26	Monday	Republic Day
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	

- Out Bound Visit- EFLU for B.A JPE I & III Coordinated by Dr. Satish- Chief Librarian
- Knowledge Sharing for student expertization, for Govt. School by BSc (MSCs)I, II & III yrs
- Lab to land program for school Children by Department of Physics & Electronics
- Staff Orientation Programme by Dr.K.Srinivas CEO Asset Advisory Company, Prof. A.sudhakar Register BRAOU
- FDP on Forensic Accounting by Mr. Arun Kumar from price water House cooper
- Inter Class Cricket Tournament for Men in Osmania University Grounds
- Field trip/JSS activity by dept. of Mass Communication

FEBRUARY - 2015

Date	Day	
1	Sunday	
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	First Friday Holy Mass
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	
16	Monday	
17	Tuesday	Mahashiv ratri
18	Wednesday	
19	Thursday	
20	Friday	

FEBRUARY - 2015

Date	Day	
21	Saturday	
22	Sunday	
23	Monday	II - Internal Examination (Theory) for II, IV, VI Sem
24	Tuesday	II - Internal Examination (Theory) for II, IV, VI Sem
25	Wednesday	II - Internal Examination (Theory) for II, IV, VI Sem
26	Thursday	II - Internal Examination (Theory) for II, IV, VI Sem
27	Friday	
28	Saturday	

- Management Meet by Dept of Business Management
- Poster Exhibition (To recent Electronic gadget) by B.Sc I/II/III Physics & Electronic Students
- Essay Writing Competition by Red Cross Society
- Annual Day Celebrations
- Field trip/JSS activity by dept. of Mass Communication
- Visit to Rehabilitation / Counseling center by Dept. of Psychology

MARCH - 2015

Date	Day	
1	Sunday	
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	Holi First Friday Holy Mass
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	
16	Monday	
17	Tuesday	
18	Wednesday	

MARCH - 2015

Date	Day	
19	Thursday	
20	Friday	Indian Heritage and Culture Examination for II - Semester
21	Saturday	
22	Sunday	
23	Monday	Science & Civilization Examination for IV - Semester
24	Tuesday	
25	Wednesday	Ugadi
26	Thursday	Commencement of End Semester Examinations for II, IV, VI Sem
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	
31	Tuesday	

APRIL - 2015

Date	Day	
1	Wednesday	
2	Thursday	
3	Friday	Good Friday
4	Saturday	
5	Sunday	Babu Jagjivan Rao Birthday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	Dr. Ambedkar Jayanti
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	

APRIL - 2015

Date	Day	
20	Monday	Commencement of Final Practical Examinations for II, IV,VI Sem
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	

➤ Workshop on specializations and project for MBA I Year

MAY - 2015

Date	Day	
1	Friday	First Friday Holy Mass
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	

MAY - 2015

Date	Day	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	



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