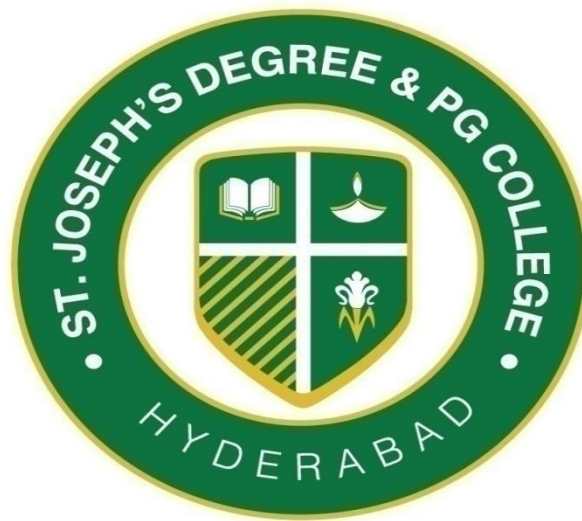




(Front Cover)

St. Joseph's Degree & PG College



St. Joseph's Degree & PG College

Autonomous - Affiliated to Osmania University
Re-accredited by NAAC with 'A' Grade
A Catholic Christian Minority Institution (Co-Education)

www.facebook.com/sic.hyderabad

www.josephscollege.ac.in

info@josephscollege.ac.in

(Front Back Cover)

INSTITUTIONAL PROFILE

CHAIRMAN : Most Rev. Fr. Poola Anthony, Archbishop of Hyderabad

PRINCIPAL : Rev. Fr. Dr. D. Sunder Reddy

Registered Name	St. Joseph's Degree & PG College
Established	1997
Motto	Knowledge, Love, Service,
Type of Institute	Co- Education
Affiliation	Affiliated to Osmania University
UGC	Sanctioned sec 2(f) and 12(B) status by University Grants Commission (UGC)
UG & PG Autonomy	Reviewed in 2017
National Assessment and Accreditation Council (NAAC)	Re-accredited with 'A' Grade with CGPA of 3.49 in 2014
Student Brand	Josephites
Student Strength	3241

ADDRESS AND TELEPHONE NUMBERS

Main Campus : 5-9-1106, Basheerbagh, King Koti Road,
Hyderabad-500029

Phone : +91 (40) 23234860, 23231769

Fax : +91 (40) 23230569

Extended Campus : 5-9-300, St. Joseph's College building,
Gunfoundry, Abids, Hyderabad – 500001

Phone No. : 040 – 23244259

Website : www.josephscollege.ac.in
www.josephspgcollege.ac.in

Email : info@josephscollege.ac.in
info@josephspgcollege.ac.in
principalec@josephscollege.ac.in

PERSONAL DETAILS

Name of the Student	
Roll No.	
Programme	
Class & Section	
Address for Correspondence	
Student Contact No.	
Email ID	
Blood Group	
Vehicle No.	
Student's Signature	

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.

STUDENT'S PRAYER

Dear God, thank you for bringing us to St. Joseph's College.

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

We pray that you give us the guidance that we need to have fun
While still maintaining a schedule of proper study
Especially, when we don't feel like studying at all.

Help us and our classmates to grow in knowledge and wisdom
Give us sharp sense of understanding and a retentive memory.
Help us to be friendly and kind to everyone at College.

Help us to honor our parents and teachers
Keep us pure, peaceable, gentle and joyful
Grant us the grace to put our knowledge to use
In building the society and our nation.

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he
Bharata-bhagya-vidhata
Punjaba-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
uchchala-jaladhi-taranga
Tava shubha name jage, tava shubha asisa mage,
gahe tava jaya-gatha.
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata.
Jaya he, Jaya he, Jaya he,
jaya jaya jaya, jaya he.

COLLEGE SONG

It is a place where you feel secure,
It is the place where you're filled with joy
It is the place where you can enjoy,
St. Joseph's...

It is the place where you feel enlightened
It is the place where you're filled with ideas
It is the place where you can enjoy
St. Joseph's

Chorus

The Faculty, Classrooms, Seminar Halls,
Studios for Recording
Libraries are all what we have (2)

Chorus:

It is the home of happiness
Atmosphere of peace
Atmosphere of prayer, is what we see
Education, Discipline and fun time
Is all what we have in
St. Joseph's...(2)

VISION & MISSION

VISION

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

MISSION

We are committed:

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

INSIGNIA



The Insignia symbolizes **KNOWLEDGE, SERVICE and LOVE**, the Motto of St. Joseph's that we practice to internalize the vision each day through every activity of our college.

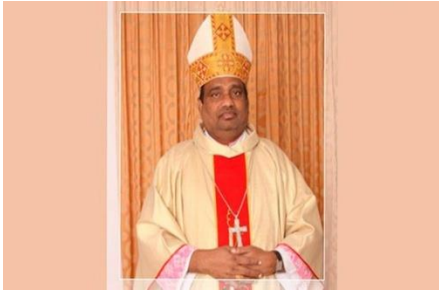
- The **Book** signifies **Imparting Knowledge** which enhances the intellectual capacity in theoretical and practical realms to achieve **Academic Excellence**.
- The **Lamp** signifies dispelling darkness and awaken Josephite to the omniscience of God, thus leading to illuminate a successful home and society.
- The **Lily** signifies love to treat all equally and respect their traditions and cultures.
- The **Path Finders** define the unidirectional upward growth of Josephites towards the path of professional success while holding onto the virtues of Knowledge, Service and Love.

CORE VALUES



1. TRUST IN DIVINITY
2. FOSTER INTEGRITY
3. ACQUIRE COMPETENCIES
4. STRIVE FOR EXCELLENCE
5. SERVE THE SOCIETY

CHAIRMAN'S MESSAGE



(Archbishop of Hyderabad & Chairman – HAES)

My Dear Students,

Welcome to St. Joseph's College!

I welcome you to this prestigious and reputed educational institution in twin cities. The main purpose of education is to train you to deal with specific challenges of life.

St. Joseph's College is committed to achieving excellence in education with human values and social commitment. The institution imparts the students with necessary knowledge and skills to become truly successful in their field of choice. Planning, Commitment, Hard Work and Sincerity are ingredients to success and self-actualization is the result of applying these aforesaid principles. Be focused. Reject every form of distraction and pride. In your effort to actualize your ambition, know your stumbling blocks, confront them, challenge them and win over them. Dedicate time and effort today to reap its benefits for years to come. Put God first in all you do and remember undeterred faith will build bridges to sail through life with ease. Employ humility in your approach to issues and actions.

As the chairman of this institution, I anticipate and look forward to complete participation and cooperation of the students and the parents to make it possible for us to transform your dreams to reality.

Wish you all the best! Every success and God's choicest blessings in all that you set for yourself to achieve.

With cordial regards,

Yours in the Lord

Chairman

Most Rev. Fr. Poola Anthony,

Archbishop of Hyderabad



Principal's Desk

My Dear Students,

“I trust that we are starting to see education for what it can and should be—a system that creates healthy, safe, engaged, supported and challenged students, that prepares them for college, career and citizenship.”- Seane Slade (The Whole Child)

A warm welcome to Josephites! As you embark on another exciting and enriching year, we offer you a wholesome experience of imbibing the right knowledge, attitude, skills and values in a disciplined and “distinctive environment of educational excellence “which ensures your personal excellence and global future!”

We begin this year on a high note of jubilation as we are ranked among the top 10 emerging colleges of the century, apart from maintaining a consistent record of being among the top 3 colleges of the twin cities and top 50 colleges in the country!

In an effort to make education holistic, we have chosen the theme of the year as creating conducive learning environment through adopting new pedagogical approaches for the 'whole child' development.

At St. Joseph's the dynamics of learning go beyond the boundaries of class rooms and text books for you to explore the endless possibilities for your intellectual, physical, social and career development through participation in number of club activities, competitions, cultural, sports and other extension activities, apart from workshops, field trips and internships.

To promote social responsibility we have NSS, REDCROSS, JGG, Women Empowerment Cell and JSR. Added to this, we have several value add-on courses, Campus Recruitment Training program, Certificate courses, just to name a few of the many avenues that we have chartered for your integrated

development and empowerment to face the challenges of the global dynamics and emerge as a life - time leader with “ human values and social commitment “

“Failing to plan is planning to fail”. The Handbook gives you a road map to meticulously plan every day for a proactive engagement with our multidimensional educational programs for your enduring success in life and career!

With cordial regards

Rev. Fr D Sunder Reddy, Principal

SECRETARY’S MESSAGE



My Dear Students,

A warm welcome to Josephites! As you embark on another exciting and enriching year, we offer you a wholesome experience of imbibing the right knowledge, attitude, skills and values in a disciplined and “distinctive environment of educational excellence “which ensures your personal excellence and global future!”

In an effort to make education holistic, we have chosen the theme of the year as creating conducive learning environment through adopting new pedagogical approaches for the 'whole child' development.

“Failing to plan is planning to fail”. The Handbook gives you a road map to meticulously plan every day for a proactive engagement with our multidimensional educational programs for your enduring success in life and career!

With cordial regards,

Rev. Fr K Marreddy, Secretary

ABOUT THE COLLEGE

St. Joseph's Degree & PG College, established in the year 1997 by the Hyderabad Archdiocese Educational Society, is a Co-education Catholic Christian Minority Institution. The college functions under His Grace Most Rev. Thumma Bala, Archbishop of Hyderabad. The college is centrally located in a 2-acre Wi-Fi campus with state-of-the-art infrastructure. It has emerged as one of the leading higher educational institutions of the country, with a growing reputation among academia and industry as the top destination for world-class knowledge, skills, universal values and global employability.

A premiere affiliate of the Osmania University, St. Joseph's is an Autonomous College, Re-accredited by the National Assessment and Accreditation Council with 'A' Grade for its Distinctive Educational Environment, Human Values and Social Commitment.

St. Joseph's was granted 2(f) from UGC in 2006, permanent affiliation from OU in 2007, the NAAC 'A' grade in 2008, Autonomous status and 12(B) in 2011 from the UGC. It was Re-accredited by NAAC 'A' grade in the year 2014 and Autonomous Status was renewed in the year 2017. As a self-financed college, it offers in total 17 UG and PG programmes.

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, modern infrastructure and state of the art laboratories, the College is privileged to have eminent collaborators from academia and industry with qualified and enthusiastic teaching and non-teaching staff and vibrant student fraternity. St. Joseph's is the best choice of parents and students for its enriching multidimensional experience of holistic learning, leading to a bright future for the students.

The college offers a wide range of Under Graduate and Post Graduate programmes in Commerce, Science, Mathematics, Computer Science, Mass Communication and Management, where students from surrounding schools and colleges, various districts, neighboring states and foreign 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 regular group and personal counseling sessions are conducted by well qualified counselors to 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.

OUR PATRON SAINT JOSEPH



St. Joseph - our Patron is a role model for all the staff and students 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 KNOWLEDGE, LOVE AND SERVICE which is the motto of the institution.

THEME OF THE YEAR

CLASSROOM MANAGEMENT REIMAGINED through 3 C's

- Creating Conducive Classroom Spaces
- Connecting New Pedagogical Approaches and Avenues in Teaching and Learning
- Contribute for Whole-Child Development

PROGRAMMES OFFERED

UNDER GRADUATE PROGRAMMES

- B. Com (General)
- B. Com (Computers)
- B. Com (Professional)
- B. Com (Honours)
- B. Com (Information Technology)
- B. Com (International Finance & Accounting)
- BBA (Bachelor of Business Administration)
- BBA (Information Technology)
- BBA (Business Analytics)
- BBA (Honours)
- BBA (Financial Markets)
- B. A. (Journalism & Mass Communication)
- B. A. (Journalism, Psychology, English Literature)
- B. Sc (Mathematics, Physics, Computer Science)
- B. Sc (Mathematics, Statistics, Computer Science)
- B. Sc (Mathematics, Electronics, Computer Science)

SECOND LANGUAGES

Telugu | Hindi | Sanskrit | French | Arabic

POST GRADUATE PROGRAMMES

- Master of Business Administration (MBA)
- MA (MCJ) - (Master of Journalism & Mass Communication)

LANDMARKS ACHIEVED BY THE COLLEGE

- 1997:** Degree College for Boys was established with B. Sc (MPCs), B.Com(General) and B.Com(Computers) programmes.
- 1998:** Introduction of Co-education and B. Sc(MECs, MSCs, MPE) and BCA programmes
- 1999:** Introduction of MCA programme
- 2001:** Introduction of MBA programme and additional Section of B. Com (General)
- 2002:** Introduction of Add-on courses (Certificate Courses)
- 2003:** Introduction of M.Sc.(Mathematics), B.Com(Honors) and Vocational Course: B.Com(FTP) programmes
- 2004:** Additional section of MBA
- 2005:** Introduction of M. Com programme
- 2006:** 2(f) was issued by UGC, Additional section B. Com (Computers)
- 2007:** Permanent Affiliation from Osmania University
- 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 B. A. (Journalism and Mass Comm.), B. Sc (MPC) and BBA programmes
- 2012:** Introduction of B. Com(Professional), B. A. (JPE), B. Sc (NHAEM), MA (MJC), M. Com (Finance) programmes
- 2013:** Rev. Fr. Dr. Vincent Arokiadas succeeds as Principal; Grant of PG Autonomy
- 2014:** Re-accreditation by NAAC with 'A' Grade with a CGPA of 3.49
- 2015:** Introduction of Choice Based Credit System
Introduction of BBA (IT)& B. Com (IT) programmes
- 2016:** Introduction of B.Com (IFA) Programme in collaboration with ACCA & ISDC
- 2017:** Introduction of BBA (Business Analytics) Programme in collaboration with IBM, India.
Introduced Operations as one of the Specializations in MBA Programme;
Autonomous status reviewed
- 2018:** Introduction of Outcome Based Education
- 2019:** Introduction of BBA (Honours) & BBA (Financial Markets)

BEST PRACTICES

1. Regular update of curriculum as per the educational & industry needs; market relevant certificates courses.
2. Regular conduct of orientation/ induction programmes for students and
3. Adoption of Learner – Centered teaching methodologies with judicious blend of lecture based and experiential learning activities.
4. Teacher quality is maintained through Orientation/Faculty Development Programmes, monitoring and regular feedback from students.
5. Organizing Seminars/ Guest Lectures/ Workshops/ Exhibs/ Educational Tours/ Field Trips for student development.
6. Continuous efforts to enhance research culture of the college.
7. Regular conduct of Entrepreneurial Awareness programmes.
8. Students are counseled/ mentored regularly and 100% personal/career support is provided by the faculty.
9. Conduct of Pre-placement activities and CRT Programmes for enhancing placement opportunities.
10. Regular conduct of community service programmes under the banner of Centre for Social Transformation (JSR, NSS, YRCS, JGG, and Women Empowerment).
11. Encouraging students' participation in intercollegiate competitions.
12. Regular conduct of college annual mega event JOSEPHIESTA – An Academic and Cultural Fest.
13. Regular publication of annual news letter “JOSEPH’S CHRONICLE”.
14. Encouraging, Awarding and recognizing students for their achievements during Annual Day celebrations.
15. Financial support to students from economically poor background.
16. Regular participation in B-School, Commerce and Science surveys to enhance the brand image of the college.
17. International internship/ projects.
18. MoU with reputed institutions to conduct certificate courses.

STATUTORY BODIES

GOVERNING BODY MEMBERS

S.No	Name	Designation	Category
1	Most Rev. Fr. Poola Anthony	Archbishop of Hyderabad	Chairman
2	Rev. Fr. D. Sunder Reddy	Principal, St. Joseph's Degree & PG College	Member Secretary
3	Rev. Fr. K. Marreddy	Secretary	Management Representative
4	Msgr. Swarna Bernard	Vice-Chairman, HAES	Management Representative
5	Rev. Fr. Allam Arogya Reddy	Secretary, HAES	Management Representative
6	Rev. Fr. G. Anthony	Treasurer, HAES	Management Representative
7	Rev. Fr. Y. Amal Francis	Chancellor & Procurator, HAES	Management Representative
8	Rev. Fr. Uday Bhaskar	Dean, Academics, St. Joseph's Degree & PG College	Management Representative
9	Dr. (Mrs.) Shimla	YMCA University of Science & Technology, Faridabad	UGC Nominee
10	Prof. T. Papi Reddy	Chairman, TSCHE, Hyderabad	State Govt. Nominee
11	Prof. D. Sreeramulu	Dean, College Development Council, OU	University Nominee
12	Mr. Ned Mody	SVP, Chief Delivery Officer, American Home Mortgage Servicing India Private Limited Pune, India	Industry Representative
13	Prof. P. L. Vishweshwer Rao	Director, St. Joseph's Degree & PG College	Faculty Representative
14	Mrs. T. Esther Ratna	Dean, Student Affairs & IQAC Coordinator St. Joseph's Degree & PG College	Faculty Representative

ACADEMIC COUNCIL MEMBERS

1. Rev. Fr. Dr. D. Sunder Reddy, Principal, St. Joseph's Degree & PG College-Chairman.
2. Rev. Fr. K. Marreddy, St. Joseph's Degree & PG College- Management Representative
3. Rev. Fr. Uday Bhasker, Dean Academics, St. Joseph's Degree & PG College- Faculty Representative.
4. Prof. V. Appa Rao, Dean, Faculty of Commerce, Osmania University- University Nominee
5. Prof. K.G. Chandrika, Dean, Faculty of Business Management, Osmania University- University Nominee
6. Prof. Shivaraj, Dean, Faculty of Science Osmania University- University Nominee
7. Prof. V. Venkata Ramana, Vice Chairman- II, TSCHE- Education Representative
8. D. Neeraja, Academic Officer, CCE Govt of Telangana- Education Representative
9. Prof. S. S. Prasad Rao, Director, Centre for Learning & Sustainability Gitam University, Vishakapatnam- Education Representative
10. Ms. Sridevi Sira, National Lead – Future Skills Academic Alliances, IT-ITe S Sector Skills Council, Madhapur, Hyderabad- Industry Representative.
11. Prof. P. L. Vishweshwar Rao, Director, St. Joseph's Degree & PG College- Faculty Representative
12. Mr. B. Satyanarayana Rao, Controller of Examinations – UG- Faculty Representative
13. Mr. Venkata Shiva Kumar, Controller of Examinations – PG- Faculty Representative
14. Mrs. T. Esther Ratna, Dean, Student Affairs & IQAC Co-ordinator- Faculty Representative
15. Dr. Anita, Dean, Academics – Extended Campus- Faculty Representative
16. Dr. N. Srilatha, Head, Dept. of Commerce- Faculty Representative
17. Mrs. Danam Tressa, Head, Dept. of Business Management- Faculty Representative
18. Mrs. M. Kiran Jyothi, Head, Dept. of Computer Science- Faculty Representative
19. Mr. Glen D'Silva, Head, Dept. of Mass Communication-Faculty Representative
20. Mrs. Amthul Fatima, Head, Dept. of Psychology- Faculty Representative
21. Dr. M. Sangeetha, Head, Dept. of English- Faculty Representative
22. Mrs. Padmasri, Head, Dept. of Second Languages- Faculty Representative
23. Mrs. Sree Lakshmi, Placement Officer- Faculty Representative

BOARD OF STUDIES – COMPOSITION

S.No	Name	Designation
1	Chair person	Head of the Department
2	Members	Faculty of the Department
3	Subject Experts	Two subject experts from outside the college
4	VC Nominee	One expert nominated by the VC of OU
5	Industry Representative	One/Two representatives from industry
6	Alumni Representative	One meritorious Alumnus

IMPORTANT CONTACTS

Name	Designation	Mail Id
Rev. Fr. D. Sunder Reddy	Principal	principal@josephscollege.ac.in
Mrs. T. Esther Ratna	Dean, Student Affairs	esther@josephspgcollege.ac.in
Mr. B. Satyanarayana	Controller of Examinations	coestjosephshyd@gmail.com
Dr. N. Srilatha	HoD, Commerce	hod_commerce@josephscollege.ac.in
Mrs. Danam Tressa	HoD, Business Management	danam@josephscollege.ac.in
Mrs. M. Kiran Jyothi	HoD, Computer Science	kiranjyothi@josephspgcollege.ac.in
Mr. Glen D'Silva	HoD, Masscom & Psychology	glendsilva@josephscollege.ac.in
Dr. Sangeetha	HoD, English	hod_english@josephscollege.ac.in
Mrs. M. Padmasri	HoD, Dept. of Second Languages	padmasrimadireddi@gmail.com
Mrs. Amthul Fatima	HoD, Psychology	amtul.fatimakhan@gmail.com
Mrs. R. Sree Lakshmi	Placement Officer	placements@josephscollege.ac.in

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Objectives of IQAC:

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

IQAC MEMBERS

IQAC Members List

S.No	Name	Designation	Category
1	Rev. Fr. Dr. D. Sunder Reddy	Principal St. Joseph's Degree & PG College	Chairperson
2	Rev. Fr. K. Marreddy	Secretary, St. Joseph's Degree & PG College	Chairperson
3	Rev. Fr. Uday Bhasker Reddy	Dean, Academics	Faculty Representative
4	Rev. Fr. Fathimareddy	Director of Evaluation	Management Representative
5	Prof. Sriram Venkatesh	Controller of Examination Osmania University	Education Representative
6	Mr. A. Inna Reddy	Asst. Professor of Computer Applications Government Degree College, Chanchalguga, Hyderabad	Education Representative
7	CA Chaya	Deloitte	Parent Representative
8	Mr. Jayakar	Berkedia Services	Industry Representative
9	Prof. P.L. Vishweshwer Rao	Director - UG, St. Joseph's Degree & PG College	Faculty Representative
10	Mrs. T. Esther Ratna	IQAC Co-ordinator & Dean, Student Affairs	Faculty Representative
11	Mr. B. Satyanarayana Rao	Controller of Examinations	Faculty Representative
12	Mrs. M. Kiran Jyothi	Co-ordinator, Faculty. of Science	Faculty Representative
13	Mrs. Srilatha	Head, Dept. of Commerce	Faculty Representative
14	Mrs. Danam Tressa	Head, Dept. of Management	Faculty Representative
15	Dr. Anita	Dean, Academics	Extended Campus

16	Mrs. Sree lakshmi	Placement Officer	Faculty Representative
17	Dr. N. Srinivas	Placement Officer	Faculty Representative
18	Dr. Vandana Samba	Research	Faculty Representative
19	Dr. Sridhar Reddy	Physical Director	Faculty Representative
20	Mrs. Urmila	Librarian	Administrative Representative
21	Mr. Aloysius	Technical Staff	Administrative Representative
22	Mr. Joseph George	Alumni	Alumni Representative
23	Mr. Rajvir	Alumni	Alumni Representative
24	Ms. Vaishnavi	Student Representative	Student Representative

FACULTY DETAILS

DEPARTMENT OF COMMERCE

S.No	Faculty Name	Designation	Qualification
1	Dr. N. Srilatha	HoD, Commerce; Associate Professor	M.Com, M Phil
2	Mrs. Mary Vinaya Sheela	Associate Professor	M.Com, M Phil, MBA,
3	Mr. S. Krishna Moorthy	Associate Professor	M.Com, M Phil,
4	Mr. B. Satyanaryana Rao	Associate Professor	M.Com,LLB, MBA, B.Ed
5	Dr. Y. Geethanjali	Assistant Professor	M.Com, M Phil,
6	Mrs. O.S.S Suguna Sheela	Assistant Professor	M.A., M.Phil,
7	Mrs. J. N. P. P. Anantha Lakshmi	Assistant Professor	M.Com, M. Phil, M.F.M.,PGDCA
8	Dr. Sumithra Pujari	Assistant Professor	M.Com,M.Phil , APSET
9	Mrs. R. Sree Lakshmi	Assistant Professor	M.Com,CS(Inter)
10	Mrs. Shanti Kiran	Assistant Professor	M.Com, MBA

11	Mrs. Ritika Waghray	Assistant Professor	M.Com, MBA,APSLET,DAP
12	Ms. M. Debora	Assistant Professor	M.Com,PGDCA
13	Mrs. G. Savita	Assistant Professor	M.Com
14	Mrs. S. Aarti	Assistant Professor	M. Com, LLB
15	Mrs. B. Sarika Verma	Assistant Professor	M. Com
16	Mrs. Bh. Srivatsala	Assistant Professor	M. Com
17	Mrs. Radha kesani	Assistant Professor	M. Com, MBA
18	Ms. Prashanthi Muchanapally	Assistant Professor	MBA
19	Ms. Rafat Ahmedi	Assistant Professor	M.Com, MBA
20	Mrs. Preethi Rathi	Assistant Professor	M. Com LLB
21	Mr. T. Krishna	Assistant Professor	M. Com
22	Mrs. Ch. Padmaja	Assistant Professor	M. Com, MBA
23	Ms. Mhelsea Mona	Assistant Professor	M. Com, PGDBM
24	Mr. S. Bhanu Prakash Sharma	Assistant Professor	M.Com, MBA., M Phil
25	Mr. P. Vasant Vikas	Assistant Professor	M.Com, MBA.,
26	Ms. Patalay Namratha	Assistant Professor	M. Com
27	Mrs. Swetha.Kabra	Assistant Professor	ICMAI
28	Mrs. Anamika	Assistant Professor	M. Com., B. Ed
29	Ms. N. Sai Lakshmi	Assistant Professor	M. Com
30	Mrs. Archana Singh	Assistant Professor	M.Com, MBA, B.Ed

DEPARTMENT OF MATHEMATICS & STATISTICS

S.No	Faculty Name	Designation	Qualification
1	Mr. D. Srinivas Reddy	Assistant Professor	M. Sc, B. Ed., M. Phil
2	Mrs. Nampally Lakshmi	Assistant Professor	M. Sc (Maths)
3	Mrs. Harika Janagama	Assistant Professor	M. Sc (Maths)
4	Ms. S. Vijaya Laxmi	Assistant Professor	M. Sc (Stats)

DEPARTMENT OF PHYSICS & ELECTRONICS

S.No	Faculty Name	Qualification	Designation
1	Mr. M. Sravan Kumar	Assistant Professor	M. Sc, B.Ed, MBA, (Ph.D)
2	Mr. M. Laxmi Narsimha Rao	Assistant Professor	M. Sc.(Applied Electronics)
3	Mr. R. Ashok Kumar	Assistant Professor	M. Sc.(Applied Electronics), UGC-NET

DEPARTMENT OF COMPUTER SCIENCE

S.No	Name	Qualification	Designation
1	Mrs. Kiran Jyothi M	HoD, Sciences; Associate Professor	MCA, MBA, SET
2	Mrs. T. Esther Ratna	Assistant Professor	M.Sc, M.Phil, MA, B Ed.
3	Mrs. P Madhuri Paul	Assistant Professor	MCA, M.Tech
4	Mrs. V. Shailaja	Assistant Professor	MCA
5	Mr. S. Srikanth	Assistant Professor	MCA
6	Mrs. Sunitha Mutchintala	Assistant Professor	M Sc (Cs), M Tech
7	Mr. K. Sundeep	Assistant Professor	M Sc
8	Mrs. K. Hari Priya	Assistant Professor	MCA
9	Mrs. C. Swathi	Assistant Professor	MCA

DEPARTMENT OF MASS COMM., JOURNALISM & PSYCHOLOGY

S.No	Name	Designation	Qualification
1	Prof. P. L. Vishweshwar Rao	Professor	M.A. Ph. D
2	Mr. D. Nagarjuna	Assistant Professor	M.A., PGDJ
3	Mr. Glen D Silva	HoD, Masscom; Assistant Professor	M. A (Eng), M.A., (Comm)
4	Mr Keshav Vivek	Assistant Professor	M.A., M.B.A, UGC-NET
5	M Shubangi Misra	Assistant Professor	M.A. (J&MC)
6	Mrs. V. Laasya Madhukar	Assistant Professor	M.C.J.
7	Mr. Jeevarathan	Assistant Professor	M.A,SET,UGC-NET

DEPARTMENT OF PSYCHOLOGY

S.No	Name	Designation	Qualification
1	Ms. Amtul Fatima	HoD Psychology, Assistant Professor	MA (Psychology, PGDCP)
2	Ms. Azra Jahan	Assistant Professor	M. Sc (Applied Psychology)

DEPARTMENT OF BUSINESS MANAGEMENT

S.No	Name	Designation	Qualification
1	Rev. Fr. Dr. D.Sunder Reddy	Principal	B.Ed., MA(Eng).,MBA., M.Phil., PhD
2	Dr. R. Anita	Dean Academics & Associate Professor	BE, MBA, M.Phil, Ph.D ,UGC-NET, AP& TS SET
3	Mrs. Danam Tressa	HoD & Assistant Professor	MBA, M.Com
4	Mr. P. Ganesh Anand	Associate Professor	M.B.A
5	Dr. Nagunuri Srinivas	Associate Professor & Placements Officer	MBA, M.Phil, Ph.D
6	Dr. Vandana Samba	Associate Professor	MBA, Ph.D, UGC-NET
7	Ms. Smriti Nagaria	Assistant Professor	MBA, TSSET
8	Ms S. Swapna	Assistant Professor	MBA
9	Ms M Jayasree	Assistant Professor	MBA
10	Mr. Ayyappa	Assistant Professor	MBA
11	Ms. Ch. Kavya	Assistant Professor	M.com., UGC – NET, TS – SET
12	Dr. Martina Rani	Associate Professor	M.com, B.Ed(Com), CMA, Ph.D
13	Dr. Rani Gujari	Assistant Professor	MBA, UGC NET & PhD
14	Mr. Venkat Siva Kumar	Assistant Professor	M.Sc, MBA, (PhD)
15	Ms. Sahithi CH	Assistant Professor	MBA
16	Mr. Jyothi Kalyan	Assistant Professor	MBA, NET & M. Tech

17	Mrs. Mubeen Sultana	Assistant Professor	MBA
18	Mr. M Narsing Rao	Assistant Professor	MBA, M.Com & TS SET
19	Mr. Hari Krishna	Assistant Professor	MBA
20	Mrs. Malathi Tekkadu	Assistant Professor	M. Tech, MCA & MBA
21	Mrs. Ambika	Assistant Professor	MBA
22	Mr. Vikranth Jetty	Assistant Professor	PGDM
23	Mr. Martin	Assistant Professor	MBA

DEPARTMENT OF ENGLISH

S.No	Name	Designation	Qualification
1	Dr. M. Sangeetha	HoD, English; Associate Professor	MA (Eng.), Ph D
2	Mrs. Pauline Rajamani Joseph	Assistant Professor	MA, M Phil, M Ed
3	Mrs. Rupa Josephine	Assistant Professor	MA(Eng), B Ed
4	Ms. T. Vyomakesisri	Assistant Professor	MA (English), PGDBA (HR), TS-SET (Qualified), TEFL/TESOL (University of Canada)
5	Mr. K. Santha Ram	Assistant Professor	MA (Eng), SET, NET
6	Ms. N. Carolyn Rubavathy	Assistant Professor	M.A., M. Phil (English), TNSET, NET
7	Mrs. Rana Anjum	Assistant Professor	MA (Fine Arts), MA (Eng), MBA

DEPARTMENT OF SECOND LANGUAGES

S.No	Name	Designation	Qualification
1	Mrs. M Padmasri	HoD SL; Assistant Professor	MA (French), MA (English)
2	Dr. Mohd Irfan	Assistant Professor	MA. (Arabic), Ph D
3	Mrs. Aparna Rajhans	Assistant Professor	MA (Sanskrit), M.A. (Eng) M.Com, MA (Journalism &

			Public Relations) & PGDELT
4.	Mrs. Regina	Assistant Professor	MA(Tel) , B P Ed
5	Capt. Dr. T.P. Singh	Assistant Professor	MA, M. Phil, Ph D (Hindi), HPT

DEPARTMENT OF PHYSICAL EDUCATION

S.No	Faculty Name	Qualification	Designation
1	Mr. Sridhar Reddy	M.Com, M. P. Ed, (Ph.D)	Physical Director

VISITING FACULTY

S.No	Name of the Faculty	Qualification
1.	Prof. Usha	M.Com, M,Phil, Ph.D.
2.	Dr. Shakeel Ahmed	M.Com, M.B.A, Ph.D, PGDA&PR
3.	Mr. Nevin Fernandes	CA
4.	Mr. Ganesh Narwarde	M.Com, CMA, IPCC(CA), NET
5.	Prof. E. Nageswara Rao	MA (Eng), MA (Hon), MA (Teaching English as second language), Ph. D,
6	Dr. Stevenson	Ph D
7	Sri Chalapathi	MA (Television Production)
8	Sri. Ramu, ASCI	MA (Print)
9	Mr. Moses, DAP	MA
10	Prof. L Anand Babu	Rtd. Professor, Department of Mathematics, OU.
11	Prof V. Hara Gopal	Rtd. Professor, Department of Mathematics, OU.
12	Dr. D. Srinivasu	Associate Professor University college for Women, Koti
13	Dr. P. Chandrashekar	Director, Technique Design Group
14	Prof. Ramana Murthy	Rtd. Professor, Department of Mathematics, OU
15	Dr. Ramadevi	Associate Professor, CBIT

NON-TEACHING STAFF

ADMINISTRATIVE OFFICE

S. No	Name	Designation
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1	Mr. Ch Ravi Kumar	Sr. Assistant
2	Mrs. Blessy Rebecca Samuel	Accountant
3	Mr. George Fernandez	Jr. Assistant
4	Mrs. S. Pallavi	Supervisor
5	Ms. K. Swapna	Receptionist
6	Rev. Sr. Josephine	Jr. Assistant
7	Mrs. Kanchan Jain	IQAC Assistant
8	Ms. Sahitya Chakravarthy	Jr. Assistant

LIBRARY AND LAB STAFF

S. No	Name	Designation
1	Mrs. Urmila Devi	Librarian
2	Mr. Ch.V.S.R. Pavan Kumar	Technical Assistant
3	Mr. K. Aloysius	Technical Assistant
4	Mr. P. Joseph Christopher	Technical Assistant
5	Mr. Venkatapathi Raju	Jr. Assistant

EXAM BRANCH

S.No	Staff Name	Designation
1	Rev. Fr.Dr. Fathimareddy	Director, Evaluation
2	Mr. B. Satyanarayana Rao	CoE
3	Dr. Mohd. Irfan	Addl. CoE
4	Mr. Arogya Das	Sr. Assistant
5	Mr. N. Mahesh	Jr. Assistant

6	Mr. J. Sudhakar Reddy	Jr. Assistant
7	Mr. Avinash Singh	Jr. Assistant

SUPPORT STAFF

S.No	Staff Name	Designation
1	Mrs. Alice	Aayah
2	Mrs. Vijaya Mary	Aayah
3	Mrs. Premila	Aayah
4	Mrs. Rani Anthumani	Aayah
5	Mrs. K. Sarala	Aayah
6	Mrs. Kalpalatha	Aayah
7	Mrs. Allada Malleswari	Aayah
8	Mrs. Narasamma	Scavenger
9	Mrs. Lakshmi	Scavenger
10	Mrs. Kisheli Borah	Cook
11	Mr. V. Krishna Moorthy	Attender / Driver
12	Mr. D. Srinivas	Security Assistant
13	Mr. J. Anthony	Security Assistant
14	Mr. Yesudas	Attender
15	Mr. A. Joseph	Attender
16	Mr. Raju	Phy Lab Attender
17	Mr. Sai Sandeep	Exam Branch /Attender
18	Mr. Khireswar Borah	Night watchman
19	Mr. Leo Anthony	Attender / Driver
20	Mr. Philip Arockia Raj	Electrician

LIST OF COMMITTEES

Academic Audit Committee	Admission Committee
<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy– Convenor ▪ Rev. Fr. Dr. Sunder Reddy ▪ Director ▪ IQAC Co-ordinator ▪ Deans ▪ HoDs 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy – Convenor ▪ Rev. Fr. Dr. Sunder Reddy ▪ Mrs. R. Sree Lakshmi– Co-Convenor ▪ Mr. Sandeep ▪ Mr. P. Ganesh Anand ▪ Mr. George Fernandez
Alumni Committee	Anti-Ragging Committee
<ul style="list-style-type: none"> ▪ Mrs. Mary Vinaya Sheela – Convenor ▪ Mr. Krishna Moorthy ▪ Mr. B. Satyanarayana Rao ▪ Mrs. M. Kiran Jyothi ▪ Mr. D. Nagarjuna ▪ Mr. D. Srinivas Reddy ▪ Mrs. Padmasri ▪ Mrs. Shanti Kiran ▪ Mrs. Danam Tressa ▪ Dr. Martina ▪ Student Co-ordinators 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy– Convenor ▪ Rev. Fr. Dr. Sunder Reddy ▪ Rev. Fr. Uday Bhaskar ▪ Mrs. Radha Kesani- Co-Convenor ▪ Mrs. Pauline Rajamani Joseph ▪ Dr. K. Sridhar Reddy ▪ Ms. Neela Chakravarthy ▪ Mr. M. Sravan Kumar ▪ Mr. K. Laxmaiah, SI Abids Police Station ▪ Mrs. Ragini, Parent ▪ Mr. P. Ganesh Anand ▪ 2 student Coordinators
Anti-Sexual Harassment Cell	Attendance Committee
<ul style="list-style-type: none"> ▪ Dr. M. Sangeetha - Convenor ▪ Mrs. Haripriya ▪ Mrs. R. Sree Lakshmi ▪ Mrs. Sarika Verma 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy – Convenor ▪ Mr. Nagarjuna ▪ Dr. Srilatha ▪ Mrs. M. Kiran Jyothi ▪ Mrs. Smriti Nagaria ▪ Ms. Swapna (Front Office)
Certificate Course Committee	Choir Committee
<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Rev. Fr. Uday Bhaskar ▪ Dr. Sumitra Pujari- Convenor ▪ Mrs. Preethi Rathi ▪ Mrs. Shanti Kiran ▪ Mr. Ashok ▪ Mrs. Haripriya ▪ Ms. Shubhangi ▪ Dr. Martina ▪ Dr. R. Anita 	<ul style="list-style-type: none"> ▪ Mrs. Pauline – Convenor ▪ Mrs. Rupa ▪ Ms. Carolyn Rubavathy ▪ Mrs. Danam ▪ Dr. Martina ▪ 2 Student coordinators

Counseling Cell	Curriculum Restructure Committee
<ul style="list-style-type: none"> ▪ Rev. Fr. Uday Bhaskar ▪ Fr. M. Arogyam ▪ Mrs. Amtul Fatima – Convenor ▪ Ms. Azra Jahan ▪ 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy – Convenor ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Deans ▪ Heads of Departments ▪ IQAC Coordinator ▪ Programme Coordinators
Entrepreneurship Development Cell	Examination Committee
<ul style="list-style-type: none"> ▪ Ms. Prashanthi – Convenor ▪ Ms. Mhelsea Mona ▪ Mrs. Padmaja ▪ Mr. Gopal Krishna ▪ Mrs. Archana Singh ▪ Mr. Glen D’silva ▪ Mr. Jyothi Kalyan ▪ Dr. N. Srinivas 	<ul style="list-style-type: none"> ▪ Mr. MLN Rao – Convenor ▪ Mrs. Radha ▪ Mrs. Sarika Verma
Extra-Curricular Activities Committee	General Maintenance Committee
<ul style="list-style-type: none"> ▪ Mrs. Savitha Praveen – Convenor ▪ Mrs. Ritika Waghay ▪ Mrs. Anamika ▪ Mrs. Haripriya ▪ Mrs. Pauline ▪ Mrs. Rana Anjum ▪ Mrs. Sai Lakshmi ▪ Ms. Kavya ▪ Ms. Sahithi ▪ 5 Student Co-ordinators 	<ul style="list-style-type: none"> ▪ Mrs. Pallavi – Convenor ▪ Mrs. Blessy ▪ Mr. Philip ▪ Mr. Veeraswamy ▪ Mr. Srinivas ▪ Mr. Satish
International Student Cell	Josephs Green Group Cell (JGG)
<ul style="list-style-type: none"> ▪ Mr. Satyanarayana Rao – Convenor ▪ Mrs. Aparna Rajhans ▪ Ms. Mhelsea ▪ Ms. Amtul Fatima 	<ul style="list-style-type: none"> ▪ Mrs. Aarti – Convenor ▪ Mr. Krishna ▪ Mrs. Preethi Rathi ▪ Mrs. Harika ▪ Mrs. Namrata ▪ Mrs. Regina ▪ Ms. Smriti Nagaria ▪ Mr. Narsing Rao ▪ 2 Student Co-ordinators
Joseph’s Social Responsibility (JSR)	Lab Maintenance Committee
<ul style="list-style-type: none"> ▪ Mrs. Madhuri Paul – Convenor ▪ Mrs. Vijaya Lakshmi ▪ Mrs. Srivatsala B ▪ Ms. Rafat Ahmedi ▪ Mrs. Sarika Verma ▪ Mrs. Danam Tressa ▪ Mr. Hari Krishna ▪ 2 Student Co-ordinators 	<ul style="list-style-type: none"> ▪ Mrs. M. Kiran Jyothi – Convenor ▪ Mr. Glen D’silva ▪ Mr. Sravan Kumar ▪ Mr. M.L.N Rao ▪ Mr. Pavan ▪ Mr. Aloysius ▪ Mr. Christopher Joseph ▪ Mr. Satish ▪ Mr. Joseph

Library Committee	Literary Committee
<ul style="list-style-type: none"> ▪ Mrs. Urmila Devi- Convenor ▪ Mrs. Padmasree ▪ Mrs. Padmaja ▪ Mr. S. Srikanth ▪ Mr. Keshav Vivek ▪ Ms Sai Lakshmi ▪ Mr. Henry Austin ▪ 2 Student Co-ordinators 	<ul style="list-style-type: none"> ▪ HoD English – Convenor ▪ Faculty of Dept of English ▪ 4 Student Co-ordinators
Media Coordination Committee	National Service Scheme (NSS)
<ul style="list-style-type: none"> ▪ Mr. Keshav Vivek-Convenor ▪ Mr. K. Santha Ram ▪ Mr. Srinivas Reddy ▪ Dr. N. Srinivas 	<ul style="list-style-type: none"> ▪ Mrs. Aparna Rajhans – Convenor ▪ Mrs. Regina ▪ Mrs. Sailaja ▪ Mrs. Archana Singh ▪ Mrs. Shanthi Kiran ▪ Mr. Krishna ▪ Mr. Shiva Ganesh ▪ Mr. Hari Krishna ▪ Ms. Sahithi ▪ 2 Student Co-ordinators
Career Development Cell	Planning and Evaluation Committee
<ul style="list-style-type: none"> ▪ Mrs. R. Sree Lakshmi – Placement Officer & Convenor ▪ Dr. N. Srinivas ▪ Dr. Geethanjali ▪ Mr. Sandeep ▪ Mr. Vasant Vikas ▪ Mr. S. Bhanu Prakash Sharma ▪ 5 Student Co-ordinators 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy– Convenor ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Rev. Fr. Uday Bahskar ▪ Dean, Student Affairs ▪ IQAC Coordinator ▪ CoE ▪ Heads of Departments
Research Committee	Result Review Committee
<ul style="list-style-type: none"> ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Dr. Mohd Irfan - Convenor ▪ Prof. P. L. Vishweswar Rao ▪ Dr. M. Sangeetha ▪ Dr. Vandana Samba ▪ Dr. R. Anita ▪ Dr. T. P. Singh ▪ Dr. Sumitra Pujari ▪ Ms. N. Carolyn Rubavathy 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy – Convenor ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Mr. B. Satyanarayana Rao – CoE- Co convenor ▪ Rev. Fr. Uday Bahskar ▪ Prof. P. L. Vishweshwar Rao ▪ Deans ▪ HoD – Commerce & Science
Sports Committee	Staff Grievance Appeal Committee
<ul style="list-style-type: none"> ▪ Dr. K. Sridhar Reddy – Convenor ▪ Mrs. Regina ▪ Mr. Krishna ▪ Mrs. Padmasri ▪ Mr. K. Santha Ram ▪ Mr. S. Srikanth ▪ Ms. Neela Chakravarthy 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy– Convenor ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Mrs. Mary Vinayasheela- Co convenor ▪ Mr. Ashok ▪ Dr. Srilatha

<ul style="list-style-type: none"> ▪ Mr. Jyothi Kalyan ▪ 2 Student Co-ordinators 	
Staff Welfare Committee	Student Discipline Committee
<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy ▪ Rev. Fr. Uday Bahskar ▪ Dr. Geethajali – Convenor ▪ Mr. D. Nagarjuna ▪ Mr. Krishna Moorthy ▪ Ms. Kavya ▪ 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy – Convenor ▪ Rev. Fr. Uday Bahskar– Co-Convenor ▪ Dr. K. Sridhar Reddy – Ground floor In-charge ▪ Mr. Vasant Vikas – First floor In-charge ▪ Dr. Mohd Irfan – Second floor In-charge ▪ Dr. T. P. Singh – Third floor In-charge ▪ Mr. Srinivas Reddy – Fourth & Fifth floor In-charge ▪ Mrs. Laasya Madhukar ▪ Ms. Smriti ▪ Ms. Swapna
Student Quality Assurance Cell (SQAC)	Student Welfare Committee
<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy – Convenor ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Rev. Fr. Uday Bhaskar- Dean, Academics ▪ Mrs. Esther Ratna- Dean, Student Affairs-- Co convenor ▪ Dr. Sri Latha ▪ Mrs. Kiran Jyothi ▪ 4 Student Co-ordinators 	<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy –Convenor ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Dean, Student Affairs ▪ SQAC Co-ordinators ▪ SQAC Office Bearers
Unfair Means and Redressal Committee	Website Maintenance Committee
<ul style="list-style-type: none"> ▪ Rev. Fr. K. Marreddy – Convenor ▪ Rev. Fr. Dr. D. Sunder Reddy ▪ Mr. B. Satyanarayana Rao – CoE ▪ Chief Superintendent- Co convenor ▪ Squad ▪ Invigilator 	<ul style="list-style-type: none"> ▪ Mrs. V. Shailaja– Convenor ▪ Ms. M. Debora ▪ Mrs. Vijayalakshmi ▪ Mrs. Padmasri ▪ Mr. K. Santha Ram ▪ Ms. Shubhangi ▪ Mrs. Malathi
Women Empowerment Cell	Youth Red Cross Society(YRCS)
<ul style="list-style-type: none"> ▪ Dr. Sangeetha – Convenor ▪ Mrs. T. Vyomakesisri – Co-Convenor ▪ Ms Amtul Fatima ▪ Ms. Azra Jahan ▪ Mrs. B. Srivatsala ▪ Ms. Smriti Nagaria ▪ Dr. Rani ▪ 2 Student Co-ordinators 	<ul style="list-style-type: none"> ▪ Mrs. Suguna Sheela –Convenor ▪ Mrs. M. Sunitha ▪ Mrs. Preeti Rathi ▪ Mr. D. Srinivas Reddy ▪ Mrs. Rafat Ahmedi ▪ Mrs. Rana Anjum ▪ 2 Student Co-ordinators

SC/ ST/ OBC Cell	
<ul style="list-style-type: none">▪ Rev. Fr. K. Marreddy- Convenor▪ Rev. Fr. Uday Bhaskar▪ Mr. Sravankumar- Co-convenor▪ Mrs. Vinaya Sheela▪ Mrs. Padmasri▪ Mr. Shantha Ram▪ Mr. Ravi▪ Mr. George Fernandez	

General Instructions

A Josephite is expected

- **To be courteous in speech and conduct himself/ herself with dignity**
- **To have professional attitude towards teaching and non-teaching fraternity**
- **To maintain healthy relationship with peers.**

Timing:

- Students are expected to be in their classrooms by 8:25AM
- Attendance is taken at the beginning of the class
- It is mandatory to maintain 75%.attendance

Dress Code

A proper Dress Code to be strictly followed to maintain decency and decorum as the College is a Co-Educational Institution.

Dress Code: Girls

- Salwar Kameez with Dupatta.
- Jeans with Long Kurti (Knee length) with Dupatta.
- Torn Jeans and Sleeveless dresses will not be permitted.
- Hair should not be left loose; it should be properly combed and pinned.
- Hair colour like streaks and highlights are not allowed

Dress Code: Boys

- Only Formal Shirt and Trousers.
- Jeans with a formal shirt will be allowed provided it is not torn and nothing is written on it.
- “College T-Shirt” will be allowed only on Friday.
- To have clean shave and neat haircut.
- Ear studs are not allowed.
- Hair colour like streaks and highlights are not allowed
- Torn Jeans not to be worn
- It is mandatory for students to wear College Blazer on Monday & Wednesday and on any day of Seminars and Conferences.

Attendance

- Students are expected to attend all scheduled classes and activities without fail.
- Students should appear for all examinations.
- SMS message is sent daily to the registered mobile number of the parent/guardian, if the student is absent.

- A minimum of 75% attendance in Theory and Practicals is required, to appear for the End Semester Examinations.
- Students attending Regional/ State/ National Camps/ Workshops/ Competitions have to produce the Attendance Certificate duly signed by the Principal immediately after the completion of the activity.
- Examination forms shall not be issued to students with less than 75% attendance and the student has to repeat the same semester next year.

Leaves

- Students taking leave must submit Leave Letters to their Class-In-Charge stating the reason for their absence duly signed by the parent/guardian
- Leaves of more than 3 consecutive days require Principal's permission. Students must obtain prior permission before proceeding on long leaves.
- Leaves due to Medical conditions must be substantiated by required documents.
- Only in case of genuine and serious medical conditions an attendance concession up to 10% may be considered for students by the Principal on submission of medical certificates and proofs.

Safety and Security

- The College insists on students wearing ID Cards in the College Campus. It is mandatory that the ID Card be produced in all their College transactions.
- Students are not allowed out of the campus during college hours.
- **On emergencies, students are allowed out of the campus only when accompanied by their respective parents or legal guardian after obtaining permission from the Class-In-Charge and the Principal.**
- Any sort of lethal weapons are not permitted in the College Campus.
- You are advised not to bring valuables to the class. The college does not take responsibility for the loss of any of your belongings.

College Etiquette

- The Government of Telangana has banned the use of cell phones in the College Campus and hence mobile phone usage is strictly prohibited during class hours or in the corridors. If found being used, the cell phones will be confiscated for the academic year.
- All communication devices (mobile phones, tablets, etc.) must be switched off during class time.
- Internet facility provided in the Library, Labs only for educational purposes.
- When in college or while representing the college in outside events, students must dress decently and modestly.
- Students must maintain decency and decorum in all their College activities.

Misconduct

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

The following actions will be considered as Students' misconduct:

- Falsification of documents or the supplying of false information in order to obtain admission or otherwise.
- Disruption of classroom activities or hindering the learning of other students anywhere in the college.
- Damaging the library books/ identity cards etc.
- Cheating during examinations and in any other transactions in the college.
- Behavior, which interferes significantly with college operation, disrupts education and endangers the health and safety of staff/ students or causes damages to college property.
- Possession/ use of intoxicating items on campus is a serious offence and liable to suspension.
- Possession/ use of illicit drugs/liquors and drug peddling on campus.
- Smoking in the campus.
- Getting into heated arguments or fight with the fellow students, faculty, non-teaching staff and support staff.
- 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 TS State (Act 26 of 1997)].**

Note: College property is common property. If any fixture or equipment is damaged, the student/ students have to restore the damage, if not identified; the entire cost will be deducted from caution deposit of the students of the respective class/ section.

Disciplinary Measures:

Non-compliance and violation of rules of discipline may attract disciplinary action.

- A reprimand/ warning.
- Withdrawal from a particular class or programme.
- 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.

Transfer and Bonafide Certificates:

- Those applying for T.C. should submit a written requisition along with the attestation of parents' approval. **Fee Clearance receipt**, No due certificates from the Library, Lab and the respective department 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.**

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 for a long duration or has 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 programme during the middle of the academic year or before the completion of the programme will have to pay the entire programme fee.**
- **Payment of Semester II fees by 9th Nov 2019.**

LEARNING RESOURCES

- **Library as a learning Resource Centre**

The college library has a vast collection of text books 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, Magazines are provided along with free Internet browsing facility to access the online databases and academic information.

- Open from 8:30 AM – 5:00 PM
- The fully automated library with New Gen Lib - Integrated automation is a repository of 28137 volumes
- 25 National and International Journals, 27 Magazines, **11,678** Titles and **29,850** volumes
- Reading Room facility
- The Library is networked with DELNET & INFLIBNET
- Online Public Access Catalogue (OPAC)
- Centre for Knowledge Management – a collection of author-ware power point presentation Computer-based Tutorials, Handouts and Case Studies etc.
- 4 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 programme only against the original receipt, else the amount will be forfeited.

- **Labs**

- **Computer lab:** The College has 4 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**
 - **Physics Lab** is provided with modern equipment needed for conducting practicals.
 - **Electronics Lab** is fully equipped with Digital Electronics & Analog Electronics Circuit, Electronic Circuit Simulation and Microprocessor and Micro controller.
- **Mathematics Lab:** The 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.
- **Mass Com Lab and Studio:** An Audio – Video Production Studio equipped with modern digital technologies provides the students knowledge on modern media production techniques. The audio recording studio consists of non-linear recording facility with Pro Tools 9Le. The computer lab consists of iMac5 Computers.

- **Psychology Lab:** Well equipped with the various psychological lab experiments, inventories consisting of scales and questionnaires. This facilitates the students to achieve a better understanding of the theoretical concepts in psychology like perception, emotion, memory, motivation, etc., in a practical set up administering the experiments. The Lab is equipped with various standardized inventories like 16 personality factors, Raven's Progressive Matrices, Bhattia's Battery of Intelligence and many more.
- **Language Cell:** The Language Cell offers free resume consultancy and personal counseling on interview techniques, common errors in English, communication skills, soft skills etc. to students on 2nd & 4th Friday of every month from 2:00 – 3:00 pm. The cell also is a book lovers' hub which offers a modest collection of books, ranging from fiction to non-fiction.

OTHER RESOURCES AND FACILITIES

- **Well- equipped class rooms:** Spacious, well furnished and ventilated classrooms equipped with ICT-backed teaching aids like LCD projectors in addition to Chalk and Board offer conducive learning environment.
- **Extended Campus:** A Campus with spacious & huge class rooms with well equipped furniture, Computer Lab equipped with latest applications, Wi-Fi facility, LCD/Monitor Equipped classrooms, Seminar Halls, Proper Wash rooms, Lift, Generator Facility, Ramp facility for Handicapped students, Drinking water coolers, Canteen facility & Parking facilities.
- **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.
- **PA system:** A good Public Address system is available on the campus for announcement of official information and for campus radio.
- **Internet Facility:** To promote E-Learning the College is Wi-Fi enabled. Students have free access to the internet to constantly update their knowledge.
- **Canteen Facility:** The 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** with RO system in every floor for providing clean drinking water.
- **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 differently abled-friendly campus includes Lift facility, a ramp near the steps, a wheel chair and rest rooms. Personal help is offered whenever needed.
- **Parking Facility:** Two wheeler parking is available for students. The College does not offer parking for four wheeler.

TEACHING - LEARNING PRACTICES

- **Entry Level Proficiency Tests:** Diagnostic tests to assess the standards of the students so that they can be assisted with Bridge course and help throughout the year accordingly.
- **Bridge Courses:** To fill the gaps in conceptual learning if a student joins from a different stream of his/her programme or to the average learners identified through entry level tests.
- **Value Added Courses: Skill/hobby oriented** courses offered on the latest trends and industry needs which are not part of the curriculum, to give an extra edge and to enhance knowledge, skill and employability.
- Adoption of **Student-Centric Teaching Methodology** and use of latest technology (E-resources, Educational videos)
- **Participatory Learning** with student seminars, group discussions, films/books reviews, role play, case studies, quiz, etc.
- **Experiential Learning:** Field visits, Industrial visits, outdoor shooting, editorials, exhibitions, workshops.
- **Assignments:** Intellectually stimulating **projects** and challenging **assignments** for **advance learning**.
- **Guest Lectures/Extension Lectures/Workshops:** Experts and eminent personalities from the industry, academicians, senior executives and business personnel are regularly invited to interact with the students and share their expertise. International guest lectures, Entrepreneurial Development workshops and Women Empowerment Programmes are also conducted every year.
- **Value-added/ Personality Development Programmes:** In pursuit of the motto "**Knowledge, Love, and Service**" and in line with the college vision, various personality development programmes are conducted.
- **Classroom Presentations:** Presentations by students on subject-related as well as general topics form a part of our co-curricular activities.
- **Project:** A project needs to be undertaken during the summer vacation after IV Semester examinations for UG and after II Semester for PG students with the active guidance of the internal faculty assigned to them.
- **Internship:** An internship should be taken by a student in IV/V semester for UG and II/III Semester for PG which motivates and educates them to have a clear, exciting, working experience and hone employability skills.
- **Reinforcement Classes:** Conduct of **remedial classes**/one– one guidance/tutorials for slow learners.
- **Mentoring & Counseling:** Students are mentored through mentoring and counseling regularly, while 100% personal support is provided by Class in-charges.

- **Participation & Paper Presentations:** Students are encouraged to participate in seminars & intercollegiate competitions and present papers in national and international seminars.
- **Co-curricular/Extra-curricular activities:** Our annual mega fest–Academic and Cultural Fest – Josephiesta, short film competition and Management events are the toast of the college fests in twin cities!
- **Celebrations:** National Education Day, Annual Day, Ethnic Day, Teacher’s Day, Christmas Day, JGG, JSR Day & Independence day apart from Fresher’s Day and Farewell Day are celebrated.

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:** This programme for fresher’s is organized to orient them to the campus and academic culture of the college. This programme is designed to guide them and make them aware about the programme structure, examination system, academic clubs, add on courses, community service, etc. A conducive environment for effective learning is set with motivational talks on goal setting, time management and academic excellence.
- **Experiential Learning:** To promote experiential learning the college organizes outbound programmes, industrial visits/field visits, interaction with experts from industry, entrepreneurial initiatives etc...
- **Soft Skills:** The College conducts Workshops/Seminars/Guest Lectures by eminent resource persons on personality development, communication skills and soft skills.
- **Women Empowerment Cell:** The Women Empowerment Cell in conjunction with eminent women welfare organizations empowers the girl students through 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:**The Cell conducts programmes in collaboration with MSME (Micro Small and Medium Enterprise) to make students aware of the different financial schemes offered by the Government of India and 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, publishes the college News letter “Joseph’s Chronicle”. Students of Mass Communication bring out “Joseph Heights” magazine.
- **Counseling & Value Education Cell:** The Cell offers guidance and counseling to the students in personal, social and vocational spheres. Regular value education sessions are conducted. 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 to attend to the needs of both academic and disciplinary activities. Students can approach the facilitator on a one-to-one basis to enhance their academic performance and offer consultation on any student-related activities/ issues.

- **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 constructive observations and basic requirements with regard to academic and non-academic matters. The students are encouraged to approach any 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 month, the boxes are opened and the grievance committee proactively deals with them.
- **Akshara software:** A client-server application "Insight" is deployed for maintaining the office administration and attendance process to facilitate students and staff.
- **Student Feedback System:** Students are administered online Feedback on Faculty at the end of every semester for effective Teaching - Learning and evaluation.
- **Student Quality Assurance Cell (SQAC):** Student body mainly acts as an interface between the student community and the management. The Management, staff representatives and the elected representatives from each class meet consistently once a month to plan and discuss on issues regarding students' welfare and quality enhancement of the institution. This is an important body as it plans future activities, redresses grievances and enhances the quality parameters of the college. The proactive involvement of the students in effective governance also nurtures their leadership skills.
- **Parent-Teacher Meeting:** Regular interaction with the parents on student's holistic development is a platform to keep discovering the progress of the students and their application to life.
- **Exhibitions:** College strives to instill and nurture creativity and scientific temper among the learners through providing opportunities for organizing exhibitions. "Informatique Exhib – An annual Computer Fair" by Computer Science Department and "Science Day" by Physics and Electronics Department to name a few.
- **Academic Club Activities:** To inculcate enthusiasm among students to go beyond the curriculum, develop innovative ideas, to meet the challenging needs of corporate environment and to foster team building and leadership skills.
 - **Commerce Club:** Helps the students to become dynamic future corporate leaders. The club conducts activities such as Business Quiz, Group Discussion, Power point Presentations, Guest Lectures, Debates on Current Business Issues etc. Conducts Inter-collegiate competitions for commerce students from the colleges of twin cities.
 - **ET Club:** The Department of Commerce initiated ETIC i.e. Economic Times in Campus in collaboration with Bennett Coleman & Co. Ltd. It is the first of its kind with interactive platform designed to bring the power of knowledge to the future Managers and has the blend of online and on ground activities. Each activity carefully crafted to ensure maximum benefits to the students.
 - **JELS: Joseph's English Literary Society** offers a creative platform to hone the literary, acting, creative, social and managerial skills of the students.
 - **Computer Club - "Power Bytes":** To enhance and hone the technical 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.

- **Science Club:** The Science Club by the department of Physics & Electronics 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.
- **Maths Club:** The Maths 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:** An initiative by Department of Business Management with a purpose of building a network among BBA & MBA students. The club offers a series of activities to address personality development, professional and current business issues that are not generally included in the formal programme but are critical to overall BBA/MBA experience. The club helps the students to update their knowledge levels and develop the relevant skills required by the industry.
- **Anchors Club:** Given today's social media scene, anchoring becomes an all important aspect of media studies. The club not only takes care of **television anchoring** but also includes training and guidance to be an efficient and competitive **Radio Jockey**. Through their projects the students are encouraged to make use of the state of the art studio in the department to gain. **Campus radio** is a regular activity throwing light on the current events, latest news and is an integral part of training for radio jockey.

- **EIKONA**

Eikona is the Official Photography Club of the Department of Mass Communication. The club's activities speak of the efforts of the members. The club organizes frequent competitions to encourage students across all streams to take interest in the art that is photography. The club aims to help explore new horizons through the eyepiece of a camera.

- **FLICKSHOT**

Flickshot is the college Film Making Club. The club is centered on the sense of filmmaking and extensive theatrical exhibition. Flickshot is home for members whose interest lies in the art of filmmaking and who wish to learn and make films.

- **GAZETARI**

Josephites, The Tabloid is run and managed entirely by the Department of Mass Communication. It publishes news, reports and events of the college and will feature the work of the students. It helps students discover their passion for writing and reporting. The tabloid is published twice every semester.

- **DIL - SE – JOSEPHITES**

DII – Se – Josephites is the college Radio Club that gives the students a special opportunity to work with the campus radio and help them discover the endless possibilities Radio Jockeying offers. The club provides comprehensive knowledge on radio (working on/ hosting and handling the technical aspects of the show). The radio show is hosted every alternative day and gives ubiquitous chances to every club member throughout the year.

- **Parampara-Sutra:** The club acquaints the students about the rich Vedic Heritage and traditions prevalent in the society. The club makes the students aware of the rich values and Indian culture. Various topics such as the Vedas, Upanishads, The Epics, Famous works like Koutilya's Arthashastra are covered under the various club activities that are under taken.
- **Psychology Club:** In order to provide awareness and increase the understanding of the students in the field of Psychology through increased interaction among students thus enriching their social experience and creating within them a sense of community, the Department of Psychology brought into existence its Departmental Club – PSYCHED in 2016. The club does not contain it to conducting only intra club

and inter club activities but also involves other faculty members and parents to be a part of it through a journey of seminars and events.

- **Choir Group:** The college has an illustrious choir group “ANNA DOMINI” which has a distinguished track record of achievements including repeatedly winning I prize at OU intercollegiate competitions; zonal competitions; I prize in Christmas carols at LFHS among the many other competitions.
- **Scholarships:** Students are offered Central/State/Minority/College scholarship assistance. Scholarships will be based on academic efforts and will be given to economically poor students who will secure meritorious marks.

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/SMS 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.

Parent Teacher Meetings are conducted twice in a year, where parents meeting teachers is mandatory

NOTE: Parents can meet their respective class In-charges between 2:30- 3:30 pm once in a month either on Tuesday or Thursday.

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.

CAREER DEVELOPMENT CELL

Training and Placement Cell of St. Joseph's has established the **Career Development cell (CDC)**

CDC provides 360 degree career solutions by regularly Organising seminars and workshops on Placement Opportunities, Personality Development, Interpersonal skills, Etiquette and Manners, Career Planning, Effective Communication Skills, Resume building and Interview Techniques etc.

CDC facilitates students to decide and pursue their careers in various sectors, which include core Finance, IT, Consulting jobs, Research and Development etc as well as guides the students in terms of Avenues for Higher education.

Objective of Career Development Cell:

To prepare participants for life time fulfilling careers.

- CDC assists participants from career profiling till interview assistance this exercise helps to discover opportunities based on their domain background, qualifications and preferences.
- CDC provides counselling and guidance to those students who wish to pursue higher studies or to crack certain competitive examinations like Civil services , CLAT | IELTS | Bank PO | Civil services etc.

Best Practices of the CDC

1. **Career Counselling:** The placement cell offers career counseling in terms of student interest, aptitudes, abilities so that they can choose their careers more effectively.
2. **CRT Programme:** The CRT programme is designed with a view of grooming students that they become corporate ready.
3. **Training Programme:** Special Training on resume building, group discussion & how to face interviews are taken up.
4. **Recruitment Process:** The process includes pre placement talks & pre placement tests which give an insight into the companies& jobs they offer, followed by the selection process.
5. **Alumni Association:** The placement center maintains a close relationship with the alumni for placement.It uses an effective mailing system through which it helps the students in locating jobs.
6. **Guest Lectures:** Through guest lecturers & seminars it offers the students an opportunity to acquaint themselves with different companies to gain an insight into the career options currently available.

NOTE: Final year students of UG/PG can register with CDC. 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. CDC does not guarantee any placement to the students. For placement updates students can visit the placement website.

SPORTS & GAMES

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.

EXTENSION SERVICES

Center for Social Transformation

Social Consciousness and Commitment are an integral part of the College vision. The extension programmes in the institution are organized through five basic units: National Service Scheme (NSS), Youth Red Cross Society (YRCS), Josephine's Social Responsibility (JSR), Joseph's Green Group (JGG) 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.

ALUMNI ASSOCIATION

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

President – Joseph George
Vice President – Joseph Mathew
Secretary – Nand Kishore Ahir
Joint Secretary – Bhavana Khanna
Treasurer - Kaushik
Executive Members:
Salman Ali Khan
Susanna Joan
James Wattenis
Ankit Jain
Mariyam Fatima

Activities/ Contributions of the Alumni

- Being members of statutory bodies like Board of studies, Academic Council and give valuable inputs to make curriculum industry relevant.
- Interaction with the present Josephites and offer valuable insights into corporate culture, expectations, organizational functions and challenges faced in work situations
- Deliver Guest lectures
- Identify placement and internship opportunities in the organizations where they are working
- Help in organizing management events, industrial visits
- Offer valuable feedback on the curriculum and infrastructural development
- Donate books to general library

EXAMINATION SYSTEM

All Under Graduate and Post Graduate programmes follow semester pattern with respect to Teaching and Evaluation process. The Academic year is divided into Two Semesters. Each Semester has two Internal Examinations and End-Semester Examination.

CHOICE BASED CREDIT SYSTEM (CBCS) is introduced in the college for both UG & PG from the Academic Year 2015 – 2016.

CHOICE BASED CREDIT SYSTEM (CBCS)

Features

- Elective Course allows the flexibility in education system - choice for students to select from the prescribed offered papers
- Offers opportunities and avenues to learn beyond the core subjects for holistic development of an individual and allows easy mobility of the students
- Makes education broad-based and at par with global standards

Outline of Choice Based Credit System

Core Course: To be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

Elective Course is a course which can be chosen from a pool of papers

- Generic Elective: Unrelated discipline/subject
- Discipline centric: Main discipline/subject

Ability Enhancement Course

- Ability enhancement Compulsory Course: For Knowledge enhancement(mandatory)
- Skill Enhancement Courses: value-based and skill-based
SEC papers Max Marks: 50 (Int:20 ESE:30) only one internal will be conducted.

CBCS GUIDELINES

- Minimum 40% is Pass Mark
 - No Supplementary Examination for those who completed 6 semesters study
 - SGPA Shown in Semester Grade Report (No SGPA if fail in any one of the paper)
 - CGPA is awarded after passing in all 6 semester papers
 - SEC Grade will be Included in SGPA & CGPA
 - No Part I & Part II Separation in final Results
 - Only Grades & Credits indicated in the Grade Report
- NOTE: Marks will not be shown in Grade report

Grades and Grade Points:

Marks	Qualitative Meaning	Grades	Grade Point
85 and Above	Outstanding	O	10
70 - 84	Excellent	A	9
60-69	Good	B	8
55-59	Average	C	7
50-54	Moderate	D	6
40-49	Pass	E	5

Less than 40	Fail	F	0
Credit Points = Credits x Grade Points			
SGPA = Sum of Credit Points obtained in Semester / Total no of Credits in that Semester			

UNDER GRADUATE PROGRAMMES

EXAMINATION SYSTEM

Examination system has two components -**Continuous Internal Assessment (CIA) & 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 – I Examination - 30 marks
2. Internal – II Examination - 30 marks
3. Skilled Based Test (SBT) - 10 marks

Total: (Internal – I + Internal – II) / 2 + SBT = 40 marks

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 duration of 3 hours.
- Students have to secure a minimum of 24 marks (40%) out of 60 in End Semester Examination and a total of 40(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 12 marks (40%) out of 30 in End Semester Practical Examination and a total of 20(CIA+ESA) marks out of 50 marks to pass in every subject.

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 - II 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- III and applied for Sem- III Examinations
4.	From Sem - IV to Sem - V	a) Should have undergone a regular course of study of Sem- 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.**

BACKLOG EXAMINATION

- Backlog examination of Semester I, III, V will be conducted along with the main examination conducted in October/ November.
- Backlog of Semesters I – VI will be conducted along with main examinations conducted in March/ April.
- In case of change in syllabus of any paper, student is allowed to write the exam in old syllabus for 3 times and thereafter he/ She should switch over to new syllabus.
- In case of change of subject, student is allowed to write the exam in old subject for 3 times and thereafter he/ She should switch over to new subject or equivalent subject
- Instant examination will be conducted immediately for students who failed in any one of the VI semester papers only.

REVALUATION RULES

- Within 10 days from the date of declaration of results, student has to apply for revaluation by paying specified amount mentioned in the revaluation notification.
- The application has to be submitted in a prescribed format along with the fee receipt and photocopy of the memo.
- The revaluation results will be declared within 30 days from the last date of the revaluation form submission.

- The students whose marks have improved in the revaluation will be displayed and a new memo will be issued in exchange of old memo.

NOTE: The students whose marks have not improved in the revaluation will not be mentioned in the list.

POST GRADUATION

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 – I Examination | - 30 marks |
| 2. Internal – II Examination | - 30 marks |
| 3. Skilled Based Test (SBT) | - 10 marks |

Total: (Internal – I + Internal – II) / 2 + SBT = 40 marks

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 internal examinations (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 duration of 3 hours.
- Students have to secure a minimum of 24 marks (40%) out of 60 in End Semester Examination and a total of 40(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 12 marks (40%) out of 30 in End Semester Practical Examination and a total of 20(CIA+ESA) marks out of 50 marks to pass in every subject.

PROMOTION RULES

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

BACKLOG & IMPROVEMENT EXAMINATION

MA(MCI)

- Backlog / Improvement Examination of Semester – I & II will be conducted along with the Semester – II Regular examination.
- Backlog / Improvement Examination of Semester – III & IV will be conducted along with the Semester – IV Regular examination.

Note: A PG student shall get only one chance to appear for improvement in the immediate succeeding Semester Examinations.

RECOUNTING RULES

- Within 10 days from the date of declaration of results, student has to apply for recounting, by paying specified amount mentioned in the recounting notification.
- The application has to be submitted in a prescribed format along with the fee receipt and Xerox of memo
- The recounting results will be declared within 30 days from the last date of the recounting form submission.
- The students whose marks have improved in the recounting will be displayed and a new memo will be issued in exchange of old memo.

NOTE: The students whose marks have not improved in the recounting will not be mentioned in the list.

RESULTS DECLARATION & AWARD OF DEGREE

- End Semester Examination Results are declared through the College Website.(www.josephscollege.ac.in)
- The Final Degree is awarded by the parent University (Osmania University) on submission of Degree in Absentia form

ALMANAC – UNDER-GRADUATION

Almanac for Semesters I, III & V (UG)

Academic Year 2020-21

S.No	Particulars	Academic Year 2019-20
1.	Commencement of III & V Semester Classes	17 th August 2020
2.	Commencement of I Semester Classes	3 rd September 2020
3.	I-Internal Examination	14 th October To 17 th October 2020
4.	Examination Notification	19 th November 2020
5.	II-Internal Examination	25 th November To 28 th November 2020
6.	Internal Practical Examinations	2 nd December To 11 th December 2020
7	Submission of Examination Forms	
	A. Without Late Fee	14 th December To 18 th December 2020
	B. With late Fee	19 th December To 22 nd December 2020
8	Last day of Instruction	18 th December 2020
9	Preparation Holidays	19 th December To 28 th December 2020
10	Human Values and Gender Sensitization Exam.	29 th December 2020
11	Semester End Examinations (Theory)	30 th December 2020
12	Semester End Examinations (Practical)	18 th January To 25 th January 2021
13	Commencement of II, IV & VI Semester Classes	January 27 th 2021

Academic Year 2020-21**Almanac for MBA Semester-I**

S.No	Particulars	Date
1	Commencement of Semester – I Classes	1 st October 2020
2	I-Internal Examination	1 st December to 04 th December 2020
3	Examination Notification	22 nd January 2021
4	II-Internal Examination	1 st February to 04 th February 2021
5	Sale of Examination Forms	1 st February to 04 th February 2021
6	Submission of Exam Forms A. Without Late Fee B. With Late Fee	08 th February to 12 th February 2021 15 th February to 17 th February 2021
7	Last day of Instruction	03 rd March 2021
8	Preparation Holidays	04 th March 2021 to 19 th March 2021
9	Commencement of End Semester Examinations	15 th March to 31 st March 2021

Academic Year 2020-21**Almanac for MBA Semester-III**

S.No	Particulars	Date
1	Commencement of Semester – III Classes	17 th August 2020
2	I-Internal Examination	14 th October to 17 th October 2020
3	Examination Notification	16 th November 2020
4	II-Internal Examination	25 th November to 28 th November 2020
5	Sale of Examination Forms	25 th November to 28 th November 2020
6	Submission of Exam Forms A. Without Late Fee B. With Late Fee	01 st December to 05 th December 2020 07 th December to 09 th December 2020
7	Last day of Instruction	18 th December 2020
8	Preparation Holidays	19 th December 2020 to 01 st January 2021
9	Commencement of End Semester Examinations	02 nd January to 22 nd January 2021

Almanac for MA Semester III (PG)**Academic Year 2020-2021**

S.No	Particulars	Academic Year 2020-21
1.	Commencement of III Semester Classes	17 th August 2020
2.	I-Internal Examination	14 th October To 16 th October 2020
3.	Examination Notification	19 th November 2020
4.	II-Internal Examination	25 th November To 27 th November 2020
5.	Internal Practical Examinations	2 nd December 2020
6	Submission of Examination Forms	
	A. Without Late Fee	14 th December To 18 th December 2020
	B. With late Fee	19 th December To 22 nd December 2020
7	Last day of Instruction	18 th December 2020
8	Preparation Holidays	19 th December To 29 th December 2020
9	Commencement of Semester End Examinations (Theory)	30 th December 2020
10	Commencement of Semester End Examinations (Practical)	18 th January 2021
11	Commencement of II & IV Semester Classes	27 th January 2021

Important Points (Assumptions)

- **Almanac is prepared based on assumption of Online Classes will continue for the entire Odd Semester period.**
- **II AND III Year classes will be held for 5 days in a week (No classes on Saturdays)**
- **I Year classes will be held for 6 days in a week up to I – Internal Exams due to delay in commencement of classes(Except II Saturday)**
- **Dasara Holidays On October 24-27(24 & 25 are Saturday and Sunday)**
- **Diwali Holidays on November 14,15 &16 (14 & 15 are Saturday and Sunday)**
- **No of Working days for II and III years up to Internal-I 38**
- **No of Working days for I Year up to Internal-I 32**
- **Cumulative working days for II and III years up to Internal-II 63**
- **Cumulative working days for I Year up to Internal-II 59**
- **Overall working days in the semester 85 including Internal Exams.**

PLAN OF ACTION

Note: The Schedule of the activities will be intimated as and when planned, keeping in mind the COVID situation.

Academic Year: 2020-2021

- IQAC Advisory Committee Meeting
- Academic Council Meeting
- Governing Body Meeting
- Admissions for UG
- Staff Recruitment
- Subject allotment for Faculty & Time Tables
- Staff Orientation
- Orientation for Newly Recruited faculty
- Orientation for Non-Teaching Staff
- Orientation for UG II & III yrs
- Induction Program for UG I yr
- Placement Registration Process
- Review of Admission Process
- CRT Classes
- UG Internal – I
- Parent – Teacher Meet & Feedback
- UG Internal – II
- IQAC – NAAC Preparation & Administering Faculty Feedback
- IQAC – NAAC inspection preparation
- Staff Meeting by Principal –Every month First Week
- Departmental Meeting - Every month First Week
- IQAC& SQAC meetings- Every month First week
- Departmental and Academic Clubs & Extension activities

ACCOLADES

Consistently ranked among the Top 10 colleges in the twin cities and Top 50 Colleges at the all India level by media and newspapers.

THE BEST COMMERCE COLLEGE:

- Ranked 52nd Best Commerce College in India by “India Today, Nielsen Survey, 18th May 2019.
- Ranked 8th Top Emerging College of this Century in India by “India Today, Nielsen Survey, 18th May 2019.
- Ranked 3rd Best Commerce College in Hyderabad City by “India Today, Nielsen Survey, 18th May 2019.
- Ranked 28th Best Commerce College in India by “Education World - The Human Development Magazine, May 2019”.
- Ranked 3rd Best Commerce College in Hyderabad City by “Education World - The Human Development Magazine, May 2019”.
- Ranked 45th Best Commerce College in India by “The Week – Hansa Research Survey, 8th June 2019”.
- Ranked 4th Best Commerce College in Hyderabad City by “The Week – Hansa Research Survey, 8th June 2019”.
- Ranked 42nd in India & 6th Best Commerce & Arts College in Hyderabad City by “Education World”, 22nd May 2018.
- Ranked 49th in India & 3rd Best Commerce College in Hyderabad City by “India Today – Neilson Survey”, 27th May 2018
- Ranked 50th in India & 7th Best Commerce College in Hyderabad City by “The Week – Hansa Research Survey”, 19th June 2016.
- Ranked 3rd Best Commerce College in Hyderabad City by “India Today – Neilson Survey”, June 2017.
- Ranked 36th Best Commerce College in India by “India Today – Neilson Survey”, May 2017.
- Ranked 49th Best Commerce College in India by “The Week – Hansa Research Survey”, 19th June 2016.
- Ranked 6th Best Commerce College in Hyderabad City by “The Week – Hansa Research Survey”, 19th June 2016.
- Ranked 43rd Best Commerce College in India by “India Today, Nielsen Survey”, 30th May 2016.
- Ranked 3rd Best Commerce College in Hyderabad City by “India Today, Nielsen Survey”, 30th May 2016.
- Ranked 3rd Best Commerce College in Hyderabad City in India’s Best Colleges by “India Today, Nielsen Survey, June 2015”.
- Ranked 48th Best Commerce College in India by “The Week – Hansa Research Survey, June 2015”.
- Ranked 6th Best Commerce College in Hyderabad City by “The Week – Hansa Research Survey, June 2015”.

THE BEST SCIENCE COLLEGE:

- Ranked 49th BEST SCIENCE College in India by The Week-Hansa Research Survey in June 2019.
- Ranked 5th Top Emerging College of this Century in India by “**India Today – Nielsen Survey**”, 18th May 2019.
- Ranked 1st among the BEST SCIENCE Colleges in Hyderabad city by INDIA TODAY, Nelson Survey, 18th May 2019.

- Ranked 1st among the BEST SCIENCE Colleges in Hyderabad city by INDIA TODAY, Nelson Survey, May 2018.
- Ranked 3rd Best Science College in Hyderabad City by “India Today, Nielsen Survey”, May 2017.
- Ranked 39th Best Science College in India by “India Today – Neilson Survey”, May 2017.
- Ranked 1st Best emerging Science College in India by “India Today, Nielsen Survey”, 30th May 2016.
- Ranked 7th Best Science College in Hyderabad City by “India Today, Nielsen Survey”, 30th May 2016.
- Ranked 3rd Best emerging Science College in India by “India Today, Nielsen Survey”, June 2015.
- Ranked 9th Best Science College in Hyderabad City by “India Today, Nielsen Survey”, June 2015.

THE BEST B-SCHOOL:

- Ranked **106th** in India & **4th** in the State by “Education World Magazine”, 2nd May 2018.
- **Ranked 242** in India as per BusinessToday June 2016.
- **150th Rank** all over India, **127th Rank** all India private category, **54th** in south zone by Week Hansa B-School survey in October 2016.
- **260th position** in India with AA grade, 17th Best College in Telangana by career 360 in October 2016.
- **11th Rank** in best B-School all over India and 4th Rank as private B-School in Telangana by CSR GHRDC in November 2016.
- **Ranked 242** in India as per MDRA -Business Today B-School survey 2015 Rankings.
- 81st Rank overall India among the Top B-Schools by Higher Education Beyond IIMs -School Survey 2015.
- 152nd rank overall India as Top B School, 131st rank as Top Private B-School, 58th rank as Top B-School Private South Zone in Telangana and ranked 12th as promising B-School in AP & Telangana by CSR GHRDC 2015.
- Ranked 82nd in All India Ranking of B-Schools 2015 by Silicon India Magazine Education Edition - "What if not IIMs B-School Survey Feb 2015".
- Ranked 161 by Week’s India survey Magazine in its September Edition 2015.

TIME TABLE (ONLINE)

	I 9:00- 9:50	II 10:00-10:50	III 11:00-11:50	IV 12:00-12:50	V 1:00-1:50
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					