



ST. JOSEPH'S COLLEGE

JAKHAMA

P.B. No. 39, Kohima, Nagaland – 797 001

(Autonomous status: Notification No.F.22-1/2017 (AC) Dtd.11th Oct.2018)

0370-2231009 (O), 2233022 (Principal), 9436437544 (M)

www.stjosephjakhama.ac.in Email: stjosephc@gmail.com



ANNEXURE – 10

MANDATORY DISCLOSURES

1. Name of the Institution: St. Joseph's College (A), Jakhama
Address: P.B. No. 39, Kohima, Nagaland – 797 001
Contact: 9436437544 (M)
Email: stjosephc@gmail.com
2. Name of the Society: St. Joseph's Society
Address: P.B. No. 39, Kohima, Nagaland – 797 001
Contact: 9436437544 (M)
Email: stjosephc@gmail.com
3. Name of the Principal: Dr. Fr. George Keduolhou Angami
Address: P.B. No. 39, Kohima, Nagaland – 797 001
Contact: 9862483661
Email: angami22@gmail.com
4. Name of Affiliating University: Nagaland University

5. a) **Organizational Chart**

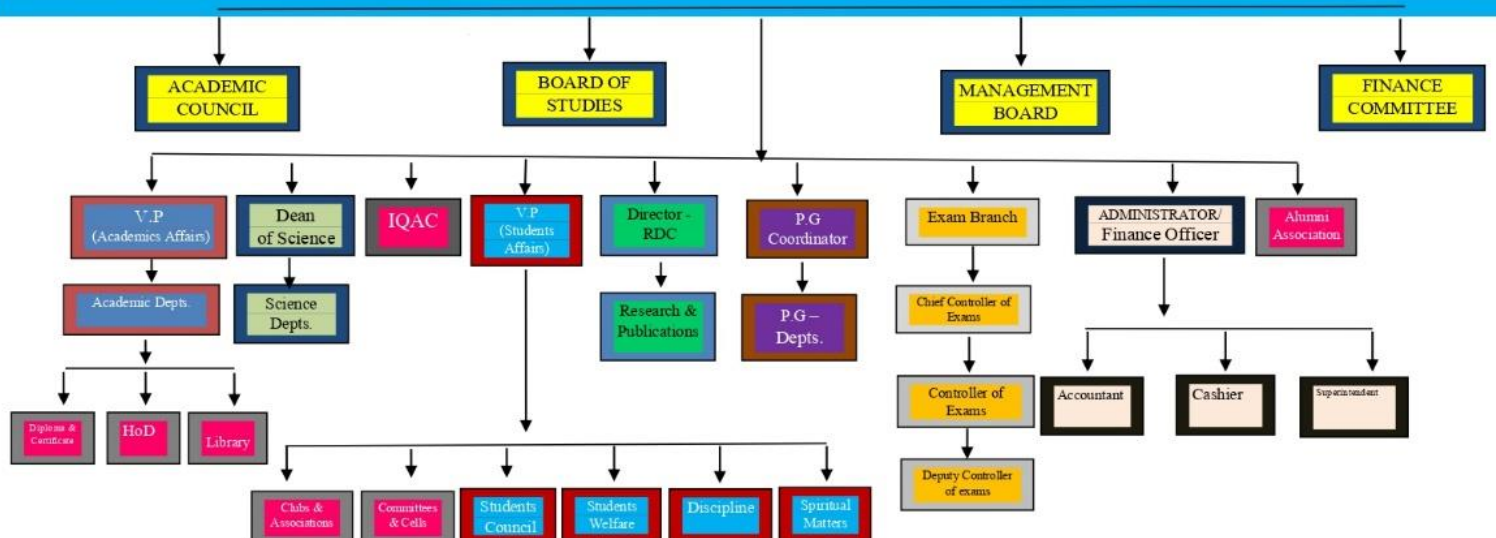
ST. JOSEPH'S COLLEGE (AUTONOMOUS), JAKHAMA

ORGANOGRAM

GOVERNING BODY

CHAIRMAN

PRINCIPAL



b) Grievance Redressal

All grievances of the students should be addressed to the Principal. The Grievance Redressal Committee will study the matter and the decision will be communicated to the person(s) concerned in due time. Students are always welcome to address their grievances, personally, through their class representatives or through the Students' Council. A Complaint / Suggestion Box is also available in the College.

Grievance Redressal Cell

Fr. Dr. George Keduolhou Angami

Sr. Dr. Thresiamma Vellilamthadam George

Dr. Fr. Obed Yimchunger

Fr. Binoy Joseph

c) Anti-Ragging Committee

In tune with the compliance of UGC “Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”, and in compliance of the 2nd Amendment in UGC Regulations, it is compulsory for each student and his/her parent/ Guardian to submit an online undertaking each academic year at either of the two UGC websites, namely www.antiragging.in and www.amanmovement.org. or College website www.stjosephjakhama.ac.in Any act of physical or mental abuse (including bullying) targeted another student/staff on the ground of colour, race, religion, caste, gender, sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth or economic background. Ragging in all forms is totally banned in our College including in its departments, all its premises (academic, residential, sports, canteen, library etc.) whether located within the campus or outside and in all means of transportation of students whether public or private. The authority of the College shall take strict action upon a student/staff found guilty. All grievances of the students should be addressed to the Principal.

Dr. Fr. George Keduolhou Angami

Principal

Dr. Sr. Thresiamma Vellilamthadam George

Vice Principal (Academic Affairs)

Dr. Fr. Obed Yimchunger

Vice Principal (Students' Affairs)

Fr. Binoy Joseph

Administrator

Helplines

- **9436-437-544**
- **9485-245-080**
- **7085-995-569**
- **9862-107-536**

d) Establishment of Committee for SC/ST: 10 July 2022

e) Internal Quality Assurance Cell: 1st April 2004

6. Programmes

Name: BBA

Number of seats: 80

Duration: 4 Years

7. Faculty




Name:

- Mr. K. Zubemo Humtsoe MBA, NET (Permanent)
- Mr. Md. Tabrej MBA, NET (Permanent)
- Mr. Imtipong Longkumer MBA, NET (Ph.D.-Research Scholar) Director (Permanent)
- Mr. Ahel Vitsu MBA, NET (Permanent)
- Mr. Lungkungam Leo Panmei M. Com, NET (Permanent)

Permanent Faculty: Student Ratio: - 1:44

8. Profile of Faculty

DEPARTMENT OF BUSINESS ADMINISTRATION

SL.NO	FACULTY PROFILE	
1.	Name: MR. K ZUBEMO HUMTSOE Date of Joining: 5TH AUGUST, 2012 Contact No.: +91 8974406081 Email ID: zubehunt@gmail.com Academic Qualifications: MBA, NET Course Taught at: UG	
2.	Name: MR. MD TABREJ Date of Joining: 1st February, 2012 Contact No.: 9435630401 Email ID: md.tabrej11@gmail.com Academic Qualifications: MBA, NET Course Taught at: UG	
3.	Name: MR. IMTIPONG LONGKUMER Date of Joining: 01st July, 2014 Contact No.: 8258993886 Email ID: aponglongkumer11@gmail.com Academic Qualifications: MBA, NET, Research Scholar Course Taught at: UG	

4.	Name: MR. AHEL VITSU Date of Joining: 15TH JANUARY, 2020 Contact No.: 7085982525 Email ID: vkahelvitsu@gmail.com Academic Qualifications: MBA, NET	
5.	Name: MR. LUNGKUNGAM LEO PANMEI Date of Joining: 1st July, 2021 Contact No.: 8787883750 Email ID: panmeileo@gmail.com Academic Qualifications: M.COM, NET	

9. Admission

- Number of seats sanctioned – 80
- Year of Approval by AICTE – 2024

10. Admission Procedure

Admission Guidelines

Admission Guidelines (Bachelor's Degree)

- For B.A./B. Com/BBA/B.Sc. Degree: Higher Secondary or other equivalent examination.
- For BBA: Minimum of **50%** at the Higher Secondary level in any stream.
- Change of Stream from Science at Class XII to B. Com. shall be permitted only to those students having a minimum of **45%** or above at Class XII Science Examination.
- Students will be admitted on the basis of merit and depending on the availability of seats.
- There is no guarantee that all those who are registered will be selected for admission.

RESERVATION POLICY FOR ADMISSION

- The prescribed percentage of Reservation for colleges receiving grant-in-aid from Central Government is 15% for SCs, 7% for STs and 27% in OBCs. St. Joseph's College is a Minority educational institution under Article 30(1) of the constitution and so exempted from this prescribed percentage Reservation.
- St. Joseph's College, Jakhama, follows the Reservation policy of admission with 80% for STs, 5% for SCs, 5% for OBCs and 10% for General in admission to various courses/degrees.
- If there are no sufficient applicants for a particular category of reservation, then the vacant seats shall be transferred to any other category of reservation. Once the vacant seats are transferred to other categories of reservation, then no one can claim the transferred seats again
- It is the policy of St. Joseph's College (Autonomous), Jakhama to offer Bachelor degree course and Master degree course to all qualified persons, provided required conditions are fulfilled by the applicant and as stated in the vision and mission of the College.

- Admission shall be taken on the basis of merit and depending on the availability of seats.
- The College shall conduct entrance test/personal interview before the admission of the candidate. A candidate must also obtain qualifying marks required by the College in entrance test/personal interview as the case may be. These marks shall be valid only for the academic year for which the test is conducted.
- Admission will be on the basis of performance of the candidate at the qualifying examination, entrance test and/or personal interview.
- Admissions shall ordinarily close after a specified period from the date of commencement of the first semester classes decided by the Management Board. However, in exceptional cases, admission of a candidate after the last date may be recommended with evidential and trustworthy justification and proof. Under such an event, this period shall not exceed four weeks from the date of commencement of the first semester classes.
- If any student is given admission under the Article 25.5, then attendance of such student shall be computed from the date of admission.
- No new admission shall be taken except in the first semester.
- A student who fails in any semester exam may take readmission for the failed semester, however if a student fails the second time in any one of the semesters then the student has to discontinue studies in the College.
- A candidate who is eligible to take admission shall pay at the time of admission the prescribed Admission Fee, monthly Tuition Fee and other College Fees.
- A candidate must be accompanied by the parent/guardian to take admission, unless the admission is done online.
- Admission will not be given to any candidate without the candidate meeting any one of the Management Board members for personal interview.
- Parents/guardians or friends cannot take admission for a candidate if not accompanied by the student who seeks admission.
- A candidate with body tattoo which is visible to the people is not allowed to take admission.
- Admission fee and other fees once paid are not refundable. However, the Management Board may consider refund of first instalment fee and exam fee paid during admission, if a candidate decides to leave the college before the commencement of classes. After the commencement of classes (online/offline) even for one day, refund of any payment done during the admission will not be allowed in any case.
- A student who takes Transfer Certificate (T.C) is not allowed to take readmission even after year(s) of break.
- There is no guarantee that all those who have registered for admission will be selected for admission.
- The College is implementing NEP -2020 in phase-wise and therefore, the principal shall give updates as and when needed.

11. Criteria and Weightage for Admission

ELIGIBILITY CRITERIA FOR ADMISSION TO BACHELOR DEGREE PROGRAMME

BBA:

- Higher Secondary or other equivalent examination.
- Minimum of 50% aggregate Marks at the Higher Secondary level from any stream.
- Students will be admitted on the basis of merit and depending on the availability of seats.
- There is no guarantee that all those who are registered will be selected for admission.

12. Information of Infrastructure and Other Resources Available.

- Hostel Facility
- Library

- E-library Facility
- Games and Sports Facilities
- **Number of Library books/Titles/Journals available**

Books: -22653

Journal: -59

- **List of online National/International Journal Subscribed**

National

- Studies in History**
- Indian Economic and Social History Review**
- Contribution to Indian Sociology**
- Journal of Entrepreneurship**
- Indian Journal of Gender Studies**
- The Medieval History Journal**
- Indian Historical Review**
- Sociological Bulletin**
- Journal of Emerging Market and Finance**
- Economic and Political Weekly**
- Indian Journal**

International

- South Asia Research**
- South Asia Economic Journal**
- Management & Labour Studies**
- American Institute of Physics**
- Oxford University Press**
- Royal Society of Chemistry**
- EBSCO**
- Cambridge University Press**
- ISID**
- JSTOR**
- Annual Review**

- **E-Library Facilities**

INFLIBNET N-LIST

- **National Digital Library(NDL) subscriptions**

stjosephsjlibrary@yahoo.com

Classrooms for BBA department

- Number of Class Rooms: 3
- Number of Common Room: 1
- Size: 600sq ft/ Room
- Number of Computer Centres: 3

✓ **Innovation Cell**

- ✓ Internet Band Width – 50mbps Enterprise

13. Enrolment and Placement Details of students

Enrolment details of Students.

Academic Year 2024-2025			
Department	Gender	Number	Total
BBA	Male	30	78
	Female	48	

Placement details of students 2022-2023

Name of student	Programme completed	Name of Company/organization joined
Bandangsenla Jamir	BBA	YouthNet (Entrepreneurship Department)
Vilakunu Sophie	BBA	Startek
Akhunu Khatso	BBA	Fortune Park JP Celestial (Member of ITC group of Hotels)

14. List of Research Projects/Consultancy Works

- MoU with Pune Institute of Business Management.

All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2024-25

Letter of Approval (LoA)

F.No. Eastern/2024-25/1-44521119994

Date: 09-May-2024

To,
The Chairman
St. Josephs College Society
P.B. No. 39, Jakhama, Kohima, Nagaland,
Jakhama, Kohima,
Nagaland, 797001

Sub: Letter of Approval for New Institution 2024-25

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education), Powers delegated in AICTE ACT 1987, (No 52 of 1987) chapter II - u/s 2(g) to regulate Technical Education and subsequent Regulations of Council issued by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-44521119994	Application Id	1-44521119994
Name of the Institute	ST JOSEPHS COLLEGE AUTONOMOUS	Name of the Society/Trust	ST. JOSEPHS COLLEGE SOCIETY
Institute Address	P.B. NO. 39, KOHIMA, NAGALAND, JAKHAMA, KOHIMA, Nagaland, 797001	Society/Trust Address	P.B. NO. 39, JAKHAMA, KOHIMA, NAGALAND, JAKHAMA, KOHIMA, Nagaland, 797001
Institute Type	Private-Self Financing	Region	Eastern

For conduct of the following Courses with the Intake indicate below for the Academic Year 2024-25*

Sr. No.	Level	Program	Course	Affiliating Body (Univ/Body)	Intake Approved for 2024-25	NRI Approval Status	PIO / FN / Gulf quota/ OCI/ Approval Status	Twinning/ Foreign Collaboration
1	UNDER GRADUATE	MANAGEMENT	BBA	Nagaland University, Lumami	80	No	No	Not interested

The approval of BBA/BCA/BMS courses is on "as is where is basis" on self-declaration basis. Intake Approved for BBA/BCA/BMS Courses is Subject to the approval of the Concern University.

10% seats will be allowed over and above the Approved Intake to accommodate reservation for EWS as per State Government Policy.

***Note: The approval is valid for two years from the date of issue of this letter only for getting affiliation with respective University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET) (as applicable) and fulfilling State Govt. requirements for admission. If institution is unable to start in the academic session 2024-25 due to any reason, the institution will have to apply On-line on AICTE web portal in next academic session for continuation of approval.**

All Institutions shall fulfill the following general conditions:

1. The management shall provide adequate funds for development of infrastructural, instructional and other facilities as per norms and standards laid down by the Council from time to time and for meeting recurring expenditure.
2. The Eligibility Criteria for admissions shall be made in accordance with the regulations notified by the Council from time to time.
3. The tuition and other fees shall be charged as prescribed by the Competent Authority within the overall criteria prescribed by the Council from time to time. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action as per the notified regulations shall be initiated against the Institution
4. The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
5. No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.
6. The Institution shall not have any collaborative arrangements with any other Indian and / or Foreign Universities for conduct of technical courses

- without obtaining prior approval from AICTE. In case any violation is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution
7. The Institution shall not conduct any course(s) as specified in the Approval Process Handbook without prior permission / approval of AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
 8. The Institution shall operate only from the approved location, and that the institution shall not open any off campus study centers / extension centers directly or in collaboration with any other institution / university / organization for the purpose of imparting technical education without obtaining prior approval from the AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
 9. The accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Council or persons authorized by it.
 10. Heads of Departments, the teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the Council from time to time and pay scales are as per the norms prescribed by the AICTE from time to time. The Institution shall publish an information booklet before commencement of the academic year giving details regarding the Institution and courses / programs being conducted, Fees charged and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the technical education. The mandatory disclosure information, as per directions in the AICTE website / Approval Process Handbook, shall be put on the Institution Website. The information shall be revised every year with updated information about all aspects of the Institution.
 11. It shall be mandatory for the Institution to maintain a Website providing the prescribed information. The Website information must be continuously updated as and when changes take place.
 12. As per mandatory Disclosure of APH 2024-27(Annexure-18, page180) Institutions must disclose the following information submitted to Council at the Prominent location on its website.
 - i. Department wise availability of Infrastructure along with approved courses and intake approved by the Council.
 - ii. Faculty details: Department wise: Name& Designation of the faculty members/teaching staff along with their qualification, tenure of service in your organization, total experience, Institution should also disclose Student Faculty Ratio, Cadre Ratio.
 - iii. Additionally, Audited Financial Statements for every Financial year on year to year basis.
 13. If the Institution fails to disclose the information or suppress and / or misrepresent the information, appropriate action as per the notified regulations shall be initiated against the Institution.
 14. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any mis-representation, violation of norms & standards, mal-practices etc.
 15. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.
 16. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.
 17. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institutions, the Council shall take appropriate action as per the notified regulations.
 18. It is mandatory to comply all the essential requirements as given in APH 2024-25 to 26-27 (Chapter 6)
 19. AICTE Approved Institutes are encouraged to make efficient use of the flagship schemes like:
 - Parakh: Student Gap analysis portal bases services.
 - Students Scholarship schemes like Pragati, Saksham, Swanath, ADF, etc.
 - Course in Indian Languages.
 - ATAL FDPs: Faculty training for Emerging areas and cutting edge Technologies.
 - Augmenting Utilization of Research Assets (AURA).
 - Smart India Hackathon: World's largest Open Innovation Platform.

The Government/ Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observes any violation of the above conditions and/or non- adherence to the norms and standards prescribed by the Council, mis-representation of facts and submitting factually incorrect information to it.

NOTE: If the State Government / UT / DTE / DME has a reservation policy for admission in Technical Education Institutions and the same is applicable to Private & Self-financing Technical Institutions, then the State Government / UT/ DTE / DME shall ensure that 10 % of Reservation for EWS would be operational from the Academic year 2022-23. However, this would not be applicable in the case of Minority Institutions referred to the clause (1) of Article 30 of Constitution of India

Prof. Rajive Kumar
Member Secretary, AICTE

Copy to:

1. **The Director Of Technical Education****, Nagaland
2. **The Registrar****,
Nagaland University, Lumami
3. **The Principal / Director**,
ST JOSEPHS COLLEGE AUTONOMOUS
P.B. NO. 39, KOHIMA, NAGALAND,
JAKHAMA, KOHIMA,
Nagaland, 797001
4. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

** Copy of this letter will not be communicated through Post/Email. However, provision is made in the AICTE portal for downloading letter through Authorized login credentials allotted to concerned State Secretary / DTE/ Registrar.