

**ST. JOSEPH'S COLLEGE
(AUTONOMOUS)
JAKHAMA - NAGALAND**



**ARISE
AND
SHINE**



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*Handbook and
Calendar : 2023-24*

**ST. JOSEPH'S COLLEGE
(AUTONOMOUS),
JAKHAMA**

P.O. No. 39,
Kohima - 797 001, Nagaland
(Autonomous status granted by UGC notifications
No. F.22-1 (AC) Dtd.11th Oct. 2018)
NAAC Accredited A Grade
Principal - 9436437544



HANDBOOK & CALENDAR - 2023-24

Home Page: <http://stjosephjakhama.ac.in>
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This Handbook and Calendar

2023

January 2023							February 2023							March 2023							April 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4				1	2	3	4				1						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						

May 2023							June 2023							July 2023							August 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6		1	2	3					1							1	2	3	4	5		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

September 2023							October 2023							November 2023							December 2023						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	1	2	3	4	5	6	7	1	2	3	4				1	2	3	4	5		
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11	10	11	12	13	14	15	16
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18	17	18	19	20	21	22	23
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	24	25	26	27	28	29	30
29	30						29	30	31					26	27	28	29	30			31						

2024

January 2024							February 2024							March 2024							April 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		1	2	3					1	2						1	2	3	4	5	6	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
														31													

May 2024							June 2024							July 2024							August 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4	1	2	3					1	2	3	4	5	6						1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31	

September 2024							October 2024							November 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5			1	2						1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						29	30	31					24	25	26	27	28	29	30	29	30	31				

PERSONAL INFORMATION

Name

Father's Name.....

Contact no.....

Mother's Name.....

Contact no.....

Name of the Guardian/Warden.....

Contact No.....

Address of student

.....

.....

.....

ClassSection.....Roll No.....

Department

Telephone No

Email

Blood Group

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EMBLEM AND MOTTO



"I am the light of the world" (Jn 8:12). "You are the light of the world" (Mt 5:14). In the crest, the light shining and sending its rays in all directions, is a symbol of Christ and his followers. Christians should receive and radiate the light of Christ. The candle, burning and melting itself, is a sign of selfless service.

The Mithun represents the cultural heritage of Nagaland, which the College will foster and develop.

The open book stands for knowledge in every field, inviting staff and students to explore and unravel the mysteries of nature and achievements of human beings, and thus to come closer to the Creator and one another.

The motto of the college is, "Arise and Shine." The inspiration is taken from the Prophet Isaiah 60:1 where it says, "Arise, Shine; for your light has come, and the glory of the Lord has risen upon you." The prophet's message for us is to rise, grow and excel with the power of the Almighty.

St. Joseph, the 'Just man,' the faithful guardian of the family of Nazareth, an example of integrity and hard work, is the Patron of the College.

COLLEGE CLASS HOURS

The day begins at 8 : 30 am and ends at 2 : 40 pm.

Arrival	: 8 : 30 am
First Bell	: 8 : 50 am
Second Bell/Prayer	: 8 : 55 am
1st Period	: 9 : 00 am - 10 : 00 am
2nd Period	: 10 : 00 am - 11 : 00 am
Break	: 11 : 00 am - 11 : 10 am
3rd Period	: 11 : 10 am - 12 : 10 pm
Break	: 12 : 10 pm - 12 : 40 pm
4th Period	: 12 : 40 pm - 01 : 40 pm
5th Period	: 01 : 40 pm - 02 : 40 pm

At the second bell (08:55 am) every student and staff must stand on feet or stop movement when the prayer is said and the College Anthem is sung.

OFFICE HOURS

Office Hours for Students for payment of fees, issue of documents, attestation of documents, etc. will be as follows:

08 : 30 am - 08 : 55 am

12 : 10 pm - 12 : 40 pm

02 : 40 pm - 04 : 00 pm

Request for certificates, testimonials and other documents requiring the Principal's signature should be submitted in prescribed application form. Issue of certificates may normally take 24 hours. The Principal/ Vice Principal will take into consideration the reports of the departments or feedback from lecturers when issuing academic, conduct and attendance certificate. Request for Transfer Certificate (T.C) and Original Certificates must be countersigned by the Parent/Guardian and a valid identity card should be produced. A search fee of Rs. 50/- will be charged for documents to be retrieved that date back 5 years or more.

Attestation of Documents: The following is the procedure for attesting documents. Students should approach the designated office staff (Documents) with the original document and copies to be attested who verifies them and stamps them with the office seal. Then they should submit them to the Principal/Vice-Principal for signature. Without the original, no document will be attested.

PRAYER

God, our loving Father! You are the source of all knowledge and to know you is our joy. Bless our studies which we consecrate to you. Enlighten our minds, strengthen our memories and direct our will towards what is noble and right. Grant us to seek Truth always and be good to everyone we meet on the path of our life, today and everyday. May what we learn today enable us to grow to maturity in Christ our Lord.

Scripture Reading

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses; as we forgive those who trespass against us. Lead us not into temptation, but deliver us from evil. Amen.

COLLEGE ANTHEM

♩ - 73

SA
TB

Jo - se-phites a - rise let your

3

light shine glow in the ra-diance of know-ledge and truth

6

u-nite in the spi-rit of love. To thou-sands out-side the wall

9

we shall pro-claim u - ni - ted we stand.

2

12

A - rise and shine. me - ssen - gers

15

of peace al ways and for - e - ver we shall re-main

18

a fa-mi ly knit-ted in one. To give all man-kind a hope

21

for to - mor - row. A - rise - and Shine.

COLLEGE ANTHEM

Key : E (6/8)

|d :-: d / t₁ :-: | r :-: / d :-: | m :-: / r :-: | f :-: / m :-:
 |s₁ :-: s₁ / s₁ :-: | t₁ :-: / s₁ :-: | l₁ :-: / l₁ :-: | t₁ :-: / d :-:
 Jo sephites a rise Let your light shine
 |s :-: s / f :-: | f :-: / m :-: | l :-: / f :-: | s :-: / s :-:
 |d :-: d / s₁ :-: | s₁ :-: / d :-: | d :-: / r :-: | s₁ :-: / d :-:

| s : s : s / s : f : m | r : m : f / m :-:
 | d : d : d / m : r : d | t₁ : d : r / d :-:
 Glow in the radiance of knowledge and truth
 | m : l : m / s : s : s | s : s : s / s :-:
 | d : d : d / m : r : d | s₁ : s₁ : t₁ / d :-:

| m : r . r : m / fe : m : fe | s :-: / - :-
 | d : t₁ . t₁ : d / r : d : r | r :-: / - :-
 U nite in the spirit of love
 | fe : fe . fe : fe / fe : fe : fe | s :-: / - :-
 | r : r . r : r / r : r : t₁ | s₁ :-: / - :-

s | l : s : f / m : r : m | s : f : m / r :-:
 m | f : m : r / d : t₁ : d | d : d : d / t₁ :-:
 To thousands outside the wall we shall proclaim
 s | s : s : s / s : s : s | s : s : s / s :-:
 s₁ | s₁ : t₁ : d / d : d : d | r : r : r / s₁ :-:

| d :-: d / t₁ :-: r | d :-: / - :-: |
 | s₁ :-: s₁ / s₁ :-: t₁ | s₁ :-: / - :-: |
 U nited we stand
 | m :-: m / f :-: f | m :-: / - :-: |
 | d :-: d / s₁ :-: s₁ | d :-: / - :-: |

|d :-: / t₁ :-: | r :-: / d :-: | m :-: m / r :-: | f :-: / m :-:
 |s₁ :-: / s₁ :-: | t₁ :-: / s₁ :-: | l₁ :-: / l₁ :-: | t₁ :-: / d :-:
 A - rise and shine messengers of peace
 |s :-: / f :-: | f :-: / m :-: | l :-: / f :-: | s :-: / s :-:
 |d :-: / s₁ :-: | s₁ :-: / d :-: | d :-: d / r :-: | s₁ :-: / d :-:

| s : s : s / s : f : m | r : m : f / m :-:
 | d : d : d / m : r : d | t₁ : d : r / d :-:
 All ways and for- e - ver we shall re main
 | m : m : m / s : s : s | s : s : s / s :-:
 | d : d : d / m : r : d | s₁ : s₁ : t₁ / d :-:

| m : r . r : m / fe : m : fe | s :-: / - :-
 | d : t₁ . t₁ : d / r : d : r | r :-: / - :-
 A fa- mi- ly knitted in one
 | fe : fe . fe : fe / fe : fe : fe | s :-: / - :-
 | r : r . r : r / r : r : t₁ | s₁ :-: / - :-

s | l : s : f / m : r : m | s : f : m / r :-:
 m | f : m : r / d : t₁ : d | d : d : d / t₁ :-:
 To give all mankind a hope for to- mor- row
 s | s : s : s / s : s : s | s : s : s / s :-:
 s₁ | s₁ : t₁ : d / d : d : d | r : r : r / s₁ :-:

| d :-: / t₁ :-: r | d :-: / - :-: |
 | s₁ :-: / s₁ :-: t₁ | s₁ :-: / - :-: |
 A - rise and shine
 | m :-: / f :-: f | m :-: / - :-: |
 | d :-: / s₁ :-: s₁ | d :-: / - :-: |

NATIONAL ANTHEM

Jana gana mana adhi nayaka jaya he
Bharatha Bhagya Vidhata
Punjaba Sindhu Gujaratha Marata
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchchala Jaladi taranga
Tava Shuba name jage
Tava Shuba ashisha mange
Gahe tava jaya gatha
Janagana mangala dayaka jayahe
Bharatha bhagya vidhata
Jaya he Jaya he Jaya he
Jaya jaya jaya jaya he

TRANSLATION OF THE NATIONAL ANTHEM

Thou art the ruler of the minds of all people
Dispenser of India's destiny
Thy name rouses the hearts of the Punjab
Sind, Gujarat and Maratha
of the Dravida and Orissa and Bengal
It echoes in the hills of Vindhya and Himalaya
Mingles in the music of the Jamuna and Ganges,
And is chanted by the waves of the Indian sea
They pray for thy blessing and sing thy praise
Thou dispenser of India's destiny
Victory, Victory, Victory, to thee.

PROFILE OF

ST. JOSEPH'S COLLEGE (AUTONOMOUS) JAKHAMA-NAGALAND

1. ESTABLISHMENT AND AFFILIATION

St. Joseph's College, Jakhama is a Catholic Institution of Higher Education established and managed by the Diocese of Kohima, Nagaland. It is the first College established by the Catholic Church in Nagaland. The college was inaugurated on 19th March 1985 by General K. V. Krishna Rao (Rtd.) the then Governor of Nagaland at the Loyola School Campus, Jakhama, under the administration of the Society of Jesus, with Pre-University Courses in Arts (including a Vocational Course) and Commerce. It was then affiliated to the North Eastern Hill University, Shillong. The College is now located in an environmental friendly campus in Jakhama village, about 18 kms from Kohima, along the National Highway No. 2. The College started two undergraduate degree courses (BA & B.Com) in 1988. With the establishment of Nagaland University in July 1994, the College is now affiliated to Nagaland University. The Department of Business Administration (BBA) and B.Sc were introduced in the year 2009 and 2012 respectively. The College also introduced Post Graduation Programme (MA) in the year 2018 with Department of English as the first PG course.

2. VISION AND MISSION OF THE COLLEGE

The vision of the College is to impart quality higher education based on the Christian vision of life and in a Christian atmosphere. It aims at imparting quality education to deserving students, especially those belonging to the Catholic, Christian communities and those belonging to the Scheduled Tribes, Caste and OBCs and thus help in the diffusion of knowledge and advancement of educational activities in all its branches including vocational.

technical, professional, cultural, social and moral education. The mission of the College is to form men and women who are intellectually alert, morally upright, religiously oriented, socially conscious, culturally distinct and nationally integrated. The College aims at formation of the whole person by recognizing and developing the vast potentialities latent in the student in a balanced manner, taking into account the student's socio-cultural context.

3. VISION, MISSION AND GOALS OF CATHOLIC EDUCATION

(From the National Policy on Catholic Education, 2007)

God envisions the well-being of the whole of creation and ensures an ongoing healing, wholeness and transformation of our unjust and fragmented world through human interventions. The Mission of Jesus Christ is to restore the integrity of God's original creation, both human, material and spiritual thus build the Kingdom of God on earth. Our vision is the same as the vision of Jesus-that all may have life and have it in abundance.

Education, by its very nature is a transformative process, namely, changing human persons, and through them, society and its structures. This activity of transformation is a spiritual, humanizing and liberating activity and constitutes the core mission of education. In the knowledge society that is emerging, 'quality education' serves as the gateway to the socio-cultural and economic development of persons and of the country.

Our Mission in Education is therefore to provide:

- 1) An Education of quality and relevance to all, and in particular, to the marginalized sections of society,
- 2) An Education that frees persons from the social conditioning (such as caste, class, gender and other culture-linked prejudices) which prevents them from living as free persons; and which, instead, enables them to see life as a vocation and as a gift, and which enables them to make free and considered choices in the key areas that affect their personal lives, communities and society,

3) An Education that leads the young into the sacred space of the human person and of every person, making them aware of the inalienable human rights of every individual and group. This helps to foster pluralism, cultural and religious diversity, individual and collective freedoms and respect for and appreciation of differences, in the face of a globalized world that aggressively pushes towards economic and cultural uniformity,

4) An Education that humanizes and contextualizes, by assisting the students to raise essential questions concerning the meaning of life and of their role in society, enabling them to become conscious of their responsibility to contribute to evolving a borderless society and to promoting the common good,

5) An Education that enables the youth to understand the implications of economic policies and structures, political decisions and the media, that play a critical role in shaping people's lives especially those of the poor, and the social responsibility of citizens as individuals and as groups to engage in proactive measures to bring both transparency and accountability,

6) An Education that energizes the young to take up the task of contributing to nation-building, so as to evolve a new Inclusive Indian Society, an India of their dreams, which they can own with pride and joy,

7) An Education that thus forms the young to evolve as men and women of character, competence, conscience, compassion and commitment, who will then contribute to the evolution of a counter-culture to the present ruthlessly competitive model, by promoting collaboration and cooperation for the growth of all, in a climate of mutual trust and sharing; and to the shockingly corrupt society, by fostering uprightness in public life,

8) An Education which nurtures an encounter with God as a personal event and a free response to the call to faith and which nurtures a life of meaning, purpose and personalized values, including appreciation of other faiths.

4. OBJECTIVE OF THE COLLEGE

1. To enable students to become men and women of character with sound moral principles.
2. To inculcate in the students life-long desire for learning.
3. To create in the students harmonious blend of faith and culture.
4. To strive towards excellence in every field.
5. To educate the young minds on selfless service to the society.
6. To sensitize the students on the current socio-economic, political and cultural issues.
7. To provide quality education which is socially relevant and useful for life.

5. MANAGEMENT AND FACULTY

The management and administration of the College is taken care by the Diocese of Kohima under the guidance and supervision of the Bishop of the Diocese of Kohima. The Bishop of Kohima is the Chairman of the College. Presently the administration of the College is taken care by Diocesan priests. The Religious Nuns belonging to the Congregation of the Sisters of the Adoration of the Blessed Sacrament (SABS), Congregation of Mother of Carmel (CMC), and Religious of Jesus and Mary (RJM) help and support the management of the College. The College is blessed with teaching and administrative staff whose dedication and commitment is par excellence.

6. RANKING OF THE COLLEGE

The College is included in the list of colleges under Section 2(f) and 12(b) of the UGC Act, 1956. The College has completed Third Cycle of NAAC Accreditation and accredited with A Grade. The College received Autonomous status in the year 2018. After having conferred with Autonomous status, the College introduced CBCS courses in the academic year 2019-2020. To keep up pace with the new educational policy of the country, the College has introduced the Curriculum and framework of NEP-2020 from the academic year 2023-2024.

7. ACADEMIC PROGRAMMES AND COURSES

St. Joseph' College Jakhama which started in 1985 with PU Arts and Commerce with 81 students has now grown into an autonomous college offering Post Graduate and Undergraduate Programmes. The undergraduate programme has Bachelor of Arts (BA) with Honours in Economics, Education, English, History, Political Science, and Sociology. The College offers B.Com, BBA and B.Sc. in Botany, Chemistry, Mathematics, Physics and Zoology. The Post Graduate Programmes offers M.A honours in Economics, English, History, Political Science, and Sociology and M.Sc. in Botany. Besides regular academic courses, the College offers Certificate and Diploma courses. The Certificate courses are (1) Certificate in Computer Hardware & Networking (2) Certificate in Cognitive Behavioural Therapy (3) Certificate in Graphic Design and (4) Certificate in Home Nursing. The Diploma courses consist of (1) Diploma in Computer Concept (2) Diploma in Counselling Psychology (3) Diploma in Cosmetology (4) Diploma in Stenography & Typing (5) Diploma in Music and (6) Diploma in Tourism Management. The College also introduced Research Programme (Ph.d) from the academic year 2023-2024.

8. FACILITIES AND RESOURCES

The College provides various academic and student services within the College some of which are mentioned below:

- | | |
|---------------------------------------------------|-----------------------------------|
| (1) Internet-wifi Connectivity | (2) Computer Lab |
| (3) Interactive Smart Board | (4) LCD Projectors |
| (5) Language Lab | (6) Science Laboratories |
| (7) Botanical Garden cum
Herbal Plant Heritage | (8) Mini Aquarium |
| (9) Tissue Culture | (10) Mushroom Cultivation |
| (11) Spectrophotometer | (12) Games & Sports Facilities |
| (13) Dispensary | (14) Guidance and Counselling |
| (15) College Canteens | (16) Educational Study Tour |
| (17) Career Guidance | (18) Skills & Leadership Training |

- | | |
|----------------------------|------------------------------|
| (19) Value Based Education | (20) Industrial & Field Trip |
| (21) Internship | (22) Hostels for Men & Women |
| (23) Spiritual Animations | (24) Historical Museum |
| (25) Conference Halls | (26) Prayer Room |
| (27) Stationary Stall | (28) Common Room |
| (29) Crèche | |

9. LIBRARY, TRANSPORTATION AND EXTENSION PROGRAMME

The library is the seat of wisdom. The library of the College is considered to be the biggest library in the state. To support and promote teaching-learning process among teachers, students and scholars and to ignite scholarly culture, the College provides a collection of 22,821 books and volumes, comprising all areas of education and life. The College consistently keeps upgrading and updating the resources both in printed and electronic form. The library holds Encyclopaedia, Yearbooks, Dictionaries, Directories, Handbooks, Manuals, Reference books, Geographical resources, Journals of both national and international, Magazines, bounded volumes of the journals, and bounded volumes of academic Projects and Dissertations. The College has the highest collection of books on North East India. Books of various genre are available for pleasure reading, self-discovery, personal growth, sharpening of intellectual curiosity and quest. The Library is in the process of digitalization and students will be able to have access to the library online. E-sources (books and journals), are made available in the library computers and internet-wifi facilities are provided through library automation where library users have access to software for University Library (SOUL), N-LIST (INFLIBNET) and National Digital Library (NDL).

The College provides transportation facilities for staff and students travelling from Kohima and nearby villages to the College. The management and supervision of the College buses and drivers is looked after by the College authority. Disciplinary measures are

implemented against drivers with reckless driving manners as per rules and regulations of Motor Vehicles Act. There are approximately 42 buses (College-owned buses and Private buses) which provide transportation to the staff and students.

The College established ST. JOSEPH'S COLLEGE NPSC/UPSC COACHING CENTRE at Kohima, D-Block and provides Extension Programme to the students. The Extension Programme helps the students to prepare for Civil Service Examinations and other competitive examinations.

10. AWARDS

There are numerous Awards of the College which are given to meritorious students every year during Graduation Day. Some of the Awards are:

1. Governor's Gold Medal for Best Graduate (Any Stream)
2. Chikrophuyo Memorial Award for Best Arts Graduate
3. Avika Memorial Award for Best Commerce Graduate
4. Best BBA Graduate
5. Best Science Graduate
6. Mahatma Gandhi Award for Best Overall Performance
7. APJ Abdul Kalam Award for Best Academic Performance
8. Dr. Talimeren Ao Award for Best Sports Person
9. Rev. Fr. A. Gabriel MSFS Award for the most deserving Girl Student
10. Ms. Khriebuno Nagi Literary Award
11. Captain Regina Razousinuo Award for Best Senior Wing Cadet Graduate
12. St. Joseph's College (Autonomous) Gold Medal Award (Department Topper)

11. CLUBS/ASSOCIATIONS/COMMITTEES

To promote skills, leadership, talents, statesmanship, entrepreneurship, sportsmanship and intellectual capacity, the College provides various platforms for the students in the form of clubs and associations. The College has 30 clubs and associations.

- | | |
|--------------------------------|-------------------------------------|
| 1. Students' Council | 2. NCC Boys |
| 3. NCC Girls | 4. National Service Scheme (NSS) |
| 5. Youth Red Cross | 6. Red Ribbon Club |
| 7. Model United Nation | 8. Fit India Youth Club |
| 9. E-Waste Club | 10. Eco-Club |
| 11. Yuva Tourism Club | 12. Electoral Literacy Club |
| 13. College Choir | 14. Job Placement & Career Guidance |
| 15. Young Indians | 16. Jesus Youth |
| 17. Women's Forum | 18. Ambassador |
| 19. Alumni Association | 20. Innovators Club |
| 21. Philanthropic Club | 22. Art Club |
| 23. Dance Club | 24. Drama Club |
| 25. Badminton Club | 26. Basketball Club |
| 27. Cricket Club | 28. Football Club |
| 29. Volleyball Club | 30. Table Tennis Club |
| 31. College Magazine Committee | 32. Spring Fest Committee |
| 33. Cultural Committee | 34. Prize Distribution Committee |
| 35. Media Coordinators | 36. Arena of Mind |
| 37. Games Sports Committee | 38. Athletic Committee |

12. STATUTORY BODIES

12.1 GOVERNING BODY

Management

Most Rev. Dr. James Thoppil : Chairman, Bishop of Kohima, Diocese of Kohima

Rev. Fr. Carolus Neisalhau : Vice Chairman, Vicar General, Diocese of Kohima
Dr. Sr. Thresiamma V.G, SABS: Vice Principal, Academic Affairs (Management)
Rev. Fr. S. Obed Yimchunger : Vice Principal, Students Affairs (Management)
Rev. Fr. Peter Solo : Dean of Science (Management)
Dr. Fr. Pezalhoukho George : PG - Coordinator (Management)

Administrative Staff of the College

Rev. Fr. Binoy Joseph : Administrative Officer (Management)
Dr. Fr. George Punnolil : Member, Diocesan Financial Administrator

University Nominee

Dr. Nigamananda Das : Professor & HoD, Department of English, Nagaland University, Meriema

Industrialist/Educationist

Mr. Francis Pelevituo Solo : Rtd. Principal Secretary, Department of School Education, Govt. of Nagaland
Mr. Sebastian Humtsoe : Rtd. Additional Secretary, Department of Work & Housing, Govt. of Nagaland
Dr. Norbert Noraho : Rtd. Director, Department of Higher Education, Govt. of Nagaland

State Government Nominee

Dr. Nokhwenu Veronica : Deputy Director, Directorate of Higher Education, Govt. of Nagaland

Teachers of the College

- Mr. Heshuo Dihe Mao : Asst. Professor,
Staff Representative
- Mrs. Loreni Yanthan : Asst. Professor,
Staff Representative

Principal of College

Dr. Fr. George Keduolhou Angami: Principal,

Member Secretary

Member

- Dr. Dominic Meyieho : Controller of Examination,
St. Joseph's College, Jakhama
- Rev. Fr. Emmanuel Patton SJ : Parish Priest, Mary help of
Christians (Educationist)
- Mr. Johnny Raungmei : President, Catholic Association
of Nagaland (CAN)
- Mr. Rukuvito Kikhi : President, Southern Angami
Catholic Union (SACU)

12.2 ACADEMIC COUNCIL

The Principal (Chairman)

Dr. Fr. George Keduolhou Angami

Head of the Departments (HoDs)

1. Mrs. Loreni Yanthan, (Dept. of Economics)
2. Ms. Kezienguno, (Dept. of Education)
3. Mr. James H.K., (Dept. of English)
4. Ms. Nzano Kikon, (Dept. of History)
5. Dr. Mhonthung Yanthan, (Dept. of Political Science)
6. Mrs. K. Alibo Achumi, (Dept. of Sociology)
7. Mr. K. Zubemo Humtsoe, (Dept. of BBA)
8. Mr. Maotangit Longkumer, (Dept. of Commerce)
9. Ms. Neithongunuo Angela Belho, (Dept. of Botany)
10. Mr. Madovi David, (Dept. of Chemistry)
11. Mr. Toshiwapang Lemtur, (Dept. of Mathematics)
12. Ms. Thejano, (Dept. of Physics)
13. Ms. Rukutalu, (Dept. of Zoology)

Teachers of Autonomous College

1. Capt. Regina Razousinuo (Dept. of History)
2. Dr. Thejasenuo Julia Kirha (Dept. of Botany)
3. Ms. Josephine Jasietsono Kuotsu (Dept. of English)
4. Mr. Ahel Vitsu (Dept. of Business Administration)

Experts/Academicians

1. Dr. Nobert Noraho (Education)
2. Mr. Richard Belho (Architect)
3. Adv. Kezhokhoto Savi (Law)
4. Dr. Sedevi (Medicine)

University Nominees

1. Prof. Rosemary Dzüvichü, (Dept. of English, Nagaland University, Kohima Campus, Meriema)
2. Prof. Dipak Sinha, (Dept. of Chemistry, Nagaland University, Lumami)

Controller of Examination

Dr. Dominic Meyieho

Faculty Member

Mrs. Thejanuo Fidelia (Member Secretary)

Member

1. Dr. Sr. Thresiamma V.G, SABS
(Vice Principal, Academic Affairs)
2. Rev. Fr. Obed Yimchunger
(Vice Principal, Students Affairs)
3. Rev. Fr. Peter Solo (Dean of Science)
4. Dr. Fr. Pezalhoukho George (PG-Coordinator)
5. Rev. Fr. Binoy Joseph (Administrative Officer)

12.3 MANAGEMENT BOARD

1. Dr. Fr. George Keduolhou Angami : Principal
M.A, B.Ed, NET, Ph.D.
2. Dr. Sr. Thresiamma V.G, SABS : Vice Principal
M.A, B.Ed, Ph.D.

3. Rev. Fr. Obed Yimchunger : Vice Principal
M.A, M.Ph, M.Phil (Ph.D Scholar)
4. Rev. Fr. Binoy Joseph : Administrative
M.Th., B.Ed Officer
5. Rev. Fr. Peter Solo : Dean of Science
M.Sc. (Ph.D Scholar)
6. Dr. Fr. Pezalhoukho George : PG-Coordinator
M.Sc (Media Management),
M.Sc. (Counseling Psychology),
B.Ed., Ph.D.
7. Dr. Fr. Sunny Joseph : Research
M.A, B.Ed, Ph.D, DCR Coordinator

12.4 BOARD OF STUDIES

1. Dr. Fr. George Keduolhou Angami
(Principal, Chairman)
2. Faculty Members of Departments
3. Prof. M.K. Sinha (NU, Economics)
4. Dr. Khotole Khieya (NU, Education)
5. Prof. Jano S. Liegise (NU, English)
6. Dr. Aokumla Walling (NU, History)
7. Mrs. Monalisa Tase (NU, Political Science)
8. Dr. Yamsani Srikanth (NU, Sociology)
9. Dr. Ratan Kaurinta, (NU, Commerce)
10. Dr. Ditalak Mpanme (NU, Management)
11. Dr. Neizo Puro (NU, Botany)
12. Prof. Upasana B Sinha (NU, Chemistry)
13. Dr. Y. Sundarayya (NU, Physics)
14. Dr. R.K. Paul (NU, Mathematics)
15. Dr. Y. Sarat Chandra (NU, Zoology)
16. Mr. Thepfuvizo Peter Vizo (Alumnus)
17. Mr. Richard Belho (Industry)
18. Dr. Sr. Thresiamma V.G, SABS
(Vice Principal, Academic Affairs)
19. Rev. Fr. Peter Solo (Dean of Science)

12.5 FINANCE COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Member : Dr. Nokhwenu Veronica
3. Member : Dr. Saju Mathew (Senior Teacher)
4. Member : Finance Officer of the College

12.6 INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Dr. Fr. George Keduolhou Angami: Chairperson
2. Dr. Hormila G. Zingkhai : IQAC Coordinator
3. Dr. Sr. Thresiamma V.G, SABS: Vice Principal
4. Rev. Fr. Obed Yimchunger : Vice Principal
5. Rev. Fr. Peter Solo : Dean of Science
6. Dr. Fr. Pezalhoukho George : PG-Coordinator
7. Rev. Fr. Binoy Joseph : Administrative Officer
8. Dr. Dominic Meyieho : Controller of
Examination
9. Dr. Hormila G. Zingkhai : Co-ordinator
10. Mrs. Loreni Yathan : HoD, Economics
11. Ms. Kezienguno : HoD, Education
12. Mr. James H.K : HoD, English
13. Ms. Nzano Kikon : HoD, History
14. Dr. Mhonthung Yanthan : HoD, Pol. Science
15. Mrs. K. Alibo Achumi : HoD, Sociology
16. Mr. K. Zubemo Humtsoe : Director, BBA
17. Mr. Maotangit Longkumer : HoD, Commerce
18. Ms. Neithongunuo Angela Belho : HoD, Botany
19. Ms. Rukutalu : HoD, Zoology
20. Mr. Madovi David : HoD, Chemistry
21. Ms. Thejano : HoD, Physics
22. Mr. Toshiwapang Lemtur : HoD, Mathematics
23. Mr. Moirangthem Gopiaroman Singh : Computer Education
24. Mr. S. Kampu Haokip : Assistant Librarian
25. Mr. Medophrezo Methodeus Dzävichü: Superintendent
26. Ms. Wierzürho C Francisca : Documentation
27. Students' Council : President

28. Mr. T. George Kire : Controller of NPSC,
Nagaland (Alumnus)
29. Dr. Vizovol Mekro : Rtd. Principal, Phek
Govt. College,
Nagaland
30. Mr. Vincent Rutsa : Architect

12.7 PLANNING AND EVALUATION COMMITTEE

1. Most Rev. Dr. James Thoppil : Chairman
2. Dr. Fr. George Keduolhou Angami : Principal
3. Dr. Dominic Meyieho : Controller of
Examination
4. Rev. Fr. Binoy Joseph : Administrative
Officer
5. Dr. Sr. Thresiamma V.G, SABS : Vice Principal
Academic Affairs
6. Rev. Fr. Obed Yimchunger : Vice Principal
Students' Affairs
7. Dr. Fr. Pezalhoukho George : PG-Coordinator
8. Rev. Fr. Peter Solo : Dean of Science
9. Dr. Fr. Sunny Joseph : Research
Coordinator

12.8 EXTRA-CURRICULAR ACTIVITIES COMMITTEE

1. Rev. Fr. Obed Yimchunger : Coordinator,
Vice Principal
(Students' Affairs)
2. Rev. Fr. Binoy Joseph : Administrative
Officer
3. Rev. Fr. Peter Solo : Dean of Science
4. Dr. Fr. Pezalhoukho George : PG-Coordinator

12.9 ACADEMIC AUDIT COMMITTEE

1. Dr. Fr. George Keduolhou Angami : Principal
(Chairman)
2. Dr. Sr. Thresiamma V.G, SABS : Vice Principal
(Academic Affairs)
3. Dr. Fr. Sunny Joseph : Research
Coordinator
4. Dr. Dominic Meyieho : Controller of
Examination
5. Dr. Hormila G. Zingkhai : Coordinator
(IQAC)
6. Rev. Sr. Sunitha Benedicta D'Souza, RJM : Coordinator
(Library)
7. Mr. S. Kampu Haokip : Assistant
Librarian
8. HoDs/Coordinators : Academic
Departments
9. Students Council : President

12.10 INTERNAL COMPLAINT COMMITTEE (ICC)

1. Presiding Officer : Dr. Sr. Thresiamma V.G, SABS,
(Vice- Principal, Academic Affairs)
2. Faculty Members : (1) Ms. Josephine Jasietsono Kuotsu
: (2) Dr. Ramita Sougrakpam
3. Non- Teaching
Employee : (1) Mrs. Abonuo Khieya
: (2) Mr. Mezathel Kiso
4. Three Students : To be nominated by Presiding
Officer.
5. Member(Non-Govt
employee) : Mrs. Aphrale Sophia
6. Member : Dr. Fr. Pezalhoukho George
: Rev. Fr. Obed Yimchunger

12.11 EXAMINATION COMMITTEE

1. Chief Controller of Examination : Dr. Fr. George Keduolhou Angami, (Principal)
2. Controller of Examinations : Dr. Dominic Meyicho
3. Deputy controller of Examination : Dr. Norbert Noraho
4. Vice Principal Academic Affairs : Dr. Sr. Thresiamma V.G, SABS
5. Senior Faculties : (1) Mr. Md. Tabrej,
: (2) Dr. Saju Mathew
: (3) Mr. Reimaya Muinao

12.12 ADMISSION COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Vice Principal : Dr. Sr. Thresiamma V.G, SABS
3. Vice Principal : Rev. Fr. Obed Yimchunger
4. Administrative Officer : Rev. Fr. Binoy Joseph
5. PG-Coordinator : Dr. Fr. Pezalhoukho George
6. Dean of Science : Rev. Fr. Peter Solo

12.13 GRIEVANCE REDRESSAL COMMITTEE

1. Rev. Fr. Obed Yimchunger : Coordinator
2. Dr. Fr. George Keduolhou Angami : Principal
3. Dr. Sr. Thresiamma V.G : Vice Principal
4. Rev. Fr. Binoy Joseph : Administrative Officer
5. Dr. Fr. Pezalhoukho George : PG Coordinator
6. Rev. Fr. Peter Solo : Dean of Science
7. Capt. Avizo Richa : Staff Director Students' Council

8. Ms. Nzano Kikon : Staff Director Students' Council

12.14 LIBRARY COMMITTEE

1. Dr. Fr. George Keduolhou Angami : Principal, President
2. Rev. Sr. Sunitha Benedicta D'Souza, RJM : Coordinator (Library)
3. Mr. S. Kampu Haokip : Assistant Librarian
4. Ms. Vikhotsono Khota : Library Assistan
5. Rev. Fr. Binoy Joseph : Administrative Officer

12.15 STUDENTS WELFARE COMMITTEE

1. Vice Principal, Students' Affairs : Rev. Fr. Obed Yimchunger
3. Students' Council (Staff Directors) : (1) Capt. Avizo Richa (UG)
: (2) Ms. Nzano Kikon (UG)
: (3) Mr. James H.K (PG)
: (4) Mr. Reimaya Muinao (PG)
4. Students' Council : Members (UG & PG)

12.16 RESEARCH AND DEVELOPMENT CELL

1. Dr. Fr. Sunny Joseph
2. Dr. Dominic Meyicho
3. Dr. Fr. Pezalhoukho George
4. Dr. Hormila G. Zingkhai
5. Dr. Khriemenuo Pusa
6. Dr. Thejasenuo Julia Kirha
7. Dr. Aosunep
8. Dr. Fr. George Keduolhou Angami

12.17 CODE OF CONDUCT /ANTI-RAGGING CELL

1. Dr. Fr. George Keduolhou Angami
2. Dr. Sr. Thresiamma V.G, SABS
3. Rev. Fr. Obed Yimchunger
4. Rev. Fr. Binoy Joseph
5. President, Students Council
6. General Secretary, Students Council

12.18 EXAMINATION BRANCH

1. Chief Controller of Examination: Principal
2. Controller of Examination: Dr. Dominic Meyieho
3. Deputy Controller of Examination: Dr. Nohert Noraho
4. Assistant Controller of Examination: Dr. Tepuhoto Khieya
5. Office Assistant: Mr. Phetsuseto Meze

12.19 PLACEMENT CELL AND CAREER GUIDANCE

1. Mrs. Thejanuo Fidelia (Co-ordinator)
2. Rev. Sr. Sumitha Benedicta D'Souza, RJM
3. Dr. Ramita Sougrakpam

12.20 DISASTER MANAGEMENT CELL

1. Rev. Fr. Binoy Joseph
2. Rev. Fr. Peter Solo
3. Dr. Saju Mathew
4. Ms. Neithongunuo Angela Belho

12.21 COLLEGE JOURNAL/PUBLICATION

1. Dr. Fr. Sunny Joseph
2. Dr. Dominic Meyieho
3. Dr. Fr. Pezalhoukho George

4. Dr. Ramita Sougrakpam
5. Dr. Thejasenuo Julia Kirha
6. Dr. Hormila G. Zingkhai
7. Rev. Fr. Peter Solo
8. Mr. James H.K

12.22 PERSON WITH DISABILITY (PWD)

1. Dr. Fr. George Keduolhou Angami : Principal
2. Rev. Fr. Binoy Joseph : Administrative Officer
3. Mr. Heshuo Dihe Mao : Asst. Professor
4. Mr. Temsukumzuk Pongen : Asst. Professor
5. Students' Council : President

12.23 HODS/COORDINATORS

1. Mrs. Loreni Yanthan, HoD, Economic Dept.
2. Ms. Kezienguno, HoD, Education Dept.
3. Mr. James H.K, HoD, English Dept.
4. Mrs. K. Alibo Achumi, HoD, Sociology Dept.
5. Mr. Mhonthung Yanthan, HoD, Political Science Dept.
6. Ms. Nzano Kikon, HoD, History Dept.
7. Mr. K. Zubemo Humtsoc, HoD, BBA Dept.
8. Mr. Moatangit Longkumer, HoD, Commerce Dept.
9. Ms. Neithongunuo Angela Belho, HoD, Botany Dept.
10. Mr. Madovi David, HoD, Chemistry Dept.
11. Mr. Toshiwapang Lemtur, HoD, Mathematic Dept.
12. Ms. Thejano, HoD, Physic Dept.
13. Ms. Rukutalu, HoD, Zoology Dept.
14. Mrs. Zulusenla Jamir, Coordinator, English Dept.
15. Ms. Lily Humtsoe, Coordinator, Political Sc. Dept.
16. Dr. Khricmenuo Pusa, Coordinator, Economics Dept.
17. Mr. Reimaya Muinao, Coordinator, History Dept.
18. Dr. Hormila G. Zingkhai, Coordinator, Sociology Dept.

12.24 STAFF DIRECTORS

Students Council	: Capt. Avizo Richa Ms. Nzano Kikon	College Choir	: Dr. Ramita Sougrakpam Rev. Sr. Sunitha Benedicta D'Souza, RJM Ms. Kethovino Catherine Kulnu (i/c) Ms. Kezienguno Ms. Thejasanuo Khezhie
NCC Boys	: Capt. Avizo Richa	Ambassador	: Capt. Regina Razousinuo (i/c) Mr. Heshuo Dihe Mao Rev. Fr. Binoy Joseph
NCC Girls	: Capt. Regina Razousinuo	Innovators Club	: Mr. Md. Tabrej (i/c) Mr. VekutuVese Dr. MhonthungYanthan Dr. Kshetrimayum Renubebeta Devi
NSS	: Mr. Vikato Swu (PO) Mr. Kelengol Neikha (PO) Mr. Intipong Longkumer (PO) Ms. Tokani L. (PO)	Alumni Association	: Mr. Vikato Swu (i/c) Ms. Diezelhounuo Tapa Mrs. Thejanuo Fidelia Capt. Regina Razousinuo Mr. Yhunsilo Tep
Youth Red Cross	: Mr. Neizosie-o Jude (i/c) Ms. Neizetuonuo Seyie	Philanthropic Club	: Mr. Renthungo C. Humtsoe (i/c) Mr. Lungkungam Leo Panmei
Red Ribbon Club	: Mrs. Loreni Yanthan (i/c) Mr. Moatangit Longkumer	Drama Club	: Ms. Tekalemla Longchar (i/c) Mr. Khrietho Sale Ms. Thekrunguno Audrey
Model United Nation	: Mr. Sentilong Longchar (i/c) Dr. Aosunep	Dance Club	: Mrs. Kumari Asha Singh (i/c) Ms. Neizetuonuo Seyie Ms. Vika Y. Yephthomi
Fit India Youth Club	: Mr. Kevi Christopher Paphino (i/c) Mr. Lungkungam Leo Panmei	Cricket Club	: Mr. Temsukumzuk Pongen (i/c) Mr. Intipong Longkumer Mr. Renbemo Y. Yanthan
E-Waste Club	: Dr.Thejasanuo Julia Kirha (i/c) Mr. Lipokremba Mr. Moatemsu Ms. Nzanti N. Ngullie	Volleyball Club	: Mr. Hingba Paul (i/c) Mr. Gaanpatrei Kamei
Eco Club	: Ms. Neithongumuo Angela Belho (i/c) Mrs. Imkongyala Sekhose Dr. Joyrison Kamba	Football Club	: Mr. Reimaya Muinao (i/c) Mr. Neisevo Paphino
Yuva Tourism Club	: Mr. Ahel Vitsu (i/c) Ms. Kevisino Sale Mr. E Lawrence	Basketball Club	: Mr. Kevi Christopher Paphino (i/c) Mr. Melekho Chüzho Mr. Ilungsappe
Young Indians	: Dr. Kezhangunuo Kelio (i/c) Mr. Aten Jamir	Badminton Club	: Mr. Kevizase Kehie (i/c) Mr. James H.K Mr. Toshiwapang
Women's Forum	: Ms. Khriebunuo Nagi (i/c) Ms. Neito ü Mero Dr. Ruokuosenuo Zatsu		
Jesus Youth	: Rev. Fr. Binoy Joseph (i/c) Ms. Thejano		
Career Guidance	: Rev. Sr. Laly Varghese, SABS Mrs. Thejanuo Fidelia (i/c)		

Table Tennis Club	:	Mr. Antidong Jamir (i/c) Ms. Sakurepla	Mr. Moiranthem Gopiramon Singh Mr. Madovi David
Art Club	:	Ms. Thejaneinuo Chadi (i/c) Ms. Ketsovinu Kharutso Mr. Keviprasa Rolnu	Mr. Sentilong Longchar Mr. Abel Vitsu Ms. Lucy Kamei Ms. Zuchabeni Lapon Mr. Antidong Jamir Ms. Tokani L
Electoral Literacy Club	:	Mr. Yhunsilo Tep (i/c) Mr. Kevizasic Kehic	Mr. Gaanpatrei Kamei Mr. Lunkungam Leo Panmei Mr. Melekho Chüzho Dr. Caroline Erue
College Magazine Committee	:	Ms. Lucy Kamai (i/c) Mr. Neizosie-o Jude Dr. Caroline Erue	Dr. Kshetrimayum Renubebeta Devi Mr. Th Luckson Mr. E Lawrence Ms. Niya Kent
Prize Distribution Committee	:	Mrs. Bendangsangla (i/c) Mrs. Rukutalu Dr. Hormila G. Zingkhai Ms. Mhashevolu Rhakho Rev. Sr. Laly Varghese, SABS Rev. Sr. V. Salomy, CMC Ms. Khriekesanuo Metha Ms. Vilasanuo	Athletic Committee :
Media Coordinators	:	Mr. James H.K (i/c) Mrs. Wede-ü Mero	Dr. Saju Mathew (i/c) Mr. Toshiwapang Mr. Vinoth Kumar Dr. M. Yurreisem Dr. O. Sanentiba Ozukum Dr. Mohd Faishal Ms. Tüsonülü Lohe Dr. Maningba Augustine Dr. Keviphruonuo Kuotsu
Arena of Mind	:	Mr. Moatemsu (i/c) Ms. Debolina Mukherjee	
Cultural Committee	:	Mrs. K. Alibo Achumi (i/c) Ms. Josephine Jasietsono Kuotsu Mrs. Zulusenla Jamir Mr. Moatemsu Ms. Tüsonülü Lohe Ms. Aleno Sano Mary Rev. Sr. Ashrita Jojo, RJM Ms. Alongla Longchar Ms. Keneiseno Neihu	
Spring Fest Committee	:	Mr. K. Zubemo Humtsoc (i/c) Mr. Kelengol Neikha Mr. Reimaya Muimao	
Games & Sports Committee	:	Mr. Hingba Paul (i/c) Mr. Kevi Christopher Paphino	

13. FACULTY PROFILE

13.1 DEPARTMENT OF ECONOMICS

1. Mrs. Loreni Yathan, M.A, B. Ed., TET (HoD)
2. Dr. Khriemenuo Pusa, M.A, Ph.D (Co-ordinator) (P.G)
3. Dr. Saju Mathew, M.A, M. Com., B.Ed, NET, Ph.D
4. Mr. Kelengol Neikha, M.A, NET
5. Ms. Neito U Mero, M.A, NET
6. Mr. Gaanpatrei Kamei, M.A, NET (P.G)
7. Dr. Mohd Faishal, M.A, M.Phil, Ph.D (P.G)

8. Ms. Vika Y. Yepthomi, M.A,
Ph.D-Research Scholar (P.G)

13.2 DEPARTMENT OF ENGLISH

1. Mr. James H.K., M.A, B.Ed. (HoD)
(Ph. D-Research Scholar) (P.G)
2. Mrs. Zulusenla Jamir, M.A (Co-ordinator)
3. Ms. Josephine Jasietsono Kuotsu, M.A, NET
4. Mr. Neizosie-o Jude, M.A
5. Ms. Khriebuno Nagi, M.A
6. Ms. Wede-ü Mero, M.A, (Ph.D-Research Scholar) (P.G)
7. Mr. Khrietho Sale, M.A
8. Ms. Debolina Mukherjee, M.A, NET
(Ph.D-Research Scholar) (P.G)
9. Rev. Sr. V. Salomy CMC, M.A, B.Ed
10. Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A, B.Ed
11. Dr. Caroline Erue, M.A, M.Phil, NET, Ph.D (P.G)
12. Rev. Sr. Laly Varghese Edathattel SABS, M.A English,
M.A History, B.Ed. (Ph.D-Research Scholar)
13. Ms. Niya Kent, M.A, M.Phil, NET
14. Rev. Sr. Ashrita Jojo RJM, M.A, B.Ed
15. Ms. Thejasnuo Khezhe, M.A, NET,
(Ph.D-Research Scholar)
16. Ms. Thekrunguno Audrey, M.A, NET

13.3 DEPARTMENT OF EDUCATION

1. Ms. Kezienguno, M.A, NET (Ph.D-Research Scholar)
2. Ms. Neizetuonuo Seyie, M.A, NET
3. Mr. Ilungsappe, M.A, B.Ed, NET
4. Mr. Neisevo Paphino, M.A, NET
5. Dr. Fr. Sunny Joseph, M.A, B.Ed, Ph.D, DCR
6. Dr. Fr. Mathew John Thuniampral, M.A, Ph.D
7. Dr. Fr. George Pummolil, M.A, Ph.D

13.4 DEPARTMENT OF HISTORY

1. Ms. Nzano Kikon, M.A, NET, TET (HoD)
2. Mr. Reimaya Muinao, M.A, M.Phil, (Co-ordinator),
(Ph.D-Research Scholar), (P.G)
3. Capt. Regina Razousinuo, M.A, B.Ed
4. Ms. Lucy Kamei, M.A, NET
5. Ms. Kethovino Catherine Kulnu, M.A
6. Ms. Zuchanbeni Lapon, M.A
7. Mr. Sentilong Longchar, M.A, M. Phil
(Ph.D-Research Scholar)
8. Dr. M. Yurreisem, M.A, NET, Ph.D. (P.G)
9. Ms. Aleno Sano, M.A, NET (P.G)
10. Mr. E Lawrence, M.A, NET, B.Ed
11. Ms. Seyielemuo, M.A, NET
12. Mr. Renbemo M. Yanthan, M.A, NET, B.Ed
13. Ms. Alongla Longchar, M.A, NET
14. Ms. Keneiseno Neihu, M.A, NET,
(Ph.D-Research Scholar), (P.G)

13.5 DEPARTMENT OF POLITICAL SCIENCE

1. Dr. Mhonthung Yanthan, M.A, B.Ed, NET,
PGDRD, Ph.D, (HoD) (P.G)
2. Ms. L. Lilly Humtsoe, M.A, NET (Co-ordinator)
3. Mr. Heshou Dihe Mao, M.A, NET (P.G)
4. Capt. Avizo Richa, M.A
5. Mr. R. Hingba Paul, M.A, M.Phil, NET
6. Mr. Kevizase Kehie, M.A
7. Mr. Renthungo C. Humtsoe, M.A, NET,
(Ph.D-Research Scholar)
8. Mr. Vikato Swu, M.A, NET
9. Mr. Vekutu Vesc, M.A, NET
10. Ms. Tokani L, M.A, NET
11. Dr. Aosunep, M.A, M.Phil, Ph.D (P.G)
12. Dr. Kezhangunuo Kelio, M.A, M.Phil, Ph.D (P.G)
13. Mr. Yhunsinlo Tep, M.A, NET

14. Dr. Fr. George Keduolhou Angami, M.A, B.Ed., NET, Ph.D
15. Dr. Sr. Thresiamma V.G, M.A, B.Ed., Ph.D
16. Rev. Fr. Obed Yimchunger, M.A, M.Philosophy, M.Phil (Ph.D-Research Scholar)

13.6 DEPARTMENT OF SOCIOLOGY

1. Mrs. K. Alibo Achumi, M.A, NET (HoD)
2. Dr. Hormila G. Zingkhai, M.A, NET, Ph.D (Co-ordinator) (P.G)
3. Mr. Y. Lumchio Patton, M.A, NET
4. Ms. Khriekesanuo Metha, M.A (Ph.D-Research Scholar)
5. Ms. Thejaneinuo Chadi, M.A, NET
6. Ms. Kctsovinu Kharutso, M.A, NET
7. Mr. Aten Jamir, M.A, NET, (Ph.D-Research Scholar) (P.G)
8. Dr. Maningba Augustine L, M.A, SET, NET, Ph.D (P.G)
9. Mr. Th Luckson, M.A, NET, (Ph.D-Research Scholar) (P.G)
10. Dr. Fr. Francis S Cheerangal, M.A, B.Ed, Ph.D
11. Dr. Fr. C.P. Anto, MSW, Ph.D

13.7 DEPARTMENT OF BUSINESS ADMINISTRATION

1. Mr. K. Zubemo Humtsoe, MBA, NET (Director)
2. Mr. Md. Tabrej, MBA, NET
3. Mr. Imtipong Longkumer, MBA, NET (Ph.D-Research Scholar)
4. Mr. Ahel Vitsu, MBA, NET
5. Mr. Lungkungam Leo Panmei, M.Com, NET
6. Ms. Kevisino Sale, M.Com, NET

13.8 BACHELOR OF COMMERCE

1. Mr. Moatangit Longkumer, M.Com, NET (HoD)
2. Ms. Thejanuo Fidelia, M.Com, NET

3. Mr. Moatemsu, M.Com, M.Phil, NET
4. Mr. Temsukumzuk Pongen, M.Com, NET
5. Ms. Zayieno Tetso, M.Com, NET

13.9 DEPARTMENT OF BOTANY

1. Ms. Neithongunuo Angela Belho, M.Sc, NET (HoD)
2. Ms. Asha Kumari Singh, M.Sc (Ph. D-Research Scholar)
3. Dr. Thejasenuo Julia Kirha, M.Sc, Ph.D.
4. Mrs. Imkongyala Sekhose, M.Sc, NET (EVS)
5. Dr. Joyrison Kamba, M.Sc, Ph.D.
6. Ms. Mhashevolu Rhakho, M.Sc, NET
7. Mr. Keviprasa Rolnu, M.Sc
8. Dr. Keviphruonuo Kuotsu, M.Sc, Ph.D

13.10 DEPARTMENT OF CHEMISTRY

1. Mr. Madovi David, M.Sc (HoD)
2. Dr. O. Sanentiba Ozukum, M.Sc, NET, Ph.D
3. Ms. Diezelhounuo Tapa, M.Sc
4. Dr. Ruokuosenuo Zatsu, M.Sc, Ph.D
5. Rev. Fr. Peter Solo, M.Sc (Ph.D-Research Scholar)

13.11 DEPARTMENT OF PHYSICS

1. Ms. Thejano, M.Sc (HoD)
2. Mr. Antidong Jamir, M.Sc
3. Mr. Melekho Chüzho, M.Sc
4. Ms. Sakurepla, M.Sc, NET
5. Ms. Vilasanuo, M.Sc.

13.12 DEPARTMENT OF MATHEMATICS

1. Mr. Toshiwapang Lemtur, M.Sc (HoD)
2. Mr. Vinoth Kumar C, M.Sc, M. Phil.
3. Ms. Tüsonülü Lohe, M.Sc
4. Dr. Kshetrimayum Renubebeta Devi, M.Sc, Ph.D

13.13 DEPARTMENT OF ZOOLOGY

1. Ms. Rukutalu, M.Sc, NET (HoD)
2. Dr. Ramita Sougrakpam, M.Sc, Ph.D
3. Mrs. Bendansangla, M.Sc
4. Mr. Lipokrenba, M.Sc, NET
5. Ms. Nzanti N Ngullie, M.Sc, NET

13.14 COMPUTER EDUCATION

1. Mr. Moirangthem Gopiarman Singh,
DOEACC (B-LEVEL), B. Com, MCA, NET

13.15 COUNSELLING:

1. Rev. Fr. C. Joseph, M.A, M.Phil
2. Dr. Fr. Pezalhoukho George,
M.Sc. (Media Management),
M.Sc. (Counseling Psychology), B.Ed, Ph.D
3. Sr. Aniamma Joseph CMC, M.A in Psychology
4. Dr. Fr. Joseph Mariadhas, M.Sc, M.Phil, Ph.D

13.16 PHYSICAL EDUCATION

1. Mr. Kevi Christopher Paphino, M.P.Ed.

13.17 DIPLOMA AND CERTIFICATE COURSES

1. Ms. Munuvolu Tsutso, MSW (Coordinator)

13.18 OFFICE STAFF

1. Mr. Medophrezo Methodeus Dzuvichü,
B.Sc. (Superintendent)
2. Mr. Mezathel Kiso, M.A (Asst. Superintendent &
PS to Vice Principal)
3. Ms. Vingotole Kiso, B.A (PS to Principal)

4. Ms. Kevisenu Khieya, M.Com (Accountant)
5. Ms. Wierzurho C Francisca, M.A
(IQAC-Secretarial Assistant)
6. Mr. Seyenizo Viswentso, B.A
(Office Assistant, Maintenance)
7. Ms. Abonuo Khieya, B.A
(Office Assistant, Documentation)
8. Mr. Moatcmshi Alex, M.Com, M.A
(Office Assistant, Computer)
9. Ms. Kedukhole Weo, M.Com (Cashier)
10. Ms. Agatha Zhobozonu, M.Com (Office Assistant,
Data Entry)
11. Mr. Thohrü Besii, B.A (Office Assistant, Data Entry)
12. Ms. Nipano Yakhro, M.A
(Office Assistant, Data Entry)
13. Mr. Tepunosa Kharutso, B.A,
(Office Assistant, Data Entry)
14. Mr. Phetsuseto Meze (Office Assistant, Data Entry)
15. Mr. Jagot Burman (Peon)
16. Mrs. Anema Tirkey (Peon)
17. Mrs. Salome Rolnu (Peon)
18. Mrs. Nolesenu Veronica Weo (Peon)
19. Mrs. Medongonu Priscilla (Peon)
20. Mrs. Satuila Lalam (Peon)
21. Mrs. Mary Rume (Peon)

13.19 LIBRARY STAFF/COMMITTEE

1. Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A, B.Ed
(Coordinator)
2. Mr. S. Kampu Haokip, Assistant Librarian,
MLISC, NET
3. Ms. Vikhotsono Khora, M.A, B.Lib.Sc
4. Dr. Fr. George Keduolhou Angami
5. Rev. Fr. Binoy Joseph

13.20 LAB ASSISTANT

1. Ms. Atonu Josephine Meze, M.A
2. Ms. Vilbonuo Kulnu, M.A
3. Ms. Kikononu Viswentso, B.A

13.21 DISPENSARY

1. Sr. Anice Mukala SABS, RNRM
2. Mrs. Sunita Kindo, Midwife

13.22 SECURITY GUARD

1. Mr. Kevishel Rolnu
2. Mr. Viwheho Richa
3. Mrs. Nobonu Richa
4. Mr. Dzutholezo Khazo

14. GUIDELINES AND REGULATIONS

The task of education necessarily calls for structures, which are essential for maintaining discipline in the individual's life as well as in the College campus. Discipline must be seen as part of the educational process and not perceived as something negative or oppressive. It helps the students to develop self-discipline, which is absolutely essential for a successful life. Therefore, St. Joseph's College (Autonomous) requires from the students absolute and uncompromised adherence to all the rules and regulations of the College, which are intended and aimed at the benefit of the individual student as well as the institution. And so by taking admission in the College and signing the declaration of consent, every student agrees to abide totally by the rules and regulations laid down and any other rules that may be framed in the future for the effective fulfilment of the mission and objectives of the College.

14.1 TITLE

The Regulations shall be called the "Regulations for Undergraduate and Postgraduate Degree Programmes" in all the disciplines of studies. These regulations shall govern the Undergraduate and Postgraduate degree programmes offered at St. Joseph's College (Autonomous) with Choice- Based Credit System and NEP 2020 may be amended from time to time as the need arises.

14.2 DATE OF ENFORCEMENT

The guidelines and regulations contained in the Handbook and Calendar and Prospectus of the College shall apply to all the students admitted to the Undergraduate and Postgraduate Programmes. The guidelines and regulations shall come into force with effect from the beginning of the academic session 2019- 2020 (CBCS) and 2023-2024 (NEP 2020).

14.3 EXTENT OF APPLICATION

These regulations shall apply to students seeking admission into Undergraduate and Postgraduate degree programmes and admitted as the case may be.

14.4 INTERPRETATION

Subject to such advice as may be given by the Academic Council of the college, the decision of the Principal shall be final. The regulations are subject to ratification by the Governing Body of the College.

14.5 ACADEMIC YEAR

The academic year of the college shall normally begin in July and shall consist of two semesters. The Academic Council of the College has the directive to recommend the same and is subjected to notification by the Governing Body of the college.

14.6 SEMESTER

The academic year of the College consists of two semesters. Each semester shall be of about 18 weeks' duration. The First Semester from July to December and the Second Semester from January to June.

14.7 WORKING DAYS IN A SEMESTER

- 14.7.1 A semester shall have a minimum of 90 working days excluding the examination days. In case the required number of working days falls short of the above due to unforeseen and unavoidable circumstances, the same shall be made up by arranging extra classes by the teacher concerned.
- 14.7.2 Each course has been assigned credits equivalent to its theory/practical course content. For example, credit hours 4 (4+0) assigned to a course means that the total load of the course is of 4 credits hours which is devoted to theory. Similarly, credit hours 2 (0+2) assigned to a course means that the total load of the course is of 2 credits which is devoted to practical. One credit is equivalent of 15 periods of 60 minutes each for theory and 2 hours for practical.
- 14.7.3 The number of classes (for theory and practical) for different credits of course(s) shall be 1 (one) credit which requires a minimum of 15 theory classes of 60 minutes each. However, in case of practical, 1 (one) credit requires a minimum of 15 practical classes of 2 hours each.

14.8 ACADEMIC CALENDAR

An academic year comprises of two semesters (odd and even). The duration of Undergraduate programme is a minimum of three years (6 semesters) in continuation. The academic and curricular activities of each semester are planned in advance in a calendar. It provides details of the date of enrolment, start of regular class,

examination schedules and declaration of results. A tentative schedule of events for the academic year is given in the Handbook & Calendar of the College.

14.9 PERIOD OF RESIDENCY

The minimum residence requirement of the Undergraduate degree programme is 3 years and maximum of 5 years (CBCS) and a minimum of 4 years for Undergraduate and 1 year for Postgraduate and a maximum of 7 years (NEP 2020). The residential requirement shall have to be continuous from the date of registration into the degree programme.

14.10 MIGRATION

Migration of students from boards other than Nagaland Board of Secondary Education shall be governed by the rules recommended by the Academic Council of the college and approved by the Governing Body of the College.

14.11 UNIVERSITY REGISTRATION

Students who have taken admission must submit their Higher Secondary board (NBSE) Registration Card and Migration Certificate (from boards other than NBSE) and apply in the prescribed form for university registration. The form will be forwarded to the Registrar of the affiliating University with the recommendation of the Principal to complete the process of registration.

14.12 PROGRAMME OF STUDY

14.12.1 Course, Structure and Curriculum

a) The course structure and curriculum for the Undergraduate and Post Graduate degree programme shall be as recommended by the Board of Studies of the departments and approved by the Academic Council of the college from time to time with intimation to the affiliating university and UGC

b) Besides the theory and practical courses, some courses may include field study, seminars, industrial tours etc. as part of the curriculum. The detailed syllabus for each course is provided separately.

14.12.2 Course and Course Credits

A course is a unit of instruction or segment of a subject matter carrying a specific number of credits. The course content is divided into units.

14.12.3 Any course to be offered in the Undergraduate degree programme must have the recommendation of the Academic Council of the college and the approval of the Governing Body of the college. For any subsequent change, the Head of the Department (HoD) shall submit the same to the Academic Council for renewal through the Board of Undergraduate and Postgraduate Studies (BU&PGS). The details of the course credits and syllabi for the Undergraduate degree programme and Post Graduate Programme shall be as recommended by the Academic Council of the college, on the recommendation of the Board of studies of the department and approved by the Governing Body of the college.

14.12.4 Core Course, Discipline Specific and Generic Elective courses are of six credits each. Ability Enhancement and Skill Enhancement courses are of two credits each.

14.12.5 Generic Elective (GE) Course

As the GE courses are offered one each in the first four semesters, a student can study four different courses from four different subjects, or two each from two different subjects, or three courses from one subject and one course from another, or all the four GE courses from the same subject other than his/her honours subject.

14.12.6 Coverage of Syllabus

The course teachers shall be responsible for ensuring the coverage of the prescribed syllabi of the courses. The

HoD will supervise the academic activities of the department under the overall supervision of the Principal.

14.13 CREDIT REQUIREMENT

A student is eligible for an Undergraduate degree with honours having earned a minimum of 140 credits. A student may earn additional credits up to a maximum of 160 during, the course of undergraduate study (Subject to availability).

14.14 ATTENDANCE

14.14.1 It is compulsory for all the students to attend the class every day without fail.

14.14.2 Attendance is taken at every lecture, practical, seminar and programme and at all other activities as per the direction of the Principal/Vice-Principal.

14.14.3 Absence even for a single lecture will be counted as absence for the whole day.

14.14.4 As per the UGC norm, 80% attendance is required to be eligible to appear for End Semester Examinations. A student is expected to know and keep a record of his/her attendance.

14.14.5 Even if a student passes in all the Internal Assessments of all the subjects but does not have the required percentage of attendance, he/she shall not be allowed to write End Semester Examinations.

14.14.6 Report of the attendance shall be displayed on the notice board every month.

14.14.7 Students are expected to check their attendance and make rectification if any discrepancy is found. They should get it rectified within two days. Once the final list is made at the end of the year, no request for correction will be entertained. The decision of the Principal shall be final in all matters regarding attendance.

14.14.8 Students must be present on the re-opening day after every vacation and on the last day before every vacation.

14.15 CONDONATION OF ATTENDANCE

- 14.15.1 The Principal may, on the recommendation of the HoD/Course Teacher, condone attendance up to 5% or in a course(s) in exceptional cases like serious sickness requiring hospitalisation/ rest, medication, etc. All relevant medical evidences and certificates must be produced in support of the claim.
- 14.15.2 The Principal/Vice-Principal, on the recommendation of the HoD, may permit a student(s) to represent the College, University, State in inter-college, inter-state, inter-university or national level curricular and extracurricular activities. The period for which the student(s) is deputed shall be treated as official leave to be counted in favour of their attendance in all the courses in the semester. The Principal/Vice-Principal may notify the names of such students to all the attendance counters for the record.
- 14.15.3 On account of exceptional cases like prolonged medical treatment hospitalisation disease-related quarantine, etc., if a student has fallen short of the required percentage of attendance and needs to sit for the end semester examinations, the student may be granted zero semesters. The application for zero semesters must be addressed to the Principal through the HoD of the department along with all the relevant medical evidences and certificates. The final authority to grant zero semesters lies with the Principal.

14.16 LEAVE APPLICATION

- 14.16.1 In a semester, a student can avail three (3) days of leave with a leave application. A student is not allowed to take more than (3) consecutive days as leave.
- 14.16.2 After having availed three (3) of days leave (in a semester), a student must produce leave application with testimonial reports such as medical doctor's

prescriptions, medical bills, wedding card, funeral programme, or church organized programs to claim leave. Without these testimonial reports, leave will not be granted.

- 14.16.3 Additional leave is granted only for genuine reasons such as death of close relatives, marriage of close relatives, or grave illness.
- 14.16.4 Leave taken on account of minor illness such as fever and headache, cold and cough, diarrhea etc., will be considered as absent if not supported by a doctor's prescription and medical bills.
- 14.16.5 Students who bunk a class or classes will lose attendance for the day. Repeated bunkers will be asked to discontinue from the College or they may be detained.
- 14.16.6 A Leave Application must be handwritten in a prescribed formal form.
- 14.16.7 A Leave Application must be countersigned by the Parent/Guardian/Hostel Warden and be presented to the Vice Principal (Students' Affairs) on the next day of absence. No leave will be granted thereafter.
- 14.16.8 Leave Application must be given by the student in person at the Vice Principal's Office.
- 14.16.9 Attendance is granted to students if they are absent due to College duties or on College deputation works. To attend College duties or works or take part in co-curricular or extra-curricular activities, it must be applied for in the prescribed form, countersigned by the Lecturer/HoD/Person-in-Charge and must be personally submitted to the Vice Principal.
- 14.16.10 Any student who is absent for one month continuously without satisfactory reason will be considered to have left the College and his/her name will be removed from the register.

14.17 TYPES OF COURSES OFFERED

There are three types of courses offered for the students admitted into undergraduate/post graduate degree programmes. While

some courses have only (a) theory component (b) practical component (c) both the components. A theory course of 6 credits with no practical has a total of 100 marks. A course of 6 credits having both theory and practical components (4+2) carries a total of 100+50=150 marks. A course of 6 credits having only practical component has a total mark of 100. There is no continuous internal assessment (CIA) for courses with only practical component. A course of 2 credits (Ability and Skill Enhancement) has a total mark of 50.

14.18 EXAMINATION AND EVALUATION

14.18.1 Ratio of Continuous Internal Assessment

The ratio of Internal Assessment (CIA) and External Assessment (end semester examination) is 30: 70. For theory courses, CIA is for 30 marks in the ratio of 10:10:10, corresponding to internal examination, assignment and test/ activity. The CIA of 2 credits is for 15 marks.

14.18.2 Continuous Internal Assessment (CIA)

Internal Assessments for each Course shall be of 30 or 15 marks (as the case may be), and carrying a weightage of 30% of the total marks. The minimum requirement of marks to clear the Internal Assessments (for each Course) shall be 45%. Outline for Internal Assessments (of 30 marks in the ratio 10:10:10) shall include the Mid Semester Tests (10 marks), Assignment (10 marks) and Class Test/ Presentation/ Project/ Viva-voce (10 marks). Outline for Internal Assessments (of 15 marks in the ratio 10:5) shall include Mid Semester Tests (10 marks) and Assignment/ Presentation (5 marks).

A Candidate should complete all the activities of the Continuous Internal Assessment and obtain the minimum mark of 45% for each Course to be eligible for the End Semester Examinations. It shall be mandatory for a Candidate to fulfil all the requirements of the Internal

Assessment activities. In the event of failure to fulfil any of the requirement(s), a Candidate shall not be eligible to appear the End Semester Examinations even if he/ she has secured the required 45% of marks

14.18.3 Examination Schedules

Schedules for the internal assessments, end semester and practical examinations shall be notified by the Principal/Vice Principal (Academic Affairs).

14.18.4 Question Moderation

Two sets of question papers will be moderated by the Moderation Board duly constituted by the Controller of Examinations. The moderated question papers shall be used for the ensuing examination purpose.

14.18.5 Script Evaluation

Evaluated answer scripts of Mid-Term will be shown to the students. Marks of Internal Assessment of Assignments, Internal Test, Viva Voce and Presentation will not be shown to the students. The answer scripts of theory and practical end-semester examinations will be evaluated by the internal or external examiners as the case may be.

14.18.6 Field study

Students' reports for the field study course will include observations made, information and data collection, analysis of the data, implications of findings, and suggested measures for improvement/control together with comments

14.18.7 Suspension of Class before End Semester Examinations

Classes shall ordinarily be suspended for two days prior to the date of commencement of the end semester examinations. However, for internal assessment, classes will not be suspended prior to commencement or during the internal assessments.

14.18.8 Mandatory Examinations

Internal assessments, practical examinations, and end semester examinations are mandatory to clear the course.

14.19 REPEAT/IMPROVEMENT END-SEMESTER EXAMINATIONS

- 14.19.1 Repeat end semester examinations will be permitted to those who had written the end semester examinations of the concerned course(s) but failed to secure the minimum requirement of 45 percent. Such a student has to apply for the repeat end semester examination by paying the prescribed fee and write the examination along with the immediate junior batch.
- 14.19.2 A student may apply and appear for end-semester improvement examinations in not more than any two courses in a semester to be written along with the immediate junior batch. The prescribed fee for such improvement examinations shall be fixed by the Management Board. Application for such examinations must be accompanied by the Grade Card of the semester and the policy of the 'best-of-the-two' shall be applied. However, no request for end semester improvement examinations shall be entertained after the final transcript (Cumulative Grade Point Average) is issued.
- 14.19.3 Repeat course and repeat examinations will be possible only in the next odd semester or even semester and will in no way affect the award of grade. However, a student who has repeated the course(s) to clear it will not be eligible for the award of a subject topper.
- 14.19.4 **Supplementary Examination**
St. Joseph's College (Autonomous), Jakhama shall grant the provision of Supplementary Examination for the Undergraduate Programme only. After the completion of the Final End Semester Examinations, the VI Semester Candidates (Regular only) shall be granted the provision to appear for the arrears/ backlog Course(s) of the V Semester. Supplementary Examination shall be applicable for both Theory and Practical Courses. Supplementary Examination shall not be a provision for Grade improvement. Supplementary Examination shall

be optional. Candidates desirous of appearing the Supplementary Examinations shall apply accordingly once the date(s) for issue and submission of Examination forms are notified, provided he/ she has cleared all the Internal Assessment requirements.

14.20 PROMOTION

As per the College norms, a student shall be promoted to the next semester provided he/she does not have three (3) backlog papers both for CBCS & NEP 2020. If a student has three or more backlog papers he/she will not be promoted to the next semester. If a student has only one or two backlog paper(s) he/she shall be promoted to the next semester. However, a student cannot be promoted to the fourth semester if he/she does not clear the backlog paper of the first semester. Similarly, a student cannot be promoted to fifth semester if he/she has a backlog in the second semester and likewise a student cannot be promoted to the sixth semester if he/she has not cleared the third semester.

14.21 GRADING

The conversion of SGPA/CGPA to grade is as follows:

SGPA/CGPA	Grade
9.50 to 10.00	O
8.50 to 9.49	A+
7.50 to 8.49	A
6.50 to 7.49	B+
5.50 to 6.49	B
4.50 to 5.49	C
- <4.49	F

Abbreviation Used

Int.Assess.	:	Internal Assessment
Ext. Assess.	:	External Assessment
ESE	:	End Semester Examination
C	:	Credit
G	:	Grade
CG	:	Product of Credits & Grades
SGPA	:	Semester Grade Point Average
CGPA	:	Cumulative Grade Point Average
R	:	Repeat (2 nd Appearance in the Paper)
RR	:	Repeat (3 rd Appearance in the Paper)

Scheme of examination and criteria for clearing

	Internal Assessment full marks		External Assessment full marks	
	Full Marks	Pass Marks	Full Marks	Pass Marks
Theory paper with maximum marks 100	30	13.5	70	31.5
Theory paper with maximum marks 80	30	13.5	50	22.5
Theory paper with maximum marks 50	15	6.75	35	15.75
Practical Paper	-	-	50	22.5 (45%)
Practical Paper	-	-	20	9 (45%)

Grading Range

Grades	O	A+	A	B+	B	C	F
Grade Points	10	9	8	7	6	5	0
Marks (Max. 100)	95 to 100	85 to 94.99	75 to 84.99	65 to 74.99	55 to 64.99	45 to 54.99	<44.99
Marks (Max. 80)	76 to 80	68 to 75.99	60 to 67.99	52 to 59.99	44 to 51.99	36 to 43.99	<35.99
Marks (Max. 50)	47.5 to 50	42.5 to 47.49	37.5 to 42.49	32.5 to 37.49	27.5 to 32.49	22.5 to 27.49	<22.49
Marks (Max. 20)	19 to 20	17 to 18.99	15 to 16.99	13 to 14.99	11 to 12.99	9 to 10.99	<8.99

14.22 RESULT DECLARATION

The provisional results, prepared by the Controller of Examinations, will be declared by the Principal.

14.22.1 Re-Evaluation

Re-evaluation of answer script is allowed only for the End Semester Examinations. Students may apply for re-evaluation/re-scrutiny of the answer scripts during the window period to be notified by the Controller of Examinations.

No student will be allowed to apply for re-evaluation in more than two courses in a semester. Re-evaluation for the answer script of Internal Assessment is not allowed for both CBCS & NEP 2020.

Application, attached with the Grade Card of the semester, for re-evaluation will be accepted on payment of the prescribed fee.

The results of re-evaluation will be notified by the Controller of Examinations, to the student concern.

14.22.2 Correction of Grade Points

In case of any discrepancy in the Grade Card, Transcript, necessary rectification and correction will be done with the written application and approved by the Principal.

14.22.3 Custody of Answer Scripts

The office of the Controller of Examinations shall keep all the records of the end semester examinations and internal assessments for three years. A student will have no right to seek information on evaluation related matters pertaining to these examinations after the expiry of three years. Records pertaining to the results of student(s) will be kept by the Controller of Examinations.

14.23 PROVISIONAL CERTIFICATE

The Controller of Examinations, after notification of the

results, will issue the provisional certificate in respect of successful candidates under the signature of the Principal.

14.24 AWARD OF DEGREE CERTIFICATE

Both Undergraduate and Post Graduate degree

certificates under the seal of the University and signed by the Vice-Chancellor shall be given to the successful student only when N.U issues the certificates.

14.25 COURSE COMPLETION CERTIFICATE

14.25.1 A successful candidate can receive the Course Completion certificate by attending the college Graduation Day in person. For attending the Graduation Day, the student has to register with prescribed fee.

14.25.2 A student wishing to receive Course Completion certificate in absentia has to apply in the prescribed form accompanied by the prescribed fee. The certificate may be collected from the college office at a later date after the Graduation Day.

14.26 STUDENTS LEAVING THE COLLEGE

A student who wants to leave the college during or after a semester or on completion of a degree programme must officially be discharged by the Principal, on obtaining clearance in the prescribed form.

15. GENERAL NORMS

The guidelines and regulations for students as mentioned in the Handbook and Calendar and Prospectus of the College shall apply to all the students admitted to the Undergraduate and Postgraduate degree programmes. Every Josephite is perceived as a person endowed with a unique character and personality which must be moulded and perfected. The College with its various curricular and co-curricular activities helps the student to achieve this goal and the student is expected to render his/her full cooperation in this endeavour. He/she is expected to uphold the values and ideals of the institution always. In particular:

- 15.1 He/she should apply himself/herself to regular and systematic study.
- 15.2 He/she is to be truthful in his/her words and deeds, courteous and respectful towards fellow-students, teachers and those in authority.
- 15.3 His/her life should be marked by purity of life, quest for excellence, love of hard work, spirit of unselfish service, and devotion to God and one's country.
- 15.4 He/she should maintain a high standard of conduct at all times and in all places.

16. DISCIPLINARY MATTERS

- 16.1 A student who enters class after roll call in the first hour will be permitted to attend class only after obtaining permission from the Principal/Vice Principals.
- 16.2 Possession and use of alcohol and abusive drugs in the College campus will lead to immediate dismissal from the College.
- 16.3 Students are not allowed to use cell phones in the class room, corridors and staircases. Any violation of this rule will result in confiscation of the phone. Confiscated cell phones shall be returned to the students only after the completion of 3 months or when the student leaves the college permanently.
- 16.4 It is strictly prohibited to have body piercing or body tattoo. Anyone with a body tattoo or engaged in body piercing shall be asked to leave the College.
- 16.5 Girls can wear only one pair of earrings. Multiple piercing and wearing more than one earring is not allowed. Boys are not allowed to wear earrings.
- 16.6 Students are strictly prohibited from colouring their hairs. This rule is applicable for both boys and girls. Boys should not keep long hairs and use any kind of hair band or clips.
- 16.7 Possession and use of addictive substances like, tobacco, supari, pan, pan masala, etc. is completely forbidden in

the College campus. Students who violate this rule will invite a fine, suspension, and even dismissal from the College.

- 16.8 English is the common language in the College campus and use of other languages in College campus is strictly prohibited. Violation of this rule may invite punishment.
- 16.9 Every student must have an Identity Card, which will be available from the College Office. It must be brought to the College every day and must be visibly carried by the student on all class days and exam days.
- 16.10 The Identity Card must be produced when demanded by a teacher or an official of the College. Identity Card must be produced for requesting original certificates, and for collecting Admit Card. College Identity Card must be surrendered when the student leaves the College permanently.
- 16.11 Students must be present on the re-opening day after every vacation and on the last day before every vacation, major or minor. Those who fail to do so shall pay a fine as per the decision of the Management Board.
- 16.12 Students are not allowed to leave the College campus during lecture hours without the permission of the Principal/Vice-Principals. When such leave is granted a leave-slip will be issued to the student. Students are required to present the leave-slip to the College office and at the College gate before leaving the College.
- 16.13 Students are forbidden to attend or organize any meeting in the College without permission of the Principal.
- 16.14 Students are not allowed to collect money or raise funds for any purpose in the name of the College or using the name of the College without permission of the Principal.
- 16.15 Students are not allowed to address any authority as a body. Such combined action is subversive of good order. Students shall not address public meetings, take part in inter-collegiate competitions, and participate in live/photographic modelling, fashion shows, stage shows, talk shows or any radio or television program

using the name of the College or in the name of the College without prior permission from the Principal.

- 16.16 No matter for publication in newspapers, magazines, or journals other than that published by the College be submitted in the name of the College by students.
- 16.17 Students should behave with decency and decorum at all times. Hooting, whistling, shouting, or any kind of noisy and disturbing behaviour, noisy celebrations in the campus, etc. are prohibited.
- 16.18 Ragging of any kind and magnitude inside/outside the college campus will lead to immediate dismissal from the College.
- 16.19 Any noisy celebrations on the last day of class inside or outside the class room are strictly forbidden. No, one shall go to other classes or disturb the students or teachers.
- 16.20 Any form of harassment of female students will lead to immediate suspension/ dismissal from the college.
- 16.21 Students with sexual harassment records shall be asked to leave the College.
- 16.22 Causing damage to College property shall lead to fines, suspension or dismissal from the College.
- 16.23 All co-curricular activities of the College will be held on Saturdays. Students are expected to take part in them without fail.
- 16.24 Students must have all the required text books within one week of the inauguration of the academic year or the beginning of the new semester.
- 16.25 Students should be ready to undergo medical test by a doctor, as and when directed by the Principal.
- 16.26 Every student must maintain in the Handbook/Calendar a record of his/her blood group.
- 16.27 In case of lost of Identity Card, a written request for the replacement of a lost card must be given to the Principal/ Vice Principals and a new card may be issued with the payment of Rs. 150/-

- 16.28 The decision of the Principal shall be final in all matters of discipline and enforcement of rules. Students are admitted on the clear understanding that they will observe the rules of the College and accept the authority of the Management Board headed by the Principal.
- 16.29 The college authorities are in no way responsible for any indiscipline/misbehaviour of the students outside the college campus.

17. DRESS CODE

- 17.1 All the students are expected to follow the dress code of the College. Dress code should be observed on class days, examination days and at all official functions of the College.
- 17.2 The formal college black pants and blazer are to be worn on every working day of the college.
- 17.3 During winter (Nov. - Feb.), on reason of genuine health ground, a black thin sweater may be worn inside the college shirt, T-shirt or department T-shirt.
- 17.4 It is prohibited to wear any sweater of different colour.
- 17.5 The students are permitted to wear only the official college hoodie/sweatshirt. The college hoodie/sweatshirt is not a substitute of the blazer.

Monday } Formal college black pants, shirt and blazer made of college prescribed materials.

Tuesday } Formal college black pants, shirt and blazer made of college prescribed materials.

Friday } Formal college black pants, shirt and blazer made of college prescribed materials.

Wednesday } Formal college black pants and College T-shirt. The college Ambassadors can wear Ambassador T-shirt.

Thursday } Formal college black pants and Department T-shirt.

Saturday } College T-shirt

18. CLASSROOM DECORUM

- 18.1 Students are not allowed to use any non-academic related gadgets and cell phones during class hours. Any violation of this rule will result in confiscation of the gadgets and cell phones.
- 18.2 The confiscated gadgets and cell phones will not be returned until the completion of the semester or when the student leaves the College permanently.
- 18.3 Students shall not leave the classroom without permission from the concerned subject teacher or until the teacher has left the room or asked the class to disperse.
- 18.4 Proper and respectful class room behaviour is expected from all.
- 18.5 Eating, chewing, littering of rubbish, spitting, writing on the desks, walls, black boards, etc. are strictly forbidden.
- 18.6 Damage caused to walls, desks, benches, etc. through spitting, writing, drawing, etc. shall be made good through collective fines.
- 18.7 Any disrespect shown to professors in the class or outside shall result in suspension or expulsion from the College.
- 18.8 It is prohibited for the students to move out from the Class Room whether the teacher is in the class or not.
- 18.9 Student who wishes to go out of the class room should get a written permission-slip from the teacher.
- 18.10 Student who arrives late to the class room must obtain permission-slip from the Vice Principal (Students' Affairs) And show it to the subject teacher in order to attend the class.
- 18.11 Students should show respect to the teachers, officials, and staff of the College at all times.
- 18.12 Students are not allowed to bring any gambling items, such as UNO cards, playing cards, or any other similar games of chance, to the college. Violating this rules will result in a fine and the confiscation of those prohibited items will not be returned.

19. THE HODS AND THE FACULTY MEMBERS

- 19.1 The HoDs/Coordinators/Teacher-in-charge and the faculty members are not authorized to grant leave to any student.
- 19.2 The HoDs/Coordinators/Teacher-in-charge shall submit leave application for students who participate in the program on behalf of the College or on College duties and get approval from the Vice Principal (Students' Affairs).

20. ACADEMIC PROGRAMME

The College offers Baccalaureate degrees in Arts, Commerce, Business Administration, Science and Post -graduate degrees in Economics, English, History, Political Science and Sociology.

20.1 POST GRADUATE (M.A) HONOURS

- 20.1.a Economics
- 20.1.b English
- 20.1.c History
- 20.1.d Political Science
- 20.1.e Sociology
- 20.1.f Botany

20.2 BACHELOR OF ARTS (B.A) HONOURS

- 20.2.a Economics
- 20.2.b Education
- 20.2.c English
- 20.2.d History
- 20.2.e Political Science
- 20.2.f Sociology

20.3 BACHELOR OF COMMERCE (B.COM) HONOURS

20.4 BACHELOR OF BUSINESS ADMINISTRATION (BBA) HONOURS

20.5 BACHELOR OF SCIENCE (B.SC) HONOURS

- 20.5.a Botany
- 20.5.b Chemistry
- 20.5.c Mathematics
- 20.5.d Physics
- 20.5.e Zoology

20.6 DOCTOR OF PHILOSOPHY (PH.D)

- 20.6.a Economics
- 20.6.b Sociology

20.7 DIPLOMA COURSES

Duration: 1 year

1. Diploma in Computer Concepts
2. Diploma in Counselling Psychology
3. Diploma in Stenography & Typing
4. Diploma in Music
5. Diploma in Tourism Management
6. Diploma in Cosmetology

20.8 CERTIFICATE COURSES

Duration: 6 months

1. Certificate in Computer Hardware & Networking
2. Certificate in Cognitive Behavioural Therapy
3. Certificate in Graphic Design
4. Certificate in Home Nursing

21. ADMISSION GUIDELINES

- 21.1 It is the policy 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.
- 21.2 Admission shall be taken on the basis of merit and depending on the availability of seats.
- 21.3 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.
- 21.4 Admission will be on the basis of performance of the candidate at the qualifying examination, entrance test and/or personal interview.
- 21.5 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.
- 21.6 If any student is given admission under the Article 1.5, then attendance of such student shall be computed from the date of admission.
- 21.7 No new admission shall be taken except in the first semester.
- 21.8 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.
- 21.9 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.
- 21.10 A candidate must be accompanied by the parent/guardian to take admission, unless the admission is done online.
- 21.11 Admission will not be given to any candidate without the

- candidate meeting any one of the Management Board members for personal interview.
- 21.12 Parents/guardians or friends cannot take admission for a candidate if not accompanied by the student who seeks admission.
- 21.13 A candidate with body tattoo which is visible to the people is not allowed to take admission. Due to online admission, if a candidate has taken admission with tattoo on the body, then he/she has to remove the tattoo or conceal the tattoo.
- 21.14 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.
- 21.15 A student who takes Transfer Certificate (T.C) is not allowed to take readmission even after year(s) of break.
- 21.16 There is no guarantee that all those who have registered for admission will be selected for admission.

22. ELIGIBILITY CRITERIA

- 22.1 A candidate shall produce all relevant documents in original for verification (Registration cards, Mark-sheets, Admit Cards, and Certificates as per N.B.S.E, NU and other recognized Boards and Universities.
- 22.2 Preference shall be given to a candidate who has 1st Division Mark (60 % and above) in the subject of the department. The criteria for admission shall be on the basis of merit.
- 22.3 A candidate who does not have 1st Division Mark in the subject of the department but seeks admission needs to get registered at the College Office.
- 22.4 Admission shall be given to a candidate (without 1st

- Division Mark) in the subject of the department depending on the availability of seats.
- 22.5 Change of stream from Science at Class XII to B. Com. shall be permitted to those students having a minimum of 45% or above at Class XII Science Examination.
- 22.6 Catholic students should submit a certificate from the Parish Priest along with the application form stating that they are practicing Catholics.
- 22.7 St. Joseph's Portal is always open to International Students and especially for Physically Challenged Students.
- 22.8 There is no guarantee that all those who are registered will be selected for admission.

23. ELIGIBILITY (BACHELOR DEGREE PROGRAMME)

- 23.1 To be eligible for admission to Under Graduate programme (Bachelor Degree) a candidate should have passed High School examination and Higher Secondary examination of a recognized Board of Higher Secondary Education or an equivalent examination of any University/Board securing grades/marks as specified below.
- 23.2 A student who seeks Admission at Bachelor degree level must have secured a minimum of 45% marks in the concerned subject and an aggregate of 45% marks to be eligible to take admission.
- 23.3 Students from other streams (Science/Commerce) desiring to shift to Arts stream may be allowed to opt for Honours provided they have secured an aggregate of 45% marks (CGPA) at 10+2 level examination.
- 23.4 Students of Arts may apply for Honours subject in the subject not taken in HSSLC provided they have secured an aggregate of 45% marks (CGPA) at 10+2 level examination.
- 23.5 Students who have passed any given Certificate/Diploma Course after 10+2 level in any Professional course of

study shall also be eligible for Honours Course provided they have secured a minimum of 45% marks for the concerned subject and an aggregate of 45% marks at 10+2 level examination.

- 23.6 The Management Board of the College shall at the beginning of the Academic year notify the required conditions to be fulfilled by the applicant.
- 23.7.a Bachelor of Arts (BA)
Economics Honours:
45% in Economics and 45% aggregate
Education Honours:
45% in Education and 45% aggregate
English Honours:
50% in English and 45% aggregate
History Honours:
45% in History and 45% aggregate
Political Science Honours:
45% in Political Science and 45% aggregate
Sociology Honours:
45% in Sociology and 45% aggregate
- 23.7.b Bachelor of Business
Administration (BBA) Honours: 50% aggregate in any stream
- 23.7.c Bachelor of Commerce (B.Com) Honours :
45% in Accountancy and 45% aggregate Marks in Higher Secondary Level
- 23.7.d Bachelor of Science (B.SC)
Botany Honours:
45% in Biology with 45% aggregate
Chemistry Honours:
45% in Chemistry 45% aggregate
Mathematics Honours:
45% in Mathematics with 45% aggregate
Physics Honours:
45% in Physics with Maths 45% aggregate
Zoology Honours:
45% in Biology with 45% aggregate

24. ELIGIBILITY (MASTER DEGREE PROGRAMME)

- 24.1 It is the policy St. Joseph's College (Autonomous), Jakhama to offer Master's degree to all qualified persons, provided required conditions are fulfilled by the applicant and as stated in the vision and mission of the College.
- 24.2 All admissions to Post Graduate Programme in the College shall be on the basis of merit, availability of seats and eligibility criteria.
- 24.3 To be eligible for admission to Post Graduate programme (Master Degree) a candidate must have passed three years Degree Course having secured in Honours/Major paper 50% marks and for General stream students of Arts with 55% in the concern subject in which admission is sought.
- 24.4 The Management Board shall notify at the beginning of the academic year the required conditions for admission to Master's degree programme.

25. ADMISSION PROCEDURE FOR BACHELOR & MASTER DEGREES

- 25.1 Admission process begins soon after the declaration of NBSE Hr. Sec. and Nagaland University Bachelor's Degree Results.
- 25.2 Application Form cum Prospectus is available in the College Office during working hours (8:30 am to 4:00 pm, Monday to Friday and 8:30 am to 12:00 noon on Saturday) on payment of Rs. 200/-
- 25.3 The filled in application form has to be submitted and registered in the College Office on or before the date specified along with the attested copy of Mark sheet of Class X, XII and Bachelor's Degree with a registration fee of Rs. 100/-
- 25.4 The names of successful candidates will be displayed on the College Notice Board and the College website.

- 25.5 The stages of admission
Stage I : Submission and verification of application form
Stage II : Meeting the Management Board Members
Stage III : Selected candidates make payment of fees

26. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

- 26.1 Four Xerox copies of Mark sheet; four Xerox copies of Admit Card; six photos (4 passport size & 2 stamp size photos).
- 26.2 Original N.B.S.E or Equivalent Recognized Board and NU or Equivalent Recognized University Registration Card.
- 26.3 The Original Mark sheet should be produced for inspection at the time of interview for admission.
- 26.4 Applicants coming from outside Nagaland Board/University must produce a Migration Certificate.
- 26.5 Candidate's presence is mandatory at the time of admission.

27. RE-ADMISSION

Josephites who have appeared their II & IV Semester Examinations (Bachelor's Degree) must take Re-admission (admission for the next semester) by the stipulated date announced by the College on payment of Annual Fees and first instalment (3 months) tuition fee. Those who do not take admission within the prescribed time will be asked to take Transfer Certificate.

28. STUDENTS WITH BACKLOG PAPERS

A student who has 3 backlog papers cannot take admission or re-admission in the College. He/she shall be issued Transfer Certificate.

29. ADMISSION FEES AND TUITION FEES

- 29.1 The Fee structure (Tuition fees, University fees, Annual fees, etc.) will be announced at the beginning of the academic year. Tuition Fees are to be paid for twelve months a year. Annual Fees and Tuition Fees for the first three months are to be paid at the beginning of the academic year at the time of Admission / Readmission.
- 29.2 Fees once paid will not be refunded.
- 29.3 The Second instalment of Fee is to be paid before the issue of Admit Card for End Semester Examinations.
- 29.4 The names of students who do not pay their dues for three months consecutively are liable to be removed from the rolls; but for special reasons they may be re-admitted on payment of all arrears and a re-admission fee. However, all College dues are to be cleared before the issue of Admit Card.
- 29.5 Tuition Fee concession may be given to deserving students.
- 29.6 If anyone wishes to take Transfer Certificate during the year he/she will have to clear all fees due to the College up to the end of the academic year.
- 29.7 Transfer Certificate fee of Rs. 100/-
- 29.8 Conduct/Character Certificate Rs. 100/-
- 29.9 Provisional Certificate Rs. 150/-

30. FEES 2023-24

30.1 B. A & B. Com

Admission Fee	: Rs. 10,000.00 per year
Tuition fee (Honours)	: Rs. 1,500.00 per month
University Fees	: As per University rules
Examination Fees	: As per College rules

30.2 BBA

Admission Fee	: Rs. 11,000.00 per year
Tuition fee	: Rs. 1,600.00 per month
Industrial Tour Fee	: To be collected by the Department

University Fees	: As per University rules
Examination Fees	: As per College rules

30.3 B.Sc.

Admission Fee	: Rs. 11,000.00 per year
Tuition Fee	: Rs. 1,600.00 per month
Lab Fee	: Rs. 8,000.00 per year

University Fees	: As per University rules
Examination Fees	: As per College rules

30.4 M. A English, M.A Economics, M.A History M.A Political Science and M.A Sociology

Admission Fee	: Rs. 12,000.00 per year
Tuition Fee	: Rs. 16,800.00 per semester
University Fees	: As per University rules
Examination Fees	: As per College rules

30.5 M.Sc. Botany

Admission Fee	: Rs. 13,000.00 per year
Tuition Fee	: Rs. 17,400.00 per semester
Lab Fee	: Rs. 5,000.00 per semester
University Fees	: As per University rules
Examination Fees	: As per College rules

30.6 Diploma and Certificate Course

30.6.a Diploma Course

1. Computer Concept	Rs. 2500.00
2. Counselling Psychology	Rs. 2500.00

3. Cosmetology	Rs. 4500.00
4. Music	Rs. 4000.00
5. Tourism Management	Rs. 2500.00

30.6.b Certificate Course

1. Cognitive Behaviour Therapy	Rs. 2500.00
2. Graphic Design	Rs. 2500.00
3. Home Nursing	Rs. 3500.00
4. Hardware and Networking	Rs. 3500.00

31. FINES

- 31.1 Fines are imposed only on those who break the rules and regulations of the College, who wilfully fail in their duties, and who engage in harmful or undesirable behaviour(s).
- 31.2 The fine(s) shall be decided by the Management Board depending on the severity of the offence(s) and Transgression(s).
It is mandatory to pay fine for four important occasions in the College namely:
1. Re-opening Day
 2. Freshers' Day
 3. Graduation Day
 4. College Week
- 31.3 A student may be exempted to pay fine for genuine reason(s) on ground of sickness, wedding of dear ones, death of dear ones, and unprecedented accidents. The student must produce medical doctor's prescriptions, and medical bills for sickness and testimonial proofs in matters of wedding and death. Student must produce testimonial letter from the country physicians if he/she has gone to such persons.
- 31.4 All fines will have to be cleared before the issue of the Admit Card. The best way to avoid fines is to consistently obey the rules of the College.

32. SCHOLARSHIPS

- 32.1 The Schedule Tribe (ST) Students from the state of Nagaland can apply online Post-Matric or Merit Scholarship from the given portal, www.scholarship.nagaland.gov.in as per the scholarship guidelines given by the state govt. and submit the downloaded copies with all the necessary documents to the College Office.
- 32.2 The Students from other state belong to Minority community, Schedule Tribe (ST), Schedule Caste (SC) can also apply on-line scholarship from National Scholarship portal, i.e. www.scholarships.gov.in. The downloaded forms with all the necessary documents must be submitted to the College office for verification.
- 32.3 Students who have applied scholarship from Nagaland State Portal, and have submitted the hard copies, their names will be displayed at the college notice board for correction or inclusion if any, before submitting the final list is given to the Govt. The college will not be responsible for any correction or inclusion whatsoever, after it is submitted to the Govt. of Nagaland.
- 32.4 Students should upload all the required documents as asked by their respective state in their scholarship portal. The college will not be responsible for uploading fake, wrong and incomplete documents. While all care is taken in checking and verifying the hard copies of the document, the College takes no responsibility for the rejection of application by the concerned authorities. Money is credited directly to the bank account of the student by the state govt.

33. EXAMINATIONS

- 33.1 Any malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.
- 33.2 The College conducts Tests, Internal Assessments, and

- Examinations for all the subjects taught in the College and it is compulsory for all the students to appear for the same.
- 33.3 Exemption from Examinations is not granted and no second session examinations will be conducted. Absentees will be considered as failed.
- 33.4 Selection for the University Examinations will be determined on the basis of the Tests, Internal Assessments, Examinations, 80% of attendance, and other requirements as per the University norms.
- 33.5 Even if a student passes in all the subjects, but does not have the required percentage of attendance he/she shall not be promoted.
- 33.6 Conversely, if the student has the required percentage of attendance but performs poorly in studies, he/she will not be promoted.
- 33.7 Malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.

34. LIBRARY

34.1. GENERAL INFORMATION

LIBRARY SOURCES

- (1) Magazine, Journal and Newspaper Section:
These are to be read in the library reading room and not to be borrowed.
- (2) Reference Section:
Reference books are to be referred in the library only and not to be borrowed.
- (3) Stack Section:
Library users can borrow book(s) only from the stack section.
- (4) E-Source:
Library users can copy/download e-sources from the computers provided in the library.

34.2 GENERAL GUIDELINES

- 34.2.1 All the students/teachers/scholars are required to submit their recent passport size photograph and apply for Library membership. Strict silence shall be maintained in the library at all times.
- 34.2.2. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence. Smoking is not permitted in the College Campus.
- 34.2.3 All the students/teachers/scholars and outsiders entering the Library shall keep their bags and other personal belongings at the entrance/log shelf. Without library ID Card, no one shall request excuse/favour to enter the library.
- 34.2.4 Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
- 34.2.5 If a borrower damages the book(s) he/she shall purchase new book(s) or refund the price of the damage book(s) which includes the fine imposed.
- 34.2.6 A visitor or guest has no permission to visit or use the Library without prior permission from the Principal/Vice Principals. Student/Scholar/Individual who wishes to use the library for reference (only) must produce valid college/university/designation identity card.
- 34.2.7 A visitor/non-Josephite is not allowed to borrow book(s).
- 34.2.8 A visitor/non-Josephite must sign the logbook with personal details and contact number.
- 34.2.9 Only notebooks and the Library books will be allowed while using library reference tables.
- 34.2.10 For all the staff and students of St. Joseph's College, Library ID Card is compulsory to enter the library.
- 34.2.11 All the library users and readers are advised not to leave their valuables in the library.
- 34.2.12 The Librarian is not responsible for any loss of personal belongings.
- 34.2.13 All files, books and notebooks must be presented to the library staff for inspection while leaving the library.

Library does not permit any exception in the observance of this rule.

- 34.2.14 Books borrowed should be protected from rain, dust, insect, etc.
- 34.2.15 Books removed from the shelves, if not required further, should be kept on the book trolley/table nearest to them. Do not try to shelve them yourself.
- 34.2.16 Newspapers, magazines, journals etc. should be properly kept back in the designated place.
- 34.2.17 Borrowers, faculty and staff who go on long leaves like deputation and study leave must return all borrowed materials before leaving the College.
- 34.2.18 All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- 34.2.19 Reference Documents like Dictionary, Encyclopaedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, Census and Handbooks will not be issued out.
- 34.2.20 Borrower must make recover the loss by replacing library material with same or latest edition. In case of non-availability of material, then the actual cost of the book/material will be recovered from the borrower.
- 34.2.21 All users of the library are requested to keep their mobiles in silent mode. One must move out of the library to attend mobile calls.
- 34.2.22 Beverages and eatables are strictly prohibited inside the library.
- 34.2.23 No photograph of the library books shall be taken without the prior permission of the Librarian.
- 34.2.24 The Librarian reserves the right to call back any issued book/item at any time.
- 34.2.25 The Librarian reserves the right to check the lockers, whenever necessary.
- 34.2.26 Every borrower of book(s) from the library should know that just as he/she needs the book(s), so too other colleagues and friends.
- 34.2.27 To borrow book(s), the borrower shall use only the slips provided in the library.

- 34.2.28 If a borrower loses borrowing card, it must be reported to the librarian and a duplicate may be issued on payment of fine.
- 34.2.29 The Librarian shall notify to the borrower of book(s) the expiry date to return the book(s).
- 34.2.30 The official email for the library is sjlib2021@gmail.com
- 34.2.31 All communications with the librarian shall be through the email provided.

34.3 STAFF (TEACHING AND NON-TEACHING)

- 34.3.1 A staff is permitted to borrow five (5) books at a time for a period of thirty (30) days. The Teaching staff of full time M.Phil/Ph.D and integrated programme research scholars are allowed to borrow 10 books for a period of thirty (30) days.
- 34.3.2 In case a staff wishes to borrow more books at a time, he/she may be allowed to borrow ten (10) books at a time. However, the period for borrowing ten (10) books shall be twenty-five (25) days only.
- 34.3.3 If an extension of time is required then the staff must apply for renewal of the books borrowed which shall not exceed fifteen (15) days. After fifteen (15) days from renewal date, it is mandatory to return the borrowed books to the library.
- 34.3.4 At the expiry of fifteen (15) days of renewal, if a staff fails to return the books then fine shall be imposed on the borrower. A fine of Rs. 2 will be imposed for every day from the date of expiry until the books are returned. After a period of fifteen (15) days of extended date, if the borrower fails to return the books, the fine shall be doubled, that is Rs. 4 per book.
- 34.3.5 The borrower can take new book(s) or renew the books only after payment of imposed fine.
- 34.3.6 If a staff loses the book(s), does not return the book(s) or does not comply with the imposed fine, then the fine and

cost of the book(s) shall be recovered from the source of salary.

- 34.3.7 A staff who resigns, completes term of contract or is asked to discontinue service shall return all the borrowed books from the library and department book depot before leaving the College failing which he/she shall pay the cost of the book(s).

34.4 STUDENTS

- 34.4.1 Every student shall be given two borrowing cards in the first year (first semester) and the cards will be valid until the final year (sixth semester).
- 34.4.2 A student is permitted to take two books at a time for a maximum period of ten (10) days. After ten (10) days, it is mandatory to renew or return the borrowed books to the library.
- 34.4.3 The student who borrows the books must surrender his/her borrowing card.
- 34.4.4 No student shall borrow book(s) by using another student's borrowing card.
- 34.4.5 If a student wishes to retain borrowed books after ten (10) days, then he/she must renew the books by submitting it to the Librarian and get them renewed.
- 34.4.6 At the expiry of ten (10) days if a student fails to return the books then fine shall be imposed on the borrower. A fine of Rs. 2 will be imposed for every day from the date of expiry until the books are returned or renewed.
- 34.4.7 The borrower shall renew the books only after payment of imposed fine. After a period of twenty (20) days from the expiry date, if the borrower fails to return the books, the fine shall be doubled, that is Rs. 4 per book.
- 34.4.8 A student may reserve a book which is borrowed by another borrower and it shall be issued to the student immediately after it is returned to the library by the borrower. A reserved book cannot be renewed.
- 34.4.9 If a borrower loses or damages the book(s), he/she may

also purchase the lost or damaged books (latest edition) and submit to the library instead of paying the full cost.

- 34.4.10 The College shall not issue any certificate or documents of the student without returning the library books borrowed or having the paid dues.
- 34.4.11 If a student is found guilty of misusing the library facilities, then he/she shall be banned from using library or borrowing the book(s).

35. COMPUTER CENTRE

The College offers Certificate and Diploma courses in computer applications.

1. Diploma in Computer Concept
2. Hardware and Networking
3. Graphic Design

36 STUDENTS' COUNCIL

- 36.1 The Students' Council is constituted of student representatives and the Directors.
- 36.2 While the student representatives are elected, the Directors are appointed as ex-officio members by the Principal.
- 36.3 Various student activities of the College are organized and coordinated by the Directors of the Students' Council with the collaboration of the Students' Council. The Students' Council ensures that every section of the student body takes part in the life and activities of the College.
- 36.4 Election of the Executive Members of the Students' Council is held at the beginning of the academic year according to the Constitution of the Students' Council of the College and all the students are expected to render full cooperation to the Students' Council and all its activities.
- 36.5 The Executive Members of the Students' Council should endeavour to prove themselves worthy of their task in

every aspect. They should never forget that, in a great measure, the good quality and high ethical spirit of the student body depends on their leadership.

- 36.6 They should, therefore, be an example of loyalty and devotion in service to their fellow students. They should work closely with the College authorities and promote principles and values which fortify and strengthen the development and progress of the College.

37. CLASS REPRESENTATIVES

- 37.1 The Class Representatives are responsible to maintain order and discipline of the class. They are to exercise their duties without fear and with fortitude. The Class Representatives must not hesitate to oblige discipline in the class.
- 37.2 The Class Representatives have the assurance and support of the College Authority in matters of discipline, progress, and growth of the students.
- 37.3 In the absence of the teacher, the Class Representatives take the responsibility to maintain discipline and class room decorum.
- 37.4 The whole class (students-classmates) must cooperate, respect and follow the leadership of the Class Representatives.

38. CLASS SUPERVISORS

- 38.1 Every class has a Class Supervisor appointed by the Principal and he/she is responsible for the overall supervision of the Class and acts as advisor and counselor to the class and individual student.
- 38.2 The Class Supervisor is expected to motivate, inspire and lead the class entrusted to his/her care so that he/she is a role model. It is expected of the Class Supervisor to give an overall assessment of his/her class to the Principal/Vice Principal.

- 38.3 The Class Supervisor is expected to maintain cordial rapport with the Principal/Vice Principal and make known to the Principal/Vice Principal, the ambiance of the class. He/she is the prime motivator to motivate hard working students to excel and encourage weak students to improve.

- 38.4 The Class Supervisor must be vigilant to check and supervise the regularity, punctuality, uniform, and conduct of the students. He/she has the responsibility to make known to the Principal/Vice Principal students who consistently fail to observe the rules of the College.

39. MENTORS

All the students are divided into groups and a group is entrusted to a teacher, preferably from the same Department. The teacher acts as a mentor and guides the students. Students are encouraged to meet one's respective mentor at least twice in a semester.

40. GUIDANCE AND COUNSELLING

The aim of St. Joseph's College is not only to prepare students for examinations but also for the responsibilities of life. The College has full time Counselors who are available to students during class hours throughout the year. Students are encouraged to meet the Counselors and share their life experiences with them.

41. CAREER GUIDANCE

The College organizes career guidance, seminars and workshops through the year. Resource persons coming from different Colleges, Universities, Business Companies, and Government and Private Organizations give intellectual and practical inputs to the benefit of the students.

42. ORIENTATION, SEMINAR AND LEADERSHIP PROGRAMMES

The Management Board takes the initiative to organize Orientation programs, Leadership trainings, and Seminars to help the staff, various leaders and office bearers holding posts in different capacities in the College. New comers to the College are given an orientation programme at the beginning of the year.

43. ASSOCIATIONS AND CLUBS

43.1 The College encourages the formation of various associations and clubs. The Associations and Clubs recognized by the College are the Students' Council, the Associations of the Departments: Economics, Education, English, History, Political Science, Sociology, BBA, B.Com., Botany, Chemistry, Mathematics, Physics and Zoology, NCC, NSS, Youth Red Cross, Red Ribbon Club, Model United Nation, Fit India Youth Club, E-Waste, Eco Club, Yuva Tourism Youth Club, Young Indians, Jesus Youth, College Choir, Career Guidance and Placement, Women's Forum, Ambassador, Alumni Association, Innovators Club, Philanthropic Club, Art Club, Dance Club, Drama Club, Basketball Club, Badminton Club, Cricket Club, Football Club, Table Tennis Club and Volleyball Club.

43.2 The Departmental Associations are supervised by the Heads of Departments or their nominees. Other Associations and Clubs are supervised by appointed Staff members. They conduct various programmes through the year.

44. PUBLICATIONS OF DEPARTMENTS/ASSOCIATIONS

Associations or Clubs with publications such as Newsletters, Department Magazines, Annual Magazine, etc. should see that they are of a certain quality and the content and language should be

checked by the Head of the Department, or the person responsible for the Group, before publishing. If the publication does not maintain a certain standard, the Principal may direct the Department to stop publishing it or withdraw its circulation.

45. INCOME AND EXPENDITURE

45.1 Complete transparency with regard to income and expenditure should be maintained by all Associations. For all collection of fines, however small they may be, a receipt should be issued to the student.

45.2 By 30th April every year, the treasurer of each Association should submit a statement of income and expenditure of the Association and Club to the Financial Administrative Officer of the College.

45.3 Donations made to Associations or Groups should be made payable to the Principal.

45.4 Every Department, Association and Club must by 15th March every year submit a written annual report of all its activities to the IQAC.

46. COLLEGE MAGAZINE

46.1 The College Magazine is published each academic year. The editorial board consists of students and staff directors appointed by the Principal. Each Department of the College, Association and Club is required to give a report of its respective activities to the College Magazine Committee and contribute at least two scholarly articles, one by a staff and the other by a student to the College Magazine Committee.

46.2 The College Magazine Committee should work in such a manner so as to make the printed copies available by 30th of April so that they can be distributed before the last working day of the year and dispatched to other places in time.

47. SPORTS AND GAMES

- 47.1 The College maintains recommendable achievements in sports and games round the year. It constantly upgrades facilities and has set up more facilities for indoor and outdoor games. Students are expected to render full cooperation when they are called upon to participate in sports and games for the College. Practice sessions for such students are organized by the College as and when they are necessary. Practices to participate in sports and games are organized only after the College class hours.
- 47.2 If a student of the College is a member of a Sports Club or team, he/she cannot be a member of the College Club or team in a tournament or take part in the competition in which the Official College team takes part. He/she may not play against the official College Team. The College team(s) will participate only in tournaments conducted by the University or Inter-College competitions conducted by officially recognized organizations.

48. SPIRITUAL MINISTRY

The Holy Eucharist is organized at the College Chapel for Catholic students on every first Friday of the month. Opportunities are provided for them to make annual retreat during the course of the academic year. All Catholic students are to participate in the Holy Eucharist and attend the annual retreat without fail.

49. STUDENT SATISFACTION SURVEY/COURSES

Students of the College, with the help of a questionnaire or other methods evaluate Teachers/Courses and the result is communicated to the teacher. Teachers are evaluated before they are given regularized appointment. Final year degree students or a respective class may be asked to give a feed-back on the teaching staff and the College before they leave the College.

50. GRIEVANCE REDRESSAL

All grievances of the students should be addressed to the Principal/Vice Principal (Students Affairs). 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. The Vice Principal (Students Affairs) shall be the Coordinator to deal with the grievances in consultation with the Committee.

51. HOSTELS

The College has five hostels, two for men and three for women. For all matters concerning hostels, the students are informed to contact the hostel Director/ Wardens.

52. IMPORTANT PROGRAMMES OF THE YEAR

- 52.1 **REOPENING DAY:** The College reopens soon after holidays. The day begins with a prayer service in the College invoking God's blessing upon the New Year.
- 52.2 **FRESHERS' DAY:** Freshers' Day is celebrated to welcome the new students to the College with a Cultural Programme.
- 52.3 **COLLEGE WEEK:** The College Week which is normally held in November offers programmes of sports & games, and cultural activities.
- 52.4 **GRADUATION DAY:** The graduates of the year are specially honoured on this day with a cultural programme.
- 52.5 **EUREKA FEST:** The Eureka Fest is specially organised

by the Department of Science and it provides a realistic platform which ignites the young mind and encourages them to showcase the achievements of science by organising various events related to science. It is a Fest which attracts and covers inter collegiate participation.

52.6 CONVERGENCE FEST: The Convergence Fest is organised by the Department of Business Administration (BBA), in which different events such as Business Plan, Quiz, Amazing Race, Mr. and Miss Convergence, Sales Pitch, Block and Tackle, Convergence Idol, and Dance Pulse are structured to contain a healthy inter collegiate competition among the College students in Nagaland. The aim of the Fest is to bridge the gap between the practical and theoretical knowledge. It is a platform where students explore their talents, refine abilities, team work and skills and personality development.

52.7 SPRING FEST: A very unique and special annual feature of the College is the celebration of Spring Fest which takes place in the season of spring which highlights the rich traditional and cultural heritage of Nagaland. The Fest is normally organised by the designated staff directors and the Students' Council of the College. It is a Fest which relives and regenerates the rich tradition and culture of the various tribes, particularly in Nagaland. It helps the students to retrieve the aroma and exotic heritage of culture.

52.8 PRIZE DISTRIBUTION DAY: Students who have achieved distinctions in various fields are honoured with certificates or mementos on this day.

52.9 FAREWELL PROGRAMME: The respective Department organizes farewell programme as per the direction of the Management Board

53. COLLEGE ALUMNI

Every graduate and post-graduate of the College is encouraged to become a member of the College Alumni Association. The objectives of the Alumni Association are:

- (1) To foster fellowship among the Alumni.
- (2) To have continued contact with their Alma Mater.
- (3) To facilitate creative involvement in the progress and activities of the College.
- (4) The Alumni Association helps in the arrangement of Career Guidance Programme in the College.

54. REMOVAL OF DIFFICULTIES

Notwithstanding anything contained in the above regulations, the Principal may take such measures as may be necessary for removal of difficulties and his/her decision shall be final.

CALENDAR
IMPORTANT DATES FOR THE
ACADEMIC YEAR 2023-24

IMPORTANT INFORMATION FOR
PARENTS / GUARDIANS

Parents and Guardians are requested to cooperate with College authorities in the formation of good character, in maintaining regularity in attendance and progress in studies of their children/wards. They are requested not to approach College authorities on behalf of students who have been detained for lack of attendance. No negotiation whatsoever will be entertained with regard to such requests. They are advised to check in person with the College authorities regarding attendance of their children/wards. Parents of the irregular students will be called to the College and warned. Those who lack the required percentage of attendance by Mid-Semester Test, will be asked to discontinue.

College Re-opens after Summer Vacation	: 12th July, 2023
Freshers' Day	: 29th July, 2023
Graduation Day	: 5th August, 2023
Eureka Fest	: 11th - 12th August, 2023
Annual Retreat	: 15th -17th Sept., 2023
Convergence Fest	: 22nd - 23rd Sept., 2023
Annual Sports	: 30th Oct.- 4th Nov., 2023
College Re-opens after Winter Vacation	: 17th January, 2024
Spring Fest	: 8th - 9th March, 2024
Holi	: 25th March, 2024
Easter Holidays	: 28th Mar. - 1st Apr., 2024

JULY 2023

9 Sun	
10 Mon	
11 Tue	Staff Meeting (UG & PG)
12 Wed	College Re-opens
13 Thu	
14 Fri	
15 Sat	Management Board Meeting
You miss 100 percent of the shots you never take - Wayne Gretzky	

JULY 2023

16 Sun	
17 Mon	
18 Tue	
19 Wed	
20 Thu	
21 Fri	
22 Sat	
The richest man is not he who has the most, but he who needs the least	

JULY - AUGUST 2023

23 Sun	
24 Mon	
25 Tue	HOD Meeting
26 Wed	
27 Thu	
28 Fri	
29 Sat	Freshers' Day

Perfection is achieved, not when there is nothing more to add, but when there is nothing left to take away. - **Antoine de Saint-Ezupery**

AUGUST 2023

30 Sun	
31 Mon	Induction cum Orientation
1 Tue	Induction cum Orientation
2 Wed	Induction cum Orientation
3 Thu	Induction cum Orientation
4 Fri	Induction cum Orientation
5 Sat	Graduation Day

We are what we repeatedly do; excellence, then, is not an act but a habit. -

Aristotle

AUGUST 2023

6 Sun	
7 Mon	Exam form fill up for backlog students (UG & PG) (7th - 11th Aug)
8 Tue	
9 Wed	
10 Thu	
11 Fri	Eureka Feast (11th - 12th Aug)
12 Sat	Eureka Feast
<p>The real voyage of discovery consist not in seeking new lands but seeing with new eyes. - Marcel Proust</p>	

AUGUST 2023

13 Sun	
14 Mon	
15 Tue	Independence Day (Holiday), (i/c NCC)
16 Wed	
17 Thu	
18 Fri	
19 Sat	Departmental activities for Political Science & Education
<p>What we think, or what we know, or what we believe is, in the end, of little consequence. The only consequence is what we do. - John Ruskin</p>	

AUGUST - SEPTEMBER 2023

20 Sun	
21 Mon	
22 Tue	
23 Wed	
24 Thu	Class Test (24th - 30th Aug)
25 Fri	
26 Sat	Staff Meeting (UG & PG)
<p>To the man who only has a hammer, everything he encounters begins to look like a nail. - Abraham Maslow</p>	

AUGUST - SEPTEMBER 2023

27 Sun	
28 Mon	
29 Tue	National Sports Day (i/c Physical Education Instructor)
30 Wed	
31 Thu	
1 Fri	
2 Sat	Departmental Activities for English & Economics
<p>Better to write for yourself and have a public, than to write for the public and have no self. - Cyril Connolly</p>	

SEPTEMBER 2023

3 Sun	
4 Mon	
5 Tue	
6 Wed	
7 Thu	
8 Fri	International Literacy Day (i/c Dept. of English)
9 Sat	Departmental Activities for History, B.Com and Zoology
<p>Always forgive your enemies; nothing annoys them so much. - Oscar Wilde</p>	

SEPTEMBER 2023

10 Sun	
11 Mon	
12 Tue	
13 Wed	Hindi Diwas (i/c NCC)
14 Thu	Finance Committee Meeting
15 Fri	Retreat (15th-17th Sept)
16 Sat	Retreat
<p>Sometimes I worry about being a success in a mediocre world. - Lily Tomlin</p>	

SEPTEMBER 2023

17 Sun	Retreat
18 Mon	
19 Tue	HOD Meeting
20 Wed	
21 Thu	
22 Fri	Convergence Feast (22th - 23rd Sept)
23 Sat	Convergence Feast

Work like you didn't need money, love like you've never been hurt and dance like no one's watching

SEPTEMBER - OCTOBER 2023

24 Sun	
25 Mon	Mid-Semester Test (25th - 29th Sept)
26 Tue	
27 Wed	World Tourism Day (i/c Department of History)
28 Thu	
29 Fri	
30 Sat	

It is the mark of an educated mind to be able to entertain a thought without accepting it. - **Aristotle**

OCTOBER 2023

1 Sun	
2 Mon	Gandhi Jayanti (Holiday)
3 Tue	World Habitat Day (i/c Department of Zoology)
4 Wed	
5 Thu	
6 Fri	First Friday Mass
7 Sat	Departmental Activities for Sociology, Mathematics and Botany
<p>People often say that motivation doesn't last. Well, neither does bathing -that's why we recommend it daily. - Zig Ziglar</p>	

OCTOBER 2023

8 Sun	
9 Mon	Last date for submission of Internal Exam marks to the Exam Section (UG)
10 Tue	
11 Wed	End Semester Exam form fill up for 5th Semester
12 Thu	End Semester Exam form fill up for 3rd Semester
13 Fri	End Semester Exam form fill up for 1st Semester
14 Sat	Department activities for English, Economics and Chemistry
<p>"A friend is someone who knows all about you and still love you." - Elbert Hubbard</p>	

OCTOBER 2023

15 Sun	
16 Mon	<ul style="list-style-type: none"> - Payment of fees (UG & PG), (16th - 27th Oct) - World Food Day (i/c Department of Commerce)
17 Tue	International Day for the Eradication of Poverty (i/c Philanthropic Club)
18 Wed	
19 Thu	HOD Meeting
20 Fri	
21 Sat	Departmental activities for Political Science, Education & Physics
<p>“You only live once, but if you do it right, once is enough.” - Mae West</p>	

OCTOBER 2023

22 Sun	
23 Mon	Durga Puja (Holiday), (23rd - 24th Oct)
24 Tue	Durga Puja (Holiday),
25 Wed	
26 Thu	Staff Meeting at 12:40 pm
27 Fri	
28 Sat	Departmental activities for History, Commerce & BBA
<p>“To live is the rarest thing in the world. Most people exist, that is all.” - Oscar Wilde</p>	

OCTOBER -NOVEMBER 2023

29 Sun	
30 Mon	Sports Week (30th Oct- 4th Nov)
31 Tue	
1 Wed	
2 Thu	All Souls Day (Holiday)
3 Fri	
4 Sat	
A wise man gets more use from his enemies than a fool from his friend - Baltasar Gracian	

NOVEMBER 2023

5 Sun	
6 Mon	
7 Tue	Last date for submission of internal Exam marks to the exam section (PG)
8 Wed	
9 Thu	End Semester Exam form fill up (PG)
10 Fri	
11 Sat	Board of Studies Meeting
Never be afraid to laugh at yourself, after all, you could be missing out on the joke of the century. - Dame Edna Everage	

NOVEMBER 2023

12 Sun	
13 Mon	
14 Tue	
15 Wed	
16 Thu	
17 Fri	Prize Distribution
18 Sat	Academic Council Meeting
<p>The cure for boredom is curiosity. There is no cure for curiosity - Ellen Parr</p>	

NOVEMBER 2023

19 Sun	
20 Mon	Practical Exam for B.Sc. (20th - 24th Nov)
21 Tue	
22 Wed	
23 Thu	
24 Fri	Issue of Admit Cards (UG & PG)
25 Sat	Staff Meeting
<p>When a person can no longer laugh at himself, it is time for other to laugh at him - Thomas Szasz</p>	

NOVEMBER - DECEMBER 2023

26 Sun	
27 Mon	Governing Body Meeting
28 Tue	
29 Wed	End Semester Examination for UG & PG (29th Nov - 15th Dec)
30 Thu	
1 Fri	- Statehood Day (Holiday) - National AIDS Day (i/c Red Ribbon Club)
2 Sat	
<p>“Be who you are and say what you feel, because those who mind don’t matter, and those who matter don’t mind.”- Bernard M. Baruch</p>	

DECEMBER 2023

3 Sun	
4 Mon	
5 Tue	
6 Wed	
7 Thu	
8 Fri	
9 Sat	
<p>“You know you’ve in love when you can’t fall asleep because reality is finally better than your dreams.” - Dr. Seuss</p>	

DECEMBER 2023

10
Sun

11
Mon

12
Tue

13
Wed

14
Thu

15
Fri

16
Sat

“Be yourself; everyone else is already taken.” - **Oscar Wilde**

DECEMBER 2023

17
Sun

18
Mon

19
Tue

20
Wed

21
Thu

22
Fri

Last working Day

23
Sat

When anger count four; when very angry swear. - **Mark Twain**

DECEMBER 2022-JANUARY 2024

24 Sun	
25 Mon	Christmas
26 Tue	
27 Wed	
28 Thu	
29 Fri	
30 Sat	

Education makes people easy to lead, but difficult to drive; easy to govern but impossible to enslave - **Lord Brougham**

JANUARY 2024

31 Sun	
1 Mon	New Year
2 Tue	
3 Wed	
4 Thu	
5 Fri	
6 Sat	

Hitch your wagon to a star. - **Emerson**

JANUARY 2024

7 Sun	
8 Mon	
9 Tue	
10 Wed	Declaration of End Semester Result for UG & PG
11 Thu	
12 Fri	
13 Sat	

When I was a boy I was told that anybody could become President. Now I'm beginning to believe it. - **Clarence Darrow**

JANUARY 2024

14 Sun	
15 Mon	Management Board Meeting
16 Tue	Staff Meeting (UG & PG)
17 Wed	College Re-opens for UG & PG
18 Thu	
19 Fri	
20 Sat	

Personality is to a man what perfume is to a flower.
- **Charles M Schwab**

JANUARY- FEBRUARY 2024

21 Sun	
22 Mon	
23 Tue	
24 Wed	National Girl Child Day (i/c Women's Forum)
25 Thu	
26 Fri	Republic Day (Holiday)
27 Sat	
He who loves not his country, can love nothing. - Bryon	

FEBRUARY 2024

28 Sun	
29 Mon	
30 Tue	
31 Wed	
1 Thu	
2 Fri	- HOD Meeting - First Friday Mass
3 Sat	Departmental activities for B.COM. & Chemistry
The person who reads too much and uses his brain too little will fall in lazy habits of thinking. - Albert Einstein	

FEBRUARY 2024

4 Sun	
5 Mon	
6 Tue	
7 Wed	
8 Thu	
9 Fri	
10 Sat	Departmental activities for History, Economics and Mathematics
<p>“Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that.”-Martin Luther King Jr.</p>	

FEBRUARY 2024

11 Sun	International Day of Women and Girls in Science (i/c Dept. Of Physics)
12 Mon	Exam form fill up for backlog students (UG & PG) (12th - 17th Feb)
13 Tue	
14 Wed	Ash Wednesday (Holiday)
15 Thu	
16 Fri	Finance Committee Meeting
17 Sat	Department activities for Sociology, BBA & Botany
<p style="text-align: center;">It is better to wear out than to rust our. - Richard Cumberland</p>	

FEBRUARY 2024

18 Sun	
19 Mon	
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	Board of Studies/Departmental activities for English, Education & Physics
<p>“Live as if you were to die tomorrow. Learn as if you were to live forever”. Mahatma Gandhi</p>	

FEBRUARY - MARCH 2024

25 Sun	
26 Mon	Class Test (26th Feb - 1st Mar)
27 Tue	
28 Wed	National Science Day (i/c Department of Science)
29 Thu	
1 Fri	
2 Sat	Department activities for Political Science and Zoology
<p>Imagination was given to man to compensate him for what he is not, and a sense of humor was provided to console him for what he is - Oscar Wilde</p>	

MARCH 2024

3 Sun	
4 Mon	
5 Tue	
6 Wed	
7 Thu	
8 Fri	- Spring Fest (8th - 9th Mar) - International Women's Day (<i>i/c Women's Forum</i>)
9 Sat	No Smoking Day (<i>i/c Student Council</i>)
Fame is the perfume of heroic deeds - Socrates	

MARCH 2024

10 Sun	
11 Mon	
12 Tue	
13 Wed	
14 Thu	
15 Fri	World Consumer Day (<i>i/c Department of Economics and Commerce</i>)
16 Sat	Departmental activities for History & Mathematics
I am patient with stupidity but not with those who are proud of it - Edith Sitwell	

MARCH 2024

17 Sun	
18 Mon	
19 Tue	Feast of St. Joseph, Patron Saint of the College
20 Wed	
21 Thu	World Poetry Day (<i>i/c Department of English</i>)
22 Fri	
23 Sat	Academic Council Meeting

Some people like my advice so much that they frame it upon the wall instead of using it. - **Gordon R. Dickson**

MARCH -APRIL 2024

24 Sun	
25 Mon	Holi (Holiday)
26 Tue	
27 Wed	World Theatre Day (<i>i/c Drama Club</i>)
28 Thu	Maundy Thursday (Holiday)
29 Fri	Good Friday (Holiday)
30 Sat	Holy Saturday (Holiday)

An expert is one who knows more about less and less.

- **Nicholas M. Butler**

MARCH - APRIL 2024

31 Sun	Easter Sunday
1 Mon	Easter Monday (Holiday)
2 Tue	
3 Wed	
4 Thu	Staff Meeting (UG & PG)
5 Fri	First Friday Mass
6 Sat	
<p>An investment in knowledge pays the best interest. - Benjamin Franklin</p>	

APRIL 2024

7 Sun	
8 Mon	Mid Semester Exam (8th - 13th Apr)
9 Tue	Id-ul-Fitr (Holiday)
10 Wed	
11 Thu	
12 Fri	
13 Sat	
<p>Education is the key to unlock the golden door of freedom. George Washington Carver</p>	

APRIL 2024

14 Sun	
15 Mon	
16 Tue	
17 Wed	
18 Thu	World Heritage Day (<i>i/c Department of Sociology</i>)
19 Fri	
20 Sat	Departmental activities for Sociology, BBA and Botany
<p>“The highest result of education is tolerance.” Helen Keller</p>	

APRIL - MAY 2024

21 Sun	
22 Mon	
23 Tue	
24 Wed	National Panchayati Day (<i>i/c Dept. of Political Science</i>)
25 Thu	
26 Fri	
27 Sat	Departmental activities for Political Science and Zoology & Chemistry
<p>We must ensure our system of higher education offers world-class quality for a world-class economy. Bob Taft</p>	

APRIL - MAY 2024

28 Sun	
29 Mon	
30 Tue	
1 Wed	Exam form fill up for 2nd Semester (UG)
2 Thu	Exam form fill up for 4th Semester (UG)
3 Fri	- Exam form fill up for 6th Semester (UG) - First Friday Mass
4 Sat	Departmental activities for English, Education & Physics

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

MAY 2024

5 Sun	
6 Mon	Payment of fees (UG), (6th - 17th May)
7 Tue	
8 Wed	World Red Cross Day (<i>i/c Youth Red Cross</i>)
9 Thu	
10 Fri	
11 Sat	Governing Body Meeting

The only person who is educated is the one who has learned how to learn and change. **Carl Rogers**

MAY 2024

12 Sun	
13 Mon	Practical Exam for B.Sc. (13th - 17th May)
14 Tue	
15 Wed	
16 Thu	
17 Fri	
18 Sat	Departmental activities for B.Com.

MAY 2024

19 Sun	
20 Mon	
21 Tue	
22 Wed	Prize Distribution
23 Thu	Issue of Admit Cards for UG & PG
24 Fri	Staff Meeting
25 Sat	

MAY - JUNE 2024

26 Sun	
27 Mon	End Semester Examination for UG & PG (27th May - 10th Jun)
28 Tue	
29 Wed	
30 Thu	
31 Fri	Anti-Tobacco (i/c <i>Students' Council</i>)
1 Sat	

JUNE 2024

2 Sun	
3 Mon	
4 Tue	
5 Wed	
6 Thu	
7 Fri	
8 Sat	

JUNE 2024

9 Sun	
10 Mon	
11 Tue	
12 Wed	
13 Thu	
14 Fri	
15 Sat	

JUNE 2024

16 Sun	
17 Mon	
18 Tue	
19 Wed	
20 Thu	
21 Fri	International Day of Yoga (i/c Fitness Club)
22 Sat	Last working Day

JUNE - JULY 2024

23 Sun	
24 Mon	
25 Tue	
26 Wed	
27 Thu	
28 Fri	Declaration of End Semester result for UG & PG
29 Sat	

JULY 2024

30 Sun	
1 Mon	
2 Tue	
3 Wed	
4 Thu	
5 Fri	
6 Sat	

TIME - TABLE

Roll No.

Class.....

	9:00- 10:00	10:00- 11:00	11:00- 11:10	11:10- 12:10	12:10- 12:40	12:40- 1:40	1:40- 2:40
Days	1	2		3		4	5
MON			B		B		
TUE			R		R		
WED			E		E		
THU			A		A		
FRI			K		K		

TIME - TABLE

Roll No.

Class.....

	9:00- 10:00	10:00- 11:00	11:00- 11:10	11:10- 12:10	12:10- 12:40	12:40- 1:40	1:40- 2:40
Days	1	2		3		4	5
MON			B		B		
TUE			R		R		
WED			E		E		
THU			A		A		
FRI			K		K		