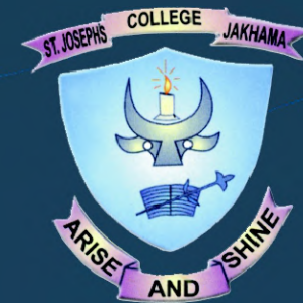


# ST. JOSEPH'S COLLEGE (AUTONOMOUS)

JAKHAMA - NAGALAND

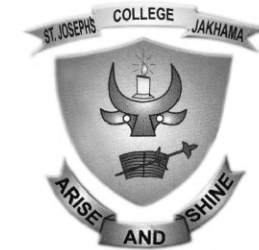


*Handbook and  
Calendar : 2022-23*

Website: <http://stjosephjakhama.ac.in>  
E-mail: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

**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 : 2022-23**

Home Page: <http://stjosephjakhama.ac.in>  
E-mail: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

**This Handbook and Calendar  
must be brought to the college daily**



## Contents

1. Emblem and Motto	1	29. Admission Guidelines and Eligibility for both PG and UG	53-58
2. College Class Hours	2	30. Documents to be submitted at the time of admission	58
3. Office Hours	3	31. Tuition Fees and Fines	58-60
4. Prayer	4	32. Scholarship	61
5. College Anthem , National Anthem and Translation of National Anthem	5-7	33. Examinations	61
6. History of the College	8	34. Library timings and Regulation	62-67
7. Vision, Mission and Goals of Catholic Education	9-10	35. Students' Council	68
8. Vision, Mission and Objectives of the College	11	36. Class Representative, Class Supervisors	68-69
9. Member of the Governing Body	12	37. Mentors	69
10. Member of the Academic Council	13	38. Guidance and Counselling	70
11. Management Board	14	39. Career Guidance, Orientation, Seminar and Leadership Programmes	70
12. Board of Studies (Post Graduation and Under Graduation Courses)	15-20	40. Association and Clubs	70
13. Non- Teaching Staff	21	41. Publication of Departments and Association	71
14. Internal Quality Assurance Cell (IQAC)	22-23	42. Income and Expenditure	71
15. Club, Association, Cell and Committee	23-29	43. College Magazine	72
16. Staff Directors	30-33	44. Sports and Games	72
17. Regulation for Undergraduate and Post Graduate Degree Programmes	33-36	45. Grievance Redressal	73
18. Programme of Study	36-38	46. Other programme of the year	73-75
19. Attendance, Leave application	38-40	47. College Alumni	75
20. Examination and Evaluation	41-43	48. Removal of Difficulties	75
21. Promotion, Grading, Credit Grade and Re-evaluation/ Re- Scrutiny	43-45	49. Important Information for Parents and Guardians	76
22. Provisional Certificate and Award of Degree Certificate	45	50. Important Dates for the Academic Year 2022-2023	78
23. General Norms	46	51. Academic Calendar	79
24. Disciplinary Matters	47	52. Leave Record	137
25. Dress Code	50		
26. Class Room Decorum	50		
27. Academic Programme	51		
28. Diploma and Certificate Course	52-53		

## 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 (8 : 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

Josephites arise  
Let your light shine  
Glow in the radiance of knowledge and truth  
Unite in the spirit of love  
To thousands outside the wall we shall proclaim  
United we stand

Arise and shine  
Messengers of peace  
Always and forever we shall remain  
A family knitted in one  
To give all mankind a hope for tomorrow  
Arise and shine

## 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.

## 1. HISTORY OF THE COLLEGE (AUTONOMOUS)

St. Joseph's College, Jakhama is a Catholic institution of higher learning established and managed by the Diocese of Kohima, Nagaland. It is the first College established by the Catholic Church in Nagaland. It aims at imparting quality higher education that is based on the Christian vision of life. Catholic education stresses the 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.

The College was inaugurated on 19th March 1985 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 affiliated to the North Eastern Hill University, Shillong, in the same year. The College is now located in a spacious campus in Jakhama village, about 18 kms from Kohima, along the National Highway. Two Degree Courses in Arts (Bachelor of Arts) and in Commerce (Bachelor of Commerce) were started in 1988. BBA (Bachelor of Business Administration) & B.Sc. (Bachelor of Science) were started in 2009 and 2012 respectively. The college also introduced Post Graduation (M.A) Course in 2018 with English department as the first PG Course. With the establishment of a University within the State of Nagaland in July 1994, the College is now affiliated to the Nagaland University. It is included in the List of Colleges under Section 2 (f) & 12 (B) of the UGC Act, 1956, and has been Re-accredited by the National Assessment and Accreditation Council (NAAC) with A Grade (CGPA 3.12). The management of the College is vested with the St. Joseph's College Society, Jakhama, of the Diocese of Kohima. Besides the Diocesan Fathers who are in charge of the management of the College, there are Religious sisters 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) as members of the staff.



## 2. 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:

An Education of quality and relevance to all, and in particular, to the marginalized sections of society,

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,

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,

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,

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,

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,

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,

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.

### 3. VISION, MISSION AND OBJECTIVES OF THE COLLEGE

The vision of St. Joseph's College is to impart quality higher education in a Christian atmosphere to deserving students, especially those belonging to the Catholic, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes 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. (cf. Memorandum of Association 3 a.b.)

The mission of St. Joseph's College is to form men and women who are intellectually alert, morally upright, religiously oriented, socially conscious, culturally distinct and nationally integrated.

In order to realize this mission, the College has set the following objectives:

- 3.1 Help the students become men and women of character, with sound moral principles
- 3.2 Help them become men and women committed to life-time learning
- 3.3 Help them make a harmonious blend of faith and culture
- 3.4 Help them strive continually after excellence in every field
- 3.5 Instill in them the spirit of unselfish service of their brothers and sisters and sensitize them to current socio - economic, political and cultural issues
- 3.6 Provides an education that is socially relevant and useful for life.

### 4. MEMBERS OF THE GOVERNING BODY

Bishop James Thoppil	: Chairman, Bishop of Kohima
Rev. Fr. Carolus Neisalhou	: Vice Chairman, Vicar General
Dr. Fr. George Keduolhou Angami	: Secretary, Principal, (Management)
Dr. Sr. Thresiamma V.G	: 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	: Coordinator - PG Programme (Management)
Rev. Fr. Binoy Joseph	: Administrator (Management)
Dr. Fr. George Punnolil	: Ex- Officio Member, Diocesan Financial Administrator
Prof (Ms.) Suparna Gooptu	: Professor, Director, CGS (UGC Nominee)
Prof. Nigamananda Das	: Professor (University Nominee)
Dr. Norbert Noraha	: Department of Higher Education, Government of Nagaland (Educationist)
Dr. Nokhwenu Veronica	: Higher Education, Govt. of Nagaland (State Government nominee) (Educationist)
Mr. Francis Pelevituo Solo	: Commissioner & Secretary Dept. of Higher Education, (Industrialist)
Mr. Sebastian Humtsoe	: Additional Secretary Dept. of work & Housing, (Industrialist)
Rev. Fr. Cyprian Francis Lobo 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)
Mr. Heshuo Dihe Mao	: Asst. Professor, Staff Representative
Mrs. Loreni Yanthan	: Asst. Professor, Staff Representative

## 5. ACADEMIC COUNCIL

- 5.1 The Principal (Chairman) :  
Dr. Fr. George Keduolhou Angami
- 5.2 Two nominees of the university not less than Professors.
- Prof. Rosemary Dzuwichu, Dept. of English, Nagaland University, Kohima Campus, Meriema
  - Prof. Dipak Sinha, Dept. of Chemistry Nagaland University, Lumami
- 5.3 Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- Adv. Kezhokhoto Savi
  - Arch. Richard Belho
  - Rev. Fr. Binoy Joseph
  - Dr. Sedevi
  - Dr. Nobert Noraho
  - Dr. Easterine Kire
- 5.4 Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- Capt. Regina Razousinuo
  - Mrs. Loreni Yanthan
  - Ms. Josephine Jasietsono Kuotsu
  - Mr. K. Zubemo Humtsoe
- 5.5 A faculty member nominated by the Principal (Member Secretary) :
- 5.6 Chief Controller  
of exams : Dr. Fr. George Keduolhou Angami
- 5.7 Controller of Exams : Dr. Dominic Meyieho
- 5.8 Deputy Controller  
of exams : Dr. Nobert Noraho
- 5.9 Vice Principal : Dr. Sr. Ranit SABS
- 5.10 Vice Principal : Rev. Fr. Obed Yimchunger
- 5.11 Dean : Rev. Fr. Peter Solo

## 5.12 Head of the Departments (HoDs)

- Mrs. Loreni Yathan, Dept. of Economics
- Ms. Tiamongla, Dept. of Education
- Mr. James H.K, Dept. of English
- Ms. Nzano Kikon, Dept. of History
- Dr. Mhonthung Yanthan, Dept. of Political Science
- Dr. Medonuo Pienyü, Dept. of Sociology
- Mr. K. Zubemo Humtsoe, Dept. of BBA
- Mr. Maotangit Longkumer, Dept. of Commerce
- Ms. Neithongunuo Angela Belho, Dept. of Botany
- Ms. Rukutalu, Dept. of Zoology
- Mr. Madovi David, Dept. of Chemistry
- Ms. Thejano, Dept. of Physics
- Mr. Toshiwapang Lemtur, Dept. of Mathematics

## 6. MANAGEMENT BOARD

- Dr. Fr. George Keduolhou Angami  
M.A, B.Ed, NET, Ph.D. : Principal
- Dr. Sr. Ranit SABS,  
M.A, B.Ed, Ph.D. : Vice Principal
- Rev. Fr. Obed Yimchunger : Vice Principal  
M.A, M.Ph, M.Phil  
(Ph.D Research Scholar)
- Rev. Fr. Binoy Joseph,  
M.Th., B.Ed : Administrator
- Rev. Fr. Peter Solo,  
M.Sc. (Ph.D Research Scholar) : Dean of Science
- Dr. Fr. Pezalhoukho George  
M.Sc (Media Management), : Post Graduate  
M.Sc. (Counseling Psychology), Programme  
B.Ed., Ph.D. Co-ordinator

## 7. BOARD OF STUDIES

1. Principal (Chairman)
2. Prof. M.K. Sinha (Economics) N.U
3. Dr. Khotole Khieya (Education) N.U
4. Prof. Jano S. Liegise (English) N.U
5. Dr. Aokumla Walling (History) N.U
6. Mrs. Monalisa Tase (Political Science) N.U
7. Dr. Yamsani Srikanth (Sociology) N.U
8. Dr. Ratan Kaurinta, (Commerce) N.U
9. Dr. Ditalak Mpanme (Management) N.U
10. Dr. Neizo Puro (Botany) N.U
11. Prof. Upasana B Sinha (Chemistry) N.U
12. Dr. Y. Sundarayya (Physics) N.U
13. Dr. R.K. Paul (Mathematics) N.U
14. Dr. Y. Sarat Chandra (Zoology) N.U
15. Subject Experts (SJC)
16. Arch. Richard Belho (Representative from Industry)

## 8. EXAMINATION CELL & SYSTEM

- a. Chief Controller  
of Examinations : Dr. Fr. George Keduolhou Angami
- b. Controller of  
Examinations : Dr. Dominic Meyieho
- c. Deputy Controller  
of Examinations : Dr. Nobert Noraho
- d. Assistant Controller  
of Examination : Dr. Tepuhoto Khieya
- e. Date Entry Operator: Rev. Sr. Anita Nolis, RJM
- f. Office Assistant : Mr. Phetsuseto Meze

## 9. POST GRADUATE COURSES

### 9.1 M.A ENGLISH

1. Mr. James H.K., M.A (HoD), (Ph. D. - Research Scholar)

2. Ms. Debolina Mukherjee, M.A, NET  
(Ph. D. - Research Scholar)
3. Ms. Wede-ü Mero, M.A, (Ph. D. - Research Scholar)
4. Ms. Soyimla Akum, M.A, NET  
(Ph. D. - Research Scholar)
5. Dr. Caroline Erue, M.A, M.Phil, NET, Ph.D

### 9.2 M.A ECONOMICS

1. Dr. Khriemenuo Pusa, M.A, Ph.D. (Co-ordinator)
2. Ms. Sedevikhonuo Noudi, M.A, NET,  
(Ph. D. - Research Scholar)
3. Mr. Gaanpatrei Kamei, M.A, NET
4. Ms. Samzaiyile Hega, M.A, NET  
(Ph. D. - Research Scholar)

### 9.3 M.A HISTORY

1. Mr. Reimaya Muinao, M.A, M.Phil, (Co-ordinator),  
(Ph. D. - Research Scholar),
2. Dr. M. Yurreisem, M.A, NET, Ph.D
3. Ms. Virano Motonyü, M.A, NET
4. Ms. Aleno Sano, M.A, NET

### 9.4 M.A POLITICAL SCIENCE

1. Dr. Mhonthung Yanthan, M.A, NET, B.Ed,  
PGDRD, Ph.D, (HoD)
2. Mr. Heshou Dihe Mao, M.A, NET
3. Dr. Aosunep, M.A, M.Phil, Ph.D.
4. Dr. Kezhangunuo Kelio, M.A, Ph.D.

### 9.5 M.A SOCIOLOGY

1. Dr. Medonuo Pienyü, M.A, B.Ed, Ph.D, (HoD)
2. Dr. Hormila G. Zingkhai, M.A, NET, Ph.D.
3. Dr. Khobu Tsolo, M.A, M.Phil, NET, Ph.D.
4. Mr. Zankhangasung Khasim, M.A, NET

## 10. UNDER GRADUATE COURSES

### 10.1 BACHELOR OF ARTS

#### 10.1.1 ECONOMICS

1. Mrs. Loreni Yathan, M.A, B. Ed., TET (HoD)
2. Dr. Saju Mathew, M.A, M. Com., B.Ed, NET
3. Mr. Kelengol Neikha, M.A, NET
4. Ms. Neito U Mero, M.A, NET

#### 10.1.2 EDUCATION

1. Ms. Tiamongla, M.A, NET (HoD)
2. Ms. Vilavonuo Maria Kulnu, M.A, NET
3. Ms. Kezienguno, M.A, NET (Ph.D. - Research Scholar)
4. Dr. Chingpai Lily, M.A, Ph.D

#### 10.1.3 ENGLISH

1. Mrs. Zulusenla Jamir, M.A (Co-ordinator)
2. Ms. Josephine Jasietsono Kuotsu, M.A
3. Ms. Rosalind Ngullie, M.A, NET
4. Ms. Tekalemla Longchar, M.A, NET
5. Mr. Neizosie-o Jude, M.A
6. Mrs. Tainla Longchar, M.A, B.Ed, NET
7. Ms. Khriebuno Nagi, M.A
8. Mr. Khrietho Sale, M.A
9. Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A, B.Ed
10. Rev. Sr. V. Salomy CMC, M.A, B.Ed
11. Rev. Sr. Anita Nolis RJM, M.A, B.Ed
12. Rev. Sr. Laly Varghese, M.A English, M.A History, B.Ed. (Ph.D. - Research Scholar)

#### 10.1.4 HISTORY

1. Ms. Nzano Kikon, M.A , NET, TET (HoD)
2. Capt. Regina Razousinuo, M.A, B.Ed

3. Sr. Ancy, M.A, B.Ed (Ph.D. - Research Scholar)
4. Ms. Lucy Kamei, M.A, NET
5. Mr. Sasietho, M.A
6. Ms. Kethovino Catherine Kulnu, M.A
7. Ms. Zuchanbeni Lapon, M.A
8. Mr. Sentilong Longchar, M.A, M. Phil (Ph.D. - Research Scholar)
9. Ms. Khrielieü Zumvu, M.A, NET

#### 10.1.5 POLITICAL SCIENCE

1. Ms. L. Lilly Humtsoe, M.A, NET (Co-ordinator)
2. Capt. Avizo Richa, M.A
3. Mr. R. Hingba Paul, M.A, M. Phil., NET
4. Mr. Kevizase Kehie, M.A
5. Mr. Renthungo C. Humtsoe, M.A (Ph. D. - Research Scholar)
6. Mr. Vikato Swu, M.A, NET
7. Mr. Vekutu Vese, M.A, NET
8. Ms. Tokani L, M.A, NET
9. Ms. Akuminla, M.A, NET
10. Mr. Yhunsinlo Tep, M.A, NET

#### 10.1.6 SOCIOLOGY

1. Mrs. K. Alibo Achumi, M.A, NET (Co-ordinator)
2. Mr. Y. Lumchio Patton, M.A, NET
3. Ms. Dievileno, M.A, NET, M. Phil (Ph.D. - Research Scholar)
4. Mr. Nungshitemjen, M.A, NET
5. Ms. Khriekesanuo Metha, M.A (Ph.D. - Research Scholar)

### 10.2 BACHELOR OF BUSINESS ADMINISTRATION (BBA)

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

### **10.3 BACHELOR OF COMMERCE (B.Com)**

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. Mr. Veto Victor, M.Com., NET

### **10.4 BACHELOR OF SCIENCE**

#### **10.4.1 BOTANY**

1. Ms. Neithongunuo Angela Belho, M. Sc., NET (HoD)
2. Mrs. Payal Bose, M. Sc.
3. Ms. Asha Kumari Singh, M. Sc. (Ph. D. - Research Scholar)
4. Dr. Thejasenuo Julia Kirha, M.Sc., Ph.D.
5. Mrs. Imkongyala Sekhose, M.Sc., NET (EVS)
6. Dr. Joyrison Kamba , M.Sc., Ph.D

#### **10.4.2 CHEMISTRY**

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

#### **10.4.3 PHYSICS**

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

### **10.4.4 MATHEMATICS**

1. Mr. Toshiwapang Lemtur, M.Sc. (HoD)
2. Mr. Vinoth Kumar C, M.Sc., M. Phil.
3. Mr. Hosal Khieya, M.Sc.
4. Ms. Tüsonülü Lohe, M.Sc.

### **10.5 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. Noyingbeni M Odyuo, M.Sc., NET

### **11. ADJUNCT PROFESSORS**

1. Dr. Sravani Biswa, Ph.D (English)
2. Prof. Sivasish Biswas (English)
3. Prof. Himadri Lahiri (English)
4. Dr. Fr. Sunny Joseph, M.A, B.Ed, Ph.D. , DCR (Education)
5. Dr. Fr. Francis S Cheerangal, M.A, B.Ed, Ph.D (Sociology)
6. Dr. Fr. C. P. Anto, MSW, Ph.D. (Sociology)
7. Dr. Fr. Mathew John Thuniampral, M.A, Ph.D (Education)
8. Dr. Fr. George Punnolil, M.A, Ph.D (Education)
9. Dr. Fr. Joseph Mariadhas, M.Sc., M. Phil., Ph.D.

### **12. COMPUTER EDUCATION**

1. Mr. Moirangthem Gopiarman Singh, DOEACC (B-LEVEL), B. Com., M.C.A, NET

### **13. COUNSELLING:**

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

### **14. PHYSICAL EDUCATION**

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

### **15. DIPLOMA AND CERTIFICATE (COORDINATOR)**

1. Ms. Munuvolu Tsutso, MSW

### **16. NON-TEACHING STAFF**

1. Mr. Medophrezo Methodeus Dzüvichü, B.Sc.  
(Superintendent)
2. Ms. Kevisenu Khieya, M.Com.
3. Ms. Agatha Zhobozonu, M.Com.
4. Mr. Moatemshi Alex, M.Com., M.A
5. Mr. Mezathel Kiso, M.A
6. Ms. Kedukhole Weo, M.Com.
7. Ms. Wierzürho C Francisca, M.A
8. Mr. Seyenizo Viswentso, B.A
9. Ms. Abonuo Khieya, B.A
10. Mr. Thohrü Besii, B.A
11. Ms. Vingotole Kiso, B.A
12. Mr. Vithozo Dominic Rolnu, B.Com.
13. Mr. Phetsuseto Meze, Matriculate
14. Mr. Jagot Burman (Peon)
15. Mrs. Anema Tirkey (Peon)
16. Mrs. Medongonu Priscilla (Peon)
17. Mrs. Salome Rolnu (Peon)
18. Mrs. Nolesenu Veronica Weo (Peon)

19. Mrs. Satuila Lalam (Peon)

### **17. DOCUMENTATION**

1. Ms. Wierzürho C Francisca, M.A
2. Ms. Vingotole Kiso, B.A

### **18. LIBRARY STAFF**

1. Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A, B.Ed
2. Mr. S. Kampu Haokip, Assistant Librarian,  
MLISC, NET
3. Mrs. Vikule Kiso, Library Asst., M.A, D.C.A., BLISC

### **18. 1. LIBRARY COMMITTEE**

1. Dr. Fr. George Keduolhou Angami, Principal, President
2. Rev. Sr. Sunitha D'Souza Benedicta RJM,  
Library In-charge, Secretary
3. Dr. Medonuo Pienyu, HOD Sociology,  
Senior Faculty Member
4. Dr. Saju Mathew, HOD Economics,  
Senior Faculty Member
5. Mr. M Shamba Phom, Students' Council, President
6. Ms. Kenlumle, Students's Council General, Secretary
7. Mr. S. Kampu Haokip, Assistant Librarian
8. Mrs. Vikule Kiso, Library Assistant

### **19. LAB ASSISTANT**

1. Ms. Atonu Josephine Meze, M.A
3. Ms. Vilbonuo Kulnu, M.A

### **20. DISPENSARY**

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

## 21. INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Dr. Fr. George Keduolhou Angami : Chairperson
2. Dr. Sr. Ranit SABS : Vice Principal
3. Rev. Fr. Obed Yimchunger : Vice Principal
4. Rev. Fr. Binoy Joseph : Administrator
5. Dr. Hormila G. Zingkhai : Co-ordinator
6. Mrs. Loreni Yathan : HoD, Economics
7. Ms. Tiamongla : HoD, Education
8. Mr. James H.K : HoD, English
9. Ms. Nzano Kikon : HoD, History
10. Dr. Mhonthung Yanthan : HoD, Political Science
11. Dr. Medonuo Pienyü : HoD, Sociology
12. Mr. K. Zubemo Humtsoe : Director, BBA
13. Mr. Maotangit Longkumer : HoD, Commerce
14. Ms. Neithongunuo Angela Belho : HoD, Botany
15. Ms. Rukutalu : HoD, Zoology
16. Mr. Madovi David : HoD, Chemistry
17. Ms. Thejano : HoD, Physics
18. Mr. Toshiwapang Lemtur : HoD, Mathematics
19. Mr. S. Kampu Haokip : Assistant Librarian
20. Mr. Medophrezo Methodeus Dzüvichü : Superintendent
21. Students' Council : President
22. Mr. Moirangthem Gopiaroman Singh : Computer Education
23. Mr. T. George Kire : Alumni
24. Dr. Vizovol Mekro : Stakeholder
25. Mr. Vincent Rutsa : Architect

## 22. PLACEMENT CELL

1. Dr. Fr. George Keduolhou Angami
2. Ms. Thejanuo Fidelia, Co-ordinator
3. Mr. Md. Tabrej
4. Dr. Saju Mathew
5. Ms. Dievileno
6. Capt. Regina Razousinuo

## 23. INTERNATIONAL PROGRAMME

1. Dr. Mhonthung Yanthan, Director
2. Dr. Medonuo Pienyü
3. Dr. Fr. Pezalhoukho George

## 24. GRIEVANCE REDRESSAL CELL

1. Rev. Fr. Obed Yimchunger : Coordinator
2. Dr. Fr. George Keduolhou Angami : Principal
3. Dr. Sr. Ranit SABS : Vice Principal
4. Rev. Fr. Binoy Joseph : Administrator
5. Dr. Fr. Pezalhoukho George : PG Coordinator
6. Rev. Fr. Peter Solo : Dean of Science

## 25. DISCIPLINE /ANTI - RAGGING CELL

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

## 26. INTERNAL COMPLAINT COMMITTEE

1. Presiding Officer : Dr. Sr. Ranit SABS  
Vice- Principal  
Academic Affairs
2. Two Faculty Members : i. Dr. Medonuo Pienyü  
ii. Dr. Ramita Sougrakpam
3. Two Non- Teaching Employee : i. Mrs. Abonuo Khieya  
ii. Mr. Mezathel Kiso
4. Three Students : i. Ms. Grace Patton  
ii. Ms. Jacenta Thurenshe  
iii. Ms. Vibinuo Victoria



5. One Member  
(Non-Govt employee) : Mrs. Aphrale Sophia
6. Ex- Officio Member :
  - i. Dr. Fr. Pezalhoukho George
  - ii. Rev. Fr. Obed Yimchunger

## 27. DISASTER MANAGEMENT CELL

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

## 28. WELFARE SCHEMES

1. Mr. Neizosie-o Jude
2. Ms. Wede-ü Mero
3. Mr. Vikato Swu
4. Rev. Fr. Binoy Joseph

## 29. COLLEGE JOURNAL/PUBLICATION

1. Dr. Medonuo Pienyü
2. Dr. Ramita Sougrakpam
3. Dr. Dominic Meyieho
4. Dr. Thejasenuo Julia Kirha
5. Dr. Hormila G. Zingkhai
6. Mr. James H K

## 30. FINANCE COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Member : Rev. Fr. Binoy Joseph
3. Member : Dr. Saju Mathew (Senior Teacher)
4. Member : Finance Officer of the University

## 31. PLANNING COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Vice Principal : Dr. Sr. Ranit SABS
3. Controller of exams : Dr. Dominic Meyieho
4. Administrator : Rev. Fr. Binoy Joseph
5. Governing body (6 members from the management)|
  - a. Dr. Fr. George Keduolhou Angami
  - b. Dr. Sr. Ranit SABS
  - c. Rev. Fr. Obed Yimchunger
  - d. Rev. Fr. Binoy Joseph
  - e. Rev. Fr. Peter Solo
  - f. Dr. Fr. George Pezalhoukho
6. Dr. Nokhwenu Veronica: State Government Nominee

## 32. EVALUATION COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Coordinator IQAC : Dr. Hormila G. Zingkhai
3. Member : Dr. Sr. Ranit SAB
4. Member : Rev. Fr. Obed Yimchunger
5. Member : Rev. Fr. Binoy Joseph
6. Chief Controller of Exam : Dr. Fr. George Keduolhou Angami, Principal
7. Controller of exams : Dr. Dominic Meyieho
8. Deputy controller of exams : Dr. Norbert Noraho
9. Governing body (6 members from the management)
  - a. Dr. Fr. George Keduolhou Angami, Principal
  - b. Dr. Sr. Ranit SABS
  - c. Rev. Fr. Peter Solo
  - d. Rev. Fr. Binoy Joseph
  - e. Dr. Fr. George Pezalhoukho
  - f. Rev. Fr. Obed Yimchunger
10. State Govt. Nominee : Dr. Nokhwenu Veronica

11. Superintendent : Mr. Medophrezo Methodeus Dzüvichü
12. One member from Library committee : Mr. S. Kampu Haokip
13. One member from research committee : Dr. Hormila G Zingkha

### 33. EXAMINATION COMMITTEE

- Chief controller of exams : Dr. Fr. George Keduolhou Angami, Principal
- Controller of exams : Dr. Dominic Meyieho
- Deputy controller of exams : Dr. Norbert Noraho
- Vice Principal Academic Affairs : Dr. Sr. Ranit SABS
- Vice Principal Students's Affairs : Rev. Fr. Obed Yimchunger
- Three senior faculties : Mr. Md. Tabrej, Dr. Ramita Sougrakpam and Dr. Medonuo Pienyü

### 34. ADMISSION COMMITTEE

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

### 35. HOD & COORDINATOR OF VARIOUS DEPARTMENTS

1. Mrs. Loreni Yanthan, HoD, Economic Dept.
2. Ms. Tiamongla, HoD, Education Dept.
3. Mr. James H.K, HoD, English Dept.
4. Dr. Medonuo Pienyü, HoD, Education Dept.
5. Mr. Mhonthung Yanthan, HoD, Political Science Dept.
6. Ms. Nzano Kikon, HoD, History Dept.

7. Mr. K. Zubemo Humtsoe, 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. Mrs. K. Alibo Achumi, Coordinator, Sociology Dept.
17. Dr. Khriemenuo Pusa, Coordinator, Economics Dept.
18. Mr. Reimaya Muinao, Coordinator, History Dept.

### 36. ACADEMIC AUDIT COMMITTEE

1. Chairperson : Dr. Fr. George Keduolhou Angami
2. Vice Principal : Dr. Sr. Ranit SABS
3. Vice Principal : Rev. Fr. Obed Yimchunger
4. Administrator : Rev. Fr. Binoy Joseph
5. Controller of exams : Dr. Dominic Meyieho
6. Senior Faculty/ Librarian : Rev. Sr. Sunitha Benedicta D'Souza RJM
7. Co-ordinator, IQAC : Dr. Hormila G. Zingkhai
8. IQAC Documentation : Ms. Wierzürho C Francisca
9. HoD, Education : Ms. Tiamongla
10. HoD, English : Mr. James H.K
11. HoD, History : Ms. Nzano Kikon
12. HoD, Political Science : Mr. Hesheo Dihe Mao
13. Director, BBA : Mr. K. Zubemo Humtsoe
14. HoD, Commerce : Mr. Moatangit Longkumer
15. HoD, Chemistry : Mr. Madovi David
16. HoD, Botany : Ms. Neithongunuo Angela Belho
17. HoD, Mathematics : Mr. Toshiwapang Lemtur
18. HoD, Physics : Ms. Thejano
19. HoD, Zoology : Ms. Rukutalu
20. Assistant Librarian : Mr. S. Kampu

- 21. Office Superintendent : Mr. Medophrezo Methodeus Dzüvichü
- 22. Local Representative :
- 23. Students' Council : President

### 37. RESEARCH ADVISORY COMMITTEE

- 1. Dr. Fr. George Keduolhou Angami
- 2. Dr. Medonuo Pienyü
- 3. Dr. Hormila G. Zingkhai
- 4. Dr. Khriemenuo Pusa
- 5. Dr. Ramita Sougrakpam
- 6. Dr. Fr. George Pezalhoukho
- 7. Dr. Dominic Meyieho

### 38. STUDENTS COUNCIL/WELFARE COMMITTEE

- 1. Vice Principal : Rev. Fr. Obed Yimchunger
- 2. Directors : Capt. Avizo Richa & Ms. Nzano Kikon
- 3. Students' Council: Executive Members

### 39. STAFF QUARTER ALLOTMENT COMMITTEE

- 1. Dr. Fr. George Keduolhou Angami : Chairman
- 2. Dr. Sr. Ranit SABS : Vice Principal
- 3. Rev. Fr. Obed Yimchunger : Vice Principal
- 4. Rev. Fr. Binoy Joseph : Administrator (Co-ordinator)
- 5. Dr. Fr. George Pezalhoukho : PG- Coordinator
- 6. Rev. Fr. Peter Solo : Dean of Science

### 40. PURCHASE COMMITTEE

- 1. Dr. Fr. George Keduolhou Angami : Chairman
- 2. Rev. Fr. Binoy Joseph : Administrator (Co-ordinator)
- 3. Rev. Fr. Obed Yimchunger : Vice Principal

### 41. PERSON WITH DISABILITY (PWD)

- 1. Dr. Fr. George Keduolhou Angami : Principal
- 2. Rev. Fr. Binoy Joseph : Administrator
- 3. Mr. Heshuo Dihe Mao : Asst. Professor
- 4. Mrs. Loreni Yanthan : Asst. Professor
- 5. Students' Council

### 42. STAFF DIRECTORS

- Students' Council** : Capt. Avizo Richa  
Ms. Nzano Kikon
- NCC Boys** : Capt. Avizo Richa
- NCC Girls** : Capt. Regina Razousinuo
- NSS** : Mr. Vikato Swu  
Mr. Kelengol Neikha  
Mr. Imtipong Longkumer  
Ms. Tokani L.
- Youth Red Cross** : Mr. Neizosie-o Jude  
Ms. Noyingbeni M. Odyuo  
Ms. Neizetuonuo Seyie
- Women's Forum** : Ms. Dievileno Maria  
Ms. Julia Kirha  
Ms. Neito Ü Mero  
Ms. Sedevikhonuo Noudi
- Jesus Youth** : Rev. Fr. Binoy Joseph  
Mr. Lunkungam Leo Panmei  
Ms. Thejano  
Rev. Sr. Laly Varghese
- Community Outreach** : Mr. Y. Lumchio Patton  
Ms. Virano Motonyü  
Ms. Rukutalu  
Dr. Kezhangunuo Kelio
- Career Guidance** : Mrs. Thejanuo Fidelia  
Dr. Ramita Sougrakpam  
Rev. Sr. Sunitha Benedicta D'Souza

**Red Ribbon Club** : Mrs. Loreni Yanthan  
Mr. Moatangit Longkumer

**Choir** : Ms. Kethovino Catherine Kulnu  
Mr. Ahel Vitsu  
Ms. Kezienguno

**Youth Net** : Mr. Md. Tabrej  
Mr. Temsukumzuk Pongen

**Young Indian** : Mr. Veto V Zhimo  
Dr. Kezhangunuo Kelio

**Ambassador** : Capt. Regina Razousinuo  
Mr. Heshuo Dihe Mao  
Rev. Fr. Binoy Joseph

**Model United Nation** : Mr. Sentilong Longchar  
Ms. L. Lilly Humtsoe  
Dr. Aosunep

**Innovators Club** : Mr. Vekutu Vese  
Dr. Mhonthung Yanthan  
Ms. Khriebuno Nagi  
Mrs. Tainla Longchar

**Alumni** : Mr. Mr. Moatangit Longkumar  
Ms. Wede-ü Mero  
Dr. Khriemenuo Pusa

**Philanthropic Club** : Mr. Renthungo C. Humtsoe  
Ms. Akuminla  
Ms. Tiamongla

**Drama Club** : Mrs. Tekalemla Longchar  
Mr. Khrietho Sale  
Ms. Rosalind Ngullie

**Dance Club** : Ms. Vilavonuo Maria Kulnu  
Ms. Kumari Asha Singh  
Ms. Diezelhounuo Tapa

**Cricket Club** : Mr. Temsukumzuk Pongen  
Mr. Imtipong Longkumer

**Volleyball Club** : Mr. Hingba Paul  
Ms. Neito Ü Mero  
Mr. Lungkungam Leo Panmei

**Football Club** : Mr. Reimaya Muinao

**Basketball Club** : Mr. Madovi David  
Mr. Melekho Chüzho  
Mr. Seyieneizo Banupfuno

**Badminton Club** : Mr. Kevizase Kehie  
Mr. James H K  
Mr. Toshiwapang

**Table Tennis Club** : Mr. Antidong Jamir  
Ms. Sakurepla

**Fit India Youth Club** : Mr. Kevi Christopher Paphino  
Mr. Lungkungam Leo Panmei

**Art Club** : Mr. Hosal Khieya  
Mr. Zankhangasung Khasim  
Mr. Gaanpatrei Kamei

**E-Waste Club** : Dr. Thejasnuo Julia Kirha  
Mr. Lipokremba  
Mr. Moatemsu

**College Magazine** : Mr. Sasietho Felix  
Ms. Debolina Mukherjee  
Mr. Neizosie-o Jude  
Ms. Noyingbeni M. Odyuo

**Prize Distribution** : Mrs. Bendangsangla  
Ms. Rukutalu  
Dr. Hormila G. Zingkhai  
Ms. Kezienguno  
Rev. Sr. Salomy  
Ms. Khriekesanuo Metha

**News Reporters** : Mr. James H.K  
Ms. Rosalind Ngullie  
Ms. Wede-ü Mero  
Dr. Ruokuoseno Zatsu

**Arena Of Mind** : Dr. Medonuo Pienyü  
Mr. Moatemsu  
Mr. Yhunsinlo Tep

**Cultural** : Mrs. K. Alibo Achumi  
Ms. Jasietsono Josephine

	Mrs. Zulusenla Jamir
	Mr. Moatemsü
	Ms. Tüsonülü Lohe
	Ms. Aleno Sano
<b>Spring Fest</b>	: Mr. K. Zubemo Humtsoe
	Mr. Kelengol Neikha
	Mr. Reimaya Muinao
<b>Eco Club</b>	: Mrs. Imkongyala Sekhose
	Ms. Neithongunuo Angela Belho
	Dr. Joyrison Kamba
<b>Games &amp; Sports</b>	: Mr. Hingba Paul
	Mr. Moiranthem Gopiramon Singh
	Mr. Reimaya Muinao
	Ms. Lucy Kamai
	Mr. Sentilong Longchar
	Ms. Zuchanbeni Lapon
	Mr. Ahel Vitsu
	Mr. Antidong Jamir
	Ms. Tokani L
	Mr. Gaanpatrei Kamei
	Ms. Tiamongla
	Dr. Khobu Tsolo
	Mr. Kevi Christopher Paphino
	Dr. Caroline Erue
<b>Athletic</b>	: Dr. Saju Mathew
	Mr. Toshiwapang
	Mr. Vinoth Kumar
	Dr. M. Yurreisem
	Dr. O. Sanentiba Ozukum
	Ms. Neizetuonuo Seyie
	Ms. Sedevikhonuo Noudi
	Ms. Tüsonülü Lohe

### **43. REGULATIONS FOR UNDER GRADUATE AND POST GRADUATE DEGREE PROGRAMMES**

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 fulfillment of the mission and objectives of the College.

### **44. 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 may be amended from time to time as the need arises.

### **45. DATE OF ENFORCEMENT**

These regulations shall come into force with effect from the beginning of the academic session 2019- 2020.

### **46. EXTENT OF APPLICATION**

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

## **47. 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.

## **48. ACADEMIC YEAR**

The academic year of the college shall normally begin in June or 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.

## **49. SEMESTER**

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

## **50. WORKING DAYS IN A SEMESTER**

- 50.1 A semester shall have a minimum of 100 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.
- 50.2 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.
- 50.3 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.

## **51. 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.

## **52. RESIDENCE REQUIREMENT**

The minimum residence requirement of the Undergraduate degree programme is 3 years and the Postgraduate degree programme is 2 years. The residential requirement shall have to be continuous from the date of registration into the degree programme.

## **53. 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.

## **54. 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.

## 55. PROGRAMME OF STUDY

### 55.1 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.

### 55.2 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.

**55.3** 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.

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

### 55.5 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.

### 55.6 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.

## 56. 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).

## 57. ATTENDANCE

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

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

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

57.4 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.

57.5 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.

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

- 57.7 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.
- 57.8 Students must be present on the re-opening day after every vacation and on the last day before every vacation.

## 58. CONDONATION OF ATTENDANCE

- 58.1 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.
- 58.2 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.
- 58.3 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.

## 59. LEAVE APPLICATION

- 59.1 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.
- 59.2 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.
- 59.3 Additional leave is granted only for genuine reasons such as death of close relatives, marriage of close relatives, or grave illness.
- 59.4 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.
- 59.5 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.
- 59.6 A Leave Application must be handwritten in a prescribed formal form.
- 59.7 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.
- 59.8 Leave Application must be given by the student in person at the Vice Principal's Office.
- 59.9 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.
- 59.10 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.

## **60. 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.

## **61. EXAMINATION AND EVALUATION**

### **61.1 Ratio of Mark**

The ratio of Internal Assessment (IA) and External Assessment (end semester examination) is 30: 70. For theory courses, IA is for 30 marks in the ratio of 10:10:10, corresponding to internal examination, assignment and short test/ activity; and for courses with practical (total of 50 marks), the IA is for 15 marks in the ratio of 10:5, corresponding to laboratory works/attendance and laboratory records/notebooks.

### **61.2 Internal Assessment (IA)**

A student who fails to obtain the required 45% of 30 Marks (i.e. 13.5 - as pass mark) in one Internal Assessment must work hard to secure the required marks in the next Internal Assessment and do well in the project or assignments given by the teacher. Re-test is not permitted.

### **61.3 Examinations Schedules**

Schedules for the internal assessments, end semester and practical examinations shall be notified by the Chief Controller of Examinations.

### **61.4 Question Moderation**

The question papers set by, (i) Course Teacher and (ii) External Paper Setter will be moderated by the Moderation Board duly constituted by the Controller of Examinations. Any one of the question papers after moderation may be used for the ensuing examination purpose. The remaining paper will be used as per need.

### **61.5 Script Evaluation**

Evaluated answer scripts of Mid-Term exam of 10 marks will be shown to the students. Internal Assessment of Assignments, Internal Test, Viva Voce and Presentation marks 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.

### **61.6 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

### **61.7 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.

### **61.8 Mandatory Examinations**

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

## **62. REPEAT/ IMPROVEMENT END-SEMESTER**

## EXAMINATIONS

**62.1** 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 55 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.

**62.2** 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.

**62.3** 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.

## 63. PROMOTION

As per the University norms, a student shall be promoted from an odd semester to an even semester and vice versa, provided he/she does not have three (3) backlog papers. i.e., 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 papers he/she shall be promoted to the next semester. However, a student cannot be promoted to the third semester if he/she does not clear the backlog papers of the first semester. In the same way a student cannot be promoted to the six semester if he/she does not clear the backlog papers of the second semester.

## 64. 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 <sup>nd</sup> Appearance in the Paper)
RR	:	Repeat (3 <sup>rd</sup> 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

## 65. RESULT DECLARATION

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

### 65.1 Re-Evaluation/ Re-Scrutiny

Re-evaluation/re-scrutiny 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 three-day window to be notified by the Controller of Examinations after the commencement of issuance of the Grade Card.

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

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

The results of re-evaluation/re-scrutiny will be notified by the Controller of Examinations.

### 65.2 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.

### 65.3 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 and destroy them thereafter. 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.

## 66. 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.

## 67. 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.

## 68. COURSE COMPLETION CERTIFICATE

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

**68.2** 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 convocation.

## 69. 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.

## 70. STUDENTS DISCIPLINE

The regulations on student discipline as mentioned in the Handbook and Calendar and Prospectus of the college shall apply to all the students admitted to the Undergraduate and Post graduate degree programmes.

## 71. GENERAL NORMS

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:

- 71.1 He/she should apply himself/herself to regular and systematic study.
- 71.2 He/she is to be truthful in his/her words and deeds, courteous and respectful towards fellow-students, teachers and those in authority.
- 71.3 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.
- 71.4 He/she should maintain a high standard of conduct at all times and in all places.

## 72. DISCIPLINARY MATTERS

- 72.1 A student who enters class after roll call in the first hour will be permitted to attend class only after obtaining a permission from the Principal/Vice Principals.
- 72.2 Possession and use of alcohol and abusive drugs in the College campus will lead to immediate dismissal from the College.
- 72.3 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 the 3 months or when the student leaves the college permanently.

- 72.4 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.
- 72.5 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.
- 72.6 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.
- 72.7 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.
- 72.8 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.
- 72.9 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.
- 72.10 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.
- 72.11 Students are forbidden to attend or organize any meeting in the College without permission of the Principal.
- 72.12 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.
- 72.13 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 modeling, 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.
- 72.14 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.
- 75.15 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.
- 75.16 Ragging of any kind and magnitude inside/outside the college campus will lead to immediate dismissal from the College.
- 75.17 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.
- 75.18 Any form of harassment of female students will lead to immediate suspension/ dismissal from the college.
- 75.19 Students with sexual harassment records shall be asked to leave the College.
- 75.20 Causing damage to College property shall lead to fines, suspension or dismissal from the College.
- 75.21 All co-curricular activities of the College will be held on Saturdays. Students are expected to take part in them without fail.
- 75.22 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.
- 75.23 Students should be ready to undergo medical test by a doctor, as and when directed by the Principal.

- 75.24 Every student must maintain in the Handbook/Calendar a record of his/her blood group.
- 75.25 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/-
- 75.26 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.
- 75.27 The college authorities are in no way responsible for any indiscipline/misbehaviour of the students outside the college campus.

### **73. THE HODS AND THE FACULTY MEMBERS**

- 73.1 The HoDs and the faculty members are not authorized to grant leave to any student.
- 73.2 The 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).

### **74. DRESS CODE**

- 74.1 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.
- 74.2 The formal college black pants and blazer are to be worn on every working day of the college.
- 74.3 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.
- 74.4 It is prohibited to wear any sweater of different colour.
- 74.5 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  
**Tuesday** } of College prescribed materials.  
**Friday** }
- Wednesday** } Formal college black pants and College T-shirt.  
**Thursday** } Formal college black pants and Department T-shirt.  
**Saturday** } College T-shirt

## 75. CLASSROOM DECORUM

- 75.1 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.
- 75.2 The confiscated gadgets and cell phones will not be returned until the completion of the semester or when the student leaves the College permanently.
- 75.3 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.
- 75.4 Proper and respectful class room behaviour is expected from all.
- 75.5 Eating, chewing, littering of rubbish, spitting, writing on the desks, walls, black boards, etc. are strictly forbidden.
- 75.6 Damage caused to walls, desks, benches, etc. through spitting, writing, drawing, etc. shall be made good through collective fines.
- 75.7 Any disrespect shown to professors in the class or outside shall result in suspension or expulsion from the College.
- 75.8 It is prohibited for the students to move out from the Class Room whether the teacher is in the class or not.
- 75.9 Student who wishes to go out of the class room should get a written permission-slip from the teacher.
- 75.10 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.

- 75.11 Students should show respect to the teachers, officials, and staff of the College at all times.

## 76. 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.

### 76.1 POST GRADUATE (M.A) COURSES

- 76.1.a Post Graduation in Economics  
 76.1.b Post Graduation in English  
 76.1.c Post Graduation in History  
 76.1.d Post Graduation in Political Science  
 76.1.e Post Graduation in Sociology

### 76.2. Bachelor of Arts (B.A) COURSES

- 76.2.a Economics (Honours)  
 76.2.b Education (Honours)  
 76.2.c English (Honours)  
 76.2.d History (Honours)  
 76.2.e Political Science (Honours)  
 76.2.f Sociology (Honours)

### 76.3 BACHELOR OF COMMERCE (B.COM.) HONOURS

### 76.4 BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

### 76.5 BACHELOR OF SCIENCE (B.SC.) HONOURS

- 76.5.a Botany (Honours)  
 76.5.b Chemistry (Honours)  
 76.5.c Physics (Honours)  
 76.5.d Mathematics (Honours)  
 76.5.e Zoology (Honours)

## 76.6 DIPLOMA COURSES

Duration: 1 year

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

## 76.7 CERTIFICATE COURSES

Duration: 6 months

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

## 77. ADMISSION GUIDELINES ADMISSION GUIDELINES

- 77.1 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.
- 77.2 Admission shall be taken on the basis of merit and depending on the availability of seats.
- 77.3 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.
- 77.4 Admission will be on the basis of performance of the candidate at the qualifying examination, entrance test and/or personal interview.
- 77.5 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.

- 77.6 If any student is given admission under the Article 1.5, then attendance of such student shall be computed from the date of admission.
- 77.7 No new admission shall be taken except in the first semester.
- 77.8 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.
- 77.9 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.
- 77.10 A candidate must be accompanied by the parent/guardian to take admission, unless the admission is done online.
- 77.11 Admission will not be given to any candidate without the candidate meeting any one of the Management Board members for personal interview.
- 77.12 Parents/guardians or friends cannot take admission for a candidate if not accompanied by the student who seeks admission.
- 77.13 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.
- 77.14 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.

- 77.15 A student who takes Transfer Certificate (T.C) is not allowed to take readmission even after year(s) of break.
- 77.16 There is no guarantee that all those who have registered for admission will be selected for admission.

## **78.ELIGIBILITY CRITERIA FOR ADMISSION TO BACHELOR DEGREE PROGRAMME**

- 78.1 To be eligible for admission to Under Graduate programme (Bachelor's 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.
- 78.2 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.
- 78.3 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.
- 78.4 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.
- 78.5 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.
- 78.6 The Management Board of the College shall at the beginning of the Academic year notify the required conditions to be fulfilled by the applicant.

### **78.7.a Core Course for Arts**

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

### **78.7.b Core Course for BBA**

BBA : 50% aggregate in any stream

### **78.7.c Core Course for B.Com.**

B.Com. Honours: 45% in Accountancy and 45% aggregate  
Marks in Higher Secondary Level

### **78.7.d Core Course Science**

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

## **79. ELIGIBILITY (MASTER'S DEGREE)**

- 79.1 For Post Graduate Degree, a minimum of 50% is required for admission in the department to which one desires to take up.
- 79.2 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.
- 79.3 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.
- 79.4 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.



- 79.5 Admission shall be given to a candidate (without 1st Division Mark) in the subject of the department depending on the availability of seats.
- 79.6 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.
- 79.7 Catholic students should submit a certificate from the Parish Priest along with the application form stating that they are practicing Catholics.
- 79.8 St. Joseph's Portal is always open to International Students and especially for Physically Challenged Students.
- 79.9 There is no guarantee that all those who are registered will be selected for admission.

#### **80. ELIGIBILITY CRITERIA FOR ADMISSION TO POST GRADUATE PROGRAMME**

- 80.1 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.
- 80.2 All admissions to Post Graduate Programme in the College shall be on the basis of merit, availability of seats and eligibility criteria.
- 80.3 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.
- 80.4 The Management Board shall notify at the beginning of the academic year the required conditions for admission to Master's degree programme.

#### **81. ADMISSION PROCEDURE FOR BACHELOR'S & MASTER'S DEGREES**

- 81.1 Admission process begins soon after the declaration of NBSE Hr. Sec. and Nagaland University Bachelor's Degree Results.
- 81.2 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/-**

- 81.3 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/-
- 81.4 The names of successful candidates will be displayed on the College Notice Board and the College website.
- 81.5 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

#### **82. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION**

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

#### **83. 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.

#### **84. 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.

If after the declaration of result, the student decides to leave the College because he/she has more than two backlog papers, the annual fees will be refunded. However, the tuition fees for three months will not be refunded.

## **85. ADMISSION FEES AND TUITION FEES**

- 85.1 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.
- 85.2 Fees once paid will not be refunded.
- 85.3 The Second installment of Fee is to be paid before the issue of Admit Card for End Semester Examinations.
- 85.4 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.
- 85.5 Tuition Fee concession may be given to deserving students.
- 85.6 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.
- 85.7 Transfer Certificate fee of Rs. 100/-
- 85.8 Conduct/Character Certificate Rs. 100/-
- 85.9 Provisional Certificate Rs.150/-

## **86. FEES 2021-22**

### **86.1 B.A & B. Com**

Admission Fee: Rs. 8,500.00 per year  
Tuition fee (Honours) : Rs. 1,300.00 per month

### **86.2 BBA**

Admission Fee : Rs. 9,500.00 per year  
Tuition fee : Rs. 1,400.00 per month  
Industrial Tour : Rs. 5,000.00 per year

### **86.3 B. Sc.**

Admission Fee : Rs. 9,500.00 per year  
Tuition Fee : Rs. 1,400.00 per month  
Lab Fee : Rs. 8,000.00 per year

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

### **86.4 M. A English, M.A Economics, M.A History M.A Political Science and M.A Sociology**

Admission Fee : Rs. 10,000.00 per year  
Tuition Fee : Rs. 15,000.00 per semester  
University Fees : As per University rules  
Examination Fees : As per College rules

## **87. FINES**

- 87.1 Fines are imposed only on those who break the rules and regulations of the College, who willfully fail in their duties, and who engage in harmful or undesirable behavior(s).
- 87.2 The fine(s) shall be decided by the Management Board depending on the severity of the offense(s) and Transgression(s).  
It is mandatory to pay fine for four important occasions in the Collage namely:
1. Re-opening Day
  2. Freshers' Day
  3. Graduation Day

#### 4. College Week

- 87.3 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.
- 87.4 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.

### 88. SCHOLARSHIPS

- 88.1 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](http://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.
- 88.2 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](http://www.scholarships.gov.in). The downloaded forms with all the necessary documents must be submitted to the College office for verification.
- 88.3 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 to the Govt. The college will not be responsible for any correction or inclusion whatsoever, after it is submitted to the Govt. of Nagaland.
- 88.4 While all care is taken in checking and verifying the application forms and the attached documents, 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. A sum of Rs. 30 per student will be collected at the beginning of the year for the processing of application form and for administrative expenses.

### 89. EXAMINATIONS

- 89.1 Any malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.
- 89.2 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.
- 89.3 Exemption from Examinations is not granted and no second session examinations will be conducted. Absentees will be considered as failed.
- 89.4 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.
- 89.5 Even if a student passes in all the subjects, but does not have the required percentage of attendance he/she shall not be promoted.
- 89.5 Conversely, if the student has the required percentage of attendance but performs poorly in studies, he/she will not be promoted.
- 89.6 Malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.

### 90. LIBRARY

#### 90.1. 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.

**91. GENERAL GUIDELINES**

- 91.1 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.
- 91.2. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence. Smoking is not permitted in the College Campus.
- 91.3 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.
- 91.4 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.
- 91.5 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.
- 91.6 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.

- 91.7 A visitor/non-Josephite is not allowed to borrow book(s).
- 91.8 A visitor/non-Josephite must sign the logbook with personal details and contact number.
- 91.9 Only notebooks and the Library books will be allowed while using library reference tables.
- 91.10 For all the staff and students of St. Joseph's College, Library ID Card is compulsory to enter the library.
- 91.11 All the library users and readers are advised not to leave their valuables in the library.
- 91.12 The Librarian is not responsible for any loss of personal belongings.
- 91.13 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.
- 91.14 Books borrowed should be protected from rain, dust, insect, etc.
- 91.15 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.
- 91.16 Newspapers, magazines, journals etc. should be properly kept back in the designated place.
- 91.17 Borrowers, faculty and staff who go on long leaves like deputation and study leave must return all borrowed materials before leaving the College.
- 91.18 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.

- 91.19 Reference Documents like Dictionary, Encyclopaedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, Census and Handbooks will not be issued out.
- 91.20 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.
- 91.21 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.
- 91.22 Beverages and eatables are strictly prohibited inside the library.
- 91.23 No photograph of the library books shall be taken without the prior permission of the Librarian.
- 91.24 The Librarian reserves the right to call back any issued book/item at any time.
- 91.25 The Librarian reserves the right to check the lockers, whenever necessary.
- 91.26 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.
- 91.27 To borrow book(s), the borrower shall use only the slips provided in the library.
- 91.28 If a borrower loses borrowing card, it must be reported to the librarian and a duplicate may be issued on payment of fine.
- 91.29 The Librarian shall notify to the borrower of book(s) the expiry date to return the book(s).
- 91.30 The official email for the library is [sjclib2021@gmail.com](mailto:sjclib2021@gmail.com)
- 91.31 All communications with the librarian shall be through the email provided.

## **92. STAFF (TEACHING AND NON-TEACHING)**

- 92.1 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.
- 92.2 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.
- 92.3 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.
- 92.4 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.
- 92.5 The borrower can take new book(s) or renew the books only after payment of imposed fine.
- 92.6 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.
- 92.7 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).

### **93. STUDENTS**

- 93.1 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).
- 93.2 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.
- 93.3 The student who borrows the books must surrender his/her borrowing card.
- 93.4 No student shall borrow book(s) by using another student's borrowing card.
- 93.5 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.
- 93.6 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.
- 93.7 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.
- 93.8 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.
- 93.10 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.
- 93.11 The College shall not issue any certificate or documents of

the student without returning the library books borrowed or having the paid dues.

- 93.12 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).

### **94. COMPUTER CENTRE**

The College offers Certificate and Diploma courses in computer applications.

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

### **95. STUDENTS' COUNCIL**

- 95.1 The Students' Council is constituted of student representatives and the Directors.
- 95.2 While the student representatives are elected, the Directors are appointed as ex-officio members by the Principal.
- 95.3 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.
- 95.4 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.
- 95.5 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.
- 95.6 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.

## **96. CLASS REPRESENTATIVES**

- 96.1 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.
- 96.2 The Class Representatives have the assurance and support of the College Authority in matters of discipline, progress, and growth of the students.
- 96.4 In the absence of the teacher, the Class Representatives take the responsibility to maintain discipline and class room decorum.
- 96.5 The whole class (students-classmates) must cooperate, respect and follow the leadership of the Class Representatives.

## **97. CLASS SUPERVISORS**

- 97.1 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.
- 97.2 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.
- 97.3 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.
- 97.4 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.

## **98. 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.

## **99. 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.

## **100. 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.

## **101. 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.

## **102. ASSOCIATIONS AND CLUBS**

- 102.1 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: Commerce, English, History, Political Science, Economics, Sociology, Education, BBA, Science departments, NSS, NCC, Youth Red Cross, Youth Net, Young Indians, Jesus Youth, Women's Forum, Red Ribbon Club, College Choir, Students' Ambassador, Model United Nation, Innovators Club, Community Outreach, Philanthropic Group, Drama Club, Dance Club, Sports and Games, Career Guidance and Placement Cell, Football Club, Basketball Club, Volleyball Club, Cricket Club, Badminton Club, and Alumni, Fit India Youth Club, Table Tennis Club.

- 102.2 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.

### **103. 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.

### **104. INCOME AND EXPENDITURE**

- 104.1 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.
- 104.2 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 Administrator of the College.
- 104.3 Donations made to Associations or Groups should be made

payable to the Principal.

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

### **105. COLLEGE MAGAZINE**

- 105.1 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.
- 105.2 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.

### **106. SPORTS AND GAMES**

- 106.1 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.
- 106.2 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.

### **107. 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.

### **108. STUDENT FEED-BACK ON COURSE/TEACHERS**

Courses/teachers are evaluated with the help of a questionnaire or other methods and the result is communicated to the teacher. Teachers are evaluated before they are given regularization 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.

### **109. GRIEVANCE REDRESSAL**

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

### **110. 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.

### **111. OTHER FACILITIES**

To facilitate some of the essential needs of the staff and students,

the College has a Bookstall and stationery shop, Dispensary, three Cafeterias, three Conference Hall, Common room, Language Lab, and Prayer room.

### **112. OTHER PROGRAMMES OF THE YEAR**

**112.1 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.

**112.2 FRESHERS' DAY:** Freshers' Day is celebrated to welcome the new students to the College with a Cultural Programme.

**112.3 COLLEGE WEEK:** The College Week which is normally held in November offers programmes of sports & games, and cultural activities.

**112.4 GRADUATION DAY:** The graduates of the year are specially honoured on this day with a cultural programme.

**112.5 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.

**112.6 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.

**112.7 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.

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

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

### **113. 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:

- 113.1 To foster fellowship among the Alumni.
- 113.2 To have continued contact with their Alma Mater.
- 113.3 To facilitate creative involvement in the progress and activities of the College.
- 113.4 The Alumni Association helps in the arrangement of Career Guidance Programme in the College.

### **114. 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.

## **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-term Exam, will be asked to discontinue.**

CALENDAR  
IMPORTANT DATES FOR THE  
ACADEMIC YEAR 2022-23

College Re-opens after Summer Vacation	: 12 <sup>th</sup> Jul. 2022
Eureka Fest	: 5 <sup>th</sup> and 6 <sup>th</sup> Aug. 2022
Graduation Day/ Convocation	: 20 <sup>th</sup> Aug. 2022
Annual Retreat	: 16 <sup>th</sup> & 17 <sup>th</sup> Sep. 2022
Convergence Fest	: 30 <sup>th</sup> Sep. - 1 <sup>st</sup> Oct. 2022
Annual Sports	: 31 <sup>st</sup> Oct. - 5 <sup>th</sup> Nov. 2022
College Re-opens after Winter Vacation	: 18 <sup>th</sup> Jan. 2023
Spring Fest	: 10 <sup>th</sup> & 11 <sup>th</sup> Mar. 2023
Easter Holidays	: 6 <sup>th</sup> - 10 <sup>th</sup> Apr. 2023

## JUNE 2022

Sun	
Mon	
Tue	
1 Wed	
2 Thu	
3 Fri	
4 Sat	

The third-rate mind is only happy when it is thinking with the majority. The second-rate mind is only happy when it is thinking with minority. The first-rate mind is only happy when it is thinking - **A.A.Milne**

## JUNE 2022

5 Sun	World Environment Day (i/c Evs Faculty Members)
6 Mon	
7 Tue	
8 Wed	
9 Thu	
10 Fri	
11 Sat	

When hungry, eat your rice; when tired, close your eyes. Fools may laugh at me, but wise men will know what I mean - **Lin-Chi**

## JUNE 2022

12 Sun	
13 Mon	
14 Tue	
15 Wed	
16 Thu	
17 Fri	
18 Sat	
If the lessons of history teach us anything it is that nobody learns the lessons that history teaches us. - <b>Anon</b>	

## JUNE 2022

19 Sun	
20 Mon	
21 Tue	International Day of Yoga ( i/c Fitness Club)
22 Wed	
23 Thu	
24 Fri	
25 Sat	
You must be the change you wish to see in the world - <b>Gandhi</b>	

## JUNE - JULY 2022

26 Sun	
27 Mon	
28 Tue	
29 Wed	
30 Thu	
1 Fri	
2 Sat	
<p>Courage is not the absence of fear, but rather the judgement that something else is more important than fear. - <b>Ambrose Redmoon</b></p>	

## JULY 2022

3 Sun	
4 Mon	
5 Tue	
6 Wed	
7 Thu	<p>Declaration of UG result for 2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup> Semester and PG the 2<sup>nd</sup> Semester</p>
8 Fri	
9 Sat	
<p>Even if you're on the right track, you'll get run over if you just sit there. - <b>Will Rogers</b></p>	

JULY 2022	
10 Sun	
11 Mon	- Staff Meeting (UG & PG) - Payment of Admission fee & 1 <sup>st</sup> Instalment fees (11 <sup>th</sup> -30 <sup>th</sup> July 2022)
12 Tue	Re-opening of class for 3 <sup>rd</sup> & 5 <sup>th</sup> Semester (UG) and 3 <sup>rd</sup> Semester (PG)
13 Wed	
14 Thu	
15 Fri	
16 Sat	
<p>You miss 100 percent of the shots you never take - <b>Wayne Gretzky</b></p>	

JULY 2022	
17 Sun	
18 Mon	
19 Tue	
20 Wed	Departmental Election (1st and 2nd Periods)
21 Thu	
22 Fri	
23 Sat	Staff Meeting
<p>The richest man is not he who has the most, but he who needs the least</p>	

## JULY - AUGUST 2022

24 Sun	
25 Mon	
26 Tue	
27 Wed	Declaration of PG result for the 4 <sup>th</sup> Semester
28 Thu	Students' Council Election
29 Fri	
30 Sat	Fresher's Day
<p>Perfection is achieved, not when there is nothing more to add, but when there is nothing left to take away. - <b>Antoine de Saint-Ezupery</b></p>	

## AUGUST 2022

31 Sun	
1 Mon	Induction Cum Orientation Programme
2 Tue	Induction Cum Orientation Programme
3 Wed	Induction Cum Orientation Programme
4 Thu	Induction Cum Orientation Programme
5 Fri	- Eureka Fest (5 <sup>th</sup> & 6 <sup>th</sup> August 2022) - 1st Friday Mass
6 Sat	Departmental activities for Economics
<p>We are what we repeatedly do; excellence, then, is not an act but a habit. - <b>Aristotle</b></p>	



AUGUST 2022	
7 Sun	
8 Mon	
9 Tue	
10 Wed	
11 Thu	
12 Fri	- International Youth Day (i/c Department of BBA) - Staff Meeting (1:40 pm)
13 Sat	Departmental activities for Political Science & Commerce
The real voyage of discovery consist not in seeking new lands but seeing with new eyes. - <b>Marcel Proust</b>	

AUGUST 2022	
14 Sun	
15 Mon	Independence Day (Holiday), (i/c NCC)
16 Tue	- Exam form fill up for backlog students (UG & PG) (16 <sup>th</sup> August to 20 <sup>th</sup> August 2022 ) - Class Test (UG & PG) (16 <sup>th</sup> August to 20 <sup>th</sup> August 2022)
17 Wed	
18 Thu	
19 Fri	
20 Sat	Graduation Day/Convocation Day (UG & PG)
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. - <b>John Ruskin</b>	

## AUGUST - SEPTEMBER 2022

21 Sun	
22 Mon	
23 Tue	
24 Wed	
25 Thu	HODs Meeting (1:40 pm)
26 Fri	
27 Sat	Departmental activities for History, Education & Maths
<p>To the man who only has a hammer, everything he encounters begins to look like a nail. - <b>Abraham Maslow</b></p>	

## AUGUST - SEPTEMBER 2022

28 Sun	
29 Mon	National Sports Day (i/c Physical Education Instructor)
30 Tue	
31 Wed	
1 Thu	
2 Fri	1st Friday Mass
3 Sat	Departmental activities for Sociology & Botany
<p>Better to write for yourself and have a public, than to write for the public and have no self. - <b>Cyril Connolly</b></p>	

## SEPTEMBER 2022

4 Sun	
5 Mon	
6 Tue	
7 Wed	
8 Thu	International Literacy Day (i/c Department of English)
9 Fri	Staff Meeting (1:40 pm)
10 Sat	Departmental activities for English, Commerce & Physics
Always forgive your enemies; nothing annoys them so much. - <b>Oscar Wilde</b>	

## SEPTEMBER 2022

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

## SEPTEMBER 2022

18 Sun	
19 Mon	Internal Exam for UG & PG (19 <sup>th</sup> September to 23 <sup>rd</sup> September 2022 )
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	
Work like you didn't need money, love like you've never been hurt and dance like no one's watching	

## SEPTEMBER - OCTOBER 2022

25 Sun	
26 Mon	
27 Tue	World Tourism Day(i/c Department of History)
28 Wed	HODs Meeting (1:40 pm)
29 Thu	
30 Fri	Convergence Fest (30th Sept. - 1st Oct.)
1 Sat	Departmental activities for History, BBA & Chemistry
It is the mark of an educated mind to be able to entertain a thought without accepting it. - <b>Aristotle</b>	

## OCTOBER 2022

2 Sun	Gandhi Jayanti (Holiday)
3 Mon	World Habitat Day (i/c Department of Zoology)
4 Tue	Durga Puja (Holiday) , (4th Oct. - 5th Oct.)
5 Wed	
6 Thu	Last date for submission of all the Internal Assessment marks to the Exam Section (Test, Assignments, Presentations, Viva etc.)
7 Fri	1st Friday Mass
8 Sat	Departmental activities for Political Science & Economics
<p>People often say that motivation doesn't last. Well, neither does bathing -that's why we recommend it daily. - <b>Zig Ziglar</b></p>	

## OCTOBER 2022

9 Sun	
10 Mon	Fee payment (UG) (10 <sup>th</sup> -28 <sup>th</sup> October 2022:)
11 Tue	
12 Wed	
13 Thu	
14 Fri	Staff Meeting (1:40 pm)
15 Sat	- Activities for the department of English & Education
<p>"A friend is someone who knows all about you and still love you." - <b>Elbert Hubbard</b></p>	

## OCTOBER 2022

16 Sun	World Food Day (i/c Department of Commerce)
17 Mon	- Exam form fill up for End Semester Examination (UG) (17 <sup>th</sup> , 18 <sup>th</sup> & 19 <sup>th</sup> October 2022) - International Day for the Eradication of Poverty (i/c Philanthropic Club)
18 Tue	
19 Wed	
20 Thu	
21 Fri	
22 Sat	Departmental activities for Sociology & Zoology
<p>“You only live once, but if you do it right, once is enough.” - Mae West</p>	

## OCTOBER 2022

23 Sun	
24 Mon	- Diwali - Practical Exam for B.Sc (24 <sup>th</sup> -29 <sup>th</sup> October 2022)
25 Tue	
26 Wed	
27 Thu	
28 Fri	
29 Sat	Departmental activities for BBA
<p>“To live is the rarest thing in the world. Most people exist, that is all.” - Oscar Wilde</p>	

## NOVEMBER 2022

30 Sun	
31 Mon	Sports Week (31 <sup>st</sup> October to 5 <sup>th</sup> November 2022)
1 Tue	
2 Wed	All Souls Day (Holiday)
3 Thu	
4 Fri	
5 Sat	
<p>A wise man gets more use from his enemies than a fool from his friend - <b>Baltasar Gracian</b></p>	

## NOVEMBER 2022

6 Sun	
7 Mon	<ul style="list-style-type: none"> <li>- Submission of all the PG Internal Assessment marks to the Exam section</li> <li>- HODs Meeting</li> </ul>
8 Tue	Guru Nanak Birthday
9 Wed	
10 Thu	
11 Fri	National Educational Day (i/c Department of Education)
12 Sat	Staff Meeting
<p>Never be afraid to laugh at yourself, after all, you could be missing out on the joke of the century. - <b>Dame Edna Everage</b></p>	

## NOVEMBER 2022

13 Sun	
14 Mon	Issue of Admit Card (UG) (14 <sup>th</sup> , 15 <sup>th</sup> & 16 <sup>th</sup> November 2022)
15 Tue	
16 Wed	
17 Thu	Prize Distribution Day
18 Fri	
19 Sat	
<p>The cure for boredom is curiosity. There is no cure for curiosity - Ellen Parr</p>	

## NOVEMBER 2022

20 Sun	
21 Mon	End Semester Examination for UG (21 <sup>st</sup> November to 7 <sup>th</sup> December 2022)
22 Tue	Fee payment (PG) (12:10-3:00pm)
23 Wed	
24 Thu	
25 Fri	
26 Sat	
<p>When a person can no longer laugh at himself, it is time for other to laugh at him - <b>Thomas Szasz</b></p>	



## NOVEMBER - DECEMBER 2022

27 Sun	
28 Mon	
29 Tue	
30 Wed	Issue of Admit Cards for MA End Semester Examination
1 Thu	National AIDS Day (i/c Red Ribbon Club)
2 Fri	
3 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 2022

4 Sun	
5 Mon	
6 Tue	End Semester Examination for MA (6 <sup>th</sup> to 20 <sup>th</sup> December 2022)
7 Wed	
8 Thu	
9 Fri	
10 Sat	
<p>“You know you’ve in love when you can’t fall asleep because reality is finally better than your dreams.” - <b>Dr. Seuss</b></p>	

## DECEMBER 2022

11 Sun	
12 Mon	
13 Tue	
14 Wed	
15 Thu	
16 Fri	
17 Sat	

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

## DECEMBER 2022

18 Sun	
19 Mon	
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	

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

## DECEMBER 2022-JANUARY 2023

25 Sun	Christmas
26 Mon	
27 Tue	
28 Wed	
29 Thu	
30 Fri	
31 Sat	
Education makes people easy to lead, but difficult to drive; easy to govern but impossible to enslave - <b>Lord Brougham</b>	

## JANUARY 2023

1 Sun	New Year
2 Mon	
3 Tue	
4 Wed	
5 Thu	
6 Fri	
7 Sat	
Hitch your wagon to a star. - <b>Emerson</b>	

## JANUARY 2023

8 Sun	
9 Mon	
10 Tue	
11 Wed	
12 Thu	<ul style="list-style-type: none"> <li>- Declaration of result for 1<sup>st</sup>, 3<sup>rd</sup> &amp; 5<sup>th</sup> Semester (UG) &amp; 1<sup>st</sup> &amp; 3<sup>rd</sup> Semester (PG)</li> <li>- National Youth Day (i/c Young Indian)</li> </ul>
13 Fri	
14 Sat	
<p>When I was a boy I was told that anybody could become President. Now I'm beginning to believe it. - <b>Clarence Darrow</b></p>	

## JANUARY 2023

15 Sun	
16 Mon	
17 Tue	Staff Meeting (UG & PG)
18 Wed	Re-opening of classes for UG & PG
19 Thu	
20 Fri	
21 Sat	
<p>Personality is to a man what perfume is to a flower. - <b>Charles M Schwab</b></p>	

## JANUARY- FEBRUARY 2023

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

## FEBRUARY 2023

29 Sun	
30 Mon	
31 Tue	
1 Wed	
2 Thu	
3 Fri	1st Friday Mass
4 Sat	
The person who reads too much and uses his brain too little will fall in lazy habits of thinking. - <b>Albert Einstein</b>	

## FEBRUARY 2023

5 Sun	
6 Mon	
7 Tue	
8 Wed	
9 Thu	
10 Fri	
11 Sat	<ul style="list-style-type: none"> <li>- Departmental activities for Sociology, Education and Mathematics</li> <li>- International Day of Women and Girls in Science (i/c Deptment of Physics)</li> </ul>
<p>"Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that."-<b>Martin Luther King Jr.</b></p>	

## FEBRUARY 2023

12 Sun	
13 Mon	
14 Tue	
15 Wed	
16 Thu	
17 Fri	HODs Meeting (1:40 pm)
18 Sat	Departmental activities for Political Science, Commerce and Chemistry
<p>It is better to wear out than to rust our. - <b>Richard Cumberland</b></p>	

## FEBRUARY 2023

19 Sun	
20 Mon	
21 Tue	- Class Test (21 <sup>st</sup> , 23 <sup>rd</sup> , 24 <sup>th</sup> & 25 <sup>th</sup> February)
22 Wed	Ash Wednesday (Holiday)
23 Thu	Exam form fill up for students having backlog paper(s) in 1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Semester (UG) (23 <sup>rd</sup> - 3 <sup>rd</sup> March)
24 Fri	
25 Sat	Departmental activities for English, BBA and Physics
<p>“Live as if you were to die tomorrow. Learn as if you were to live forever”. <b>Mahatma Gandhi</b></p>	

## MARCH 2023

26 Sun	
27 Mon	
28 Tue	National Science Day (i/c Department of Science)
1 Wed	
2 Thu	
3 Fri	1st Friday Mass
4 Sat	<ul style="list-style-type: none"> <li>- Staff Meeting (UG &amp; PG)</li> <li>- National Safety Day (i/c NSS)</li> </ul>
<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 - <b>Oscar Wilde</b></p>	

## MARCH 2023

5 Sun	
6 Mon	
7 Tue	
8 Wed	- Holi - International Women's Day <i>i/c Women's Forum</i>
9 Thu	No Smoking Day <i>i/c Student Council</i>
10 Fri	Spring Fest (10 <sup>th</sup> & 11 <sup>th</sup> )
11 Sat	
Fame is the perfume of heroic deeds - <b>Socrates</b>	

## MARCH 2023

12 Sun	
13 Mon	
14 Tue	Exam form fill up for students having backlog paper(s) in 1 <sup>st</sup> & 3 <sup>rd</sup> Semester (PG) (14 <sup>th</sup> -21 <sup>st</sup> March)
15 Wed	World Consumer Day ( <i>i/c Department of Commerce</i> )
16 Thu	
17 Fri	
18 Sat	Departmental activities for Education & History
I am patient with stupidity but not with those who are proud of it - <b>Edith Sitwell</b>	



## MARCH 2023

19 Sun	Feast of St. Joseph, Patron Saint of the College
20 Mon	
21 Tue	- World Poetry Day <i>i/c Department of English</i> - Departmental activities for Botany
22 Wed	
23 Thu	
24 Fri	HODs Meeting (1:40 pm)
25 Sat	Staff Meeting (UG & PG)
Some people like my advice so much that they frame it upon the wall instead of using it. - <b>Gordon R. Dickson</b>	

## MARCH -APRIL 2023

26 Sun	
27 Mon	World Theatre Day ( <i>i/c Drama Club</i> )
28 Tue	
29 Wed	
30 Thu	Internal Examination for UG & PG 30 <sup>th</sup> , 31 <sup>st</sup> March, 3 <sup>rd</sup> 4 <sup>th</sup> & 5 <sup>th</sup> April 2023
31 Fri	
1 Sat	
An expert is one who knows more about less and less. - <b>Nichalas M. Butler</b>	

## APRIL 2023

2 Sun	
3 Mon	
4 Tue	
5 Wed	
6 Thu	Maundy Thursday (Holiday)
7 Fri	Good Friday (Holiday)
8 Sat	Holy Saturday (Holiday)
An investment in knowledge pays the best interest. <b>Benjamin Franklin</b>	

## APRIL 2023

9 Sun	Easter Sunday
10 Mon	Easter Monday (Holiday)
11 Tue	
12 Wed	
13 Thu	
14 Fri	Last date for submission of all the internal marks to the exam section (UG)
15 Sat	Staff Meeting (PG & UG)
Education is the key to unlock the golden door of freedom. <b>George Washington Carver</b>	

## APRIL 2023

16 Sun	
17 Mon	Exam form fill up for UG (17 <sup>th</sup> ,18 <sup>th</sup> & 19 <sup>th</sup> April)
18 Tue	- World Heritage Day ( <i>i/c Department of Sociology</i> ) - Departmental activities for History and Commerce
19 Wed	Payment of fee UG (19 <sup>th</sup> April-30 <sup>th</sup> April )
20 Thu	
21 Fri	HODs Meeting (1:40 pm)
22 Sat	Id-ul-Fitr (Holiday)
<p>“The highest result of education is tolerance.” <b>Helen Keller</b></p>	

## APRIL - MAY 2023

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

MAY 2023	
30 Sun	
1 Mon	Practical Exam for B.Sc. (1 <sup>st</sup> -6 <sup>th</sup> May)
2 Tue	Last date for submission of all the internal marks to the exam section (PG)
3 Wed	
4 Thu	Exam form fill up for PG End Semester Examination
5 Fri	
6 Sat	Departmental activities for Sociology and Zoology
Education is the most powerful weapon which you can use to change the world. <b>Nelson Mandela</b>	

MAY 2023	
7 Sun	
8 Mon	- Issue of Admit Card for UG (8 <sup>th</sup> , 9 <sup>th</sup> & 10 <sup>th</sup> May) - World Red Cross Day ( <i>i/c Youth Red Cross</i> )
9 Tue	
10 Wed	
11 Thu	- Prize Distribution
12 Fri	Staff Meeting
13 Sat	
The only person who is educated is the one who has learned how to learn and change. <b>Carl Rogers</b>	

MAY 2023	
14 Sun	
15 Mon	
16 Tue	
17 Wed	17 <sup>th</sup> May-6 <sup>th</sup> June: End Semester Examination for UG
18 Thu	
19 Fri	
20 Sat	

MAY 2023	
21 Sun	
22 Mon	
23 Tue	
24 Wed	
25 Thu	Fee payment for PG Students (12:10-3:00pm) 25 <sup>th</sup> -28 <sup>th</sup> May:
26 Fri	
27 Sat	

## MAY - JUNE 2023

28 Sun	
29 Mon	
30 Tue	
31 Wed	Anti-Tobacco (i/c Students' Council)
1 Thu	Issue of Admit Card for PG
2 Fri	
3 Sat	

## JUNE 2023

4 Sun	
5 Mon	
6 Tue	Staff Meeting (UG & PG)
7 Wed	End Semester Examination for PG (7 <sup>th</sup> -22 <sup>nd</sup> June)
8 Thu	
9 Fri	
10 Sat	

# JUNE 2023

11 Sun	
12 Mon	
13 Tue	
14 Wed	
15 Thu	
16 Fri	
17 Sat	

# JUNE 2023

18 Sun	
19 Mon	
20 Tue	
21 Wed	- International Day of Yoga (i/c Fitness Club)
22 Thu	
23 Fri	
24 Sat	

## JUNE - JULY 2023

25 Sun	
26 Mon	
27 Tue	
28 Wed	Declaration for Results for UG
29 Thu	
30 Fri	
1 Sat	

## JULY 2023

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





## TIME - TABLE

Roll No. ....

Class.....

Days	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
MON	1	2	B R E A K		3	4	5
TUE							
WED							
THU							
FRI							

## TIME - TABLE

Roll No. ....

Class.....

Days	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
MON	1	2	B R E A K		3	4	5
TUE							
WED							
THU							
FRI							

**ST. JOSEPH'S COLLEGE**  
**(AUTONOMOUS)**  
Jakhama, Kohima 797001  
Nagaland

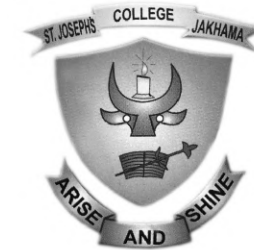


HANDBOOK & CALENDAR : 2021-22

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

P.O. No. 39,  
Kohima - 797 001, Nagaland  
Phone: (0370) 2231009 / 2233022 / 9436437544

(Autonomous status granted by UGC notifications  
No. F.22-1 (AC) Dtd.11th Oct. 2018)  
NAAC Accredited A Grade



**HANDBOOK & CALENDAR : 2021-22**

Home Page: <http://stjosephjakhama.ac.in>  
E-mail: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

**This Handbook and Calendar  
must be brought to the college daily**

### 2021 Calendar

January 2021							February 2021							March 2021							April 2021						
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	1	2	3	4	5	6	1	2	3	4	5	6			
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	28	29	30	31	28	29	30	31	25	26	27	28	29	30						
31																											

May 2021							June 2021							July 2021							August 2021						
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		1	2	3	4	5		1	2	3	4	5	6	1	2	3	4	5	6	7		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	10	11	12	13	14	15	16	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31							
30	31																										

September 2021							October 2021							November 2021							December 2021									
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					1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11			
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18			
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25			
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31										
							31																							

### 2022

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

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

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

## PERSONAL INFORMATION

Name .....

Father's Name.....

Contact no.....

Mother's Name.....

Contact no.....

Name of the Guardian/Warden.....

Contact No.....

Address .....

Class .....Section.....Roll No.....

Department .....

Telephone No .....

Email .....

Blood Group .....

## Contents

1. Emblem and Motto
2. College Class Hours
3. Office Hours
4. Prayer
5. College Anthem , National Anthem and Translation of National Anthem
6. History of the College
7. Vision, Mission and Goals of Catholic Education
8. Vision, Mission and Objectives of the College
9. Member of the Governing Body
10. Member of the Academic Council
11. Management Board
12. Board of Studies (Post Graduation and Under Graduation Courses)
13. Non- Teaching Staff
14. Internal Quality Assurance Cell (IQAC)
15. Club, Association, Cell and Committee
16. Staff Directors
17. Regulation for Undergraduate and Post Graduate Degree Programmes
18. Programme of Study
19. Attendance, Leave application
20. Examination and Evaluation
21. Promotion, Grading, Credit Grade and Re-evaluation/ Re- Scrutiny
22. Provisional Certificate and Award of Degree Certificate
23. General Norms
24. Disciplinary Matters,
25. Dress Code
26. Class Room Decorum
27. Academic Programme
28. Diploma and Certificate Course
29. Admission Guidelines and Eligibility for both PG and UG
30. Documents to be submitted at the time of admission
31. Tuition Fees and Fines
32. Scholarship
33. Examinations
34. Student Services
35. Students' Council
36. Class Representative, Class Supervisors
37. Mentors
38. Guidance and Counselling
39. Career Guidance, Orientation, Seminar and Leadership Programmes
40. Association and Clubs
41. Publication of Departments and Association
42. Income and Expenditure
43. College Magazine
44. Sports and Games
45. Grievance Redressal
46. Other programme of the year
47. College Alumni
48. Important Information for Parents and Guardians
49. Important Dates for the Academic Year 2021-2022
50. Academic Calendar

## 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 - 1 : 40 pm
5th Period	: 1 : 40 pm - 2 : 40 pm

At the second bell (8 : 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

Josephites arise  
Let your light shine  
Glow in the radiance of knowledge and truth  
Unite in the spirit of love  
To thousands outside the wall we shall proclaim  
United we stand

Arise and shine  
Messengers of peace  
Always and forever we shall remain  
A family knitted in one  
To give all mankind a hope for tomorrow  
Arise and shine

## 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.

## 1. HISTORY OF THE COLLEGE (AUTONOMOUS)

St. Joseph's College, Jakhama is a Catholic institution of higher learning established and managed by the Diocese of Kohima, Nagaland. It is the first College established by the Catholic Church in Nagaland. It aims at imparting quality higher education that is based on the Christian vision of life. Catholic education stresses the 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.

The College was inaugurated on 19th March 1985 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 affiliated to the North Eastern Hill University, Shillong, in the same year. The College is now located in a spacious campus in Jakhama village, about 18 kms from Kohima, along the National Highway. Two Degree Courses in Arts (Bachelor of Arts) and in Commerce (Bachelor of Commerce) were started in 1988. BBA (Bachelor of Business Administration) & B.Sc. (Bachelor of Science) were started in 2009 and 2012 respectively. The college also introduced Post Graduation (M.A) Course in 2018 with English department as the first PG Course. With the establishment of a University within the State of Nagaland in July 1994, the College is now affiliated to the Nagaland University. It is included in the List of Colleges under Section 2 (f) & 12 (B) of the UGC Act, 1956, and has been Re-accredited by the National Assessment and Accreditation Council (NAAC) with A Grade (CGPA 3.12). The management of the College is vested with the St. Joseph's College Society, Jakhama, of the Diocese of Kohima. Besides the Diocesan Fathers who are in charge of the management of the College, there are Religious sisters 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) as members of the staff.

## 2. 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:

An Education of quality and relevance to all, and in particular, to the marginalized sections of society,

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,

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,

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,

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,

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,

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,

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.

### 3. VISION, MISSION AND OBJECTIVES OF THE COLLEGE

The vision of St. Joseph's College is to impart quality higher education in a Christian atmosphere to deserving students, especially those belonging to the Catholic, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes 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. (cf. Memorandum of Association 3 a.b.)

The mission of St. Joseph's College is to form men and women who are intellectually alert, morally upright, religiously oriented, socially conscious, culturally distinct and nationally integrated.

In order to realize this mission, the College has set the following objectives:

- 3.1 Help the students become men and women of character, with sound moral principles
- 3.2 Help them become men and women committed to life-time learning
- 3.3 Help them make a harmonious blend of faith and culture
- 3.4 Help them strive continually after excellence in every field
- 3.5 Instill in them the spirit of unselfish service of their brothers and sisters and sensitize them to current socio - economic, political and cultural issues
- 3.6 Provides an education that is socially relevant and useful for life.

### 4. MEMBERS OF THE GOVERNING BODY

Bishop James Thoppil	: Chairman, Bishop of Kohima
Rev. Fr. Carolus Neisalhou	: Vice Chairman, Vicar General
Dr. Fr. George Keduolhou Angami	: Secretary, Principal
Dr. Fr. George Punnolil	: Ex- Officio Member, Diocesan Financial Administrator
Rev. Fr. Binoy Joseph	: Ex- Officio Member, Administrator
Rev. Fr. Obed Yimchunger	: Ex-Officio Member, Vice Principal, Students' Affairs
Dr. Sr. Ranit SABS	: Ex- Officio Member, Vice Principal, Academic Affairs
Dr. Fr. George Pezalhoukho	: Ex- Officio Member, P.G. Coordinator
Rev. Fr. Peter Solo	: Ex- Officio Member, Dean of Science
Ms. Suparna Gooptu	: UGC Nominee
Dr. Indira Devi	: University Nominee
Dr. Norbert Norahol	: Higher Education and Management
Dr. Nokhwenu Veronica	: Higher Education, Govt. of Nagaland
Mr. F.P. Solo	: Commissioner & Secretary Dept. of Higher Education
Mr. Sebastian Humtsoe	: Expert from Administration
Fr. Cyprian Francis Lobo SJ	: Educationist
Mr. Johnny Ruangmei	: President CAN
Mr. Vitsu Martin	: President of Southern Angami, Catholic Union (SACU)
Mr. Heshuo Dihe Mao	: Asst. Professor from the staff
Mrs. Loreni Yanthan	: Asst. Professor from the staff

## 5. MEMBERS OF THE ACADEMIC COUNCIL

- 5.1 The Principal (Chairman) :  
Dr. Fr. George Keduolhou Angami
- 5.2 Three nominees of the university not less than Professors.
- Prof. S.K. Sharma
  - Prof. Buno Zetsuvi
  - Prof. B.V. Rao
- 5.3 Not less than four experts / academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
- Adv. Kezhokhoto Savi
  - Arch. Richard Belho
  - Rev. Fr. Binoy Joseph
  - Dr. Sedevi
  - Dr. Nobert Noraho
  - Dr. Easterine Kire

(Ref. to the Governing Body meeting 25<sup>th</sup> Nov. 2017)

- 5.4 Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
- Capt. Regina Razousinuo
  - Mrs. Loreni Yanthan
  - Ms. Josephine Jasietsono Kuotsu
  - Mr. K. Zubemo Humtsoe
- 5.5 A faculty member nominated by the Principal (Member Secretary) :
- 5.6 Chief Controller  
of exams : Dr. Fr. George Keduolhou Angami
- 5.7 Controller of Exams : Dr. Dominic Meyieho
- 5.8 Deputy Controller  
of exams : Dr. Nobert Noraho
- 5.9 Vice Principal : Dr. Sr. Ranit SABS
- 5.10 Vice Principal : Rev. Fr. Obed Yimchunger

## 5.10 Head of the Departments (HoDs)

- Mrs. Loreni Yathan, Dept. of Economics
- Ms. Tiamongla, Dept. of Education
- Mr. James H.K, Dept. of English
- Ms. Nzano Kikon, Dept. of History
- Dr. Mhonthung Yanthan, Dept. of Political Science
- Dr. Medonuo Pienyü, Dept. of Sociology
- Mr. K. Zubemo Humtsoe, Dept. of BBA
- Mr. Maotangit Longkumer, Dept. of Commerce
- Ms. Neithongunuo Angela Belho, Dept. of Botany
- Ms. Rukutalu, Dept. of Zoology
- Mr. Madovi David, Dept. of Chemistry
- Ms. Thejano, Dept. of Physics
- Mr. Toshiwapang Lemtur, Dept. of Mathematics

## 6. MANAGEMENT BOARD

- Dr. Fr. George Keduolhou Angami  
M.A, B.Ed, NET, Ph.D. : Principal
- Dr. Sr. Ranit SABS,  
M.A, B.Ed, Ph.D. : Vice Principal
- Rev. Fr. Obed Yimchunger : Vice Principal  
M.A, M.Ph, M.Phil  
(Ph.D Research Scholar)
- Rev. Fr. Binoy Joseph,  
M.Th., B.Ed : Administrator
- Rev. Fr. Peter Solo,  
M.Sc. (Ph.D Research Scholar) : Dean of Science
- Dr. Fr. George Pezalhoukho  
M.Sc (Media Management), : Post Graduate  
M.Sc. (Counseling Psychology), Programme  
B.Ed., Ph.D. Co-ordinator

## **7. BOARD OF STUDIES**

### **7.1 SUBJECT EXPERT**

1. Dr. Nigamananda Dass
2. Prof. S. K Sharma

### **7.2 REPRESENTATIVE FROM INDUSTRY**

1. Arch. Richard Belho

### **7.3. POST GRADUATE COURSES**

#### **7.3.1 M.A ENGLISH**

1. Mr. James H.K., M.A (HoD), (Ph. D. - Research Scholar)
2. Ms. Debolina Mukherjee, M.A, NET  
(Ph. D. - Research Scholar)
3. Ms. Keviphrenu Hibo, M.A, NET
4. Ms. Wede-ü Mero, M.A, (Ph. D. - Research Scholar)

#### **7.3.2 M.A Economics**

1. Dr. Khriemenuo Pusa, M.A, Ph.D. (Co-ordinator)
2. Dr. P. Paramasivam, M.A, Ph.D.
3. Mr. Tangmong, M.A, NET, (Ph. D. - Research Scholar)
4. Ms. Sedevikhonuo Noudi, M.A, NET,  
(Ph. D. - Research Scholar)

#### **7.3.3 M.A History**

1. Mr. Reimaya Muinao, M.A, M.Phil, (Co-ordinator),  
(Ph. D. - Research Scholar),
2. Dr. M. Yurreisem, M.A, NET, Ph.D
3. Ms. Virano Motonyü, M.A, NET
4. Ms. Keneiseno Neihu, M.A, (Ph. D. - Research Scholar)

#### **7.3.4 M.A POLITICAL SCIENCE**

1. Dr. Mhonthung Yanthan, M.A, NET, B.Ed,  
PGDRD, Ph.D, (HoD)
2. Mr. Heshou Dihe Mao, M.A, NET
3. Dr. Aosunep, M.A, M.Phil, Ph.D.
4. Dr. Kezhangunuo Kelio, M.A, Ph.D.

### **7.3.5 M.A SOCIOLOGY**

1. Dr. Medonuo Pienyü, M.A, B.Ed, Ph.D, (HoD)
2. Dr. Hormila G. Zingkhai, M.A, NET, Ph.D.
3. Dr. Khobu Tsolo, M.A, M.Phil, NET, Ph.D.
4. Mr. Zankhangasung Khasim, M.A, NET  
(Ph. D. - Research Scholar)

## **8. BACHELOR OF ARTS**

### **8.1 ECONOMICS**

1. Dr. T. Zarenthung, NU, Lumami  
(University Representative)
2. Mrs. Loreni Yathan, M.A, B. Ed., TET (HoD)
3. Mr. Saju Mathew, M.A, M. Com., B.Ed, NET
4. Mr. Kelengol Neikha, M.A, NET
5. Ms. Neito U Mero, M.A, NET

### **8.2 EDUCATION**

1. Dr. Limala, NU, Meriema Campus  
(University Representative)
2. Ms. Tiamongla, M.A (HoD)
3. Ms. Vilavonuo Maria Kulnu, M.A, NET
4. Ms. Kezienguno, M.A, NET (Ph.D. - Research Scholar)
5. Dr. Chingpai Lily, M.A, Ph.D

### **8.3 ENGLISH**

1. Dr. Jano S. Liegise, NU, Meriema Campus  
(University Representative)
2. Ms. Meribeni Ngullie, M.A (Co-ordinator)
3. Ms. Josephine Jasietsono Kuotsu, M.A
4. Ms. Zulusenla Jamir, M.A
5. Ms. Rosalind Ngullie, M.A, NET
6. Ms. Tekalemla Longchar, M.A, NET
7. Mr. Neizosie-o Jude, M.A
8. Ms. Tainla Longchar, M.A, B. Ed, NET
9. Ms. Khriebuno Nagi, M.A
10. Mr. Khrietho Sale, M.A
11. Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A

12. Rev. Sr. V. Salomy CMC, M.A, B.Ed

#### **8.4 HISTORY**

1. Dr. Akumla Walling NU, Meriema Campus  
(University Representative)
2. Ms. Nzano Kikon, M.A , NET, TET (HoD)
3. Capt. Regina Razousinuo, M.A, B.Ed
4. Sr. Ancy, M.A, B.Ed (Ph.D. - Research Scholar)
5. Ms. Lucy Kamei, M.A, NET
6. Mr. Sasietho Felix, M.A
7. Ms. Kethovino Catherine Kulnu, M.A
8. Ms. Zuchanbeni Lapon, M.A
9. Mr. Sentilong Longchar, M.A, M. Phil  
(Ph.D. - Research Scholar)
10. Ms. Khrielieü Zumvu, M.A, NET

#### **8.5 POLITICAL SCIENCE**

1. Dr. Moamenla Amer NU, Lumami  
(University Representative)
2. Ms. L. Lilly Humtsoe, M.A, NET (Co-ordinator)
3. Capt. Avizo Richa, M.A
4. Mr. R. Hingba Paul, M.A, M. Phil.
5. Mr. Kevizase Kehie, M.A
6. Mr. Renthungo C. Humtsoe, M.A  
(Ph. D. - Research Scholar)
7. Mr. Vikato Swu, M.A, NET
8. Mr. Vekutu Vese, M.A, NET
9. Ms. Tokani L, M.A, NET
10. Ms. Akuminla, M.A, NET
11. Mr. Yhunsinlo Tep, M.A, NET

#### **8.6 SOCIOLOGY**

1. Dr. Athungo Ovung, NU, Lumami  
(University Representative)
2. Mrs. K. Alibo Achumi, M.A, NET (Co-ordinator)
3. Mr. Y. Lumchio Patton, M.A, NET
4. Ms. Dievileno, M.A, NET (M.Phil Scholar)
5. Mr. Nungshitemjen, M.A, NET

#### **8.7 BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

1. Dr. Manoj E. Prabhakar NU, Meriema Campus  
(University Representative)
2. Mr. K. Zubemo Humtsoe, MBA, NET (Director)
3. Mr. Md. Tabrej, MBA, NET
4. Mr. Imtipong Longkumer, MBA, NET  
(Ph.D Research Scholar)
5. Mr. Ahel Vitsu, MBA, NET
6. Mr. Lungkungam Leo Panmei, M.Com., NET

#### **9 BACHELOR OF COMMERCE (B.Com)**

1. Dr. N. Martina Solo, NU, Meriema Campus  
(University Representative)
2. Mr. Moatangit Longkumer, M.Com., NET (HoD)
3. Ms. Thejanuo Fidelia, M.Com., NET
4. Mr. Temsukumzuk Pongen, M.Com., NET
5. Mr. Veto Victor, M. Com., NET
6. Mr. Moatemsu, M.Com., NET, M. Phil

#### **10. BACHELOR OF SCIENCE**

##### **10.1 BOTANY**

1. Dr. Talijungla, NU, Lumami  
(University Representative)
2. Ms. Neithongunuo Angela Belho, M. Sc., NET (HoD)
3. Mrs. Payal Bose, M. Sc.
4. Ms. Asha Kumari Singh, M. Sc. (Ph. D. - Research Scholar)
5. Dr. Thejasenuo Julia Kirha, M.Sc., Ph.D.
6. Mrs. Imkongyala Sekhose, M.Sc., NET (EVS)
7. Dr. Kizukala Jamir, M.Sc., Ph.D

##### **10.2 CHEMISTRY**

1. Dr. Tovishe Phucho, NU, Lumami  
(University Representative)
2. Mr. Madovi David, M. Sc. (HoD)
3. Rev. Fr. Peter Solo, M.Sc. (Ph. D. - Research Scholar)
4. Ms. Gaijuliu, M.Sc.
5. Ms. Senchumbeni Yanthan, M.Sc.

6. Mr. Mughakha Sumi, M.Sc., NET
7. Dr. O. Sanentiba Ozukum, M.Sc., NET, Ph.D

### 10.3 PHYSICS

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

### 10.4 MATHEMATICS

1. Mr. Toshiwapang Lemtur, M.Sc. (HoD)
2. Mr. Vinoth Kumar C, M.Sc., M. Phil.
3. Ms. N Chonbeni Yanthan, M.Sc., B.Ed
4. Ms. Dzuvino Judith Kuotsu, M.Sc., NET

### 10.5 ZOOLOGY

1. Dr. Bendang Ao, NU, Lumami  
(University Representative)
2. Ms. Rukutalu, M.Sc., NET (HoD)
3. Dr. Ramita Sougrakpam, M.Sc., Ph.D.
4. Ms. Bendansangla, M. Sc.
5. Mr. Lipokrenba, M.Sc., NET
6. Ms. Loyingbeni M Odyuo, M.Sc., NET

### 11 ADJUNCT PROFESSORS

1. Dr. Sravani Biswa, Ph.D (English)
2. Prof. Sivasish Biswas, (English)
3. Prof. Himadri Lahiri, (English)
4. Dr. Fr. Sunny Joseph, M.A, B.Ed, Ph.D. , DCR.,  
(Education)
5. Dr. Fr. Francis S Cheerangal, M.A, B.Ed, Ph.D.,  
(Sociology)
6. Dr. Fr. C. P. Anto, MSW, Ph.D., ( Sociology)
7. Dr. Fr. Mathew John Thuniampral, M.A, Ph.D.,  
(Education)
8. Dr. Fr. George Punnolil, M.A, Ph.D., (Education)
9. Dr. Fr. Joseph Mariadhas, M.Sc., M. Phil., Ph.D.

### 12. COMPUTER EDUCATION

1. Mr. Moirangthem Gopiarman Singh,  
DOEACC (B-LEVEL), B. Com., M.C.A

### 13. COUNSELLING:

1. Rev. Fr. C. Joseph, M.A, M. Phil.
2. Rev. Sr. Avi Charani, B.A. Diploma in Counselling
3. Dr. Fr. George Pezalhoukho,  
M.Sc. (Media Management),  
M.Sc. (Counseling Psychology), B.Ed, Ph.D

### 14. PHYSICAL EDUCATION

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

### 15. Co-ordinator Diploma and Certificate Course

1. Ms. Rukuzhanu Kulnu, M.A (Tourism), NET

### 16. OFFICE STAFF

1. Ms. Wandahunlang M. Syiemlieh,  
B. S. Accounting Tech., B.Th. (Superintendent)
2. Mr. Tepuhoto Khieya, M.Sc., NET  
(Asst. Controller & Secretary Exam Branch)
3. Ms. Kevisenu Khieya, M.Com.
4. Ms. Agatha Zhobozonu, M.Com.
5. Mr. Moatemshi Alex, M.Com., M.A
6. Mr. Mezathel Kiso, M.A
7. Ms. Kedukhole Weo, M.Com.
8. Mr. Visuto Tsukru, M.A
9. Mr. Seyenizo Viswentso, B.A.
10. Ms. Abonuo Khieya, B.A.
11. Mr. Thohrü Besii, B.A.
12. Ms. Vingotole Kiso. B.A.
13. Mr. Medolozo Francis, B.A.
14. Mr. Medovi Krocha, B.A.
15. Mr. Jagot Burman (Peon)
16. Mrs. Noni Burman (Peon)
17. Mrs. Anema (Peon)



## 17. DOCUMENTATION

1. Mr. Visuto Tsukru, M.A
2. Ms. Vingotole Kiso, B.A.

## 18. LIBRARY STAFF

1. Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A
2. Mr. S. Kampu Haokip, Assistant Librarian, MLISC, NET
3. Ms. Vikule Kiso, Library Asst., B.A., D.C.A., BLISC

## 19. LAB ASSISTANT

1. Ms. Atonu Josephine Meze, M.A.
2. Mùlekhölü Nienu, B.Sc.
3. Nopinu Richa

## 20. DISPENSARY

1. Rev. Sr. Elaa Regina CMC, Nurse

## 21. INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Dr. Fr. George Keduolhou Angami : Chairperson
2. Dr. Sr. Ranit SABS : Vice Principal
3. Rev. Fr. Obed Yimchunger : Vice Principal
4. Rev. Fr. Binoy Joseph : Administrator
5. Dr. Hormila G. Zingkhai : Co-ordinator
6. Mrs. Loreni Yathan : HoD, Economics
7. Ms. Tiamongla : HoD, Education
8. Mr. James H.K : HoD, English
9. Ms. Nzano Kikon : HoD, History
10. Dr. Mhonthung Yanthan : HoD, Political Science
11. Dr. Medonuo Pienyü : HoD, Sociology
12. Mr. K. Zubemo Humtsoe : Director, BBA
13. Mr. Maotangit Longkumer : HoD, Commerce
14. Ms. Neithongunuo Angela Belho : HoD, Botany
15. Ms. Rukutalu : HoD, Zoology
16. Mr. Madovi David : HoD, Chemistry
17. Ms. Thejano : HoD, Physics
18. Mr. Toshiwapang Lemtur : HoD, Mathematics

19. Mr. S. Kampu Haokip : Assistant Librarian
20. Ms. Wandahunlang M. Syiemlieh : Superintendent
21. Students' Council : President
22. Mr. Moirangthem Gopiarman Singh : Lecturer, Computer Science

## 21. MEMBER: INSTITUTE OF INTERNATIONAL EDUCATION PLACEMENT OFFICER

### Guidance -

1. Dr. Fr. George Keduolhou Angami
2. Ms. Thejanuo Fidelia, Co-ordinator
3. Mr. Md. Tabrej
4. Dr. Mhonthung Yanthan
5. Ms. Dievileno

## 22. INTERNATIONAL PROGRAMME

1. Dr. Mhonthung Yanthan, Director

## 23. GRIEVANCE REDRESSAL CELL

1. Dr. Fr. George Keduolhou Angami : Chairperson
2. Dr. Sr. Ranit SABS : Vice Principal
3. Rev. Fr. Obed Yimchunger : Vice Principal
4. Rev. Fr. Binoy Joseph : Administrator

## 24. DISCIPLINE /ANTI - RAGGING CELL

1. Dr. Fr. George Keduolhou Angami
2. Dr. Sr. Ranit SABS
3. Rev. Fr. Obed Yimchunger
4. Rev. Fr. Binoy Joseph
5. President Students' Council
6. Secretary Students' Council

## 25. ANTI SEXUAL HARASSMENT CELL

1. Dr. Fr. George Keduolhou Angami : Chairperson
2. Dr. Sr. Ranit, SABS : Vice Principal
3. Rev. Fr. Obed Yimchunger : Vice Principal
4. Dr. Ramita Sougrakpam
5. Dr. Medonuo Pienyü

## 26. DISASTER MANAGEMENT CELL

1. Mr. Vekutu Vese
2. Ms. Tekalemla Longchar
3. Ms. Neithongunuo Angela Belho

## 27. WELFARE SCHEMES

1. Mr. Neizosie-o Jude
2. Ms. Wede-ü Mero
3. Mr. Vikato Swu
4. Rev. Fr. Binoy Joseph

## 28. COLLEGE JOURNAL

1. Dr. Medonuo Pienyü
2. Dr. Ramita Sougrakpam
3. Mr. James H K

## 29. EXTENSION PROGRAMMES

1. Mr. Khrietho Sale
2. Ms. Rukutalu
3. Mr. Temsukumzuk Pongen

## 30. FINANCE COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Member : Rev. Fr. Binoy Joseph
3. Member : Mr. Saju Mathew (Senior Teacher)
4. Member : Finance Officer of the University

## 31. PLANNING COMMITTEE COMPOSITION

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Vice Principal : Dr. Sr. Ranit SABS
3. Controller of exams : Dr. Dominic Meyieho
4. Administrator : Rev. Fr. Binoy Joseph
5. Governing body (6 members from the management)|
  - a. Dr. Fr. George Keduolhou Angami
  - b. Dr. Sr. Ranit SABS

c. Rev. Fr. Obed Yimchunger

d. Rev. Fr. Binoy Joseph

e. Rev. Fr. Peter Solo

f. Dr. Fr. George Pezalhoukho

6. Dr. Nokhwenu Veronica: State Government Nominee

## 32. EVALUATION COMMITTEE COMPOSITION

1. Chairman : Dr. Fr. George Keduolhou Angami
2. Coordinator  
IQAC : Ms. Hormila G. Zingkhai
3. Member : Dr. Sr. Ranit SAB
4. Member : Rev. Fr. Obed Yimchunger
5. Member : Rev. Fr. Binoy Joseph
6. Chief Controller  
of Exam : Dr. Fr. George Keduolhou Angami,  
Principal
7. Controller of  
exams : Dr. Dominic Meyieho
8. Deputy controller  
of exams : Dr. Norbert Noraho
9. Governing body (6 members from the management)
  - a. Dr. Fr. George Keduolhou Angami, Principal
  - b. Dr. Sr. Ranit SABS
  - c. Rev. Fr. Peter Solo
  - d. Rev. Fr. Binoy Joseph
  - e. Dr. Fr. George Pezalhoukho
  - f. Rev. Fr. Obed Yimchunger
10. State Govt. Nominee : Dr. Nokhwenu Veronica
11. Superintendent : Ms. Wandahunlang Mery Syiemlieh
12. One member from  
Library committee : Mr. S. Kampu Haokip
13. One member from  
research committee : Dr. Hormila G Zingkha

## 33. EXAMINATION COMMITTEE

- Chief controller  
of exams : Dr. Fr. George Keduolhou Angami,  
Principal

Controller of exams : Dr. Dominic Meyieho  
 Deputy controller of exams : Dr. Norbert Noraho  
 Vice Principal : Dr. Sr. Ranit SABS  
 Vice Principal : Rev. Fr. Obed Yimchunger  
 Two senior faculties : Mr. Md. Tabrej & Dr. Ramita Sougrakpam

### 34. ADMISSION COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami  
 2. Vice Principal : Dr. Sr. Ranit SABS  
 3. Vice Principal : Rev. Fr. Obed Yimchunger  
 4. Administrator : Rev. Fr. Binoy Joseph

### 35. HOD & COORDINATOR OF VARIOUS DEPARTMENTS

1. Mrs. Loreni Yanthan, HoD, Economic Dept.  
 2. Ms. Tiamongla, HoD, Education Dept.  
 3. Mr. James H.K, HoD, English Dept.  
 4. Dr. Medonuo Pienyü, HoD, Education Dept.  
 5. Mr. Mhonthung Yanthan, HoD, Political Science Dept.  
 6. Ms. Nzano Kikon, HoD, History Dept.  
 7. Mr. K. Zubemo Humtsoe, 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. Ms. Merebeni Ngullie, Coordinator, English Dept.  
 15. Ms. Lily Humtsoe, Coordinator, Political Sc. Dept.  
 16. Mrs. K. Alibo Achumi, Coordinator, Sociology Dept.

### 36. ACADEMIC AUDIT COMMITTEE

1. Chairperson : Dr. Fr. George Keduolhou Angami  
 2. Vice Principal : Dr. Sr. Ranit SABS  
 3. Vice Principal : Rev. Fr. Obed Yimchunger  
 4. Administrator : Rev. Fr. Binoy Joseph

5. Controller of exams : Dr. Dominic Meyieho  
 6. Senior Faculty/ Librarian : Rev. Sr. Sunitha Benedicta D'Souza RJM, M.A  
 7. Co-ordinator, IQAC : Mr. Saju Mathew  
 8. Joint Co-ordinator, IQAC : Ms. Hepuni Eloziia  
 9. HoD, Education : Ms. Tiamongla  
 10. HoD, English : Mr. James H.K  
 11. HoD, History : Ms. Nzano Kikon  
 12. HoD, Political Science : Mr. Hesheo Dihe Mao  
 13. Director, BBA : Mr. K. Zubemo Humtsoe  
 14. HoD, Commerce : Mr. Moatangit Longkumer  
 15. HoD, Chemistry : Mr. Madovi David  
 16. HoD, Botany : Ms. Neithongunuo Angela Belho  
 17. HoD, Mathematics : Mr. Toshiwapang Lemtur  
 18. HoD, Physics : Ms. Thejano  
 19. HoD, Zoology : Ms. Rukutalu  
 20. Assistant Librarian : Mr. S. Kampu  
 21. Office Superintendent : Ms. Wandahunlang M Syiemlieh  
 22. Local Representative :  
 23. Students' Council : President

### 37. RESEARCH CELL

1. Dr. Fr. George Keduolhou Angami  
 2. Dr. Medonuo Pienyü  
 3. Dr. Hormila G. Zingkhai  
 4. Dr. Khriemenuo Pusa  
 5. Dr. Ramita Sougrakpam

### 38. INTERNAL COMPLAINTS COMMITTEE

1. Chairman : Dr. Fr. George Keduolhou Angami  
 2. Vice Principal : Dr. Sr. Ranit SABS  
 3. Vice Principal : Rev. Fr. Obed Yimchunger  
 4. Administrator : Rev. Fr. Binoy Joseph

### 39. STUDENTS WELFARE COMMITTEE

1. Vice Principal : Rev. Fr. Obed Yimchunger
2. Directors : Capt. Avizo Richa &  
Ms. Meribeni Ngullie
3. Students' Council: Executive Members

#### 40. EXTRA-CURRICULAR ACTIVITIES COMMITTEE

1. Dr. Fr. George Keduolhou Angami : Principal
2. Rev. Fr. Obed Yimchunger : Vice Principal
3. Rev. Fr. Binoy Joseph : Administrator

#### 41. STAFF QUARTER ALLOTMENT COMMITTEE

1. Dr. Fr. George Keduolhou Angami : Chairman
2. Dr. Sr. Ranit SABS : Vice Principal
3. Rev. Fr. Obed Yimchunger : Vice Principal
4. Rev. Fr. Binoy Joseph : Administrator  
(Co-ordinator)

#### 42. PURCHASE COMMITTEE

1. Dr. Fr. George Keduolhou Angami : Chairman
2. Rev. Fr. Binoy Joseph : Administrator  
(Co-ordinator)
3. Rev. Fr. Obed Yimchunger : Vice Principal

#### 43 PHYSICALLY CHALLENGED COMMITTEE

1. Dr. Fr. George Keduolhou Angami : Principal
2. Rev. Fr. Binoy Joseph : Administrator
3. Mr. Heshuo Dihe Mao : Asst. Professor
4. Mrs. Loreni Yanthan : Asst. Professor
5. Students' Council

#### 4. STAFF DIRECTORS

1. Students' Council : Capt. Avizo Richa and  
Ms. Meribeni Ngullie
2. NCC Boys : Capt. Avizo Richa
3. NCC Girls : Capt. Regina Razousinuo
4. NSS : Mr. Imtipong Longkumer,  
Mr. Vikato Swu,  
Mr. Kelengol Neikha and  
Ms. Tokani L.
5. Youth Red Cross : Mr. Neizosie-o Jude,  
Mrs. Zulusenla Jamir and  
Ms. Noyingbeni M Odyuo
6. Women's Forum : Ms. Dievileno,  
Ms. Khriebuno Nagi,  
Dr. Thejasenuo Julia Kirha,  
Ms. Khrielieü Zumvü,  
Ms. Debolina Mukherjee and  
Ms. Neito Ü Mero
7. Jesus Youth : Rev. Fr. Binoy Joseph,  
Mr. Lunkungam Leo Panmei,  
Ms. Thejano and  
Ms. Dzüvino Judith Kuotsu
8. Community Outreach : Capt. Avizo Richa,  
Ms. Virano Motonyü,  
Mr. Y. Lumchio Patton,  
Ms. Rukutalu and  
Dr. Kezhangunuo Kelio
9. Career Guidance : Mr. K Zubemo Humtsoe,  
Mrs. Thejanuo Fidelia,  
Dr. Ramita Sougrakpam and  
Dr. Hormila G Zingkhai
10. Red Ribbon Club : Mrs. Payal Bose,  
Ms. Dzüvino Judith Kuotsu,  
Mr. Moatangit Longkumer,  
Mr. Vinoth Kumar and  
Mrs. Loreni Yanthan
11. Peace Channel : Ms. Tekalemla Longchar,  
Ms. Rosalind Ngullie and  
Ms. Vilavonuo Maria Kulnu

- |                                     |   |  |                        |  |   |
|-------------------------------------|---|--|------------------------|--|---|
| 12. Choir                           | : | Ms. Lucy Kamei,<br>Mr. Kelengol Neikha,<br>Ms. Rukutalu and<br>Ms. Kethovino Catherine Kulnu   |                        | Mr. Duangailung Bruno,<br>Ms. Neithongunuo Angela Belho,<br>Mrs. Bendangsangla and<br>Mrs. Keviphrenu Hibo |   |
| 13. Youth Net                       | : | Mr. Md. Tabrej,<br>Mr. Temsukumzuk Pongen and<br>Dr. Kezhangunuo Kelio   | 23. News Reporters     | :  | Mr. James H.K,<br>Dr. M. Yurreisem,<br>Ms. Jasietsono Josephine,<br>Ms. Wede-ü Mero and<br>Ms. Senchumbeni Yanthan  |
| 14. Young Indian                    | : | Mr. Veto V Zhimo,<br>Mr. Mughakha Sumi and<br>Dr. Paramasivam  | 24. Philanthropic Club | :  | Ms. L. Lilly Humtsoe,<br>Heshuo Dihe Mao,<br>Dr. Khobu Tsolo,<br>Ms. Akuminla,<br>Mr. Renthungo C Humtsoe and<br>Dr. Durai Govindarajan   |
| 15. Ambassador                      | : | Rev. Fr. Binoy Joseph,<br>Capt. Regina Razousinuo and<br>Ms. Sedevikhonuo Noudi  | 25. Cultural           | :  | Ms. Nzano Kikon,<br>Mrs. K Alibo Achumi,<br>Mr. Md. Tabrej,<br>Ms. Wede-ü Mero,<br>Mr. Lipokrenba,<br>Ms. Kumari Asha Singh,<br>Mrs. Imkongyala Sekhose and<br>Dr. Chingpai Lily  |
| 16. Model United Nation             | : | Ms. L. Lilly Humtsoe and<br>Mr. Vikato Swu   | 26. Spring Fest        | :  | Mr. K. Zubemo Humtsoe,<br>Mr. Kelengol Neikha and<br>Mr. Reimya Muinao  |
| 17. Innovators Club                 | : | Mr. Vekutu Vese,<br>Ms. Tainla Longchar and<br>Mr. Seyieneizo Benupfuno  | 27. Drama Club         | :  | Ms. Tekalemla Longchar,<br>Mr. Khrietho Sale and<br>Ms. Mayorin Shaiza  |
| 18. Alumni                          | : | Mr. Moatangit Longkumar,<br>Mr. K Zubemo Humtsoe,<br>Dr. Khriemenuo Pusa,<br>Ms. Meribeni Ngullie,<br>Ms. Wede-ü Mero and<br>Mr. Duangailung Bruno | 28. Dance Club         | :  | Ms. Kumari Asha Singh,<br>Mrs. Payal Bose,<br>Ms. Chombeni Yanthan,<br>Ms. Kelhouvinuo Metha and<br>Ms. Keneilhounuo Üsou<br>(Physical Education Instructor),<br>Ms. Jasietsono Josephine,<br>Mr. Moiranthem Gopiramon Singh,<br>Mr. Moatangit Longkumer, |
| 19. College Magazine                | : | Mr. Sasietho Felix,<br>Mr. Nungshitemjen,<br>Dr. Kizukala Jamir and<br>Ms. Debolina Mukherjee  | 29. Games & Sports     | :  |   |
| 20. College Chronicles              | : | Mr. Sentilong Longchar,<br>Ms. Gajuliu and<br>Mr. Duangailung Bruno  |                        |  |   |
| 21. International<br>Studies Centre | : | Dr. Fr. George Keduolhou Angami,<br>Dr. Mhonthung Yanthan and<br>Dr. Medonuo Pienyü  |                        |  |   |
| 22. Prize Distribution              | : | Rev. Sr. Salomy Chani Cmc,<br>Ms. Kezienguno,<br>Ms. Nosavenu Savi,<br>Dr. Hormila G Zingkhai,   |                        |  |   |

		Ms. Kethovino Catherine Kulnu, Ms. Zuchabeni Lapon, Mr. Hingba Paul, Dr. Ramita Sougrakpam, Mr. Antidong Jamir, Mr. Ahel Vitsu, Ms. Tiamongla, Ms. Rosalind Ngullie, Mr. Heshuo Dihe Mao, Dr. Aosunep, Mr. James H.K and Mr. Yhunsinlo Tep
30. Athletic	:	Mr. Saju Mathew, Mr. Neizosie-o Jude, Dr. Khobu Tsolo, Mr. Toshiwapang, Mr. Vinoth Kumar, Dr. M. Yurreisem and Dr. O. Sanentiba Ozukum,
31. Cricket Club	:	Mr. Imtipong Longkumer and Mr. Temsukumzuk Pongen
32. Volleyball Club	:	Mr. Hingba Paul and Mr. Veto Victor
33. Football Club	:	Mr. Reimaya Muinao and Mr. Madovi David
34. Basketball Club	:	<i>(Physical Education Instructor)</i> and Mr. Sasietho Felix
35. Badminton Club	:	Mr. James H. K and Mr. Kevizase Kehie
36. Chess Association	:	Mr. Veto V Zhimo
37. Writers Association	:	Dr. Mhonthung Yanthan and Ms. Jasietsono Josephine
38. Table Tennis Club	:	Mr. Antidong Jamir
39. Fit India Club	:	<i>(Physical Education Instructor)</i>

## 45. REGULATIONS FOR UNDER GRADUATE AND POST GRADUATE DEGREE PROGRAMMES

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 fulfillment of the mission and objectives of the College.

### 46. 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 may be amended from time to time as the need arises.

### 47. DATE OF ENFORCEMENT

These regulations shall come into force with effect from the beginning of the academic session 2019- 2020.

### 48. EXTENT OF APPLICATION

These regulations shall apply to students seeking admission into Undergraduate and Postgraduate degree programmes and

## **49. 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 Academic Council of the College with intimation to affiliating University.

## **50. ACADEMIC YEAR**

The academic year of the college shall normally begin from June or July and shall consist of two semesters. The Academic Council of the College has the directive to modify the same, if the need arises with the intimation to affiliating University.

## **51. SEMESTER**

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

### **51.a WORKING DAYS IN A SEMESTER**

51.a.1 A semester shall have a minimum of 100 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.

51.a.2 Each course has been assigned credit hours 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 credit 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 credit hours which is devoted to practical. One credit is equivalent of 15 periods of 60 minutes each for theory and 2 hours for practical.

51.a.3 The number of classes (for theory and practical) for

different credit hours of course (s) shall be 1 (one) credit hour course which requires a minimum of 15 theory classes of 60 minutes each. However, in case of practical, 1 (one) credit hour course requires a minimum of 15 practical classes of 2 hours each. Tutorial or assignment shall be considered as one credit.

## **52. 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.

## **53. RESIDENCE REQUIREMENT**

The minimum residence requirement of the Undergraduate degree programme is 3 years and Postgraduate degree programme is 2 years. The residential requirement shall have to be continuous from the date of registration into the degree programme.

## **54. MIGRATION**

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

## **55. UNIVERSITY REGISTRATION**

Students who have taken admission must submit their secondary board (NBSE) Registration Card or 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.

## 56. PROGRAMME OF STUDY

### 56.1 Course, Structure and Curriculum

A) The course structure and curriculum for undergraduate 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, seminar, etc. as part of the curriculum. The detailed syllabus for each course is provided separately.

### 56.2 Course and Course Credits

A course is a unit of instruction or segment of a subject matter carrying a specific number of credit hour(s). The course content is divided into units.

### 56.3 Course Number

The courses are assigned course numbers consisting of three alphabets and three numerals. The alphabets together indicate the discipline of study; the first digit is suggestive of the course category, the second digit indicates the semester in which the course is offered, and the third digit specifies the course number in that semester.

Course Category	1 <sup>st</sup> Digit	2 <sup>nd</sup> Digit	3 <sup>rd</sup> Digit
Core Course	1	The 2 <sup>nd</sup> digit indicates the semester in which the course is offered	The 3 <sup>rd</sup> digit specifies the course number in that semester
Discipline Specific Elective Course	2		
Generic Elective Course	3		
Ability Enhancement Course	4		
Skill Enhancement Course	5		

56.4 Any course to be offered in the Undergraduate degree programme must have the approval of the Academic Council of

the college. For any subsequent change, the Head of the Department (HoD) shall submit the same to the Academic Council for approval through Board of Undergraduate and Postgraduate Studies (BU&PGS). The details of the course credits and syllabi for the Undergraduate degree programme shall be as approved by the Academic Council of the College, on the recommendation of the Board of Undergraduate Studies (BUGS) of the department.

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

### 56.6 Selection of Generic Elective Course (GE)

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.

### 56.7 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.

## 57. CREDIT REQUIREMENT

A student is eligible for 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).

## 58. ATTENDANCE

58.1 It is compulsory for all the students to attend the class everyday without fail.

58.2 Attendance is taken at every lecture, practical, seminar



and programs and at all other activities as per the direction of the Principal/Vice Principal.

- 58.3 Absence even for a single lecture will be counted as absence for the whole day.
- 58.4 As per the UGC norm, 80% attendance is required to be eligible to appear for External/University Examinations. A student is expected to know and keep record of his/her attendance.
- 58.5 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 External/University Examinations.
- 58.6 Report of the attendance shall be displayed on the notice board every month.
- 58.7 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.
- 58.9 Students must be present on the re-opening day after every vacation and on the last day before every vacation.

## 59. CONDONATION OF ATTENDANCE

59.1 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.

### 59.2 Authorized Absence

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 concerned.

### 59.3 Zero Semester

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 need to sit for the end semester examinations, the student may be granted zero semesters.

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.

## 60. LEAVE APPLICATION

- 60.1 In a semester, a student can avail three (3) days leave with a leave application. A student is not allowed to take more than 3 consecutive days as leave.
- 60.2 After having availed three (3) 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 programs, or church organized programs to claim leave. Without these testimonial reports, leave will not be granted.
- 60.3 Additional leave is granted only for genuine reasons such as death of close relatives, marriage of close relatives, or grave illness.
- 60.4 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 doctor's prescription and medical bills.
- 60.5 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.

- 60.6 A Leave Application must be handwritten in a prescribed formal form.
- 60.7 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.
- 60.8 Leave Application must be given by the student in person at the Vice Principal's Office.
- 60.9 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 prescribed form, countersigned by the Lecturer/HoD/Person-in-Charge and must be personally submitted to the Vice Principal.
- 60.10 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.

## 61. 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.

## 62. EXAMINATION AND EVALUATION

### 62.1 Ratio of Mark

The ratio of Internal Assessment (IA) and External Assessment (end semester examination) is 30: 70. For theory courses, IA is for 30 marks in the ratio of 10:10:10, corresponding to internal examination, assignment and short test/ activity; and for courses with practical (total of 50 marks), the IA is for 15 marks in the ratio of 10:5, corresponding to laboratory works/attendance and laboratory records/notebooks.

### 62.2 Internal Assessment (IA)

A student who fails to obtain the required 45% in one Internal Assessment must work hard to secure the required marks in the next Internal Assessment and do well in the project or assignments given by the teacher. Re-test is not permitted.

### 62.3 Examinations Schedules

Schedules for the internal assessments, end semester and practical examinations shall be notified by the Controller of Examinations.

### 62.4 Question Moderation

The question papers set by, (i) the Course Teacher and(ii) External Paper Setter will be moderated by the Moderation Board duly constituted by Controller of Examinations. Any one of the question papers after moderation may be used for the ensuing examination purpose. The remaining paper will be used as per need.

### 62.5 Script Evaluation

Evaluated answer scripts of short test activity, internal assessments and assignments will 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.

### 62.6 Field study

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

### 62.7 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.

### 62.8 Mandatory Examinations

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

### 63. REPEAT / IMPROVEMENT END-SEMESTER EXAMINATIONS

**63.1** 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.

**63.2** 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.

**63.3** 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 subject topper.

### 64. PROMOTION

As per the University norms, a student shall be promoted from an

### 65. GRADING

#### 65.1 Minimum Qualifying Marks

Minimum pass marks for individual course shall be 45% (Grade D). A student securing below 45% in a course will be considered failed and shall be awarded F grade in that course.

#### 65.2 Award of Grade

The system of grading of Undergraduate student shall be done on a 10-point scale. The total marks secured by the student in the course will be first converted to a letter Grade and then to Grade Point as per the table given below.

**Cumulative Grade Point Average (CGPA):** The final CGPA obtained by the student shall be awarded grade as under

#### Conversion of CGPA into Percentage of Marks

Formula for notional conversion of CGPA into percentage of marks:

$$\text{Percentage of Marks} = 9 \times \text{CGPA}$$

#### 65.3 Grade and Grade Points

Grade signifies the standard of qualitative performance that the student attains in a particular course and is expressed as a numerical value on a 10-point scale.

CGPA Point	Grade	Description
9.510	O	Outstanding
9-9.49	A+	Excellent
8-8.99	A	Very Good
7-7.99	B+	Good
6-6.99	B	Above Average
5-5.99	C	Average
4-4.99	D	Pass
3.3.99	F	Fail

#### 65.4 Credit Grade (CG)

It represents the product of the grade point (G) obtained in a Course and the corresponding course credit hours taken as:

Credit point (C). Thus, in a course of 4 credit hours i.e. 4 Credit points (C), if a student earns 4 grade point, his/her

Credit Grade (CG) will be 16; CG: (C X G).

### **65.5 Semester Grade Point Average (SGPA)**

SGPA for each semester (SGPA)

### **65.6 Cumulative Grade Point Average (CGPA)**

CGPA for all semesters (CGPA)

<b>% Marks Obtained</b>	<b>Grade</b>	<b>Grade Point</b>	<b>Description</b>
80-100	O	10	Outstanding
70-79.99	A+	9	Excellent
60-69.99	A	8	Very Good
55-59.99	B+	7	Good
50-54.99	B	6	Above Average
45-49.99	C	5	Average
40-44.99	D	4	Pass
0-39	F	-	Fail

## **66. RESULT DECLARATION**

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

### **66.1 Re-Evaluation/ Re-Scrutiny**

Re-evaluation/re-scrutiny 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 three-day window to be notified by the Controller of Examinations after the commencement of issuance of the Grade Card.

No student will be allowed to apply for re-evaluation/re-scrutiny in more than two courses in a semester. Re-scrutiny for answer script of Internal Assessment is not allowed.

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

The results of re-evaluation/re-scrutiny will be declared within

prescribed working days (4 days) after the last date of acceptance of the application. Notification of the same will be issued by the Controller of Examinations.

### **66.2 Correction of Grade Points**

In case of any discrepancy in the Grade Card Transcript, necessary rectification and correction will be done.

### **66.3 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 and destroy them thereafter. 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.

## **67. PROVISIONAL CERTIFICATE**

The Controller of Examinations, after notification of the results, will issue provisional certificate in respect of successful candidates under the signature of the Principal.

## **68. AWARD OF DEGREE CERTIFICATE**

Undergraduate degree certificate under the seal of the University and signed by the Vice-Chancellor shall be presented at the college convocation to each of the successful students.

### **68.1. RECEIPT OF THE DEGREE CERTIFICATE**

**68.1** A successful candidate can receive the degree certificate by attending the college convocation in person. For attending the convocation, the student has to apply with prescribed fee.

**68.2** A student wishing to receive the degree certificate in absentia has to apply in the prescribed form accompanied by necessary fee. The degree certificate may be collected from the college office at a later date after the convocation.

## 69. STUDENTS LEAVING THE COLLEGE

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

## 70. STUDENTS DISCIPLINE

The regulations on student's discipline as mentioned in the Handbook and Calendar and Prospectus of the college shall apply to all the students admitted to the Undergraduate and Post graduate degree programmes.

## 71. GENERAL NORMS

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:

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

## 72. DISCIPLINARY MATTERS

- 72.1 A student who enters class after roll call in the first hour will be permitted to attend class only after obtaining a late-slip from the office.
- 72.2 Possession and use of alcohol and abusive drugs in the College campus will lead to immediate dismissal from the College.
- 72.3 Students are not allowed to use cell phone during class hours. Any violation of this rule will result in confiscation of the phone. Confiscated cell phones will not be returned until the completion of the course or when the student leaves the college permanently.
- 72.4 It is strictly prohibited to have body piercing or body tattoo. Anyone with body tattoo or engaged in body piercing shall be asked to leave the College.
- 72.6 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.
- 72.7 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.
- 72.8 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.
- 72.9 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.
- 72.10 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.

- 72.11 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.
- 72.12 Students are forbidden to attend or organize any meeting in the College without the express permission of the Principal.
- 72.13 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 the express permission of the Principal.
- 72.14 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 modeling, 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.
- 72.15 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 without
- 75.16 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.
- 75.17 Ragging of any kind and magnitude inside/outside the college campus will lead to immediate dismissal from the College.
- 75.18 Any noisy celebrations on the last day of class inside or outside the class room are strictly forbidden. On no account shall any one go to other classes or disturb students or teachers.
- 75.19 Any form of harassment of female students will lead to immediate dismissal from the college.
- 75.20 Students with sexual harassment records shall be asked to leave the College.
- 75.21 Causing damage to College property shall lead to fines,

- suspension or dismissal from the College.
- 75.22 All co-curricular activities of the College will be held on Saturdays. Students are expected to take part in them without fail.
- 75.23 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.
- 75.24 Students should be ready to undergo medical test by a doctor, as and when directed by the Principal.
- 75.25 Every student must maintain in the Handbook/Calendar a record of his/her blood group.
- 75.26 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/-
- 75.27 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.
- 75.28 The college authorities are in no way responsible for any indiscipline/misbehaviour of the students outside the college campus.

### **73. THE HODS AND THE FACULTY MEMBERS**

- 73.1 The HoDs and the faculty members are not authorized to grant leave to any student.
- 73.2 The 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).

### **74. DRESS CODE**

- 74.1 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.
- 74.2 The formal college black pants and blazer are to be worn on every working day of the college.
- 74.3 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.
- 74.4 It is prohibited to wear any sweater of different colour.
- 74.5 The students are permitted to wear only the official college hoodie/sweatshirt. The college hoodie/sweatshirt is not a substitute of the blazer.

**Monday** }  
**Tuesday** } Formal college black pants, shirt and blazer made  
**Friday** } of College prescribed materials.

**Wednesday** } Formal college black pants and College T- shirt.

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

## 75. CLASSROOM DECORUM

- 75.1 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.
- 75.2 The confiscated gadgets and cell phones will not be returned until the completion of the semester or when the student leaves the College permanently.
- 75.3 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.
- 75.4 Proper and respectful class room behaviour is expected from all.
- 75.5 Eating, chewing, littering of rubbish, spitting, writing on the desks, walls, black boards, etc. are strictly forbidden.
- 75.6 Damage caused to walls, desks, benches, etc. through spitting, writing, drawing, etc. shall be made good through collective fines.
- 75.7 Any disrespect shown to professors in the class or outside shall result in suspension or expulsion from the College.

- 75.8 It is prohibited for the students to move out from the Class Room whether the teacher is in the class or not.
- 75.9 Student who wishes to go out of the class room should get a written permission-slip from the teacher.
- 75.10 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.
- 75.11 Students should show respect to the teachers, officials, and staff of the College at all times.

## 76. 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.

## 77. ACADEMIC PROGRAMME

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

### 77.1 POST GRADUATE (M.A) COURSES

- 77.1.a Post Graduation in English  
 77.1.b Post Graduation in Political Science  
 77.1.c Post Graduation in Sociology  
 77.1.d Post Graduation in History  
 77.1.e Post Graduation in Economics

### 77.2. Bachelor of Arts (B.A.) Honours

- 77.2.a Economics (Honours)  
 77.2.b Education (Honours)  
 77.2.c English (Honours)  
 77.2.d History (Honours)

77.2.e Political Science (Honours)

77.2.f Sociology (Honours)

### **77.3 Bachelor of Commerce (B. Com.) Honours**

### **77.4 Bachelor of Business Administration (B.B.A.)**

### **77.5 Bachelor of Science (B.Sc.) Honours**

77.5.a Botany (Honours)

77.5.b Chemistry (Honours)

77.5.c Physics (Honours)

77.5.d Mathematics (Honours)

77.5.e Zoology (Honours)

### **77.6 Diploma courses**

Duration: 1 year

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

### **77.7 Certificate courses**

Duration: 6 months

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

## **78. ADMISSION GUIDELINES**

The admission Fee and Tuition Fee for the first three months are to be paid at the time of admission. Students with failed subject

cannot take admission. A student must come with the parent/guardian for admission. Admission will not be given to any student without the student meeting any one of the Management Board Members. Parents/guardians or friends cannot take admission if not accompanied by the student. Admission fee and other fees once paid are not refundable.

### **ELIGIBILITY (BACHELOR'S DEGREE)**

78.1 For B.A./B.Com/BBA/B.Sc. Degree: Higher Secondary or other equivalent examination.

78.2. For B.Sc. : 12 passed or equivalent from a recognized Board with the following conditions if an applicant wishes to take up Honours subject:

78.3. Change of Stream from Science at Class XII to B. Com. shall be permitted only to those students having a minimum of 45% or above at Class XII Science Examination.

78.4 Students will be admitted on the basis of merit and depending on the availability of seats.

78.5 All applicants must opt for one core course (honours) and one generic elective from any subject in the respective stream of studies

78.6 Applicants of Arts may apply for core course (honours) in the subject not taken in HSSLC provided their minimum aggregate percentage is equal to or more than the prescribed percentage for the subject indicated above.

78.7 There is no guarantee that all those who are registered will be selected for admission.

### **78.7.a Core Course for Arts**

Education Honours : 45% in Education.

Economics Honours : 45% in Economics

English Honours : 55% in English

History Honours : 45% in History

Political Science Honours : 50% in Political Science

Sociology Honours : 45% in sociology



- BBA : 45% aggregate in any stream  
 B.Com. Honours : 45% in Accountancy

### 78.7.b Core Course Science

- Botany Honours : 45% in Biology .  
 Chemistry Honours : 45% in Chemistry .  
 Mathematics Honours : 45% in Mathematics  
 Physics Honours : 45% in Physics with  
 Mathematics  
 Passed in HSSLC  
 Zoology Honours : 45% in Biology

### 79. ELIGIBILITY (MASTER'S DEGREE)

- 79.1 For Post Graduate Degree, a minimum of 50% is required for admission in the department to which one desires to take up.  
 79.2 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.  
 79.3 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.  
 79.4 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.  
 79.5 Admission shall be given to a candidate (without 1st Division Mark) in the subject of the department depending on the availability of seats.  
 79.6 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.  
 79.7 Catholic students should submit a certificate from the Parish Priest along with the application form stating that they are practicing Catholics.  
 79.8 St. Joseph's Portal is always open to International Students

and especially for Physically Challenged Students.

- 79.9 There is no guarantee that all those who are registered will be selected for admission.

### 80. ADMISSION PROCEDURE FOR BACHELOR'S & MASTER'S DEGREES

- 80.1 Admission process begins soon after the declaration of NBSE Hr. Sec. and NU Bachelor's Degree Results.  
 80.2 Application Form cum Prospectus is available in the College Office during working hours (8.30 am 4.00 pm, Monday to Friday and 8.30 am to 12.00 noon on Saturday) on payment of Rs. 200/-  
 80.3 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/-  
 80.4 The names of successful candidates will be displayed on the College Notice Board and the College website.  
 80.5 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

### 81. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION

- 81.1 Four Xerox copies of Mark sheet; four Xerox copies of Admit Card; six photos (4 passport size & 2 stamp size photos).  
 81.2 Original N.B.S.E or Equivalent Recognized Board and NU or Equivalent Recognized University Registration Card.  
 81.3 The Original Mark sheet should be produced for inspection at the time of interview for admission.  
 81.4 Applicants coming from outside Nagaland

Board/University must produce a Migration Certificate.  
81.5 Candidate's presence is mandatory at the time of admission.

## 82. 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.

## 83. 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.

If after the declaration of result, the student decides to leave the College because he/she has more than two backlog papers, the annual fees will be refunded. However, the tuition fees for three months will not be refunded.

## 84. ADMISSION FEES AND TUITION FEES

- 84.1 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.
- 84.2 Fees once paid will not be refunded.
- 84.3 The Second installment of Fee is to be paid before the issue of Admit Card for University Examinations.
- 84.4 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 University Admit Card.

- 84.5 Tuition Fee concession may be given to deserving students.
- 84.6 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.
- 84.7 Transfer Certificate fee of Rs. 100/-
- 84.8 Conduct/Character Certificate Rs. 100/-

## 85. FEES 2021-22

### 85.1 B. A & B. Com

Admission Fee	: Rs. 8,500.00 per year
Tuition fee (Honours)	: Rs. 1,300.00 per month

### 85.2 BBA

Admission Fee	: Rs. 9,500.00 per year
Tuition fee	: Rs. 1,400.00 per month
Industrial Tour	: Rs. 5,000.00 per year

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

### 85.3 B. Sc.

Admission Fee	: Rs. 9,500.00 per year
Tuition Fee	: Rs. 1,400.00 per month
Lab Fee	: Rs. 8,000.00 per year

### 85.5 M. A English, M.A Economics, M.A History M.A Political Science and M.A Sociology

Admission Fee	: Rs. 10,000.00 per year
Tuition Fee	: Rs. 15,000.00 per semester

## 86. FINES

- 86.1 Fines are imposed only on those who break the rules and regulations of the College, who willfully fail in their duties, and who engage in harmful or undesirable behavior(s).
- 86.2 The fine(s) shall be decided by the Management Board depending on the severity of the offense(s) and Transgression(s).  
It is mandatory to pay fine for four important occasions in the Collage namely:  
1. Reopening Day  
2. Freshers' Day  
3. Graduation Day  
4. College Week
- 86.3 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.
- 86.4 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.

## 87. SCHOLARSHIPS

- 87.1 The ST Students from the state of Nagaland can apply online Post-Matric and Merit Scholarship from [www.nagaland.gov.in](http://www.nagaland.gov.in) and submit the same to the College office with all the necessary documents.
- 87.2 The ST Students from Manipur State can collect the hard copy of scholarship form from the College office or they can download from Manipur Govt. website and submit the same with all the necessary documents to the Manipur Govt. in person.
- 87.3 The Students of Minority community can also apply on-line scholarship from National Scholarship portal i.e.

- [www.scholarships.gov.in](http://www.scholarships.gov.in). The same online filled form must be submitted to the College office for verification.
- 87.4 While all care is taken in checking and verifying the application forms and the attached documents, the College takes no responsibility for the rejection of application by the concerned authorities. Money is directly credited to the bank account of the student. Rs. 30 per student will be collected at the beginning of the year for the processing of application form and for administrative expenses.

## 88. EXAMINATIONS

- 88.1 Any malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.
- 88.2 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.
- 88.3 Exemption from Examinations is not granted and no second session examinations will be conducted. Absentees will be considered as failed.
- 88.4 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.
- 88.5 Even if a student passes in all the subjects, but does not have the required percentage of attendance he/she shall not be promoted.
- 88.5 Conversely, if the student has the required percentage of attendance but performs poorly in studies, he/she will not be promoted.
- 88.6 Malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.

## 89. STUDENT SERVICES

### 89.1 LIBRARY

The College has a library with over 19,752 books and 103

periodicals of which 11 are International Journals and 50 are National Journals. Additions are made to the library every year. Students are to comply with the rules and regulations of the library. The library holds Encyclopedias, Year Books, Dictionaries, Directories, Handbooks, Manuals, Geographical Resources, Journals both national and international, Bounded volumes of the journals and encourage reading for pleasure, self-discovery, personal growth and the sharpening of intellectual curiosity. The library is in the process of digitalization and students will be enabled to have access to all these academic and general books that will keep them engaged.

### LIBRARY TIMINGS

Monday to Friday : 8.30 am to 4.00 pm  
Saturday : 8.30 am to 2.00 pm

### 89.2 LIBRARY REGULATIONS

- 89.2.1 Students should submit the Identity Card to the Librarian before entering the library.
- 89.2.2 There are three sections in the Library.
- (1) **Magazine, Journals and Newspaper Section:** These are to be read in the Library Reading Room.
  - (2) **Reference Section:** Reference books are to be referred in the library itself.
  - (3) **Stack Section:** Students can borrow books only from the stack section.
- 89.2.3 Every student will be given two Borrowing Cards in the first year and they will be valid until the final year.
- 89.2.4 A student may borrow two books at a time by surrendering his/her borrowing card.
- 89.2.5 A student may borrow books only for a period of 10 days.
- 89.2.6 If a student wants to retain a book after 10 days, he/she must renew it by submitting it to the librarian and get it reissued.
- 89.2.7 If a student fails to return the book after 10 days, a fine of Rs. 10/- will be imposed for every day from the date of expiry

until the book is returned or renewed.

- 89.2.8 A student may reserve a borrowed book and it will be issued to him/her immediately after it is returned to the library. A reserved book cannot be renewed.
- 89.2.9 If a book is lost, torn or damaged, the full cost of the book will be recovered from the concerned student.
- 89.2.10 No student may borrow a book using another student's borrowing card.
- 89.2.11 No books will be issued to students found guilty of misusing the library facilities constantly.
- 89.2.12 Books may be applied for only on slips provided in the library.
- 89.2.13 If a student loses a borrowing card, it must be reported to the librarian and a duplicate may be issued on payment of a fine of Rs. 50/- per card.
- 89.2.14 Strict silence is to be maintained in the library at all times. Books will not be given out after the beginning of the issue of admit card. However, students may continue to use the library until the last working day, provided books are referred to in the library itself.
- 89.2.15 Non Josephites are not allowed to borrow books from the Library.
- 89.2.16 A written request for the replacement of a lost of Library card must be given to the Principal / Vice Principals. A new card can be issued upon payment of Rs.50/- per card.
- 89.2.17 No Magazine, Newspapers, or other items are to be removed from the reading room, and no books or pages should be marked or torn away. As a rule, reading materials from the reading room are not lent out.
- 89.2.18 In the library, complete silence must be observed and orderliness must be maintained.
- 89.2.19 Bags, umbrellas, and the like are not allowed into the library.

### 90. COMPUTER CENTRE

The College aims at achieving 100% computer literacy for all

students. To begin with, basic knowledge in computer applications will be imparted to all final year Degree students. Attendance at these classes will be compulsory and an annual fee of Rs. 500/- will be charged. Exemption will be granted if a certificate of attendance at a similar course can be produced. The College also offers Certificate and Diploma courses in computer applications.

## **91. STUDENTS' COUNCIL**

- 91.1 The Students' Council is constituted of student representatives and the Directors.
- 91.2 While the student representatives are elected, the Directors are appointed as ex-officio members by the Principal.
- 91.3 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.
- 91.5 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.
- 91.6 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.
- 91.7 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.

## **92. CLASS REPRESENTATIVES**

- 92.1 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.

- 92.2 The Class Representatives have the assurance and support of the College Authority in matters of discipline, progress, and growth of the students.
- 92.4 In the absence of the teacher, the Class Representatives take the responsibility to maintain discipline and class room decorum.
- 92.5 The whole class (students-classmates) must cooperate, respect and follow the leadership of the Class Representatives.

## **93. CLASS SUPERVISORS**

- 93.1 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.
- 93.2 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.
- 93.3 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.
- 93.4 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.

#### **94. 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.

#### **95. COUNSELLING AND GUIDANCE**

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.

#### **96. 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.

#### **97. 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.

#### **98. ASSOCIATIONS AND CLUBS**

98.1 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: Commerce, English, History, Political Science, Economics, Sociology, Education, BBA, Science departments, NSS, NCC, Youth Red Cross, Youth Net, Young Indians, Jesus Youth, Women's Forum, Red Ribbon Club, Peace Channel, College Choir, Students' Ambassador, Model United Nation, Innovators Club, Community Outreach, Philanthropic Group, Drama Club, Dance Club, Sports and Games, Career Guidance and Placement, Football Club, Basketball Club, Volleyball Club, Cricket Club, Badminton Club, and Alumni.

98.2 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.

#### **99. 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, Board of Editors 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.

#### **100. INCOME AND EXPENDITURE**

100.1 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.

100.2 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 Administrator of the

College.

- 100.3 Donations made to Associations or Groups should be made payable to the Principal.
- 100.4 Every Department, Association and Club must by 15th March every year submit a written annual report of all its activities to the Principal.

### **101. COLLEGE MAGAZINE**

- 101.1 The College Magazine is published each academic year. The editorial board consists of students and a staff 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.
- 101.2 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.

### **102. SPORTS AND GAMES**

- 102.1 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.
- 102.2 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.

### **103. 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.

### **104. STUDENT FEED-BACK ON COURSE/TEACHERS**

Courses/teachers are evaluated with the help of a questionnaire or other methods and the result is communicated to the teacher. Teachers are evaluated before they are given regularization 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.

### **105. GRIEVANCE REDRESSAL**

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

### **106. 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 Directors.

## **107. OTHER FACILITIES**

To facilitate some of the essential needs of the staff and students, the College has a Bookstall and stationery shop, Dispensary, two Cafeterias, Women's Lounge, Common room, Language Lab, and Prayer room.

## **108. INTERNET ROOM**

In the age of technology, computer with internet is one of the most powerful means that students can use to explore and learn new skills and creativity. Computer with internet facilitates academic studies and visualization of student's imaginations. The College provides 15 computers which are at the disposal of the staff and students.

## **109. OTHER PROGRAMMES OF THE YEAR**

**109.1 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.

**109.2 FRESHERS' DAY:** Freshers' Day is celebrated to welcome the new students to the College with a Cultural Programme.

**109.3 COLLEGE WEEK:** The College Week which is normally held in November offers programmes of sports & games, and cultural activities.

**109.4 GRADUATION DAY:** The graduates of the year are specially honoured on this day with a cultural programme.

**109.5 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.

**109.6 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.

**109.7 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.

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

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

## **110. 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:

- 110.1 To foster fellowship among the Alumni
- 110.2 To have continued contact with their Alma Mater
- 110.3 To facilitate creative involvement in the progress and activities of the College.



**CALENDAR  
IMPORTANT DATES FOR THE  
ACADEMIC YEAR 2021-22**

**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-term Exam, will be asked to discontinue.**

College Re-opens (Online Mode	: 7th Jul. 2021
Eureka Fest	: 24th - 25th Sep. 2021
Annual Retreat	: 22nd -23rd Oct. 2021
Annual Sports	: 11th -13th Nov. 2021
Convergence Fest	: 16th -17th Sep. 2021
College Re-opens	: 19th Jan. 2022
Spring Fest	: 11th - 12th Mar. 2022
Easter Holidays	: 14th 18th Apr. 2022

## JUNE 2021

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

The third-rate mind is only happy when it is thinking with the majority. The second-rate mind is only happy when it is thinking with minority. The first-rate mind is only happy when it is thinking - **A.A.Milne**

## JUNE 2021

6 Sun	
7 Mon	
8 Tue	
9 Wed	
10 Thu	
11 Fri	
12 Sat	

When hungry, eat your rice; when tired, close your eyes. Fools may laugh at me, but wise men will know what I mean - **Lin-Chi**

## JUNE 2021

13 Sun	
14 Mon	
15 Tue	
16 Wed	
17 Thu	Declaration of End Semester Result for 2nd and 4th Semesters (UG)
18 Fri	Re-admission of 3rd and 5th Semesters (UG)
19 Sat	
If the lessons of history teach us anything it is that nobody learns the lessons that history teaches us. - <b>Anon</b>	

## JUNE 2021

20 Sun	
21 Mon	
22 Tue	
23 Wed	
24 Thu	
25 Fri	
26 Sat	
You must be the change you wish to see in the world - <b>Gandhi</b>	

## JUN - JULY 2021

27 Sun	
28 Mon	
29 Tue	
30 Wed	
1 Thu	
2 Fri	Last date for Re- Admission for 3rd and 5th Semester (UG)
3 Sat	
<p>Courage is not the absence of fear, but rather the judgement that something else is more important than fear. - <b>Ambrose Redmoon</b></p>	

## JULY 2021

4 Sun	
5 Mon	Staff Meeting for both PG and UG
6 Tue	Webinar for teachers PG & UG (6th-7th July 2021)
7 Wed	Online Classes resume for 3rd and 5th Semesters (UG)
8 Thu	
9 Fri	Election of CRs & VCRs (UG) online mode
10 Sat	
<p>Even if you're on the right track, you'll get run over if you just sit there. - <b>Will Rogers</b></p>	

## JULY 2021

11 Sun	
12 Mon	
13 Tue	
14 Wed	
15 Thu	
16 Fri	
17 Sat	
You miss 100 percent of the shots you never take - <b>Wayne Gretzky</b>	

## JULY 2021

18 Sun	
19 Mon	
20 Tue	
21 Wed	Id-ul Zuha (Bakrid)
22 Thu	
23 Fri	
24 Sat	
The richest man is not he who has the most, but he who needs the least	

## JULY - AUGUST 2021

25 Sun	
26 Mon	
27 Tue	
28 Wed	
29 Thu	
30 Fri	Orientation for 1st Semester, Dept. of English
31 Sat	Id-UI-Zuha (Bakrid) Holiday .
<p>Perfection is achieved, not when there is nothing more to add, but when there is nothing left to take away. - <b>Antoine de Saint-Ezupery</b></p>	

## AUGUST 2021

1 Sun	
2 Mon	Orientation for Arts Students (UG)
3 Tue	Orientation for Arts Students (UG)
4 Wed	Orientation for Arts Students (UG)
5 Thu	- Orientation for Science Students (UG) - Orientation Programme “Introduction to Sociology” for the 1st Semester Student, Dept. of Sociology
6 Fri	Orientation for Commerce & BBA Students (UG)
7 Sat	- Staff Meeting (UG & PG) - Field Trip (BTP 5.4: Natural Resource Management) for 5th Semester, Dept. Of Botany
<p>We are what we repeatedly do; excellence, then, is not an act but a habit. - <b>Aristotle</b></p>	

## AUGUST 2021

8 Sun	
9 Mon	Orientation Programme for PG Students
10 Tue	
11 Wed	
12 Thu	
13 Fri	
14 Sat	
<p>The real voyage of discovery consist not in seeking new lands but seeing with new eyes. - <b>Marcel Proust</b></p>	

## AUGUST 2021

15 Sun	Independence Day (Holiday)
16 Mon	<ul style="list-style-type: none"> <li>- 1st Internal Assessment Examination for 3rd &amp; 5th Semesters (UG)</li> <li>- Orientation Programme for BBA 1st Semester Students</li> </ul>
17 Tue	1st Internal Assessment Examination for 3rd & 5th Semesters (UG)
18 Wed	1st Internal Assessment Examination for 3rd & 5th Semesters (UG)
19 Thu	1st Internal Assessment Examination for 3rd & 5th Semesters (UG)
20 Fri	<ul style="list-style-type: none"> <li>- 1st Internal Assessment Examination for 3rd &amp; 5th Semesters (UG)</li> <li>- “Techniques of writing Assignment’ for the 1st Semester Students, Dept. of Sociology</li> </ul>
21 Sat	PowerPoint Making Competition, Dept. of History
<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. - <b>John Ruskin</b></p>	

## AUGUST - SEPTEMBER 2021

22 Sun	
23 Mon	Filling up of NU Examination form for backlog Students (UG)
24 Tue	
25 Wed	
26 Thu	
27 Fri	<ul style="list-style-type: none"> <li>- Motivation talk to be organized in collaboration with Alumni Association, Dept. BBA</li> <li>- Seminar for Department Teachers, Dept. of Economics.</li> <li>- National Webinar the UG &amp; PG Students, Dept. of Education, Dept. of English, Dept. of BBA and Dept. of Botany</li> </ul>
28 Sat	
<p>To the man who only has a hammer, everything he encounters begins to look like a nail. - <b>Abraham Maslow</b></p>	

## AUGUST - SEPTEMBER 2021

29 Sun	
30 Mon	Janmashtami
31 Tue	
1 Wed	
2 Thu	
3 Fri	Cleanliness Drive to be organized by 3rd Semester Students from Dept. of Sociology
4 Sat	Field Trip (ZOC 1.2: Principles of Ecology), Dept. of Zoology
<p>Better to write for yourself and have a public, than to write for the public and have no self. - <b>Cyril Connolly</b></p>	



## SEPTEMBER 2021

5 Sun	
6 Mon	
7 Tue	
8 Wed	
9 Thu	
10 Fri	<ul style="list-style-type: none"> <li>- International Conference (PG Students) (10th -11th Sept. 2021)</li> <li>- Visit to Guwahati High Court, 3rd Semester, Dept. of Political Science (10th - 12th Sept. 2021)</li> </ul>
11 Sat	<ul style="list-style-type: none"> <li>- History Fest, Dept. of History</li> <li>- Environmental Awareness activity to be conducted by 5th Semester, Dept. of Sociology</li> <li>- Field Trip (ZOD 5.4: Fish and Fisheries) Dept. Of Zoology</li> </ul>
Always forgive your enemies; nothing annoys them so much. - <b>Oscar Wilde</b>	

## SEPTEMBER 2021

12 Sun	
13 Mon	<ul style="list-style-type: none"> <li>- Seminar for Student, Dept. of Economics</li> <li>- Visit to Nagaland Legislative Assembly, Dept. of Political Science</li> </ul>
14 Tue	<ul style="list-style-type: none"> <li>- Industrial Field Trip Dept. of Chemistry Dept.</li> <li>- National Webinar for the PG &amp; UG Students, of Political Science, Sociology, Commerce, Chemistry and Mathematics, Departments</li> </ul>
15 Wed	
16 Thu	<ul style="list-style-type: none"> <li>- Convergence Fest, Dept. of BBA (16th -17th Sept. 2021)</li> <li>- Inter-department Basketball Tournament, Dept. of English (16th -18th Sept. 2021)</li> </ul>
17 Fri	
18 Sat	<ul style="list-style-type: none"> <li>- Staff Meeting (UG &amp; PG)</li> <li>- Field Trip for 3rd Semester, Dept. of History</li> </ul>
Sometimes I worry about being a success in a mediocre world. - <b>Lily Tomlin</b>	

## SEPTEMBER 2021

19 Sun	
20 Mon	<b>1st Internal Assessment Examination for PG</b>
21 Tue	<b>1st Internal Assessment Examination for PG</b>
22 Wed	<b>1st Internal Assessment Examination for PG</b>
23 Thu	<b>1st Internal Assessment Examination for PG</b>
24 Fri	<b>- 1st Internal Assessment Examination for PG</b> - Eureka Science Fest for all Science Students (24th-25th Sept. 2021)
25 Sat	<b>- 1st Internal Assessment Examination for PG</b>
<p>Work like you didn't need money, love like you've never been hurt and dance like no one's watching</p>	

## SEPTEMBER - OCTOBER 2021

26 Sun	
27 Mon	2nd Internal Assessment Examination (UG)
28 Tue	2nd Internal Assessment Examination (UG)
29 Wed	2nd Internal Assessment Examination (UG)
30 Thu	2nd Internal Assessment Examination (UG)
1 Fri	2nd Internal Assessment Examination (UG)
2 Sat	Gandhi Jayanti (Holiday)
<p>It is the mark of an educated mind to be able to entertain a thought without accepting it. - <b>Aristotle</b></p>	

## OCTOBER 2021

3 Sun	
4 Mon	
5 Tue	
6 Wed	
7 Thu	
8 Fri	<ul style="list-style-type: none"> <li>- Mini Parliament, Dept. of Political Science</li> <li>- National Webiner for students of Economics, History, Physics, Zoology, departments (UG&amp; PG)</li> </ul>
9 Sat	<ul style="list-style-type: none"> <li>- Literary Day, Dept. of English</li> <li>- Open Forum Discussion (OFD) for the 5th Semester Students, Dept. of Sociology</li> </ul>
<p>People often say that motivation doesn't last. Well, neither does bathing -that's why we recommend it daily. - <b>Zig Ziglar</b></p>	

## OCTOBER 2021

10 Sun	
11 Mon	
12 Tue	Social Engineer's Fiesta, Dept. of Sociology
13 Wed	
14 Thu	Durga Puja (Holiday)
15 Fri	Durga Puja (Holiday)
16 Sat	
<p>"A friend is someone who knows all about you and still love you." - <b>Elbert Hubbard</b></p>	

## OCTOBER 2021

17 Sun	
18 Mon	Last date for submission of all the Internal Assessment Marks of (UG) courses to the office
19 Tue	
20 Wed	
21 Thu	
22 Fri	Retreat
23 Sat	Retreat
<p>“You only live once, but if you do it right, once is enough.” - Mae West</p>	

## OCTOBER 2021

24 Sun	
25 Mon	Filling up of Exam form for UG Students
26 Tue	Filling up of Exam form for UG Students
27 Wed	Filling up of Exam form for UG Students
28 Thu	
29 Fri	
30 Sat	Staff Meeting (UG & PG)
<p>“To live is the rarest thing in the world. Most people exist, that is all.” - Oscar Wilde</p>	

## NOVEMBER 2021

31 Sun	
1 Mon	<b>2nd Internal Assessment Examination PG</b>
2 Tue	All Souls Day (Holiday)
3 Wed	<b>2nd Internal Assessment Examination PG</b>
4 Thu	Diwali (Holiday)
5 Fri	<b>2nd Internal Assessment Examination PG</b>
6 Sat	<b>2nd Internal Assessment Examination PG</b>
<p>A wise man gets more use from his enemies than a fool from his friend - <b>Baltasar Gracian</b></p>	

## NOVEMBER 2021

7 Sun	
8 Mon	
9 Tue	
10 Wed	
11 Thu	College Week
12 Fri	College Week
13 Sat	College Week
<p>Never be afraid to laugh at yourself, after all, you could be missing out on the joke of the century. - <b>Dame Edna Everage</b></p>	

## NOVEMBER 2021

14 Sun	
15 Mon	
16 Tue	
17 Wed	
18 Thu	
19 Fri	Guru Nanak's Birthday
20 Sat	Staff Meeting (UG & PG)
<p>The cure for boredom is curiosity. There is no cure for curiosity - Ellen Parr</p>	

## NOVEMBER 2021

21 Sun	
22 Mon	
23 Tue	Fibonacci Day, Dept. of Mathematics
24 Wed	End Semester Examination for 3rd and 5th Semesters
25 Thu	End Semester Examination for 3rd and 5th Semesters
26 Fri	End Semester Examination for 3rd and 5th Semesters
27 Sat	End Semester Examination for 3rd and 5th Semesters
<p>When a person can no longer laugh at himself, it is time for other to laugh at him - <b>Thomas Szasz</b></p>	

## NOVEMBER - DECEMBER 2021

28 Sun	
29 Mon	End Semester Examination for 3rd and 5th Semesters
30 Tue	End Semester Examination for 3rd and 5th Semesters
1 Wed	State Inauguration Day (Holiday)
2 Thu	End Semester Examination for 3rd and 5th Semesters
3 Fri	End Semester Examination for 3rd and 5th Semesters
4 Sat	End Semester Examination for 3rd and 5th Semesters
<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 2021

5 Sun	
6 Mon	End Semester Examination for 1st Semester (UG) and 2nd Semester (PG)
7 Tue	
8 Wed	
9 Thu	Career Guidance, Dept. of Commerce
10 Fri	Industrial Visit, Dept. of BBA
11 Sat	
<p>“You know you’ve in love when you can’t fall asleep because reality is finally better than your dreams.” - <b>Dr. Seuss</b></p>	

## DECEMBER 2021

12 Sun	Exposure Trip for Final Year Students, Dept. of Political Science
13 Mon	
14 Tue	Last date of submission End Semester Exam marks of f 3rd and 5th Semesters, to the office (UG)
15 Wed	
16 Thu	
17 Fri	
18 Sat	
<p>“Be yourself; everyone else is already taken.” - <b>Oscar Wilde</b></p>	

## DECEMBER 2021

19 Sun	
20 Mon	Last date of submission End Semester Exam marks of 1st Semester (UG) and 2nd Semester (PG) to the office
21 Tue	<ul style="list-style-type: none"> <li>- Study tour, Dept. of Chemistry</li> <li>- Entrepreneurial Exposure Trip for 4th Semester Students, Dept. of Commerce</li> <li>- Industrial / Factory visit for 6th Semester, Dept. of Commerce</li> </ul>
22 Wed	
23 Thu	
24 Fri	
25 Sat	Christmas
<p>When anger count four; when very angry swear. - <b>Mark Twain</b></p>	



DECEMBER 2021- JANUARY 2022	
26 Sun	
27 Mon	
28 Tue	
29 Wed	
30 Thu	
31 Fri	
1 Sat	New Year
Education makes people easy to lead, but difficult to drive; easy to govern but impossible to enslave - <b>Lord Brougham</b>	

JANUARY 2022	
2 Sun	
3 Mon	
4 Tue	
5 Wed	Declaration of End Semester Exam results for 1st Semester (UG) and 2nd Semester (PG)
6 Thu	
7 Fri	
8 Sat	
Hitch your wagon to a star. - <b>Emerson</b>	

## JANUARY 2022

9 Sun	
10 Mon	
11 Tue	
12 Wed	
13 Thu	
14 Fri	
15 Sat	
When I was a boy I was told that anybody could become President. Now I'm beginning to believe it. - <b>Clarence Darrow</b>	

## JANUARY 2022

16 Sun	
17 Mon	Orientation Programme of teacher (UG & PG)
18 Tue	Staff Meeting (UG & PG)
19 Wed	College Re-opens (UG & PG)
20 Thu	
21 Fri	
22 Sat	1st Internal Assessment Examination for UG & PG
Personality is to a man what perfume is to a flower. - <b>Charles M Schwab</b>	

## JANUARY- FEBRUARY 2022

23 Sun	
24 Mon	
25 Tue	
26 Wed	Republic Day (Holiday)
27 Thu	
28 Fri	
29 Sat	
He who loves not his country, can love nothing. - <b>Bryon</b>	

## FEBRUARY 2022

30 Sun	
31 Mon	
1 Tue	
2 Wed	
3 Thu	
4 Fri	
5 Sat	Departmental Activities for Dept. Of English, Education and Physics.
The person who reads too much and uses his brain too little will fall in lazy habits of thinking. - <b>Albert Einstein</b>	

## FEBRUARY 2022

6 Sun	
7 Mon	
8 Tue	Science Day, Dept. of Physics
9 Wed	
10 Thu	
11 Fri	National Seminar
12 Sat	National Seminar
<p>“Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that.”-<b>Martin Luther King Jr.</b></p>	

## FEBRUARY 2022

13 Sun	
14 Mon	
15 Tue	
16 Wed	
17 Thu	
18 Fri	<ul style="list-style-type: none"> <li>- Pol-Expo, Dept. of Political Science</li> <li>- Skill Development, Dept. of Education</li> <li>- Supr Six, Cricket Tournament, Dept. of Commerce</li> </ul>
19 Sat	<ul style="list-style-type: none"> <li>- Department activities, Dept. of BBA and Mathematics</li> <li>- Fill Trip for 2nd Semester, Dept. of Education</li> </ul>
<p>It is better to wear out than to rust our. - <b>Richard Cumberland</b></p>	

## FEBRUARY 2022

20 Sun	
21 Mon	
22 Tue	
23 Wed	
24 Thu	
25 Fri	Staff Meeting (UG & PG)
26 Sat	<ul style="list-style-type: none"> <li>- Theater Day, Dept. of English</li> <li>- Departmental activities, Dept. of Sociology, History and Zoology</li> </ul>
<p>“Live as if you were to die tomorrow. Learn as if you were to live forever”. <b>Mahatma Gandhi</b></p>	

## MARCH 2022

27 Sun	
28 Mon	
1 Tue	
2 Wed	Ash Wednesday (Holiday)
3 Thu	
4 Fri	
5 Sat	<ul style="list-style-type: none"> <li>- Field Trip for 4th Semester, Dept. of History</li> <li>- Departmental activities, Dept. of Political Science, English &amp; Chemistry</li> </ul>
<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 - <b>Oscar Wilde</b></p>	

## MARCH 2022

6 Sun	
7 Mon	Capacity & Personal Building Programme for 6th Semester, Dept. of English
8 Tue	
9 Wed	
10 Thu	
11 Fri	Spring Fest
12 Sat	Spring Fest
Fame is the perfume of heroic deeds - <b>Socrates</b>	

## MARCH 2022

13 Sun	
14 Mon	Pi Day, Dept. of Mathematics
15 Tue	Career Guidance for the 5th Semester Students, Dept. of Sociology
16 Wed	
17 Thu	
18 Fri	- Inter-departmental Competition on Advertisement, Dept. of BBA - Commerce Day, Dept. of Commerce
19 Sat	- Holi (Holiday) - Feast of St. Joseph, Patron Saint of the College (Holiday)
I am patient with stupidity but not with those who are proud of it - <b>Edith Sitwell</b>	

## MARCH 2022

20 Sun	
21 Mon	
22 Tue	
23 Wed	
24 Thu	
25 Fri	Seminar
26 Sat	Departmental activities, for Dept. of Commerce & Botany
Some people like my advice so much that they frame it upon the wall instead of using it. - <b>Gordon R. Dickson</b>	

## MARCH -APRIL 2022

27 Sun	
28 Mon	
29 Tue	
30 Wed	
31 Thu	Staff Meeting (UG & PG)
1 Fri	
2 Sat	Departmental activities, for Dept. of Economics, Education and Physics
An expert is one who knows more about less and less. - <b>Nicholas M. Butler</b>	

## APRIL 2022

3 Sun	
4 Mon	2nd Internal Assessment Examination for UG & PG
5 Tue	2nd Internal Assessment Examination for UG & PG
6 Wed	2nd Internal Assessment Examination for UG & PG
7 Thu	2nd Internal Assessment Examination for UG & PG
8 Fri	2nd Internal Assessment Examination for UG & PG
9 Sat	- Departmental activities for Dept. of BBA & Mathematics - 'Sociology Gives Back' for 6th Semester, Sociology Dept.
An investment in knowledge pays the best interest. <b>Benjamin Franklin</b>	

## APRIL 2022

10 Sun	
11 Mon	
12 Tue	
13 Wed	Departmental activities for the Depts. of Sociology, History and Zoology
14 Thu	Maundy Thursday (Holiday)
15 Fri	Good Friday (Holiday)
16 Sat	Holy Saturday (Holiday)
Education is the key to unlock the golden door of freedom. <b>George Washington Carver</b>	



## APRIL 2022

17 Sun	Easter Sunday
18 Mon	Easter Monday (Holiday)
19 Tue	
20 Wed	
21 Thu	Last date for submission of Internal Assessment Exam marks to the exam section.
22 Fri	
23 Sat	Departmental activities for Dept. of Political Science, English and Chemistry
<p>“The highest result of education is tolerance.” <b>Helen Keller</b></p>	

## APRIL - MAY 2022

24 Sun	
25 Mon	Workshop on “Techniques of Ethnographic Film Making for the 4th Semester, Students, Dept. of Sociology (25th - 26th Apr 2022)
26 Tue	
27 Wed	
28 Thu	
29 Fri	Seminar
30 Sat	Staff Meeting (UG & PG)
<p>We must ensure our system of higher education offers world-class quality for a world-class economy. <b>Bob Taft</b></p>	

MAY 2022	
1 Sun	
2 Mon	
3 Tue	
4 Wed	
5 Thu	
6 Fri	
7 Sat	Departmental activities, for Dept. of Commerce and Botany
Education is the most powerful weapon which you can use to change the world. <b>Nelson Mandela</b>	

MAY 2022	
8 Sun	
9 Mon	
10 Tue	
11 Wed	
12 Thu	
13 Fri	Seminar
14 Sat	Staff Meeting (UG & PG)
The only person who is educated is the one who has learned how to learn and change. <b>Carl Rogers</b>	

MAY 2022	
15 Sun	
16 Mon	
17 Tue	
18 Wed	End Semester Examination for PG & UG
19 Thu	End Semester Examination for PG & UG
20 Fri	End Semester Examination for PG & UG
21 Sat	End Semester Examination for PG & UG

MAY 2022	
22 Sun	
23 Mon	End Semester Examination for PG & UG
24 Tue	End Semester Examination for PG & UG
25 Wed	End Semester Examination for PG & UG
26 Thu	End Semester Examination for PG & UG
27 Fri	End Semester Examination for PG & UG
28 Sat	End Semester Examination for PG & UG

## MAY - JUNE 2022

29 Sun	
30 Mon	End Semester Examination for PG & UG
31 Tue	End Semester Examination for PG & UG
1 Wed	
2 Thu	
3 Fri	
4 Sat	

## JUNE 2022

5 Sun	
6 Mon	Last date for submission of End Semesters Marks to the College Office (UG & PG)
7 Tue	
8 Wed	
9 Thu	
10 Fri	
11 Sat	

## JUNE 2022

12 Sun	
13 Mon	
14 Tue	
15 Wed	Declaration of End Semester Examination Results
16 Thu	
17 Fri	
18 Sat	

## JUNE 2022

19 Sun	
20 Mon	
21 Tue	
22 Wed	
23 Thu	
24 Fri	
25 Sat	

## JUNE - JULY 2022

26 Sun	
27 Mon	
28 Tue	
29 Wed	
30 Thu	
1 Fri	
2 Sat	

## JULY 2022

3 Sun	
4 Mon	Orientation Programme for teachers (UG & PG)
5 Tue	Staff Meeting (UG & PG)
6 Wed	College Re-openig (UG & PG)
7 Thu	
8 Fri	
9 Sat	



## TIME - TABLE

Roll No. ....

Class.....

Days	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
MON	1	2	B R E A K		3	4	5
TUE							
WED							
THU							
FRI							

## TIME - TABLE

Roll No. ....

Class.....

Days	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
MON	1	2	B R E A K		3	4	5
TUE							
WED							
THU							
FRI							



**ST. JOSEPH'S COLLEGE (AUTONOMOUS)  
JAKHAMA: KOHIMA  
NAGALAND - 797001**



**HANDBOOK & CALENDAR- 2020-21**

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

P.O. No. 39,  
Kohima - 797 001, Nagaland  
Phone: (0370) 2231009 / 2233022 / 9436437544

(Autonomous status granted by UGC notifications  
No. F.22-1 (AC) Dtd.11th Oct. 2018)  
NAAC Accredited A Grade



**HANDBOOK & CALENDAR : 2020-21**

Home Page: <http://stjosephjakhama.ac.in>  
E-mail: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

This Handbook and Calendar  
must be brought to the college daily

# 2020

January	February	March	April
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
1 2 3 4	1	1 2 3 4 5 6 7	1 2 3 4
6 7 8 9 10 11	2 3 4 5 6 7 8	8 9 10 11 12 13 14	5 6 7 8 9 10 11
12 13 14 15 16 17 18	9 10 11 12 13 14 15	15 16 17 18 19 20 21	12 13 14 15 16 17 18
19 20 21 22 23 24 25	16 17 18 19 20 21 22	22 23 24 25 26 27 28	19 20 21 22 23 24 25
26 27 28 29 30 31	23 24 25 26 27 28 29	29 30 31	26 27 28 29 30
May	June	July	August
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
1 2	1 2 3 4 5 6	1 2 3 4	1
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29
31			30 31
September	October	November	December
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
1 2 3 4 5	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
27 28 29 30	25 26 27 28 29 30 31	29 30	27 28 29 30 31

# 2021

January	February	March
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
1 2	1 2 3 4 5 6	1 2 3 4 5 6
3 4 5 6 7 8 9	7 8 9 10 11 12 13	7 8 9 10 11 12 13
10 11 12 13 14 15 16	14 15 16 17 18 19 20	14 15 16 17 18 19 20
17 18 19 20 21 22 23	21 22 23 24 25 26 27	21 22 23 24 25 26 27
24 25 26 27 28 29 30	28	28 29 30 31
31		
April	May	June
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
1 2 3	1	1 2 3 4 5
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30
	30 31	
July	August	September
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
1 2 3	1 2 3 4 5 6 7	1 2 3 4
4 5 6 7 8 9 10	8 9 10 11 12 13 14	5 6 7 8 9 10 11
11 12 13 14 15 16 17	15 16 17 18 19 20 21	12 13 14 15 16 17 18
18 19 20 21 22 23 24	22 23 24 25 26 27 28	19 20 21 22 23 24 25
25 26 27 28 29 30 31	29 30 31	26 27 28 29 30
October	November	December
Su M Tu W Th F Sa	Su M Tu W Th F Sa	Su M Tu W Th F Sa
1 2	1 2 3 4 5 6	1 2 3 4
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25
24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31
31		

## PERSONAL INFORMATION

Name .....

Father's Name.....

Contact no.....

Mother's Name.....

Contact no.....

Name of the Guardian/Warden.....

Contact No.....

Address .....

Class .....Section.....Roll No.....

Department .....

Telephone No .....

Email .....

Blood Group .....

## 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 - 1 : 40 pm
5th Period	: 1 : 00 pm - 2 : 40 pm
6th Period	: 2 : 40 pm - 3 : 40 pm
7th Period	: 3 : 40 pm - 4 : 40 pm

At the second bell (8 : 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

Josephites arise  
Let your light shine  
Glow in the radiance of knowledge and truth  
Unite in the spirit of love  
To thousands outside the wall we shall proclaim  
United we stand

Arise and shine  
Messengers of peace  
Always and forever we shall remain  
A family knitted in one  
To give all mankind a hope for tomorrow  
Arise and shine

## 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.

## 1. HISTORY OF THE COLLEGE

St. Joseph's College, Jakhama is a Catholic institution of higher learning established and managed by the Diocese of Kohima, Nagaland. It is the first College established by the Catholic Church in Nagaland. It aims at imparting quality higher education that is based on the Christian vision of life. Catholic education stresses the 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.

The College was inaugurated on 19th March 1985 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 affiliated to the North Eastern Hill University, Shillong, in the same year. The College is now located in a spacious campus in Jakhama village, about 18 kms from Kohima, along the National Highway 2. Degree Courses in Arts (Bachelor of Arts) and in Commerce (Bachelor of Commerce) were started in 1988. BBA (Bachelor of Business Administration) & B.Sc. (Bachelor of Science) were started in 2009 and 2012 respectively. The college also introduced Post Graduation (M.A) Course in 2018 with English department as the first PG Course. With the establishment of a University within the State of Nagaland in July 1994, the College is now affiliated to the Nagaland University. It is included in the List of Colleges under Section 2 (f) & 12 (B) of the UGC Act, 1956, and has been Re-accredited by the National Assessment and Accreditation Council (NAAC) with A Grade (CGPA 3.12). The management of the College is vested with the St. Joseph's College Society, Jakhama, of the Diocese of Kohima. Besides the Diocesan Fathers who are in charge of the management of the College, there are Religious sisters 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) as members of the staff.

## 2. 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:

An Education of quality and relevance to all, and in particular, to the marginalized sections of society,

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,

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,

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,

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,

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,

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,

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.



### 3. VISION, MISSION AND OBJECTIVES OF THE COLLEGE

The vision of St. Joseph's College is to impart quality higher education in a Christian atmosphere to deserving students, especially those belonging to the Catholic, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes 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. (cf. Memorandum of Association 3 a.b.)

The mission of St. Joseph's College is to form men and women who are intellectually alert, morally upright, religiously oriented, socially conscious, culturally distinct and nationally integrated.

In order to realize this mission, the College has set the following objectives:

- 3.1 Help the students become men and women of character, with sound moral principles
- 3.2 Help them become men and women committed to life-time learning
- 3.3 Help them make a harmonious blend of faith and culture
- 3.4 Help them strive continually after excellence in every field
- 3.5 Instill in them the spirit of unselfish service of their brothers and sisters and sensitize them to current socio - economic, political and cultural issues
- 3.6 Provides an education that is socially relevant and useful for life.

### 4. MEMBERS OF THE GOVERNING BODY

Bishop James Thoppil	: Chairman, Bishop of Kohima
Rev. Fr. Carolus Neisalhou	: Vice Chairman, Vicar General
Dr. Fr. Sebastian Ousepparampil	: Secretary, Principal
Dr. Fr. George Punnolil	: Ex- Officio Member, Diocesan Financial Administrator
Rev. Fr. Benny Varghese	: Ex- Officio Member, Administrator
Rev. Fr. Binoy Joseph	: Ex- Officio Member : Asst. Administrator
Dr. Fr. George Keduolhou Angami	: Ex- Officio Member, Vice Principal, Students' Affairs
Dr. Sr. Ranit SABS	: Ex- Officio Member, Vice Principal, Academic Affairs
Ms. Suparna Gooptu	: UGC Nominee
Dr. Indira Devi	: University Nominee
Dr. Norbert Norahol	: Higher Education and Management
Dr. Nokhwenu Veronica	: Higher Education, Govt. of Nagaland
Mr. F.P. Solo	: Commissioner & Secretary Dept. of Higher Education
Mr. Sebastian Humtsoe	: Expert from Administration
Fr. Charles D'Souza SJ	: Educationist
Mr. Johnny Ruangmei	: President CAN
Mr. Vitsu Martin	: President of Southern Angami Catholic Union (SACU)
Mr. Heshuo Dihe Mao	: Asst. Professor from the staff
Mrs. Loreni Yanthan	: Asst. Professor from the staff

## 5. MEMBERS OF THE ACADEMIC COUNCIL

1. The Principal (Chairman) : Dr. Fr. Sebastian Ousepparampil
2. Three nominees of the university not less than Professors.
  - a. Prof. S.K. Sharma
  - b. Prof. Buno Zetsuvi
  - c. Prof. B.V. Rao
3. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
  - a. Adv. Kezhokhoto Savi
  - b. Arch. Richard Belho
  - c. Rev. Fr. Benny Varghese
  - d. Rev. Fr. Binoy Joseph
  - e. Dr. Sedevi
  - f. Dr. Nobert Noraho
  - g. Dr. Easterine Kire

(Ref. to the Governing Body meeting 25<sup>th</sup> Nov. 2017)

4. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
  - a. Capt. Regina Razousinuo
  - b. Mrs. Loreni Yanthan
  - c. Ms. Josephine Jasietsono Kuotsu
  - d. Mr. K. Zubemo Humtsoe
5. A faculty member nominated by the Principal (Member Secretary) : Dr. Fr. George Keduolhou Angami
6. Chief Controller of exams : Dr. Fr. Sebastian Ousepparampil
7. Controller of Exams : Mr. Moatemsu
8. Deputy Controller of exams : Dr. Nobert Noraho
9. Vice principal : Dr. Fr. George Keduolhou Angami
10. Vice Principal : Dr. Sr. Ranit SABS

## 12. Head of the Departments (HoDs)

1. Mrs. Loreni Yathan, M.A, B. Ed., TET (HoD)
2. Ms. Tiamongla, M.A. (HoD)
3. Dr. Sumi Daa-dhora (HoD)
4. Ms. Nzano Kikon, M.A. , NET, TET (HoD)
5. Mr. Heshuo Dihe Mao, M.A., NET (HoD), P.G., Coordinator
6. Dr. Medonuo Pienyü, M.A., B.ED., Ph.D, (HoD)
7. Mr. K. Zubemo Humtsoe, MBA, NET (Director)
8. Mr. Maotangit Longkumer, M. Com, NET (HoD)
9. Ms. Neithongunuo Angela Belho, M. Sc. (HoD)
10. Ms. Rukutalu, M.Sc. (HoD)
11. Mr. Madovi David, M. Sc. (HoD)
12. Ms. Thejano, M.Sc. (HoD)
13. Ms. Imlienla, M.Sc. (HoD)

## 6. MANAGEMENT BOARD

1. Dr. Fr. Sebastian Ousepparampil, M.A.,M.P.H., Ph.D. : Principal
2. Dr. Fr. George Keduolhou Angami, M.A, B.Ed., NET, Ph.D. : Vice Principal
3. Dr. Sr. Ranit SABS, M.A., B.Ed., Ph.D. : Vice Principal
4. Rev. Fr. Benny Varghese, M.A., M.Th. ,B.Ed. : Administrator
5. Rev. Binoy Joseph M.Th., B. Ed. : Asst. Administrator
6. Rev. Fr. Vemedo Joseph Kezo M.A., M.Ed. : Member

## **7. BOARD OF STUDIES**

### **7.1 SUBJECT EXPERT**

1. Dr. Nigamananda Dass.
2. Prof. S. K Sharma

### **7.2 REPRESENTATIVE FROM INDUSTRY**

1. Arch. Richard Belho

## **8. BACHELOR OF ARTS**

### **8.1 ECONOMICS**

1. Dr. T. Zarenthung, NU, Lumami  
(University Representative)
2. Mrs. Loreni Yathan, M.A, B. Ed., TET (HoD)
3. Mr. Saju Mathew, M.A, M. Com. , B.Ed, NET
4. Mr. Kelengol Neikha, M.A, NET

### **8.2 EDUCATION**

1. Dr. Limala, NU, Meriema Campus  
(University Representative)
2. Ms. Tiamongla, M.A (HoD)
3. Rev. Fr. Vemedo Joseph Kezo, M.A, M.Ed.
4. Ms. Vilavonuo Maria Kulnu, M.A, NET
5. Ms. Kezienguno, M.A, NET (Ph.D. - Research Scholar)

### **8.3 ENGLISH**

1. Dr. Jano S. Liegise, NU, Meriema Campus  
(University Representative)
2. Dr. Sumi Daa-dhora M.A, Ph.D (HoD)
3. Ms. Meribeni Ngullie, M.A (Co-ordinator)
4. Ms. Josephine Jasietsono Kuotsu, M.A
5. Mr. James H. K, M.A, B.Ed (Ph. D. - Research Scholar)
6. Rev. Sr. V. Salomy CMC, M.A
7. Ms. Zulusenla Jamir, M.A
8. Ms. Rosalind Ngullie, M.A, NET
9. Ms. Tekalemla Longchar, M.A, NET

10. Mr. Neizosie-o Jude, M.A
11. Ms. Tainla Longchar, M.A, B. Ed, NET
12. Ms. Wede-ü Mero, M.A (Ph.D. Research Scholar)
13. Ms. Khriebuno Nagi, M.A
14. Mr. Khrietho Sale, M.A
15. Rev. Sr. Marysheela A RJM, M.A, B.Ed

### **8.4 HISTORY**

1. Dr. Akumla Walling NU, Meriema Campus  
(University Representative)
2. Ms. Nzano Kikon, M.A , NET, TET (HoD)
3. Capt. Regina Razousinuo, M.A, B.Ed
4. Ms. Lucy Kamei, M.A, NET
5. Mr. Sasietho Felix, M.A
6. Ms. Kethovino Catherine Kulnu, M.A
7. Ms. Zuchanbeni Lapon, M.A
8. Mr. Sentilong Longchar, M.A, M. Phil  
(Ph.D. - Research Scholar)
9. Ms. Khrielieü Zumvu, M.A, NET

### **8.5 POLITICAL SCIENCE**

1. Dr. Moamenla Amer NU, Lumami  
(University Representative)
2. Mr. Heshuo Dihe Mao, M.A, NET (HoD)
3. Ms. L. Lilly Humtsoe, M.A, NET (Co-ordinator)
4. Dr. Mhonthung Yanthan, M.A, B. Ed, NET,  
PGDRD
5. Capt. Avizo Richa, M.A
6. Mr. R. Hingba Paul, M.A, M. Phil.
7. Mr. Kevizase Kehie, M.A
8. Mr. Renthungo C. Humtsoe, M.A
9. Mr. Vikato Swu, M.A, NET
10. Mr. Vekutu Vese, M.A, NET
11. Ms. Tokani L, M.A, NET
12. Ms. Akuminla, M.A, NET
13. Mr. Aosunep, M.A, M.Phil., Ph.D

## 8.6 SOCIOLOGY

1. Dr. Athungo Ovung, NU, Lumami  
(University Representative)
2. Dr. Medonuo Pienyü, M.A, B.Ed, Ph.D. (HoD)
3. Mrs. K. Alibo Achumi, M.A, NET (Co-ordinator)
4. Dr. Fr. Sebastian Ousepparampil, M.A, M.P.H., Ph.D.
5. Mr. Y. Lumchio Patton, M.A, NET
6. Mr. Seyiekhoto Chücha, M.A, NET
7. Ms. Dievileno, M.A, NET
8. Dr. Hormila G. Zingkhai, M.A, NET., Ph.D.
9. Dr. Khobu Tsolo, M.A M.Phil, NET, Ph.D
10. Mr. Nungshitemjen, M.A, NET

## 8.7 BACHELOR OF BUSINESS ADMINISTRATION (BBA)

1. Dr. Manoj E. Prabhakar NU, Meriema Campus  
(University Representative)
2. Mr. K. Zubemo Humtsoe, MBA, NET (Director)
3. Mr. Md. Tabrej, MBA, NET
4. Mr. Imtipong Longkumer, MBA, NET  
(Ph.D Research Scholar)
5. Ms. Wecho-ü Mero, MBA, (Ph.D Research Scholar)
6. Mr. Ahel Vitsu, MBA

## 8.8 BACHELOR OF COMMERCE (B.Com)

1. Dr. N. Martina Solo, NU, Meriema Campus  
(University Representative)
2. Mr. Moatangit Longkumer, M.Com., NET (HoD)
3. Ms. Thejanuo Fidelia, M.Com., NET
4. Mr. Temsukumzuk Pongen, M.Com., NET
5. Mr. Veto Victor, M. Com., NET
6. Ms. Tepfúsano Neihu, M.Com.

## 9. BACHELOR OF SCIENCE

### 9.1 BOTANY

1. Dr. Talijungla, NU, Lumami  
(University Representative)
2. Ms. Neithongunuo Angela Belho, M. Sc. (HoD)
3. Mrs. Payal Bose, M. Sc.

4. Ms. Asha Kumari Singh, M. Sc. (Ph. D. - Research Scholar)
5. Dr. Thejasenuo Julia Kirha, M.Sc., Ph.D.
6. Mrs. Imkongyala Sekhose, M.Sc., NET (EVS)
7. Dr. Kizukala Jamir, M.Sc., Ph.D

### 9.2 ZOOLOGY

1. Dr. Bendang Ao, NU, Lumami  
(University Representative)
2. Ms. Rukutalu, M.Sc., NET (HoD)
3. Dr. Ramita Sougrakpam, M.Sc., Ph.D.
4. Ms. Bendansangla, M. Sc.
5. Mr. Lipokrenba, M.Sc., NET

### 9.3 CHEMISTRY

1. Dr. Tavishe Phucho, NU, Lumami  
(University Representative)
2. Mr. Madovi David, M. Sc. (HoD)
3. Mr. Sanio David, M. Sc.
4. Ms. Gaijuliu, M.Sc.
5. Ms. Senchumbeni Yanthan, M.Sc.

### 9.4 PHYSICS

1. Ms. Thejano, M.Sc. (HoD)
2. Mr. Antidong Jamir, M. Sc.
3. Ms. Seyieneizo Benupfuno, M.Sc.

### 9.5 MATHEMATICS

1. Ms. Imlienla, M.Sc. (HoD)
2. Mr. Vinoth Kumar C, M. Sc., M. Phil.

## 10. POST GRADUATE STUDIES

### 10.1 M.A ENGLISH

1. Dr. Sumi Daa-dhora (HoD), M.A, Ph.D.
2. Ms. Debolina Mukherjee, M.A, NET
3. Ms. Rossy Kiho, M.A, NET
4. Ms. Keviphrenu Hibo, M.A, NET

## 10.2 M.A POLITICAL SCIENCE

1. Mr. Heshou Dihe Mao, M.A, NET (HoD)
2. Mr. Mhonthung Yanthan, M.A, NET, B.Ed, PGDRD (Ph.D. Research Scholar)
3. Dr. Aosunep, M.A, M.Phil, Ph.D.

## 10.3 M.A SOCIOLOGY

1. Dr. Medonuo Pienyü, M.A, B.Ed, Ph.D, (HoD)
2. Dr. Hormila G. Zingkhai, M.A, NET., Ph.D.

## 10.4 M.A History

1. Mr. Reimaya Muinao, M.A, M. Phil (Ph.D. - Research Scholar)
2. Dr. M. Yurreisem, M.A, NET, Ph.D

## 10.5 M.A Economics

1. Dr. Khriemenuo Pusa, M.A, Ph.D.
2. Dr. P. Paramasivam, M.A, Ph.D.

## 11 ADJUNCT PROFESSORS

1. Dr. Sravani Biswa, Ph.D (English)
2. Prof. Sivasish Biswas, (English)
3. Prof. Himadri Lahiri, (English)
4. Dr. Fr. Sunny Joseph, M.A, B.Ed, Ph.D. , DCR., (Education)
5. Dr. Fr. Francis S Cheerangal, M.A,B.Ed, Ph.D., (Sociology)
6. Dr. Fr. C. P. Anto, MSW., Ph.D., ( Sociology)
7. Dr. Fr. Mathew John Thuniampral, M.A, Ph.D., (Education)
8. Dr. Fr. George Punnolil, M.A, Ph.D., (Education)
9. Dr. Fr. Joseph Mariadhas, M.Sc., M. Phil., Ph.D.

## 12. COMPUTER EDUCATION

1. Mr. Moirangthem Gopiarman Singh, DOEACC (B-LEVEL), B. Com., M.C.A

## 13. COUNSELLING:

1. Rev. Fr. C. Joseph, M.A., M. Phil.
2. Rev. Sr. Avi Charani, B.A. Diploma in Counselling

## 14. PHYSICAL EDUCATION

1. Mr. Vikukhol Zao, M.A, PGPSM, NSNIS SC Basketball

## 15. OFFICE STAFF

1. Ms. Wandahunlang M. Syiemlieh, B. S. Accounting. Tech. , B.Th (Superintendent)
2. Ms. Kevisenu Khieya, M.Com.
3. Ms. Aratrika Mondal, M.Sc. Finance
4. Ms. Hepuni Eloziia, M.A.
5. Ms. Agatha Zhobozonu, M.Com.
6. Mr. Moatemshi Alex, M.Com., M.A.
7. Mr. Seyenizo Viswentso, B.A.
8. Ms. Abonuo Khieya, B.A.
9. Mr. Thohrü Besii, B.A.
10. Ms. Ketosenu, B.A.
11. Mr. Mezathel Kiso, B.A.
12. Ms. Vingotole Kiso. B.A.
13. Mr. Domanic, B.A.
14. Mr. Medolozo Francis, B.A.
15. Mr. Medovi Krocha, B.A.
16. Mr. Jagot Burman (Peon)
17. Mrs. Noni Burman (Peon)
18. Mrs. Anema (Peon)
19. Mrs. Medongonu Priscilla (Peon)
20. Mrs. Salome(Peon)

## 16. DOCUMENTATION

1. Ms. Hepuni Eloziia
2. Ms. Vingotole Kiso

## 17. LIBRARY STAFF

1. Rev. Sr. Marysheela A RJM, M.A., B.Ed.
2. Mr. S. Kampu Haokip, Assistant Librarian, MLISC, NET
3. Ms. Zayiekhonu Phinyo, Library Assistant, B.A., D.C.A.
4. Ms. Vikule Kiso, Library Assistant, B.A., D.C.A.

## 18. LAB ASSISTANT

1. Ms. Atonu Josephine Meze, M.A.

## 19. DISPENSARY

Rev. Sr. Elaa Regina CMC, Nurse

## 20. INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Dr. Fr. Sebastian Ousepparampil : Chairperson
2. Dr. Fr. George Keduolhou Angami : Vice Principal
3. Dr. Sr. Ranit SABS : Vice Principal
4. Rev. Fr. Benny Varghese : Administrator
5. Rev. Fr. Binoy Joseph : Asst. Administrator
6. Mr. Saju Mathew : Co-ordinator
7. Mrs. Loreni Yathan : HoD, Economics
8. Ms. Tiamongla : HoD, Education
9. Dr. Sumi Daa-dhora : HoD, English
10. Ms. Nzano Kikon : HoD, History
11. Mr. Heshuo Dihe Mao : HoD, Political Science
12. Dr. Medonuo Pienyü : HoD, Sociology
13. Mr. K. Zubemo Humtsoe : Director, BBA
14. Mr. Maotangit Longkumer : HoD, Commerce
15. Ms. Neithongunuo Angela Belho : HoD, Botany
16. Ms. Rukutalu : HoD, Zoology
17. Mr. Madovi David : HoD, Chemistry
18. Ms. Thejano : HoD, Physics
19. Ms. Imlienla : HoD, Mathematics

20. Mr. S. Kampu Haokip : Assistant Librarian
21. Ms. Wandahunlang : Superintendent
22. Students' Council : President
23. Mr. Moirangthem Gopiarman Singh : Lecturer, Computer Sc.

## 21. MEMBER: INSTITUTE OF INTERNATIONAL EDUCATION PLACEMENT OFFICER

### Guidance -

1. Dr. Fr. Sebastian Ousepparampil
2. Ms. Thejanuo Fidelia , Co-ordinator
3. Mr. Md. Tabrej
4. Mr. Mhonthung Yanthan
5. Ms. Dievileno

## 22. INTERNATIONAL PROGRAMME

1. Mr. Mhonthung Yanthan, Director

## 23. GRIEVANCE REDRESSAL CELL

1. Dr. Fr. Sebastian Ousepparampil : Chairperson
2. Dr. Fr. George Keduolhou Angami : Vice Principal  
(Co-ordinator)
3. Dr. Sr. Ranit SABS : Vice Principal
4. Rev. Fr. Benny Varghese : Administrator
5. Rev. Fr. Binoy Joseph : Asst. Administrator

## 24. DISCIPLINE /ANTI - RAGGING CELL

1. Dr. Fr. Sebastian Ousepparampil
2. Dr. Fr. George Keduolhou Angami
3. Dr. Sr. Ranit SABS
4. Rev. Fr. Benny Varghese
5. Rev. Fr. Binoy Joseph
5. President Students' Council
6. Secretary Students' Council

## 25. ANTI SEXUAL HARASSMENT CELL

1. Dr. Fr. Sebastian Ousepparampil : Chairperson

2. Dr. Fr. George Keduolhou Angami : Vice Principal
3. Dr. Sr. Ranit, SABS : Vice Principal
4. Dr. Ramita Sougrakpam
5. Dr. Medonuo Pienyü

## 26. DISASTER MANAGEMENT CELL

1. Mr. Vekutu Vese
2. Ms. Tekalemla Longchar
3. Ms. Neithongunuo Angela Belho

## 27. WELFARE SCHEMES

1. Mr. Neizosie-o Jude
2. Ms. Wede-ü Mero
3. Mr. Vikato Swu
4. Rev. Fr. Benny Varghese
5. Rev. Fr. Binoy Joseph

## 28. COLLEGE JOURNAL

1. Dr. Medonuo Pienyü
2. Dr. Ramita Sougrakpam
3. Mr. James H K

## 29. EXTENSION PROGRAMMES

1. Mr. Khrietho Sale
2. Ms. Rukutalu
3. Mr. Temsukumzuk Pongen
4. Mr. Sanio David

## 30. FINANCE COMMITTEE

1. Chairman : Dr. Fr. Sebastian Ousepparampil
2. Member : Rev. Fr. Benny Varghese
3. Member : Rev. Fr. Binoy Joseph
3. Member : Mr. Saju Mathew (Senior Teacher)
4. Member : Finance Officer of the University

## 31. PLANNING COMMITTEE COMPOSITION

1. Chairman : Dr. Fr. Sebastian Ousepparampil
2. Coordinator IQAC : Mr. Saju Mathew

3. Vice Principal : Dr. Fr. George Keduolhou Angami
4. Vice Principal : Dr. Sr. Ranit SABS
6. Controller of exams : Mr. Moatemsu
7. Administrator : Rev. Fr. Benny Varghese
8. Asst. Administrator : Rev. Fr. Binoy Joseph
8. Governing body (5 members from the management)|
  - a. Dr. Fr. Sebastian Ousepparampil
  - b. Dr. Fr. George Keduolhou Angami
  - c. Dr. Sr. Ranit SABS
  - d. Rev. Fr. Benny Varghese
  - e. Rev. Fr. Binoy Edasseril
9. Dr. Nokhwenu Veronica: State Government nominee

## 32. EVALUATION COMMITTEE COMPOSITION

1. Chairman : Dr. Fr. Sebastian Ousepparampil
2. Coordinator IQAC : Mr. Saju Mathew
3. Vice Principal : Dr. Fr. George Keduolhou Angami
4. Vice Principal : Dr. Sr. Ranit SAB
5. Administrator : Rev. Fr. Benny Varghese
6. Asst. Administrator : Rev. Fr. Binoy Joseph
7. Chief Controller of Exam : Dr. Fr. Sebastian Ousepparampil, Principal
8. Controller of exams : Mr. Moatemsu
9. Deputy controller of exams : Dr. Norbert Noraho
10. Governing body (6 members from the management)
  - a. Dr. Fr. Sebastian Ousepparampil, Principal
  - b. Dr. Fr. George Keduolhou Angami
  - c. Dr. Sr. Ranit SABS
  - d. Rev. Fr. Benny Varghese
  - e. Rev. Fr. Binoy Joseph
  - f. Rev. Fr. Vemedo Kezo
11. State Govt. Nominee :Dr. Nokhwenu Veronica,

12. Superintendent : Ms. Wandahunlang Mery Syiemlieh
13. One member from  
Library committee : Mr. S. Kampu Haokip
14. One member from  
research committee : Dr. Hormila G Zingkha

### 33. EXAMINATION COMMITTEE

- Chief controller  
of exams : Dr. Fr. Sebastian Ousepparampil,  
Principal
- Controller of exams : Mr. Moatemsu
- Deputy controller of  
exams : Dr. Norbert Noraho
- Vice Principal : Dr. Fr. George Keduolhou Angami
- Vice Principal : Dr. Sr. Ranit SABS
- Two senior faculties : Mr. Md. Tabrej &  
Dr. Ramita Sougrakpam

### 34. ADMISSION COMMITTEE

1. Chairman : Dr. Fr. Sebastian Ousepparampil
2. Vice Principal : Dr. Fr. George Keduolhou Angami
3. Vice Principal : Dr. Sr. Ranit SABS
4. Administrator : Rev. Fr. Benny Varghese
5. Asst. Administrator : Rev. Fr. Binoy Joseph

### 35. HOD & COORDINATOR OF VARIOUS DEPARTMENTS

1. Mrs. Loreni Yanthan, HOD, Economic Dept.
2. Ms. Tiamongla, HOD, Education Dept.
3. Dr. Sumi Daa-dhora, HOD, English Dept.
4. Dr. Medonuo Pienyü, HOD, Education Dept.
5. Mr. Heshuo Dihe Mao, HOD, Political Science Dept.
6. Ms. Nzano Kikon, HOD, History Dept.
7. Mr. K. Zubemo Humtsoe, 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. Ms. Imlienla, HOD, Mathematic Dept.
12. Ms. Thejano, HOD, Physic Dept.
13. Ms. Rukutalu, HOD, Zoology Dept.
14. Ms. Merebeni Nguillie, Coordinator, English Dept.
15. Ms. Lily Humtsoe, Coordinator, Political Sc. Dept.
16. Mrs. K. Alibo Achumi, Coordinator, Sociology Dept.

### 36. ACADEMIC AUDIT COMMITTEE

1. Chairperson : Dr. Fr. Sebastian Ousepparampil
2. Vice Principal : Dr. Fr. George Keduolhou Angami
3. Vice Principal : Dr. Sr. Ranit SABS
4. Administrator : Rev. Fr. Benny Varghese
5. Asst. Administrator : Rev. Fr. Binoy Edasseril
6. Controller of exams : Mr. Moatemsu
7. Senior Faculty/  
Librarian : Rev. Sr. Marysheela A RJM
8. Co-ordinator, IQAC : Mr. Saju Mathew
9. Joint Co-ordinator, IQAC : Ms. Hepuni Eloziia
11. HoD, Economics : Mrs. Loreni Yanthan
12. HoD, Education : Ms. Tiamongla
13. HoD, English : Dr. Sumi Daa-dhora
14. HoD, History : Ms. Nzano Kikon
15. HoD, Political Science : Mr. Heshuo Dihe Mao
16. HoD, Sociology : Dr. Medonuo Pienyü
17. Director, BBA : Mr. K. Zubemo Humtsoe
18. HoD, Commerce : Mr. Moatangit Longkumer
19. HoD, Chemistry : Mr. Madovi David
20. HoD, Botany : Ms. Neithongunuo Angela Belho
21. HoD, Mathematics : Ms. Imlienla
22. HoD, Physics : Ms. Thejano
23. HoD, Zoology : Ms. Rukutalu
24. Assistant Librarian : Mr. S. Kampu
25. Office Superintendent : Ms. Wandahunlang M Syiemlieh
26. Local Representative :
27. Students' Council : President



### **37. RESEARCH CELL**

1. Dr. Fr. Sebastian Ousepparampill
2. Dr. Medonuo Pienyü
3. Dr. Hormila G. Zingkhai
4. Dr. Khriemenuo Pusa
5. Dr. Ramita Sougrakpam
6. Dr. Sumi Daa-dhora

### **38. INTERNAL COMPLAINTS COMMITTEE**

1. Chairman : Dr. Fr. Sebastian Ousepparampill
2. Vice Principal : Dr. Fr. George Kuduolhou Angami  
(Coordinator)
3. Vice Principal : Dr. Sr. Ranit SABS
4. Administrator : Rev. Fr. Benny Varghese
5. Asst. Administrator : Rev. Fr. Binoy Joseph

### **39. STUDENTS WELFARE COMMITTEE**

1. Vice Principal : Dr. Fr. George Kuduolhou Angami
2. Directors : Capt. Avizo Richa &  
Ms. Meribeni Ngullie
3. Students' Council: Executive Members

### **40. EXTRA-CURRICULAR ACTIVITIES COMMITTEE**

1. Dr. Fr. Sebastian Ousepparampill (Principal)
2. Dr. Fr. George Kuduolhou Angami (Vice Principal)
3. Dr. Sr. Ranit SABS (Vice Principal)
4. Rev. Fr. Benny Varghese (Administrator)
5. Rev. Fr. Binoy Joseph (Asst. Administrator)

### **41. STAFF QUARTER ALLOTMENT COMMITTEE**

1. Dr. Fr. Sebastian Ousepparampill : Chairman
2. Dr. Fr. George Kuduolhou Angami : Vice Principal
3. Rev. Fr. Benny Varghese : Administrator  
(Co-ordinator)
4. Rev. Fr. Binoy Joseph : Asst. Administrator  
(Co-ordinator)

### **42. PURCHASE COMMITTEE**

1. Dr. Fr. Sebastian Ousepparampill : Chairman
2. Dr. Fr. George Kuduolhou Angami : Vice Principal
3. Rev. Fr. Benny Varghese : Administrator  
(Co-ordinator)
4. Rev. Fr. Binoy Joseph : Asst. Administrator  
(Co-ordinator)

### **43 Physically Challenged Committee**

1. Dr. Fr. Sebastian Ousepparampill (Principal)
2. Dr. Fr. George Kuduolhou Angami (Vice Principal)
3. Rev. Fr. Benny Varghese (Administrator)
4. Fr. Binoy Joseph (Asst. Administrator)
5. Mr. Heshuo Dihe Mao (Asst. Professor)
6. Mrs. Loreni Yanthan (Asst. Professor)
7. Students' Council

### **44. STAFF DIRECTORS**

1. Students' Council : Capt. Avizo Richa &  
Ms. Meribeni Ngullie
2. NCC Boys : Capt. Avizo Richa
3. NCC Girls : Capt. Regina Razousinuo
4. NSS : Mr. Imtipong Longkumer,  
Mr. Vikato Swu,  
Mr. Kelengol Neikha &  
Ms. Khriebuno Nagi
5. Youth Red Cross : Mr. Neizosie-o Jude,  
Ms. Tokani L &  
Mrs. Zulusenla Jamir
6. Women's Forum : Ms. Dievileno,  
Ms. Khriebuno Nagi,  
Dr. Thejasenuo Julia Kirha  
Ms. Khrielieü Zumvü &  
Ms. Debolina Mukherjee (for PG)
7. Jesus Youth : Rev. Fr. Binoy Joseph,  
Mr. Sanio David &  
Ms. Thejano
8. Community Outreach : Mr. Seyiekhoto Chücha,  
Mr. Y. Lumchio Patton &  
Ms. Rukutalu

9. Career Guidance : Mr. K Zubemo Humtsoe,  
Ms. Thejano,  
Mrs. Thejano Fedelia,  
Dr. Ramita Sougrakpam &  
Dr. Hormila G Zingkhai
10. Red Ribbon Club : Mrs. Payal Bose,  
Mr. Moatangit Longkumer,  
Mr. Vinoth Kumar C &  
Mrs. Loreni Yanthan
11. Peace Channel : Ms. Tekalemla Longchar  
Ms. Rosalind Nguillie &  
Ms. Vilavonuo Maria Kulnu
12. Choir : Ms. Lucy Kamei,  
Mr. Kelengol Neikha,  
Ms. Rukutalu & Ms. Kethovino  
Catherine Kulnu
13. Youth Net : Mr. Md. Tabrej &  
Mr. Temsukumzuk Pongen
14. Young Indian : Mr. Temsukumzuk Pongen &  
Mr. Veto V Zhimo
15. Ambassador : Rev. Fr. Benny Varghese,  
Rev. Fr. Benoy Joseph &  
Capt. Regina Razousinuo
16. Model United Nation : Ms. L. Lilly Humtsoe &  
Mr. Vikato Swu
17. Innovators Club : Mr. Vekutu Vese  
Ms. Tainla Longchar &  
Mr. Seyieneizo Benupfuno
18. Alumni : Mr. K Zubemo Humtsoe  
Dr. Khriemenuo Pusa  
Ms. Meribeni Nguillie &  
Ms. Khriebuno Nagi
19. College Magazine : Mr. Md. Tabrej,  
Dr. Kizukala Jamir &  
Ms. Debolina Mukherjee (For PG)
20. College Chronicles : Mr. Sentilong Longchar  
Dr. Kizukala Jamir &  
Ms. Gaijuliu

21. International  
Studies Centre : Dr. Fr. Sebastian Ousepparampil,  
Mr. Mhonthung Yanthan &  
Dr. Medonuo Pienyü
22. Prize Distribution  
Committee : Rev. Sr. Salomy Chani CMC,  
Ms. Kezienguno,  
Dr. Hormila G Zingkhai,  
Ms. Neithongunuo Angela Belho,  
Mrs. Bendangsangla &  
Ms. Keviphrenu Hino (for PG)
23. News Reporters : Mr. Md. Tabrej,  
Ms. Jasietsono Josepohine,  
Ms. Wede-ü Mero,  
Ms. Senchumbeni Yanthan &  
Mr. James H.K (for PG)
24. Philanthropic Club : Ms. L. Lily Humtsoe,  
Dr. Khoby Tsolo,  
Mr. Renthungo C Humtsoe &  
Ms. Akuminla
25. Input Output  
System Consultant : Dr. Fr. Sebastian Ousepparampil
26. Cultural : Ms. Nzano Kikon,  
Mrs. K Alibo Achumi,  
Ms. Wede-ü Mero,  
Mr. Sasietho Felix,  
Mr. Lipokrenba,  
Ms. Imlienla, Ms. Tokani L,  
Ms. Kumari Asha Singh, &  
Mrs. Imkongyala Sekhose
27. Spring Fest : Mr. K. Zubemo Humtsoe,  
Mr. Kelongol Neikha &  
Mr. Reimaya Muinao
28. Drama Club : Ms. Tekalemla Longchar &  
Mr. Khrietho Sale

29. Dance Club : Ms. Kumari Asha Singh,  
Ms. Payal Boss &  
Ms. Wecho-ü Mero
30. Games & Sports : Mr. Vikukhol Zao,  
Ms. Jasietsono Josephine,  
Mr. Moiranthem Gopiramon Singh,  
Mr. Moatangit Longkumer,  
Ms. Kethovino Catherine Kulnu,  
Ms. Zuchabeni Lapon,  
Mr. Hingba Paul,  
Ms. Khrielieü Zumvü,  
Mr. Antidong Jamir,  
Mr. Ahel Vitsu,  
Ms. Tiamongla,  
Ms. Rosalind Ngullie,  
Mr. Heshuo Dihe Mao (for PG),  
Mr. Aosunep (for PG) &  
Dr. Sumi Daa-Dhora (for PG)
31. Athletic : Mr. Saju Mathew &  
Mr. Neizosie-o Jude &  
Dr. Khobu Tsolo
32. Cricket Club : Mr. Imtipong Longkumer &  
Mr. Temsukumzuk Pongen
33. Volleyball Club : Mr. Hingba Paul &  
Mr. Veto Victor
34. Football Club : Mr. Reimaya Muinao,  
Mr. Madovi David &  
Mr. Sanio David
35. Basketball Club : Mr. Vikukhol Zao &  
Mr. Sasietho Felix
36. Badminton Club : Mr. James H. K &  
Mr. Kevizase Kehie
37. Chess Association : Mr. Veto V Zhimo
38. Writers Association : Mr. Mhonthung Yanthan &  
Ms. Jasietsono Josephine
39. Table Tennis Club : Mr. Antidong Jamir
40. Fitness Club : Mr. Vikukhol Zao

#### **45. REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE DEGREE PROGRAMMES**

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 fulfillment of the mission and objectives of the College.

#### **46. 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 may be amended from time to time as the need arises.

#### **47. DATE OF ENFORCEMENT**

These regulations shall come into force with effect from the beginning of the academic session 2019- 2020.

#### **48. EXTENT OF APPLICATION**

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

#### **49. 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 Academic Council of the College with intimation to affiliating University.

#### **50. ACADEMIC YEAR**

The academic year of the college shall normally begin from June or July and shall consist of two semesters. The Academic Council of the College has the directive to modify the same, if the need arises with the intimation to affiliating University.

#### **51. SEMESTER**

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

#### **51. WORKING DAYS IN A SEMESTER**

51.1 A semester shall have a minimum of 100 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.

51.2 Each course has been assigned credit hours 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 credit 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 credit hours which is devoted to practical. One credit is equivalent of 15 periods of 60 minutes each for theory and 2 hours for practical.

51.3 The number of classes (for theory and practical) for different credit hours of course (s) shall be 1 (one) credit hour course which requires a minimum of 15 theory classes of 60 minutes each. However, in case of practical, 1 (one) credit hour course requires a minimum of 15 practical classes of 2 hours each.

Tutorial or assignment shall be considered as one credit.

#### **52. 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.

#### **53. RESIDENCE REQUIREMENT**

The minimum residence requirement of the Undergraduate degree programme is 3 years and Postgraduate degree programme is 2 years. The residential requirement shall have to be continuous from the date of registration into the degree programme.

#### **54. MIGRATION**

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

#### **55. UNIVERSITY REGISTRATION**

Students who have taken admission must submit their secondary board (NBSE) Registration Card or 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.

#### **56. PROGRAMME OF STUDY**

##### **56.1 Course, Structure and Curriculum**

A) The course structure and curriculum for undergraduate 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, seminar, etc. as part of the curriculum. The detailed syllabus for each course is provided separately.

### 56.2 Course and Course Credits

A course is a unit of instruction or segment of a subject matter carrying a specific number of credit hour(s). The course content is divided into units.

### 56.3 Course Number

The courses are assigned course numbers consisting of three alphabets and three numerals. The alphabets together indicate the discipline of study; the first digit is suggestive of the course category, the second digit indicates the semester in which the course is offered, and the third digit specifies the course number in that semester.

Course Category	1 <sup>st</sup> Digit	2 <sup>nd</sup> Digit	3 <sup>rd</sup> Digit
Core Course	1	The 2 <sup>nd</sup> digit indicates the semester in which the course is offered	The 3 <sup>rd</sup> digit specifies the course number in that semester
Discipline Specific Elective Course	2		
Generic Elective Course	3		
Ability Enhancement Course	4		
Skill Enhancement Course	5		

**56.4** Any course to be offered in the Undergraduate degree programme must have the approval of the Academic Council of the college. For any subsequent change, the Head of the Department (HoD) shall submit the same to the Academic Council for approval through Board of Undergraduate and Postgraduate Studies (BU&PGS). The details of the course credits and syllabi for the Undergraduate degree programme shall be as approved by the Academic Council of the College, on the recommendation of the Board of Undergraduate Studies (BUGS) of the department.

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

Enhancement courses are of two credits each.

### 56.6 Selection of Generic Elective Course (GE)

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.

### 56.7 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.

## 57. CREDIT REQUIREMENT

A student is eligible for 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).

## 58. ATTENDANCE

- 58.1 It is compulsory for all the students to attend the class everyday without fail.
- 58.2 Attendance is taken at every lecture, practical, seminar and programs and at all other activities as per the direction of the Principal/Vice Principal.
- 58.3 Absence even for a single lecture will be counted as absence for the whole day.
- 58.4 As per the UGC norm, 80% attendance is required to be eligible to appear for External/University Examinations. A student is expected to know and keep record of his/her attendance.
- 58.5 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 External/University Examinations.

- 58.6 Report of the attendance shall be displayed on the notice board every month.
- 58.7 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.
- 58.9 Students must be present on the re-opening day after every vacation and on the last day before every vacation.

### **59. CONDONATION OF ATTENDANCE**

59.1 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.

#### **59.2 Authorized Absence**

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 concerned.

#### **59.3 Zero Semester**

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 need to sit for the end semester examinations, the student may be granted zero semesters.

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.

### **60. LEAVE APPLICATION**

- 60.1 In a semester, a student can avail three (3) days leave with a leave application. A student is not allowed to take more than 3 consecutive days as leave.
- 60.2 After having availed three (3) 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 programs, or church organized programs to claim leave. Without these testimonial reports, leave will not be granted.
- 60.3 Additional leave is granted only for genuine reasons such as death of close relatives, marriage of close relatives, or grave illness.
- 60.4 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 doctor's prescription and medical bills.
- 60.5 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.
- 60.6 A Leave Application must be handwritten in a prescribed formal form.
- 60.7 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.
- 60.8 Leave Application must be given by the student in person at the Vice Principal's Office.
- 60.9 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 prescribed form, countersigned by the Lecturer/HoD/Person-in-Charge and must be personally submitted to the Vice Principal.

- 60.10 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.

## **61. 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.

## **62. EXAMINATION AND EVALUATION**

### **62.1 Ratio of Mark**

The ratio of Internal Assessment (IA) and External Assessment (end semester examination) is 30: 70. For theory courses, IA is for 30 marks in the ratio of 10:10:10, corresponding to internal examination, assignment and short test/ activity; and for courses with practical (total of 50 marks), the IA is for 15 marks in the ratio of 10:5, corresponding to laboratory works/attendance and laboratory records/notebooks.

### **62.2 Internal Assessment (IA)**

A student who fails to obtain the required 45% in one Internal Assessment must work hard to secure the required marks in the next Internal Assessment and do well in the project or assignments

given by the teacher. Re-test is not permitted.

### **62.3 Examinations Schedules**

Schedules for the internal assessments, end semester and practical examinations shall be notified by the Controller of Examinations.

### **62.4 Question Moderation**

The question papers set by, (i) the Course Teacher and(ii) External Paper Setter will be moderated by the Moderation Board duly constituted by Controller of Examinations. Any one of the question papers after moderation may be used for the ensuing examination purpose. The remaining paper will be used as per need.

### **62.5 Script Evaluation**

Evaluated answer scripts of short test activity, internal assessments and assignments will 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.

### **62.6 Field study**

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

### **62.7 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.

### **62.8 Mandatory Examinations**

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

## **63. REPEAT / IMPROVEMENT END-SEMESTER EXAMINATIONS**

**63.1** 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.

**63.2** 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.

**63.3** 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 subject topper.

## **64. PROMOTION**

As per the University norms, a student shall be promoted from an odd semester to even semester and vice versa, provided he/she does not have three (3) backlog papers. i.e., 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 papers he/she shall be promoted to the next semester. However, a student cannot be promoted to the third semester if he/she does not clear the backlog papers of the first semester. In the same way a student cannot be promoted to the six semester if he/she does not clear the backlog papers of the second semester.

## **65. GRADING**

### **65.1 Minimum Qualifying Marks**

Minimum pass marks for individual course shall be 45% (Grade D). A student securing below 45% in a course will be considered failed and shall be awarded F grade in that course.

### **65.2 Award of Grade**

The system of grading of Undergraduate student shall be done on a 10-point scale. The total marks secured by the student in the course will be first converted to a letter Grade and then to Grade Point as per the table given below.

**Cumulative Grade Point Average (CGPA):** The final CGPA obtained by the student shall be awarded grade as under

### **Conversion of CGPA into Percentage of Marks**

Formula for notional conversion of CGPA into percentage of marks:

$$\text{Percentage of Marks} = 9 \times \text{CGPA}$$

### **65.3 Grade and Grade Point (G)**

Grade signifies the standard of qualitative performance that the student attains in a particular course and is expressed as a numerical value on a 10-point scale.

CGPA Point	Grade	Description
9.5-10	O	Outstanding
9-9.49	A+	Excellent
8-8.99	A	Very Good
7-7.99	B+	Good
6-6.99	B	Above Average
5-5.99	C	Average
4-4.99	D	Pass



#### 65.4 Credit Grade (CG)

It represents the product of the grade point (G) obtained in a Course and the corresponding course credit hours taken as:

Credit point (C). Thus, in a course of 4 credit hours i.e. 4 Credit points (C), if a student earns 4 grade point, his/her Credit Grade (CG) will be 16; CG: (C X G).

#### 65.5 Semester Grade Point Average (SGPA)

SGPA for each semester (SGPA)

#### 65.6 Cumulative Grade Point Average (CGPA)

CGPA for all semesters (CGPA)

% Marks Obtained	Grade	Grade Point	Description
80-100	O	10	Outstanding
70-79.99	A+	9	Excellent
60-69.99	A	8	Very Good
55-59.99	B+	7	Good
50-54.99	B	6	Above Average
45-49.99	C	5	Average
40-44.99	D	4	Pass
0-39	F	-	Fail

### 66. RESULT DECLARATION

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

#### 66.1 Re-Evaluation/ Re-Scrutiny

Re-evaluation/re-scrutiny 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 three-day window to be notified by the Controller of Examinations after the commencement of issuance of the Grade Card.

No student will be allowed to apply for re-evaluation/re-scrutiny in more than two courses in a semester. Re-scrutiny for answer script

of Internal Assessment is not allowed.

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

The results of re-evaluation/re-scrutiny will be declared within prescribed working days (4 days) after the last date of acceptance of the application. Notification of the same will be issued by the Controller of Examinations.

#### 66.2 Correction of Grade Points

In case of any discrepancy in the Grade Card Transcript, necessary rectification and correction will be done.

#### 66.3 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 and destroy them thereafter. 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.

### 67. PROVISIONAL CERTIFICATE

The Controller of Examinations, after notification of the results, will issue provisional certificate in respect of successful candidates under the signature of the Principal.

### 68. AWARD OF DEGREE CERTIFICATE

Undergraduate degree certificate under the seal of the University and signed by the Vice-Chancellor shall be presented at the college convocation to each of the successful students.

#### 68.1. RECEIPT OF THE DEGREE CERTIFICATE

68.1 A successful candidate can receive the degree certificate by

attending the college convocation in person. For attending the convocation, the student has to apply with prescribed fee.

**68.2** A student wishing to receive the degree certificate in absentia has to apply in the prescribed form accompanied by necessary fee. The degree certificate may be collected from the college office at a later date after the convocation.

## **69. STUDENTS LEAVING THE COLLEGE**

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

## **70. STUDENTS DISCIPLINE**

The regulations on student's discipline as mentioned in the Handbook and Calendar and Prospectus of the college shall apply to all the students admitted to the Undergraduate and Post graduate degree programmes.

## **71. GENERAL NORMS**

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:

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

## **72. DISCIPLINARY MATTERS**

- 72.1 A student who enters class after roll call in the first hour will be permitted to attend class only after obtaining a late-slip from the office.
- 72.2 Possession and use of alcohol and abusive drugs in the College campus will lead to immediate dismissal from the College.
- 72.3 Students are not allowed to use cell phone during class hours. Any violation of this rule will result in confiscation of the phone. Confiscated cell phones will not be returned until the completion of the course or when the student leaves the college permanently.
- 72.4 It is strictly prohibited to have body piercing or body tattoo. Anyone with body tattoo or engaged in body piercing shall be asked to leave the College.
- 72.6 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.
- 72.7 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.
- 72.8 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.
- 72.9 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.
- 72.10 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.

- 72.11 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.
- 72.12 Students are forbidden to attend or organize any meeting in the College without the express permission of the Principal.
- 72.13 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 the express permission of the Principal.
- 72.14 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 modeling, 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.
- 72.15 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 without
- 75.16 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.
- 75.17 Ragging of any kind and magnitude inside/outside the college campus will lead to immediate dismissal from the College.
- 75.18 Any noisy celebrations on the last day of class inside or outside the class room are strictly forbidden. On no account shall any one go to other classes or disturb students or teachers.
- 75.19 Any form of harassment of female students will lead to immediate dismissal from the college.
- 75.20 Students with sexual harassment records shall be asked to leave the College.

- 75.21 Causing damage to College property shall lead to fines, suspension or dismissal from the College.
- 75.22 All co-curricular activities of the College will be held on Saturdays. Students are expected to take part in them without fail.
- 75.23 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.
- 75.24 Students should be ready to undergo medical test by a doctor, as and when directed by the Principal.
- 75.25 Every student must maintain in the Handbook/Calendar a record of his/her blood group.
- 75.26 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.

### **73. THE HODS AND THE FACULTY MEMBERS**

- 73.1 The HoDs and the faculty members are not authorized to grant leave to any student.
- 73.2 The 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).

### **74. DRESS CODE**

- 74.1 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.
- 74.2 The formal college black pants and blazer are to be worn on every working day of the college.
- 74.3 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.

- 74.4 It is prohibited to wear any sweater of different colour.
- 74.5 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
- Tuesday** } of College prescribed materials.
- Friday** }
- Wednesday** } Formal college black pants and College T- shirt.
- Thursday** } Formal college black pants and Department T- shirt.

## 75. CLASS ROOM DECORUM

- 75.1 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.
- 75.2 The confiscated gadgets and cell phones will not be returned until the completion of the semester or when the student leaves the College permanently.
- 75.3 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.
- 75.4 Proper and respectful class room behaviour is expected from all.
- 75.5 Eating, chewing, littering of rubbish, spitting, writing on the desks, walls, black boards, etc. are strictly forbidden.
- 75.6 Damage caused to walls, desks, benches, etc. through spitting, writing, drawing, etc. shall be made good through collective fines.
- 75.7 Any disrespect shown to professors in the class or outside shall result in suspension or expulsion from the College.
- 75.8 It is prohibited for the students to move out from the Class Room whether the teacher is in the class or not.
- 75.9 Student who wishes to go out of the class room should get a written permission-slip from the teacher.

- 75.10 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.
- 75.11 Students should show respect to the teachers, officials, and staff of the College at all times.

## 76. 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.

## 77. ACADEMIC PROGRAMME

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

### 77.1. Bachelor of Arts (B.A.) Honours

- 77.1.a Economics (Honours)
- 77.1.b Education (Honours)
- 77.1.c English (Honours)
- 77.1.d History (Honours)
- 77.1.e Political Science (Honours)
- 77.1.f Sociology (Honours)

### 77.2 Bachelor of Commerce (B. Com.) Honours

### 77.3 Bachelor of Business Administration (B.B.A.)

### 77.4 Bachelor of Science (B.Sc.) Honours

- 77.4.a Botany (Honours)
- 77.4.b Chemistry (Honours)
- 77.4.c Physics (Honours)
- 77.4.d Mathematics (Honours)
- 77.4.e Zoology (Honours)

### **77.5 Diploma Course**

- 77.5.a Diploma Course on Machine Learning
- 77.5.b Diploma Course on Event Management
- 77.5.c Diploma Course on Entrepreneurship and Small Business Enterprises
- 77.5.d Diploma Course on Counseling
- 77.5.e Diploma Course on Pharmacy
- 77.5.f Post-Graduate Diploma Course on Banking and Finance
- 77.5.g Diploma Course on Food Chemist
- 77.5.h Diploma Course on Mountaineering

### **77.6 Certificate Course**

- 77.6.a. Certificate Course on Organic Farming
- 77.6.b. Certificate Course on HIV and Family Education
- 77.6.c. Certificate Course on Web Designing
- 77.6.d. Certificate Course on Consumer Protection
- 77.6.e. Certificate Course on Communication Skills
- 77.6.f. Certificate Course on Carpentry and Cabinet Making
- 77.6.g. Development of Creative Writing

### **77.7 Vocational Course**

- 77.7.a Office Management & Secretarial Practice
- 77.7.b Human Resource Management
- 77.7.c Marketing Management and Retail Business
- 77.7.d Materials Management
- 77.7.e Management and Marketing of Insurance
- 77.8.f Value Education:

All students will have Value Education classes. Tests and examinations will be conducted also for this subject and students may not be promoted if they do not pass in this subject.

### **77.9 POST GRADUATE (M.A) COURSES**

- 77.9.a Post Graduation in English
- 77.9.b Post Graduation in Political Science
- 77.9.c Post Graduation in Sociology
- 77.10.d Post Graduation in History
- 77.11. d Post Graduation in Economics

## **78. ADMISSION GUIDELINES**

The admission Fee and Tuition Fee for the first three months are to be paid at the time of admission. Students with failed subject cannot take admission. A student must come with the parent/guardian for admission. Admission will not be given to any student without the student meeting any one of the Management Board Members. Parents/guardians or friends cannot take admission if not accompanied by the student. Admission fee and other fees once paid are not refundable.

### **ELIGIBILITY (BACHELOR'S DEGREE)**

- 78.1 For B.A./B.Com/BBA/B.Sc. Degree: Higher Secondary or other equivalent examination.
- 78.2. For B.Sc. : 12 passed or equivalent from a recognized Board with the following conditions if an applicant wishes to take up Honours subject:
- 78.3. Change of Stream from Science at Class XII to B. Com. shall be permitted only to those students having a minimum of 45% or above at Class XII Science Examination.
- 78.4 Students will be admitted on the basis of merit and depending on the availability of seats.
- 78.5 All applicants must opt for one core course (honours) and one generic elective from any subject in the respective stream of studies
- 78.6 Applicants of Arts may apply for core course (honours) in the subject not taken in HSSLC provided their minimum aggregate percentage is equal to or more than the prescribed percentage for the subject indicated above.
- 78.7 There is no guarantee that all those who are registered will be selected for admission.

### **78.7.a. Core Course for Arts**

- Education Honours : 45% in Education.
- Economics Honours : 45% in Economics

English Honours	: 55% in English
History Honours	: 45% in History
Political Science Honours	: 50% in Political Science
Sociology Honours	: 45% in sociology
BBA	: 45% aggregate in any stream
B.Com. Honours	: 45% in Accountancy

#### **78.7.b. Core Course Science**

Botany Honours	: 45% in Biology .
Chemistry Honours	: 45% in Chemistry .
Mathematics Honours	: 45% in Mathematics
Physics Honours	: 45% in Physics with Mathematics
	Passed in HSSLC
Zoology Honours	: 45% in Biology

#### **79. ELIGIBILITY (MASTER'S DEGREE)**

- 79.1 For Post Graduate Degree, a minimum of 50% is required for admission in the department to which one desires to take up.
- 79.2 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.
- 79.3 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.
- 79.4 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.
- 79.5 Admission shall be given to a candidate (without 1st Division Mark) in the subject of the department depending on the availability of seats.
- 79.6 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.

- 79.7 Catholic students should submit a certificate from the Parish Priest along with the application form stating that they are practicing Catholics.
- 79.8 St. Joseph's Portal is always open to International Students and especially for Physically Challenged Students.
- 79.9 There is no guarantee that all those who are registered will be selected for admission.

#### **80. ADMISSION PROCEDURE FOR BACHELOR'S & MASTER'S DEGREES**

- 80.1 Admission process begins soon after the declaration of NBSE Hr. Sec. and NU Bachelor's Degree Results.
- 80.2 Application Form cum Prospectus is available in the College Office during working hours **(8.30am 4.00pm, Monday to Friday and 8.30am to 12.00 noon on Saturday) on payment of Rs. 200/-**
- 80.3 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/-
- 80.4 The names of successful candidates will be displayed on the College Notice Board and the College website.
- 80.5 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

#### **81. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION**

- 81.1 Four Xerox copies of Mark sheet; four Xerox copies of Admit Card; six photos (4 passport size & 2 stamp size photos).
- 81.2 Original N.B.S.E or Equivalent Recognized Board and NU or Equivalent Recognized University Registration

Card.

- 81.3 The Original Mark sheet should be produced for inspection at the time of interview for admission.
- 81.4 Applicants coming from outside Nagaland Board/University must produce a Migration Certificate.
- 81.5 Candidate's presence is mandatory at the time of admission.

## 82. 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.

## 83. 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.

If after the declaration of result, the student decides to leave the College because he/she has more than two backlog papers, the annual fees will be refunded. However, the tuition fees for three months will not be refunded.

## 84. ADMISSION FEES AND TUITION FEES

- 84.1 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.
- 84.2 Fees once paid will not be refunded.
- 84.3 The Second installment of Fee is to be paid before the issue of Admit Card for University Examinations.

- 84.4 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 University Admit Card.
- 84.5 Tuition Fee concession may be given to deserving students.
- 84.6 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.
- 84.7 Transfer Certificate fee of Rs. 100/-
- 84.8 Conduct/Character Certificate Rs. 100/-

## 85. FEES 2019-20

### 85.1 B. A. & B. Com.

Admission Fee	: Rs. 8,500.00 per year
Tuition fee (Honours)	: Rs. 1,300.00 per month

### 85.2 B. B. A.

Admission Fee	: Rs. 9,500.00 per year
Tuition fee	: Rs. 1,400.00 per month
Industrial Tour	: Rs. 5,000.00 per year

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

### 85.3 B. Sc.

Admission Fee	: Rs. 9,500.00 per year
Tuition Fee	: Rs. 1,400.00 per month
Lab Fee	: Rs. 8,000.00 per year

### 85.5 M. A. English, M. A. Political Science, M. A. Sociology M. A. History and M. A. Economics

Admission Fee	: Rs. 10,000.00 per year
---------------	--------------------------

Tuition Fee : Rs. 15,000.00 per semester

## 86. FINES

- 86.1 Fines are imposed only on those who break the rules and regulations of the College, who willfully fail in their duties, and who engage in harmful or undesirable behavior(s).
- 86.2 The fine(s) shall be decided by the Management Board depending on the severity of the offense(s) and Transgression(s).  
It is mandatory to pay fine for four important occasions in the Collage namely:  
(1) Reopening Day  
(2) Freshers' Day  
(3) Graduation Day  
(4) College Week
- 86.3 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.
- 86.4 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.

## 87. SCHOLARSHIPS

- 87.1 The ST Students from the state of Nagaland can apply online Post-Matric and Merit Scholarship from [www.nagaland.gov.in](http://www.nagaland.gov.in) and submit the same to the College office with all the necessary documents.
- 87.2 The ST Students from Manipur State can collect the hard copy of scholarship form from the College office or they can download from Manipur Govt. website and submit the same with all the necessary documents to the Manipur

Govt. in person.

- 87.3 The Students of Minority community can also apply on-line scholarship from National Scholarship portal i.e. [www.scholarships.gov.in](http://www.scholarships.gov.in). The same online filled form must be submitted to the College office for verification.
- 87.4 While all care is taken in checking and verifying the application forms and the attached documents, the College takes no responsibility for the rejection of application by the concerned authorities. Money is directly credited to the bank account of the student. Rs. 30 per student will be collected at the beginning of the year for the processing of application form and for administrative expenses.

## 88. EXAMINATIONS

- 88.1 Any malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.
- 88.2 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.
- 88.3 Exemption from Examinations is not granted and no second session examinations will be conducted. Absentees will be considered as failed.
- 88.4 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.
- 88.5 Even if a student passes in all the subjects, but does not have the required percentage of attendance he/she shall not be promoted.
- 88.5 Conversely, if the student has the required percentage of attendance but performs poorly in studies, he/she will not be promoted.
- 88.6 Malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.



## 89. STUDENT SERVICES

### 89.1 LIBRARY

The College has a library with over 19,752 books and 103 periodicals of which 11 are International Journals and 50 are National Journals. Additions are made to the library every year. Students are to comply with the rules and regulations of the library. The library holds Encyclopedias, Year Books, Dictionaries, Directories, Handbooks, Manuals, Geographical Resources, Journals both national and international, Bounded volumes of the journals and encourage reading for pleasure, self-discovery, personal growth and the sharpening of intellectual curiosity. The library is in the process of digitalization and students will be enabled to have access to all these academic and general books that will keep them engaged.

#### LIBRARY TIMINGS

Monday to Friday	: 8.30 am to 4.00 pm
Saturday	: 8.30 am to 2.00 pm

### 89.2 LIBRARY REGULATIONS

- 89.2.1 Students should submit the Identity Card to the Librarian before entering the library.
- 89.2.2 There are three sections in the Library.
- (1) **Magazine, Journals and Newspaper Section:** These are to be read in the Library Reading Room.
  - (2) **Reference Section:** Reference books are to be referred in the library itself.
  - (3) **Stack Section:** Students can borrow books only from the stack section.
- 89.2.3 Every student will be given two Borrowing Cards in the first year and they will be valid until the final year.
- 89.2.4 A student may borrow two books at a time by surrendering his/her borrowing card.
- 89.2.5 A student may borrow books only for a period of 10 days.

- 89.2.6 If a student wants to retain a book after 10 days, he/she must renew it by submitting it to the librarian and get it reissued.
- 89.2.7 If a student fails to return the book after 10 days, a fine of Rs. 10/- will be imposed for every day from the date of expiry until the book is returned or renewed.
- 89.2.8 A student may reserve a borrowed book and it will be issued to him/her immediately after it is returned to the library. A reserved book cannot be renewed.
- 89.2.9 If a book is lost, torn or damaged, the full cost of the book will be recovered from the concerned student. In addition, a fine will be imposed.
- 89.2.10 No student may borrow a book using another student's borrowing card.
- 89.2.11 No books will be issued to students found guilty of misusing the library facilities constantly.
- 89.2.12 Books may be applied for only on slips provided in the library.
- 89.2.13 If a student loses a borrowing card, it must be reported to the librarian and a duplicate may be issued on payment of a fine.
- 89.2.14 Strict silence is to be maintained in the library at all times. Books will not be given out after the beginning of the issue of admit card. However, students may continue to use the library until the last working day, provided books are referred to in the library itself.
- 89.2.15 Non Josephites are not allowed to borrow books from the Library.

## 90. COMPUTER CENTRE

The College aims at achieving 100% computer literacy for all students. To begin with, basic knowledge in computer applications will be imparted to all final year Degree students. Attendance at these classes will be compulsory and an annual fee of Rs. 500/- will be charged. Exemption will be granted if a

certificate of attendance at a similar course can be produced. The College also offers Certificate and Diploma courses in computer applications.

## **91. STUDENTS' COUNCIL**

- 91.1 The Students' Council is constituted of student representatives and the Directors.
- 91.2 While the student representatives are elected, the Directors are appointed as ex-officio members by the Principal.
- 91.3 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.
- 91.5 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.
- 91.6 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.
- 91.7 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.

## **92. CLASS REPRESENTATIVES**

- 92.1 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.

- 92.2 The Class Representatives have the assurance and support of the College Authority in matters of discipline, progress, and growth of the students.
- 92.4 In the absence of the teacher, the Class Representatives take the responsibility to maintain discipline and class room decorum.
- 92.5 The whole class (students-classmates) must cooperate, respect and follow the leadership of the Class Representatives.

## **93. CLASS SUPERVISORS**

- 93.1 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.
- 93.2 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.
- 93.3 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.
- 93.4 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.

## **94. 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.

## **95. COUNSELLING AND GUIDANCE**

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.

## **96. 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.

## **97. 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.

## **98. ASSOCIATIONS AND CLUBS**

98.1 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: Commerce, English, History, Political Science, Economics, Sociology, Education, BBA, Science departments, NSS, NCC, Youth Red Cross, Youth Net, Young Indians, Jesus Youth, Women's Forum, Red Ribbon Club, Peace Channel,

College Choir, Students' Ambassador, Model United Nation, Innovators Club, Community Outreach, Philanthropic Group, Drama Club, Dance Club, Sports and Games, Career Guidance and Placement, Football Club, Basketball Club, Volleyball Club, Cricket Club, Badminton Club, and Alumni.

98.2 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.

## **99. 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, Board of Editors 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.

## **100. INCOME AND EXPENDITURE**

100.1 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.

100.2 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 Administrator of the College.

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

100.4 Every Department, Association and Club must by 15th March every year submit a written annual report of all its

activities to the Principal.

### **101. COLLEGE MAGAZINE**

- 101.1 The College Magazine is published each academic year. The editorial board consists of students and a staff 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.
- 101.2 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.

### **102. SPORTS AND GAMES**

- 102.1 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.
- 102.2 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.

### **103. 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.

### **104. STUDENT FEED-BACK ON COURSE/TEACHERS**

Courses/teachers are evaluated with the help of a questionnaire or other methods and the result is communicated to the teacher. Teachers are evaluated before they are given regularization 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.

### **105. GRIEVANCE REDRESSAL**

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

### **106. 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 Directors.

### **107. OTHER FACILITIES**

To facilitate some of the essential needs of the staff and students,

the College has a Bookstall and stationery shop, Dispensary, two Cafeterias, Women's Lounge, Common room, Language Lab, and Prayer room.

### **108. INTERNET ROOM**

In the age of technology, computer with internet is one of the most powerful means that students can use to explore and learn new skills and creativity. Computer with internet facilitates academic studies and visualization of student's imaginations. The College provides 15 computers which are at the disposal of the staff and students.

### **109. OTHER PROGRAMMES OF THE YEAR**

**109.1 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.

**109.2 FRESHERS' DAY:** Freshers' Day is celebrated to welcome the new students to the College with a Cultural Programme.

**109.3 COLLEGE WEEK:** The College Week which is normally held in November offers programmes of sports & games, and cultural activities.

**109.4 GRADUATION DAY:** The graduates of the year are specially honoured on this day with a cultural programme.

**109.5 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.

**109.6 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.

**109.7 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.

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

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

### **110. 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:

- 110.1 To foster fellowship among the Alumni
- 110.2 To have continued contact with their Alma Mater
- 110.3 To facilitate creative involvement in the progress and activities of the College.
- 110.4 The Alumni Association helps in the arrangement of Career Guidance Programme in the College.

### **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-term Exam, will be asked to discontinue.**

### **CALENDAR IMPORTANT DATES FOR THE ACADEMIC YEAR 2020-21**

College Re-opens	: 2nd June 2020
Students' Council Election	: 12th June 2020
Freshers' Day	: 20th June 2020
Graduation Day	: 18th July 2020
Eureka Fest	: 24th -25th July 2020
Annual Retreat	: 11th -12th Sept. 2020
Annual Sports	: 16th Nov. - 20th Nov.
Convergence Fest	: 18th -19th Sept. 2020
Winter Vacation begins	: 14th Dec. - 12th Jan. 2020-21
College Re-opens	: 13th Jan 2021
Spring Fest	: 5th March - 6th March 2021
Easter Holidays	: 1st April - 5th April 2021
Prize distribution	: 26th March 2021

JUNE 2020	
Sun	
1 Mon	Staff Meeting and Orientation for Teachers
2 Tue	College Re-opening
3 Wed	Id-ul-fitr (Holiday)
4 Thu	Election of Crs & VCRs
5 Fri	Holy Mass - New Academic Year
6 Sat	
<p>The third-rate mind is only happy when it is thinking with the majority. The second-rate mind is only happy when it is thinking with minority. The first-rate mind is only happy when it is thinking - <b>A.A.Milne</b></p>	

JUNE 2020	
7 Sun	
8 Mon	Orientation for Arts Students
9 Tue	Orientation for Science Studetns
10 Wed	Orientation for Commerce & BBA Students
11 Thu	Departmental Elections
12 Fri	Students' Council Election
13 Sat	
<p>When hungry, eat your rice; when tired, close your eyes. Fools may laugh at me, but wise men will know what I mean - <b>Lin-Chi</b></p>	

JUNE 2020	
14 Sun	
15 Mon	
16 Tue	
17 Wed	
18 Thu	
19 Fri	
20 Sat	Freshers' Day
<p>If the lessons of history teach us anything it is that nobody learns the lessons that history teaches us. - <b>Anon</b></p>	

JUNE 2020	
21 Sun	
22 Mon	Last date for submission of 1st Internal Assessment Examination Question papers to the college office
23 Tue	
24 Wed	
25 Thu	
26 Fri	Last date for Re- Admission for 3rd and 5th Semester
27 Sat	Departmental Activities for Political Science and BBA
<p>You must be the change you wish to see in the world - <b>Gandhi</b></p>	



## JUN - JULY 2020

28 Sun	
29 Mon	
30 Tue	
1 Wed	
2 Thu	
3 Fri	1st Friday Mass
4 Sat	Departmental Activities for English & Education
<p>Courage is not the absence of fear, but rather the judgement that something else is more important than fear. - <b>Ambrose Redmoon</b></p>	

## JULY 2020

5 Sun	
6 Mon	1st Internal Assessment Examination
7 Tue	1st Internal Assessment Examination
8 Wed	1st Internal Assessment Examination
9 Thu	1st Internal Assessment Examination
10 Fri	1st Internal Assessment Examination
11 Sat	
<p>Even if you're on the right track, you'll get run over if you just sit there. - <b>Will Rogers</b></p>	

JULY 2020	
12 Sun	
13 Mon	
14 Tue	
15 Wed	
16 Thu	
17 Fri	
18 Sat	Graduation Day
<p>You miss 100 percent of the shots you never take - <b>Wayne Gretzky</b></p>	

JULY 2020	
19 Sun	
20 Mon	Last date for submission of 1st Internal Assessment Examination Marks to the College Office
21 Tue	
22 Wed	
23 Thu	
24 Fri	Eureka Fest
25 Sat	Eureka Fest
<p>The richest man is not he who has the most, but he who needs the least</p>	

## JULY - AUGUST 2020

26 Sun	
27 Mon	
28 Tue	
29 Wed	
30 Thu	
31 Fri	
1 Sat	Id-UI-Zuha (Bakrid) Holiday .
Perfection is achieved, not when there is nothing more to add, but when there is nothing left to take away. - <b>Antoine de Saint-Ezupery</b>	

## AUGUST 2020

2 Sun	
3 Mon	Filling up of NU back-paper form (5-7)
4 Tue	
5 Wed	
6 Thu	
7 Fri	1st Friday Mass
8 Sat	Departmental Activities for History & Commerce
We are what we repeatedly do; excellence, then, is not an act but a habit. - <b>Aristotle</b>	

## AUGUST 2020

9 Sun	
10 Mon	
11 Tue	
12 Wed	Janmashtami
13 Thu	Last date for submission of 2nd Internal Assessment Examination Questions Papers
14 Fri	
15 Sat	Independence Day (Holiday)
<p>The real voyage of discovery consist not in seeking new lands but seeing with new eyes. - <b>Marcel Proust</b></p>	

## AUGUST 2020

16 Sun	
17 Mon	
18 Tue	
19 Wed	
20 Thu	
21 Fri	
22 Sat	Departmental Activities for Political Science
<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. - <b>John Ruskin</b></p>	

## AUGUST - SEPTEMBER 2020

23 Sun	
24 Mon	2nd Internal Assessment Examination
25 Tue	2nd Internal Assessment Examination
26 Wed	2nd Internal Assessment Examination
27 Thu	2nd Internal Assessment Examination
28 Fri	2nd Internal Assessment Examination
29 Sat	
<p>To the man who only has a hammer, everything he encounters begins to look like a nail. - <b>Abraham Maslow</b></p>	

## AUGUST - SEPTEMBER 2020

30 Sun	
31 Mon	
1 Tue	
2 Wed	
3 Thu	
4 Fri	1st Friday Mass
5 Sat	Teachers' Day
<p>Better to write for yourself and have a public, than to write for the public and have no self. - <b>Cyril Connolly</b></p>	

## SEPTEMBER 2020

6 Sun	
7 Mon	Last date for submssion of all the Internal Assessment makrs to the College Office
8 Tue	
9 Wed	Filling-up of NU Examination form
10 Thu	
11 Fri	Annual Retreat
12 Sat	Annual Retreat
Always forgive your enemies; nothing annoys them so much. - <b>Oscar Wilde</b>	

## SEPTEMBER 2020

13 Sun	
14 Mon	
15 Tue	
16 Wed	
17 Thu	
18 Fri	Convergence Fest (BBA Department)
19 Sat	Convergence Fest (BBA Department)
Sometimes I worry about being a success in a mediocre world. - <b>Lily Tomlin</b>	

## SEPTEMBER 2020

20 Sun	
21 Mon	1st Internal Assessment Examination for Post
22 Tue	1st Internal Assessment Examination for Post
23 Wed	1st Internal Assessment Examination for Post
24 Thu	1st Internal Assessment Examination for Post
25 Fri	1st Internal Assessment Examination for Post
26 Sat	
<p>Work like you didn't need money, love like you've never been hurt and dance like no one's watching</p>	

## SEPTEMBER - OCTOBER 2020

27 Sun	
28 Mon	
29 Tue	
30 Wed	
1 Thu	
2 Fri	Gandhi Jayanti (Holiday)
3 Sat	
<p>It is the mark of an educated mind to be able to entertain a thought without accepting it. - <b>Aristotle</b></p>	

## OCTOBER 2020

4 Sun	
5 Mon	
6 Tue	
7 Wed	
8 Thu	
9 Fri	1st Friday Mass Prize distribution
10 Sat	Dept. Activities for Post Graduate
<p>People often say that motivation doesn't last. Well, neither does bathing -that's why we recommend it daily. - <b>Zig Ziglar</b></p>	

## OCTOBER 2020

11 Sun	
12 Mon	
13 Tue	
14 Wed	
15 Thu	
16 Fri	
17 Sat	Departmental Activities for Science
<p>"A friend is someone who knows all about you and still love you." - <b>Elbert Hubbard</b></p>	



# OCTOBER 2020

18 Sun	
19 Mon	
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	

“You only live once, but if you do it right, once is enough.”  
- Mae West

# OCTOBER 2020

25 Sun	Dussehra (Holiday)
26 Mon	
27 Tue	
28 Wed	
29 Thu	
30 Fri	
31 Sat	

“To live is the rarest thing in the world. Most people exist, that is all.”  
- **Oscar Wilde**

## NOVEMBER 2020

1 Sun	
2 Mon	2nd Internal Assessment Examination PG
3 Tue	2nd Internal Assessment Examination PG
4 Wed	2nd Internal Assessment Examination PG
5 Thu	2nd Internal Assessment Examination PG
6 Fri	- 2nd Internal Assessment Examination PG - 1st Friday Mass
7 Sat	
<p>A wise man gets more use from his enemies than a fool from his friend - <b>Baltasar Gracian</b></p>	

## NOVEMBER 2020

8 Sun	
9 Mon	
10 Tue	
11 Wed	
12 Thu	
13 Fri	
14 Sat	Diwali (Holiday)
<p>Never be afraid to laugh at yourself, after all, you could be missing out on the joke of the century. - <b>Dame Edna Everage</b></p>	

## NOVEMBER 2020

15 Sun	
16 Mon	College Week
17 Tue	College Week
18 Wed	College Week
19 Thu	College Week
20 Fri	College Week
21 Sat	
<p>The cure for boredom is curiosity. There is no cure for curiosity - Ellen Parr</p>	

## NOVEMBER 2020

22 Sun	
23 Mon	
24 Tue	
25 Wed	
26 Thu	
27 Fri	
28 Sat	
<p>When a person can no longer laugh at himself, it is time for other to laugh at him - <b>Thomas Szasz</b></p>	

## NOVEMBER - DECEMBER 2020

29 Sun	
30 Mon	Guru Nanak Jayanti
1 Tue	State Inauguration Day (Holiday)
2 Wed	Last Date of submission of 1st Internal Assessment Examination Questions papers to the College Office
3 Thu	
4 Fri	1st Friday Mass
5 Sat	Last date fo Re-admission for 2nd, 4th & 6th Semester
<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 2020

6 Sun	
7 Mon	1st Internal Assessment Examination
8 Tue	1st Internal Assessment Examination
9 Wed	1st Internal Assessment Examination
10 Thu	1st Internal Assessment Examination
11 Fri	1st Internal Assessment Examination
12 Sat	
<p>“You know you’ve in love when you can’t fall asleep because reality is finally better than your dreams.” - <b>Dr. Seuss</b></p>	

## DECEMBER 2020

13 Sun	
14 Mon	Winter Vacation Begins
15 Tue	
16 Wed	
17 Thu	
18 Fri	
19 Sat	
"Be yourself; everyone else is already taken." - <b>Oscar Wilde</b>	

## DECEMBER 2020

20 Sun	
21 Mon	
22 Tue	
23 Wed	
24 Thu	
25 Fri	Christmas
26 Sat	
When anger count four; when very angry swear. - <b>Mark Twain</b>	

## DECEMBER 2020- JANUARY 2021

27 Sun	
28 Mon	
29 Tue	
30 Wed	
31 Thu	
1 Fri	New Year
2 Sat	
Education makes people easy to lead, but difficult to drive; easy to govern but impossible to enslave - <b>Lord Brougham</b>	

## JANUARY 2021

3 Sun	
4 Mon	
5 Tue	
6 Wed	
7 Thu	
8 Fri	
9 Sat	
Hitch your wagon to a star. - <b>Emerson</b>	

## JANUARY 2021

10 Sun	
11 Mon	
12 Tue	
13 Wed	College Re-opens
14 Thu	
15 Fri	
16 Sat	
<p>When I was a boy I was told that anybody could become President. Now I'm beginning to believe it. - <b>Clarence Darrow</b></p>	

## JANUARY 2021

17 Sun	
18 Mon	Last date to submit the Internal Assessment Examination Marks to the College Office
19 Tue	
20 Wed	
21 Thu	
22 Fri	
23 Sat	
<p>Personality is to a man what perfume is to a flower. - <b>Charles M Schwab</b></p>	

## JANUARY- FEBRUARY 2021

24 Sun	
25 Mon	
26 Tue	Republic Day (Holiday)
27 Wed	
28 Thu	
29 Fri	
30 Sat	
He who loves not his country, can love nothing. - <b>Bryon</b>	

## FEBRUARY 2021

31 Sun	
1 Mon	
2 Tue	
3 Wed	
4 Thu	Filling-up of NU back-paper forms for 2nd, 4th and 6th Semester (Date 6, 7 and 8 Feb. )
5 Fri	- 1st Friday Mass - Last date for submission of 2nd Internal Assessment Examination Questions to the College Office
6 Sat	Departmental Activities for English
The person who reads too much and uses his brain too little will fall in lazy habits of thinking. - <b>Albert Einstein</b>	



## FEBRUARY 2021

7 Sun	
8 Mon	
9 Tue	
10 Wed	
11 Thu	
12 Fri	
13 Sat	
<p>“Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that.”-<b>Martin Luther King Jr.</b></p>	

## FEBRUARY 2021

14 Sun	
15 Mon	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
16 Tue	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
17 Wed	Ash Wednesday (Holiday)
18 Thu	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
19 Fri	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
20 Sat	
<p>It is better to wear out than to rust our. - <b>Richard Cumberland</b></p>	

## FEBRUARY 2021

21 Sun	
22 Mon	
23 Tue	
24 Wed	
25 Thu	
26 Fri	
27 Sat	
<p>“Live as if you were to die tomorrow. Learn as if you were to live forever”. <b>Mahatma Gandhi</b></p>	

## MARCH 2021

28 Sun	
1 Mon	Last date to submit the 2nd Internal Assessment Examination Marks, Project and Practical Marks of 4th and 6th Semester to the College Office
2 Tue	- Filling-up of NU Form for 6th Semester
3 Wed	- Filling-up of NU Form for 4th Semester
4 Thu	- Filling-up of NU Form for 2nd Semester
5 Fri	- Spring Fest
6 Sat	- Spring Fest
<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 - <b>Oscar Wilde</b></p>	

## MARCH 2021

7 Sun	
8 Mon	
9 Tue	
10 Wed	
11 Thu	
12 Fri	
13 Sat	Dept. Activities for Post Graduate
Fame is the perfume of heroic deeds - <b>Socrates</b>	

## MARCH 2021

14 Sun	
15 Mon	
16 Tue	
17 Wed	
18 Thu	
19 Fri	Feast of St. Joseph - Patron Saint of the College (Holiday)
20 Sat	
I am patient with stupidity but not with those who are proud of it - <b>Edith Sitwell</b>	

## MARCH 2021

21 Sun	
22 Mon	
23 Tue	
24 Wed	
25 Thu	
26 Fri	Prize distribution
27 Sat	
<p>Some people like my advice so much that they frame it upon the wall instead of using it. - <b>Gordon R. Dickson</b></p>	

## MARCH -APRIL 2021

28 Sun	
29 Mon	Holi (Holiday)
30 Tue	
31 Wed	
1 Thu	Maundy Thursday (Holiday)
2 Fri	Good Friday (Holiday)
3 Sat	Holy Saturday (Holiday)
<p>An expert is one who knows more about less and less. - <b>Nicholas M. Butler</b></p>	

## APRIL 2021

4 Sun	Easter Sunday
5 Mon	Easter Monday (Holiday)
6 Tue	
7 Wed	
8 Thu	
9 Fri	
10 Sat	
<p>An investment in knowledge pays the best interest. <b>Benjamin Franklin</b></p>	

## APRIL 2021

11 Sun	
12 Mon	
13 Tue	2nd Internal Assessment Examination Post Graduate
14 Wed	2nd Internal Assessment Examination Post Graduate
15 Thu	2nd Internal Assessment Examination Post Graduate
16 Fri	2nd Internal Assessment Examination Post Graduate
17 Sat	
<p>Education is the key to unlock the golden door of freedom. <b>George Washington Carver</b></p>	

## APRIL 2021

18 Sun	
19 Mon	
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	

“The highest result of education is tolerance.”  
**Helen Keller**

## APRIL - MAY 2021

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

We must ensure our system of higher education offers world-class quality  
for a world-class economy. **Bob Taft**

MAY 2021	
2 Sun	
3 Mon	
4 Tue	
5 Wed	
6 Thu	
7 Fri	1st Friday Mass
8 Sat	
Education is the most powerful weapon which you can use to change the world. <b>Nelson Mandela</b>	

MAY 2021	
9 Sun	
10 Mon	
11 Tue	
12 Wed	
13 Thu	
14 Fri	National Seminar
15 Sat	National Seminar
The only person who is educated is the one who has learned how to learn and change. <b>Carl Rogers</b>	

MAY 2021	
16 Sun	
17 Mon	
18 Tue	
19 Wed	
20 Thu	
21 Fri	
22 Sat	

MAY 2021	
23 Sun	
24 Mon	
25 Tue	
26 Wed	
27 Thu	
28 Fri	
29 Sat	
30 Sun	



**NOTES**

**NOTES**

# Leave Record

Date	Reasons	Signature of the Authority

# Leave Record

Date	Reasons	Signature of the Authority

# Leave Record

Date	Reasons	Signature of the Authority

# IMPORTANT TELEPHONE NOS

Name	Number

## TIME - TABLE

**Roll No.** .....

**Class**.....

Days	1	2	3	4	5
MON			B R E A K		
TUE					
WED					
THU					
FRI					

## TIME - TABLE

**Roll No.** .....

**Class**.....

Days	1	2	3	4	5
MON			B R E A K		
TUE					
WED					
THU					
FRI					



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

**Jakhama, Nagaland**

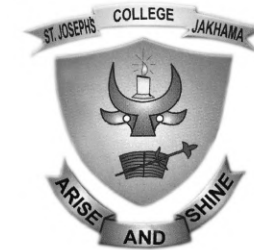


**HANDBOOK & CALENDAR - 2019-20**

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

P.O. No. 39,  
Kohima - 797 001, Nagaland  
Phone: (0370) 2231009 / 2233022 / 9436437544

(Autonomous status granted by UGC notifications  
No. F.22-1 (AC) Dtd.11th Oct. 2018)  
NAAC Accredited A Grade



**HANDBOOK & CALENDAR : 2019-20**

Home Page: <http://stjosephjakhama.ac.in>  
E-mail: [stjosephc@gmail.com](mailto:stjosephc@gmail.com)

**This Handbook and Calendar  
must be brought to the college daily**

# 2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	Mo	Tu	We	Th	Fr	Sa
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# 2020

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

February						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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

April						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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

June						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

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

September						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

November						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

## PERSONAL INFORMATION

Name .....

Father's Name.....

Contact no.....

Mother's Name.....

Contact no.....

Name of the Guardian/Warden.....

Contact No.....

Address .....

Class .....Section.....Roll No.....

Department .....

Telephone No .....

Email .....

Blood Group .....

## 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 - 1 : 40 pm
5th Period	: 1 : 40 pm - 2 : 40 pm

At the second bell (8 : 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

Josephites arise  
Let your light shine  
Glow in the radiance of knowledge and truth  
Unite in the spirit of love  
To thousands outside the wall we shall proclaim  
United we stand

Arise and shine  
Messengers of peace  
Always and forever we shall remain  
A family knitted in one  
To give all mankind a hope for tomorrow  
Arise and shine

## 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.

## 1. HISTORY OF THE COLLEGE

St. Joseph's College, Jakhama is a Catholic institution of higher learning established and managed by the Diocese of Kohima, Nagaland. It is the first College established by the Catholic Church in Nagaland. It aims at imparting quality higher education that is based on the Christian vision of life. Catholic education stresses the 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.

The College was inaugurated on 19th March 1985 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 affiliated to the North Eastern Hill University, Shillong, in the same year. The College is now located in a spacious campus in Jakhama village, about 18 kms from Kohima, along the National Highway 2. Degree Courses in Arts (Bachelor of Arts) and in Commerce (Bachelor of Commerce) were started in 1988. BBA (Bachelor of Business Administration) & B.Sc. (Bachelor of Science) were started in 2009 and 2012 respectively. The college also introduced Post Graduation (M.A) Course in 2018 with English department as the first PG Course. With the establishment of a University within the State of Nagaland in July 1994, the College is now affiliated to the Nagaland University. It is included in the List of Colleges under Section 2 (f) & 12 (B) of the UGC Act, 1956, and has been Re-accredited by the National Assessment and Accreditation Council (NAAC) with A Grade (CGPA 3.12). The management of the College is vested with the St. Joseph's College Society, Jakhama, of the Diocese of Kohima. Besides the Diocesan Fathers who are in charge of the management of the College, there are Religious sisters belonging to the Congregation of the Sisters of the Adoration of the Blessed

## 2. 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:

An Education of quality and relevance to all, and in particular, to the marginalized sections of society,

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,

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,

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,

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,

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,

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,

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.

### 3. VISION, MISSION AND OBJECTIVES OF THE COLLEGE

The vision of St. Joseph's College is to impart quality higher education in a Christian atmosphere to deserving students, especially those belonging to the Catholic, Christian communities and those belonging to the Scheduled Tribes, Scheduled Castes 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. (cf. Memorandum of Association 3 a.b.)

The mission of St. Joseph's College is to form men and women who are intellectually alert, morally upright, religiously oriented, socially conscious, culturally distinct and nationally integrated.

In order to realize this mission, the College has set the following objectives:

- 3.1 Help the students become men and women of character, with sound moral principles
- 3.2 Help them become men and women committed to life-time learning
- 3.3 Help them make a harmonious blend of faith and culture
- 3.4 Help them strive continually after excellence in every field
- 3.5 Instill in them the spirit of unselfish service of their brothers and sisters and sensitize them to current socio - economic, political and cultural issues
- 3.6 Provides an education that is socially relevant and useful for life.

### 4. MEMBERS OF THE GOVERNING BODY

Bishop James Thoppil	: Chairman, Bishop of Kohima
Fr. Carolus Neisalhou	: Vice Chairman, Vicar General
Dr. Fr. Sebastian Ousepparampil:	Secretary, Principal
Dr. Fr. George Punnolil	: Ex- Officio Member, Diocesan Financial Administrator
Fr. Benny Varghese	: Ex- Officio Member, Administrator
Dr. Fr. George Keduolhou Angami:	Ex- Officio Member, Vice Principal
Dr. Sr. Ranit SABS	: Ex- Officio Member, Vice Principal
Sr. Susai Mary	: Ex- Officio Member, Dean of Science
Ms. Suparna Gooptu	: UGC Nominee
Dr. Indira Devi	: University Nominee
Dr. Norbert Norahol	: Higher Education and Management
Dr. Nokhwenu Veronica	: Higher Education, Govt. of Nagaland
Mr. F.P. Solo	: Commissioner & Secretary Dept. of Higher Education
Mr. Sebastian Humtsoe	: Expert from Administration
Fr. Charles D'Souza SJ	: Educationist
Dr. Simon Dzuwichu	: President CAN
Mr. Vitsu Martin	: President of Southern Angami Catholic Union (SACU)
Mr. Heshuo Dihe Mao	: Asst. Professor from the staff
Mrs. Loreni Yanthan	: Asst. Professor from the staff

## 5. MEMBERS OF THE ACADEMIC COUNCIL

1. The Principal (Chairman) : Fr. Dr. Sebastian Ousepparampil
2. Three nominees of the university not less than Professors.
  - a. Prof. S.K. Sharma
  - b. Prof. Buno Zestuvi
  - c. Prof. B.V. Rao
3. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
  - a. Adv. Kezhokhoto Savi
  - b. Arch. Richard Belho
  - c. Rev. Fr. Benny Varghese
  - d. Dr. Sedevi
  - e. Dr. Nobert Noraho
  - f. Dr. Easterine Kire

(Ref. to the Governing Body meeting 25<sup>th</sup> Nov. 2017)

4. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
  - a. Lt. Regina Razousinuo
  - b. Mrs. Loreni Yanthan
  - c. Ms. Josephine Jasietsono Kuotsu
  - d. Mr. K. Zubemo Humtsoe
5. A faculty member nominated by the Principal (Member Secretary) : Dr. Fr. Joy Thomas SVD
6. Chief Controller of exams : Dr. Fr. Sebastian Ousepparampil
7. Controller of Exams : Dr. Dominic Meyieho
8. Deputy Controller of exams : Dr. Nobert Noraho
9. Dean : Sr. Susai Mary
10. Vice principal : Dr. Fr. George Keduolhou Angami

11. Vice Principal :Dr. Sr. Ranit SABS

12. Head of the Departments (HoDs)
  1. Mrs. Loreni Yathan, M.A, B. Ed., TET (HoD)
  2. Ms. Tiamongla, M.A. (HoD)
  3. Dr. Sumi Daa-dhora (HoD)
  4. Ms. Nzano Kikon, M.A. , NET, TET (HoD)
  5. Mr. Heshuo Dihe Mao, M.A. , NET (HoD)
  6. Dr. Medonuo Pienyü, M.A., B.ED., Ph.D, (HoD)
  7. Mr. K. Zubemo Humtsoe, MBA, NET (Director)
  8. Mr. Maotemsu, M. Com, M. Phil, NET (HoD)
  9. Ms. Neithongunuo Angela Belho, M. Sc. (HoD)
  10. Ms. Rukutalu, M.Sc. (HoD)
  11. Mr. Madovi David, M. Sc. (HoD)
  12. Ms. Thejano, M.Sc. (HoD)
  13. Ms. Imlienla, M.Sc. (HoD)

## 6. MANAGEMENT BOARD

1. Dr. Fr. Sebastian Ousepparampil, M.A.,M.P.H., Ph.D. : Principal
2. Dr. Fr. George Keduolhou Angami, M.A, B.Ed., NET, Ph.D. : Vice Principal
3. Dr. Sr. Ranit SABS, M.A., B.Ed., Ph.D. : Vice Principal
4. Fr. Benny Varghese, M.A., M.Th. ,B.Ed. : Administrator
5. Fr. Vemedo Kezo Joseph, M.A., B.Ed. : Member
6. Sr. Susai Mary, M.Sc. : Dean of Science

## **7. BOARD OF STUDIES**

### **7.1 SUBJECT EXPERT**

1. Dr. Nigamananda Dass.
2. Prof. S. K Sharma

### **7.2 REPRESENTATIVE FROM INDUSTRY**

1. Arch. Richard Belho

## **8. BACHELOR OF ARTS**

### **8.1 ECONOMICS**

1. Dr. T. Zarenthung, NU, Lumami  
(University Representative)
2. Mrs. Loreni Yathan, M.A, B. Ed., TET (HoD)
3. Mr. Saju Mathew, M.A., M. Com. , B.Ed., NET
4. Mr. Kelengol Neikha, M.A, NET
5. Dr. Khriemenuo Pusa, M.A., Ph.D.

### **8.2 EDUCATION**

1. Dr. Limala, NU, Meriema Campus  
(University Representative)
2. Ms. Tiamongla, M.A. (HoD)
3. Fr. Vemedo Kezo Joseph, M.A., B.Ed.
4. Ms. Vilavonuo Maria Kulnu, M.A., NET
5. Ms. Kezienguno, M.A., NET
6. Dr. Fr. Felix Abraham SJ, M.A., Ph.D.

### **8.3 ENGLISH**

1. Dr. Jano S. Liegise, NU, Meriema Campus  
(University Representative)
2. Dr. Sumi Daa-dhora (HoD)
3. Ms. Meribeni Nguillie, M.A. (Co-ordinator)
4. Ms. Josephine Jasietsono Kuotsu, M.A.
5. Mr. James H. K, M.A., B.Ed. (Ph. D. - Research Scholar)

6. Dr. Fr. Joy Thomas SVD, M.A., Ph.D
7. Ms. Zulusenla Jamir, M.A.
8. Ms. Rosalind Nguillie, M.A., NET
9. Ms. Tekalemla Longchar, M.A., NET
10. Mr. Neizosie-o Jude, M.A.
11. Ms. Tainla Longchar, M.A, B. Ed, NET
12. Ms. Wede-ü Mero, M.A
13. Ms. Khriebuno Nagi, M.A.
14. Mr. Khrietho Sale, M.A

### **8.4 HISTORY**

1. Dr. Akumla Walling NU, Meriema Campus  
(University Representative)
2. Ms. Nzano Kikon, M.A. , NET, TET (HoD)
3. Mr. Zeneikh-o Pfukha, M.A.
4. Lt. Regina Razousinuo, M.A., B.Ed.
5. Sr. Annie, M.A., B.Ed.
6. Mr. Reimaya Muinao, M.A., M. Phil
7. Ms. Lucy Kamei, M.A.
8. Mr. Sasietho Felix, M.A.
9. Ms. Kethovino Catherine Kulnu, M.A.
10. Ms. Zuchanbeni Lapon, M.A.
11. Sr. Ancy, M.A., B.Ed. (Ph.D. - Research Scholar)
12. Mr. Sentilong Longchar, M.A., M. Phil

### **8.5 POLITICAL SCIENCE**

1. Dr. Moamenla Amer NU, Lumami  
(University Representative)
2. Mr. Heshuo Dihe Mao, M.A. , NET (HoD)
3. Ms. L. Lilly Humtsoe, M.A. , NET (Co-ordinator)
4. Mr. Mhonthung Yanthan, (Ph. D. - Research Scholar)  
M.A., B. Ed, NET, PGDRD
5. Capt. Avizo Richa, M.A.
6. Mr. R. Hingba Paul, M.A., M. Phil.

7. Mr. Kevizase Kehie, M.A.
8. Mr. Renthungo C. Humtsoe, M.A.
9. Mr. Vikato Swu, M.A.
10. Mr. Vekutu Vese, M.A, NET
11. Dr. Kaba Daniel, M.A., NET, Ph.D.
12. Ms. Tokani L, M.A., NET

### **8.6 SOCIOLOGY**

1. Dr. Athungo Ovung, NU, Lumami  
(University Representative)
2. Dr. Medonuo Pienyü, M.A., B.Ed., Ph.D. (HoD)
3. Ms. K. Alibo Achumi, M.A., NET (Co-ordinator)
4. Dr. Fr. Sebastian Ousepparampil, M.A., M.P.H., Ph.D.
5. Mr. Y. Lumchio Patton, M.A.
5. Mr. Seyiekhoto Chücha, M.A., NET
6. Ms. Dievileno, M.A., NET
7. Dr. Hormila G. Zingkhai, M.A., NET., Ph.D.

### **8.7 BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

1. Dr. Manoj E. Prabhakar NU, Meriema Campus  
(University Representative)
2. Mr. K. Zubemo Humtsoe, MBA, NET (Director)
3. Mr. Md. Tabrej, MBA, NET
4. Mr. Imtipong Longkumer, MBA
5. Ms. Wecho-ü Mero, MBA
6. Ms. Nensiya Kath, M.Com., NET.

### **8.8 BACHELOR OF COMMERCE (B.Com)**

1. Dr. N. Martina Solo, NU, Meriema Campus  
(University Representative)
2. Mr. Maotemsu, M. Com, M. Phil, NET (HoD)
3. Ms. Thejanuo Fidelia, M. Com., NET
4. Mr. Moatangit Longkumer, M. Com.

5. Mr. Temsukumzuk Pongen, M. Com., NET
6. Mr. Veto Victor, M. Com.

## **9. BACHELOR OF SCIENCE**

### **9.1 BOTANY**

1. Dr. Talijungla, NU, Lumami (University Representative)
2. Ms. Neithongunuo Angela Belho, M. Sc. (HoD)
3. Mrs. Payal Bose, M. Sc.
4. Ms. Asha Kumari Singh, M. Sc. (Ph. D. - Research Scholar)
5. Dr. Thejasenuo Julia Kirha, M.Sc. , Ph.D.
6. Ms. Imkongyala Sekhose, M.Sc., NET (EVS)

### **9.2 ZOOLOGY**

1. Dr. Bendang Ao, NU, Lumami  
(University Representative)
2. Ms. Rukutalu, M.Sc. (HoD)
3. Dr. Ramita Sougrakpam, M.Sc., Ph.D.
4. Ms. Bendansangla, M. Sc.
5. Mr. Lipokrenba, M.Sc.

### **9.3 CHEMISTRY**

1. Dr. Tavishe Phucho, NU, Lumami  
(University Representative)
2. Mr. Madovi David, M. Sc. (HoD)
3. Mr. Sanjib Katuwal, M. Sc.
4. Mr. Sanio David, M. Sc.
5. Mr. Duangailung Bruno, M.Sc.

### **9.4 PHYSICS**

1. Ms. Thejano, M.Sc. (HoD)
2. Sr. Susai Mary, M. Sc.
3. Mr. Antidong Jamir, M. Sc.



## 9.5 MATHEMATICS

1. Ms. Imlienla, M.Sc. (HoD)
2. Mr. Vinoth Kumar C, M. Sc., M. Phil.

## 10. POST GRADUATE STUDIES

### 10.1 M.A. ENGLISH

1. Dr. Sumi Daa-dhora (HoD), Ph.D.
2. Dr. Fr. Joy Thomas SVD, M.A., Ph.D.

### 10.2 M.A. POLITICAL SCIENCE

1. Dr. Fr. George Keduolhou Angami, M.A., B.Ed., NET., Ph.D.
2. Dr. Sr. Ranit SABS, M.A., B. Ed., Ph.D.

### 10.3 M.A. SOCIOLOGY

1. Dr. Medonuo Pienyü, M.A., B.Ed., Ph.D, (HoD)
2. Dr. Hormila G. Zingkhai, M.A., NET., Ph.D.

## 11 ADJUNCT PROFESSORS

1. Dr. Sravani Biswa, Ph.D (English)
2. Prof. Sivasish Biswas, (English)
3. Prof. Himadri Lahiri, (English)
4. Dr. Fr. Sunny Joseph, M.A., B.Ed., Ph.D. , DCR., (Education)
5. Dr. Fr. Francis S Cheerangal, M.A.,B.Ed., Ph.D., (Sociology)
6. Dr. Fr. C. P. Anto, MSW., Ph.D., ( Sociology)
7. Dr. Fr. Mathew John Thuniampral, M.A., Ph.D., (Education)
8. Dr. Fr. George Punnilil, M.A., Ph.D., (Education)
9. Fr. Joseph Mariadhas, M.Sc., M. Phil., (Ph. D. Research Scholar, Psychology)

## 12. COMPUTER EDUCATION

1. Mr. Moirangthem Gopiarman Singh, DOEACC(B-LEVEL), B. Com.
2. Mr. Moatemshi Alex, M. Com., M.A., Multimedia, Tally, Computer Hardware and Networking

## 13. COUNSELLING:

1. Fr. C. Joseph, M.A., M. Phil.
2. Sr. Avi Charani, B.A. Diploma in Counselling

## 14. PHYSICAL EDUCATION

1. Mr. Vikukhol Zao, M.A, PGPSM, NSNIS SC Basketball

## 15. TOURISM AND SERVICE INDUSTRY

1. Ms. Martha Lotha, M.Sc. ATHM

## 16. OFFICE STAFF

1. Ms. Wandahunlang M. Syiemlieh, (Superintendent) B. S. Accounting. Tech.
2. Mr. Moatemshi Alex, M.Com., M.A.
3. Ms. Kevisenu Khieya, M.COM.
4. Ms. Aratrika Mondal, M.Sc. Finance
5. Ms. Hepuni Eloziia, M.A.
6. Ms. Agatha Zhobozonu, M.COM.
7. Mr. Seyenizo Viswentso, B.A.
8. Ms. Abonuo Khieya, B.A.
9. Mr. Thohrü Besii, B.A.
10. Ms. Ketosenu, B.A.
11. Mr. Mezathel Kiso, B.A.
12. Ms. Vingotole Kiso. B.A.
13. Ms. Mezhiizonu Chale. B.A.
14. Mr. Jagot Burman (Peon)
15. Mrs. Noni Burman (Peon)
16. Mrs. Anema (Peon)

- 17. Mrs. Priscilla Medongonu (Poen)
- 18. Mrs. Salome (Peon)

#### 17. DOCUMENTATION

- 1. Ms. Hepuni Eloziia
- 2. Ms. Vingotole Kiso

#### 18. LIBRARY STAFF

- 1. Dr. Fr. Joy Thomas SVD, M.A., Ph.D.
- 2. Mr. S. Kampu Haokip, Assistant Librarian, MLISC, NET
- 3. Ms. Zayiekhonu Phinyo, Library Assistant, B.A., D.C.A.
- 4. Ms. Vikule Kiso, Library Assistant, B.A., D.C.A.

#### 19. LAB ASSISTANT

- 1. Ms. Atonu Josephine Meze, M.A.
- 2. Ms. Seolithsu Sangtam, M.Sc

#### 20. DISPENSARY

Sr. Elaa Regina CMC, Nurse

#### 21. INTERNAL QUALITY ASSURANCE CELL (IQAC)

- 1. Dr. Fr. Sebastian Ousepparampil : Chairperson
- 2. Dr. Fr. George Keduolhou Angami : Vice Principal
- 3. Dr. Sr. Ranit SABS : Vice Principal
- 4. Fr. Benny Varghese : Administrator
- 5. Mr. Saju Mathew : Co-ordinator
- 6. Sr. Susai Mary : Dean of Science
- 7. Mrs. Loreni Yathan : HoD, Economics
- 8. Ms. Tiamongla : HoD, Education
- 9. Dr. Sumi Daa-dhora : HoD, English
- 10. Ms. Nzano Kikon : HoD, History
- 11. Mr. Heshuo Dihe Mao : HoD, Political Science
- 12. Dr. Medonuo Pienyü : HoD, Sociology
- 13. Mr. K. Zubemo Humtsoe : Director, BBA

- 14. Mr. Maotemsu : HoD, Commerce
- 15. Ms. Neithongunuo Angela Belho : HoD, Botany
- 16. Ms. Rukutalu : HoD, Zoology
- 17. Mr. Madovi David : HoD, Chemistry
- 18. Ms. Thejano : HoD, Physics
- 19. Ms. Imlienla : HoD, Mathematics
- 20. Mr. S. Kampu Haokip : Assistant Librarian
- 21. Ms. Wandahunlang : Superintendent
- 22. Students' Council : President
- 23. Mr. Moirangthem Gopiaraman Singh : Lecturer, Computer Sc.

#### 22. MEMBER: INSTITUTE OF INTERNATIONAL EDUCATION PLACEMENT OFFICER

##### Guidance -

- 1. Dr. Fr. Sebastian Ousepparampil
- 2. Ms. Thejanuo Fidelia , Co-ordinator
- 3. Mr. Md. Tabrej
- 4. Mr. Mhonthung Yanthan
- 5. Ms. Dievileno

#### 23. INTERNATIONAL PROGRAMME

- 1. Mr. Mhonthung Yanthan, Director

#### 24. GRIEVANCE REDRESSAL CELL

- 1. Dr. Fr. Sebastian Ousepparampil : Chairperson
- 2. Dr. Fr. George Keduolhou Angami : Vice Principal  
(Co-ordinator)
- 3. Dr. Sr. Ranit SABS : Vice Principal
- 4. Fr. Benny Varghese : Administrator

#### 25. DISCIPLINE /ANTI - RAGGING CELL

- 1. Dr. Fr. Sebastian Ousepparampil
- 2. Dr. Fr. George Keduolhou Dzeyie

3. Dr. Sr. Ranit SABS
4. Fr. Benny Varghese
5. President Students' Council
6. Secretary Students' Council

#### **26. ANTI SEXUAL HARASSMENT CELL**

1. Dr. Fr. Sebastian Ousepparampil : Chairperson
2. Dr. Fr. George Keduolhou Angami : Vice Principal
3. Dr. Sr. Ranit, SABS : Vice Principal
4. Dr. Ramita Sougrakpam
5. Dr. Medonuo Pienyü

#### **27. DISASTER MANAGEMENT CELL**

1. Mr. Vekutu Vese
2. Ms. Tekalemla Longchar
3. Ms. Neithongunuo Angela Belho

#### **28. WELFARE SCHEMES**

1. Mr. Neizosie-o Jude
2. Ms. Wede-ü Mero
3. Mr. Vikato Swu
4. Fr. Benny Varghese

#### **29. COLLEGE JOURNAL**

1. Dr. Medonuo Pienyü
2. Dr. Fr. Joy Thomas SVD
3. Dr. Ramita Sougrakpam
4. Mr. James H K

#### **30. EXTENSION PROGRAMMES**

1. Mr. Khrietho Sale
2. Ms. Rukutalu
3. Mr. Temsukumzuk Pongen
4. Mr. Sanio David

#### **31. FINANCE COMMITTEE**

1. Chairman : Dr. Fr. Sebastian Ousepparampil
2. Member : Fr. Benny Varghese
3. Member : Mr. Saju Mathew (Senior Teacher)
4. Member : Finance Officer of the University

#### **32. PLANNING COMMITTEE COMPOSITION**

1. Chairman : Dr. Fr. Sebastian Ousepparampil
2. Coordinator IQAC : Mr. Saju Mathew
3. Vice Principal : Dr. Fr. George Keduolhou Angami
4. Vice Principal : Dr. Sr. Ranit SABS
5. Dean : Sr. Susai Mary
6. Controller of exams : Dr. Dominic Meyieho
7. Administrator : Fr. Benny Varghese
8. Governing body (5 members from the management) |
  - a. Dr. Fr. Sebastian Ousepparampil
  - b. Dr. Fr. George Keduolhou Angam
  - c. Dr. Sr. Ranit SABS
  - d. Fr. Benny Varghese
  - E. Sr. Susai Mary
9. Dr. Nokhwenu Veronica: State Government nominee

#### **33. EVALUATION COMMITTEE COMPOSITION**

1. Chairman : Dr. Fr. Sebastian Ousepparampil
2. Coordinator IQAC : Mr. Saju Mathew
3. Vice Principal : Dr. Fr. George Keduolhou Dzeyie
4. Vice Principal : Dr. Sr. Ranit SAB
5. Dean : Sr. Susai Mary
6. Administrator : Fr. Benny Varghese
7. Chief Controller of Exam : Dr. Fr. Sebastian Ousepparampil, Principal

8. Controller of exams : Dr. Domimic Meyieho
9. Deputy controller of exams : Dr. Norbert Noraho
10. Governing body (5 members from the management)
  - a. Dr. Fr. Sebastian Ousepparampil, Principal
  - b. Dr. Fr. George Keduolhou Angami
  - c. Dr. Sr. Ranit SABS
  - d. Fr. Fr. Benny Varghese
  - e. Sr. Susai Mary
11. State Govt. Nominee : Dr. Nokhwenu Veronica,
12. Superintendent : Ms. Wandahunlang Mery Syiemlieh
13. One member from Library committee : Mr. S. Kampu Haokip
14. One member from research committee : Dr. Hormila G Zingkha

#### 34. EXAMINATION COMMITTEE

- Chief controller of exams : Dr. Fr. Sebastian Ousepparampil, Principal
- Controller of exams : Dr. Domimic Meyieho
- Deputy controller of exams : Dr. Norbert Noraho
- Vice Principal : Dr. Fr. George Keduolhou Angami
- Vice Principal : Dr. Sr. Ranit SABS
- Dean : Sr. Susai Mary
- Two senior faculties : Mr. Md. Tabrej & Dr. Ramita Sougrakpam

#### 35. ADMISSION COMMITTEE

1. Chairman : Dr. Fr. Sebastian Ousepparampil
2. Vice Principal : Dr. Fr. George Keduolhou Angami

3. Vice Principal : Dr. Sr. Ranit SABS
4. Dean : Sr. Susai Mary
5. Administrator : Fr. Benny Varghese

#### 36. HOD OF VARIOUS DEPARTMENTS

1. Mrs. Loreni Yanthan
2. Ms. Tiamongla
3. Dr. Sumi Daa-dhora
4. Dr. Medonuo Pienyü
5. Mr. Heshuo Dihe Mao
6. Mr. K. Zubemo Humtsoe
7. Mr. Moatemsu
8. Ms. Neithongunuo Angela Belho
9. Mr. Madovi David
10. Ms. Imlienla
11. Ms. Thejano
12. Ms. Rukutalu
13. Ms. Nzano Kikon

#### 37. ACADEMIC AUDIT COMMITTEE

1. Chairperson : Dr. Fr. Sebastian Ousepparampil
2. Vice Principal : Dr. Fr. George Keduolhou Angami
3. Vice Principal : Dr. Sr. Ranit SABS
4. Administrator : Fr. Benny Varghese
5. Dean of Science : Sr. Susai Mary
6. Controller of exams : Dr. Dominic Meyieho
7. Senior Faculty/  
Librarian : Dr. Fr. Joy Thomas SVD
8. Co-ordinator : Mr. Saju Mathew
9. Joint Co-ordinator : Ms. Hepuni Eloziia
11. HoD, Economics : Mrs. Loreni Yanthan
12. HoD, Education : Ms. Tiamongla

- 13. HoD, English : Dr. Sumi Daa-dhora
- 14. HoD, History : Ms. Nzano Kikon
- 15. HoD, Political Science : Mr. Hesheo Dihe Mao
- 16. HoD, Sociology : Dr. Medonuo Pienyü
- 17. Director, BBA : Mr. K. Zubemo Humtsoe
- 18. HoD, Commerce : Mr. Moatemsu
- 19. HoD, Chemistry : Mr. Madovi David
- 20. HoD, Botany : Ms. Neithongunuo Angela

Belho

- 21. HoD, Mathematics : Ms. Imlienla
- 22. HoD, Physics : Ms. Thejano
- 23. HoD, Zoology : Ms. Rukutalu
- 24. Assistant Librarian : Mr. S. Kampu
- 25. Office Superintendent : Ms. Wandahunlang M Syiemlieh
- 26. Local Representative : Dr. Fr. Boniface SJ
- 27. Students' Council : President

### 38. RESEARCH CELL

- 1. Dr. Fr. Sebastian Ousepparampil
- 2. Dr. Medonuo Pienyü
- 3. Dr. Hormila G. Zingkhai
- 4. Dr. Khriemenuo Pusa
- 5. Dr. Ramita Sougrakpam
- 6. Dr. Sumi Daa-dhora
- 7. Dr. Daniel Kaba

### 39. LIBRARY COMMITTEE:

- 1. Dr. Fr. Joy Thomas SVD
- 2. Mr. S. Kumpu Haokip
- 3. Ms. Zayiekhonu Phinyo
- 4. Ms. Vikule Kiso

### 40. INTERNAL COMPLAINTS COMMITTEE

- 1. Chairman : Dr. Fr. Sebastian Ousepparampil
- 2. Vice Principal : Dr. Fr. George Keduolhou Angami  
(Coordinator)
- 3. Vice Principal : Dr. Sr. Ranit SABS
- 4. Administrator : Fr. Benny Varghese

### 41. STUDENTS WELFARE COMMITTEE

- 1. Vice Principal : Dr. Fr. George Keduolhou Angami
- 2. Directors : Capt. Avizo Richa &  
Ms. Meribeni Ngullie
- 3. Students' Council : Executive Members

### 42. EXTRA-CURRICULAR ACTIVITIES COMMITTEE

- 1. Dr. Fr. Sebastian Ousepparampil, Principal
- 2. Dr. Fr. George Keduolhou Angami, Vice Principal
- 3. Dr. Sr. Ranit SABS, Vice Principal
- 4. Fr. Benny Varghese, Administrator

### 43. STAFF QUARTER ALLOTMENT COMMITTEE

- 1. Dr. Fr. Sebastian Ousepparampil : Chairperson
- 2. Dr. Fr. George Keduolhou Angami : Vice Principal
- 3. Dr. Sr. Ranit SABS : Vice Principal
- 4. Fr. Benny Varghese : Administrator  
(Co-ordinator)

### 44. PURCHASE COMMITTEE

- 1. Dr. Fr. Sebastian Ousepparampil : Chairperson
- 2. Dr. Fr. George Keduolhou Angami : Vice Principal
- 3. Fr. Benny Varghese : Administrator  
(Co-ordinator)

### 45. STAFF DIRECTORS

- 1. Students' Council : Capt. Avizo Richa &  
Ms. Meribeni Ngullie

- |                       |   |   |                                       |   |   |
|-----------------------|---|---|---------------------------------------|---|---|
| 2. NCC Boys           | : | Capt. Avizo Richa   | 16. Model United Nation               | : | Ms. L. Lilly Humtsoe & Mr. Vikato Swu   |
| 3. NCC Girls          | : | Capt. Regina Razousinuo   | 18. Innovators Club                   | : | Mr. Vekutu Vese & Mr. Vikato Swu  |
| 4. NSS                | : | Mr. Zeneikho-o Pfukha,<br>Mr. Imtipong Longkumer,<br>Ms. Vilavonuo Maria Kulnu &<br>Ms. Tiamongla | 19. Alumni                            | : | Mr. K Zubemo Humtsoe,<br>Dr. Khriemenuo Pusa &<br>Mr. Duangailung Bruno   |
| 5. Youth Red Cross    | : | Mr. Neizosie-o Jude,<br>Ms. Tokani L &<br>Mrs. Zulusenla Jamir                                    | 20. College Magazine                  | : | Mr. Reimaya Muinao,<br>Ms. Tainla Longchar &<br>Dr. Sumi Daa-dhora  |
| 6. Women's Forum      | : | Ms. Dievileno,<br>Ms. Khriebuno Nagi &<br>Ms. Wede-ü Mero   | 21. College Chronicles                | : | Mr. Sentilong Longchar &<br>Mr. Duangailung Bruno   |
| 7. Jesus Youth        | : | Sr. Annie, Mr. Sanio David &<br>Ms. Thejano   | 22. International<br>Studies Centre   | : | Dr. Fr. Sebastian Ousepparampil,<br>Mr. Mhonthung Yanthan &<br>Dr. Medonuo Pienyü   |
| 8. Community Outreach | : | Mr. Seyiekhotuo Chücha,<br>Mr. Y. Lumchio Patton,<br>Ms. Rukutalu & Mr. Moatemsu                  | 23. Prize Distribution<br>Committee   | : | Sr. Annie, Ms. Kezienguno<br>Dr. Hormila G Zingkhai &<br>Mr. Duangailung Bruno,<br>Ms. Neithongunuo Angela Belho,<br>& Mrs. Bendangsangla |
| 9. Career Guidance    | : | Mr. K Zubemo Humtsoe,<br>Ms. Thejano,<br>Dr. Ramita Sougrakpam &<br>Dr. Hormila G Zingkhai        | 24. News Reporters                    | : | Mr. James H.K,<br>Ms. Rosalind Ngullie &<br>Ms. Wede-ü Mero   |
| 10. Red Ribbon Club   | : | Mrs. Payal Bose,<br>Mr. Moatangit Longkumer,<br>Mr. Vinoth Kumar C &<br>Mrs. Loreni Yanthan       | 25. Philanthropic Club                | : | Mr. Heshuo Dihe Mao &<br>Mr. Renthungo C Humtsoe  |
| 11. Peace Channel     | : | Ms. Tekalemla Longchar &<br>Ms. Rosalind Ngullie  | 26. Input Output<br>System Consultant | : | Dr. Fr. Sebastian Ousepparampil   |
| 12. Choir             | : | Ms. Lucy Kamei,<br>Mr. Kelengol Neikha,<br>Ms. Rukutalu & Ms. Kethovino<br>Catherine Kulnu        | 27. Cultural                          | : | Ms. Nzano Kikon,<br>Mrs. K Alibo Achumi,<br>Ms. Wede-ü Mero,<br>Mr. Sasietho Felix,<br>Mr. Lipokrenba,<br>Ms. Imlienla, Ms. Tokani L      |
| 13. Youth Net         | : | Mr. Md. Tabrej &<br>Mr. Temsukumzuk Pongen  |                                       |   |   |
| 14. Young Indian      | : | Mr. Sanjib Katuwal &<br>Mr. Temsukumzuk Pongen  |                                       |   |   |
| 15. Ambassador        | : | Rev. Fr. Benny Varghese &<br>Capt. Regina Razousinuo  |                                       |   |   |

28. Spring Fest : Ms. Kumari Asha Singh, &  
Mrs. Imkongyala Sekhose  
Mr. Md. Tabrej,  
Capt. Avizo Richa,
29. Drama Club : Mr. Mhonthung Yanthan  
Ms. Tekalemla Longchar &  
Mr. Khrietho Sale
30. Dance Club : Mr. Sanjib Katuwal,  
Ms. Kumari Asha Singh,  
Ms. Nensiya Kath &  
Ms. Wecho-ü Mero
31. Games & Sports : Mr. Vikukhol Zao,  
Mr. Moiranthem Gopiramon Singh,  
Ms. Jasietsono Josephine,  
Mr. Moatangit Longkumer,  
Ms. Kethovino Catherine Kulnu,  
Ms. Zuchabeni Lapon,  
Mr. Hingba Paul,  
Dr. Ramita Sougrakpam
32. Athletic : Mr. Saju Mathew &  
Mr. Neizosie-o Jude
33. Cricket Club : Mr. Imtipong Longkumer,  
Mr. Temsukumzuk Pongen
34. Volleyball Club : Mr. Hingba Paul &  
Mr. Veto Victor
35. Football Club : Mr. Reimaya Muinao,  
Mr. Madovi David &  
Mr. Sanio David
36. Basketball Club : Mr. Vikukhol Zao &  
Mr. Sasietho Felix
37. Badminton Club : Mr. James H. K &  
Mr. Kevizase Kehie

#### **46. REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE DEGREE PROGRAMMES**

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 fulfillment of the mission and objectives of the College.

#### **47. 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 may be amended from time to time as the need arises.

#### **48. DATE OF ENFORCEMENT**

These regulations shall come into force with effect from the beginning of the academic session 2019- 2020.

#### **49. EXTENT OF APPLICATION**

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

## **50. 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 Academic Council of the College with intimation to affiliating University.

## **51. ACADEMIC YEAR**

The academic year of the college shall normally begin from June or July and shall consist of two semesters. The Academic Council of the College has the directive to modify the same, if the need arises with the intimation to affiliating University.

## **52. SEMESTER**

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

## **53. WORKING DAYS IN A SEMESTER**

53.1 A semester shall have a minimum of 100 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.

53.2 Each course has been assigned credit hours 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 credit 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 credit hours which is devoted to practical. One credit is equivalent of 15 periods of 60 minutes each for theory and 2 hours for practical.

53.3 The number of classes (for theory and practical) for different credit hours of course (s) shall be 1 (one) credit hour course which requires a minimum of 15 theory classes of 60 minutes each. However, in case of practical, 1 (one) credit hour course requires a minimum of 15 practical classes of 2 hours each. Tutorial or assignment shall be considered as one credit.

## **54. 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.

## **55. RESIDENCE REQUIREMENT**

The minimum residence requirement of the Undergraduate degree programme is 3 years and Postgraduate degree programme is 2 years. The residential requirement shall have to be continuous from the date of registration into the degree programme.

## **56. MIGRATION**

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

## **57. UNIVERSITY REGISTRATION**

Students who have taken admission must submit their secondary board (**NBSE**) Registration Card or 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.



## 58. PROGRAMME OF STUDY

### 58.1 Course, Structure and Curriculum

A) The course structure and curriculum for undergraduate 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, seminar, etc. as part of the curriculum. The detailed syllabus for each course is provided separately.

### 58.2 Course and Course Credits

A course is a unit of instruction or segment of a subject matter carrying a specific number of credit hour(s). The course content is divided into units.

### 58.3 Course Number

The courses are assigned course numbers consisting of three alphabets and three numerals. The alphabets together indicate the discipline of study; the first digit is suggestive of the course category, the second digit indicates the semester in which the course is offered, and the third digit specifies the course number in that semester.

Course Category	1 <sup>st</sup> Digit	2 <sup>nd</sup> Digit	3 <sup>rd</sup> Digit
Core Course	1	The 2 <sup>nd</sup> digit indicates the semester in which the course is offered	The 3 <sup>rd</sup> digit specifies the course number in that semester
Discipline Specific Elective Course	2		
Generic Elective Course	3		
Ability Enhancement Course	4		
Skill Enhancement Course	5		

58.4 Any course to be offered in the Undergraduate degree programme must have the approval of the Academic Council of the college. For any subsequent change, the Head of the

Department (HoD) shall submit the same to the Academic Council for approval through Board of Undergraduate and Postgraduate Studies (BU&PGS). The details of the course credits and syllabi for the Undergraduate degree programme shall be as approved by the Academic Council of the College, on the recommendation of the Board of Undergraduate Studies (BUGS) of the department.

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

### 58.6 Selection of Generic Elective Course (GE)

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.

### 58.7 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.

## 59. CREDIT REQUIREMENT

A student is eligible for 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).

## 60. ATTENDANCE

- 60.1 It is compulsory for all the students to attend the class everyday without fail.
- 60.2 Attendance is taken at every lecture, practical, seminar and programs and at all other activities as per the direction of the Principal/Vice Principal.
- 60.3 Absence even for a single lecture will be counted as absence for the whole day.
- 60.4 As per the UGC norm, 80% attendance is required to be eligible to appear for External/University Examinations. A student is expected to know and keep record of his/her attendance.
- 60.5 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 External/University Examinations.
- 60.6 Report of the attendance shall be displayed on the notice board every month.
- 60.7 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.
- 60.9 Students must be present on the re-opening day after every vacation and on the last day before every vacation.

## 61. CONDONATION OF ATTENDANCE

61.1 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.

### 61.2 Authorized Absence

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 concerned.

### 61.3 Zero Semester

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 need to sit for the end semester examinations, the student may be granted zero semesters.

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.

## 62. LEAVE APPLICATION

- 62.1 In a semester, a student can avail three (3) days leave with a leave application. A student is not allowed to take more than 3 consecutive days as leave.
- 62.2 After having availed three (3) 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 programs, or church organized programs to claim leave. Without these testimonial reports, leave will not be granted.
- 62.3 Additional leave is granted only for genuine reasons such as death of close relatives, marriage of close relatives, or grave illness.
- 62.4 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 doctor's prescription and medical bills.
- 62.5 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.
- 62.6 A Leave Application must be handwritten in a prescribed formal form.
- 62.7 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.
- 62.8 Leave Application must be given by the student in person at the Vice Principal's Office.
- 62.9 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 prescribed form, countersigned by the Lecturer/HoD/Person-in-Charge and must be personally submitted to the Vice Principal.
- 62.10 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.

## **63. 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.

## **64. EXAMINATION AND EVALUATION**

### **64.1 Ratio of Mark**

The ratio of Internal Assessment (IA) and External Assessment (end semester examination) is 30: 70. For theory courses, IA is for 30 marks in the ratio of 10:10:10, corresponding to internal examination, assignment and short test/ activity; and for courses with practical (total of 50 marks), the IA is for 15 marks in the ratio of 10:5, corresponding to laboratory works/attendance and laboratory records/notebooks.

### **64.2 Internal Assessment (IA)**

A student who fails to obtain the required 45% in one Internal Assessment must work hard to secure the required marks in the next Internal Assessment and do well in the project or assignments given by the teacher. Re-test is not permitted.

### **64.3 Examinations Schedules**

Schedules for the internal assessments, end semester and practical examinations shall be notified by the Controller of Examinations.

#### **64.4 Question Moderation**

The question papers set by, (i) the Course Teacher and(ii) External Paper Setter will be moderated by the Moderation Board duly constituted by Controller of Examinations. Any one of the question papers after moderation may be used for the ensuing examination purpose. The remaining paper will be used as per need.

#### **64.5 Script Evaluation**

Evaluated answer scripts of short test activity, internal assessments and assignments will 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.

#### **64.6 Field study**

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

#### **64.7 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.

#### **64.8 Mandatory Examinations**

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

### **65. REPEAT / IMPROVEMENT END-SEMESTER EXAMINATIONS**

**65.1** 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.

**65.2** 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.

**65.3** 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 subject topper.

### **66. PROMOTION**

As per the University norms, a student shall be promoted from an odd semester to even semester and vice versa, provided he/she does not have three (3) backlog papers. i.e., 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 papers he/she shall be promoted to the next semester. However, a student cannot be promoted to the third semester if he/she does not clear the backlog papers of the first semester. In the same way a student cannot be promoted to the six semester if he/she does not clear the backlog papers of the second semester.

## 67. GRADING

### 67.1 Minimum Qualifying Marks

Minimum pass marks for individual course shall be 45% (Grade D). A student securing below 45% in a course will be considered failed and shall be awarded F grade in that course.

### 67.2 Award of Grade

The system of grading of Undergraduate student shall be done on a 10-point scale. The total marks secured by the student in the course will be first converted to a letter Grade and then to Grade Point as per the table given below.

**Cumulative Grade Point Average (CGPA):** The final CGPA obtained by the student shall be awarded grade as under

### Conversion of CGPA into Percentage of Marks

Formula for notional conversion of CGPA into percentage of marks:

$$\text{Percentage of Marks} = 9 \times \text{CGPA}$$

### 67.3 Grade and Grade Point (G)

Grade signifies the standard of qualitative performance that the student attains in a particular course and is expressed as a numerical value on a 10-point scale.

CGPA Point	Grade	Description
9.5-10	O	Outstanding
9-9.49	A+	Excellent
8-8.99	A	Very Good
7-7.99	B+	Good
6-6.99	B	Above Average
5-5.99	C	Average
4-4.99	D	Pass

### 67.4 Credit Grade (CG)

It represents the product of the grade point (G) obtained in a Course and the corresponding course credit hours taken as: Credit point (C). Thus, in a course of 4 credit hours i.e. 4 Credit points (C), if a student earns 4 grade point, his/her Credit Grade (CG) will be 16; CG: (C X G).

### 67.5 Semester Grade Point Average (SGPA)

SGPA for each semester (SGPA)

### 67.6 Cumulative Grade Point Average (CGPA)

CGPA for all semesters (CGPA)

% Marks Obtained	Grade	Grade Point	Description
80-100	O	10	Outstanding
70-79.99	A+	9	Excellent
60-69.99	A	8	Very Good
55-59.99	B+	7	Good
50-54.99	B	6	Above Average
45-49.99	C	5	Average
40-44.99	D	4	Pass
40	F	-	Fail

## 68. RESULT DECLARATION

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

### 68.1 Re-Evaluation/ Re-Scrutiny

Re-evaluation/re-scrutiny 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 three-day window to be notified by the Controller of Examinations after the commencement of issuance of the Grade Card.

No student will be allowed to apply for re-evaluation/re-scrutiny in more than two courses in a semester. Re-scrutiny for answer script of Internal Assessment is not allowed.

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

The results of re-evaluation/re-scrutiny will be declared within prescribed working days (4 days) after the last date of acceptance of the application. Notification of the same will be issued by the Controller of Examinations.

#### **68.2 Correction of Grade Points**

In case of any discrepancy in the Grade Card Transcript, necessary rectification and correction will be done.

#### **68.3 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 and destroy them thereafter. 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.

#### **69. PROVISIONAL CERTIFICATE**

The Controller of Examinations, after notification of the results, will issue provisional certificate in respect of successful candidates under the signature of the Principal.

#### **70. AWARD OF DEGREE CERTIFICATE**

Undergraduate degree certificate under the seal of the University and signed by the Vice-Chancellor shall be presented at the college convocation to each of the successful students.

#### **71. RECEIPT OF THE DEGREE CERTIFICATE**

**71.1** A successful candidate can receive the degree certificate by attending the college convocation in person. For attending the convocation, the student has to apply with prescribed fee.

**71.2** A student wishing to receive the degree certificate in absentia has to apply in the prescribed form accompanied by necessary fee. The degree certificate may be collected from the college office at a later date after the convocation.

#### **72. STUDENTS LEAVING THE COLLEGE**

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

#### **73. STUDENTS DISCIPLINE**

The regulations on student's discipline as mentioned in the Handbook and Calendar and Prospectus of the college shall apply to all the students admitted to the Undergraduate and Post graduate degree programmes.

#### **74. GENERAL NORMS**

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:

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

## 75. DISCIPLINARY MATTERS

- 75.1 A student who enters class after roll call in the first hour will be permitted to attend class only after obtaining a late-slip from the office.
- 75.2 Possession and use of alcohol and abusive drugs in the College campus will lead to immediate dismissal from the College.
- 75.3 Students are not allowed to use cell phone during class hours. Any violation of this rule will result in confiscation of the phone. Confiscated cell phones will not be returned until the completion of the course or when the student leaves the college permanently.
- 75.4 It is strictly prohibited to have body piercing or body tattoo. Anyone with body tattoo or engaged in body piercing shall be asked to leave the College.
- 75.6 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.

- 75.7 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.
- 75.8 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.
- 75.9 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.
- 75.10 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.
- 75.11 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.
- 75.12 Students are forbidden to attend or organize any meeting in the College without the express permission of the Principal.
- 75.13 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 the express permission of the Principal.
- 75.14 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 modeling, 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.

75.15 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 without the permission of the Principal.

75.16 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.

75.17 Ragging of any kind and magnitude inside/outside the college campus will lead to immediate dismissal from the College.

75.18 Any noisy celebrations on the last day of class inside or outside the class room are strictly forbidden. On no account shall any one go to other classes or disturb students or teachers.

75.19 Any form of harassment of female students will lead to immediate dismissal from the college.

75.20 Students with sexual harassment records shall be asked to leave the College.

75.21 Causing damage to College property shall lead to fines, suspension or dismissal from the College.

75.22 All co-curricular activities of the College will be held on Saturdays. Students are expected to take part in them without fail.

75.23 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.

75.24 Students should be ready to undergo medical test by a

doctor, as and when directed by the Principal.

75.25 Every student must maintain in the Handbook/Calendar a record of his/her blood group.

75.26 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.

## **76. THE HODS AND THE FACULTY MEMBERS**

76.1 The HoDs and the faculty members are not authorized to grant leave to any student.

76.2 The 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).

## **77. DRESS CODE**

77.1 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.

77.2 The formal college black pants and blazer are to be worn on every working day of the college.

77.3 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.

77.4 It is prohibited to wear any sweater of different colour.

77.5 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  
**Tuesday** } of College prescribed materials.  
**Friday** }
- Wednesday** } Formal college black pants and College T- shirt.  
**Thursday** } Formal college black pants and Department T- shirt.

## 78. CLASS ROOM DECORUM

- 78.1 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.
- 78.2 The confiscated gadgets and cell phones will not be returned until the completion of the semester or when the student leaves the College permanently.
- 78.3 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.
- 78.4 Proper and respectful class room behaviour is expected from all.
- 78.5 Eating, chewing, littering of rubbish, spitting, writing on the desks, walls, black boards, etc. are strictly forbidden.
- 78.6 Damage caused to walls, desks, benches, etc. through spitting, writing, drawing, etc. shall be made good through collective fines.
- 78.7 Any disrespect shown to professors in the class or outside shall result in suspension or expulsion from the College.
- 78.8 It is prohibited for the students to move out from the Class Room whether the teacher is in the class or not.
- 78.9 Student who wishes to go out of the class room should get a written permission-slip from the teacher.
- 78.10 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.  
 78.11 Students should show respect to the teachers, officials, and staff of the College at all times.

## 79. 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.

## 80. ACADEMIC PROGRAMME

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

### 80.1. Bachelor of Arts (B.A.) Honours

- 80.1.a. Economics (Honours)
- 80.1.b. Education (Honours)
- 80.1.c. English (Honours)
- 80.1.d. History (Honours)
- 80.1.e. Political Science (Honours)
- 80.1.f. Sociology (Honours)

### 80.2 Bachelor of Commerce (B. Com.) Honours

### 80.3 Bachelor of Business Administration (B.B.A.)

### 80.4 Bachelor of Science (B.Sc.) Honours

- 80.4.a. Botany (Honours)
- 80.4.b. Chemistry (Honours)

- 80.4.c. Physics (Honours)
- 80.4.d. Mathematics (Honours)
- 80.4.e. Zoology (Honours)

### **80.5 Diploma Course**

- 80.5.a. Diploma Course on Machine Learning
- 80.5.b. Diploma Course on Event Management
- 80.5.c. Diploma Course on Entrepreneurship and Small Business Enterprises
- 80.5.d. Diploma Course on Counseling
- 80.5.e. Diploma Course on Pharmacy
- 80.5.f. Post-Graduate Diploma Course on Banking and Finance
- 80.5.g. Diploma Course on Food Chemist
- 80.5.h. Diploma Course on Mountaineering

### **80.6 Certificate Course**

- 80.6.a. Certificate Course on Organic Farming
- 80.6.b. Certificate Course on HIV and Family Education
- 80.6.c. Certificate Course on Web Designing
- 80.6.d. Certificate Course on Consumer Protection
- 80.6.e. Certificate Course on Communication Skills
- 80.6.f. Certificate Course on Carpentry and Cabinet Making
- 80.6.g. Development of Creative Writing

### **80.7 Vocational Course**

- 80.7.a. Office Management & Secretarial Practice
- 80.7.b. Human Resource Management
- 80.7.c. Marketing Management and Retail Business
- 80.7.d. Materials Management
- 80.7.e. Management and Marketing of Insurance
- 80.8. F. Value Education:

All students will have Value Education classes. Tests and examinations will be conducted also for this subject and students may not be promoted if they do not pass in this subject.

## **80.9 POST GRADUATE (M.A) COURSES**

- 80.9.a. Post Graduation in English
- 80.9.b. Post Graduation in Political Science
- 80.9.c. Post Graduation in Sociology

## **81. ADMISSION GUIDELINES**

The admission Fee and Tuition Fee for the first three months are to be paid at the time of admission. Students with failed subject cannot take admission. A student must come with the parent/guardian for admission. Admission will not be given to any student without the student meeting any one of the Management Board Members. Parents/guardians or friends cannot take admission if not accompanied by the student. Admission fee and other fees once paid are not refundable.

### **ELIGIBILITY (BACHELOR'S DEGREE)**

- 81.1 For B.A./B.Com/BBA/B.Sc. Degree: Higher Secondary or other equivalent examination.
- 81.2. For B.Sc. : 12 passed or equivalent from a recognized Board with the following conditions if an applicant wishes to take up Honours subject:
- 81.3. Change of Stream from Science at Class XII to B. Com. shall be permitted only to those students having a minimum of 45% or above at Class XII Science Examination.
- 81.4 Students will be admitted on the basis of merit and depending on the availability of seats.
- 81.5 All applicants must opt for one core course (honours) and one generic elective from any subject in the respective stream of studies

- 81.6 Applicants of Arts may apply for core course (honours) in the subject not taken in HSSLC provided their minimum aggregate percentage is equal to or more than the prescribed percentage for the subject indicated above.
- 81.7 There is no guarantee that all those who are registered will be selected for admission.

### 81.7.a. Core Course for Arts

Education Honours	: 45% in Education.
Economics Honours	: 45% in Economics
English Honours	: 55% in English
History Honours	: 45% in History
Political Science Honours	: 50% in Political Science
Sociology Honours	: 45% in sociology
BBA	: 45% aggregate in any stream
B.Com. Honours	: 45% in Accountancy

### 81.7.b. Core Course Science

Botany Honours	: 45% in Biology .
Chemistry Honours	: 45% in Chemistry .
Mathematics Honours	: 45% in Mathematics
Physics Honours	: 45% in Physics with Mathematics Passed in HSSLC
Zoology Honours	: 45% in Biology

## 82. ELIGIBILITY (MASTER'S DEGREE)

- 82.1 For Post Graduate Degree, a minimum of 50% is required for admission in the department to which one desires to take up.
- 82.2 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.

- 82.3 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.
- 82.4 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.
- 82.5 Admission shall be given to a candidate (without 1st Division Mark) in the subject of the department depending on the availability of seats.
- 82.6 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.
- 82.7 Catholic students should submit a certificate from the Parish Priest along with the application form stating that they are practicing Catholics.
- 82.8 St. Joseph's Portal is always open to International Students and especially for Physically Challenged Students.
- 82.9 There is no guarantee that all those who are registered will be selected for admission.

## 83. ADMISSION PROCEDURE FOR BACHELOR'S & MASTER'S DEGREES

- 83.1 Admission process begins soon after the declaration of NBSE Hr. Sec. and NU Bachelor's Degree Results.
- 83.2 Application Form cum Prospectus is available in the College Office during working hours **(8.30am 4.00pm, Monday to Friday and 8.30am to 12.00 noon on Saturday) on payment of Rs. 200/-**
- 83.3 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/-

83.4 The names of successful candidates will be displayed on the College Notice Board and the College website.

83.5 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

#### **84. DOCUMENTS TO BE SUBMITTED AT THE TIME OF ADMISSION**

84.1 Four Xerox copies of Mark sheet; four Xerox copies of Admit Card; six photos (4 passport size & 2 stamp size photos).

84.2 Original N.B.S.E or Equivalent Recognized Board and NU or Equivalent Recognized University Registration Card.

84.3 The Original Mark sheet should be produced for inspection at the time of interview for admission.

84.4 Applicants coming from outside Nagaland Board/University must produce a Migration Certificate.

84.5 Candidate's presence is mandatory at the time of admission.

#### **85. 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.

#### **86. 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.

If after the declaration of result, the student decides to leave the College because he/she has more than two backlog papers, the annual fees will be refunded. However, the tuition fees for three months will not be refunded.

#### **87. ADMISSION FEES AND TUITION FEES**

87.1 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.

87.2 Fees once paid will not be refunded.

87.3 The Second installment of Fee is to be paid before the issue of Admit Card for University Examinations.

87.4 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 University Admit Card.

87.5 Tuition Fee concession may be given to deserving students.

87.6 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.

87.7 Transfer Certificate fee of Rs. 100/-

87.8 Conduct/Character Certificate Rs. 100/-

## 88. FEES 2019-20

### 88.1 B. A. & B. Com.

Admission Fee : Rs. 8,500.00 per year  
Tuition fee (Honours) : Rs. 1,300.00 per month

### 88.2 B. B. A.

Admission Fee : Rs. 9,500.00 per year  
Tuition fee : Rs. 1,400.00 per month  
Industrial Tour : Rs. 5,000.00 per year

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

### 88.3 B. Sc.

Admission Fee : Rs. 9,500.00 per year  
Tuition Fee : Rs. 1,400.00 per month  
Lab Fee : Rs. 8,000.00 per year

### 88.4 CBCP/CBCS

Full Course : Rs. 1,500.00 (Only in the 1st Semester)

### 88.5 M. A. English, M.A. Political Science and M.A. Sociology

Admission Fee : Rs. 10,000.00 per year  
Tuition Fee : Rs. 15,000.00 per semester

## 89. FINES

- 89.1 Fines are imposed only on those who break the rules and regulations of the College, who willfully fail in their duties, and who engage in harmful or undesirable behavior(s).
- 89.2 The fine(s) shall be decided by the Management Board depending on the severity of the offense(s) and

transgression(s). It is mandatory to pay fine for four important occasions in the Collage namely:

- (1) Reopening Day
- (2) Freshers' Day
- (3) Graduation Day
- (4) College Week

- 89.3 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.
- 89.4 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.

## 90. SCHOLARSHIPS

- 90.1 The ST Students from the state of Nagaland can apply online Post-Matric and Merit Scholarship from [www.nagaland.gov.in](http://www.nagaland.gov.in) and submit the same to the College office with all the necessary documents.
- 90.2 The ST Students from Manipur State can collect the hard copy of scholarship form from the College office or they can download from Manipur Govt. website and submit the same with all the necessary documents to the Manipur Govt. in person.
- 90.3 The Students of Minority community can also apply online scholarship from National Scholarship portal i.e. [www.scholarships.gov.in](http://www.scholarships.gov.in). The same online filled form must be submitted to the College office for verification.
- 90.4 While all care is taken in checking and verifying the

application forms and the attached documents, the College takes no responsibility for the rejection of application by the concerned authorities. Money is directly credited to the bank account of the student. Rs. 30 per student will be collected at the beginning of the year for the processing of application form and for administrative expenses.

## 91. EXAMINATIONS

- 91.1 Any malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.
- 91.2 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.
- 91.3 Exemption from Examinations is not granted and no second session examinations will be conducted. Absentees will be considered as failed.
- 91.4 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.
- 91.5 Even if a student passes in all the subjects, but does not have the required percentage of attendance he/she shall not be promoted.
- 91.5 Conversely, if the student has the required percentage of attendance but performs poorly in studies, he/she will not be promoted.
- 91.6 Malpractice in examinations will lead to cancellation of all the examinations and expulsion from the College.

## 92. STUDENT SERVICES

### 92.1 LIBRARY

The College has a library with over 19,752 books and 103 periodicals of which 11 are International Journals and 50 are National Journals. Additions are made to the library every year. Students are to comply with the rules and regulations of the library. The library holds Encyclopedias, Year Books, Dictionaries, Directories, Handbooks, Manuals, Geographical Resources, Journals both national and international, Bounded volumes of the journals and encourage reading for pleasure, self-discovery, personal growth and the sharpening of intellectual curiosity. The library is in the process of digitalization and students will be enabled to have access to all these academic and general books that will keep them engaged.

### LIBRARY TIMINGS

Monday to Friday	: 8.30 am to 4.00 pm
Saturday	: 8.30 am to 2.00 pm

### 92.2 LIBRARY REGULATIONS

- 92.2.1 Students should submit the Identity Card to the Librarian before entering the library.
- 92.2.2 There are three sections in the Library.
  - (1) **Magazine, Journals and Newspaper Section:** These are to be read in the Library Reading Room.
  - (2) **Reference Section:** Reference books are to be referred in the library itself.
  - (3) **Stack Section:** Students can borrow books only from the stack section.
- 92.2.3 Every student will be given two Borrowing Cards in the first year and they will be valid until the final year.

- 92.2.4 A student may borrow two books at a time by surrendering his/her borrowing card.
- 92.2.5 A student may borrow books only for a period of 10 days.
- 92.2.6 If a student wants to retain a book after 10 days, he/she must renew it by submitting it to the librarian and get it reissued.
- 92.2.7 If a student fails to return the book after 10 days, a fine of Rs. 10/- will be imposed for every day from the date of expiry until the book is returned or renewed.
- 92.2.8 A student may reserve a borrowed book and it will be issued to him/her immediately after it is returned to the library. A reserved book cannot be renewed.
- 92.2.9 If a book is lost, torn or damaged, the full cost of the book will be recovered from the concerned student. In addition, a fine will be imposed.
- 92.2.10 No student may borrow a book using another student's borrowing card.
- 92.2.11 No books will be issued to students found guilty of misusing the library facilities constantly.
- 92.2.12 Books may be applied for only on slips provided in the library.
- 92.2.13 If a student loses a borrowing card, it must be reported to the librarian and a duplicate may be issued on payment of a fine.
- 92.2.14 Strict silence is to be maintained in the library at all times. Books will not be given out after the beginning of the issue of admit card. However, students may continue to use the library until the last working day, provided books are referred to in the library itself.
- 92.2.15 Non Josephites are not allowed to borrow books from the Library.

### **93. COMPUTER CENTRE**

The College aims at achieving 100% computer literacy for all students. To begin with, basic knowledge in computer applications will be imparted to all final year Degree students. Attendance at these classes will be compulsory and an annual fee of Rs. 500/- will be charged. Exemption will be granted if a certificate of attendance at a similar course can be produced. The College also offers Certificate and Diploma courses in computer applications.

### **94. STUDENTS' COUNCIL**

- 94.1 The Students' Council is constituted of student representatives and the Directors.
- 94.2 While the student representatives are elected, the Directors are appointed as ex-officio members by the Principal.
- 94.3 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.
- 94.5 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.
- 94.6 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.

94.7 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.

## **95. CLASS REPRESENTATIVES**

95.1 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.

95.2 The Class Representatives have the assurance and support of the College Authority in matters of discipline, progress, and growth of the students.

95.4 In the absence of the teacher, the Class Representatives take the responsibility to maintain discipline and class room decorum.

95.5 The whole class (students-classmates) must cooperate, respect and follow the leadership of the Class Representatives.

## **96. CLASS SUPERVISORS**

96.1 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.

96.2 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.

96.3 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.

96.4 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.

## **97. 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.

## **98. COUNSELLING AND GUIDANCE**

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.

## **99. 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.



## **100. 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.

## **101. ASSOCIATIONS AND CLUBS**

101.1 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: Commerce, English, History, Political Science, Economics, Sociology, Education, BBA, Science departments, NSS, NCC, Youth Red Cross, Youth Net, Young Indians, Jesus Youth, Women's Forum, Red Ribbon Club, Peace Channel, College Choir, Students' Ambassador, Model United Nation, Innovators Club, Community Outreach, Philanthropic Group, Drama Club, Dance Club, Sports and Games, Career Guidance and Placement, Football Club, Basketball Club, Volleyball Club, Cricket Club, Badminton Club, and Alumni.

101.2 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.

## **102. 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, Board of Editors 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.

## **103. INCOME AND EXPENDITURE**

103.1 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.

103.2 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 Administrator of the College.

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

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

## **104. COLLEGE MAGAZINE**

104.1 The College Magazine is published each academic year. The editorial board consists of students and a staff 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.

104.2 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.

### **105. SPORTS AND GAMES**

- 105.1 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.
- 105.2 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.

### **106. 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.

### **107. STUDENT FEED-BACK ON COURSE/TEACHERS**

Courses/teachers are evaluated with the help of a questionnaire or other methods and the result is communicated to the teacher. Teachers are evaluated before they are given regularization 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.

### **108. GRIEVANCE REDRESSAL**

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

### **109. 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 Directors.

### **110. OTHER FACILITIES**

To facilitate some of the essential needs of the staff and students, the College has a Bookstall and stationery shop, Dispensary, two Cafeterias, Women's Lounge, Common room, Language Lab, and Prayer room.

## 111. INTERNET ROOM

In the age of technology, computer with internet is one of the most powerful means that students can use to explore and learn new skills and creativity. Computer with internet facilitates academic studies and visualization of student's imaginations. The College provides 15 computers which are at the disposal of the staff and students.

## 112. OTHER PROGRAMMES OF THE YEAR

**112.1 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.

**112.2 FRESHERS' DAY:** Freshers' Day is celebrated to welcome the new students to the College with a Cultural Programme.

**112.3 COLLEGE WEEK:** The College Week which is normally held in November offers programmes of sports & games, and cultural activities.

**112.4 GRADUATION DAY:** The graduates of the year are specially honoured on this day with a cultural programme.

**112.5 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.

**112.6 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.

**112.7 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.

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

**112.9 FAREWELL FOR FINAL YEAR DEGREE STUDENTS:** The respective Department organizes farewell programme for the final year degree students.

## 113. 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:

- 113.1 To foster fellowship among the Alumni
- 113.2 To have continued contact with their Alma Mater
- 113.3 To facilitate creative involvement in the progress and activities of the College.
- 113.4 The Alumni Association helps in the arrangement of Career Guidance Programme in the College.

### **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-term Exam, will be asked to discontinue.**

CALENDAR  
IMPORTANT DATES FOR THE  
ACADEMIC YEAR 2019-20

College Re-opens	: 4th June 2019
Students' Council Election	: 14th June 2019
Freshers' Day	: 22nd June 2019
Graduation Day	: 20th July 2019
Annual Retreat	: 13th & 14th Sept. 2019
Annual Sports	: 14th - 16th Nov 2019
Eureka Fest	: 26th - 27th July 2019
Convergence Fest	: 20th - 21st Sept. 2019
Winter Vacation begins	: 14th Dec.- 14th January 2020
College Re-opens	: 15th January 2020
Spring Fest	: 6th - 7th March 2020
Easter Holidays	: 9th Apr - 13th Apr 2020
Prize distribution	: 27th March 2020

JUNE 2019	
Sun	
Mon	
Tue	
Wed	
Thu	
Fri	
1 Sat	
Laughing at our mistakes can lengthen our like. Laughing at someone else's can shorten it. - <b>Cullen Hightower</b>	

## JUNE 2019

2 Sun	
3 Mon	Staff Meeting and Orientation for Teachers
4 Tue	College Re-opening
5 Wed	Id-ul-fitr (Holiday)
6 Thu	Election of Crs & VCRs
7 Fri	Holy Mass - New Academic Year
8 Sat	

The third-rate mind is only happy when it is thinking with the majority. The second-rate mind is only happy when it is thinking with minority. The first-rate mind is only happy when it is thinking - **A.A.Milne**

## JUNE 2019

9 Sun	
10 Mon	Orientation for Arts Students
11 Tue	Orientation for Science Studetns
12 Wed	Orientation for Commerce & BBA Students
13 Thu	Departmental Elections
14 Fri	Students' Council Election
15 Sat	Departmental Activities for Science

When hungry, eat your rice; when tired, close your eyes. Fools may laugh at me, but wise men will know what I mean - **Lin-Chi**

JUNE 2019	
16 Sun	
17 Mon	
18 Tue	
19 Wed	
20 Thu	
21 Fri	
22 Sat	Freshers' Day
<p>If the lessons of history teach us anything it is that nobody learns the lessons that history teaches us. - <b>Anon</b></p>	

JUNE 2019	
23 Sun	
24 Mon	Last date for submission of 1st Internal Assessment Examination Question papers to the college office
25 Tue	
26 Wed	
27 Thu	
28 Fri	Last date for Re- Admission for 3rd and 5th Semester
29 Sat	Departmental Activities for Political Science and BBA
<p>You must be the change you wish to see in the world - <b>Gandhi</b></p>	

## JUN - JULY 2019

30 Sun	
1 Mon	
2 Tue	
3 Wed	
4 Thu	
5 Fri	1st Friday Mass
6 Sat	Departmental Activities for English & Education
<p>Courage is not the absence of fear, but rather the judgement that something else is more important than fear. - <b>Ambrose Redmoon</b></p>	

## JULY 2019

7 Sun	
8 Mon	1st Internal Assessment Examination
9 Tue	1st Internal Assessment Examination
10 Wed	1st Internal Assessment Examination
11 Thu	1st Internal Assessment Examination
12 Fri	1st Internal Assessment Examination
13 Sat	
<p>Even if you're on the right track, you'll get run over if you just sit there. - <b>Will Rogers</b></p>	



JULY 2019	
14 Sun	
15 Mon	
16 Tue	
16 Wed	
18 Thu	
19 Fri	
20 Sat	Graduation Day
<p>You miss 100 percent of the shots you never take - <b>Wayne Gretzky</b></p>	

JULY 2019	
21 Sun	
22 Mon	Last date for submission of 1st Internal Assessment Examination Marks to the College Office
23 Tue	
24 Wed	
25 Thu	
26 Fri	Eureka Fest
27 Sat	Eureka Fest
<p>The richest man is not he who has the most, but he who needs the least</p>	

## JULY - AUGUST 2019

28 Sun	
29 Mon	
30 Tue	
31 Wed	
1 Thu	
2 Fri	
3 Sat	Departmental Activities for Sociology and Economics
<p>Perfection is achieved, not when there is nothing more to add, but when there is nothing left to take away. - <b>Antoine de Saint-Ezupery</b></p>	

## AUGUST 2019

4 Sun	
5 Mon	Filling up of NU back-paper form (5-7)
6 Tue	
7 Wed	
8 Thu	
9 Fri	1st Friday Mass
10 Sat	Departmental Activities for History & Commerce
<p>We are what we repeatedly do; excellence, then, is not an act but a habit. - <b>Aristotle</b></p>	

## AUGUST 2019

11 Sun	
12 Mon	Id-UI-Zuha (Bakrid)
13 Tue	Last date for submission of 2nd Internal Assessment Examination Question Papers
14 Wed	
15 Thu	Independence Day
16 Fri	
17 Sat	Departmental Activities for Political Science
<p>The real voyage of discovery consist not in seeking new lands but seeing with new eyes. - <b>Marcel Proust</b></p>	

## AUGUST 2019

18 Sun	
19 Mon	
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	Janmashtami
<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. - <b>John Ruskin</b></p>	

## AUGUST - SEPTEMBER 2019

25 Sun	
26 Mon	2nd Internal Assessment Examination
27 Tue	2nd Internal Assessment Examination
28 Wed	2nd Internal Assessment Examination
29 Thu	2nd Internal Assessment Examination
30 Fri	2nd Internal Assessment Examination
31 Sat	
<p>To the man who only has a hammer, everything he encounters begins to look like a nail. - <b>Abraham Maslow</b></p>	

## SEPTEMBER 2019

1 Sun	
2 Mon	
3 Tue	
4 Wed	
5 Thu	Teachers' Day
6 Fri	- 1st Friday Mass - Last date for Submission of all the Internal Assessment Marks to the College Office
7 Sat	Departmental Activities for Sociology & Economics
<p>Better to write for yourself and have a public, than to write for the public and have no self. - <b>Cyril Connolly</b></p>	

## SEPTEMBER 2019

8 Sun	
9 Mon	Filling-up of NU Examination form
10 Tue	
11 Wed	
12 Thu	
13 Fri	Annual Retreat
14 Sat	Annual Retreat
Always forgive your enemies; nothing annoys them so much. - <b>Oscar Wilde</b>	

## SEPTEMBER 2019

15 Sun	
16 Mon	
17 Tue	
18 Wed	
19 Thu	
20 Fri	Convergence Fest (BBA Department)
21 Sat	Convergence Fest (BBA Department)
Sometimes I worry about being a success in a mediocre world. - <b>Lily Tomlin</b>	

## SEPTEMBER 2019

22 Sun	
23 Mon	1st Internal Assessment Examination for Post Graduate
24 Tue	1st Internal Assessment Examination for Post Graduate
25 Wed	1st Internal Assessment Examination for Post Graduate
26 Thu	1st Internal Assessment Examination for Post Graduate
27 Fri	1st Internal Assessment Examination for Post Graduate
28 Sat	Departmental Activities for History & Education
Work like you didn't need money, love like you've never been hurt and dance like no one's watching	

## SEPTEMBER - OCTOBER 2019

29 Sun	
30 Mon	
1 Tue	
2 Wed	Gandhi Jayanti
3 Thu	
4 Fri	1st Friday Mass Prize distribution
5 Sat	
It is the mark of an educated mind to be able to entertain a thought without accepting it. - <b>Aristotle</b>	

## OCTOBER 2019

6 Sun	
7 Mon	Dussehra (Durga Puja)
8 Tue	
9 Wed	
10 Thu	
11 Fri	
12 Sat	Dept. Activities for Post Graduate
People often say that motivation doesn't last. Well, neither does bathing -that's why we recommend it daily. - <b>Zig Ziglar</b>	

## OCTOBER 2019

13 Sun	
14 Mon	
15 Tue	
16 Wed	
17 Thu	
18 Fri	
19 Sat	
"A friend is someone who knows all about you and still love you." - <b>Elbert Hubbard</b>	

## OCTOBER 2019

20 Sun	
21 Mon	
22 Tue	
23 Wed	
24 Thu	
25 Fri	
26 Sat	
"You only live once, but if you do it right, once is enough." - Mae West	

## OCTOBER - NOVEMBER 2019

27 Sun	Diwali (Deepavali)
28 Mon	
29 Tue	
30 Wed	
31 Thu	
1 Fri	
2 Sat	All Souls Day
"To live is the rarest thing in the world. Most people exist, that is all." - Oscar Wilde	



## NOVEMBER 2019

3 Sun	
4 Mon	2nd Internal Assessment Examination Post Graduate
5 Tue	2nd Internal Assessment Examination Post Graduate
6 Wed	2nd Internal Assessment Examination Post Graduate
7 Thu	2nd Internal Assessment Examination Post Graduate
8 Fri	2nd Internal Assessment Examination Post Graduate 1st Friday Mass
9 Sat	
<p>A wise man gets more use from his enemies than a fool from his friend - <b>Baltasar Gracian</b></p>	

## NOVEMBER 2019

10 Sun	
11 Mon	
12 Tue	Guru Nanak's Birthday
13 Wed	
14 Thu	College Week
15 Fri	College Week
16 Sat	College Week
<p>Never be afraid to laugh at yourself, after all, you could be missing out on the joke of the century. - <b>Dame Edna Everage</b></p>	

## NOVEMBER 2019

17 Sun	
18 Mon	
19 Tue	
20 Wed	
21 Thu	
22 Fri	
23 Sat	

The cure for boredom is curiosity. There is no cure for curiosity  
- Ellen Parr

## NOVEMBER - DECEMBER 2019

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

When a person can no longer laugh at himself, it is time for other to  
laugh at him - **Thomas Szasz**

## DECEMBER 2019

1 Sun	State Inauguration Day
2 Mon	Last date of submission of 1st Internal Assessment Examination Question papers to the College Office
3 Tue	
4 Wed	
5 Thu	
6 Fri	1st Friday Mass
7 Sat	Last date for Re- Admission for 2nd, 4th & 6th Semester
<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 2019

8 Sun	
9 Mon	1st Internal Assessment Examination
10 Tue	1st Internal Assessment Examination
11 Wed	1st Internal Assessment Examination
12 Thu	1st Internal Assessment Examination
13 Fri	1st Internal Assessment Examination
14 Sat	
<p>“You know you’ve in love when you can’t fall asleep because reality is finally better than your dreams.” - <b>Dr. Seuss</b></p>	

## DECEMBER 2019

15 Sun	
16 Mon	
17 Tue	
18 Wed	
19 Thu	
20 Fri	
21 Sat	
"Be yourself; everyone else is already taken." - <b>Oscar Wilde</b>	

## DECEMBER 2019

22 Sun	
23 Mon	
24 Tue	
25 Wed	Christmas
26 Thu	
27 Fri	
28 Sat	
When anger count four; when very angry swear. - <b>Mark Twain</b>	

## DECEMBER-JANUARY 2020

29 Sun	
30 Mon	
31 Tue	
1 Wed	
2 Thu	
3 Fri	
4 Sat	
Education makes people easy to lead, but difficult to drive; easy to govern but impossible to enslave - <b>Lord Brougham</b>	

## JANUARY 2020

5 Sun	
6 Mon	
7 Tue	
8 Wed	
9 Thu	
10 Fri	
11 Sat	
Hitch your wagon to a star. - <b>Emerson</b>	

## JANUARY 2020

12 Sun	
13 Mon	
14 Tue	
15 Wed	College Re-opening
16 Thu	
17 Fri	1st Friday Mass
18 Sat	
<p>When I was a boy I was told that anybody could become President. Now I'm beginning to believe it. - <b>Clarence Darrow</b></p>	

## JANUARY 2020

19 Sun	
20 Mon	Last date to submit the Internal Assessment Examination Marks to the College Office
21 Tue	
22 Wed	
23 Thu	
24 Fri	
25 Sat	
<p>Personality is to a man what perfume is to a flower. - <b>Charles M Schwab</b></p>	

## JANUARY- FEBRUARY 2020

26 Sun	Republic Day (Holiday)
27 Mon	
28 Tue	
29 Wed	
30 Thu	
31 Fri	
1 Sat	
He who loves not his country, can love nothing. - <b>Bryon</b>	

## FEBRUARY 2020

2 Sun	
3 Mon	
4 Tue	
5 Wed	
6 Thu	Filling-up of NU back-paper forms for 2nd, 4th and 6th Semester (Date 6, 7 and 8 Feb. )
7 Fri	- 1st Friday Mass - Last date for submission of 2nd Internal Assessment Examination Questions to the College Office
8 Sat	Departmental Activities for English
The person who reads too much and uses his brain too little will fall in lazy habits of thinking. - <b>Albert Einstein</b>	

## FEBRUARY 2020

9 Sun	
10 Mon	
11 Tue	
12 Wed	
13 Thu	
14 Fri	
15 Sat	
<p>“Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that.”-<b>Martin Luther King Jr.</b></p>	

## FEBRUARY 2020

16 Sun	
17 Mon	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
18 Tue	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
19 Wed	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
20 Thu	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
21 Fri	2nd Internal Assessment Examination, Under Graduate 1st Internal Assessment Examination, Post Graduate
22 Sat	
<p>It is better to wear out than to rust our. - <b>Richard Cumberland</b></p>	



## FEBRUARY 2020

23 Sun	
24 Mon	
25 Tue	
26 Wed	Ash Wednesday (Holiday)
27 Thu	
28 Fri	
29 Sat	
<p>“Live as if you were to die tomorrow. Learn as if you were to live forever”. <b>Mahatma Gandhi</b></p>	

## MARCH 2020

1 Sun	
2 Mon	Last date to submit the 2nd Internal Assessment Examination Marks, Project and Practical Marks of 4th and 6th Semester to the College Office
3 Tue	- Filling-up of NU Form for 6th Semester
4 Wed	- Filling-up of NU Form for 4th Semester
5 Thu	- Filling-up of NU Form for 2nd Semester
6 Fri	- Spring Fest
7 Sat	- Spring Fest
<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 - <b>Oscar Wilde</b></p>	

MARCH 2020	
8 Sun	
9 Mon	
10 Tue	Holi
11 Wed	
12 Thu	Last date to submit the all the 2nd Internal Assessment marks of 2nd Semester to the College Office
13 Fri	
14 Sat	Dept. Activities for Post Graduate
Fame is the perfume of heroic deeds - <b>Socrates</b>	

MARCH 2020	
15 Sun	
16 Mon	
17 Tue	
18 Wed	
19 Thu	Feast of St. Joseph - Patron Saint of the College
20 Fri	
21 Sat	Dept. Activities for Commerce Dept.
I am patient with stupidity but not with those who are proud of it - <b>Edith Sitwell</b>	

## MARCH 2020

22 Sun	
23 Mon	
24 Tue	
25 Wed	
26 Thu	
27 Fri	Prize distribution
28 Sat	
Some people like my advice so much that they frame it upon the wall instead of using it. - <b>Gordon R. Dickson</b>	

## MARCH -APRIL 2020

29 Sun	
30 Mon	
31 Tue	
1 Wed	
2 Thu	
3 Fri	1st Friday Mass
4 Sat	
An expert is one who knows more about less and less. - <b>Nicholas M. Butler</b>	

## APRIL 2020

5 Sun	
6 Mon	
7 Tue	
8 Wed	
9 Thu	Maundy Thursday (Holiday)
10 Fri	Good Friday (Holiday)
11 Sat	
An investment in knowledge pays the best interest. <b>Benjamin Franklin</b>	

## APRIL 2020

12 Sun	Easter Sunday
13 Mon	Easter Monday (Holiday)
14 Tue	2nd Internal Assessment Examination Post Graduate
15 Wed	2nd Internal Assessment Examination Post Graduate
16 Thu	2nd Internal Assessment Examination Post Graduate
17 Fri	2nd Internal Assessment Examination Post Graduate
18 Sat	
Education is the key to unlock the golden door of freedom. <b>George Washington Carver</b>	

## APRIL 2020

19 Sun	
20 Mon	
21 Tue	
22 Wed	
23 Thu	
24 Fri	
25 Sat	

“The highest result of education is tolerance.”  
**Helen Keller**

## APRIL - MAY 2020

26 Sun	
27 Mon	
28 Tue	
29 Wed	
30 Thu	
1 Fri	
2 Sat	

We must ensure our system of higher education offers world-class quality  
for a world-class economy. **Bob Taft**

## MAY 2020

3 Sun	
4 Mon	
5 Tue	
6 Wed	
7 Thu	
8 Fri	1st Friday Mass
9 Sat	
Education is the most powerful weapon which you can use to change the world. <b>Nelson Mandela</b>	

## MAY 2020

10 Sun	
11 Mon	
12 Tue	
13 Wed	
14 Thu	
15 Fri	
16 Sat	
The only person who is educated is the one who has learned how to learn and change. <b>Carl Rogers</b>	

MAY 2020	
17 Sun	
18 Mon	
19 Tue	
20 Wed	
21 Thu	
22 Fri	
23 Sat	

MAY 2020	
24 Sun	Idul Filtr
25 Mon	
26 Tue	
27 Wed	
28 Thu	
29 Fri	
30 Fri	
31 Fri	

**NOTES**

**NOTES**



# Leave Record

Date	Reasons	Signature of the Authority

# Leave Record

Date	Reasons	Signature of the Authority

# Leave Record

Date	Reasons	Signature of the Authority

# IMPORTANT TELEPHONE NOS

Name	Number

## TIME - TABLE

Roll No. ....

Class.....

Days	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
MON	1	2	B R E A K		3	4	5
TUE			B R E A K				
WED			B R E A K				
THU			B R E A K				
FRI			B R E A K				

## TIME - TABLE

Roll No. ....

Class.....

Days	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
MON	1	2	B R E A K		3	4	5
TUE			B R E A K				
WED			B R E A K				
THU			B R E A K				
FRI			B R E A K				