St. Joseph's College of Commerce
(Autonomous)

(Nationally Re-Accredited with "A" Grade by NAAC 3rd Cycle)
(Recognized by UGC as "College with Potential for Excellence")

#163, Bengaluru- 560 025. Karnataka

Quality Policies

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Forming individuals to become men and women for and with others

SECTION – 1

General Remarks

This section of the St. Joseph's College of Commerce (Autonomous) Quality Assurance Manual (QAM) provides background information about the College, its history, goals, and core beliefs. The information herein is the foundation for the development of the quality systems in the College.

About the College:

To be a place where a community is formed, which sustains men and women in their education and their conviction that life is lived well only when it is lived generously in the service of others.

St. Joseph's College of Commerce, serving with its motto 'Fide et Labore' ('Faith and Toil'), is one among the many Jesuit Educational Institutions governed by Bangalore Jesuit Educational Society (BJES). The College was a part of St. Joseph's College, which was established in the year 1882. St. Joseph's College, being the parental College, formed the Department of Commerce in 1949. Later in 1972, the Department of Commerce, till then under St. Joseph's College, became an independent College and was named St. Joseph's College of Commerce. The College is now located on Brigade road in Bangalore at the heart of the city and is spread across 2.5 acres.

From the beginning, the College has striven to be a state-of-the-art institution for commerce education. The thrust has been on the pursuit of multi-dimensional educational excellence. Currently, it enjoys an 'A' grade with the National Assessment and Accreditation Council (NAAC). The College has been responsive to the significant changes and developments in the field of higher education, as well as in the domain of commerce and business.

The College offers diverse courses in Commerce and Business Administration, which are:

- B. Com (Regular), Professional Studies, BPM, Travel and Tourism, Professional, International Accounting and Finance, and Analytics
- BBA (Regular), International Twinning, Entrepreneurship, and Professional
- M.Com (Finance and Taxation/ Marketing & Analytics), M.Com (International Business), and M. Com (Financial Analysis)
- Post-graduate Diploma in Business Administration, HRM, Marketing, Tourism, Financial Management, International Business, and Capital & Commodity Markets

Apart from these, the College offers value-added courses and professional certification programmes across multi-disciplinary domains.

All the above programmes strive to instill the three goals of the Institution: Academic Excellence, Social Concern, and Character Formation in the students.

Milestones of the College:

- Recognized under Section 2(f) in 1989 and 12 (B) in 1994.
- Autonomous status granted in September 2004.

- 'A' grade in the third cycle of NAAC accreditation in 2013.
- Declared as 'College with Potential for Excellence' by UGC in 2010.
- Bangalore University approved Research Centre in 2010.
- Three of the programs of the institution individually accredited by ACCA, UK (2015-16), CIMA, UK (2017-18), and IOA, UK (2018-19).
- Ranked consistently as one of the top ten commerce Colleges in the country, as per a survey conducted by MRDA for India Today magazine since 2014.
- Continuously ranked under NIRF.

Jesuit Vision of Education:

Jesuit Education, inspired and motivated by the person and message of Jesus Christ, affirms

that God is the author and sustainer of all reality and truth;

that every human being is created in the image and likeness of God; and

that the whole of creation and the human community are radically good.

Jesuit Education, therefore, is committed to

an authentic search for knowledge in the service and advancement of the world;

upholding the dignity, uniqueness and value of each individual; and

the promotion of harmony between man and man, and between man and nature.

College Vision:

To create a just, secular and democratic society specially, in the service of the poor, the oppressed, and the marginalized.

College Mission:

St. Joseph's College of Commerce seeks to be a place where academic excellence goes with the cultivation of virtue, and where a community is formed which sustains men and women in their education and their conviction that life is only lived well when it is lived generously in the service of others.

College Motto:

The crest is to an institution what the insignia is to a military general. It symbolizes its ethos, status and purpose. The crest of St. Joseph's College of Commerce spots two scrolls – one above, on which is inscribed the motto of the institution in Latin – Fide et Labore meaning "By Faith and Toil", and the other beneath, with the name of the institution. Faith, among other things gives a person commitment to God, to his fellow beings and to intellectual pursuits. Toil is the necessary prerequisite for success.

A shield at the center bears the cross which is symbolic of the Christian faith; and the two bees on either side of the lower part of the cross are an expression of tireless work. Further, the palm leaves encircling the shield are a call to victory, and the crown above, the crown of glory.

Strategic Planning:

- The College operates within the parameters of the Strategic Plan agreed upon by the BJES.
- The Strategic Plan sets out in detail, the goals and objectives of the College and provides clear guidance to the College in the short and medium-term.
- Performance indicators and other evidences of the various programs provide the management, the BJES and all other stakeholders with the means to assess the performance of the College.
- The College is committed to continuously improving quality across the entire range of its activities.
- College planning and operations always comply with the latest edition of the regulations of the MHRD, University Grants Commission's Guidelines including the affiliated Bangalore Central University. For more information, refer to the College Handbook.
- Strategic Plan Development Process —

  a. The vision, mission and values of the College has been developed in consultation with the management and the Heads of the Departments. These have been developed using an exploratory approach in accordance with the motto of the Jesuit Education and the programs of the College.

  b. Inputs from the departments are incorporated to finalize the Strategic Plan.

  c. The draft is sent to the Principal for feedback and suggestions are incorporated to finalize the Strategic Plan.

  d. The Strategic Plan is placed before the College Academic Council for further deliberation and then placed before the College Governing Council for approval.

  e. The Total Quality Management, a body of IQAC discusses, deliberates the implementation processes, procedures of all strategic plans in conjunction with the Management and seeks the approval of the Management for implementation of the same.

SECTION – 2

Quality Philosophy:

Quality is a vital part of the mission of the College. Effective planning and careful implementation of plans as well as the process of monitoring and review are essential in the establishment of an educational institution. Equally important is the commitment of each staff member, including the administrative and support staff and their understanding of the purpose and future ambitions of the institution, and further, to see his/her role in relation to the goals of the institution and disperse his/her duty well within this framework enthusiastically.

The College endeavours to provide the nation with a skilled workforce and therefore, quality must be the responsibility of every member of the College.

Specifically, quality is of great importance because:

- The development of the region/state and the country are directly related to the development of the young students who are an important force in shaping the future.
- High quality desired outcomes are to be achieved.
- There should be justified way of spending the government funds and grants.
- The overall performance indices of the students such as results and progression affect the brand of the College, its ranking and reputation.
- It contributes to the professional satisfaction of its staff when they realise that they are efficiently affecting the student learning outcomes and helping them achieve high levels of performance in all programs.

The College is guided by the Jesuits' Education policy which is followed by Bangalore Jesuits Education Society. The Jesuit Education policy emphasizes:

- In constant monitoring of all the departments and associates in assessing the progress in the implementation of its operational and action plans.
- On careful monitoring of course and program delivery across the curriculum.
- That an efficient and effective feedback mechanism is in place to enable feedback from college graduates to ascertain the effectiveness of the education and training they have received.
- On the rigorous self-assessment across all programs offered by the Colleges, taking their mission, goals and objectives into account.

The College's stakeholders include, but are not limited to, students, staff, private and public sector employers, parents of students and the wider community. The College will at all times seek formal feedback from these stakeholders and see to it that College activities and services meet their needs.

The College is committed to impart quality education under its commerce and management programmes to fulfill the needs and expectations of its students, parents and the society at large. This is done through the total involvement of the BJES management, students and its supporting staff in the entire process of teaching, learning, complying with the quality system and continually improving the processes and systems.

Scope and Purpose of the Quality Assurance Manual (QAM):

The Quality Assurance Manual gives a detailed account of the quality assurance philosophy of the college.

The Quality Manual:

- Recognizes the importance of action planning, self-evaluation, and constant improvement;
- Recognizes that benchmarking is an important tool in the monitoring and improvement of educational quality.

The Quality Manual will be updated through changes or additions, approved in the minutes of the College Quality Assurance Committee periodically. The procedures and policies in this manual will be reviewed, expanded upon and perfected so that all the stakeholders' needs are met.

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SECTION – 3

QUALITY POLICIES

ADMISSION POLICY

Regulations Governing the Admission Policy

1. St. Joseph's College of Commerce (Autonomous) is run by the Bangalore Jesuit Educational Society (Reg.). Given the minority character of our Institutions, all Catholic local students who seek admission into our Colleges should be given admission.

2. All applications for admission should be scrutinized by the Admission Committee in the following order of priority for admission

    a. Catholic/Christians – a minimum of 50%.

    b. SC/ST and other backward classes: a minimum of 25%. No SC/ST should be denied admission.

    c. The merit list should not exceed 25%. The final admission figures should reflect the above percentage.

3. To share the responsibility of admissions, a committee of least 4 members should be set up for the purpose. The Vice Principal in consultation with the Principal appoints the members of the committee meetings shall be convened by the Principal. Besides the Principal and the Vice President, the Committee should have at least two staff members.

4. The Committee will decide the cut off marks for various categories and process them. At the end of the admission process, the Committee prepares the statistical date with all the relevant details to be submitted to the President.

5. All the recommended cases that fall outside the above norms should be scrutinized by the College Admission Committee, and in the interest of the Institution, all information regarding the recommended cases to be sent to the Vice President.

6. No donation whatsoever is to be sought nor accepted at the time of admissions. However, special fees for maintenance, betterment etc.may be charged to all students, and official receipts issued. Amount to be charged are to be fixed by the Vice President with the Principal, and sent to the President for approval. The poor are to be given due concession or even total exemption.

7. To prevent unscrupulous elements from exploiting the name of our Institution for purposes of collecting donations, a note as follows should be written on a black board and displayed on a prominent place in the campus. "As has been the practice so far, the Management of this College shall not receive any donations for admissions. We shall be grateful if any violation to this effect is brought to the notice of the Management".

8. As Jesuits of Karnataka, our educational service is for the people of the State. Therefore due preference should be given to the locals. However, the following exception can be made.

    a. Students from Nagaland and Manipur under the care of the province can be considered for courses not offered in St. Joseph's College, Jakhama Nagaland.

    b. Catholics for PG courses may be recruited from outside the State.

- Physically handicapped, polio victims, blind etc. who seek admission merit special consideration.
- Special preference should be given to rural students and Catholics from rural areas. A certain weightage of marks could be added in their favour.
- Catholic students from Catholic composite degree Colleges will be considered only if the course is not available in those Colleges.
- Attempts should be made to accommodate dalit and rural students. Remedial programmes should be arranged for such students and the academically poor Catholics right from the beginning of the year.
- Adequate financial assistance should be extended to students from the economically weaker section.

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CHOICE BASED CREDIT SYSTEM POLICY

(SEMESTER SCHEME)

Regulations Governing the Choice Based Credit System (Semester Scheme) for the Undergraduate and Postgraduate Degree Programmes in the Faculty of Commerce (with effect from 2015-16)

St. Joseph's College of Commerce (Autonomous) has proposed the introduction of Choice Based Credit System (CBCS) from the academic year 2015-2016. The CBCS system has been introduced for both the UG and PG Programs.

Rationale of CBCS

Introduction of CBCS is imperative, the rationale being:

- Offers an interdisciplinary approach.
- Imparts necessary skills to make students adequately employable.
- Provides wider choice to students
- Creates a scope for value-based courses.
- Provides greater flexibility and student mobility.

Objectives:

- To transform teaching learning processes in academics – a transformation where students change from being passive listeners of knowledge to becoming active participants who imbibe knowledge.
- To enable students to have flexible learning environment with wider choices within a structured model. Exposure to real life experience are also enabled through participation in internships and project work.
- To design the curriculum with sufficient/appropriate/adequate provision for value-oriented courses, interdisciplinary courses, and vocational courses. Each course will have a clearly defined course objective and course outcome.
- Enable students to have a facility of credit transfer across global and national educational platforms.

Methodology and Plan of Action

The following methodology is adopted in introducing CBCS:

9. A structure is developed with the aim of providing greater flexibility for horizontal as well as vertical migration of students.
10. The curriculum is designed with appropriate course labels.
11. Content preparation is done for each course.
12. Teacher training and capacity building is undertaken.
13. Class rooms are revamped according to technological requirements.
14. Augmenting e-resources

Terminologies involved in a Choice Based Credit System

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Program:

A program is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. Traditionally, B. Com/ BBM were referred as degrees and will now be referred to as 'programs.'

Course

The term 'course' under the credit system corresponds to the word 'subject' used currently. For instance, the subjects like Accountancy & Financial Management, Business Economics, Foundation Course, Commerce etc. included under the B. Com program would now be called 'courses'

Module and Unit:

A course which is generally an independent entity having its own separate identity, has sub divisions within it which is referred to as a 'module'. It is a topic within a course.

Credit Point:

Credit point corresponds to 30 to 40 learning hours. A single course may be assigned between 2 to 5 credit points taking into account the number of hours it would take for a learner to complete a single course successfully. The learner is said to have earned the credits on successful completion of the course.

Semester System:

The program (degree course) of three years is divided into six terms of approximately 6-month duration called semester. Every semester will have a number of courses (subjects/ papers) that a learner will have to take up. Each course (subject) will be assigned a certain number of credits. The learner will be assessed continuously during the semester and evaluated. Credits will be earned by the learner on successful completion of the course.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Choice Based:

Choice based implies that the learner has the choice to select the subjects that he/she would like to learn within the prescribed time period and program parameters. The learners are requested to note that the Choice Based Credit and Grading System is introduced in phases. The first phase was implemented from the academic year. The learner in the first phase will have to undertake the study of courses (subjects) as prescribed under the program and cannot select any course outside the program. Choice based system is applicable in the second phase (2nd year) of the program onwards. Students have the option of choice-based selection of courses in the second year and final year only.

Transcript or Grade Card or Certificate: Based on the grades earned, a grade Certificate

shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured).

Labeling of courses

- **Major Core**

  It is a course which is compulsory to be studied as a core requirement to obtain a degree in the respective discipline.

- **Major optional**

  It is an elective course chosen from a pool of specialization papers. It is supportive to the discipline of the study, and provides an expanded scope and nurtures students' proficiency/skill. A student is offered choices here. The student will be allowed in an elective course on a first-come-first-serve basis, within the set limits. A student can earn additional credits by opting for additional electives.

- **Allied Required**

  Allied courses are aimed at facilitating desired complementarities with the major courses of study. The compulsory allied is decided by the department.

- **Allied Optional**

  The optional allied is chosen by the students from a list of allied subjects specified by the departments based on his/her interest. It is interdisciplinary in approach. It enhances knowledge and adds value to the major core.

- **General course**

  This will include English and languages which are compulsory. The student can however have a choice of language according to his preference.

- **Foundation, Skill Development, Interdisciplinary & Sports**

  These will give opportunity to students to enhance basics/advance knowledge of specific subjects. It has an interdisciplinary approach. It enables students to earn additional credits. It promotes holistic education.

CBCS COURSE MATRIX WITH EFFECT FROM THE ACADEMIC YEAR 2015-16
B.COM (REGULAR)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
Language	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
I	**4 Cr**	**4 Cr**	**4 Cr**	**4 Cr**	**-**	**-**	**16**
Part B : Core Subjects							
Content	**I**	**II**	**III**	**IV**	**V**	**VI**	**TOTAL**
Major Core	• Financial Accounting • Principles of Management	• Corporate Accounting • Business Law	• Cost Accounting • Marketing Management	• Financial Management • Human Resource Management	• Income Tax-I • Management Accounting • Company Law	• Income Tax-II • Entrepreneurship Development • Accounting for Management Decisions	
Allied Required	• Business Economics- I • Mathematics for Managers	• Business Economics- II • Business Statistics	• Banking	• Auditing	-	-	
Major Optional	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Elective Paper-1 • Elective Paper-2	
Allied Optional	NA	NA	# 4hr/4Cr (as per the list given below)	# 4hr/4Cr (as per the list given below)	-	-	
Skill based Major	-	-	-	-	• Advanced Excel, tally	• Subject /Elective Skill based paper	
II	**16 Cr**	**16 Cr**	**16 Cr**	**16 Cr**	**27 Cr**	**27 Cr**	**118**
Part C : Foundation, skill development, interdisciplinary							
HRD	1 hr/1 Cr	1 hr/1 Cr	-	-	-	-	
IC	-	1 hr/1 Cr	-	-	-	-	
EVS	-	-	-	1 hr/1 Cr	-	-	
Internship	-	-	-		-	120 hr/2 Cr	
Certificate Program			30 hr/2 Cr				
Tally	30 hr/2 Cr						
Excel	40hrs/2Cr						
Soft skills	-						
III	**1 Cr**	**2 Cr**	**2 Cr**	**3 Cr**	**2 Cr**	**2 Cr**	**12**
Part D : Extension and extracurricular activities & Sports							
Extension/Extra Curricular & Others & Sports Program	1 Cr	1 Cr	1 Cr	1 Cr	-	-	
IV	**1 Cr**	**1 Cr**	**1 Cr**	**1 Cr**	**-**	**-**	**04**
Total	**22 Cr**	**23 Cr**	**23 Cr**	**24 Cr**	**29 Cr**	**29 Cr**	**150**

B.COM (INDUSTRY INTEGRATED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
Language	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
I	**4 Cr**	**4 Cr**	**4 Cr**	**4 Cr**	**-**	**-**	**16**
Part B : Core Subjects							
Content	**I**	**II**	**III**	**IV**	**V**	**VI**	**TOTAL**
Major Core	• Fundamentals of Accounting • Principles of Management	• Finance and Accounting for BPS • Cost Accounting	• Financial Management • Marketing Management	• Management Accounting • Retail and Market Research	• Income Tax-I • Managing Business Processes I • Capital Markets for BPS	• Income Tax-II • Managing Business Processes II • Accounting for Management Decisions	
Allied Required	• Business Economics- I • Business Mathematics	• Business & Company Law • Business Statistics	• Insurance for BPS	• Banking for BPS Paper	-	-	
Major Optional	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Elective Paper-1 • Elective Paper-2	
Allied Optional	NA	NA	# 4hr/4Cr (as per the list given below)	# 4hr/4Cr (as per the list given below)	-	-	
Skill based Major	-	-	-	-	• Campus to Corporate Transition	• Subject /Elective Skill based paper	
II	**16 Cr**	**16 Cr**	**16 Cr**	**16 Cr**	**27 Cr**	**27 Cr**	**118**
Part C : Foundation, skill development, interdisciplinary							
HRD	1 hr/1 Cr	1 hr/1 Cr	-	-	-	-	
IC	-	1 hr/1 Cr	-	-	-	-	
EVS	-	-	-	1 hr/1 Cr	-	-	
Internship	-	-	-		-	120 hr/2 Cr	
Certificate			30 hr/2 Cr Tally	30 hr/2 Cr Excel	40 hr/2 Cr Soft Skills		
III	**1 Cr**	**2 Cr**	**2 Cr**	**3 Cr**	**2 Cr**	**2 Cr**	**12**
Part D : Extension and extracurricular activities & Sports							
Extension/ Extra Curricular & Sports Program & Others	1 Cr	1 Cr	1 Cr	1 Cr	-	-	
IV	**1 Cr**	**1 Cr**	**1 Cr**	**1 Cr**	**-**	**-**	**04**
Total	**22 Cr**	**23 Cr**	**23 Cr**	**24 Cr**	**29 Cr**	**29 Cr**	**150**

B.COM (PROFESSIONAL)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
Language	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
I	**4 Cr**	**4 Cr**	**4 Cr**	**4 Cr**	**-**	**-**	**16**
Part B : Core Subjects							
Content	**I**	**II**	**III**	**IV**	**V**	**VI**	**TOTAL**
Major Core	• Financial Accounting I • Cost Accounting	• Cost Accounting II • Business Law	• Financial Reporting • Financial Management	• Advanced Financial Reporting • Corporate Law	• Marketing Management • Banking • Governance Risk and Ethics	• Applied Management Accounting • Entrepreneurship Development • Human Resource Management	
Allied Required	• Taxation - I • Principles of Management	• Taxation - II • Business Economics	• Audit and Assurance	• Strategic Management	-	-	
Major Optional	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Elective Paper-1 • Elective Paper-2	
Allied Optional	NA	NA	# 4hr/4Cr (as per the list given below)	# 4hr/4Cr (as per the list given below)	-	-	
Skill based Major	-	-	-	-	• Advanced Excel, Tally	• Subject /Elective Skill based paper	
II	**16 Cr**	**16 Cr**	**16 Cr**	**16 Cr**	**27 Cr**	**27 Cr**	**118**
Part C : Foundation, skill development, interdisciplinary							
HRD	1 hr/1 Cr	1 hr/1 Cr	-	-	-	-	
IC	-	1 hr/1 Cr	-	-	-	-	
EVS	-	-	-	1 hr/1 Cr	-	-	
Internship	-	-	-		-	120 hr/2 Cr	
Certificate			30 hr/2 Cr Tally	30 hr/2 Cr Excel	40 hr/2 Cr Soft Skills		
III	**1 Cr**	**2 Cr**	**2 Cr**	**3 Cr**	**2 Cr**	**2 Cr**	**12**
Part D : Extension and extracurricular activities & Sports							
Extension/ Extra Curricular & Sports Program	1 Cr	1 Cr	1 Cr	1 Cr	-	-	
IV	**1 Cr**	**1 Cr**	**1 Cr**	**1 Cr**	**-**	**-**	**04**
Total	**22 Cr**	**23 Cr**	**23 Cr**	**24 Cr**	**29 Cr**	**29 Cr**	**150**

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B.COM – TRAVEL & TOURISM

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English and Business Comm.	3 hrs/ 2cr	3 hrs/ 2cr	3 hrs/ 2cr	3 hrs/ 2cr	-	-	
Language	3 hrs/ 2cr	3 hrs/ 2cr	3 hrs/ 2cr	3 hrs/ 2cr	-	-	
I	4 Cr	4 Cr	4 Cr	4 Cr	-	-	16
Part B: Core Subjects							
Content	I	II	III	IV	V	VI	TOTAL
Major Core	• Financial Accounting • Principles of Management	• Corporate Accounting • Business and Company Law	• Cost Accounting • Marketing	• Financial Management • Human Resource Management	• Taxation • Management Accounting	• Operations Research • Banking and Insurance	
Allied Required	• Economics of Tourism • Fundamentals of the Tourism Industry	• Business Statistics • Geography in Travel Planning	• Travel Agency & Tour Operations	• Transport Management	• Airfare and Ticketing	• Air Cargo and Logistics Management	
Major Optional	NA	NA	NA	NA	• Elective Paper1 • Elective Paper 2	• Elective Paper 3 • Elective Paper 4	
Allied Optional	NA	NA	# 4hr/4Cr (as per the list given)	# 4hr/4Cr (as per the list given)	-	-	
Skill based Major	-	-	-	-	• Subject / Elective Skill based paper	• Subject / Elective Skill based paper	
II	16 Cr	16 Cr	16 Cr	16 Cr	27 Cr	27 Cr	118
Part C: Foundation, skill development, interdisciplinary & Sports							
HRD	1 hr/1 Cr	1 hr/1 Cr	-	-	-	-	
IC	-	1 hr/1 Cr	-	-	-	-	
EVS	-	-	-	1 hr/1 Cr	-	-	
Internship	-	-	-	120 hr/2 Cr	-	120 hr/2 Cr	
Skill Development	Certificate Course 60 Hrs/2 Cr.		Tally 30 hr / 2 Cr	MS Office 30 hr / 2 Cr	-	Advance Excel- 1 Cr	
Field Visit	-	-	120 hr/2 Cr	-	-	-	
III	1 Cr	4 Cr	4 Cr	5Cr	-	2 Cr	16
Part D : Extension and extracurricular activities							
Extension/Extra Curricular & Sports	1 Cr	1 Cr	-	-	-	-	
IV	1 Cr	1 Cr	-	-	-	-	02
Total	22 Cr	25 Cr	24 Cr	25 Cr	27 Cr	29 Cr	152

BBA - SEMESTERS

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	-	-	-	-	
Language	3hr/2Cr	3hr/2Cr	-	-	-	-	
I	**4 Cr**	**4 Cr**	**-**	**-**	**-**	**-**	**8**
Part B : Core Subjects							
Content	**I**	**II**	**III**	**IV**	**V**	**VI**	**TOTAL**
Major core	• Perspectives in Management • Organizational Behaviour	• Business Environment • Marketing Management • Fundamentals of Accounting	• Human Resource Management • Financial Markets and Management • Corporate Accounting • Fundamentals & Applications of E-Commerce	• Cost Accounting • Business Law • Project Management • Entrepreneurship Development	• Management Accounting • Taxation • International Business	• Accounting for Management Decisions • Business Ethics, Social Responsibility • Strategic Management	
Allied Required	• Micro-Economics • Business Mathematics & Statistics	• Macro Economics	• Production and Operations Management	• Research Methodology	-	-	
Major Optional	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Electiv Paper-3 • Elective Paper-4	
Allied Optional	NA	NA	# 4hr/4Cr (as per list given below)	# 4hr/4Cr (as per list given below)	-	-	
Skill based Major	-	-	-	-	• Subject / Elective Skill based paper	• Subject / Elective Skill based paper	
II	**16 Cr**	**16 Cr**	**24 Cr**	**24 Cr**	**27 Cr**	**27 Cr**	**134**
Part C : Foundation, skill development, interdisciplinary & Sports							
HRD	1 hr / 1 Cr	1 hr / 1 Cr	-	-	-	-	
IC	-	1 hr / 1 Cr	-	-	-	-	
EVS	-	-	-	1 hr / 1 Cr	-	-	
Internship	-	-	-	–	-	120 hr / 2 Cr	
Certificate & Sports Program	-	40 hr / 2 Cr	-	-	-	-	
III	**1 Cr**	**2 Cr**	**2 Cr**	**1 Cr**		**2 Cr**	**8**
Part D : Extension and extracurricular activities							
Extension / Extra Curricular & Others	1 Cr	1 Cr	-	-	-	1-	
IV	**1 Cr**	**1 Cr**	**-**	**-**	**-**	**-**	**02**
Total	**22 Cr**	**23 Cr**	**26 Cr**	**25 Cr**	**27 Cr**	**29 Cr**	**152**

SJCC

The Grading System under CBCS

The College has adopted a ten-point grading system under the Choice Based Credit System (CBCS). The modalities and the operational details are as follows.

1. Credits - Credits are assigned to subjects based on the following broad classification

PART A & B

Under Graduate Course:

Subject category	Instruction hrs / week	Credits
Languages	3 hrs	2
Major Core	4 hrs	4
Major Optional	4 hrs	5
Allied Required	4 hrs	4
Allied Optional	4 hrs	4

Post Graduate Course:

Subject Category	Instruction hrs / week	Credits
Major Core	4 hrs	4
Major Optional	4 hrs	4
Allied Required	3 hrs	3
Allied Optional	3 hrs	3

PART C & D

Subject category	Instruction hrs / semester	Credits
Foundation (IC, EVS & HRD)	15 hrs	1
Certificate courses	60 hrs	2
Extension, internship, sports and extracurricular activities	30 hrs	1

2. Grade Points – The papers are marked in a conventional way for 100 marks. The marks obtained are reduced to a 10 point scale.

   Grade Point = Actual Marks scored out of 100 / 10

3. The semester grade point average (SGPA) - is the sum of the product of the credits with the grade points scored in all subjects divided by the total credits in the semester.

   SGPA = ∑Credits x Grade Points / Total Credits

Minimum SGPA for a pass is 4 for UG course.

Minimum SGPA for a pass is 5 for PG course.

If a student has not passed in a subject or is absent then the SGPA is not assigned.

4. The cumulative grade point average (CGPA) - is the weighted average of all the subjects undergone by a student over all the six semesters of a course.

CGPA = ∑Total credits in the semester x SGPA/Total credits of the course

SGPA and CGPA will be rounded off to two decimal places.

5. Interpretation of SGPA/CGPA/ Classification of final result –

For a UG course

SGPA/CGPA	Letter Grades	Nomenclature
9-10	O	Distinction
8-< 9	A++	
7-< 8	A+	
6-<7	A	First Class
5-<6	B	Second Class
4-<5	C	Pass Class
<4	F	To Re-Appear

For a PG course

Grade Points/ SGPA/CGPA	Letter Grades	Nomenclature
9-10	O	Distinction
8-< 9	A++	
7-< 8	A+	
6-<7	A	First Class
5-<6	B	Second Class
<5	F	To Re-Appear

Regulations Governing the Choice Based Credit System (Semester Scheme) for the Undergraduate and Postgraduate Degree Programmes (Revised)

St. Joseph's College of Commerce (Autonomous) has proposed the introduction of Choice Based Credit System (CBCS) from the academic year 2015-2016. The CBCS system has been introduced for both the UG and PG Programs.

Rationale of CBCS

Introduction of CBCS is imperative, the rationale being:

- Offers an interdisciplinary approach.
- Imparts necessary skills to make students adequately employable.
- Provides wider choice to students
- Creates a scope for value-based courses.
- Provides greater flexibility and student mobility.

Objectives:

- To transform teaching learning processes in academics – a transformation where students change from being passive listeners of knowledge to becoming active participants who imbibe knowledge.
- To enable students to have a flexible learning environment with wider choices within a structured model. Exposure to real life experiences are also enabled through participation in internships and project work.
- To design the curriculum with sufficient/appropriate/adequate provision for value-oriented courses, interdisciplinary courses, and vocational courses. Each course will have a clearly defined course objective and course outcome.
- Enable students to have a facility of credit transfer across global and national educational platforms.

Methodology and Plan of Action

The following methodology is adopted in introducing CBCS:

- A structure is developed with the aim of providing greater flexibility for horizontal as well as vertical migration of students.
- The curriculum is designed with appropriate course labels.
- Content preparation is done for each course.
- Teacher training and capacity building is undertaken.
- Class rooms are revamped according to technological requirements.
- Augmenting e-resources

Terminologies involved in a Choice Based Credit System

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Program:

A program is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on

the level of knowledge attained and the total duration of study. Traditionally B. Com/ BBM were referred to as degrees and will now be referred to as 'programs.'

Course

The term 'course' under the credit system corresponds to the word 'subject' used currently. For instance, the subjects like Accountancy & Financial Management, Business Economics, Foundation Course, Commerce etc. included under the B. Com program would now be called 'courses'

Module and Unit:

A course which is generally an independent entity having its own separate identity, has sub divisions within it which is referred to as a 'module'. It is a topic within a course.

Credit Point:

Credit point corresponds to 30 to 40 learning hours. A single course may be assigned between 2 to 5 credit points taking into account as to how many hours it would take for a learner to complete a single course successfully. The learner is said to have earned the credits on successful completion of the course.

Semester System:

The program (degree course) of three years is divided into six terms of approximately 6-month duration called semester. Every semester will have a number of courses (subjects/ papers) that a learner will have to take up. Each course (subject) will be assigned a certain number of credits. The learner will be assessed continuously during the semester and evaluated. Credits will be earned by the learner on successful completion of the course.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative

Performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Choice Based:

Choice based implies that the learner has the choice to select the subjects that he/she would like to learn within the prescribed time period and program parameters. The learners are requested to note that the Choice Based Credit and Grading System is introduced in phases. The learner in the first phase will have to undertake the study of courses (subjects) as prescribed under the program and cannot select any course outside the program. Choice based system is applicable in the second phase (2nd year) of the program onwards. Students have the option of choice-based selection of courses in the second year and final year only.

Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured).

Labeling of courses

Major Core: It is a course which is compulsory to be studied as a core requirement to obtain a degree in the respective discipline.

Major optional: It is an elective course chosen from a pool of specialization papers. It is supportive to the discipline of the study, and provides an expanded scope and nurtures students' proficiency/skill. A student is offered choices here. The student will be allowed in an elective course on a first-come-first-serve basis, within the set limits. A student can earn additional credits by opting for additional electives.

Allied Required: Allied courses are aimed at facilitating desired complementarities with the major courses of study. The compulsory allied is decided by the department.

Open Elective: The optional allied is chosen by the students from a list of allied subjects specified by the departments based on his/her interest. It is interdisciplinary in approach. It enhances knowledge and adds value to the major core.

General course: This will include English and languages which are compulsory. The student can however have a choice of language according to his preference.

Foundation, Skill Development, Interdisciplinary & Sports: These will give opportunity to students to enhance basics/advance knowledge of specific subjects. It has an interdisciplinary approach. It enables students to earn additional credits. It promotes holistic education.

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B.COM PROGRAMME STRUCTURE PROGRAMME MATRIX (REVISED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
Language	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
I	**4 Cr**	**4 Cr**	**4 Cr**	**4 Cr**	**-**	**-**	**16**
Part B : Core Subjects							
Content	**I**	**II**	**III**	**IV**	**V**	**VI**	**TOTAL**
Major Core	• Financial Accounting • Principles of Management	• Corporate Accounting • Business Law	• Financial Management • Marketing Management • Financial Reporting	• Cost Accounting • Human Resource Management	• Income Tax-I • Advanced Cost Accounting	• Income Tax • Management Accounting • Entrepreneurship Development • Company Law & Secretarial practice	
Allied Required	• Business Economics- I • Mathematics For Managers	• Business Economics-II • Business Statistics & Research Techniques	-	• Banking	• Auditing	-	
Major Optional	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Elective Paper-1 • Elective Paper-2	
Open Electives	NA	NA	# 4hr/3Cr (as per list given below)	# 4hr/3Cr (as per list given below)	-	-	
Skill based Major	-	-	-	-	• Subject / Elective Skill based paper	-	
II	**12 Cr**	**12 Cr**	**12 Cr**	**12 Cr**	**21 Cr**	**20Cr**	**89**
Part C : Foundation, skill development, interdisciplinary & Sports							
HD	1 Cr	1 Cr	-	-	-	-	
IC	-	2 Cr	-	-	-	-	
EVS	-	-	-	2 Cr	-	-	
Internship	-	-	-	-	-	1 Cr	
Certificate & Sports Program	1 Cr Tally	-	-	1 Cr Excel	-	1 Cr Advanced Excel	
III	**2 Cr**	**3 Cr**		**3Cr**		**2 Cr**	**10**
Part : D Extension and extracurricular activities							
Extension Curricular & Others	-	1 Cr	-	1 Cr	-	1 Cr	
IV	**-**	**1 Cr**	**-**	**1 Cr**	**-**	**1 Cr**	**03**
Total	**18 Cr**	**21 Cr**	**16 Cr**	**21 Cr**	**21 Cr**	**24 Cr**	**118**

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B.COM PROFESSIONAL (INTERNATIONAL ACCOUNTING AND FINANCE) PROGRAMME MATRIX (REVISED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
Language	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
I	4 Cr	4 Cr	4 Cr	4 Cr	-	-	16
Part B : Core Subjects							
Content	I	II	III	IV	V	VI	TOTAL
Major Core &	• Financial Accounting • Cost Accounting I	• Cost Accounting II • Business Law	• Financial Reporting • Financial Management	• B.....	• Marketing Management • Business Statistics • Theory & Financial Banking	• Operations Research • Human Resource Management • ---------- Development • Company Law & Secretarial practice	
Allied Required	• Taxation I • Principles of Management	• Taxation II •	• -.....	•	-	-	
Major Optional	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Elective Paper-3 • Elective Paper-4	
Open Electives	NA	NA	# 4hr/3Cr (as per list given below)	# 4hr/3Cr (as per list given below)	-	-	
Skill based Major	-	-	-	-	• Subject / Elective Skill based paper	-	
II	12 Cr	12 Cr	12 Cr	12 Cr	21 Cr	20 Cr	89
Part C : Foundation, skill development, interdisciplinary & Sports							
HD	1 Cr	1 Cr	-	-	-	-	
IC	-	2 Cr	-	-	-	-	
EVS	-	-	-	2 Cr	-	-	
Internship	-	-	-	-	-	1 Cr	
Certificate & Sports Program	1 Cr Tally	1 Cr Excel	-	-	-	1 Cr Advanced Excel	
III	2 Cr	4 Cr		2 Cr		2 Cr	10
Part D : Extension and extracurricular activities							
Extension/ ..... Curricular & Others	-	1 Cr	-	1 Cr	-	1 Cr	
IV	-	1 Cr	-	1 Cr	-	1 Cr	03
Total	18 Cr	20 Cr	16 Cr	20 Cr	21 Cr	23 Cr	118

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B.COM (ANALYTICS) PROGRAMME STRUCTURE PROGRAMME MATRIX (REVISED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
Language	3hr/2Cr	3hr/2Cr	3hr/2Cr	3hr/2Cr	-	-	
I	4 Cr	4 Cr	4 Cr	4 Cr	-	-	16
Part B : Core Subjects							
Content	I	II	III	IV	V	VI	TOTAL
Major Core &	• Financial Accounting • Principles of Management • Business Statistics I	• Corporate Accounting • Business Law • Business Statistics II	• Programming for Analytics • Financial Management • Marketing Management	• Business Statistics with R Programming • Human Resource Management	• Income Tax-I • Cost Accounting	• Income Tax-II • Management Accounting • Operations Research Development • Company Law & Secretarial practice	
Allied Required	• Mathematics	• Business Economics	-	• Banking	• Auditing	-	
Major Optional	NA	NA	NA	NA	• Elective Paper-1 Multivariate Data Analysis • Elective Paper-2 Data Visualization	• Elective Paper-3 Data Mining with R • Elective Paper-4 Text Mining	
Open Electives	NA	NA	4hr/3Cr	4hr/3Cr	-	-	
Skill based Major	-	-	-	-	• Subject / Elective Skill based paper	-	
II	12 Cr	12 Cr	12 Cr	12 Cr	21 Cr	20 Cr	89
Part C : Foundation, skill development, interdisciplinary & Sports							
HD	1 Cr	1 Cr	-	-	-	-	
IC	-	2 Cr	-	-	-	-	
EVS	-	-	-	2 Cr	-	-	
Internship	-	-	-	-	-	1 Cr	
Certificate & Sports Program	1 Cr Tally	-	-	1 Cr Excel	-	1 Cr Advanced Excel	
III	2 Cr	3 Cr		3 Cr		2 Cr	10
Part D : Extension and extracurricular activities							
Extension Curricular & Others	-	1 Cr	-	1 Cr	-	1 Cr	
IV	-	1 Cr	-	1 Cr	-	1 Cr	03
Total	18 Cr	20 Cr	16 Cr	20 Cr	21 Cr	23 Cr	118

B.COM INDUSTRY INTEGRATED PROGRAMME MATRIX (REVISED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English & Business Comm.	2hr/2Cr	2hr/2Cr	2hr/2Cr	2hr/2Cr	-	-	
Language	2hr/2Cr	2hr/2Cr	2hr/2Cr	2hr/2Cr	-	-	
I	4 Cr	4 Cr	4 Cr	4 Cr	-	-	16
Part B : Core Subjects							
Content	I	II	III	IV	V	VI	TOTAL
Major Core 4hrs/3Cr	• Financial Accounting • Principles of Management	• Finance and Accounting for BPS • Cost Accounting	• Management Marketing • Financial Management	• Management Accounting • Retail and Market Research	• Income Tax 1 • Managing Business • Processes I • Campus to Corporate Transition	• Income Tax-II • Managing Business Processes II • Capital Markets for BPS • Costing for Business Decisions	
Allied Required 4hrs/3cr	• Business Economics • Business Mathematics	• Business & Company law • Business Statistics & Research Technique	• Insurance for BPS	• Banking for BPS Paper	-	-	
Major Optional 4hrs/4cr	NA	NA	NA	NA	• Elective-1 • Elective-2	• Electiv-3 • Elective-4	
Open Electives	NA	NA	4hr/3Cr (as per the list given)	4hr/3Cr (as per the list given)	-	-	
Skill based Major 4hrs/4cr	-	-	-	-	• Subject / Elective Skill based paper	-	
II	12 Cr	12 Cr	12 Cr	12 Cr	21 Cr	20 Cr	89
Part C : Foundation, skill development, interdisciplinary & Sports							
HD	1 Cr	1 Cr	-	-	-	-	
IC	-	2 Cr	-	-	-	-	
EVS	-	-	-	2 Cr	-	-	
Internship	-	-	-	-	-	1 Cr	
Certificate & Sports Program	1 Cr Tally			1 Cr Excel		1 Cr Advanced Excel	
III	2 Cr	3 Cr		3Cr		2 Cr	10
Part D : Extension and extracurricular activities							
Extension Curricular & Others	-	1 Cr	-	1 Cr	-	1 Cr	
IV	-	1 Cr	-	1 Cr	-	1 Cr	03
Total	18 Cr	20 Cr	16 Cr	20 Cr	21 Cr	23 Cr	118

B.COM – TRAVEL & TOURISM COURSE CHOICE BASED CREDIT SYSTEM PROGRAMME MATRIX (REVISED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English and Business Comm.	2 hrs/ 2cr	2 hrs/ 2cr	2 hrs/ 2cr	2 hrs/ 2cr	-	-	
Language	2 hrs/ 2cr	2 hrs/ 2cr	2 hrs/ 2cr	2 hrs/ 2cr	-	-	
I	4 Cr	4 Cr	4 Cr	4 Cr	-	-	16
Part B : Core Subjects							
Content	I	II	III	IV	V	VI	TOTAL
Major Core 4hrs/ 3cr	• Financial Accounting • Principles of Management	• Corporate Accounting • Business and Company Law	• Financial Management • Tourism Marketing	• Cost Accounting • Human Resource Management	• Income Tax-I • Management Accounting	• Income Tax-II • Operations Research • Banking and Insurance	
Allied Required 4hrs/ 3cr	• Economics of Tourism • Fundamentals of the Tourism Industry	• Business Statistics • Geography in Travel Planning	• Travel Agency & Tour Operations	• Transport Management	• Airfare and Ticketing	• Air Cargo and Logistics Management	
Major Optional 4hrs/ 4cr	NA	NA	NA	NA	• Elective 1 • Elective 2	• Elective 3 • Elective 4	
Open Electives 4Hrs/3 Crs	NA	NA	4hr/3Cr (as per the list given)	4hr/3Cr (as per the list given)	-	-	
Skill based Major 4 hrs/ 4cr	-	-	-	-	• Subject / Elective Skill based paper	-	
II	12 Cr	12 Cr	12 Cr	12 Cr	21 Cr	20 Cr	89
Part C: Foundation, skill development, interdisciplinary & Sports							
HRD	1 hr/1 Cr	1 hr/1 Cr	-	-	-	-	
IC	-	2 Cr	-	-	-	-	
EVS	-	-	-	2 Cr	-	-	
Internship	-	-	-	1 Cr	-	1 Cr	
Skill Development	Certificate Course – 60 Hrs/2 Cr.			1 Cr Excel		Advance Excel - 1 Cr	
	Tally – 1 Cr						
Field Visit			1 Cr				
III	2 Cr	5 Cr	1 Cr	4 Cr		2 Cr	14
Part D : Extension and extracurricular activities							
Extension/Extra							
Curricular & Others		1 Cr		1 Cr		1 Cr	
IV		1 Cr				1 Cr	02
Total	18 Cr	22 Cr	17 Cr	21 Cr	21 Cr	23 Cr	122

BBA – PROGRAMME MATRIX (REVISED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	-	-	-	-	
Language	3hr/2Cr	3hr/2Cr	-	-	-	-	
I	**4 Cr**	**4 Cr**	**-**	**-**	**-**	**-**	**8**
Part B : Core Subjects							
Content	**I**	**II**	**III**	**IV**	**V**	**VI**	**TOTAL**
Major core 4hrs/3Cr	• Perspectives in Management • Organizational Behaviour	• Business Environment • Marketing Management • Fundamentals of Accounting	• Corporate Accounting • Financial Management • Human Resource Management • Production and Operations Management	• Cost Accounting • Business Law • Entrepreneurship Development • • Project Management	• Costing for Business Decisions • Income Tax -I • Quantitative Techniques	• Management Accounting • Income Tax -II • Business Ethics • Strategic Management	
Allied Required 4hrs/3cr	• Micro-Economics • Business Mathematics & Statistics	• Macro Economics	• Fundamentals • & Applications • of E-Commerce	• Research Methodology	-	-	
Major Optional 4hrs/4cr	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Electiv Paper-3 • Elective Paper-4	
Open Electives 4hrs/3cr	NA	NA	# 4hr/3Cr (as per list given)	# 4hr/3Cr (as per list given)	-	-	
Skill based Major 4hrs/4cr	-	-	-	-	Elective Skill based paper	-	
II	**12 Cr**	**12 Cr**	**18 Cr**	**18 Cr**	**21 Cr**	**20 Cr**	**101**
Part C : Foundation, skill development, interdisciplinary & Sports							
HRD	1 Cr	1 Cr	-	-	-	-	
IC	-	2 Cr	-	-	-	-	
EVS	-	-	-	2 Cr	-	-	
Internship	-	-	-	–	-	1 Cr	
Certificate & Sports Program	-	2 Cr Certificate course	1 Cr Excel	1 Cr Advanced Excel	-	-	
III	**1 Cr**	**5 Cr**	**1 Cr**	**3 Cr**	**-**	**1 Cr**	**11**
Part D : Extension and extracurricular activities							
Extension & Extra Curricular & Others	-	1 Cr	-	-	-	1 Cr	
IV	**-**	**1 Cr**	**-**	**-**	**-**	**1 Cr**	**02**
Total	**17 Cr**	**22 Cr**	**19 Cr**	**21 Cr**	**21 Cr**	**22 Cr**	**122**

BBA (ENTREPRENEURSHIP) - PROGRAMME MATRIX (REVISED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	-	-	-	-	
Language	3hr/2Cr	3hr/2Cr	-	-	-	-	
I	**4 Cr**	**4 Cr**	**-**	**-**	**-**	**-**	**8**
Part B : Core Subjects							
Content	**I**	**II**	**III**	**IV**	**V**	**VI**	**TOTAL**
Major core 4hrs/3Cr	• Perspectives in Management • Organizational Behaviour	• Business Environment • Marketing Management	• Financial Accounting • Financial Management • Human Resource Management • Production and Operations Management	• Cost Accounting • Quantitative Techniques • Business Law • Project Management	• Costing for Business Decisions • Income Tax -I	• Management Accounting • Income Tax-II • Strategic Management	
Allied Required 4hrs/3cr	• Business Mathematics & Statistics • Fundamentals of Entrepreneurship	• Managerial Economics • Business Opportunity Identification	• Business Modeling and Planning	• Venture Establishment I	• Venture Establishment II	• Business Sustainability and Management	
Major Optional 4hrs/4cr	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Elective Paper-3 • Elective Paper-4	
Open Electives 4hrs/3cr	NA	NA	# 4hr/3Cr (as per list given)	# 4hr/3Cr (as per list given)	-	-	
Skill based Major 4hrs/4cr	-	-	-	-	Subject / Elective Skill based paper	-	
II	**12 Cr**	**12 Cr**	**18 Cr**	**18 Cr**	**21 Cr**	**20 Cr**	**101**
Part C: Foundation, skill development, interdisciplinary & Sports							
HD	1 Cr	1 Cr	-	-	-	-	
IC	-	2 Cr	-	-	-	-	
EVS	-	-	-	2 Cr	-	-	
Internship	-	-	-	1 Cr	-	1 Cr	
Certificate & Sports Program	-	2 Cr Certificate Course	1 Cr Tally	1 Cr Advanced Excel	-	-	
III	**1 Cr**	**5 Cr**	**1 Cr**	**4 Cr**		**1 Cr**	**12**
Part D : Extension and Extracurricular Activities							
Extension Extra Curricular & Others	-	1 Cr	-	1 Cr	-	1 Cr	
IV	**-**	**1 Cr**	**-**	**1 Cr**	**-**	**1 Cr**	**03**
Total	**17 Cr**	**22 Cr**	**19 Cr**	**23 Cr**	**21 Cr**	**22 Cr**	**124**

BBA (PROFESSIONAL - FINANCE AND ACCOUNTANCY) PROGRAM MATRIX (REVISED)

Content	I	II	III	IV	V	VI	TOTAL
Part A : Languages							
English	3hr/2Cr	3hr/2Cr	-	-	-	-	
Language	3hr/2Cr	3hr/2Cr	-	-	-	-	
I	**4 Cr**	**4 Cr**	**-**	**-**	**-**	**-**	**8**
Part B : Core Subjects							
Content	**I**	**II**	**III**	**IV**	**V**	**VI**	**TOTAL**
Major core 4hrs/3Cr	• Perspectives in Management • Fundamentals of Management Accounting	• Business Environment • Marketing Management • Fundamentals of Financial Accounting	• Cost and Management Accounting • Organizational Management • Human Resource Management • Production and Operations Management	• Advanced Management Accounting • Financial Reporting • Financial Management • Project and Relationship Management	• Strategic Financial Management • Income Tax - I • Business Ethics	• Advanced Financial Reporting • Income Tax -II • Strategic Management • Quantitative Technique	
Allied Required 4hrs/3cr	• Micro-Economics • Business Mathematics & Statistics	• Macro Economics	• Fundamentals & Applications of E-Commerce	• Business Law	-	-	
Major Optional 4hrs/4cr	NA	NA	NA	NA	• Elective Paper-1 • Elective Paper-2	• Elective Paper-3 • Elective Paper-4	
Open Electives 4hrs/3cr	NA	NA	# 4hr/3Cr (as per list given)	# 4hr/3Cr (as per list given)	-	-	
Skill based Major 4hrs/4cr	-	-	-	-	• Subject / Elective Skill based paper	-	
II	**12 Cr**	**12 Cr**	**18 Cr**	**18 Cr**	**20 Cr**	**21 Cr**	**101**
Part C : Foundation, skill development, interdisciplinary & Sports							
HRD	1 Cr	1 Cr	-	-	-	-	
IC	-	2 Cr	-	-	-	-	
EVS	-	-	-	2 Cr	-	-	
Internship	-	-	-	-	-	1 Cr	
Certificate & Sports Program	-	2 Cr Certificate course	1 Cr Excel	1 Cr Advanced Excel	-	-	
III	**1 Cr**	**5 Cr**	**1 Cr**	**3 Cr**	**-**	**1 Cr**	**11**
Part D : Extension and extracurricular activities							
Extension & Extra Curricular & Others	-	1 Cr	-	-	-	1 Cr	
IV	**-**	**1 Cr**	**-**	**-**	**-**	**1 Cr**	**02**
Total	**17 Cr**	**22 Cr**	**19 Cr**	**21 Cr**	**21 Cr**	**22 Cr**	**122**

The Grading System under CBCS

Grading System for Choice Based Credit System (CBCS) – The College adopts a ten-point grading system. The modalities and the operational details are as follows.

1. Credits - Credits are assigned to subjects based on the following broad classification

Subject category	Instruction hrs / week	Credits
Languages	3 hrs	2
Major Core	4 hrs	3
Major Optional	4 hrs	4
Allied Required	4 hrs	3
Open Electives	4 hrs	3

2. Grade Points – The papers are marked in a conventional way for 100 marks. The marks obtained are converted to grade point according to the following table. If a student is absent for the paper, the grade point assigned is 0.

%	95-100	90-94	85-89	80-84	75-79	70-74	65-69	60-64	55-59	50-54	45-49	40-44	Below 40
Grade Points	10	9.5	9	8.5	8	7.5	7	6.5	6	5.5	5	4.5	0

3. The semester grade point average (SGPA) - is the sum of the product of the credits with the grade points scored in all subjects divided by the total credits of Part A and Part B in the semester. SGPA = ∑Credits x Grade Points / Total Credits Minimum SGPA for a pass is 4.00. If a student has not passed in a subject or is absent then the SGPA is not assigned.

4. The cumulative grade point average (CGPA) - is the weighted average of all the subjects undergone by a student over all the six semesters of a programme. CGPA = ∑ Total credits in the semester x SGPA / Total credits of the course. SGPA and CGPA will be rounded off to two decimal places.

5. Interpretation of SGPA/CGPA/ Classification of final result for a UG Programme

SGPA/CGPA Subject Grade Point	Grade	Result/Class Description
9.00-10.00	O	Outstanding
8.00-8.99	A+	First Class Exemplary
7.00-7.99	A	First Class Distinction
6.00-6.99	B+	First Class
5.50-5.99	B	High Second Class
5.00-5.49	C	Second Class
4.00-4.99	P	Pass Class
Below 4	RA	To Re-Appear

CODE OF ETHICS TO CHECK MALPRACTICES AND PLAGIARISM IN RESEARCH

Plagiarism Policy

1. UG & PG heads and Research Supervisor will be added as research mentors and they will be provided with an account in URKUND with username and password and capacity training will be given for all the account users (research mentors) on how to use URKUND by the service provider/ administrator.
2. The PG and Ph.D. project/thesis should be checked by the respective research supervisors and mentors tested in URKUND software for plagiarism deduction before submitting the soft copy of their final project/thesis. The final and approved project/ thesis should be deposited in the repository in order to prevent duplication of research work in the following years.
3. Every project students/research scholars shall be instructed to furnish an undertaking indicating that the project/thesis has been prepared by him or her and that the document is his/her original work and free of any plagiarism. Each supervisor should acknowledge and submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
4. Any kind or form of violations in this regard should be brought to the knowledge of the Principal/ Research Director for necessary disciplinary action along with ethical committee formed by RAC (Research Advisory Committee). Plagiarism Disciplinary committee constituted by the Principal/ Research Director will look into all the issues of plagiarism and recommend suitable action to be initiated against defaulters by the advice RAC (Research Advisory Committee). St .Joseph's College of Commerce undertakes to comply with the provisions formulated by the UGC. As per UGC Letter Reg.: UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. F. 1-18/2010(CPP-II) Dated: 23rd July, 2018.

Code of Ethics followed by the institution: Penalties in case of plagiarism in submission of thesis and dissertations

Level	Similarity Percentage	Penalties
0	Similarities up to 10%	Minor Similarities, no penalty.
1	Similarities above 10% to 40%	Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
2	Similarities above 40% to 60%	Such student shall be debarred from submitting a revised script for a period of one year.
3	Similarities above 60%	Such student registration for that programme shall be cancelled.

Penalties in case of plagiarism in academic and research publications

Level	Similarity Percentage	Penalties
0	Similarities up to 10%	i. Minor similarities, no penalty.
1	Similarities above 10% to 40%	i. Shall be asked to withdraw manuscript.
2	Similarities above 40% to 60%	i. Shall be asked to withdraw manuscript. ii. Shall be denied a right to one annual increment. iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
3	Similarities above 60%	i. Shall be asked to withdraw manuscript. ii. Shall be denied a right to two successive annual increments. iii. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

CONSULTANCY POLICY

SJCC

1. Preamble

St. Joseph's College of Commerce, Autonomous (hereinafter referred to as SJCC), a mono faculty Institutions in the area of commerce and management, has recognized Consultancy as an effective way for it to disseminate knowledge and make a direct impact on society. It is also considered as an important avenue to augment mobilization of resources. The Consultancy Avenue encourages and facilitates its entire faculty to apply their knowledge inputs as sought by industry, government agencies and other research organizations. It becomes a platform for the promotion of academic, industry and research interactions.

2. Scope

The consultancy policy usage applies to all Research and Non-research consultancies of the Institution and Private independent Consultancy approved by the Research Department and the Registrar. Unlike research, consultancy DOES NOT have the prime purpose of generation of new knowledge.

While Consultancy is encouraged, it could be reserved to instances where the said activity

- Is disclosed to the Institution
- Does not interfere with the full time obligations of the faculty member. Adequate balance of traditional roles of academic endeavours and consultancy is expected to be managed with the interest of the Institution duly protected.
- Does not involve a conflict of interest
- Complies with the relevant rules and regulations of the Institution.

3. Policy Summary

This policy states the provisions, defines guidelines and Institutional procedures for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institutions' strategic and operational objectives. It provides provisions for the costs which are sustainable. It applies to all academic and administrative Staff Members of the Institution.

4. Introduction

SJCC believes that the interaction of the faculty members with industry, business, government and other activities and institutions of the society is an enriching experience. The Management of SJCC provides its faculty members the privilege of consultancy because such activities contribute to the faculty member's professional development building his/her stature in the academic world and also indirectly benefits the Institution.

5. Purpose

The policy is developed to ensure that there is a fair balance between the benefits reaped from consultancy by its faculty members and the Institution's expected obligatory duties, and also to prevent any conflict of interest or liability that may arise due to embarking on such activities. The policy also aims to capture consultancy activities as indicators of the Institution's impact on local community.

6. Definitions

The term "Consultancy" refers to ANY professional activity related to the faculty member(s) area, field or discipline where a fee-for-service or equivalent relationship with a third party exists.

The term "Authorizer" means the Principal/Registrar of the Institution who grants written approval to the consultancy proposal.

The term "Outside Services" means the other ancillary use of a faculty member's expertise and knowledge that is normally expected of academics, such as technology solutions, industrial training, teaching assignments, conduct of workshops/ conferences/ training etc., guest lectures, presentations at conferences, serving on scientific advisory boards, research councils or other professional associations, or performing charitable and community work.

The "Private Independent Consultancy" means Consultancy undertaken on a strictly personal and private capacity of the faculty member without using the Institution's resources, Institution's name, Institution's insurance coverage, and has no liability on the Institutions. Sometimes such private independent consultancy work may be undertaken when certain Institutional conditions/obligations are met. For special cases where the faculty member may use Institutional Resources, pre-approval is required and fees may apply.

7. Policy Outline Guidelines

- All the consultancy services are related strictly to the SJCC faculty members abiding by the rules and regulations put forth by the Management of Bangalore Jesuit Education Society (BJES).
- All SJCC faculty member consultants are recommended to involve the Research Department in processing consultancy process, approval, reports, income distribution information as early as possible so that any issues could be highlighted and resolved or mitigated.
- Original copies of consultancy documentation must be submitted to the Research Department for records and processing finance related matters.
- All SJCC faculty members are expected to devote their normal working time in fulfilling the mission of the Institution as their primary employer. Hence Consultancy work should not impact the normal and expected duties, responsibilities of the faculty member consultant.
- Staff members are permitted to undertake up to 30 working days consultancy activities per academic year with the approval of the concerned Head of Department. Consultancy days are NOT cumulative without hindrance to teaching days.
- In some cases, the SJCC faculty members may be authorized to undertake further consultancy work beyond 30 days but this must be discussed, and approved by the concerned Head of the Department on a case by case basis.
- The SJCC faculty members are encouraged to undertake Consultancy and other similar work provided it does not conflict with the interests of the College.

- All SJCC faculty members are to take prior written approval/notification initiating the request and approval from the Authorizer.
- Consultancy activities that require the institutional resources should include a contingency for reimbursement endorsed by the Authorizer.
- The SJCC faculty members should ensure that the consultancy agreement is written and signed contract between the client and the faculty member without stating or implying that the Institution has any responsibility or liability related to the faculty member's consultancy activities.
- The SJCC faculty member consultant is fully responsible for all aspects of the agreement including conduct of any assistant personnel required as well as unauthorized use of Institution's equipment or resources.
- The SJCC faculty members must ensure before the consultancy contract agreement is signed , such activities and agreement will not involve any conflict of interest, misuse of Institutions' name, resources, Intellectual Property, confidential information related to the Institution.
- The SJCC faculty members shall not become an independent consultant to any parties or projects or activities that are covered by agreements between SJCC and such organization.
- Involvement of other faculty members, students or employees of SJCC in the consultancy activities is subject to written approval by the Authorizer
- The SJCC faculty members have an obligation to report fully the consultation activities and its outcomes to the Institution for records and information purpose.
- The Institution is not responsible or liable for the performance or results of the consultation so undertaken by the SJCC faculty member.
- The Institution does not have the freedom of publications of the results of the consultancy and its rests with the SJCC faculty member
- The Institution will ensure that the profile of the staff members who are interested in consultancy work would be shared in Institutional Website.

8. Consultancy Approval Process

The SJCC faculty member, desirous of engaging in consultancy services, are to obtain written approval after initiating the consultancy proposal from the Authorizer before engaging in any consultancy activities. In case the Authorizer is the disclosing consultant then the approval must be sought from the Principal of the Institution.

9. (a) Procedure

1. SJCC faculty member initiates the consultancy proposal to the Principal/Registrar to which he/she belongs informing the intent to engage in consultancy activity.
2. The maximum number of days permissible for consultancy work is one day or half day per week as decided between the Principal/Registrar, Head of the Department and the SJCC faculty member consultant for the proposed work.
3. The Head of the Department shall forward the consultancy request to the

Principal/Registrar with recommendations, comments and consultancy days agreed upon.

4. The Authorizer shall approve or disapprove the request of the SJCC faculty member consultant.

5. The decision to accept a proposal is not automatic and factors such as resources, sources of incomes will be considered.

6. If approved, the SJCC faculty member consultant shall be free to engage in the disclosed activity within the parameters defined by this policy.

10. Costing and Pricing of Consultancy Activity

- The Consultancy policy should be recorded in written using a proposal form showing daily rates for consultancy which should not be below the rate. This is earmarked by SJCC as deemed right, time to time.
- The proposal form should be signed by the SJCC faculty member consultant showing the net income after deducting the Institutional share, direct costs.
- The consultancy work wherein the Institutional resources are being used may be more appropriately high. This is at the discretion of the Authorizer and should be discussed with the concerned staff at an early stage of the proposal development.
- A copy of the finalized approved proposal should be sent to Research Department who will record such information and arrange for appropriate information to finance head to facilitate the accounting records.
- Staff Member Consultant has no constrained base amount for accepting the project i.e. the starting price for accepting the consultancy project.

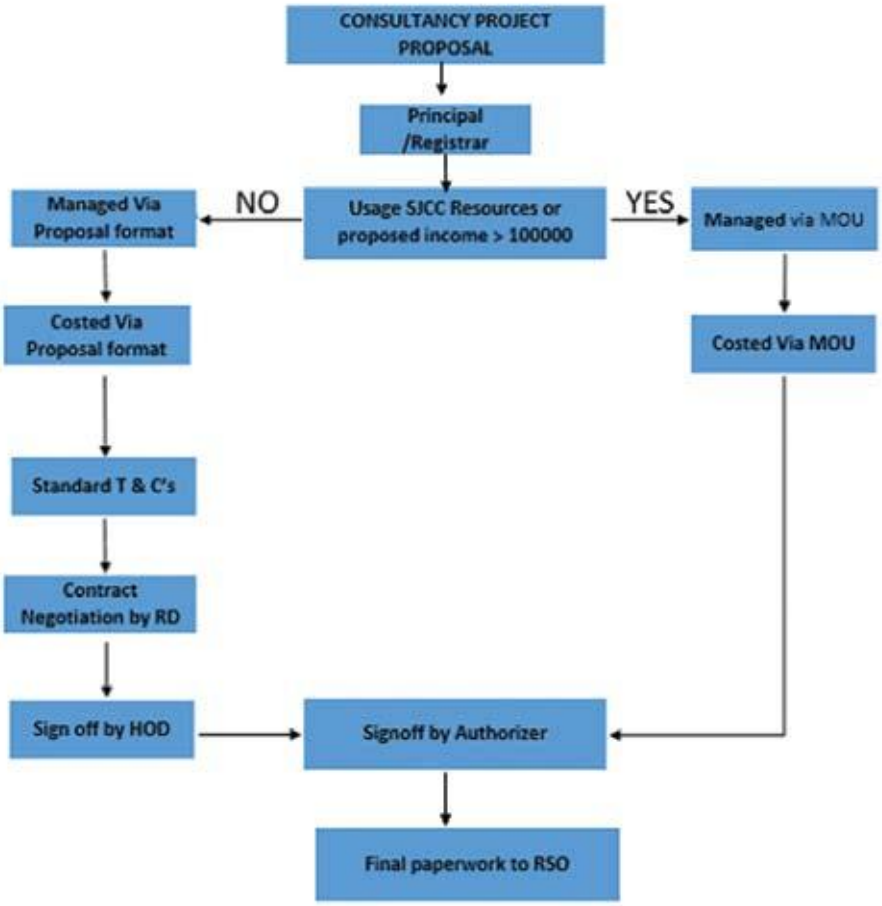
11. Income Distribution

- The Institution's cost identified in the proposal form would be recovered before the distribution of the consultancy income generated.
- The standard income distribution model is based on the income per consultancy agreement per financial year.

Income	Employee	Institution
Upto to Rs. 10000	100%	0%
Over Rs.10000	80%	20%

- The standard income of more than Rs.1, 00,000 will require an alternative distribution arrangement and need to be managed by a memorandum of understanding between the staff member, client and the Institution.
- If there is a team of faculty members in one consultancy project, then the income generated (minus the Institutional reimbursement) will be divided amongst the team members based on prior agreed percentage done in consultation with the respective Head of the Departments, in the proposal.
- The staff member consultant should send quarterly reports to the Research Department for Consultancy that spans 10 months or above in a financial year.

12. Process mapping of the procedures outlined in the Policy document.



ERP POLICY

7. Objective

It is the operational requirement of St. Joseph's College of Commerce to provide, state-of-the-art information systems and Electronic communication services (via Internet and intranet) to enhance the workflow and carry out the administrative activities of the educational institution effectively and efficiently. For this purpose, the institute has implemented the ERP system.

Everyone with access to the computer and the internal network can access to the ERP. This includes the use of all software features with necessary authorization. While, the ERP is a great resource for our organization, "it is the responsibility of each employee/student to use this resource responsibly and respectfully".

8. Security

- The Entry/Exit points of internet are protected by firewall.
- All authorized users are provided with a username and password to login into the ERP and access the required features.
- Each user has features defined as per the departmental job role and requirement.

9. Usage Policy

Access is provided 24/7 for employees and students of the ST. JOSEPH'S COLLEGE OF COMMERCE.

Do's

Additional software features can be requested and shall be allocated once the relevant authorities/ manager approves the 'need'.

All information shall be shared on a need-to-know basis. Each user shall be given necessary (and restricted) access to the ERP. It shall be mandatory to follow the access limits strictly.

Employees shall be held responsible for inappropriate use of information, which they have access to. All passwords must be kept confidential and computers shall be locked/ logged out from while away.

The Institute shall have the right to monitor any and all of the aspects of its technology.

Employees shall be required to read and follow the Technology Updates sent from time to time. These shall include tips for effective use of technology, information security, new technology and upgrades.

All personal greetings, displays or messages on any technology shall be formal and professional.

Don'ts

Employees are expected not to use the institute's technology for personal financial gain or profit.

Carrying information in printed or soft copy shall be prohibited without prior sanction from the manager. Any employee shall not copy information illegally.

There shall be no toleration for the use of technology for any actions that are harassing or discriminatory.

A breach of any of the above guidelines or not following the policy guidelines shall lead to strict disciplinary action against the concerned employee.

Technology is linked hence inappropriate use of one aspect of technology can cause unintended consequences in another. An employee shall always consider the availability of resources for others as well as the overall operational efficiency of the technology system.

10. Software Usage

The institute shall own all software and makes it available to employees according to need, under the terms of licensing agreements between the institute and individual software vendors.

If an employee leaves the institute, any institute-owned software in his or her possession must be returned. To use resources wisely, employees are expected to learn what existing software can do.

11. External Access

Remote access

Remote Access can be defined as "Access to St. Joseph's College of Commerce ERP resources or data from an external location outside St. Joseph's College Of Commerce premises. '' This access may be by a third party or an employee who is located off-site.

For cost and other security reasons, remote connections must be closed as soon as relevant work is completed.

Third Party Access

Third Party Access can be defined as "The granting of access to St. Joseph's College of Commerce resources or data to an individual who is not an employee of St. Joseph's College of Commerce".

Examples of third parties include:

Software vendor who is providing technical support

Contractor or consultant

Service provider

An individual providing outsourced services to St. Joseph's College Of Commerce requiring access to applications or data

Third Party Access can only be provided after the Third Party has signed a confidentiality agreement that must be included in their formal contract with St. Joseph's College of Commerce.

St. Joseph's College of Commerce staff must never permit another individual to utilize their username to access the St. Joseph's College of Commerce network resources.

Further requirements for granting Third Party Access are:

Risk analysis process

Approval by Data Owner

Approval by the Head of ERP /relevant IT resource

Third party access will only be permitted to facilities and data that are required to perform specific agreed tasks as identified by St. Joseph's College of Commerce.

In case a third party is required to access end customer's data and related resources, relevant approvals have to be obtained from the Management.

12. Backup and Recovery Policy

Backup is done separately and labelled properly. Daily backup of the SQL databases and other important user data (decided by ERP admin) are scheduled at 4.00 a.m. IST. Procedure is as follows.

Monday to Sunday complete backup is done. At the end of every month, all backup will be moved to the External Hard Drive. For this, we have earmarked external drives which will be circulated.

All the backup devices are labelled and logged for control and disaster recovery measures. ERP Department strictly controls the access to the drives and CD backups.

13. Misuse of data

Misuse of information systems would cover every action that disturbs the use of information systems for the purpose it is meant for. Causing harm or damage in any data, using characteristics of the systems for purposes that they are not meant for is prohibited by the administrators of the information systems.

- Prohibited activities on the ERP system, some of which may constitute criminal activity, including (but not limited to) the following:
- Alteration of system software or hardware configurations and data without authorization.
- Information classified as confidential or proprietary must not be sent over the Internet, For example: a file transfer, email content, file attachment or via a web session, unless protected by appropriate security measures.
- Unauthorized access to or use of other users' accounts.
- Unauthorized decryption of coded information such as passwords.
- Forgery or attempted forgery of data.
- Generating or forwarding chain letters, or participating in any kind of multilevel or pyramid scheme.
- Storage or transmission of copyrighted materials without the permission of St. Joseph's College Of Commerce.
- Wilful introduction of viruses or other disruptive/destructive programs.

- Attempts to evade or bypass system administration policies, such as resource quotas, firewall and web filter settings.
- Harassment via impersonation of other users.
- Participate in illegal activities such as making threats, harassment, theft, breaching security measures, or violating any other applicable law or policy.
- Uploading or downloading any kind of socially or ethically objectionable material.

14. Investigation and Consequences of Misuse

All data communication networks administered by the IT Department.

During the investigation, as a process of normal monitoring or on reported incidents, Systems Administrators have the right to prevent or limit the use of information systems. In addition to this, in case of misuse, the following consequences may also be applied: Limitation or denial of usage

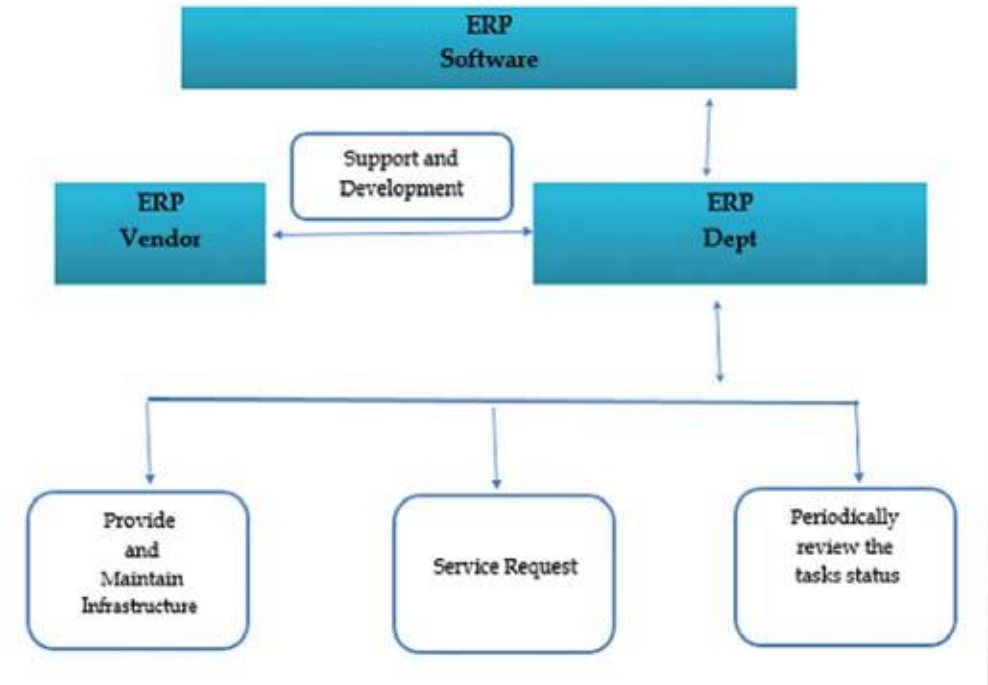
Disciplinary action

St. Joseph's College Of Commerce, at its own discretion will act on any misuse: monitored or reported. In all such circumstances, Institution reserves its right to decide on the services offered to the employees/students and take such necessary action individually or collectively, as may be deemed appropriate by the institute.

15. Procedure Objectives

The purpose of ERP department is to provide and maintain the software and hardware for the institution and ensure the continual operations to meet the request by the employees/students towards the ERP.

16. Process Flow



17. Procedures

<table>
<tr><th>Input</th><th>Tasks</th><th>Output</th></tr>
<tr><td>Software Requests
Permission List
Issue Resolution Request</td><td rowspan="3">• Service Requests
• Provide necessary infrastructure
• Maintain the infrastructure
• Plan for Preventive Maintenance
• Periodically review the tasks status</td><td>Software updates
Allocate Priority
Backup
Service Register</td></tr>
<tr><td rowspan="2"></td><td>Exit Criteria</td></tr>
<tr><td>Entry Criteria</td><td rowspan="2">Approved Preventive Maintenance Plan
SLA Analysis
Hardware / Software Request Closure</td></tr>
<tr><td>New development Requirements
Preventive Maintenance Requirement</td></tr>
<tr><td colspan="3">Verification</td></tr>
<tr><td colspan="3">Review of Kick-off meeting agenda
Review of the request reported
Review of the Software requirements
Review of the status of pending issues
Review the Service Level Agreement
Verification through Periodical Audit</td></tr>
</table>

18. Task Manager

1. Manage Service Requests

a. Raise service requisition for any software breakdowns and send to the ERP Department. (REQUESTOR)

b. Analyse the service request raised. (ERP ADMIN)

c. Initiate steps to solve the problem by identifying the type of service. (ERP ADMIN)

- Log a complaint with the Vendor, if it is a software problem.
- If the service request is under data issues then log a complaint and distribute it to the Vendor.
- Else the service is addressed in-house.

d. Assign priority to the tasks based on the task category and allocate the tasks to the technicians for task resolution in case it is in- house maintenance. (ERP ADMIN)

e. Track the task completion status and communicate the same to the Requestor (ERP ADMIN)

f. On confirmation from the requestor, update the records with task status as closed (ERP ADMIN)

g. Effective tracking for the SLA will be performed (ERP ADMIN)

2. Provide necessary infrastructure

a. Raise an software /hardware requisition form (ERP ADMIN)

b. Take approval from concerned stakeholders. (IT Manager / Principal)

c. Submit the approved software/hardware requisition form to the IT Department (ERP ADMIN)

d. Verify availability of the stocks and commit the timeline as per SLA for providing infrastructure requirements ((ERP ADMIN)

e. When the requested infrastructure is not available in stock, communicate to the principal, IT department and Initiate purchase process. (ERP ADMIN))

f. Provide the infrastructure to the project after receiving the product from the purchase department. (ERP ADMIN/Requestor)

For an individual's requirement

g. Get the approved (approved by the Principal) Software requisition form for individual requirements (ERP-ADMIN/Principal)

h. Provide the requested Software update and close the request (ITM/FH/RE)

3. Maintain the infrastructure

a. Security (Computer Viruses / Malware, Software Installations, Laptops, Confidentiality) (ERP ADMIN)

b. Access policy (ERP ADMIN)

c. Allow and block External/Internal Access to the ERP (ERP ADMIN)

d. Backup and Recovery policy (ERP ADMIN)

4. Plan for Preventive Maintenance

a. Prepare a preventive maintenance plan (once in six months) (ERP ADMIN)

b. Periodically perform preventive maintenance work as per the preventive maintenance plan (ERP ADMIN)

5. Periodically review the tasks status

a. Prepare the quarterly/ half yearly status report based on the data collected from service request resolution and communicate the same to the management (ERP ADMIN)

b. Conduct periodical status review meeting and review the status of pending issues (ERP ADMIN /Principal)

c. Review the SLA compliance level and plan for improvement (ERP ADMIN)

d. Revoking of password & handing over important data(ERP ADMIN)

e. Removing of all access privileges of the employee(ERP ADMIN)

INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY

I. PREAMBLE

St. Joseph's College of Commerce (Autonomous), managed by Bangalore Jesuit Educational Society (BJES) strongly believes in the value of 'Magis'- a challenge to do more and strive for excellence. Accordingly, from the past few decades St. Joseph's College of Commerce (Autonomous), has continually endeavored to achieve academic excellence in teaching and research with a creative approach and a strong commitment to serve the society through focused socially oriented outreach programmes. In tune with the vision and mission of SJCC and the initiative of innovation of MHRD through 'MHRD's Innovation Cell (MIC), the College establishes the Innovation and Intellectual Property (I & IP) cell to foster innovation and protect Intellectual Property Rights (IPR) of staff and students. The primary mandate of the Innovation and IPR policy is to motivate, inspire and enthuse the spirit of creativity and innovation among the staff and students by supporting and incentivizing new ideas and liasioning their transformation into product, process or services which enhance quality of life and positively impact society.

II. OBJECTIVES OF THE POLICY

The policy aims to achieve the following objectives

1. To encourage creativity and innovation among the staff and the students, compatible with the educational mission of the College.
2. To create a budget to cater to the expenses towards Innovation and Entrepreneurship development
3. To organize talks, motivational programs, workshops, conferences and exhibitions to create awareness and promote entrepreneurship.
4. To create facilities to promote the creation of pre-incubation centres.
5. To help in introducing prudent intellectual property management practices within the College to promote a culture of innovation and intellectual property.
6. To foster the creation and development of copyright, patent with the support of the College and provide equitable sharing of revenue arising from copyright/ patent between authors/inventor and College
7. To provide a conducive environment for the development of intellectual property and to establish procedural guidelines to facilitate smooth transfer of inventions and discoveries to the public.
8. Provide legal certainty in academic/research and consultancy oriented tasks between the stakeholders.
9. Smoothening the process for filing the IPRs.
10. To provide the process to record, maintain and monitor the IPR portfolio of the College.

III. DEFINITIONS AND OVERVIEW

1. **Innovation and Intellectual Property cell (I&I PC):** There shall be an innovation and Intellectual property cell established under the stewardship of the Principal. The cell shall comprise of a professor in-charge appointed by the Principal, members, students, representatives from the industry, representatives from

Incubation Centre, investors and alumni entrepreneurs. The cell shall focus on activities directed towards fostering innovation among staff, research scholars and students.

2. **Inventor:** A person mainly the researcher who contributes in the creation of Intellectual Property shall be considered as inventor. In case of consultancy projects, the consultant shall be considered as inventor.

3. **Invention:** An invention can be defined as the development of a product or process which is novel, solves a significant problem, and has commercial application and commercial value.

   i. When staff or student makes an invention or develops a process and product transferable to the industry during research at St. Joseph's College of Commerce (Autonomous), he/ she should make full disclosure of the invention to the College.

   ii. All the rights of the invention will be jointly shared by the College and the inventor.

   iii. In case the work is carried out in collaboration with other agencies/ institutions, the ownership will be decided based on the prior written agreement between the parties involved.

4. **Patent:** The policy related to patent refers to intellectual property that is patent-able. An invention will be first formally evaluated by the Innovation and Intellectual Property cell to assess whether the invention is patentable and whether IP protection is likely to promote technology transfer. If the invention is patentable then:

   i. The College shall have joint ownership of IP with the creator, provided the IP was created using College resources/ funds. The funds for the application and maintenance of the patent will be provided by the management. Once the patent is applied for, the creator shall maintain all relevant details of the IP confidential until the patent application is filed.

   ii. All the applications for filing patents shall be submitted through the I& IP cell.

5. **Confidentiality:** A confidentiality agreement is a contract between two or more parties/participants where the subject of the agreement is a promise that information conveyed will be maintained in confidence/ secrecy.

   i. The staff and students shall treat all IP related information whose rights have been assigned to the College or jointly to the College and inventor, as confidential. The clause of confidentiality shall be maintained till the date dictated by the relevant contract.

   ii. When a third party is interested in commercialization of the protected IP, they may approach the I & IP cell and apply, with the deposition of the mandatory fee. The third party will also be required to sign a confidentiality agreement and display their capacity to commercialize the IP.

   iii. Staff and students shall not at any point disclose the confidential details of the College owned-IP in their speech, publications and communications.

6. **Copyright:** The copyright policy is aimed at fostering the development of copyrightable work and to determine ownership of such work. Copyright policy includes literary and artistic works including publications (books/journals), poetry, songs, music and computer software.

   i. Ownership of copyright of all copyrightable work shall rest with the author(s) with the following exceptions:

   a) If the work is developed by using College resources or was completely funded by the College- in such cases, the College may mandate assignment of the copyright in whole or in part depending on the extent of resources/ funds provided by the College in producing the copyrightable work.

   b) If the work is developed during the course of sponsored and/or collaborative activity with other institutes- in such cases, copyright ownership will be according to the written agreement between the parties involved.

The College shall be the owner of the copyright on all academic materials developed by the staff as a part of any of the academic programs at the College. However, the authors shall have the right to use the material in his/her professional capacity. Computer software that is not an instructional software shall be deemed to be an invention and can be copyrighted. The student (research scholar, undergraduate or postgraduate) and his/her supervisor(s) will jointly have the ownership of copyright in the dissertation / project report/ thesis written by the student. The College shall also have ownership in the same.

IV. ROLE OF THE MANAGEMENT

The management of St. Joseph's College of Commerce (Autonomous), will provide seed money for the following activities towards promotion of innovation:

- Organizing awareness talks, workshops, seminars & programs related to innovation, IPR and entrepreneurship.
- Establishing an Innovation Club and annual innovation exhibition.
- Expenditure to support translation of ideas into Proof of concept.
- Establishing pre-incubation centres.
- Commercialization of innovative process/techniques and patent filing

Management shall anytime ask the Chairman or director about the updates of regular functioning of the IPR cell.

V. PROCEDURE FOR IP PROTECTION

Any employee(s) of the College desirous to file the IP application for the work done by him/her/group of people have to follow the procedure outlined bellowed:

- One-page proposal has to be forwarded to the I & IP Cell 45 days in advance of the proposed date of filling the IPR. Main inventions/ contributions to be highlighted in the proposal.
- I& IP Cell will process the application as per the IPR policy of the College
- After the examination, if proposal is found to be patentable, the information will be conveyed to the applicant.

- Inventor/applicant directed for professional advice to the IP authority of the I & IP cell.
- The attorney will conduct the patentability/prior-art search and produce a report to the I & IP Cell.
- Based on the feedback given by attorney, I&IP cell will review the application once again.
- If the work is found patentable, the applicant/inventor will be informed.
- Inventor will be asked to discuss/interact with the attorney to understand the formalities for filing the application in India Patent Office (IPO).
- Once IP is obtained, the College will maintain it for a period of 10 years. This period will start from the date of IP granted.
- Commercialization of IP is the sole responsibility of the inventor. However, wherever required, the college will provide guidance.
- Inventor can file a PCT application to protect his/her IP in international market. It should happen within the 12 months of filing the Indian patent.
- Country specific application can be filed by inventor only on the permission of the College. Choice of country will be on the sole discretion of IP Cell members.

If granted, the foreign IP shall be maintained by the College for a period of 10 years. This period will start from the date of IP granted.

VI. COMMERCIALIZATION OF COLLEGE-OWNED IP

All the expenses towards obtaining and maintaining the associated statutory rights will be borne by the College. In the case of commercialization through licensing of rights by the College, the following stages shall be followed

Stage 1: The first step involves disclosure as mentioned in section 3 (i). Following disclosure, one of the two approaches can be employed a) Filling the patent or b) direct commercialization through confidentiality agreement.

Stage 2: After 5 years of initialization of commercialization, the College shall review the situation of commercialization and the expenses towards maintenance of protection. If the IP is not commercialized, the College reserves the right to either revert it or pay fee for protection for additional one year.

Stage 3: At the end of six years if the IP is not commercialized then the right of the IP shall revert back to the creator/ inventor and the College shall not be liable to pay any fee for statutory protection of the IP.

VII. DIVISION OF ROYALTIES

Royalties shall be used first to offset the expenses incurred by the College in applying for obtaining, and defending a patent. The net revenue shall be divided between the inventor(s) and the College as follows:

Inventor(s) - 70%, College- 20%, and Innovation and IPR cell- 10%

The creator(s)/Inventor(s) share shall be declared annually and disbursement shall be made to the creator(s)/Inventor(s), whether or not the creator(s)/Inventor(s), are associated with the College at the time of disbursement of the share

VIII. IP GENERATED THROUGH CONSULTANCY

All consultancy assignments, where the faculty members of the College are engaged in consultancy with Industry and/or Commercial establishment will be channelized through the Consultancy Cell of the College.

Any IP resulting from the consultancy projects will be owned jointly by the College and the consulting firms. The total cost of filling, obtaining and maintaining the IPR is equally borne by both the parties. The consultant (s) will be the inventor or copyright holder of the concerned IP. The royalty generated through IP is distributed between both the parties as per the College consultancy rules/policy. The faculty should get the prior permission of the College before accepting any consultancy assignments.

IX. DISPUTE RESOLUTION

In case of any disputes between the College and the inventors regarding the implementation of the IPR policy, the aggrieved party may appeal to the Principal and the I & IP cell. Definitive efforts shall be made to address the concerns. The Principal's decision in this regard would be final and binding.

X. CONFLICT OF INTEREST

The applicants are expected to disclose any conflict of interest in advance, which may arise in the future or at the time of filing the patent application. In case of IPR arise through consultancy, the stake of any immediate family member in sponsoring organization have to be disclosed in advance to I&IP cell. In such/ similar cases, the approval should be taken from the Principal.

XI. LIABILITY AND INFRINGEMENT OF IPR

If the case/ situation of infringement of any IPRs is found/reported to I & IP Cell by the faculty/staff/students/third party or any stakeholder, the IP Cell shall conduct the investigation and present its report to I&IP cell.

IP cell shall ensure that the clause of indemnity should be included in the agreement and the stakeholders abide by it. To retain the IPRs filled via I & IP cell of the college, the college retains the rights to participate in any litigation concerning IPR infringements.

XII. BREACH OF THE RULES OF THIS POLICY

Breaching the rules of this policy shall always be dealt by the Principal and the committee constituted by him/her. The investigation will be carried out. If anybody is found an offender, he/she shall be treated as per the normal procedure laid down by the college in accordance with the applicable provision of law.

XIII. RECORDING AND MAINTENANCE OF THE INSTITUTION IP PORTFOLIO

The I & IP cell shall maintain all the records and accounts of each filed/granted IPR. It is to be ensured that the accounts department has the accounting records of all the costs incurred and revenues generated through IPRs. The cell ensures that the cost incurred by the applicant is paid in due course of time and the revenue distribution happens as per the agreement/policy document.

A detailed record of the IPR filed/granted like the process, design, monographs, and copyrights etc. to be maintained by the cell. The members of the I&IP cell have to abide with the ethical policy of the college for non-disclosure of the content to any individual/ third party/family member before the grant of IPR and its commercialization by the stakeholders.

XIV. SCOPE AND ENFORCEMENT OF THIS POLICY

The innovation and IPR policy covers a) incentives to foster innovation and entrepreneurship b) rights arising from intellectual property created/developed by the students and staff in the course of the studies/ employment in college. This policy is a preliminary endeavor to promote academic freedom and a conducive environment for research and development in College. The policy will be applicable from the first day of commencement for a period of one year. However, the earlier filed IPRs by the respective stakeholder shall work as it is with the statements of signed agreement. After the experimental period of one year, the management and the Innovation and IP cell will review, revise and amend the policy upon due consideration. The Innovation and Intellectual Property Rights policy applies to all staff, students, research scholars and non- employees (including visiting faculty, affiliate and adjunct faculty, industrial personnel, fellows etc.) who participate in the research projects of St. Joseph's College of Commerce (Autonomous), Bangalore.

SJCC

INFORMATION TECHNOLOGY POLICY

2. Preamble

St. Joseph's Institution of Commerce (Autonomous) is committed to supporting diversity by helping all of its students to reach their full potential. The Institution supports an extensive information-technology environment for faculty, staff, students, and other members of the Institution community. There exists a Comprehensive Information and Technology Policy for all SJCC's Community members.

3. Scope

The IT usage applies to faculty, staff, students, and other members of the Institution community who access or use the Institution's e-resources (referred to in this policy as "users") including without limitation the faculty, staff, students, alumni, and guests.

For all pertinent activities involving the Institution's students, this policy applies to campus activities, placement-organizations subject to the implementing legal and mandatory regulations of UGC. This policy applies to all information-technology and other electronic resources ("e-resources") of the Institution, including without limitation:

- All computers, systems, equipment, software, networks, and computer facilities owned, managed, or maintained by the Institution for the handling of data, voice, television, telephone, or related signals or information;
- Any access or use of the Institution's electronic resources from a computer or other system not controlled or maintained by the Institution; and,
- The creation, processing, communication, distribution, storage, and disposal of information under the Institution's control.

In addition, members of the Institution may have access to third-party electronic resources through their affiliation with the Institution, including the resources of other Sister Institution/Institution (St. Joseph's Institution of Management or of any other contracting party of the Institution). Use of these resources by members of the Institution is governed by this policy and any applicable policy or restriction of the third-party provider.

4. Policy Summary

This policy applies to Campus Activities, Contracted Organizations and Student activities. The policy also explains the roles of those charged with maintaining, operating, and overseeing Institution e-resources. The staff of the Institution ("IT staff") are responsible for the administration of this policy.

5. Introduction

Information technology is an important resource in today's' world. The Institution and all of its staff members are legally obligated to protect the sensitive Institution data. The computer resources of SJCC Institution are available to authorized students, faculty, administrators, and staff for educational, research, and administrative purposes.

6. Purpose

The Institution makes IT resources available to support its academic and administrative goals. Within the Institution, different users will have varying purposes of using and

accessing IT based resources and will have a shared responsibility to utilize the resources appropriately and protect them from unauthorized access or usage. Institution Information Resources and Institution Data is used, managed and protected appropriately to ensure that they are:

- Available
- Accurate and complete, and
- Disclosed appropriately when required.

7. Definitions

The term IT-Resources includes Email, Accounts and Access, E-Resources (remote or otherwise), College MIS data available on the intranet and internet, and physical resources such as servers, laptops, firewalls, antivirus, network switches, access points.

6(a). Email

The Institution may send official correspondence to members of its community via electronic mail. Students, faculty and staff are expected to check their @sjcc.edu.in email accounts regularly and are responsible for the information sent there. Institution's employees are expected to use their SJCC official email accounts for all Institution-related communications.

If a student elects to forward his/her @sjcc.edu.in email to another email account, the student remains responsible for any material not received because of any defect in the forwarding mechanism or the destination account.

6(b). Accounts and Access Restrictions

- The primary methods used to authenticate users of the College's e-resources are User IDs and passwords. Unauthorized access to e-resources or any restricted information found within them are prevented by this primary method.
- It is expected that all users will not share their passwords with any other person and would protect them from disclosure especially with student community, keep changing them regularly, and also monitor access to their accounts.
- They are expected to contact IT staff if they suspect their passwords or user-ids have been compromised.

6(c). E- Resources

E-resources may be used only for the purposes authorized by the College. These purposes generally comprise work, study, research, service, or student residential activities consistent with the College's mission and priorities.

Use of e-resources in connection with activities such as learned societies, professional associations, academic conferences, the preparation of scholarly publications, and other educational institutions' tenure or departmental reviews, occasionally with incidental compensation is generally acceptable as long as the activities are otherwise consistent with the Institution's mission and policies.

All use of e-resources must comply with:

- Institution policies, procedures, and codes of conduct, including those found in the student, faculty, and employee handbooks;
- All laws and regulations applicable to the user or the Institution; and,
- The Institution has sole authority to determine what uses of e-resources are proper and may prohibit or discipline use deemed inconsistent with this policy or other applicable standards of conduct

8. Prohibited under the usage of IT Resources

- Requisition of any user's password by any person including any member of the IT staff other than the owner, is not permitted under any circumstances.
- Use the College's Internet or other network access in a malicious manner or to alter or destroy any material which the user is not authorized to alter or destroy;
- Tamper with, modify, damage, alter, or attempt to defeat restrictions or protection placed on accounts or any e-resources; or
- Damage computer or network systems; create or intentionally introduce or propagate computer viruses, worms or other malicious code to any e-resource; attempt to degrade the performance of the system or to deprive authorized users of e-resources or access to e-resources.

9. Usage Policy

It is expected that all staff members will use the IT- resources for the purpose in which they are intended to, in a responsible, ethical and lawful manner. In the course of performing their duties, SJCC staff members have access to a wide range of confidential information about students, staff and the Institution in general. Information are expected to be accessed only for the purpose of fulfilling job duties. Such information accessed would not be shared or used either internally or externally for any purpose other than its intended use.

The Institution has TTTSL leased line connection of 200 mbps as primary along with ACT 100mbps with Tikona of 50 mbps bandwidth as backup takeover connection with both local area network and Wi-Fi network with suitable integration and controls through a centralized controller and server. The entire network is secured externally with a firewall (Sophos). The internal network is monitored by suitable policies on the firewall. The present network (both wired and wireless) is supervised and controlled manually by IT staff members. The Institution has a comprehensive IT policy for acquisition, usage and maintenance of the ICT components such as servers, laptops, firewalls, antivirus, network switches, access points and such(as mentioned in the purchase policy).

Hardware and software available at the campus are maintained by constant monitoring of usage, protection from virus, preventives of abuse of software, suitable policies to block use social websites is implemented in the firewall. All equipments are protected with UPS to avoid loss of data in case of power failure.

10. ICT Infrastructure

Sl.No	Descriptions	Location
1.	Desktop Computers	Computer Lab1
		Computer Lab2
		Library
		Staff
		Admin Office
2.	Internet	Campus
3.	Server	Campus
	Firewall	Server Room in campus
4.	Projectors	Classrooms
		Others(Board Room, Audi, Conference AV Room)
5.	CCTV Cameras	Campus
6.	Laptops	Lab & Staff
7.	Biometric Systems	Office
8.	Digital signage TV	Campus
9.	Bulk SMS Service	Campus
10.	Printing & Scanning	Campus
11.	Mobile App	Campus

11. Operational Procedures

- All users are having individual login id & password to access ERP, Email etc.
- Laptops are issued to staff for their official usage inside the college.
- Students produce their ID Card when demanded by the Institution Staff inside the Computer Lab.
- The students are given unique credentials to access the computers and laptop available in the Institution premises.
- The data accessed by students are maintained with proper data Security policy and protocol in the server.
- The faculty members are provided with official email ids for communicating with stakeholders (internal/external).
- Data related to the accounts section, the examination section and the library are kept in backup files on a regular basis.
- In order to ensure data security, virus issues, access to pen drives is not made available.
- Use of Mobile Phones, games and music are strictly prohibited in the Computer Lab.
- Eatables & Soft Drinks of any kind are strictly forbidden inside the Computer Lab.

MAINTENANCE POLICY (PHYSICAL, ACADEMIC AND SUPPORT)

1. Preamble

St. Joseph's College of Commerce (Autonomous), managed by the Bangalore Jesuit Educational Society (BJES) strongly believes in the value of 'Magis'- a challenge to do more and strive for excellence. For the past few decades, the College has endeavored to achieve academic excellence in teaching and research with a creative approach and strong commitment to serve the society through focused socially oriented outreach programmes. The College has also established a Maintenance Policy (Physical, Academic and Support) in alignment with its vision and mission. The primary mandate of this policy is to ensure proper service condition through physical, academic and support machineries of the institution for its overall smooth functioning.

2. Policy Statement

Through this policy, it is ensured that all the physical, academic and support infrastructure is well equipped and maintained to support the delivery of high quality teaching and learning in the College without any service interruptions.

3. Objective

This policy is designed to develop action plans and procedures for the maintenance, repair and replacement of all equipment–physical, academic and support infrastructure to sustain the delivery of quality teaching and learning in the College and ensuring the College's smooth operations.

4. Scope

- Details of all hi-tech equipment, machinery and guarantees/warranties of the equipment – physical, academic and support infrastructure of the College is maintained in the ASSEST REGISTER which is available in the administration office. Records details include:
    - Date of purchase
    - Name & Details of Fund utilized to purchase
    - Purchase Invoice Details
    - Purchase Price
    - Contact details for servicing contract
    - Location of equipment / machinery in the College
    - Staff member responsible for day to day checking
- Setting out a uniform maintenance and repair procedure for all the equipment across all the departments and centres of the College.
- Ensuring the effective utilization of resources for teaching, learning and training.
- Ensuring the replacement of equipment and furniture in a procedural way, on a regular basis without service interruptions.

5. The Role of the Management

	Roles	Responsibilities
i	Head of Administration - Principal	• Overall responsibility for service and maintenance of all physical, academic and support infrastructure equipment. • The maintenance of Building, Furniture, Electrical, Garden, Sports-Ground, and IT are forwarded by the Principal to the respective In-charge Heads for necessary actions.
ii	Maintenance officer	• Overall in-charge of building, furniture and house-keeping services.
iii	In-Charge-Electrical	• Overall in-charge of lighting, electrical, solar & cabling for electricity and internet in the Conference halls, Audio Visual rooms and auditoriums (both indoors and open air). • Responsible for the periodical/annual maintenance of the above in the respective locations. • To maintain records of periodic maintenance, repair logs and replacement details of the concerned equipment.
iv	In-Charge-Garden	• Overall in-charge of College Garden, Compost making and Garden maintenance. • Responsible for the periodical/annual maintenance of the above in the respective locations
v	In-Charge-Sports Ground	• Overall in-charge of Sports Ground and its maintenance (Refer Sports-Policy for Details). • Responsible for the periodical/annual maintenance of the above in the respective locations
vi	In-Charge- IT	• Overall in-charge of IT equipment (ref IT-policy for details). • Responsible for the periodical/annual maintenance of the above in the respective locations. • To maintain records of periodic maintenance, repair logs and replacement details of the concerned equipment.
vii	In-Charge-ERP	• Overall in-charge of ERP(Ref ERP Policy)

6. Procedure for Maintenance

The following procedures provide acceptable and effective maintenance and repair of academic resources.

- **Maintenance- This procedure includes routine and preventive maintenance as follows:**
  - Regular lubrication of machinery/equipment (Lift, Gen Sets, moving parts).
  - Checking of equipment's component to ensure proper operation of all electrical equipment including lifts and generators.

- Acquire maintenance contract from the supplier/vendor for all the equipment purchased and contacting them for servicing major equipment defects with or without warranty.
- Regular clean-up and upkeep of Reverse Osmosis Water Filters of the College, including overhead water tanks, rain water sump, well, bore-well are done periodically at the end of each semester.
- Regular clean-up and upkeep of College kitchen and its equipment is done by the Kitchen contractor.
- At the end of every semester, periodical maintenance is carried out.
- Keep servicing records for all equipment in database of equipment & resources of the College in the ASSET REGISTER maintained for the purpose.

- **Repair**
  - Repair is carried out based on the request from the concerned in-charge Head.
  - For equipment under warranty, the supplier is informed to take corrective action.
  - For equipment outside warranty, the head in charge will fix faults with the help of College technicians if possible. Any faults that can't be rectified by local technicians will be handed over for external servicing.
- **Replacement**
  - Any parts to be replaced during repair servicing will be purchased in compliance with the College's financial rules and regulations.
  - Any equipment/furniture found to be obsolete or not repairable due to unavailability of spares or any other reasons, will be replaced as a whole as per College purchase procedure.
  - Any obsolete equipment or furniture no longer in use but still working is donated to sister institutions in the District/State.
- **Support**
  - Adequate housekeeping staff are available at any point of time during the working hours of the College.
  - Appropriate necessary number of housekeeping staff to all the floors of the College to ensure clean classrooms, lecture halls, computer labs and toilets for students and staff use.
  - Ensure that the toilets are regularly cleaned on scheduled times daily.
  - Ensure that the students' and staff's special requests for arrangements for workshops, conferences and other such academic, co-curricular programs are met as and when requested.

7. Dissemination of Policy information

This policy is disseminated to all stakeholders through the Total Quality Management (TQM) and Non-Teaching Staff Meeting including the College website.

MENTORING POLICY

What is Mentoring?

Mentoring is a system wherein every teacher is assigned a group of 40 to 50 students to constantly monitor them throughout their study period in the institution. With mentoring it is possible to have a closer connection with the students' lives emotionally, physically and mentally, which leads to their holistic development.

What is the Job of an Efficient Mentor?

An efficient mentor is one who provides guidance on personal as well as educational issues, points out the strengths and areas of development in each student, provides constructive suggestions for the overall development of the student and advise the parents to encourage their wards in capitalizing their strengths.

How is mentoring beneficial?

A continuous effective mentoring system shows tremendous improvement in the overall performance of the students. It leads to a remarkable improvement in the attendance and attitude of students. Students are benefited in all aspects of their life, be it academic, co-curricular or personal. Knowing that there is someone to turn to in times of trouble functions as a comfort provided for the students. Moreover, parents feel gratified that their children are in safe hands.

Role of the Mentor

- Maintain a file consisting of the name and details of the students who you would be mentoring, update the file regularly and keep it available for reference whenever required.
- Establish a general meeting with all the mentees for a session of introduction among all and to create a rapport with them.
- Make known to the mentees- one hour in your weekly schedule as "Open hour" when the mentees could feel free to approach you.
- Draw up a timetable with the mentees to meet them for a few minutes on a personal level within the first two months of the start of the academic year.
- If possible, create a group on whatsapp or a mail group to communicate easily with the mentees.
- Instruct mentees to keep you informed if they absent themselves for more than three consecutive days.
- Inform them of the rules of applying for leave and the sanction of the concerned authority required.
- Use the ERP to check their attendance once every 15 days.
- Keep a tab on the academic performance of the student.
- Refer students that are identified as needing emotional support to the counsellors.
- Keep the parents updated on cases of decreasing percentage of attendance, emotional behaviour or academic performance.
- At the time of PTA, mentors are expected to meet the parents of their mentees.

- To issue Warning letters for shortage of attendance to students if the need arises.
- To maintain confidentiality in respect of all matters disclosed by the mentee during mentoring sessions.

Class In-charge

1. The role of a Class In-charge is to be a one point contact for communicating all information to the class and from class to respective students.
2. A link between the student and the department, between the subject teacher and the students, between the parents and the students and between the other mentors, and between the students themselves. In short, they are representative of the class.

Role of the Class In-charge

- To communicate all information, academic, co-curricular or extra-curricular in nature to the students from the respective authorities.
- To coordinate all class related activities such as Industrial visits, guest lectures, social visits, participation of the class in cultural, business and sports events.
- To work closely with the class representative of the class for effective communication of all information.
- To work closely with the other mentor of the class on issues relating to the class and students.
- To receive, address or escalate any complaints, grievances or suggestions from the class to the respective authorities.
- To create a sense of oneness among all the students of the class.
- To closely watch the dynamics of the class and help correct any groupism or group conflicts that may arise in the class
- To play an active role in the conduct of class elections and other intra and inter class competitions.
- To collect leave letters from students while they are on leave, pass it on to higher authorities for sanction, if need be, and then class mentors for filing
- To liaison with the Principal/VP/HODs for matters relating to the class.
- To be present for all meetings of class teachers.
- To efficiently execute any other tasks assigned by the Principal/VP/HODs.

OUTCOME BASED EDUCATION (OBE) POLICY

I. PREAMBLE

St. Joseph's College of Commerce (Autonomous) was established in the year 1882 as an educational initiative by the French foreign mission fathers for the purpose of imparting higher education. It is recognized under section 2(f) and 12(b) of the UGC act. The college is recognized as a college with potential for excellence by UGC. The institution has continuously been ranked as one of the top most colleges for commerce education in the country and is also accredited an 'A' grade by the National Assessment and Accreditation Council (NAAC).

St. Joseph's College of Commerce is a place where search for knowledge complements a sense of responsibility to the life of the community, where understanding is coupled with commitment, and where academic excellence goes with the refinement of virtues. The institution is committed to equipping students with commerce and business administration education and skills. These skills instilled in the students during their study tenure makes them highly competent and they are able to fit themselves in various employments and engagements worldwide in the domain of commerce and management.

Continuing with this quest and having realized the role and importance of outcome based education system in providing the right learning environment/ situations, St. Joseph's College of Commerce, ventured into OBE concepts in the year 2017. Since then, constant efforts have been taken to make OBE the means to achieving the end of creating men and women with and for others with self – less attitude.

II. OBJECTIVES OF THE POLICY

- To create and maintain a favorable and empowering learning environment and facilitate learner - centric teaching and learning process in the institution.
- To impart quality learning experiences that lead to attainment of the PEOs, POs, PSOs and COs and demonstrate the graduate attributes focused on by the institution.
- To organize the curriculum content, teaching, learning and assessment methods in alignment with COs, POS, PSOs, PEOs and mission statement of the institution constructively.
- To define course outcomes that reflect higher order thinking skills of cognitive domain as per classification of revised Bloom's Taxonomy and are in terms of requisite global competencies for the sustainable future.
- To adopt multiple and customized assessment tools and methods that suit the students of diverse nature and serve as a background for measuring learning outcomes/ performances.
- To contribute to the Total Quality Management of the institution and initiate a wide concept for the quality enrichment and enhancement initiatives.
- To practice Continuous Quality Improvement (CQI) on real time basis through reviews, feedbacks, need gap analysis and corrective actions.

III. DEFINITIONS & OVERVIEW

1. Outcome Based Education

Outcome-based education (OBE) is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational

experience, each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE; instead, classes, opportunities, and assessments should all help students achieve the specified outcomes. The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted.

The core philosophy of outcome based education rests in adhering to a student centric learning approach used to measure students' performance based on a predetermined set of outcomes.

2. Program Education Objectives

Program educational objectives are broad statements that describe what graduates are expected to attain during the years of graduation. Program educational objectives are based on the needs of the program's constituencies.

The Program Educational Objectives (PEOs) designed are driven by mission of St. Joseph's College of Commerce and provide distinctive paths to achieve the stated institutional goals. For instance, each discipline / domain along with core and elective courses should work towards solving problems and challenges faced by society at global or national levels.

3. Program Learning Outcomes

Program learning outcomes are the central organising feature of student learning. They are developed from the complex interaction of a range of competing and complementary factors. Since program learning outcomes can only be achieved and demonstrated through component courses, course learning outcomes and their assessment are integrally related to program learning outcomes.

4. Course Learning Outcomes

Course outcomes are narrower statement which describes what the students will be able to do at the end of learning experience. COs are defined in terms of knowledge, skills, attitudes and competencies

- What is essential for all students to **know** at the end of their learning experience – **Knowledge**
- What is essential for all the students to **do** at the end of their learning experience – **Skills**
- What **attitude** is essential for all students to have at the end of their learning experience – **Attitude**
- What **competencies** are essential for all the students to equip themselves at the end of their learning experience – Sum total of Knowledge + Skill + Attitude

After defining the course outcomes, curriculum content is organized. Then, the process of teaching and learning is designed keeping in view both curriculum content and course outcomes. Finally, assessment is determined taking both course outcomes and teaching & learning process.

5. Outcome Based Assessment

Bloom's Taxonomy of learning and its implications on course outcomes and its function is all - pervasive in all three aspects of the educational system such as curriculum development, teaching and learning and assessment.

Outcome based education (OBE) is student-centered instruction model that focuses on measuring student performance through outcomes. Outcomes include knowledge, skills and attitudes. Its focus remains on evaluation of outcomes of the program by stating the knowledge, skill and behavior a graduate is expected to attain upon completion of a program and after years of graduation. In the OBE model, the required knowledge and skill sets for a particular graduate is predetermined and the students are evaluated for all the required parameters (Outcomes) during the course of the program.

6. Formative assessment

Formative assessment is a range of formal and informal assessment procedures used by teachers during the learning process so they can modify teaching and learning activities to improve pupil attainment.

7. Summative assessment

Summative assessment comes at the end of a learning sequence and is used to acknowledge, record and report on pupils' overall achievement at a given point.

The OBE model measures the progress of the graduate in three parameters, which are

- Program Educational Objectives (PEO)
- Program Outcomes (PO)
- Course Outcomes (CO)

The method of assessment of the candidates during the program is left for the institution to decide.

8. Measurement of Course Outcomes and Program Outcome

The various assessment tools for measuring Course Outcomes include Continuous Internal Assessment (Tutorials, Assignments, Project work, Labs, Presentations), Mid –Term Test and End Semester Examinations, Employer/Alumni Feedback etc. These course outcomes are mapped to Programme Educational Objectives and Program outcomes based on relevance. This evaluation pattern helps to measure the Program Outcome. The Program Educational Objective is measured through Employer satisfaction survey (Yearly), Alumni survey (Yearly), Placement records and higher education records.

IV. OBE IMPLEMENTATION AND MAPPING PROCESS

St. Joseph's College of Commerce is committed to initiate the transitional mode of implementation out of the prevailing traditional mode, so that the advantages of both the modes can be taken for the implementation of OBE in the institution.

To implement Outcome Based System of education here at SJCC, A dynamic and flexible model of OBE Framework is developed, that allows the institution to design its institutional specific Program Education Objectives to evolve continuously along with the evolution of social systems, ever changing national and regional interest.

This model of OBE Framework constantly interacts with ever - changing environment factors and stays relevant to the contemporary needs of students and fulfils aspirations of all the stakeholders in entirety.

The implementation process of OBE framework is broadly classified into two-

- Development process of OBE framework
- Attainment of process of OBE framework

The steps taken towards the implementation are as follows:-

1. Designing of mission statements, program educational objectives.
2. Mapping of mission statements with program educational objectives (PEOs) through- Employer survey, Student survey, Alumni survey, Parent / Guardian survey.
3. Define programme outcomes (POs) and programme specific outcomes (PSOs) with Bloom's Taxonomy.
4. Mapping of program educational objectives (PEOs) with programme outcomes (POs) and programme specific outcomes (PSOs).
5. Defining course outcomes (COs) with Bloom's Taxonomy for each course.
6. Mapping courses with PO at suitable levels of Bloom's Taxonomy.
7. Mapping CO with PO at suitable levels of Bloom's Taxonomy.
8. Mapping assessment pattern with CO of each course.
9. Mapping content/Module/Topics with COs.
10. Defining pedagogical tools for course outcomes delivery.
11. Preparing session-wise Course Lesson Planner.
12. Mapping questions with COs at Bloom's Taxonomy levels & assessments.
13. Defining rubrics with Bloom's Taxonomy and COs.
14. Tracking students' performance through proper remedial measures.
15. Measuring students' performance against CO threshold, course-wise.
16. Measuring students' performance against PO threshold, semester-wise.
17. Measuring the attainment of each PO through direct/indirect assessments.
18. Comparing PO for last 3 academic years and proposing remedial actions.
19. Assessing the attainment of Program Educational Objectives.

Mapping Process:

The college will follow the following mentioned five levels of mapping.

Level 1: PO-COURSE MAPPING

This first and foremost step is that Course Outcome should be mapped with Program outcomes. Program Outcomes which were earlier referred to as Graduate Attributes is all about what is expected from a graduate in his years of graduation. Compliable with Bloom's Taxonomy, this level of mapping lets the instructor set up threshold value alongside the program learning.

Level 2: CO - PO MAPPING

Aligning program level outcomes with course-level outcomes is the second level of mapping. This level of outcomes mapping focuses on student learning and it allows faculty to create a visual map of a program. It is also the exact place to explore how students are meeting program-level outcomes at the course level.

Level 3: ASSESSMENTS - CO MAPPING

This level of mapping facilitates the alignment of various Assessments with the Courses Outcomes. The following visual represents what will the students know and be able to do as a result of his course at the course-level. If in case the course outcome relates to a campus-wide learning outcome, they get featured too. In that case, what are the ways used to assess the outcome? Is it by writing a report that you score a rubric or by a presentation? What was the total student performance on the assessment? Was he able to achieve the desired percentage levels? Lastly, as an instructor what did the instructor learn from assessing students which altered his way of teaching?

Level 4: SYLLABUS - CO MAPPING

This is the main level at which the complete mapping is done. This shows how the entire syllabus gets mapped with the Courses in the given course time.

Level 5: QUESTIONS - CO MAPPING

It is at this level that the students develop an insight into becoming powerful questioners. An authentic inquiry learning with a visual summary of a topic is mapped with the courses. Bloom's various levels are catered to here.

V. OBE COMMITTEE

The OBE core committee structure is critical to the effective dissemination of information and policy documents related to OBE. Committee allows a range of different perspectives to be shared and the opportunity for debate and deliberate on the fixing of objectives, outcomes, mapping and later on the techniques to be used for assessment. Committee members are expected to take a representational role and be active in relaying information to relevant parties wherever required. The core committee will be headed by the Principal of the institution and one member will assume the role of coordinator of the committee as per the directions of the Principal.

This committee shall play an active role in developing and implementing the OBE model in college. It shall put in place the reasonable infrastructure required to ensure that the outcomes are measured and achieved. The committee will assist and advice SJCC management in matters relating to OBE within the institution.

VI. RESPONSIBILITIES OF THE OBE COMMITTEE/TEAM

- To establish Mission statements, Program Educational Objectives
- To validate the attainment of mission statement of St. Joseph's College of Commerce and Program Educational Objectives (PEOs) of each program through stated surveys.
- Define Program Objectives and Program Outcomes (POs) and Programme Specific Outcomes (PSOs) in alignment with vision and mission of St. Joseph's College of Commerce with Bloom's Taxonomy

- Map Program Educational Objectives Course Outcomes with mission statements of St. Joseph's College of Commerce
- Map Program Educational Objectives Programme Outcomes (POs) and Programme Specific Outcomes (PSOs)
- Define COs () with Bloom's Taxonomy for each Course
- Map Courses (content) with PO at suitable levels of Bloom's Taxonomy
- Map CO with POs and PSOs at suitable levels of Bloom's Taxonomy
- Map Assessment Pattern with CO of each course
- Map content/Module/Topics with COs
- Define pedagogical tools for course outcomes delivery
- Preparing session-wise Course Lesson Planner
- Map Questions with CO's at Bloom's Taxonomy levels & Assessments
- Define rubrics with Bloom's Taxonomy and COs
- Track students' performance by proposing proper remedial measures
- Measure students' performance against CO threshold, course-wise
- Measure students' performance against PO threshold, semester-wise
- Measure the attainment of each PO through Direct/Indirect assessments
- Compare PO for last 3 academic years and propose remedial actions
- Assess the attainment of Program Educational Objectives
- Arrange for training and orientation sessions for staff and students
- Circulate OBE related notices and circulars for staff and students.

VII. SCOPE AND ENFORCEMENT OF THE OUTCOME BASED EDUCATION POLICY

The OBE policy allows the institution to redesign a flexible and responsive OBE framework that meets contemporary needs of students and demand of environment periodically. It also permits the institution to identify the type of performance that students of this institution would take up in future proactively. This policy enables the institution to capture the aspirations of stakeholders from time to time and provides equal opportunity to all the students of this institution to experience superior learning that paves the way for the fulfilment of higher possibilities. The scope of this policy aids in providing an effective organizational structure. It plays a supplementary and supportive role in giving suggestions to the Board of Studies, The Academic Council, Board of Examiners and the IQAC.

VIII. SAMPLEOF PEOs, POs and COs.

Program- M.Com (Regular)

Program Educational Objectives (PEO)

After undergoing the **M.Com (Regular)** Programme students will be able to:

1. Attain higher levels of proficiency for successful career in commerce, industry and entrepreneurship with adequate theoretical knowledge on core and domain disciplines.
2. Display/possess professional competence to do higher studies, research, lifelong learning for continuous growth and development.
3. Adapt to a rapidly changing environment with learned and applied new skills and become socially responsible and value driven citizens committed to sustainable development.

Program Outcomes (POs)

At the end of the **M.Com (Regular)** Programme, graduates will be able to

PO 1. Business Environment and Domain Knowledge (BEDK): Demonstrate conceptual managerial knowledge across functional domains and advanced knowledge in the area of specialization with an integrative ability and awareness and relationship between business and its environments, both in national and global context.

PO 2. Critical thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI): Demonstrate critical business thinking in core functional areas of business and an ability to take decisions with holistic perspective.

PO 3. Research and Design thinking: Design and develop conceptual knowledge by usage of contemporary research tools for effective performance and recognize the need for self-motivation to engage in lifelong learning.

PO 3. Economic, Social and Environmental Sustainability: Understand the impact of the professional management solutions in societal, Economical and environmental contexts and demonstrate the knowledge of and need for sustainable development.

PO 4. Effective Communication (EC): Communicate effectively with all stakeholders of his/her role as a manager/ an Entrepreneur.

PO 5. Leadership and Teamwork (LT): Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO 6. Modern Tool Usage: Create, select, and apply appropriate techniques, resources and modern management and IT tools including prediction and modeling to complex management activities with an understanding of the limitations.

PO 7. Entrepreneurial Perspective: Able to identify, assess and shape entrepreneurial opportunities and to evaluate their potential for business success.

PO 8. Social Responsiveness and Ethics (SRE): Developing responsiveness to contextual social issues/problems and exploring solutions, understanding business ethics and resolving ethical dilemmas.

PO 9. Global Perspective: Demonstrate a global outlook with the ability to identify aspects of the global business and Cross Cultural Understanding.

PO 10. Independent and life-long learning: Achieve higher levels of proficiency and self-actualization through pursuing lifelong learning.

Program Specific Outcomes (PSOs)

PO 11. Cross-Disciplinary Integration and Strategic Perspective: Conceptualize, organize and resolve complex business problems or issues by using the resources available under their discretion.

PO 12. Integrative experience and experiential learning: Formulate an integrative business project through the application of multidisciplinary knowledge

Course: SECURITY ANALYSIS & PORTFOLIO MANAGEMENT

Course Code: P115FT303

Course Outcomes:

After completion of the Course, the students will be able to

CO 1. Illustrate the steps involved in investment management process from the perspectives of financial advisor of client.

CO 2. Calculate the Risk and return of each avenue of investment (financial Assets) for construction of portfolios.

CO 3. Conduct Fundamental Analysis, Technical analysis and Efficient Market Hypothesis analysis to decide whether to buy or sell or hold financial assets.

CO 4. Examine the profile of each avenue of investments of capital and Money market instruments.

CO 5. Use derivatives for speculation and hedging the risks of stock in futures and options market.

CO 6. Construct optimal portfolio by using Markowitz's efficient portfolios and Sharpe single index model

PLACEMENT POLICY

Overview of BJES

The Bangalore Jesuit Educational Society (BJES) is a society registered under the Karnataka Societies Registration Act, 1960 (Mysore Act No. 17 of 1960) on 31st March 1973. Its Registered Office is situated at Jesuit Nivas, St. Joseph's College, No.35, Museum Road, Bangalore- 560025, Karnataka. St. Joseph's College of Commerce (Autonomous) is one of the units of BJES.

Placement Cell:

The SJCC Placement Cell plays a crucial role in locating job opportunities for Undergraduate and Postgraduate students passing out from SJCC. It establishes working touch points with reputed firms and industrial establishments; operating round the year to facilitate a connection between companies and graduates.

It has become imperative for educational institutes and universities to identify the dynamic technological trends and the resultant paradigm shift in corporate needs to be able to deliver the same in the existing or upcoming curriculum of academia. These deliberations are crucial for preparing students to be employable and job ready, and catering the industrial needs in a much more efficient and effective way.

Objectives:

- Create awareness among students regarding available career options and help them in identifying their career objectives.
- Guide the students in developing skills and job-search strategies required to achieve their career objectives.
- Mentor students on relationship building, transitioning to new business jobs, and crafting their resumes.
- Partner with employers and alumni to build a network pool for students.
- Identify suitable potential employers and help them achieve their hiring goals.
- Organize activities which aid in career planning.

Skill Development and Training:

Skill development is a crucial term these days and every organization is focused to hire skilled employees or train them to get good skills prior to hands-on jobs. Skill and specialization are what the market is demanding these days. With booming globalization, skill training is an integral component of increasing efficiency and productivity for sound economic development of any economy. In India, the demand for skilled manpower is huge and to cover this gap, it is very pertinent to re-engineer the skill ecosystem.

Students who have registered for Placements as an option ideally undergo a minimum of 30 hours Skill Development Program to be eligible for Placements. You are requested to contact your respective Placement Officer for more details.

The focus on training and skill development is as follows:

- Skill based learning focuses on increasing employability
- Equip students with appropriate hands-on skills which will help them to be job-ready.
- Core focus on job role based skills leads to comprehensive specialization, thereby increasing efficacy of the candidate.

- Skill Training interventions raises confidence, improves productivity and competency of an individual through focused outcome based learning.
- Keeping in view the industry requirements, the training curriculum must be designed for preparing the students for entry-level Graduate Placement and focus must be given to Personality Development, Communication Skills and Vocabulary, Resume Preparation and Email Writing, Group Discussion, Interview Skills, Aptitude Training and Practice Tests.
- Other areas of focus could be as follows, but not limited to this. Self-Awareness and Self-Management, Presentation Skills, Time management, Goal Setting and Decision Making, Workplace Ethics, Conflict Management

Placement Process and Registration:

All Final Year Undergraduate Students, Diploma and Final Year Postgraduate Students are eligible to apply to be part of the Placement Service. Students must submit an online Placement Application and submit a copy of the same to the respective Placement Officers.

STEP 1 – Check eligibility with your respective Placement Officer

STEP 2 – Click the following link and apply Online

STEP 3 – Submit the copy of the Confirmation Sheet to the Placement Officer

STEP 4 – Retain One Copy for yourself.

Eligibility

No backlogs

- Attendance requirement: Student must maintain 75% attendance
- CGPA/ Percentage requirement: All students must have a minimum of 55% in 10th, PUC and Degree
- Any other criteria

There are two types of Campus Placements Programs:

On-Campus Placement:

In On-Campus Placement drives, companies visit the college to select final year students. The selection is based on a student's ability to clear the Aptitude Test, HR Interview and other parameters set by the company based on their requirements.

Off-Campus Placement/ Pool Drives

In Off-Campus Placement drives, recruitment is conducted at a common place that could be any particular college or in the premises of the host company/institution. Students from many other institutions are invited to participate in such drives. Off-campus placements are mass recruitment drives to bring a large number of opportunities and deserving undergraduates to the same table.

Placement Process:

STEP 1 - HR of a company contacts College or Placement Officer contacts the company

STEP 2 - Announcement is made of a Placement Drive with details pertaining to the Job Description and CTC – Cost to Company.

STEP 3 - Placement Representative is contacted with details regarding the Date and Timing.

STEP 4 - Students are required to Sign-Up for the Placement Drive.

STEP 5 - Companies confirm the Drive with Infrastructure Details.

STEP 6 - Students participate in the Placement Drive.

STEP 7 – Students attend a Pre-Placement Talk, Education Qualification is confirmed, Written Test, Group Discussion (Option), Technical Interview, HR Interview and Post-Placement Talk

STEP 8 - Short-listed or Selected Candidates are announced

Responsibilities of students:

- It is the responsibility of the student to check Announcements/Notices/ updated information/shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards. **Students are expected to be on time as per the announcements.**
- Failure to read the notice board/ERP Notification/WhatsApp Message/College App/Website will not be accepted as an excuse for not participating.
- Students not meeting the eligibility criteria mandatorily laid out by the company, would not be allowed to sit for the same.
- Students are advised to be dressed as per the formal dress code of the college at the time every Recruitment Drive.
- Students should carry their Official College ID Card.
- All the following documents must be with the candidate during Interview: Multiple Copies of Resume, Passport Size Photographs, Copies of 10th, 12th, Degree Marks Cards and other relevant certificates, Government Issued ID Cards.
- Attendance must be claimed by the student within 48 hours of the completion of the drive.
- Students must clarify queries/doubts, if any, related to package, job profile, and place of work, bond details or in similar regards with the Placement officer and on instruction can be clarified from HR officials of the Company during Pre Placement talk.
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company.
- **If any student does not complete the Process for any other reason, except not qualifying, he/she will not be allowed to continue the benefit of placement services.**
- The college follows 'One Offer Policy'. Here, students are permitted to attend any number of interviews until they receive one offer from companies. Any violations in this aspect will result in disciplinary action by the placement department.

Note: A student is obligated to accept an offer if the CTC and the job description provided in the offer letter match the information communicated by the placement department or

the company. In today's job environment, location is a variable and hence location may change.

- All communication will be only between the company and the placement department. The placement department will in turn communicate the same to the student.
- Students who accept an offer are obligated to join the company as per the terms of the offer.
- Students who pursue offers external to the placement department are requested to keep the placement department informed to avoid conflicts with the activities of the placement department.
- Students who want to pursue higher studies, should refrain from the Placement process.

Discipline:

- Students should maintain discipline and show ethical and decent behavior in every action they make during the placement process. Any student found violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute.
- Students found cheating or misbehaving in the selection process (PPT/Test/GD/ Interview) will be disqualified from the placements for the rest of the academic year.

Joining Status:

In case a student decides not to join where he/she got selected, he/she should inform the company in writing with reasons at the earliest and also required to submit a copy of that letter/mail to the Placement Office.

Offer Letter:

Offers received from companies must be collected from the Placement Office/ Company as per timings in the notice. The responsibility of going through the offer letter and taking further actions such as signing and accepting and sending it back to the Placement Office/ Company lies entirely on the student. In case offers are received directly by the student from the company, the copy of the same must be submitted to the Placement Office. As an alternative to offers of which the placement cell has no record; maintaining a student list/letter of intent/email communication is advisable.

(Specimen)Placement Registration Form (20XX-XX)

Name:_____

Register No: _____ Class: _____Section:_____

Elective:_____

DOB:_____ Gender:_____ Phone Number: _____

Email Id:_____

Academic Performance:

Aggregate in 10thStd Board of Exam:	Aggregate in 12thStd Board of Exams:	Aggregate of all four Semesters till date Board of Exams:
CGPA (or) Percentage	**CGPA (or) Percentage**	**CGPA & Percentage**

Backlogs (Yes/No):

If yes, mention the no. of subjects along with the subject name and which semester:

(Specimen) PLACEMENT CODE OF CONDUCT (20XX-XX)

As a student of SJCC institutions and having elected to register in the placement process, _____bearing Register no: _____ agree to abide by the Placement Code of Conduct and undertake to comply with the following regulations:

1. To respect the prescribed rules of the Placement Department as defined in the Placement Policy, Procedures and Regulations.
2. To attend the entire placement process of the companies, I opt to apply for being placed.
3. To not divulge any Placement related information to any external, individual or entity.
4. To refrain from attempting to obtain/obtaining an unfair advantage over other students by resorting to unscrupulous means during placement related activities.
5. To refrain from furnishing any false information in my resume or during the interview.
6. To uphold the reputation of the institution by adhering to the highest standards of professional conduct at the organization that join following the placements process.
7. To refrain from assisting or encouraging any other students in perpetrating a violation of the placement code of conduct.
8. To uphold the placement code of conduct of the placement division by reporting all material violation and by fully cooperating with and protecting the confidentiality of any honour code procedures.

I consent to the exercise of disciplinary powers by the placement department against me in relation to violations of the above Placement Code of Conduct. I further accept that such disciplinary actions may include the deprivation of the right to participate in the placement process.

Signature:_____ Date and Place:_____

POLICY APPLYING TO STUDENTS WITH DISABILITY (SWD)

SJCC

9. Preamble

St. Joseph's College of Commerce (Autonomous) is committed to supporting student diversity by helping the students reach their full potential. There exists a comprehensive support system for students with disabilities in the Institution. With full and total inclusion of all individuals, the Students with Disability (SwD) policy and procedure ensures that students with disability will not, because of a particular disability, be denied full and equal access to the academic programs and co-curricular activities or be subject to discrimination under programs or activities offered by SJCC. SJCC ensures that students with disabilities have the right to develop with dignity and equality by creating an enabling environment where students can exercise, enjoy equal opportunities and participate with the rest of the student community.

10. Scope of the Policy

The principle of individual rights and responsibilities of being the prime objective, for all pertinent activities involving the Institution's students, the policy applies to all campus activities, placement activities & placement organizations and students, subject to the implementing legal and mandatory regulations of UGC.

11. Policy Summary

The policies applying to campus activities, organizations and students are a compendium of Institution-wide policies relating to student life. The policy describes the Institution's guidelines applying to non-discrimination on the basis of disability.

12. Introduction

In compliance with the National Policy for Persons with Disabilities of February 2006 and Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which prohibits unlawful discrimination on the basis of disability in its programs, services, and activities, the Institution has framed its policy applying to students with disability (SwD). The guidelines of the policy are designed to be consistent with the above acts. However, it is possible that these statutes may be amended in the future and, in such instances, the most current applicable laws shall represent Institution policy as it applies to non-discrimination on the basis of disability.

13. Objective

SJCC encourages disabled students of the Institution to discuss their requirements. Keeping this foremost in thought, this policy is developed to enable equal access for students with disability (SwD) and to ensure that SJCC is fully compliant with all pertinent legislations.

14. Definitions

The term "Individual with a Disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such impairment.

15. Applicability

This policy shall apply to all programs, services, and activities of the Institution, including but not limited to, admissions, registration, financial aid, academic programs, advising, counselling, student health, and placement opportunities. Each program or activity, when viewed in its entirety, shall be accessible to otherwise eligible students with disabilities.

16. Discriminations Prohibited

In providing any aid, benefit, or service, the Institution may not, directly or through contractual, licensing, or other arrangements, discriminate on the basis of disability to:

- Qualified individuals with disabilities may not, on the basis of disability, be denied admission or enrolment in Institution's classes or participation in its programs, services, or activities, or be subjected to discrimination in the admissions process or in placement procedures.
- Pre-admission inquiries as to whether applicants for admission are with disabilities may not be made, except for the purpose of admission. Post-admission inquiries may be made on a confidential basis regarding disabilities that may require special considerations if any
- Special admission window is applicable for students with disability and the process of admission is simplified on priority basis.
- Deny a qualified prospective student/student with a disability, the opportunity to participate in, or benefit from, any aid, benefit, or service which the Institution provides.
- Provide any qualified prospective student/student with a disability, an opportunity to participate in, or benefit from, any aid, benefits, or services that are not equal to those afforded to individuals who do not have disabilities.
- However the Institution will afford qualified prospective student/student with disabilities an equal opportunity to obtain the same result or level of achievement in the most integrated settings appropriate to his/her needs and encourage, as appropriate, interaction among all users, including individuals with disabilities.
- Deny a qualified prospective student/student with a disability, the opportunity to participate as a member of student council/ boards; or any other such student bodies constituted in the Institution.
- Otherwise limit a qualified prospective student/student with a disability, in the enjoyment of any Institution's right, privilege, advantage or opportunity enjoyed by individuals who are not disabled.

17. Coordination for SwDs

- The Head of the Equal opportunity Cell will help in coordination for SwDs.
- All students seeking disability-related entitlement must disclose the presence of a specific disability to Institution to the Principal in writing.
- It is the student's responsibility to self-identify, to provide current and adequate documentation of a disability to the Institution.
- The students wherever necessary, may be required to provide additional documentation.
- All documentation related to an applicant or student's disability shall be kept confidential and retained by the Institution.

- It is the student's responsibility to avail necessary auxiliary aids, services, include but are not limited to interpreters (sign or oral), readers, scribes, adaptive equipment, and other appropriate services or equipment necessary for course or program accessibility.
- The Institution is responsible for ensuring that no qualified disabled student is denied the benefits of or excluded from participation in any program because of the absence of auxiliary aids & services.
- All programs, services, and activities would be conducted in the most integrated setting appropriate to a disabled student's needs and to encourage, as appropriate, interaction among all students, including SwDs.
- Reasonable classroom accommodations will be provided to otherwise eligible students with disabilities who have self-identified and provided satisfactory documentation in compliance with Legal mandates.
- Academic requirements should be modified, as necessary and appropriate, to ensure that they do not discriminate or have the effect of discriminating, on the basis of disability, against SwDs.
- Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution or waiver of specific courses required for the completion of the requirements, and adaptation of the manner in which specific courses are conducted.
- The Institution may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established under Management, trusts, or similar associations/corporate that require awards to be made
- When assisting outside agencies, organizations, or persons in providing placement opportunities for students, the Institution would assure them that such opportunities, as a whole, are available to SwDs.
- Personal, academic, or career counselling, guidance, and placement services would be provided without discrimination on the basis of disability

18. Whom to Contact

The Head of Equal Opportunity Cell is the coordinator for SwDs. The coordinator offers confidential advice to the students to avail support opportunities that assists them during their stay at SJCC. The examination Centre provides academic support for the SwDs during the tests and exam time like extra time management, individual tutorials from peer students, and teachers alike.

19. Enabling Environment

As per the PwD Act, the enabling environment of the Institution premises where persons with disabilities have no barrier in entering it and using all the facilities therein.

- Entry gates,
- Ramps in the building;

- Emergency exits,
- Parking
- Adaptation of toilets for wheelchair users;
- Braille symbols and auditory signals in elevators or lifts;
- Curb cuts and slopes in pavement inside the Institution premises

20. Examination Guidelines

Subject to the norms fixed by the St Joseph College of Commerce, candidates who are eligible to avail of the services of scribes, the Chief Superintendent of Examination is authorized to appoint scribes according to the following conditions:

- No separate criteria for regular examinations.
- The disability certificate issued by the competent medical authority at any place is accepted.
- The facility of Scribe is allowed to any SwD.
- The SwD can have the discretion of opting for his own Scribe with prior information.
- The person appointed as scribe shall not be an employee of the college.
- He/ she shall not be a relative of the candidates who is appearing for the examination.
- The educational qualification of the scribe shall be less than those of the candidates.
- A proforma with declaration shall be obtained from the scribe.
- The proforma signed by the scribe shall be forwarded to the office of the COE.
- The procedure of availing the facility of scribe is simple with the necessary details recorded at the time of filling up of the form.
- .The examination centre makes available suitable seating arrangement for giving examination.
- The examination for SwD is held at the computer centre and the examination centres is accessible for SwDs.
- Compensatory time of examination is to be given for persons who are allowed use of scribe as per concessions mentioned below.
- The decision of the Chief Officer of examination will be final.
- Differently abled candidates who appear for examination are allowed the following concessions such as services of scribes at the examination, extra time to complete the examination, depending on the degree and nature of disability of the candidates subject to such norms as prescribed by St Joseph's College of Commerce.

21. Concessions to differently abled Candidates in Examinations

Sl.No.	Category	Concession / Benefit	Conditions
1	Differently abled candidates with a permanent nature of physical disability who are unable to move their hands freely and write with normal speed	Extra time of 15 minutes per hour for all the examinations of the entire programme Provision of a Scribe.	Application in the prescribed form along with medical certificate and photograph
2	Partially blind candidates having visual standards	Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards/visual disability
3	Blind candidates	1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Benefit of a scribe to write the examination	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards / visual disability
4	Mentally challenged candidates	1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration 2. Service of an Interpreter	Application in the prescribed form along with certificate from a competent medical board specifying the disability
5	Complete Deaf and dumb candidates	1. Exemption from writing the second language exam 2. Extra time of 45 minutes for a three hour duration of exam	Application in the prescribed format along with certificate from a competent medical board specifying the disability

3. Grievance Procedures

The Institution has established various grievance procedures for students to deal with complaints and allegations of noncompliance with Institutional Guidelines. Information concerning the Institution's grievance procedures and redressal policy as they apply to SwD may be obtained from Campus office or Institutional website or student handbooks.

POLICY FOR PROMOTION OF RESEARCH

Research Promotion Policy

The St. Joseph's College of Commerce (Autonomous) envisions creating a research culture for achieving international distinction through excellence in research by exploring novel research paradigms and promoting research to address global, national and societal challenges. St. Joseph's College of Commerce (Autonomous) encourages research activities by providing the necessary infrastructural set up to faculty and students at large.

Research activities is integral to teaching in Higher Education Institutions. Education is a dynamic process. It requires constant updating. This updating is possible only with a vibrant research aptitude. Research makes it possible to create knowledge, innovation and newer insights that makes extension activities and teaching more vibrant and scientific.

Towards this endeavor, St. Joseph's College of Commerce (Autonomous) is committed to fostering a research culture in the Campus by encouraging research initiatives across the departments. The prime objectives for incentivizing research are as follows:

- Ensure a positive research environment and ensure high quality of research and enhance focus on outcome based research.
- Promote a research culture in every sphere of knowledge.
- Provide robust and flexible framework conducive to research
- Teachers without PhD are encouraged to pursue and complete their PhD by providing study leave with salary benefits.
- The eligible Faculty are encouraged to guide PhD research scholars in accordance with PhD Regulation of Bengaluru Central University. According to PhD Regulations of the University, Professors and Associate professors are recognized as PhD guides, whereas the eligible assistant professors with prescribed years of experience, PhD degree and required publication are also recognized to supervise PhD scholars
- Encourage Research Initiatives and foster systematic integration of the research experience in teaching and learning.
- Continuously improve research training and enhance research skills by organizing workshops, training programmes for students and faculty from departments and colleges regarding research methodology, writing proposal, the management of research projects, dissemination of research findings, writing of publication, academic integrity, ethical practices etc. Enhance support for organizing national and international conferences/ workshop/seminars.
- Encouraging faculty members to pursue national collaborative, and international collaborative research projects and fellowships by providing study leave to spend their time in research activities.
- Travel Grant for college teachers to promote a culture of research.
- Sabbatical leaves are granted for special study, research, and/or other projects that will enhance research activities of faculty members to complete their PhD research work.
- Enhanced Seed money for faculty joining St. Joseph's College of Commerce (Autonomous)

- The college provides excellent infrastructural and logistical support. It continually invests in improving research facilities on request by the research team. The Principal Investigator (PI) is the focal member of all committees constituted to facilitate the research project.
- The Principal Investigator (PI) is free to spend the amount within the conditions stipulated by the awarding agency and the college does not interfere in the spending. He/she is free to use the facilities available in the campus without any restriction.
- Support in terms of technology and information needs - The entire college campus is Wi-Fi enabled. The library of the college is well-stocked with latest editions of books, e-journals and research databases available for conducting research work.
- Facilitate timely auditing and submission of utilization certificate to the funding authorities: The Accounts Department of the college assists in auditing project accounts and timely submission of utilization certificate.

SJCC

RECRUITMENT POLICY

1. Preamble

St. Joseph's College of Commerce (Autonomous) is an educational institution run by the Bangalore Jesuit Educational Society (hereinafter called BJES), a registered non-profit making, non-sectarian, non-governmental, educational organization engaged in education, research and training. St. Joseph's College of Commerce (hereinafter called SJCC) was granted autonomy covering academic, financial, administrative and managerial aspects under the UGC scheme. It is envisaged that all autonomous institutions will be able to achieve and maintain academic excellence. As faculty/staff members play a central role in commerce and management education, their knowledge, competence and experience are crucial in this endeavor. The College Management is always supportive in all endeavors. Therefore, special attention needs to be paid in recruiting them, providing them opportunities for sustained intellectual activities and professional growth and also encourage them through proper service conditions. SJCC has a comprehensive recruitment policy that ensures that promoting, safeguarding and enhancing the welfare of the students are kept foremost in mind by all recruited staff members.

Throughout the selection and recruitment procedure, the institution will have regard to the guidelines as set out in the Service Rules and Conditions of the BJES.

2. Introduction

The Governing Body of BJES is responsible for prescribing and interpreting the service conditions and rules. All employees at SJCC are governed by the service rules of BJES, which are revised from time to time by the Governing Body of BJES and is in effect from January 21st, 2014. The Principal/Director/shall administer them. It has well devised recruitment rules which will ensure recognition and rewards for excellent performers. These rules will serve as an important step in achievement and maintenance of academic excellence.

3. Purpose

It is expected that these rules will

- Provide a model framework for faculty and staff recruitment at the Institutions.
- Enable the Governing Body of BJES to adopt and adapt rules as deemed fit for use at the Institution.
- Facilitate and ease the faculty/staff recruitment operations
- Ensure there is transparency in recruitment operations.

4. Guiding Principles of Recruitment

- ***Quality of Employment***

  The Institution is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work and employment for all concerned and one that encourages to balance work and personal commitments of its employees.

- ***Compensation, Reward and Recognition***

  The Institution's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

- ***Continuous Learning and Development***

  The Institution values and supports continuous learning, while understanding that continual learning is a core responsibility of each teaching staff member. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

- ***Response to Change***

  The Institution is constantly preparing itself for the challenges of the future requirements of its students. In doing so, during periods of changing needs, the Institution creates opportunities for teaching staff members to acquire the needed skills to continue to advance the mission of the Institution.

  During times of changes necessary for the Institution's growth, wherever reduction or change in the nature of the workforce is required, the Institution will rely on attrition, to the extent possible.

  In support of these guiding principles, the Institution commits adequate resources for equitable support of employee development, compensation, reward and recognition across all levels and classifications of employees.

5. Recruitment Rules

1. CATEGORY OF EMPLOYEES

There shall be two categories of faculty/staff members at the institution:

- Teaching /Academic
- Non-Teaching

The Non-Teaching Staff will have categories such as

- Administration and Clerical Staff
- Technical Staff
- Support Staff.

Finance officer- under BJES Management Cadre

2. FUNCTIONAL CLASSIFICATION OF EMPLOYEES

At SJCC, employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:

1. Teaching Staff will comprise of Full Time Faculty Visiting Faculty Part Time Faculty
2. Technical Support-IT, electrical, Media and Computer
3. Administration-Office
4. Support Staff-Housekeeping

3. NON-TEACHING POSITIONS

The various positions Non-Teaching Administration and Clerical Staff positions are

1. Office Superintendent Grade-I
2. Accounts Officer

3. Assistant Office Superintendent
4. Assistant Accountant
5. Assistant Librarian
6. Library Assistant, Other technical staff

The various positions Non-Teaching Support Staff are- Store-Keeper, Library Attendant, Lecture Assistant, Laboratory Assistant, Attendant, Peon.

The qualifications for the above Non-Teaching Positions are as dictated in the Services Rule book of BJES.

4. FINANCE OFFICER

The Finance Officer shall be the Chief Financial Officer of the Institution, who shall work directly under the directions and Vice President of the Society. He shall be a Jesuit person appointed by the BJES.

The status, perks, service conditions and responsibilities of the Finance Officer shall be the same as directed in the Services Rules and Conditions of BJES.

5. TEACHING POSITIONS

1. PRINCIPAL/DIRECTOR, REGISTRAR, CONTROLLER OF EXAMINATIONS AND any other positions that may be created by BJES.

   The Principal/Director shall be the Principal Academic and Executive Officer of the Institution and shall be responsible for its proper administration and functioning, imparting instruction and maintenance of discipline therein. REGISTRAR, CONTROLLER OF EXAMINATIONS AND any other positions that may be created by BJES will have their roles and job descriptions as given in their appointment letters. He/ She shall have the powers, responsibilities, status, perks and service conditions as applicable in the Service Rules and Conditions of BJES.

2. ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, and TEACHING ASSISTANT-(hereinafter termed as FACULTY MEMBERS)

   The persons assigned to these positions shall perform similar functions such as teaching, research, extension, continuing education, scientific & industrial consultancy and others, which may be assigned to them by the Institution from time to time. They may also be delegated certain administrative and/or other functions/responsibilities at the Institution.

   The status, perks, service conditions and responsibilities of Professor, Associate Professor, Assistant Professor and Lecturer shall be as dictated in the Services Rule and Conditions of BJES.

6. ELIGIBILITY

The qualifications, experience and other requirements to be fulfilled by the candidates seeking the above appointments are as given below.

1. The qualifications for the non-teaching staff is specified as per Services Rules and Conditions of BJES.

2. The qualifications for the Academic Positions are

   a) Principal/ Directors/ REGISTRAR, - Specified as under Services Rules and Conditions of BJES.

   b) CONTROLLER OF EXAMINATIONS AND any other positions that may be created by BJES including, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR, and TEACHING ASSISTANT shall be as specified and mandated by the UGC regulations and Government Policy.

The subjects/disciplines in which the recruitment is to be made shall be finalized by the Principal/Director in consultation with the Deans/Heads of Departments, based on the institutional needs from time to time and the same was approved by the Academic Council of the institution before inclusion in the recruitment announcement.

7. SELECTION PROCEDURE

The Selection Procedure for the below positions listed above, is as follows:

1. PRINCIPAL/DIRECTOR, REGISTRAR- as per the Service Rules and Conditions of the BJES.
2. FACULTY MEMBERS

Manpower planning is the first step in recruitment of faculty members. This planning process is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institution. Staff employment during /in between the semester will be avoided as far as possible, unless it calls for emergency requirements.

Planning the process is to be carried out by the Registrar/ Vice Principal and the Heads of the Department (HOD).

Each HOD will put up the requirement for his / her respective department to the Principal/ Registrar for the upcoming semester/academic year.

I. The total teaching workload for each semester for all the programs running in the Institution will be calculated by the beginning of the year.

II. This work load would be compared with the workload of all existing faculty members.

III. The GAP, if found, or desired to be filled would be communicated to the Principal/ Registrar as vacancy.

The Principal/Director/Registrar then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire.

I. The Principal/Director/Registrar will constitute a Search cum Interview Board for such positions

II. The Composition of the board would be appointed by the Principal/ Registrar. It would comprise of two senior faculty members, one subject expert and one management representative appointed by the Vice President of BJES.

III. The Search to begin about two months before the commencement of the upcoming semester/academic year.

IV. Search to be completed well before 1 month after arising of vacancy and before the commencement of the semester/academic year.

V. Search to include seeking nominations of candidates, widely, through: -

- Press releases and advertisements at State and National levels;
- All positions are advertised externally for a minimum period of fifteen working days
- When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Principal/Registrar and all correspondence refers to the appropriate job position
- Detailed announcement is to be made on the Web Site of the Institution.
- Wide circulation of information to be circulated among existing faculty staff members
- Walk-ins with resumes and resumes/CV's received through post are also considered.

VI. Search cum Interview Board would short list promising candidates & invite them d for personal interviews at the Institute;

VII. Interview process to be in two steps, to be held on two consecutive days: Step 1: Seminar presentation/Teaching demonstration at the concerned Department & Evaluation

Step 2: Personal interview to be conducted by the Selection Committee

VIII. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by Interviewer

IX. Merit list of candidates completing Steps 1 & 2 for each post, will be prepared by the Selection Committee, and based on the marking pattern as deemed by the Search cum Interview Board based on the Criterions earmarked below.

Criterion

a. Qualifications

b. Experience

c. Publications

d. Seminar Evaluation at Department

e. Personal Interview

X. (Breakdown of marks / Maximum marks under each criterion to be decided by the Principal or would be decided based on the course to be taught and specific man power requirement as the case may be)

XI. Search cum Interview Board will recommend the merit list of candidates to Principal/Director/Registrar, for approval and submit interview reports with recommendations for appointment.

XII. Principal/Director/Registrar to issue appointment letters to only those candidates selected.

XIII. The candidates appointed shall take up the posts within a maximum period of fifteen days from the date of receipt of the appointment letters;

XIV. In the case of failure to join in the stipulated time, the offer of appointment may be withdrawn and the next candidate in the merit list offered the post.

XV. If the list is exhausted, fresh nominations to be sought and search to continue.

XVI. The candidate finally appointed to be on probation for a period of two years (Ref Services Rules and Conditions of BJES).

XVII. Probation and confirmation will be as per Services Rules and Conditions of the BJES,

8. SUCCESSION PLAN FOR KEY POSITIONS OF THE INSTITUTION

A process that involves identification of particular internal individual or employee as the possible successors to the key or senior position if the tenure end is nearing. The identified candidate full fills all conditions required for appointment; hence, no special conditions are involved in the appointment

9. INDUCTION AND ORIENTATION

- Every newly inducted employee will undergo a formal orientation session as soon as possible.
- The College Management arranges for Faculty Orientation and Induction program for three days at the beginning of the Academic session.
- Orientation sessions provide necessary information concerning the history, facilities and major policies of the Institution.
- The staff responsibilities, faculty and staff benefits, and educational opportunities etc.will be communicated to the newly inducted employee by the Principal/ Director/Registrar.
- The Heads of Department are responsible for providing each new faculty / staff member with the necessary on-job orientation.
- The Registrar intimates all concerned whenever a new employee joins the Institution.

10. OTHER FACULTY members

Guest Faculty, Visiting Faculty, Part-Time Faculty members

These positions to be normally filled by invitation;

I. The Principal/Director/Registrar to constitute a Search Committee of senior faculty members comprising of Heads of Department/ Deans.

II. SSC to consider Search Committee Report, before approving appointments;

III. The Principal/Director/Registrar to invite the persons identified for taking up respective positions;

IV. Honorarium to be paid and tenure of appointment, as approved by SSC.

11. SALARIES. EMOLUMENTS AND OTHER BENEFITS

The pay scales admissible to the Director, faculty members at the institution shall be on par with the Industry standards i.e., as per UGC/AICTE norms and standards, which gets altered as and when the Government of India revises them.

However, each institution may provide other incentives and benefits to attract competent faculty/staff members and also to encourage them to excel in their programs and activities to achieve academic excellence at the institution.

Every employee opens a salary account at Institution's designated Bank and the salary is transferred to employees account.

12. SERVICE CONDITIONS:

The Service Conditions for all academic, administrative and technical staff members of the institution shall be as prescribed in Services Rules and Conditions of BJES.

13. CODE OF ETHICS

There shall be a Code of Ethics to be strictly followed by all academic, administrative and support staff, as prescribed in the Services Rules and Conditions of BJES.

SJCC

RESEARCH POLICY

I. PREAMBLE

St. Joseph's College of Commerce (Autonomous), managed by Bangalore Jesuit Educational Society (BJES) strongly believes in the value of 'Magis'- a challenge to do more and strive for excellence. Accordingly, from the past few decades St. Joseph's College of Commerce (Autonomous), has continually endeavored to achieve academic excellence in teaching and research with a creative approach and a strong commitment to serve the society through focused socially oriented outreach programmes. The higher education policy of India, emphasizes on the significant role played by HEIs in the development of a knowledge based economy. Such an economy is one which strives not only to achieve economic and social development but also to create a research based environment- where facts powered with novel thoughts can lead to a conscious and responsive society.

Research is an essential component of academic excellence at SJCC. College endorses research in three significant manners; Individualistic Research – whereby faculty members and students pursue research individually/jointly; Departmental Research - whereby respective departments motivate students to undertake research on contemporary issues in the field of Commerce, Management and Humanities; Institutional Research support- in which College strives to maintain a strong research environment by funding various FDPs, workshops and training programs.

PURPOSE

The purpose of the Research Policy is to establish a vibrant research environment for faculty and students in St Joseph's College of Commerce (Autonomous). The policy framework shall be considered as a structure within which the research activities may be executed in the institution.

II. Objectives of the Research Policy

- To enrich research culture among the faculty members, students and research scholars of SJCC.
- To build an efficient and effective support structure to facilitate research activities.
- To guide and prepare interested individuals for publication in high impact factor Journals indexed in Web of Science/ SCOPUS.
- To cultivate the culture of undertaking research which are socially and commercially viable.
- To strive to transform the existing Research Center into a Center of Excellence.
- To establish national and international collaborations for sharing of research resources.
- To enhance interdisciplinary research for the advancement of fundamental knowledge.
- To establish standards and norms for research leading to ethical conduct in research.
- To establish integrity and a sense of professionalism by respecting intellectual honesty through equity and fairness.
- To develop strategies for the smooth conduct of research at UG and PG level.

III. Definitions and Overview

1. Agency - The funding agency, foundation, organization, sponsor or other Person, public or private, international, national, provincial or foreign, supporting in whole or in part any Research
2. Director - The chair of a department or centre who is responsible for maintaining the research culture in the institute.
3. Author – Person who has authored or co-authored the research outcome and who will take sole responsibility for any form of Plagiarism.
4. Corresponding Author - who submits a manuscript for publication and involved in communication with the publisher.
5. Data – The factual information and recorded material- in physical and electronic form. It can be research proposals, laboratory records, progress reports, internal reports, and presentations.
6. Research Advisory Committee (RAC) – A committee formed by the Principal of SJCC for promoting research in college.
7. Plagiarism - the representation of another's work, published or unpublished, as one's own or assisting another in representing another's work, published or unpublished, as his or her own.
8. Principal Investigator – The person identified by an Agency who is responsible for the completion of research project, funded or non-funded.
9. Policy Framework - the regulations, policies and guidelines of SJCC established to conduct Research. It shall change from time to time.
10. Research - includes all forms of funded and unfunded scholarly, scientific and professional work and related activities based on intellectual investigation aimed at discovering, interpreting, and revising, disseminating or publishing knowledge.

IV. Scope of the Research Policy

This policy will be an institution-wide statute and shall be applicable to all the scholars of the college undertaking research. It will be applicable to:

- All staff, permanent and temporary who are active in teaching, research, administration and provision of any form of support to the core functions of the college
- All students studying in the college;
- All mentors, guides, external experts and sponsors associated with any of the research activities of the college

This policy will apply to all the research and related activities of the institution, including:

- Knowledge compilation and communication initiatives for keeping abreast of academic developments such as writing of textbooks or chapters, monographs; research papers, study materials developing/updating curriculum, etc.

- Research projects of students and scholars undertaken as part of the curriculum or proposals for enriching it
- Publications, presentations and communication of the research outcomes and related activities.

V. RESEARCH CENTER

The Research Department of SJCC has been awarded the status of 'Research Center' by Bangalore University in the year 2010. The recognition as Research Center (SJCC-RC) has been awarded to conduct Research programme leading to a PhD degree in Commerce. The department works on the recommendations made by RAC.

The St. Joseph's College of Commerce (Autonomous) Research Committee structure is critical to the effective dissemination of information and policy documents. Committee allows a range of different perspectives to be shared and the opportunity for debate and negotiation. Committee members are expected to take a representational role and be active in relaying information to relevant parties where required.

VI. ROLE OF RESEARCH CENTER

- To conduct the RAC meeting at least twice a year (once each semester) for which the meeting should be fixed seven days in advance.
- To review the minutes of the previous meeting to check the current status of the decision taken.
- It shall be responsible for conducting Workshops/ training programmes/ sensitization programmes/seminars which enhances the faculty research knowledge.
- It shall be responsible for taking care of any existing research collaborations and looking for the feasibility of future research collaborations with national/foreign institutions.
- It will keep a record of the research publications, presentations done by faculty members.
- It will keep a record of all communications with Bangalore University.
- In association with accounts department it will keep track of all the funds transacted between funding agency and the Project Investigators.
- It shall assist faculty and students in preparing project proposal, research paper writing, monograph preparation or for that matter any assistance owing to the development of research culture in the institute.
- It will publish its Bi-Annual Peer Reviewed Journal and Students' Journal and help with all research compendiums initiated by the different departments of the college.
- Create suitable procedures for giving due recognition for guides in research.
- To assist faculty and students to approach organizations such as UGC, ICSSR and other GoI Ministries for funding of major and minor research projects.
- Develop and implement an official Code of Ethics to check malpractices and plagiarism in research.

- To create awareness among faculty members, research scholars and students to abide and follow the conduct of academic research.
- To work closely with the I & IP cell.

VII. RESEARCH ADVISORY COMMITTEE (RAC)

St. Joseph's College of Commerce (Autonomous) Research Advisory Committee structure is critical to the effective dissemination of information and policy documents. Committee allows a range of different perspectives to be shared and the opportunity for debate and negotiation. Committee members are expected to take a representational role and be active in relaying information to relevant parties where required. RAC will be headed by the Principal of the institution. It will be composed of senior professors with adequate experience in research, one among whom will assume the role of Assistant Director of RAC as per the directions of the Principal. RAC will also comprise of a representative from Bangalore University.

The Research Advisory committee shall play an active role in developing the research culture at St Joseph's College of Commerce. It shall put in place reasonable infrastructure required to ensure research culture at SJCC. The committee will assist and advice SJCC management in matters related to research within the institution.

The custodian of the Research Policy shall be the Director of the RAC. He/she shall be solely responsible for proper implementation of the Research Policy among the policy stakeholders. From time to time, Director of RAC along with the members will be responsible for updating the policy. 5 members shall constitute a quorum of RAC.

CODE OF RESEARCH ETHICS:

The code of ethics in research is designed to foster and uphold high standards of integrity and social responsibility. The Policy framework strictly lays down that all kinds of Research undertaken within the College must be conducted in accordance with - the vision and mission of the College, within the guidelines issued by the Bangalore University, that laid down by the UGC and the research policy of SJCC. The College insists on originality in research and advocates cautiousness against plagiarism and any other form of malpractice.

Through code of research ethics, the College protects and recognizes the basic rights of the researcher. It ensures the academic freedom and high quality research outcome at SJCC.

VIII. ETHICAL GUIDELINES TO CHECK MALPRACTICE IN RESEARCH

St. Joseph's College of Commerce (Autonomous) is committed to produce and promote quality research with highest integrity by adopting the mechanism of plagiarism check and unethical practices check.

The College strictly follows the University Grants Commission's regulations on promotion of academic integrity and prevention of plagiarism in higher educational institutions regulations, 2018 dated the 23rd July, 2018 F. 1-18/2010(CPP-II) available on web link:

https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf

Key steps involved in submission of thesis under SJCC RC:

- The research work or project work should be original ideas and shall not have any similarities with any other work.
- Every thesis will be checked by anti-plagiarism software URKUND before submission.
- Research scholar/student has to submit the thesis or research paper along with the plagiarism report to the publication committee.
- After getting clearance from the committee, registered research scholar of Research Center can submit their thesis to Bangalore University.

IX. LEVELS OF PLAGIARISM

The plagiarism policy of SJCC is in line with the UGC regulations given on promotion of academic integrity and prevention of plagiarism in higher educational institutions regulations, 2018 dated the 23rd July, 2018 F. 1-18/2010(CPP-II)) Plagiarism check of research work in SJCC shall be quantified into levels given in Table 1. For the purpose of its definition, it is shown in ascending order of severity. The penalties shall also be imposed scholars pursuing research as a student, research scholars or as a faculty member of the College.

Level	Extent of similarity	Penalties
Level 0	Similarities up to 10%	No penalty
Level 1	Similarities above 10% to 40%	Resubmit a revised script within a stipulated time period not exceeding 6 months.
Level 2	Similarities above 40% to 60%	Shall be debarred from submitting a revised script for a period of one year.
Level 3	Similarities above 60%	Registration for that programme shall be cancelled

Before imposing the penalty, the scholar shall be given a chance to appear before the RAC Director to defend himself/herself in a fair and transparent manner. The final decision lies with the Director, RAC in consultation with Board of Ethics. The Supervisors are responsible for ensuring good research conduct in the respective thesis submitted by their students.

The board for monitoring the code of ethics in research at SJCC could be constituted as mentioned below:

a. Director Research

b. Registrar (Academics)

c. Asst Director Research

d. One member from RAC

e. Two Research Supervisors

f. Head of the PG Department

g. One Ph.D. research scholar

X. ENFORCEMENT OF THIS POLICY

This policy is a preliminary endeavor to promote research freedom and provide a conducive environment for research and development as the College. The policy will be applicable from the first day of commencement for a period of one year. After the experimental period of one year, the management and the Research Advisory Committee will review, revise and amend the policy based on due considerations. The Research Policy applies to all staff and students and PhD scholars registered with Research Center of St. Joseph's College of Commerce (Autonomous), Bangalore.

SJCC

RESOURCE MOBILIZATION POLICY

1. Preamble

St. Joseph's Institution of Commerce, an autonomous college, is committed to celebrating, supporting diversity by helping all of its students to reach their full potential. The concept of autonomous colleges provides freedom in areas of curricular design, innovative teaching & learning methods, research & extension activities including other academic activities like excursions, field work, internal innovative examinations and valuation-making each autonomous college fully accountable for content, quality of education it imparts. All these activities require massive resource mobilization to meet the increased enrolments of students and related increased faculty recruitment year to year. As the Institution supports an extensive supportive environment for faculty, staff, students, and other members of the Institution community, there exists a Comprehensive Resource Mobilization Policy for all SJCC's Community members.

2. The Policy Statement

The policy supports the achievement of strategic plans of the Institution by due process of analyses and identification of resources required for all programs, prioritize the requirements, allocation of the resources by understanding the current resources landscape, availability and support commitments. It also entails effective relationship management with the resources providers, the skills, knowledge and capacity for proper use of resources.

3. The Objective of the Policy

- The primary objective is to ensure that there is a clear, systematic, predictable and well-coordinated approach to mobilization of resources.
- To encourage and enhance the flow of resources coming into the Institution for its development;
- To solicit & acquire resources by participation/contribution of society in their development

To augment resources through consultancy opportunities on commercial basis to the industries, government, and other bodies and society

4. The Scope of the Policy

The scope of the resources spans all related resources that are used for the development, implementation and continuation of work for achieving the Institution's mission. The scope of the Resource Mobilization policy includes resources and its mobilization of the following nature.

- Financial-funds received vide donations, scholarships, fellowships, consultancy
- Materials- includes equipment, books, periodicals, journals donated
- Physical resources-land and buildings & Human Resources.

The scope entails in its activities all related resource allocation

- Ensuring the optimum allocation of resources as per procedure earmarked.
- Details and records of all monetary resources are kept according to the legal and UGC mandates, either electronically and manually.

- Setting out a procedure for all the non-monetary resource mobilization of the college
- Ensuring the effective utilization of resources for teaching, learning and training

5. Sources of Resources Mobilization

The types and methods of resource mobilization are discussed in Staff meetings, Finance Sub-Committee meetings and are approved by the Governing Body of the college. It is also discussed in the Alumnae Association meetings.

- Principal sources such as individual Indians or non-resident Indians, public and family trusts, municipalities/Panchayats, MP/MLA/Counsellors' funds.
- Primary source- Central & State government grants-in –aid, Management Funds
- Part of student fees as per the Institutional rules and regulations- for meeting routine non salary expenses
- Financial grants and funds from UGC plan development grants,
- Grants received from UGC under Centre of Potential Excellence.
- Autonomous College Grants as per its directions.
- Interest from Management Investment.
- Contributions from Alumni Association, Alumni individual, NGOs, Corporate House for improvement of quality of higher education.
- Financial aids from Charity.
- Scholarship funds from Government-Minority, SC/ST Scholarship
- Scholarships from Corporate /Business Houses, NGOs and Individuals.
- Specific Earmarked Funds-Management Development, Staff Gratuity Fund, Management Scholarship Funds, Awards and Recognitions Fund from Management.
- Interest on corpus funds donated by Alumni
- Research grants received from UGC, ICSSR, JRF and Institution's Management Funds.
- For self-financing courses, the major source of receipt is the student's educational fees under various heads of accounts and the deficit is managed by the management
- The non-teaching and housekeeping staff, as stipulated by the Dept. of Collegiate Education, Government of Karnataka, are recruited as per requirement –(Ref Institutional Recruitment Policy)
- The workload of all teaching faculty, recruited as per UGC's norms, are as per minimum norms of Bangalore university
- All Programs of the Institution are run and monitored as the Academic Calendar of Events after ensuring that sufficient and adequate number of working days per semester are allocated.

- The E-Resources are maintained as per UGC's requirements(Ref- IT Policy)
- The Library Resources- both books and e-content resources are upgraded and updated annually.

6. Resource Utilization Strategies Employed:

Resource mobilization at its several levels along with its optimal utilization is carried out by its immediate monitoring head and the stewardship of financial resources by the Finance Head/Principal.

- The Grants mobilized from UGC are strategically used as per its direction for the improvement of institutional infrastructure, knowledge resources, seminar/ conferences and workshops.
- The CPE funds are utilized as per the budgeted provision made in the Budget proposal, expenses statements and audited reports submitted as per UGC's requirement annually.
- The corpus funds received from Alumni association, alumnae and guardians are disbursed towards the student's Annual prizes and endowment funds.
- The scholarship funds from corporate and business houses are disbursed to needy students annually at the end of the academic year's College Day Function.
- All government and non-government financial grants are utilized as per its directions fully keeping in mind the best interests of the stakeholders.
- Research Grants from UGC are distributed to the concerned staff members and progress reports and expenses are audited on a regular basis.
- The College Management's own and special Earmarked Funds are used for salaries, research and such other expenditures.
- Parts of Fees collected from students is utilized as per Institutional Rules and Regulations.
- Mobilization and utilization of Time are done by meticulous time utilization by allocating sufficient number of working days in each semester and subsequently drawing the Calendar of events for both the even and odd semester.
- All teaching faculty members are allocated workload/ number of hours of instructions required per week as per UGC's guidelines.
- Space which is at a crunch in the Institution is utilized fully and imaginatively.
    - The strip of land behind the building is a football ground and a space by the side of the Institution is creatively converted into a Basketball Court cum Open Air auditorium.
    - The unused space alongside the Institution's compound has been creatively and judiciously crafted by trees and sitting canopy for students.
    - An existing G+3 building storied building according to the plan of linear expansion has been crafted by the Management
    - The rooftop Solar Photo-voltaic grid-connected energy system and the Rainwater Harvesting system use open terraces effectively.

- The computer laboratory houses computers with LAN, LCDs
- The seminar halls are used as lecture halls too.
- Library functions acts as a knowledge center and meeting place for important strategic discussion.

- Mobilization of Intellectual and other Abstract Resources.
  - The Institution visualizes, designs and implements academic activities for all the running programs by pre-planned human resource mobilization.
  - The Abstract Resources such as E-resources are judiciously managed by the IT Department (Refer IT Policy)

7. Allied College Resources

The Allied College Resources refers to the physical resources such as all furniture including furniture used for learning purposes, office equipments, electrical, electronic & security equipment. Monitoring, maintaining and reconciling such resources are the main responsibility of the Maintenance Manager (Refer Repair and Maintenance Policy). All necessary planning to implement this is carried out during each academic year.

He is efficiently guided by the Principal and is responsible for maintaining these resources. At the end of each semester, he prepares a list of work including cleaning, maintenance and repair and hands over such works for approval to the Principal/ Finance head for approval and implementation.

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SEED MONEY RESEARCH GRANT POLICY

1. Eligibility to Act as Investigator

Eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI) on internally funded projects is a privilege limited to the faculty members of the St. Joseph's College of Commerce (Autonomous). This policy limitation is in place because PIs are responsible for determining the intellectual direction of the research and scholarship.

2. Pending Appointments for New Faculty

Faculty whose appointment start date is in the future may apply for proposals, provided the appointment has been approved by the Governing Council of the BJES. In addition, an award cannot be accepted until the member's appointment has begun.

3. Faculty Members Appointed under Short Term Leave Vacancy

Faculty members appointed on short term leave vacancy of a permanent faculty member will not normally be eligible for applying for any research grant in the capacity of PI. However, they can work as co-investigator after obtaining prior approval of the Principal.

4. Faculty Members Appointed under Long Term Leave Vacancy

Faculty members working under long term leave vacancy of a permanent faculty member are eligible to apply for minor research projects, provided they have a minimum six months service period left after sanctioning of the grant.

5. New Investigator Confirmation

Applicants who wish to apply as a New Investigator must seek confirmation of their eligibility to apply in this category by 30th June of every academic year. The early application and notification process is intended to allow the applicant(s) time to adjust the investigation team if they do not meet the eligibility criteria.

6. Conditions for PI Requests

PI requests from faculty members are subject to the following conditions:

i. Any member of the teaching faculty who is desirous of applying for BJES Grant for research project (Minor/Major) should submit an application for grant in the format given under Annexure-I of Guidelines for BJES Grant.

ii. The proposed research must be judged by the St. Joseph's College of Commerce (Autonomous) Research Centre (SJCCRC) Director to be programmatically relevant to SJCCRC's mission. Proposals that are not deemed to be consistent with SJCCRC's mission will not be approved.

iii. The proposed research must be carried out on the SJCCRC site and not require utilization of space on the SJCC campus.

iv. SJCC RC reserves the right to verify the progress and timeliness of the research project undertaken by the faculty member.

v. The research must be conducted in accordance with the Institution's policies concerning the conduct of research.

7. Criteria for Granting Rare Exceptions

i. The proposed research must meet a programmatic need of St. Joseph's College of Commerce (Autonomous). Meeting a programmatic need means

addressing an area of investigation that is not currently covered at SJCC RC and is endorsed by a sponsoring member of the SJCC RC as directly relevant to and supportive of the research or teaching programs of the faculty. Research that may be important in its own right and for which outside funding is available will not be judged as meeting the programmatic need criterion unless it facilitates the ongoing objectives of the Institution in an identifiable and direct way.

ii. The proposed research cannot be funded and/or conducted effectively at SJCC RC unless the proposed individual is the PI. Among other things, this generally will mean that there is no member of the Governing Council available to take responsibility for the scientific direction of the project.

iii. The proposed PI's qualifications to direct the project provide assurance that the work will be conducted in accord with the standards of excellence of the Institution.

iv. No incremental space will be required for the project.

v. The research must be designed and conducted in such a way that work can be discontinued when programmatic need ends or if the sponsoring agency ceases to allot funds.

Exceptions to the PI eligibility policy will be rare in situations other than those described in Sections mentioned above.

A written copy of any such requests in the application format given under Annexure-I of Guidelines for BJES Grant, along with the justification and approvals of the expert committee constituted by the BJES at the SJCC Research Center, the Director SJCC RC, the Principal of SJCC should accompany the project proposal submitted to the SJCC RC.

8. Appeals:

In case of any dispute regarding the allotment of the BJES Grant, the Principal retains the right to make an appropriate decision after due verification of the entire grant allotment process so far done, after being heard from each party. Decision of the principal will be final.

9. Review the PI Eligibility and Criteria

The PI Eligibility and Criteria for Exceptions policy, including all modifications, should be reviewed by the expert committee constituted by the BJES at the SJCC Research Centre in a period not more than five years from January 2016, and thereafter periodically at intervals not to exceed ten years.

SEED MONEY RESEARCH GUIDELINES

PLAN GUIDELINES FOR PROVIDING GRANTS TO COLLEGE TEACHERS FOR MINOR RESEARCH PROJECT

1. INTRODUCTION & OBJECTIVES

BJES is offering financial support to faculty members of SJCC who are interested in undertaking minor research projects on contemporary / Socio / Economic / issues, to meet their requirements for individual and excellent research in specialized areas.

OBJECTIVES

- To foster a research culture among the faculty members.
- To promote excellence in research in higher education.
- To support multidisciplinary research
- To develop research oriented attitude among young faculty members.

2. ELIGIBILITY/TARGET GROUP

The Bangalore Jesuit Education Society will provide financial assistance to Teachers who wish to undertake, along with teaching work, a Minor Research Project.

A working teacher can avail only one project/ scheme of the BJES at any given time. The one which is offered and accepted first irrespective of Principal Investigator, must be completed before the next offer is accepted. Failure to abide by this rule shall make the Principal Investigator liable to refund the entire amount paid by the BJES in all such schemes. They may also be debarred from participation in future BJES programmes. It would be the responsibility of the Principal Investigator for total accountability of the project. After completion of one project (date of finalization of accounts of the project), if a teacher desires to undertake another BJES project, a gap of one year will be necessary. **Only the teaching faculty of SJCC will be eligible to participate in the scheme.**

PUBLICATION OF RESEARCH OUTCOME: The Principal Investigator should publish two papers in a reputed journal in the form of Books/Article/Presentation in seminar etc. from the said project completed.

3. NATURE OF ASSISTANCE

The quantum of assistance for a research project is approximately Rs. 50,000.

Non-Recurring Grants

a. Books and Journals : The books & journals grants may be utilized to procure the essential books & journals needed for the proposed research work.

The books & journals acquired by the Principal Investigator under a Minor Research Project must be deposited to the library of the institution after the completion of the project, which will be the institutional property.

Recurring Grant

(a) Hiring Services : This is meant for specialized technical work, such as sample analysis, for which the University/Institution either has no infrastructure or such services are available on payment basis.

(b) Contingency : The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.

(c) Special Needs : Assistance may be provided for any other special requirements in connection with the project which is not covered under any other 'Head' of assistance under the scheme.

(d) Travel and Field Work: The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc. They may also avail special casual leave/duty leave for field work/collection of data as per University rules.

(e) Re-Appropriation : The Principal Investigator may re-appropriate maximum 20 percent of the recurring grant allocated under each head with the permission of Principal under intimation to the BJES with the justifications.

(f) Tenure and Implementation : The tenure of the research project will be a period of six months from the sanctioning of the grant.

(g) Extension of time limit for submission : In cases of delay in submission of the report within the time limit prescribed, the PI is required to submit an application to the SJCC RC requesting for extension of time with proper reasons which will be forwarded to the Principal for final approval. However, the maximum period of extension of submission time will be limited to one year.

The effective date of implementation of the project will be mentioned in approval-cum sanction letter.

4. PROCEDURE FOR APPLYING

All eligible teachers may submit their Minor Research Proposal applications from 01st December to 30th January 2017 in the prescribed proforma to "The Principal SJCC". The proposed research work should be in conformity with the Minor Research Project guidelines.

5. PROCEDURE FOR APPROVAL

The received proposals will be assessed with the help of a subject expert committee constituted by the BJES at the SJCC Research Center. The final decision will be taken by the BJES on the basis of recommendations made by the Committee and the availability of funds under the scheme.

The teaching faculty should comply with these guidelines in case of Minor Research Projects.

6. PROCEDURE FOR RELEASE OF GRANTS

The first instalment of the grant shall comprise 100% of the Non – Recurring and 50% of the total Recurring grant approved by the Committee for the total duration of the project. The grant will be released to the Principal of the College. On receipt of Annual Progress Report, statement of expenditure and utilization certificate of 1st instalment of grant, the 40% of the total recurring grant will be released as second instalment. Remaining 10% will be released on receipt of following completion documents as final reimbursement:

(1) Copy of the final report of project along with soft copy. (2) A consolidated item-wise detailed statement of expenditure incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal Investigator (3) A consolidated Audited Utilization Certificate for the amount actually utilized towards the project duly signed and sealed by Chartered Accountant, Principal as well as the Principal Investigator in the prescribed pro forma. (4) The unutilized grant if any may be refunded

immediately through cash to the Principal, SJCC. It is mandatory to post the Executive summary of the report, Research documents, monographs, academic papers published under Minor Research Project on the website of the College.

The Principal Investigators are expected to settle the accounts immediately upon completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.

7. GENERAL

- After finalization of the selection procedure of the Minor Research projects, the names of the selected Principal Investigator will be posted on the SJCC website. The Principal Investigators so selected have to send their acceptance certificate duly forwarded by the Principal to the BJES for further action.
- Project is not transferable in any case.
- If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest.
- No extension in tenure is permissible under normal conditions.

SJCC

Annexure - I

BANGALORE JESUIT EDUCATION SOCIETY

No. 35, JESUIT NIVAS, MUSEUM ROAD, BENGALURU – 560 025.

FORMAT FOR SUBMISSION OF PROPOSAL FOR MINOR RESEARCH PROJECT

PART – A

1. Broad Subject:
2. Area of Specialization:
3. Duration:
4. Principal Investigator/Co - Investigator:
   i. Name:
   ii. Sex: M F
   iii. Date of Birth:

DD		MM		YYYY			

   iv. Qualification:
   v. Designation:
   vi. Address: Office:
   Residence:
   Email/Phone:
5. Name of the Institution where the project will be undertaken:
   Department:
   College:
6. Teaching and Research Experience of Principal Investigator:
   Teaching experience: UG _____Years PG_____Years
   Research experience:
   Publication:

Papers Published:

Accepted:

Communicated:

Books Published:

Accepted:

Communicated: (Please enclose the list of papers and books published and/or accepted during the last five years)

PART – B

7. Proposed Research Work
   i. Project Title:
   ii. Introduction:
   iii. Objectives:
   iv. Methodology:
   v. Month-wise Plan of work and targets to be achieved.
8. Financial Assistance required (Provide item wise breakup)

   Estimated Expenditure
   i. Books and Journals
   ii. Equipment, if needed
   iii. Field Work and Travel Data Collection:
   iv. Contingency (including special needs)
   v. Hiring Services

   Total:
9. Whether the teacher has received support for the research project from the UGC / ICSSR under Major, Minor or from any other agency? If so, please indicate:
   i. Name of the agency from which the assistance was approved:
   ii. Sanction letter No. and date under which the assistance was approved:
   iii. Amount approved and utilized:
   iv. Title of the project for which assistance was approved
   v. In case the project was completed, whether the work on the project has been published:
   vi. If the candidate was working for the doctoral degree, whether the thesis was submitted and accepted by the University for the award of degree. (A summary of the report/thesis in about 1,000 words may please be attached with the application)
   vii. If the project has not been completed, please state the reasons
10. Details of the project/scheme:

    Completed:

    Ongoing:
11. Any other information which the teacher may like to give in support of this proposal:

To certify that:

I _____ shall abide by the rules governing the scheme in case assistance is provided to me from the BJES for the above project. d. I shall complete the project within the stipulated period. If I fail to do so and if the BJES is not satisfied with the progress of the research project, the Committee may terminate the project immediately and ask for a refund of the entire amount (with interest) released by the BJES. I declare that the above research Project is not funded by any other agency.

Name(s) & Signature

(i) Principal Investigator

(ii) Co - Investigator

Place: Bengaluru

Date:

SJCC

Annexure – II

BANGALORE JESUIT EDUCATION SOCIETY

No. 35, JESUIT NIVAS, MUSEUM ROAD, BENGALURU – 560 025.

ACCEPTANCE CERTIFICATE FOR RESEARCH PROJECT

Name _____

Approval Letter No: _____ dated _____

Title of the Project_____

1. The research project is not being supported by any other funding agency.
2. The terms and conditions related to the grant are acceptable to the Principal Investigator/ Co- Investigator.
3. At present, I have no research project approved by BJES and the accounts for the previous project, if any have been settled.
4. The date of implementation of the project is _____

Principal Investigator: **Co - Investigator**

Principal:

Place: Bengaluru.

Date:

Annexure - III

BANGALORE JESUIT EDUCATION SOCIETY

No. 35, JESUIT NIVAS, MUSEUM ROAD, BENGALURU – 560 025.

STATEMENT OF EXPENDITURE WITH RESPECT TO MINOR RESEARCH PROJECT

1. Name of Principal Investigator _____
2. Department _____
3. Name of College _____
4. Project approval Letter No. and Date_____
5. Title of the Research Project _____
6. Effective date of starting the project _____
7. a. Period of Expenditure: From _____to _____

   b. Details of Expenditure _____

Sl.No	Item Amount Approved	Expenditure Incurred (Rs)
1	Books & Journals	
2	Equipment If any	
3	Contingency including special needs	
4	Field Work/Travel	
5	Hiring Services	
	Total	

8. If as a result of check or audit objection some irregularity is noticed at a later date, action will be taken to refund, adjust or regularize the objected amounts.
9. It is certified that the grant of Rs. _____ (Rupees _____ only) received from the Bangalore Jesuit Education Society under the scheme of support for Minor Research Project entitled _____ vide BJES letter No. F. _____ dated _____ has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the BJES.

Principal Investigator: **Co - Investigator:**

Place: Bengaluru.

Date:

Annexure - IV

BANGALORE JESUIT EDUCATION SOCIETY

No. 35, JESUIT NIVAS, MUSEUM ROAD, BENGALURU – 560 025.

STATEMENT OF EXPENDITURE INCURRED ON FIELD WORK

Name of the Principal Investigator:

Name of the Place visited	Duration of the Visit	From to	Mode of Journey	Expenditure Incurred (Rs)

Certified that the above expenditure is in accordance with the BJES norms for Major Research Projects.

Principal Investigator: **Co - Investigator:**

Place: Bengaluru.

Date:

Annex**ure – V**

BANGALORE JESUIT EDUCATION SOCIETY

No. 35, JESUIT NIVAS, MUSEUM ROAD, BENGALURU – 560 025.

Utilization Certificate

Certified that the grant of Rs. _____ (Rupees_____only) received from the Bangalore Jesuit Education Society under the scheme of support for Minor Research Project entitled_____ vide BJES letter No. F._____ dated_____has been fully utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions laid down by the Bangalore Jesuit Education Society.

Signature of the Statutory Auditor With Seal **Principal**

Principal Investigator: **Co - Investigator:**

Annexure -VI

BANGALORE JESUIT EDUCATION SOCIETY

No. 35, JESUIT NIVAS, MUSEUM ROAD, BENGALURU – 560 025.

Annual/Final Report of the work done on the Minor Research Project.
(Report to be submitted within 6 weeks after completion of each year)

1. Project report No. 1st /2nd / 3rd / 4th /Final _____
2. BJES Reference No & Date _____
3. Period of report: from _____to _____
4. Title of research project _____
5. a) Name of the Principal Investigator_____
   b) Deptt. _____
   c) College where work has progressed _____
6. Effective date of starting of the project_____
7. Grant approved and expenditure incurred during the period of the report:
   a. Total amount approved Rs. _____
   b. Total expenditure Rs. _____
   c. Report of the work done: (Please attach a separate sheet)
      i. Brief objective of the project _____
      ii. Work done so far and results achieved and publications, if any, resulting from the work (Give details of the papers and names of the journals in which it has been published or accepted for publication_____
      iii. Has the progress been according to the original plan of work and towards achieving the objective? if not, state reasons
      iv. Please enclose a summary of the findings of the study.
      v. One bound copy of the final report of work done may also be sent to the Principal
      vi. Any other information:

Principal Investigator: **Co - Investigator:**

Principal:

Place: Bengaluru. **Date:**

Annexure – VII

BANGALORE JESUIT EDUCATION SOCIETY

No. 35, JESUIT NIVAS, MUSEUM ROAD, BENGALURU – 560 025.

Proforma for Submission of Information at the Time of Sending the Final Report of the Work Done On the Project

1. Title of the Project: …….....……
2. Name and Address of the Principal Investigator …….....…….
3. Name and Address of the Institution …….....
4. BJES approval letter no. And date …….....……
5. Date of implementation …….....……
6. Tenure of the project …….....……
7. Total grant allocated …….....……
8. Total grant received …….....……
9. Final expenditure …….....……
10. Objectives of the project …….....……
11. Whether objectives were achieved …….....……
12. Achievements from the project …….....……..
13. Summary of the findings (In 500 words)
14. Contribution to the society (Give details)
15. No. Of publications out of the project (Please attach)

Principal Investigator: **Co - Investigator:**

Principal

Place: Bengaluru.

Date:

Annexure – VIII

BANGALORE JESUIT EDUCATION SOCIETY

No. 35, JESUIT NIVAS, MUSEUM ROAD, BENGALURU – 560 025.

ASSESSMENT CERTIFICATE (to be submitted with the proposal)

It is certified that the proposal entitled_____by (Dr./Prof./Mr./Mrs.)_____ Deptt. of _____has been assessed by the _____ _____committee consisting of the following members for submission to the BJES office _____ for financial support under the scheme of Minor Research Projects.

Details of Expert Committee:

The proposal is as per the guidelines.

Expert Committee Members Name & Signature

1.

2.

3.

Principal

Place: Bengaluru.

Date:

TEACHERS' QUALITY ENHANCEMENT POLICY

1. Preamble

St. Joseph's College of Commerce (Autonomous) strongly believes that quality improvement in the teaching and learning process along with research leads to excellence in the classroom. There have been profound changes in the structure of education nationally and globally with an easy access of knowledge. This has necessitated teachers to be more adaptable, flexible, and diverse. SJCC has in its structure a Teacher Quality Enhancement Policy that aids and provides for such developmental avenues for teachers working in the institution, for knowledge expansion.

2. Policy Statement

The purpose of the program is primarily to increase academic achievements of the teaching faculty. The intent is carried out by providing financial support to the teaching fraternity and encouraging them to participate in seminars, symposia, conference workshops and training workshops held in India and abroad. This would aid in sharing knowledge, fostering academic growth, increasing collaborations and networking. This also facilitates an academic research ambience. The outcomes of such interactions and interventions would increase the effectiveness of teachers both professionally and personally leading to Institutional, individual and student academic achievement, in turn.

3. Objectives

A. Provide financial support to all teaching faculty including the student counselors for

- Attending or participating in seminars, symposia, conference workshops, refresher courses, course works of PhDs, and training workshops of academic nature held in India and abroad.
- International collaborations and exchange programs including international internships.
- Faculty Development Programs (FDPs) and Management Development Programs (MDPs) held in India and abroad for all teaching faculty members.

B. Arrange academic exchange programs with institutions of academic repute for the faculty members wherever deemed necessary.

C. Provide and facilitate training programs by corporate partners/collaborators of the College for faculty members under the Collaborated Programs that are offered in the institutions held in India or abroad.

D. Offer training programs and facilitate financial support to the relevant teaching faculty member/members, wherever/whenever required, for programs offered by corporate partners for software/courses required for the smooth functioning of collaborated programs of the Institution.

E. To encourage and motivate faculty members to avail funding support from various funding agencies for research, outreach/extension activities or nationally approved UGC programs.

4. Scope of the Policy

The policy extends to all levels of academic/research activities but does not apply to Certification programs of any kind. The participation in such activities are based on the local needs assessments and approval, among other things, and are aligned within the needs of the Institution. The faculty should align their participations with academic content standards, or research standards as enumerated in the Research Policy.

5. Policy Guidelines

The following guidelines have been framed as per the Bangalore Jesuits' Education Society's applicable policies.

Staff Members – teaching and non-teaching who are on permanent basis and who are under probationary period will be eligible for grants under the following circumstances:

1. Regular faculty members can attend two National Level Seminars, per financial year on Institutional expenses (i.e. Registration fee + TA and accommodation at actuals only) subject to fulfillment of the following conditions:

a. Those staff members who are invited, nominated or desirous (with necessary approvals from Principal) to attend academic seminars, symposia, conference workshops, refresher courses, course works of PhDs, and training workshops of academic nature held in India and Abroad

b. Financial Assistance would be provided to the teaching faculty members

i. Delivering Key-Note addresses/ plenary lectures/ Panel discussion

ii. Presenting a paper or contributing a paper

iii. Invited to chair a session

iv. Invited under International Collaboration Exchange/University Exchange

v. Invited to give talks/lectures or discussion in Panel, FGDs/ FDPs/MDPs

vi. Participating for enhancing domain/ expert knowledge base relevant to faculty member's domain area in Workshops/Trainings/Refresher Courses.

c. Judging events/Fests/mere participations will generally not be considered for financial assistance

2. For International Conference, the staff faculty should have cleared his/her probation successfully and are encouraged to apply for grants to UGC and other funding agencies subject to Principal's approval.

3. Train fare (2nd AC)/ air fare (economy class)/ bus fare (AC) for inside India-travel along with railway station taxi, registration fees, daily allowances with accommodation will be reimbursed at actual and academic leave will be granted as per rules.

4. In case of local conferences etc. only registration fee will be paid and academic leave granted.

5. The Principal, however, reserves the right to refuse such permission provided it is in the interest of the Institutional duties and priorities.

Note: If the allocated UGC funds are fully utilized, the Institution shall provide this financial assistance out of its Special Earmarked funds from the Management of the Institution.

6. Procedure of Availing the Grant/Aid

1. Application to be submitted to the Principal/Registrar at least 7 days in advance in case of national conference/seminars.

2. For international events, the application must be submitted at least 45 days in advance to the Principal or Registrar with alternative teaching plan duly approved by the respective Head of the Department after ensuring teaching hours of students are not affected.

3. In case of multiple applicants from the same department, Principal/ Registrar's decision would be final.

4. For all other matters, the decision of the Principal / Registrar shall be final.

5. Teaching faculty is allowed, in addition, 3 days extra On-Duty-Leave for academic interaction with other universities for collaboration.

6. All faculty can avail On-Duty leave for local/national and International conferences/seminars/workshops.

7. Reports/ Outcome Recording of Such events

1. The staff members upon his/her return shall submit **a detailed report** along with the **bills for reimbursement within a month of return.**

2. The staff members should claim their reimbursement through ERP

3. The bills will not be reimbursed without the detailed report.

4. In the event of any training programs attended by the staff, the concerned staff should present the details of the study to the respective department within a week of return.

5. For faculty members attending international seminar/conference, he/she should publish the paper in Scopus journal within a month on return and submit the copy to Research Department immediately.

6. Copies of Certificate of participation, best paper certification and other such relevant certificate so received should be handed over to Research Department and a soft copy of the same is to be uploaded in the ERP system.

7. All decisions made by the Principal / Registrar shall be final.

8. Annexure 1

APPLICATION FOR ATTENDING INTERNATIONAL/NATIONAL / STATE CONFERENCE / WORKSHOP / SYMPOSIA / TRAINING

Name	
Department	
Date of the Event	
Role of the applicant in the Event	
Duration of the Event	
Financial assistance already availed during the current year	(mention the amount already claimed till date)
Number of events attended during the current year	(mention the number of events attended till date)
Type of Leave availing currently	
If Advance Amount is claimed currently, attached ABSTRACT OF PAPER.	
If Amount claimed after visit	
Attach the following	
1. Detailed bills	
2. Detailed Report.	

Signature of the Applicant

Approval (to be filled in by the HOD/Registrar/Principal)

Head of the Department	Relevant/Accepted	Not Relevant/Not Accepted
Registrar	Recommended	Not Recommended
Principal	Approved	Not Approved

WASTE MANAGEMENT POLICY

1. Preamble

St. Joseph's College of Commerce (Autonomous) values environmental resources and adopts sustainable measures in all processes across its premises. To this end, the College ensures reduction of hazardous and non-hazardous liquid and solid waste generation, increased recycling in all possible areas and usage of waste wherever possible. The College has a comprehensive Waste Management Policy that forms a part of the College's sustainability framework and helps support the Nation's effort in Climate Change Mitigation and Social Responsibility. It is committed towards implementing an effective and responsible waste resource management process that meets legislative, regulatory and best practice legislation and guidance.

2. Purpose

The Waste Management Policy aims to ensure that the College manages waste issues in line with the prevention of pollution and adheres to the compliance of environmental legislation at all times. Zero waste (energy, water, solid, air) is the target for all activities in the College.

3. Objective

In line with the sustainability vision of India, it is committed to the following actions to achieve Zero Waste-to-Landfill status:

- Conserving natural resources and minimizing the volume and possible environmental harm of waste generation and disposal.
- Making use of natural or renewable materials, wherever possible.
- Follow the waste management hierarchy – Avoid, Reuse, Recycle, Energy recovery, and Treatment & Disposal.
- Adhering to all applicable waste management laws laid down by the Central and State Governments viz., Karnataka Municipal Corporation Model Solid Waste Management by-laws, 2018 under the Municipal Corporation Act, 1976, Bruhat Bengaluru Mahanagara Palike (BBMP) notified Municipal Solid Waste (Prohibition of Littering and Regulation of Segregation, Collection, Processing & Disposal) Rules, 2012 and similar such various legislations.
- Ensuring safe and secure handling, organization and transportation of the waste generated in the premises.
- Training students and staff members on all aspects of waste management relevant to their roles.
- Encouraging and supporting suppliers who do not have similar policies and practices, but are partnering with the College, to adopt the same.

4. Procedure

The College has a robust and comprehensive recycling infrastructure. All staff members and students are encouraged to help recycle as much waste as possible. The Waste Management Policy also includes the need to consider end of life disposal costs and environmental impact when making procurement decisions. Such considerations are included during the construction of new buildings or refurbishments inside the premises.

5. Waste Management

- Compliance

  All the faculty members, administrative service staff and students are required to be informed about the appropriate procedures for waste management. The awareness of waste management process is also imparted, as deemed by the College practices, to ensure that waste generated is managed, stored and disposed safely in line with the mandates as per law and College policy. The College along with the Catering Service Provider has obtained a contract from the local municipal waste agency – Bruhat Bengaluru Mahanagara Palike's (BBMP) authorized contractors for collection of disposable waste on a daily basis. The College has built a compost maker in its premises for collecting and composting food waste. This unit is maintained effectively. It is properly operated and kept free of insects, rodents, and vermin.

  Collection Containers are placed in general usage areas like main hallways for students' use. They have been strategically placed in central locations near high student population areas or intersections where they can be easily seen and accessed. This includes areas near main entrances so students entering and exiting have quick and easy access. Recycle bins are separately provided for cans and bottles, paper, batteries, and general non-recyclable waste materials. The staff offices in the reception/office areas and cabins have a clearly marked container for recyclable paper products, placed near the regular waste container. The computer labs with printers and/or copiers and Examination Centre have a clearly marked container for recyclable paper products to be collected daily or as required by housekeeping staff services. These containers are placed near the copier/printers for easy access. The Vending machine areas have appropriately marked recycling containers for bottles, cans, paper materials, and general waste.

- Waste Minimization

  Waste generation is prevented or minimized wherever possible. The College encourages its staff members – both teaching and non-teaching as well as its students to minimize plastic waste by using reusable bottles or glasses for drinking water. Students are requested to make use of the Water Coolers installed in all the floor levels as far as possible. The College has taken concrete steps to reduce, reuse and recycle plastic items, particularly bottles as well as disposable coffee cups and single use-lunch boxes. The catering section in the College is also instructed to provide non-disposable items at events and functions and to use glassware wherever possible in place of plastic items.

- Health and Safety

  Waste generated is to be stored in compliant and suitable containers in the designated locations prior to disposal from all floor levels, classrooms, faculty staff rooms, administrative service rooms and the catering area. Waste containers are to be securely closed and sealed wherever necessary, in order to prevent the release of waste from the container. Waste and recycled material removed from the College is to be handled and transported by persons or service providers who are licensed and authorized to do so.

- Reduce and Reuse Management

  The various offices in the College and faculty members are encouraged to consider the use of

  - Shared resources such as networked copiers, scanners and printers.
  - Minimize paper wastage.

This can be accomplished through strategies such as:

1. Minimize excess mailing and junk mailing by
   a. Actively removing names from unwanted mailing lists for campus emails by encouraging official use of WhatsApp for short information and messages between staff members.
   b. Minimizing multiple subscriptions by sharing and distributing commonly used literature such as magazines, journals, etc. within department groups and offices.
2. Implement double-sided copying and printing as a campus standard and a requirement for document submissions for CIA's, draft scholarly papers, draft proposals, etc.
3. Minimize printed matter in favor of electronic/digital documents
   a. Bulletins/Notices are to be distributed electronically and posted in respective notice boards rather than being printed and broadly distributed.
   b. Student notices and information to be disseminated through ERP Student Login and SJCC Student Mobile Apps.
   c. Limit printing needs to actual requirements for distribution and eliminate significant printing overruns, and toner usage.
4. Occasionally, unrepairable equipment may be sold to outside contractors by the IT-Department when other options have been exhausted.

6. Recycling Management

The College encourages the recycling of -

- The College enables the safe disposal of various items such as metal and aluminum cans, plastic bottles, glass, food-waste, batteries, E-waste responsibly.
- The computer systems to be upgraded on a regular basis and the old working computer systems to be recycled are sent to other sister Colleges situated in rural areas.
- Rain water.

7. General Waste Segregation and Recycling

Recyclable materials are to be segregated at the point of disposal. Non-recyclable materials go through the same process of separation, as the following items are currently disposed of in the General Waste bin:

- Single-use juice cartons with lids
- Crisp & chips packets

- Candy bar wrappers
- Cling films of food and lunch rolls
- Bubble gums/biscuits wraps
- Tetra packs
- Polystyrene covers

The following materials are recycled on a regular basis as per College Waste Management Policy.

- One sided paper, Cardboards, Books – re-using single side printed paper for notes and to-do lists, used as scrap paper.
- Disposable paper cups – recycled to Municipal authorized Waste Collection Agents.
- Light bulbs, batteries, electrical wires and equipment, oil cans, paints and solvents – Recycled to Municipal authorized Waste Collection Agents.
- Furniture - recycled to other sister Colleges.

8. Rainwater Harvesting/ Recycling

The Rainwater Harvesting System established in the College is an example of its proactive approach towards environment conservation. Sustained efforts are taken by the College to harvest and store the rainwater wherever possible inside the premises. The system set-up includes Rooftop Rainwater Harvesting, and Ground rainwater harvesting which uses pipes to divert water to the gutters. The gutters then divert the rainwater to the main pit behind the building where it is stored and re-used for gardening and toilet water purposes.

9. Monitoring and Auditing

The College has appointed a waste contractor to collect the waste that is disposed of and recycled daily. The staff-in-charge monitors this collection on a daily basis. Regular audits of the waste minimization & recycling is conducted by the Eco club staff-in-charge along with students.

10. Awareness and Training

To ensure that all students, teaching and non-teaching staff member occupants of the College, are made aware of waste management and recycling —

1. A general listing of the types of recyclable materials are to be placed in the container and affixed to the outside of the container.
2. All containers for collecting recyclables are to be boldly marked for their purpose.
3. All students shall receive an information page in orientation/welcome packages that highlight the campus waste reduction and recycling policy.
4. The Principal's Office will assist in the development of signage and literature to raise campus awareness of the Waste Reduction and Recycling Policy as well as these guidelines.

St. Joseph's College of Commerce (Autonomous)

(Nationally Re-Accredited with "A" Grade by NAAC 3rd Cycle)

(Recognized by UGC as "College with Potential for Excellence")

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