PERSONAL INFORMATION

PERSONAL INFORMATION

Name : .....

Roll No.: ..... Class : .....

Address : .....

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.....

Telephone No.: .....

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E-mail : .....

Parent/Guardian No. : .....

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College Motto

"SNEHADA BUDDISHCHAYA SHANTISCHAYA"

WISDOM AND PEACE THROUGH LOVE

Vision

Holistic Education
for empowerment of Women

Mission

Motivating students to become

- Intellectually competent,
- Morally upright,
- Socially committed,
- Emotionally stable,
- Spiritually inspired,
- Patriotic women of India.

7/6/2018

Principal
St. Francis' College for Women
BEGUMPET.

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College Profile

History

St. Bartolomea Capitanio

In the year 1832, inspired by the life of Jesus Christ, Bartolomea Capitanio , a young, dynamic and gifted lady at the age of twenty six, founded the congregation of Sisters of Charity in Italy. Bartolomea launched the Mission of Charity, by establishing schools, hospitals, youth clubs etc., which after her death was continued by her companion Vincenza Gerosa. Bartolomea's vision of charity has motivated countless young ladies for a life of service all over the world. In 1860, the Sisters of Charity came to India to extend their loving service to the people of this land..

College

St. Francis College for Women is a Catholic Minority Institution founded by the Sisters of Charity of St. Bartolomea Capitanio and Vincenza Gerosa in 1959, for the education of women. The college derives its inspiration from the person and teachings of Jesus Christ, who is its norm, protector and guide.

St. Francis College is autonomous, affiliated to Osmania University. The college was recognized under Sec. 2(f) 12B of the University Grants Commission in 1964 and conferred the Status of Autonomy through letter No.724-7/87 (NFC) dated 9 May, 1988.

One of the first autonomous colleges in the twin cities, affiliated to Osmania University, St. Francis College is the only college in Telangana to be NAAC reaccredited for the 3rd cycle with 3.46 CGPA on a scale of 4.

In 2004, UGC has declared the college as College with Potential for Excellence.

As a minority institution it reserves for itself its inherent and constitutional right (Art.30 [1]) with regard to management and administration. It is primarily for Catholics but in its concern for the socially and economically disadvantaged will admit students from other sections of society including students from SC/ST/BC categories to the extent possible.

The College continues to serve the cause of education of women with varied academic programmes intertwined with co-curricular activities, civic and social responsibility initiatives, cultural and aesthetic promotion, physical fitness and value education. The college curriculum is based on UGC advocated Choice Based Credit System.

Fact Sheet

Founded by	:	Sisters of Charity of Secunderabad Province
Established	:	June, 1959
Motto	:	Wisdom and Peace through Love
Affiliating University	:	Osmania University in 1959
UGC Recognition	:	Recognized under Sec. 2 (f) and 12 (B) of UGC Act 1964
Autonomy	:	1988 (UG) 2010 (PG)
NAAC	:	Accreditation with Five Stars, 1999 (1st Cycle)
UGC	:	College with Potential for Excellence (2004 – 2019)
NAAC	:	Reaccreditation at 'A' level, 2006
NAAC	:	Accreditation 3rd Cycle with CGPA of 3.46 out of 4 (2012)
Programmes	:	UG PG Ph.D. Certificate Courses PG Diploma / Diploma
No. of Departments	:	Arts - 11 Science - 13 Commerce - 5 streams BMS B.Voc
Student Strength	:	3850
Staff	:	Teaching – 177 Non-teaching – 104

Landmark years in the History of St. Francis College

1959 : Inception of the college at Secunderabad
1960 : Introduction of B.A. curriculum
1962 : Introduction of B.Sc. (B.Z.C.) curriculum
1968 : Introduction of B.Sc. (M.P.C.) curriculum
1972 : Introduction of B.Com.
1977 : Degree College shifts to new site at Begumpet, Hyderabad
1984 : Silver Jubilee Celebrations
1988 : Degree College granted Autonomy: Restructuring of syllabus and courses;
Introduction of B.Sc. (Computer Science)
1990 : Introduction of B.Sc. (Computer Science/Statistics)
Introduction of B.Com. Professional
1994 : Vocational courses introduced
1995 : Inauguration of PG block. Commencement of the first PG programme (M.S.W);
Introduction of B.Sc. (Computer Science / Electronics / Mathematics) curriculum
1996 : Introduction of B.Sc. (Biochemistry);
1997 : Introduction of B.Sc. (Microbiology)
1998 : B.C.A. Course introduced; Introduction of B.Com. (Computers) & M.Sc. (Computer Science)
1999 : NAAC Accreditation with 5 stars
2002 : Introduction of B.Sc. Biotechnology; PGD-HRM and M.Com.
2003 : M.Sc. (Microbiology) and M.Sc. (Mathematics);
PGD in Psychological Counseling Skills.
2004 : 'College with Potential for Excellence' by UGC.
2005 : Introduction of Choice and Credit Based Semester System
2006 : NAAC Re-accreditation at 'A' level
2007 : CCNA (Diploma) introduced
2008 : Golden Jubilee Celebrations; Introduction of Bachelor in Management Studies (B.M.S)
2009 : Extension of Autonomous status till 2015 by UGC
2010 : Signing MOU with British Council (UK) for English Language Teaching Centre

2010 : PG Autonomy
2011 : Introduction of B.Com. (International Business), M.Sc. (Organic Chemistry), M.Sc.(Finance), M.A.in Communication & Journalism (MCJ)
2011 : Signing MOU with St. Ambrose University, IOWA, USA for study abroad programme
2012 : Introduction of B.Com (IPP), B.Sc. Hons (Software Engineering) & M.Sc. Applied Psychology
Addition of 4th Floor to the main building
2013 : Signing MOU with American Consulate for starting 'American Corner' Introduction of B.Sc. Applied Nutrition
Completed 25 years of Autonomy
2014 : Sports Indoor Stadium Introduction of B.Voc. (IM) & B.Voc. (RM & IT) courses
Extension of CPE till 2019
2015 : Signing of MOU with University of East London
2016 : Adoption of UGC-CBCS
Signing of MOU with Xavier University Aruba
Signing of MOU with Gregorian Pontifical University Rome
2017 : Extension of Autonomy Status till 2021

List of Principals

- Miss. G. Miranda : 1959 – 1960 (I.C.P)
- Sr. Bridget Fernandes : 1960 – 1961 (I.C.P)
- Mrs. Indu Dixit : 1961 – 1963 (I.C.P)
- Sr. Maria Franco : 1963 – 1976
- Sr. Bridget Fernandes : 1976 – 1986
- Sr. Romana Fernandes : 1986 – 1998
- Dr. (Sr.) Christine Rebello : 1998 – 2007
- Dr. (Sr.) Alphonsa Vattoly : 2007 – 2015
- Dr. (Sr.) Christine Fernandes : 2015 - 2018
- Sr. Sandra Horta : 2018 onwards

Institutional Objectives

Through its curriculum, the college strives to:

- Set and achieve high standards in education by periodically restructuring courses, catering to professional needs in a rapidly evolving and competitive society.
- Develop creativity, innovation and habits of self study.
- Encourage application of knowledge to contemporary issues.
- Accord priority to vocational and entrepreneurial education.
- Involve students in community service and promote social justice and care for environment.
- Inculcate respect for all faiths and foster religious harmony
- Encourage effective use of cybernetics and media.
- Instill human values, self-discipline, integrity, leadership qualities and promote harmonious Interpersonal relationships.

These goals and objectives are formulated by the management in consultation with the faculty and are reviewed periodically. The faculty and students are oriented to the objectives, values and culture of the institution, through frequent seminars and orientation workshops.

Autonomy

St. Francis College has the distinction of being one of the first colleges in the twin cities of Hyderabad and Secunderabad to implement autonomy, which was conferred on the college by the University Grants Commission, through letter no. 724 – 7/87(NFC) dated 9th May 1988. PG autonomy was given in 2010. While the college remains affiliated to Osmania University, it has autonomy at the U.G. & P.G. level in :

- Designing the courses and syllabi.
- Innovative teaching methodology.
- Devising methods of evaluation, examination and tests pertaining to the award of the degree/diploma by the Osmania University.
- Admission of students

Choice Based Credit System (CBCS)

In keeping with the UGC Guidelines of 2015 for higher education, the college has introduced CBCS from the year 2016 onwards.

Objectives

- International academic compatibility to courses and credits offered.
- Greater flexibility for the students in their choice and areas of study, through different electives.
- Opportunities for advanced learners to earn extra credits.
- Facilitation of institution-industry interaction.
- Introduces students to inter disciplinary & skill based courses.

The term Credit is the unit by which the course work is measured.

One credit per semester (15 weeks) is equal to :

- One hour of teaching, (lecture (L) or tutorial (T) per week
- Two hours of practical work/field work (P) per week

Course usually referred as papers comprising of lectures/tutorials/laboratory work/ field work/ Outreach activities /project work/vocational training etc. The term Choice refers to the students' choice of a course of study and/or an Elective paper. CBCS provides an opportunity for students to choose from the prescribed courses comprising core, elective, foundation courses.

The courses would be evaluated following the grading system.

Types of Courses

- Core
- Elective
- Foundation

1. **Core Course** : Papers under this category are compulsory and cover the basics that a student is expected to study in that particular discipline.

2. **Elective course** : A course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/subject of study.

    a. **Discipline Specific Elective (DSE)**: Elective courses offered under the main discipline/subject of study is referred as Discipline Specific Elective.

b. Inter-Disciplinary Elective (IDE): The College/Institute may also offer discipline related Elective courses of Inter- disciplinary nature (to be offered by main discipline/subject of study), referred as Inter-disciplinary Elective (IDE).

c. Open Elective (OE) : An elective course chosen from an unrelated discipline/subject with an intention to seek exposure beyond discipline/s of choice is called Open Elective.

3. Foundation courses :

a. Foundation-Generic : These are mandatory for all disciplines anleads to knowledge enhancement.

Environmental Science	English Communication
Science & Technology	Second Language or Modern Indian Language
Indian Heritage & Culture	
Human Value Education	

b. Skill Enhancement Courses (SEC) : These are skill-based courses providing hands-on-training, competencies, skills, etc. These courses are chosen from a pool of courses designed to provide skill-based knowledge and contain theory and lab/hands-on training /field work.

c. Project work/Dissertation is a special course designed to acquire special/advanced knowledge, involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem.

A student studies such a course on her own with an advisory support by a teacher/faculty member.

Credits required to enroll for a Masters Programme :

As per the new UGC Guidelines, a student obtaining 24 credits in the concerned discipline at the Under-graduate level is deemed sufficient to satisfy the admission requirement to M.A/M.Sc./ M.Com. etc.

Statutory Bodies

Under autonomy the college has constituted various statutory bodies as per the UGC guidelines, which meet and approve the rules of admission, new courses and patterns of evaluation and assessment. The term of office of the Statutory Body members is two years. These statutory bodies and their composition are as follows:

Governing Body of the College

Rev. Sr. Philomena Thomas Provincial Superior	Chairperson
Sr. Sandra Horta Principal	Secretary
Dr. Meena Rajiv Chandawarkar Former Vice Chancellor, Karnataka State Women's University Vijayapura, Karnataka	UGC Nominee
Prof. V. Venkata Ramana Vice Chairman Telangana State Council for Higher Education Hyderabad.	State Council Nominee
Prof. Arjun Rao Dean, College Development Council Osmania University, Hyderabad	University Nominee
Ms. Shalini Deedayal Company Secretary	Special Invitee / Alumnae
Dr. Fr. Anthony Principal Loyola Academy Degree & PG College Alwal, Secunderabad	Management Nominee/ Educationist

Sr. Alphonsa P Kunjuvareed Correspondent & Secretary,	Member
Dr. Sr. Sherly ED Vice Principal,	Member
Sr. Dorine Mendonca College Treasurer	Member
Sr. Bridgit Joseph Province Treasurer,	Member
Dr. Sr. Christine Fernandes Former Principal	Member
Sr. Lilly Daniel Provincial Counsellor	Member
Dr. Mallika Shetty HOD BMS	Dean Academics
Dr. Savitha Sukumar Dept. of Commerce	IQAC Coordinator
Ms. P. C. Nirmala Dept. of Zoology	Controller of Exams
Ms. Latha S HOD Commerce	Senior Faculty
Dr. P. Lalitha HOD Maths	Senior Faculty

Academic Council

Sr. Sandra S Horta	Principal & Convenor
Sr. Sherly ED	Vice-Principal
Dr. Mallika Shetty	Dean Academics & HOD BMS
Ms. Alina Jyothi	Secretary, Academic Council & HOD Chemistry
Dr. K. Anitha	Asst. Secretary, Academic Council & HOD Mass Communication & Journalism
Dr. Savitha Sukumar	IQAC Coordinator
Ms. P C Nirmala	Controller of Exams
Ms. S. Latha	HOD Commerce
Dr. Lalitha	HOD Mathematics
Dr. Vijaya Gouri	HOD Telugu
Dr. M. Shailaja Raj	HOD Microbiology
Dr. Sr. Sujatha Y	HOD Computer Science
Ms. Usha Praveena	HOD Physics
Ms. L.N. Shuba	HOD Electronics
Ms. Mary Kavitha	HOD Botany
Ms. Deepa Switha	HOD Biotechnology
Ms. Alice Esther	HOD Economics
Dr. Ch. Yugandhar	HOD Statistics
Ms. Saritha O.T.	HOD Environmental Studies
Ms. Manjiri	HOD Sanskrit
Ms. Rupali	HOD Public Administration
Ms. Geeta Kumari	HOD Psychology
Dr. Surekha	HOD Hindi
Ms. Swetha Rachel	HOD French
Ms. Tabitha	HOD Applied Nutrition
Dr. Subi Varghese	HOD B.Voc. (RM & IT)
Mr. Farooq	HOD Physical Education

Ms. Padmasree	PG Coordinator (Comp. Sc)
Ms. Rekha Jaichander	PG Coordinator (Maths)
Ms. Shiny	PG Coordinator (M.Com. Applied Finance)
Dr. Sumalatha	PG Coordinator (Chemistry)
Dr. Roselin	PG Coordinator (Microbiology)
Mr. Clement	PG Coordinator (Mass Communication & Journalism)
Dr. Nandini Sanyal	PG Coordinator (Applied Psychology)
Ms. Geeta Gianchandani	PGD-HRM Coordinator
Ms. Marie Thomos	Placement Coordinator
Fr. Anthony Principal, Loyola Academy	Educationist / Management Nominee
Dr. P. K Jain. Scientist 'F' Team Leader ARCI, Hyderabad	Industry Representative
Mr. Anoop Recruitment Manager, Amazon, Hyderabad	Industry Representative
Ms. Pallavi Light House Promotion Agency Hyderabad	Alumnae
Prof. K. Shankariah Dean, Faculty of Commerce, OU	University Nominee
Prof. Venkata Ramana Devi Dean, Faculty of Science, OU	University Nominee
Prof. R. Nageswar Rao Dean, Faculty of Management, OU	University Nominee
Prof. V. Yoga Jyotsna Dean, Faculty of Social Sciences, OU	University Nominee
Prof. V. Padmavathy Dean, Faculty of Arts, OU	University Nominee

Board of Studies

Composition:

- Chairperson : Head of the Department
- Members : The entire faculty of each specialization
- Two experts in the subject from outside the college to be nominated by the Academic Council
- One expert to be nominated by the Vice-chancellor from the panel of six recommended by the college Principal
- One Postgraduate meritorious alumnus to be nominated by the Principal
- One representative from the industry / corporate sector
- Experts from outside the college whenever special courses of study are to be formulated

Finance Committee

Sr. Sandra Horta	Principal
Sr. Alphonsa P Kunjuvareed	Correspondent / Secretary
Dr. Sr. Sherly	Vice Principal
Sr. Dorine Mendonca	College Treasurer
Ms. Shalini Deen Dayal	Nominee of the Governing Body
Dr. Mallika S Shetty	Dean Academics

FACULTY PROFILE

FACULTY PROFILE (2018 – 2019)

Sr. Sandra S Horta, Principal	M.Sc. (Ph.D.)
Dr. Sr. Sherly ED, Vice Principal	M.Sc., Ph.D
Dr. Mallika Shetty, Dean Academics	M.Com., M.Phil., NET Ph.D.

FACULTY OF ARTS

Department of History

Dr. Uma Joseph (Associate Professor)	M.A., M.Phil., Dip. in Tourism Studies (IGNOU), Ph.D. (Head of the Dept.)
Ms. Rooman Deb (Asst. Professor)	MA. NET

Department of Political Science

Ms. Afshan Shireen (Lecturer)	M.A., M.Phil, (Ph.D.) (Head of the Dept.)
Dr. Sinjini Bhattacharya (Lecturer)	M.A. M.Phil. Ph.D

Department of Public Administration

Ms. D. Rupali (Asst. Professor)	M.A., NET (Head of the Dept.)
Mr. A. Kumara Swamy (Lecturer)	M.A., TSET (Ph.D)

Department of Economics

Ms. Alice Esther David (Asst. Professor)	M.A., NET, APSET, (Ph.D.) (Head of the Dept.)
Dr. K. Sirisha (Asst. Professor)	M.A., Ph.D.

Department of Psychology

Ms. Geetha Kumari S (Asst. Professor)	M.Sc., APSET, PGDPCS (Ph.D) (Head of the Dept.)
Dr. Nandini Sanyal (Asst. Professor)	M.Sc., NET, Ph.D.
Dr. Swati Agarwal (Asst. Professor)	M.A., NET, Ph.D.
Ms. Hilda Samineni (Lecturer)	M.Sc. (Applied Psychology)
Ms. Priyanka Musalay (Lecturer)	M.Sc. (Applied Psychology)
Ms. K. Rajan Arupuda Mary (Asst. Professor)	M.Sc., APSET

Department of English

Ms. Sharmila Kunnu (Lecturer)	M. A., B.Ed., M.Sc., M.Phil., (Ph.D.) (Head of the Dept.)
Ms. P.V.S. Lakshmi (Asst. Professor)	M.A., APSET
Ms. Saswati Majumdar (Asst. Professor)	M.A, APSET
Ms. Stella Martina X (Lecturer)	M.A., B.Ed., PGDELT, DCA
Dr. Reena Dewan (Asst. Professor)	M.A., Ph.D., PGCTE
Dr. Haritha (Asst. Professor)	M.A., M.Phil., Ph.D.
Ms. Bernadette (Asst. Professor) Dr.	M.A., B.Ed., NET
Smita Varghese (Asst. Professor)	M.A., M.Phil., Ph.D
Ms. Maria Rajan Thaliath (Lecturer)	M.A., M.Phil., NET
Ms. Chaitanya R.K. (Lecturer)	M.A., NET

Department of Social Management

Ms. Margaret Selvaraj (Asst. Professor)	M.S.W., NET/SLET, (Ph.D.) (Head of the Dept.)
Ms. Geeta Gianchandani (Lecturer)	M.S.W., Dip. in Counseling, Course (Coordinator PGD HRM & Gym), Personal Trainer (AFAA- Aerobics and Fitness Association of America), Reebok Certified Trainer

Department of Mass Communication

Dr. K. Anitha (Asst. Professor)	MCJ, M.Phil, APSET, Ph.D. (Head of the Dept.)
Mr. Clement Babu (Lecturer)	M.A., M.Sc.
Ms. Angela (Lecturer)	M.A
Ms. Serah Vinodini (Lecturer)	M.A
Mr. K. Ravi Kumar (Lecturer)	M.A., M.Sc.

Department of Languages

Dr. L.V. Vijaya Gouri (Asst. Professor)	M.A., NET, Ph.D. (Head Dept. of Telugu)
Dr. Sureka (Lecturer)	M.A., M.Phil., B.Ed., (Ph.D.) (Head Dept. of Hindi)
Ms. Manjiri Prashant ((Lecturer)	M.A. (Head Dept. of Sanskrit)

Ms. Swetha Rachel (Lecturer)	M. Sc., Diploma Etudes in Languages Francaise, (Diploma in French) (Head Dept. of French)
Ms. Keerthi Rao (Lecturer)	M.Sc. (Org. Chem) M.A. (French) DALF C1-AllianceFrancaise

Department of Library

Ms. Geetha (Librarian)	MBA, MLISc.

Department of Physical Education

Mr. Syed Farooq Kamal	M.A., M.P.Ed., M.Phil., (Ph.D.) (Head of the Dept.)
Ms. Amita Daniel	B.P.Ed, M.P.Ed.

Department of NCC

Lt. Marie Thomas	M.A.

Counselling Centre

Sr. SujathaSalibindla	M.A.in Spirituality & Counseling

FACULTY OFCOMMERCE

Ms. S. Latha Subramaniam (Lecturer)	M.Com. (Head of the Dept.)
Ms. Deepa Samuel (Asst. Professor)	M.Com., SLET, (Ph.D.)
Ms. A. Padmaja (Lecturer)	M.Com., M.Phil., (Ph.D.)
Dr. Vanisree T (Asst. Professor)	M.Com., M.Phil., Ph.D.
Ms. Hari Kalyani (Asst. Professor)	M.Com, LL.M, M.B.A., PG Diploma in Taxation, PG Diploma in IPR, TSET (Ph.D.,)
Dr. R. Shiny (Asst. Professor)	M.Com., NET, Ph.D.
Ms. G.V. Sharada (Asst. Professor)	M.Com, M.B.A, M.Phil, APSET, NET, PGDHRM, (Ph.D.)
Dr. Savitha Sukumar (Asst. Professor)	M.Com., M.Phil, FCMA, JRF/NET, Ph.D.
Dr. S. Sunita (Asst. Professor)	M.Com., M.Phil., NET, Ph.D.

Ms. Vijayakumari K (Asst. Professor)	M.Com., M.Phil, APSET, (Ph.D)
Ms. Vijayalakshmi R (Asst. Professor)	M.Com, M.Phil., MBA, APSET, NET
Ms. Kalyani Y (Asst. Professor)	M.Com., MBA, NET
Ms. Manisha Kulkarni (Asst. Professor)	M.Com., APSET, MBA
Ms. Lilly Kansal (Lecturer)	M.Com., M.B.A., M.Phil., (Ph.D.)
CA. Sangeeta (Asst. Professor)	M.Com., ACA, NET, MBA, (Ph.D.)
Ms. K. Shree Jyothi (Asst. Professor)	M.B.A. (Finance), M.Com., HDASM, NET, APSET, (Ph.D.)
Sr. Dorine Mendonca (Lecturer)	M.Sc. Finance, PGD-HRM
Ms. Latha G (Lecturer)	M.Com
Dr. Richa Mehta (Asst. Professor)	M.Com., M.Phil, Ph.D.
Ms. Nida Suleman (Asst. Professor)	M.Com., FCWA, NET, TSET
Ms. CA Ramya (Lecturer)	M.Com., MBA, CA
Ms. Madhura Ayachit (Asst. Professor)	MBA, M.Com, TSET
Ms. Joshna Tummeta (Asst. Professor)	M.Sc. (Finance), NET, TSET
Ms. V N Prashanti (Lecturer)	M.Com., PGDCA
Dr. Shobana Swamynathan (Asst. Professor)	M.Com, Ph.D
Ms. Mary Jasmine James (Lecturer)	MBA, M.Com

FACULTY OFMANAGEMENT

Department of BMS (Bachelor of Management Studies)

Dr. Mallika S Shetty (Asst. Professor)	M.Com. M.Phil. NET, Ph.D. (Head of the Dept.)
Ms. Mahnoor S (Asst. Professor)	MBA, NET, APSET, (Ph.D.)
Ms. Augustina Alphonse (Lecturer)	MBA
Ms. Evangelin Preethi Murumala (Lecturer)	MBA

Department of B.Voc (Bachelor of Vocation)

Retail Management & Information Technology

Dr. Subi Varghese K G (Asst Professor)	M.Com. M.Phil., Ph.D.
Ms. Shalini William (Lecturer)	MBA
Mr. Venkatesh M (Lecturer)	MBA (UK), M.Sc. (Elec), M MM

FACULTY OF SCIENCES

Department of Chemistry

Ms. Alina Jyothi (Asst. Professor)	M.Sc. (Head of the Dept.)
Dr. D. Sumalatha (Asst. Professor)	M.Sc., Ph.D.
Ms. Saritha Aduri (Lecturer)	M.Sc., B.Ed., (Ph.D.)
Ms. Shikha Chander (Lecturer)	M.Sc., M.Phil., APSET, B.Ed., (PGDIPR)
Dr. M. Kalpana (Asst. Professor)	M.Sc., Ph.D.
Ms. M. Bhargavi (Asst. Professor)	M.Sc., APSET, (Ph.D.)
Dr. K Sushmitha (Asst. Professor)	M.Sc., TSET, Ph.D.
Ms. Prashanthi (Asst. Professor)	M.Sc., TSET, PG Dip. in Nutrition & Dietetics
Ms. Lakshmi Madhuri (Lecturer)	M.Sc., PGDIPR
Ms. Shruthy D Pattathil (Asst. Professor)	M.Sc., APSET & TSET, (Ph.D.)
Ms. Dhanya V (Asst. Professor)	M.Sc., B.Ed., NET, PGDIPR
Ms. Shravya Rao (Lecturer)	M.Sc.(Org. Chem)
Ms. Prashanthi V (Lecturer)	M.Sc. (Analytical Chem.)
Dr. Sabiha Fatima (Asst. Professor)	M.Sc., B.Ed., Ph.D.
Dr. V. Radhika (Asst. Professor)	M.Sc., Ph.D.
Dr. Asha (Asst. Professor)	M.Sc., Ph.D.
Ms. Karuna (Lecturer)	M.Sc.
Ms. Vineetha (Lecturer)	M.Sc.
Ms. Madhuri	M.Sc., M.C.A., SET (Ph.D)

Department of Physics

Ms. Usha Praveena V J (Lecturer)	M.Sc., M.Tech., M.Phil., (Ph.D.) (Head of the Dept.)
Mr. Karthikeya (Asst. Professor)	M.Sc.
Ms. Devy (Lecturer)	M.Sc., M.Phil. B.Ed., PGDCA, Diploma Elemaire in French. (Ph.D.)
Ms. Sarika Yadav (Lecturer)	M.Sc.

Department of Mathematics

Dr. P. Lalitha (Asst. Professor)	M.Sc., M.Phil., Ph.D. (Head of the Dept.)
Ms. Rekha Jaichander (Asst. Professor)	M.Sc. (Tech), M.Phil. APSET, (Ph.D.)
Ms. Y. Suryavardhani (Asst. Professor)	M.Sc., M.Phil. (AP & TS SET) (Pursing M.Sc (Stat)
Ms. Rajani (Asst. Professor)	M.Sc., APSET, CSIR-NET
Ms. Ramanjana (Lecturer)	M.Sc., Applied Maths
Ms. K Lavanya (Lecturer)	M.Sc., MBA
Ms. Nikita Bengani (Lecturer)	M.Sc.
Ms. Boneita Maria Joseph (Asst. Professor)	M.Sc. (AP & TS SET)
Ms. Lavanya C (Lecturer)	M.Sc.
Ms. A. Divya Hancyna (Lecturer)	M.Sc., B.Ed.
Ms. Bhavyashree (Lecturer)	M.Sc.

Department of Statistics

Dr. Ch. Yugandhar (Asst. Professor)	M.Sc., Ph.D. (Head of the Dept.)
Ms. Udayasree (Lecturer)	M.Sc.
Ms. Priyanka (Lecturer)	M.Sc.
Ms.Shruti Sagar (Lecturer)	M.Sc.

Department of Electronics

Dr. L.N. Shubha (Asst. Professor)	M.Sc. (Tech), PGDCS, M.Phil., APSET Ph.D., (Head of the Dept.)
Ms. Sushma (Lecturer)	M.Sc., PGDCA (JNTUC)
Ms. Vanilakshmi (Asst. Professor)	M.Sc. (Applied Elect), NET

Department of Computer Science

Dr. Sr. Sujatha Yeruva (Asst. Professor)	M.Sc.,(Ph.D.) (Head of the Dept)
Ms. Padmasree (Lecturer)	M.Sc., (Elec), M.Sc. (IT)
Ms. B. Kavitha (Lecturer)	MCA, (M.Phil.)
Ms. D.B. Rekha (Asst. Professor)	MCA, APSET
Ms. Sowjenya (Lecturer)	M.Sc., M.Phil.
Ms. B Jyothi (Lecturer)	MCA
Ms. Prabmeet Kaur	MCA
Ms. Afeefa Noorain (Lecturer)	M.Sc.
Ms. Khalida Tabassum (Asst. Professor)	MCA, NET
Ms. Shobana (Lecturer)	M.Sc., B.Ed.
Ms. Savithri (Lecturer)	M.Sc. (Comp. Sc.), M.Sc. Statistics
Ms. Navya Allam (Lecturer)	MCA
Ms. Parsi Kalpana (Asst. Professor)	MCA, M.Tech., APSET, (Ph.D.)
Ms. B. Vyshnavi (Asst. Professor)	MCA, M.Tech, APSET
Ms. P Renuka (Lecturer)	MCA
Ms. D. Swetha (Lecturer)	M.Tech., MCA
Ms. Singaraju Sudha (Lecturer)	M.Tech., MCA
Ms. Rajeshwari (Lecturer)	M.Sc (IS), M.Tech.

Department of Zoology

Dr. Vidya Jayaram (Asst. Professor)	M.Sc., Ph.D. (Head of the Dept.)
Ms. P.C. Nirmala (Associate Professor)	M.Sc.
Dr. Jyothi Rani (Asst. Professor)	M.Sc., Ph.D., B.Ed., BPT, PGDCP,
Ms. Sangam Sravanthi (Asst. Professor)	M.Sc., APSET
Ms. S. Sheela Merlin (Lecturer)	M.Sc., B.Ed.
Ms. Sheryll Francis (Lecturer)	M.Sc.

Department of Botany

Ms. Mary Kavitha (Asst. Professor)	M.Sc., B.Ed., SLET, PGDIPR, Advance Diploma in German (Head of the Dept.)
Ms. Mylaram Keerthi (Asst. Professor)	M.Sc., SLET, (Ph.D.)
Dr. Basanti Chintaplli (Asst. Professor)	M.Sc., M.Phil, Ph.D.
Ms. Kavitha Bhadran (Asst. Professor)	M.Sc. NET, PGDESD

Department of Biochemistry

Ms. S Parijatham Kanchana (Lecturer)	M. Sc., Dip. in Advanced Bioinformatics, Dip. in Dietetics & Nutrition (Ph.D.) (Head of the Dept.)
Ms. Ritika Ranjan (Asst. Professor)	M.Sc., CSIR UGC NET
Ms. S. Malathi Varma (Lecturer)	M.Sc., M.Phil
Dr. Dipti Soni Jaipuriar (Lecturer)	M.Sc. Ph.D Dip in Hospital Administation
Ms. G. Sony (Lecturer)	M.Sc. M.Phil. (Ph.D)

Department of Microbiology

Dr. M. Shailaja Raj (Associate Professor)	M.Sc., CSIR-UGC JRF NET, Ph.D. (Head of the Dept.)
Dr. Roselin (Asst. Professor)	M.Sc., M.Phil., APSET, Ph.D.
Ms. Anitha Thomas (Lecturer)	M.Sc., M.Phil., (Ph.D.)

Ms. Gayathri Y (Lecturer)	M.Sc. M.Phil. (Ph.D.)
Ms. D. Sunita (Asst. Professor)	M.Sc., APSET, (Ph.D.)
Ms. Arsheen Tabassum (Asst. Professor)	M.Sc., M.Phil., NET, (Ph.D.)
Ms. Annapurna (Asst. Professor)	M.Sc., SLET, (Ph.D.)
Dr. B. Aruna (Asst. Professor)	M.Sc., Ph.D. Post Doc.
Ms. K. Swathi (Lecturer)	M.Sc.
Ms. K. Suman (Asst. Professor)	M.Sc., APSET, (Ph.D.)

Department of Biotechnology

Ms. Deepa Switha (Lecturer)	M.Sc., M.Phil., (Ph.D.) (Head of the Dept.)
Ms. T Shouni Niveditha (Asst. Professor)	M.Sc., APSET, TSET
Ms. Mini Fernandez (Lecturer)	M.Sc.
Ms. Shalini Rachel (Asst. Professor)	M.Sc., APSET, TSET
Ms. Anjana Wahengbam	M.Sc.

Department of Environmental Studies

Ms. Saritha O T (Asst. Professor)	M.Sc, M.Phil., NET (Head of the Dept.) M.Sc.
Dr. Logakanthi (Lecturer)	M.Phil., NET Ph.D

Department of Nutrition

Ms. Tabitha Ramona (Lecturer)	M.Sc. (Head of the Dept.)
Ms. Patricia Michael (Asst Professor)	M.Sc., NET
Dr. Kommi Kalpana (Asst Professor)	M.Sc., NET, Ph.D.

Open Electives

Mr. Atul Agarwal	M.A, LLB
Ms. Shanti Kumar	ITONE

Certificate Courses

Ms. Jaya Agarwal	M.A, Diploma in F.D & T.D
Mr. Shamsuddin	
Ms. Sakshi Agarwal	

Non -Teaching Staff

Administration Department

Sr. Alphonsa P Kunjuvareed	Correspondent / Secretary
	Office Suptd.
Sr. Dorine Mendonca	College Treasurer
Ms. Jayasheela	
Ms. D. Vajramani	
Ms. Suchitra	
Mr. M.B. Srinivas	
Mr. Nihal Leonard D'Souza	
Sr. Saritha	
Ms. Racheal Daniel	
Ms. Bindu V	
Ms. Anjali	
Ms. Renuka	
Ms. Y.J. Lavanya	
Ms. Fathima PLS	
Mr. Chamber Singh	
Mr. M. Murali Krishna	

Library Department

Ms. Geetha	Librarian
Ms. Lilly	
Ms. Padmini	
Ms. Arokiya Mary	
Mr. Paulus	
Ms. C Kavitha	
Ms. Rameshwari	
Mr. Siva Kumar	

Exam branch

Ms. K Saritha
Ms. Natalia
Ms. Maruthi
Ms. Shirisha Bharaji
Ms. Maheshwari
Mr. Shashidhar
Mr. Vijay Kumar

Laboratories

Ms. Swetha	Biochemistry Lab.
Ms. Swaroopa Rani	Biotechnology Lab
Mr. Devender	Botany Lab
Mr. Ranga Rao	Chemistry Lab.
Ms. D. Radha	Chemistry Lab.
Ms. Ch. Yamuna Raj	Chemistry Lab
Mr. Krishna Murthy	Comp Lab -Technical Officer/ Systems Manager
Mr. Shravan K	Comp. Lab - Asst. Technical Officer / PC Hardware
Ms. Susan Mary	Computer Lab.
Ms. Leena Agnes	Computer Lab.
Ms. Veena	Computer Lab.
Mr. A Srikanth	Computer Lab.
Ms. Maria	Computer Lab.
Mr. Prem Kumar	Electronics Lab
Mr. K. Sridhar	Mass Com - Technician Multimedia
Mr. Ram	Mass Com - Asst. Technician Multimedia
Ms. Maria Goretti	Microbiology Lab.
Ms. Priscilla	Microbiology Lab.
Ms. S Anuradha	Nutrition Lab
Mr. Sivarajulu	Physics Lab
Ms. Shyamala	Physics Lab
Mr. Anil Kumar	Physics Lab
Ms. Uma Patel	Psychology Lab
Ms. Ms. Teresa Mary	Psychology Lab
Ms. Karuna	Zoology Lab.

Stores

Sr. Rosa Joseph – Incharge
Ms. Margaret
Sr. Sagar Mary

General Staff

Ms. Manika	Supervisor
Mr. Jagadishwar	Graphic Designer & Photographer
Mr. Ramu	Sports
Mr. Baju	Sports
Ms. Sushmitha	Sports
Ms. Leena Mary	Commerce Department(PT)
Ms. R. Kameshwari	PGD-HRM & BMS(PT)
Ms. Linnette	B.Voc. (RM & IT) & Pre Med
Ms. Mary Dias	Receptionist
Mr. Ch. Joseph Vijay	Electrician
Mr. Anil Kumar R	Asst. Electrician

Support Staff

Ms. Shobha Rani	Biochemistry
Ms. Tresa David	Biotechnology
Ms. Sunitha	Botany
Ms. Roopa	Chemistry
Ms. Latha	Chemistry
Ms. Tara	Chemistry
Ms. G Manjula	Chemistry (PG)
Ms. Rajeshwari	Computer Lab
Ms. Agnes	Library
Ms. Padma	Library
Ms. Kavitha	Microbiology
Ms. Lalitha	Microbiology Lab
Ms. Gayathri	Nutrition
Ms. Shiv Rani	Psychology Lab
Ms. Anuradha	Zoology Lab
Ms. Machala Renuka	Sweeper
Ms. Nasreen	Sweeper
Ms. Hemalatha	Sweeper

Ms. Fatima	Sweeper
Ms. Mehraj	Sweeper
Ms. Haleema	Sweeper
Ms. Afsari	Sweeper
Mr. Md. Myan	Attender
Mr. Syed Pasha	Attender
Ms. A. Sahaya Mary	Sweeper
Ms. Bhagyalakshmi	Sweeper
Ms. Swapnapriya	Sweeper
Mr. Chada	Gardener
Mr. Jagan	Watchman
Mr. Stanley	Watchman
Mr. Govardhan	Night Watchman

Class Teachers for BA Faculty

BA I

Class	Teacher
HLP	Ms. Rooman
HPP	Ms. Rupali
EPP	Ms. PVS Lakshmi
EPS	Ms. Manjiri
PLP	Ms. Hilda S
PPP	Ms. Arpuda Mary
MLP	Dr. Smitha Varghese
MLS	Dr. Reena Dewan

BA II

Class	Teacher
HLP	Ms. Afshan
HPP	Ms. Bernadette
EPP	Ms. Alice David
EPS	Dr. Eshwari
PLP	Ms. Sharmila K
PPP	Ms. Geetha K
MLP	Ms. Serah Vinodhini
MLS	Ms. Geetha G

BA III

Class	Teacher
HLP	Ms. Swaswati M
HPP	Mr. Kumara Swamy
EPP	Ms. Swetha Rachel
EPS	Dr. Sirisha
PLP	Ms. Stella Martina
PPP	Dr. Shoma
MLP	Ms. Angela
MLS	Mr. Ravi Kumar

Class Teachers for Science Faculty

Class	Combination	Faculty-in-charge
B.Sc. I A	o BZC o Biotech/Zoo/Chem	o Dr. Jyothi Rani o Ms. Lavina
B.Sc. I B	o MPC o MPCs	o Dr. Lalitha o Ms. Devy
B.Sc. I C	o Micro/Biochem/Chem o Micro/Biotech/Chem	o Ms. Kanchana o Ms. Shouni Nivedita
B.Sc. I D	o M/Stat/Cs	o Ms. Rajani
B.Sc. I E	o M/E/Cs	o Ms. Sushma
B.Sc. I F	o Biochem/CAP/Chem o Biochem/Biotech/Chem	o Ms. Khalida Tabassum o Ms. Shruthi
B.Sc. I N	o Nut/Zoo/Chem o Nut/Bot/Chem	o Dr. Kalpana (Nut) o Ms. Patricia
B.Sc. I H		o Ms. Renuka
B.Sc. II A	o BZC o Biotech/Zoo/Chem	o Dr. Vidya o Ms. Sheila Merlin
B.Sc. II B	o MPC o MPCs	o Mr. Karthikeya o Ms. Usha Praveena
B.Sc. II C	o Micro/Biochem/Chem o Micro/Biotech/Chem	o Ms. Suman o Ms. Arsheen Tabassum
B.Sc. II D	o M/Stat/Cs	o Dr. Yugandhar
B.Sc. II E	o MECs	o Ms. Rekha D B
B.Sc. II F	o Biochem/CAP/Chem o Biochem/Biotech/Chem	o Ms. Rajeshwari o Ms. Ritika Ranjan
B.Sc. II N	o Nut/Zoo/Chem Nut/Bot/Chem	o Ms. Tabitha o Ms. M. Keerthi
B.Sc. II H		Ms. Sowjenya
B.Sc. III A	o BZC o Biotech/Zoo/Chem	o Ms. Sravanthi o Ms. Lakshmi Madhuri
B.Sc. III B	o MPC o MPCs	o Ms. Ramanjana o K. Lavanya
B.Sc. III C	o Micro/Biochem/Chem o Micro/Biotech/Chem	o Ms. Shika Chander o Ms. Anitha Thomas
B.Sc. III D	o MSCs	o Ms. Afeefa
B.Sc. III E	o MECs	o Ms. C. Lavanya
B.Sc. III F	o Biochem/CAP/Chem o Biochem/Biotech/Chem	o Ms. Malathi o Ms. Dhanya
B.Sc. III N	o Nut/Zoo/Chem o Nut/Bot/Chem	o Ms. Alina Jyothi o Ms. B. Prashanthi
B.Sc. III H		o Ms. Kavitha

Class Teachers for Commerce Faculty

Class	Faculty-in-charge
B.Com III (A & F)	Dr. Sunitha
B.Com III (H)	Ms. Harikalyani
B.Com III (C)	Ms. Ramya
B.Com III (IPP)	Dr. Savitha Sukumar
B.Com III (IB)	Ms. Manisha
B.Com II (A&F)	Ms. Sharada
B.Com II (IB)	Ms. Viyaja Kumari
B.Com II (H)	Ms. Y. Kalyani
B.Com II (C)	Ms. Prashanti
B.Com II (IPP)	Dr. Savitha
B.Com I (H)	Ms. Joshna
B.Com I (C)	Ms. Jasmine
B.Com I (A & F)	Dr. Vanisree
B.Com I (IB)	Ms. Vijayalakshmi
B.Com I (IPP)	Ms. Lilly

Class Teachers for Management Faculty

Class	Faculty-in-charge
BMS III	Ms. Mahnoor
BMS II	Ms. Augustina
BMS I	Ms. Mallika
B.Voc. III (RM & IT)	Ms. Shalini
B.Voc. II (RM & IT)	Mr. Venkat
B.Voc. I (RM & IT)	Dr. Subi

Class Teachers for PG Faculty

Class	Faculty-in-charge
M.Com (Appl. Finance) II	Dr. Richa
M.Com (Appl. Finance) I	Ms. Shree Jyothi
M.Sc. (Micro) II	Ms. Annapurna
M.Sc. (Micro) I	Dr. Aruna
M.Sc. (Org. Chem) II	Dr. Sumalatha
M.Sc. (Org. Chem.) I	Dr. Sushmita
M.Sc. (Mathematics) II	Ms. Nikita B
M.Sc. (Mathematics) I	Ms. Rekha J
M.Sc. (Computer Science) II	Dr. Sr. Sujatha
M.Sc. (Computer Science) I	Ms. Padmasree
M.Sc. (Appl. Psychology) II	Dr. Nandini
M.Sc. (Appl. Psychology) I	Ms. Priyanka
M.A. (Mass Comm. & Journalism) II	Mr. Clement
M.A. (Mass Comm. & Journalism) I	Dr. K Anitha

COMMITTEES

FOR THE

ACADEMIC YEAR

2018-19

LIST OF COMMITTEES 2018 – 2019

1. Board of Management of St. Francis College
Registered Society (Registration No. 716/2005)

Sr. Philomena Thomas	President
Sr. Sandra S Horta	Principal (Vice-President)
Sr. Alphonsa P Kunjuvareed	Correspondent & Secretary
Dr. Sr. Sherly	Vice-Principal (Member)
Sr. Dorine Mendonca	College Treasurer
Sr. Christine Fernandes	Member
Sr. Lilly Daniel	Member
Sr. Bridgit Joseph	Member
Dr. Sr. Sujatha Yeruva	Member

2. Members Appointed by the Board of Management

Dr. Mallika Shetty	Dean Academics
Ms. P.C. Nirmala	Controller of Examination
Ms. Y. Kalyani	Addl. Controller of Exams
Dr. Savitha Sukumar	IQAC Coordinator
Ms. Geeta Gianchandani	PGDHRM
Ms. Geeta Kumari	PGD Counselling
Ms. Latha G	Dean – Student Affairs (Commerce)
Ms. Haritha	Dean – Student Affairs (Arts)
Ms. Devy	Dean – Student Affairs (Science)
Mr. Clement	Dean – Student Affairs (PG)

3. Academic Planning & Development

Principal
Vice Principal
Correspondent
Dean Academics
IQAC Coordinator
All HODs

10. Students Grievance Redressal Cell

Sr. Sandra S Horta	Principal
Dr. Sr. Sherly ED	Vice Principal
Dr. Mallika Shetty	Dean Academics
Ms. P.C. Nirmala	Controller of Exams
Dr. Savitha Sukumar	IQAC Coordinator
Dean Student Affairs	
Concerned Class Teacher	

11. Internal Quality Assurance Cell (IQAC)

Sr. Sandra S Horta	Principal
Dr. Sr. Sherly ED	Vice-Principal
Sr. Alphonsa P Kunjuvareed	Correspondent
Dr. Mallika Shetty	Dean Academics
Dr. Savitha Sukumar	IQAC Coordinator
Ms. Roselin	Asst. Coordinator (IQAC)
Ms. P.C. Nirmala	Controller of Exams
Ms. Latha G	Dean Student Affairs – Commerce
Dr. Haritha	Dean Student Affairs – Arts
Ms. Devy	Dean Student Affairs – Science
Mr. Clement	Dean Student Affairs – PG
Ms. Marie Thomas	Placement Officer
Ms. Suchithra	Office Staff
Prof G. Ram Reddy	O.U. Nominee
Mr. Rohit Kumar	Inudustry Nominee
Dr. Joveeta	Alumnae Rep.
Student Representative	

12. Academic Calendar

Sr. Sandra S Horta	
Dr. Sr. Sherly	
Dr. Mallika Shetty	
Ms. Rekha R Jaichander	Coordinator

13. Prospectus Committee

Ms. Swaswati M	Coordinator
Ms. Tabassum	

14. Magazine Committee

Dr. Smitha Varghese	Coordinator
Dr. Gouri	
Dr. Surekha	
Ms. Tabitha	
Ms. Nida S	
Ms. Swetha Rachel	
Ms. Kavita B.	
Mr. Ravi	
Mr. Jagdish	

15. IT Services

Dr. Sr. Sujatha Y	Coordinator
Mr. Krishnamurthy	Technical Assistant
Ms. Prabhmeet	
Ms. Afeefa	
Ms. Shobhana	
Ms. Navya	

16. Time Table Committee

Dr. Sr. Sujatha Y	Coordinator
Ms. Sharada	
Dr. Sirisha	
Ms. Shobana	

17. Reporting for All Events

Dr. Sr. Sujatha Y	Coordinator
Ms. Gayathri	
Ms. Vijayalakshmi	
Ms. Prabhmeet Kaur	
Dr. Smitha Varghese	
Ms. Mehnoor	
Ms. Priyanka	
Mr. Ravi	
Mr. Jagadish	

18. Record Keeping of Minutes of All Staff Meetings
Deans Student Affairs

19. NSS PO's
Ms. Rooman (Arts)
Ms. A. Saritha (Science)
Ms. Vijayakumari (Commerce)
Ms. Ramanjana (Science)
Ms. Nikitha (Maths)
Ms. Evangeline (BMS)

20. College Choir
Ms. Bernadette — Coordinator
Ms. Serah Vinodhini
Ms. Augustina
Ms. Mary Dias

21. Campus Ministry Committee
Dr. Sr. Sherly — Co-ordinator
Sr. Sujatha Salibindla
Sr. Saritha

Face club (Co-ordinators)
Ms. Alice
Ms. Tabitha

22. Natale Committee
Ms. Mary Antony — Coordinator
All Christian Staff
FACE Club – Members

23. Value Education Cell
Dr. Jyothi Rani — Coordinator
Ms. Shouni Niveditha
Ms. Mary Jasmine

24. Library Committee
Ms. Geetha — Librarian
Dr. Shubha — Coordinator
Ms. Sowjanya
Dr. Shiny
Ms. P.V.S.Lakskmi
Dr. Richa
Dr. Swati Agarwal
Ms. Ritika
Dr. Kalpana K
Ms. Dhanya

25. Admission Committee
Sr. Sandra Horta
Dr. Sr. Sherly ED
Ms. P.C. Nirmala
Dr. Sr. Sujatha
Sr. Dorine
Ms. Latha S
Dr. Mallika Shetty
Dr. Sirisha
Dr. Subi Varghese

26. Orientation for Parents / Students
Department of Chemistry

27. Freshers Welcome & Farewell
Department of Mass Communication
Deans of Student Affairs

28. Faculty Professional Development
Principal
Vice Principal
Ms. P.C Nirmala
Dr. Shailaja Raj — Coordinator
Ms. Latha S
Dr. Lalitha

Ms. Alina Jyothi
Ms Sharmila Kunnu
Ms. Marie Thomas

29. Faculty Research Cell

Dr. Vanisree	Commerce
Dr. Aruna	Science
Dr. Yugandhar	Science
Dr. Swati	Arts

30. Examination Committee

Sr. Sandra S Horta	Principal – Chief Controller of Exams
Dr. Sr. Sherly ED	Vice-Principal – Asst. Chief Controller of Exams
Ms. P.C. Nirmala	Controller of Exams
Ms. Y. Kalyani	Addl. Controller of Exams
Dr. Sirisha	Supdt. of Exams
Dr. Sumalatha (PG)	
Ms. Sangeetha (PG)	
Ms Kanchana	
Ms. Udayasree	
Ms. Renuka	

31. Remedial Instruction

Dr. Sunita (Commerce)
Ms. Savithri (Comp. Sc.)
Ms. Lavanya (Maths) Ms. Prashanti (Chemistry) Ms. Priyanka (Statistics)
Ms. Hilda (Psychology)

32. Celebration of National Festivals

Department of BMS & B.Voc
Departments of Sports / NCC / NSS

33. Women's Cell

Ms. Manjiri	Coordinator
Ms. Suryavardhini	
Ms Shikha	
Ms. Sunita D	
Ms. Stella Martina	
Ms. Mehnoor	
Dr. Nandini	
Ms Evangeline	

34. Educational Study Tours

All HODs Coordinated by Vice Principal & Dean Academics

35. Vehicle Parking

Sr. Saritha	Coordinator
Mr. Chamber	
Mr. Nehal	
Mr. Murali	

36. Centre for International Studies

Dr. Reena Dewan	Coordinator
Dr. Shailaja Raj	
Ms. Geeta Kumari	
Mr. Clement	
Ms. Priyanka	

37. Alumnae Committee

Principal	
Vice Principal	
Ms. Shalini Deendayal	President
Dr. Swaswati Choudhury	Vice President
Ms. Asha Kumar	Secretary
Ms. Deepa James	Joint Secretary
Ms. Geeta G	Treasurer
Ms. Anitha Thomas	Coordinator
Ms. Pooja Bajaj	Member
Ms. Bhavana	Member
Ms. Pallavi	Member
Ms. Jaspreet Kaur	Member

38. Sports Committee

Mr. Farooq — Coordinator
Ms. Amita Daniel
Ms. Mary Antony
Ms. Kanchana
Dr. Richa
Ms. Hilda

39. Convocation Committee

Ms. Nirmala — Coordinator
Ms. Latha S
Ms. Alina Jyothi
Mr. Karthikeya
Ms. Padmasree
Ms. Deepa Switha
Dr. Yugandhar
Ms. Rupali
Dr. Subi Varghese
Dr. Anitha K

40. Cultural Committee

Ms. Usha Praveena — Coordinator
Dr. Vanisree
Ms. Manjiri
Dr. Shiny
Ms. Gayathri
Dr. Sirisha
Ms. Lakshmi Madhuri
Ms. Malathi V

41. NIRF Committee

Dr. Uma Joseph — Coordinator
Ms. P.C. Nirmala
Dr. Mallika
Dr. Savitha

42. CPE Committee

Dr. Mallika — Coordinator
Ms. Anitha Thomas
Ms. Vijaya Lakshmi

43. Inter College Fest

Ms. Reena Diwan — Coordinator
Ms. Prabhmeet
All Club Coordinators

44. Media Network Committee

Dept of Mass Communication & Journalism

45. Audio Visual Committee

Ms. Jyothi B — Coordinator
Ms. Vyshnavi
Ms. D. Swetha
Ms. Sudha
Mr. Shravan
Mr. Srikanth

46. Health Centre

Dept of Biochemistry

47. Canteen Committee

Ms. Saritha O.T — Coordinator
Dept. of Applied Nutrition

48. Water Potability Testing Committee

Dept. of Microbiology

49. College Diamond Jubilee Committee

Ms. Deepa James — Coordinator
Dr. Uma Joseph — Addl. Coordinator
Ms. Vijayalakshmi — Secretary
Mr. Venkat — Asst. Secretary
Ms. Kalyani Y — Treasurer

Ms. Usha Praveena	Addl. Treasurer
Mr. Clement	Media Coordinator

50. CBCS Review Committee

Principal	
Vice Principal	
Dean Academics	Coordinator
Ms. P C Nirmala	
Dr. Uma Joseph	
Ms. Latha S	
Dr. Shailaja	

51. Swarnojwala Scheme

Dr. Uma Joseph	Coordinator
Ms. Harikalyani (B.Com)	
Ms. Rupali (B.A.)	
Ms. Kanchana (B.Sc.)	

52. NAAC Accrediation Core Committee

Principal	
Vice Principal	
IQAC Coordinator	
IQAC Asst. Coordinator	
Ms. Nirmala	
Dr. Uma Joseph	
Ms. Deepa James	
Dr. Shailaja Raj	
Dr. Lalitha	
Dr. Mallika	
Ms. Mary Kavitha	
Dr. Sr. Sujatha Y.	

53. Discipline Committee

Ms. Marie Thomas	Coordinator
Mr. Farooq	Coordinator

Ground Floor

Ms. Alina Jyothi	Chemistry Lab Verandah
Ms. Usha Praveena	Physics Verandah
Ms. Deepa Switha	Reception Area
Ms. Kanchana	Axis Verandah

1st Floor

Dr. Shailaja Raj	Microbiology Verandah & R.No.50 Verandah
Dr. Sumalatha	Board Room Verandah

2nd Floor

Dr. Uma Joseph	R. No. 71, 72 Verandah
Ms. Latha S	R. No. 57. 58, 60 – 64, 74, 75
Dr. Yugandhar	R. No. 65 - 70

3rd Floor

Dr. Mallika.	3rd Floor
Dr. Subi	3rd Floor
Ms. Geeta Gianchandani	HRM Verandah

PG Block – 1st Floor

Ms. Padmasree	
Ms. Manjiri	

2nd Floor

Dr. Lalitha	208 - 212
Ms. Geetha Kumari	201 - 207

Mass Comm Block

Dr. K Anita	Entire Mass Comm. 1st & 2nd Floor
Mr. Clement	American Corner

GENERAL RULES AND REGULATIONS

Office:

Office Timings : 9:00 a.m. to 4.30 p.m. on all working days
Lunch break : 12.30 p.m. to 1.00 p.m.

Rules of Office :

1. Application for certificates should be addressed to the Principal
2. Certificate (transfer, conduct, study, bonafide etc.) will be issued after 5 working days from the date of application.
3. No certificate will be issued in less than 48 hours.
4. All fees must be paid by the notified due date.

College Timings :

8.20 a.m. to 1.50 p.m.	All PG except Chemistry, B.A III, B.Com. BMS & B.Voc. (RM & IT)
9.10 a.m. to 3.10 p.m.	B.A II, B.Sc. II
10.20 a.m. to 4.00 p.m.	B.A I, B.Sc. I & III, M.Sc. Chemistry
9.20 a.m. to 10.10 a.m.	Certificate Courses

Code of Conduct for Students

1. All students are answerable to the Principal, staff and other college authorities for their conduct and behaviour.
2. Students are required to be regular and punctual to classes and the Morning Prayer Assembly, practicals, seminars and other activities.
3. Attendance and active participation in all activities organized by the college is mandatory.
4. All the students are requested to read notices displayed on the notice boards.

5. Dress Code :
   - The college recommends simplicity and modesty in the manner of dress in order to foster a congenial academic atmosphere.
   - The college dress code is **Salwar Kameez,** Jeans with long tops are allowed. **Sleeveless, cold shoulders & short tops are not permitted**.
6. Students are always required to wear their Identity Card for attendance to every class.
7. All students commuting to college by two-wheelers/ four-wheelers are required to make their vehicle passes on payment of prescribed vehicle parking fee. Drivers are not allowed to wait in the campus.
8. Use of Cell Phones is not permitted during the class hours and lab sessions.
9. Charging of Cell phones in College premises is forbidden.
10. All forms of ragging is strictly prohibited.
11. During the free hours students are expected to be in the library or the Indoor Stadium. Movement in the corridors or sitting on the staircase is not permitted during the class hours.

Note : Rules are subject to change at the discretion of the Management with the approval of Academic Council.

Attendance

Concerned lecturers mark attendance of students for every hour. 80% attendance per subject is required for writing the semester end exams (Theory and practical separately).

Students can check their attendance status online.

SMS are sent to parents when a student is absent.

Students having less than 70% attendance in a subject will not be allowed to write the semester end examination for that subject.

Students without id card will not be given attendance.

Medical Leave

Students need to get the medical certificate attested by concerned HOD **within 15 days of return from Medical Leave** and submit it to the respective Deans of Student affairs.10 % condonation of attendance is given on submission of medical certificate with a payment of Rs. 100 per subject. Submission of Medical Certificate does not mean that all the dates of absence in college arecondoned.

Co-curricular &Extra curricular attendance

Students involved in co-curricular and extra-curricular activities and missing regular classes should contact the respective persons (HODs, Deans Student Affairs, Physical Director, and NCC& NSS Officers) who will mark event attendance.

A Maximum of only 15% event attendance per semester is permitted for all the extracurricular activities put together.

50% attendance required for National level Sports students and NCC students participating in RD parade.

EVALUATION SYSTEM

Evaluation system comprises of

- Continuous assessment (40 Marks)
- End semester examination (60 Marks)

Continuous Assessment consists of

- Written test (20 Marks)
- Skill based component (20 Marks) which includes class tests, assignments, book reviews, seminars, Group discussion, group presentations, laboratory work, mini project etc.
- Written test of Continuous Assessment is of one hour duration and will be held on a scheduled date.
- A test for absentees will be conducted only for those candidates deputed by the college to participate in Inter State / All India Sports / NCC / NSS activities.
- Those absent for any grave reason will answer only for 10 marks.

End Semester Examination

External experts set the question papers and evaluate the answer scripts. Model question papers will be provided to students and examiners.

All students are expected to report to the examination hall on time. Late comers will be allowed into the hall only for 30 minutes after the stipulated time of commencement of examinations.

Students are not allowed to carry their cell phones in the examination hall.

For Courses with **maximum marks of 100**.

Ratio of continuous assessment & End Semester examination is 40:60

UG courses

- 3/4/5 credits courses evaluated for 100 Marks
- Duration of End semester exam 2 hours.

PG courses

- 3/4/5 credits courses evaluated for 100 Marks
- Duration of End semester exam 2 ½ hours

For Courses with **maximum marks of 50**

- Ratio of continuous assessment & End Semester examination is 20:30
- Duration of end semester exam 1 hour.

For Courses with **maximum marks of 25**

- There is no continuous assessment only End Semester examination
- Duration of end semester exam is 1 hour.

Evaluation for Practical Courses

- No Internal / Continuous Assessment for Practical Courses – UG & PG
- Evaluation by Internal Examiners for Practical Courses of
  Semesters I, III, V of UG
  Semesters I & III of PG
- Evaluation by External Examiners for Practical Courses of
  Semesters II, IV, VI of UG
  Semesters II & IV of PG
- Semester End Exam for 2 hours duration & is of 50 Marks.

Malpractice

- A student is guilty of malpractice if she is found attempting to copy, copying or in possession of incriminating material, any papers or writing on any part of the body.
- For Continuous Assessment, a student found guilty by the committee will be awarded zero marks in that subject only.
- For End Semester Examination, a student found guilty will have all subsequent papers of the semester cancelled.
- A committee comprising of the Principal, Controller of Examinations and the concerned Invigilator will investigate cases of malpractice

Minimum Marks for Passing Exam

- There is no minimum passing marks for internal Assessment test.
- The minimum mark for passing in a subject in UG is
  - 36% in the End Semester exam
  - 40% of marks in the aggregate of the Internal Assessment and the End Semester
- If a student passes the end semester examination but fails to get the adequate aggregate of the Internal Assessment and the End Semester she should repeat the End Semester Examination.
- The minimum mark for passing in a subject in PG is
  - 40% in the End Semester
  - 40% of marks in the aggregate of the Internal Assessment and the End Semester
- Those who secure less than the stipulated minimum will be declared failed
- There is no provision for an improvement exam.

Note: Mark memos of failed candidates will be handed over to parents and it is mandatory that parents collect the memos.

Representation Regarding Semester Examination Results

In case of dissatisfaction with end semester examination results a student can ask the Controller of Examination in writing for revaluation on payment of the prescribed fee.

The following procedure will be followed in revaluation

- If the difference is less than 10% of the maximum marks of the paper answered between the original and revalued marks, the former will be considered.
- If the difference is 10% or more of the maximum marks of the paper answered the latter will be given
- No revaluation for PG since their papers go for double valuation.

Supplementary Exams

- UG theory supplementary exams held every semester
- UG practical supplementary exams held

  Odd Semester in Odd Semesters only

  Even Semester in Even Semesters only

- PG theory & practical supplementary exams in even semesters only
- Supplementary Examination cannot be taken more than three times for a subject under the same syllabus. If the syllabus is revised the students will have to repeat the examination under the revised syllabus, after 3 attempts.
- To be awarded I / II division for an undergraduate examination a student is required to pass all papers within the stipulated 6 semesters.
- The year and month of passing the exam is indicated in the consolidated memo of marks. Students who fail to clear all the subjects will be considered as supplementary candidates. No division will be awarded.

Maximum Time for Completion of Degree Programme :

- **UG degree programme** has to be completed within 3 years from the date of admission. If syllabus is revised, 2 more years are allowed for writing backlogs, with the old syllabus. Totally a student has 3+2 years to complete her UG degree failing which fresh admission has to be made for the UG degree programme.

- **PG degree programme** has to be completed in 2 years from the date of admission. If syllabus is revised, 2 more years are allowed for writing backlogs, with the old syllabus. Totally a student has 2+2 years to complete her PG degree failing which fresh admission has to be made for the PG degree programme.

- **Any student from earlier year-wise UG / PG program seeking re-admission from the academic year 2017-18 onwards will have to opt for CBCS semester system**.

Rules for Promotion

From Odd Semester to Even Semester

No student is automatically eligible for promotion to the next semester. A student should have a minimum of 50% attendance in all the subjects to be eligible for promotion to the next semester.

From One academic year to another

A student must earn a minimum of 25 credits (in academics) in one academic year to be eligible for promotion to the next year.

For B.Voc courses, the student must earn a minimum of 30 credits to be eligible for promotion.

A student will be eligible for the award of a degree if she has passed in all the subjects and has secured the minimum of credits specified for the course over the six semesters/ four semesters of PG.

Re-admission rules :
In all the cases mentioned below, re-admission is permissible provided they are within the period of 3 years.

- A student who did not put in the required attendance in a semester of a course & thus detained.
- A student who did not pass in the required no. of papers / with the required no. of credits & thus detained.
- A student after completing a semester / year did not continue her studies in the next immediate semester / year on personal / health grounds but desired to continue her studies after a short break.
- A student who has put in not less than 40% attendance in a semester & not registered for the exam, can take re-admission in the same semester.
- Students who, after completing a semester / year of the course but taken T.C. to join some other course & come back to continue the earlier course.

Further, the approval of the University has to be obtained in respect of those students who take T.C. to join some other course & come back for re-admission in the same College.

All the re-admissions including such of those students who take TC & come back, shall be granted by the Principal of the College directly subject to the fulfillment of the following conditions stipulated by the University.

- They should have been promoted to next higher class / semester in which they are seeking re-admission.
- They should join the course within 4 weeks from the date of commencement of classes.
- They should be able to complete the course within 5 years in case of UG or within the double duration (4 years) in case of PG, from the year of their original admission.
- They should pay the re-admission fee as prescribed by the College.

NOTE: No re-admission shall be made after the cut off date (4th week in a 15 week semester) under any circumstances. The cut off date for granting re-admission shall be reckoned from the date of commencement of classes for different courses as per the almanac of the College.

Infrastructure Facilities

Campus
Located in the heart of the city at Begumpet St. Francis College for Women has a sprawling campus area of 8 acres. Two impressive buildings house spacious classrooms, laboratories, library, reading rooms and conference halls.

Generator
A standby power generator is provided in the campus to take care of the occasional power shut down due to maintenance.

Auditorium
The College has an auditorium with an area of 20,000 sq ft. An impressive stage with its state of the art acoustics, attached green rooms and other accessories contribute to the success of all cultural and other events conducted here.

Board Room and Lecture Halls
The college has board room with state of the art equipment to cater for the various meeting requirements. The college has over 75 spacious lecture halls fitted with a public address system, and 55 rooms are equipped with audio-video facilities, LCD projection screens etc. The college has four large conference halls, wherein seminars, workshops, extension lectures, Interactive sessions with experts from the industry are often conducted.

Library
The Library services are fully computerized with updated software SLIM 21î and has a collection of 75,000 books and more than 100 Journals / Magazines. Access to E-journals from J-Gate-Informatics is provided. The library is open from 8.30 am to 4.30 pm on all working days. U.G.C. Infonet Services including J-STOR is available for the benefit of the academic fraternity. The Library has a Book Bank consisting of core texts books, which are issued to deserving students for the whole academic year.OPAC facility is also available.

Internet Resource Centre
The Internet Resource Center,serves both the faculty and the students by providing Internet Access and online resources with broadband connectivity. Staff and students can access any information they want over the Internet thus extending the boundaries of learning from the classroom to the time and place of their choice. A number of classes are regularly scheduled and some faculties occasionally reserve the labs to teach their students some special applications or give an online exam.

Laboratories
Well-equipped science laboratories are spread out on the ground and first floors of both the buildings. These teaching laboratories, managed by the individual science Departments, have setups and facilities for carrying out

not only the experiments listed in the syllabus but also projects that look far beyond the traditional course content.The Botany and Zoology Museums, maintained by the respective Departments, house a comprehensive collection of preserved specimens of flora and fauna, biological samples, slides and other resource materials.

Area for eXperimental Inquiry into Science (AXIS)

To expand campus research facilities for staff and students, the college has set up Research Resource Center AXIS (Area for eXperimental Inquiry into Science) for physical, chemical and biological Sciences as a central facility. Latest High-end equipment provides access to facilities needed for advanced level experiments, project work and research.

Commerce Lab

The basic idea behind establishing a Commerce lab is to strengthen the conceptual base. Showing the vouchers to the students, explaining the concepts with living examples, introducing the students to the annual reports of the companies are some of the modes adopted in this regard. The concept is perceived to be useful to the students and the faculty.

English Language Lab

The Language Lab acts as a platform for learning, practicing and honing language skills through interactive lessons and communicative mode of teaching. The emphasis is on English language learning through the usage of emerging technology and address the concepts of grammar, lexicon, phonetics and accent.

UG / PG - Psychology Laboratory

The Laboratories are well equipped with various projective and non-projective tests used in the field of Psychological Testing. A range of psychological tests is also available in the laboratory, for example, personality tests, intelligence tests, aptitude tests, attitude and value scales etc. The Department has Counseling Laboratory, with a simulation room and four individual counseling rooms for counseling skills training and supervised counseling. The subject knowledge gained through classroom teaching, psychological testing and practical exposure through various forms of field work gives immense training in handling clients.

Mass Communication Studio

Mass Communication lab cum studio housed in the Sister Maria Franco Multimedia Centre, has state of the art sound proof Television studio along with a Green Room that is equipped with one Teleprompter which is used for shooting news bulletins, monologues, ad-film making etc. For video editing purpose there are13Adobe Premier PRO Collection, FCP in with 7 Mac Systems, 25 DSLR Cameras, one 5D Mark 3 Camera, 6 Lapel Mikes and 5 Video Cameras and online video setup. Campus Herald the college newspaper published every semester from Print Media Lab uses industry-popular software-In- Design & Cannon Colour Printer. Online Campus Radio well known as Francis Bol, is another initiative of mass communication students who make special radio programs to inform, educate and entertain the college students.

Video Conference Facility

Video Conference Facility provides students the opportunity to interact with eminent scientists and academicians nationally and internationally.

Indoor Stadium

In order to promote a spirit of healthy participation and cooperative sharing of achievements in games the college has a multi-purpose Indoor Stadium with an area of 12,000 Sq. ft. The stadium was inaugurated in March 2014 and is available not only for students but also for coaching sessions of children. Most of the university tournaments are held here.

Prayer Room

Tucked away in a quiet corner are the two Prayer Rooms one on the ground floor and the other on the third floor of the main building a haven for those who seek moments of solitude in prayer and reflection.

Students Service Centre

Student Service Centre is equipped with facilities for Xerox, Project Binding, Lamination, Stationery etc.

Louis Pasteur Research Lab

Osmania University has recognized the college as Research centre for Microbiology. Louis Pasteur Research Lab is for the faculty to pursue their research in Microbiology.

Bethel Retail Store

Bethel Retail Store on campus is handled exclusively by students of B.Voc Retail Management to get hands on experience of managing a retail store. By practical experience they sharpen their entrepreneurial skills.

Fitness Centre

A fitness studio under the supervision of a trained instructor is equipped with the latest equipments with 7 cardio stations such as treadmills, Cross trainers and upright bikes. Nutritional counseling is provided on request by a professional Nutritional Expert.

Health Centre

The Health Centre provides services to the entire college community and organizes various health awareness programmes on current relevant health issues. A visiting doctor and a nurse are available to attend to medical problems of both staff and students.

American Corner

American corner provides a window on life and culture of United States. Its an open library, research and resource centre with the entire collection of U.S library of congress containing 25,00,000 volumes, journals and books available in digital format. It aids in the application of Fulbright Nehru and other Fulbright fellowships for students and teachers.

Parking Area

The college also has adequate parking space allotted to students with 2 and 4 wheelers. Students need to take vehicle pass at the beginning of the academic year. Each year additional facilities are introduced to keep pace with the academic growth of the college.

Canteen

The Canteen provides lunch snacks, beverages and one can have a wonderfully fun filled and relaxed time with popular music in the background. Located amidst rocks with its colorful array of posters, it offers the perfect ambience for informal student interaction.

Support Systems

Scholarships and Fee Concessions

The college offers fee concessions to students from disadvantaged groups. The college has announced scholarships for needy students from the students fund. This fund has been built up by the generosity of the staff, alumnae and well-wishers. The scholarships offered are called LUCINI scholarships for the needy students.

- SC / ST Scholarship
- BC Scholarship
- Minority Scholarship

Psychological Counseling Cell

The College has a Counselor available at all times during the college hours. Counseling Cell Services in the area of guidance and counseling have been availed by a number of students, parents and staff of the college. Group counseling and individual (one on one) counseling services are provided and the sessions are offered in privacy and strict confidentiality.

Career Guidance & Placement Cell

The students are guided in career choices and in planning their course of study according to their aspirations through orientation programmes. Various courses and talks related to career prospects are arranged with the help of members from reputed organizations. For the final year students interface sessions and interaction with experts from the industry are regularly organized.

The Placement cell offers:

- A bridge between Job providers and Job seekers
- Training on various skills such as Resume writing, Interviews skills, Group Discussions, Confidence building, Corporate etiquette etc.
- Guidance in career choices.
- Student coordinators gain Human Resource Management experience and develop Leadership Skills.

Corporate visiting us for Placements : Deloitte, Google, ADP, Dell, Franklin Templeton, Cognizant IT, Cognizant Analytical Writing, Tata Capital, Amazon, Teach for India, Wipro BPO &IT, Facebook, Genpact Voice Based, Genpact Finance, Earnst & Young, HSBC, Apollo Health City, Wells Fargo, G.E., Mahindra Satyam IT, Hamstech, Foray, Software for Google, Indus International School Art Dept, Genpact – Sorting Content, IQ Channels, HGS, IBM, RED FM, Tarang, RVRPRO, D.E. Shaw, HCS.

Institution - Industry - Interface

The college strives to match its aspirations with the demands of the globally competitive industrial environment.

There are several initiatives in this direction:

- On the job training programmes
- Mandatory Internships
- Project evaluation by Industry
- Entrepreneurial development seminars by NISIET
- Extension lectures by practicing managers
- Coaching classes organized by TIME & CARREER LAUNCHER
- Campus interviews by leading Companies

Grievance Redressal Cell

The college has a grievance redress cell, consisting of Principal, Vice Principal, Dean Academics, Senior Faculty members of different departments. The function of the Grievance Redress cell is to evolve redressal mechanism and provide solutions to the aggrieved.

The Grievances Redressal cell covers aspects such as:

- Attendance for Regular classes & exams
- Dress Code / Use of Cell Phones
- Malpractices during exams
- Facilities provided by the college
- Staff related problems
- Peer group problems
- Theft

- College Timings
- Discipline related problems

Parents Teachers Interaction

Parents Teachers Meet is organized at the beginning of every academic year for the parents of the first year students to acquaint them with the culture of the college. Suggestions are called for, and parents respond enthusiastically in terms of sharing their expertise for the benefit of students. They offer to be guest lecturers and share their expertise with the students. They also extend the use of their facilities for projects. Parents have to meet the concerned class teacher / dept. at the time of the distribution of marks memorandum especially of students who fail or absent for the exam.

St. Francis Alumnae Association

Alumnae are the ambassadors of an institution. The Alumnae of St. Francis College spread across the length and breadth of the globe are successful in their chosen sphere of activity and have attributed their success to their learning experience, sense of discipline & values imbibed at this institution. The Alumnae association is the outcome of their desire to strengthen their links with their Alma Mater as proud Ex-Francisians. The association has been registered with the Registrar of societies as St. Francis Alumnae Association, Hyderabad. The Alumnae meet annually to foster fellowship and share their experiences with the new members of the group and in this manner contribute to the enrichment and growth of the college.

The executive body of the association meets once in two months and plans for programmes to benefit the current students. The Alumnae have contributed to the enrichment of the college in different capacities

- As part-time counselors
- Facilitators in Career Guidance
- Facilitators in Human Value Sessions
- Guest speakers on various issues
- As faculty members
- Being part of the outreach programme
- Towards Staff Health Insurance

SOCIAL OUTREACH PROGRAMME – SWARNOJWALA

As part of the Golden Jubilee Celebrations in 2009 a new venture, Swarnojwala, Rural Student Adoption Programme, the institutions modest contribution to the cause of rural social development was introduced. This scheme aims to provide education to girls from rural background, first generation learners and economically poor but who excel in studies irrespective of their caste or creed. Every year three girl students are admitted into the 3 year degree programme of B.A, B.Sc. and B.Com. This programme takes care of the Financial, Academic and the Social needs of the students. The students are provided for food & accommodation, college fees, books and other requirements of a regular student of the college. The academic support is given by the staff who volunteer to take over as an Academic Counselor and Guardian, providing the necessary direction and guidance to the students. The student is provided the benefit of extra tutorials, courses to develop soft skills and other avenues for the overall personality development. The college Placement Cell assists them in providing employment on successful completion of their respective course.

EXTRA CURRICULAR ACTIVITIES WITH CREDITS

NSS / NCC / SPORTS

The focus of the college being all-round development of students, the college endeavors to channelize youthful energy and potential to instil in them the spirit of community service through their involvement in NSS, NCC and Sports. The students have to opt for any one of these activities and put in a minimum of 60 hours of work to be eligible for the award of degree. Such participation is awarded one credit at the end of the undergraduate programme.

National Social Service (NSS)

The college has the unique distinction of being the recipient of 4 National awards by the Government for NSS in the very year of the inception of the awards. The college attempts to instill in the students the spirit of community service by involving them in extension activities organized by the NSS units. There are four Units of NSS. The programme officers in collaboration with the NSS unit of Osmania University organize various activities.

National Cadets Corps (NCC)

NCC aims at development of leadership qualities, strong character and spirit of service and creation of a disciplined force that could be of use in national emergencies. Training is provided with a view to developing officer- like qualities in the cadets enabling them to obtain commissions in the Armed Forces. The total strength of the NCC squad in our college comprising three wings (Army, Navy and Air Force) is 100.

To develop the spirit of adventure among the cadets various adventure activities such as Trekking, Para-sailing, Mountaineering etc. are offered. International youth exchange programmes, national and local camps are conducted. Every year, individual cadets have won laurels for themselves and the college. Some of our Cadets and staff have represented our State at the Republic Day Parade in Delhi and have won many awards. They have also participated in the Integration camp at Port Blair and the International Youth Exchange Programmes.

Sports

The Department of Sports at St. Francis College offers a number of sports activities to help students become physically fit, develop leadership qualities and encourage a spirit of sportsmanship. The college has excellent infrastructural facilities for both indoor and outdoor activities. The following are the guidelines for sports participation:

- Students opting for sports are required to complete their certificate course in any sport during their 1st or 2nd semester with a compulsory attendance of 30 hrs.
- Students who represent the College at District, State, Zonal, All-India Intervarsity, and National levels are required to have at least 50% attendance in order to appear for the examinations.
- Students are allowed a retest if they if they are representing college in any match during the Internal Assessment dates. This facility is however not available for semester-end examinations to ensure that the academic career of the student is not affected.
- The college appoints coaches on a part time basis to coach and conduct sports certificate courses in: Basket ball, Base Ball, Soft ball, Hand ball,

volley ball, Throw ball, Tennikoit, Table Tennis, Caroms, Chess, Shuttle Badminton, Yoga, Cross-Country, Taekwondo, Karate.

- Minimum number of students required for running a certificate course in sports is 40. The college invites applications for admission under "Sports Quota" from students who have participated at State, National and International level under the sports quota.

Value Education

St. Francis College has incorporated value education as part of its academic programme right from its inception to develop the right set of values through informal and interactive sessions. These classes are held in second semester for all students. Topics generally related to youth and their conflicts, challenges etc. are discussed through role-plays, skits, questionnaires. The response of the students has been very positive and a student is awarded one credit at the end of the undergraduate programme.

Outbound Training

The college outbound training programme for all the final year UG students to help them develop professional skills and life skills which are essential to present day living. This programme is found to be effective in areas that involve interpersonal relationships, trust and bonding, communication of shared vision and goals, motivation, behavior modification in response to change, and personal effectiveness.

STUDENT CLUBS

Extension activities of the student community in the College are executed through the different Student Clubs which provide a platform to the students to develop their organizational and leadership skills.

XPRESSIONS - Faculty of Humanities and Social Sciences Xpressions pertains to the Departments of Humanities and Social Sciences. Various discipline based activities and competitions are organized under this umbrella to celebrate creativity and in-depth knowledge of the same. The club also encourages students to be a part of social outreach program.

SPECTRUM - Faculty of Science

Spectrum is the Club constituted by the thirteen departments of Life Sciences and Physical Sciences, namely, Biochemistry, Biotechnology, Botany, Chemistry, Computer Science, Electronics, Environmental Science, Mathematics, Microbiology, Nutrition, Physics, Statistics and Zoology. The Club conducts activities to enhance the scientific temperament among students. Its outreach program is known as Glee.

COFEE - Faculty of Commerce

COFEE is the Club initiated by the Faculty of Commerce stands for the Commerce Organization for Emerging Entrepreneurs. This Club organizes numerous competitions and outreach programs throughout the year and brings out its newsletter titled Vantage.

ARISTA - Faculty of Management Studies

ARISTA is the Student Club of the Department of Bachelor of Management Studies. It conducts activities in the areas of finance, human resource, marketing and entrepreneurship.

VOCTALENT - Faculty of B.Voc

Voctalent is a club instituted by the Department of Bachelor of Vocational Studies (Retail Management & Information Technology). This club comprises all the students of B. Voc. It conducts and organizes various activities across diverse disciplines such as Marketing, Human Resources, Visual Merchandising, Entrepreneurial Development, Best Manager and Cultural Arts. The club believes and specializes in providing students with opportunities for practical experience and skill-based training.

Common Clubs of the college

Prakriti - is the Nature Club of the college drawing its membership across faculties.

FACE, or the Francisian Association for Christian Endeavours works towards bringing Christians teachings in the Campus and spreading his love. It helps in organizing the Christmas Celebrations NATALE in the College.

La Fiesta, initiated by the department of English is a literary creative club, celebrating the magic of Art forms. It also includes the Bibliophile for the voracious reader and ì Francis Production for the drama enthusiasts of the college.

Harivillu

It is the literary and cultural club by the Department of Telugu. Every year the club organizes many literary and cultural activities in Telugu to inculcate and cultivate the local traditions among students. The Telugu day is celebrated every year and the club releases an annual literary festival KADAMBAM.

Shastr Library Club

Library is an indispensable part of the college life. The Shastr Club from the Library organizes various programmes for the staff and students to keep up the spirit of reading. The club also celebrates the National Library day annually.

The College Choir - provides a platform to the nightingales of the College. The students are drawn from across the faculties. They perform on all the important occasions of the College and they have earned many accolades from the society for the quality of their renditions.

MAJOR EVENTS

In St Francis the calendar year is marked with numerous events that have become a part of college life. The national day celebrations, Independence Day and Republic Day are marked with grandeur and dignity every year as we pay our respects to the nation on the 15th August and 26th January.

Other annual events include the Fresher's Day, Teacher's Day, Convocation of our graduate students, Feast of St. Francis, College Fest, Natale, the Christmas celebrations, Farewell Party and the College Day. Apart from the above mentioned events Departments organize numerous programmes and events that are conducted throughout the year. The Student Clubs play an important role in organizing these events.

FACULTY DEVELOPMENT INITIATIVES

To enhance knowledge and skill among the teaching faculty, the management supports and encourages research work and participation in seminars, workshops and symposiums at the state, national and international level. The college gives financial awards to faculty who have publications in National and International Journals. Many of our faculty members offer their expertise and research experience and have been consultants, and resource persons to many institutions and boards. Orientation programmes are regularly organized for the newly recruited faculty members to initiate them to the culture, tradition, practices and values of the college.

ACADEMIC CALENDAR

JUNE - 2018	
Mon	
Tue	
Wed	
Thu	
Fri 1	
Sat 2	
Sun 3	

"Lord, make me an instrument of thy peace." - *Francis of Assisi.*

JUNE - 2018

Mon 4	
Tue 5	
Wed 6	• Orientation for Newly Recurited Staff
Thu 7	Working Day • College Re-opens • Staff Seminar
Fri 8	Working Day • Staff Meeting
Sat 9	
Sun 10	

"I will hold most dear to me the youth. The poor, the needy, the sick and the young will be the object of my special care"
- St. Bartolomea Capitanio.

JUNE - 2018

Mon 11	**DAY 1** • Commencement of Classes for 2nd & 3rd year UG & 2nd year PG students
Tue 12	**DAY 2** • Orientation to 2nd & 3rd year students by class teachers • Orientation for BMS & B.Voc I year students
Wed 13	**DAY 3** • Orientation for B.Com I year students Commencement of Classes & Orientation by class teachers for BMS I and B.Voc I students.
Thu 14	**DAY 4** • Orientation for B.A I year students Commencement of classes & orientation by class teachers for B.Com I students
Fri 15	**DAY 5** • Orientation for B.Sc 1 year • Commencement of classes & orientation by class teachers for B.A. I students • Non-Teaching Staff Seminar
Sat 16	
Sun 17	

"The Crucifix is a great book to be meditated and imitated" –
St. VincenzaGerosa

JUNE - 2018

Mon 18	**DAY 6** • Commencement of classes & orientation by class teachers for B.Sc. I students
Tue 19	**DAY 1**
Wed 20	**DAY 2** • Mass for all Catholic Staff & Students at 12.10 p.m. • Online registration for UG Add on courses & NCC semester I from (20 June - 27 June 2018)
Thu 21	**DAY 3** • Online registration for Add on courses for UG / NCC Semester I • Class Reps & SQC Reps Club Reps election for UG - II & III years & PG II years
Fri 22	**DAY 4** • Online registration for Add on courses for UG / NCC Semester I • Class Representatives meeting for UG II & III years & PG II years
Sat 23	
Sun 24	

"What a great grace it is to know God"
– St. Josephine Bahita.

JUNE, JULY - 2018

Mon 25	**DAY 5** • Online registration for Add on courses for UG / NCC Semester I
Tue 26	**DAY 6** • Online registration for Add on courses for UG / NCC Semester I
Wed 27	**DAY 1** • Online registration for Add on courses for UG / NCC Semester I
Thu 28	**DAY 2** • Online registration for NSS/Sports/Sports certificate courses for UG Sem. I (28 June - 5 July)
Fri 29	**DAY 3** ● Online registration for NSS/Sports/Sports certificate course for UG Sem. I • Welcome & commencement of classes & Orientation by class teachers for PG Sem - I
Sat 30	• Faith Formation session for Catholic students from 10 a.m. - 12 noon
Sun 1	

"Let us faithfully transmit to posterity the example of virtue which we have received from our forefathers." *– St. Peter Damian.*

JULY - 2018

Mon 2	**DAY 4** • Online registration for NSS/Sports/Sports certificate courses for UG Sem. I • Open Elective registration for PG Sem. I (2 - 7 July)
Tue 3	**DAY 5** • Online registration for NSS/Sports/Sports certificate courses for UG Sem. I • Open Elective registration for PG Sem. I
Wed 4	**DAY 6** • Online registration for NSS/Sports/Sports certificate courses for UG Sem. I • Open Elective registration for PG Sem. I
Thu 5	**DAY 1** • Online registration for NSS/Sports/Sports certificate courses for UG Sem. I • Open Elective registration for PG Sem. I • Class Reps. & SQC Reps Election for UG I years & PG I Yr.
Fri 6	**DAY 2** • Fresher's Day (UG & PG) celebrations • Open Elective registration for PG Sem. I
Sat 7	• Open Elective registration for PG Sem. I
Sun 8	

"Time is not our own. We shall have to render a strict account of it."
- St. Turibius.

JULY - 2018

Mon 9	**DAY 3**
Tue 10	**DAY 4**
Wed 11	**DAY 5**
Thu 12	**DAY 6**
Fri 13	**DAY 1** • Mass for all Catholic Staff & Students at 12.10 p.m. • Face Club Investiture ceremony • Oath taking ceremony for all clubs (Incharge - Xpressions & Voctalent)
Sat 14	• Faith Formation Session for Catholic students from 10.00 a.m. - 12 noon
Sun 15	

"Temper zeal with prudence, right with charity, and firmness with gentleness." *– St. John de la Salle.*

JULY - 2018

Mon 16	**DAY 2** • Inter College Fest committee Meeting
Tue 17	**DAY 3**
Wed 18	**DAY 4**
Thu 19	**DAY 5**
Fri 20	**DAY 6** • Oath taking ceremony for SQCs & Class reps. (Incharge Spectrum) • Seminar - I for all UG & PG Class Reps, Vice Class Reps, SQC Rep, Club Reps at 1.00 p.m. (Incharge COFEE)
Sat 21	
Sun 22	

"Do not esteem what you or what others have, but what you are."
– St. Gregory the Great.

JULY - 2018

Mon 23	**DAY 1**
Tue 24	**DAY 2**
Wed 25	**DAY 3** • Online enrollment for Sem. V exam for all combinations (U.G) without fine
Thu 26	**DAY 4** • Orientation for Newly Recruited Staff - Session II
Fri 27	**DAY 5**
Sat 28	National Seminar on New Guidelines of NAAC
Sun 29	

"It is necessary to defeat injustice with justice; falsehood with truth, vengeance with forgiveness, hate with love." *– St. Pope John Paul II.*

JULY-AUGUST - 2018

Mon 30	**DAY 6**
Tue 31	**DAY 1**
Wed 1	**DAY 2** • UG/PG online Supplementary Exam enrolment (1 - 31 Aug.)
Thu 2	**DAY 3** • UG/PG online Supplementary Exam enrolment (1 - 31 Aug.)
Fri 3	Working Day Inter College Fest • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Sat 4	
Sun 5	

"Lord, let me get through today, and I shall not fear tomorrow."
– St. Philip Neri.

AUGUST - 2018

Mon 6	• UG/PG online Supplementary exam enrolment (1 - 31 Aug.) **BONALU - Holiday**
Tue 7	**DAY 4** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Wed 8	**DAY 5** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Thu 9	**DAY 6** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Fri 10	**DAY 1** • UG/PG online Supplementary exam (1 - 31 Aug.) • Recroi Fest (BVoc. (RM & IT)
Sat 11	Faith Formation session for Catholic students from 10.00 a.m. - 12 noon
Sun 12	

"Being a Christian is a fine thing; but not always an easy one."
– Pope Paul VI.

AUGUST - 2018

Mon 13	**DAY 2** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Tue 14	**DAY 3** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.) • Mass for Catholic Staff and Students at 12.10 p.m.
Wed 15	**INDEPENDENCE DAY**
Thu 16	**DAY4** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.) • SQC Feed back (16-24August)
Fri 17	**DAY 5** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Sat 18	
Sun 19	

"Lay me not with sweet spices, for this honor avails me not. Instead, be mindful of me in your intercessions." - *St. Ephrem.*

AUGUST - 2018

Mon 20	**DAY 6** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Tue 21	**DAY 1** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Wed 22	**BAKRID - Holiday** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Thu 23	**DAY 2** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Fri 24	**DAY 3** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Sat 25	• UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Sun 26	**RAKSHA BHANDHAN - HOLIDAY** UG/PG online Supplementary exam enrolment (1 - 31 Aug.)

"Actions speak louder than words; let words teach and your actions speak." – *St. Antony of Padua.*

AUGUST - SEPTEMBER - 2018

Mon 27	**DAY 4** • Orientation for newly recruited staff - Session III • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Tue 28	• Continuous Assessment • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Wed 29	• Continuous Assessment • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Thu 30	• Continuous Assessment • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Fri 31	**DAY 5** • UG/PG online Supplementary exam enrolment (1 - 31 Aug.)
Sat 1	• Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018) • Online UG Supplementary exam registration with fine (1 - 10 Sep, 2018)
Sun 2	

"God Almighty created the poor to make men merciful. He created the helpless to put the powerful on trial." – *St. Paulinus of Nola.*

SEPTEMBER - 2018

Mon 3	**SRI KRISHNA ASTAMI - Holiday** • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018) • Online UG Supplementary exam fee with fine (1-10 Sep, 2018)
Tue 4	**DAY 6** • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018) • Online UG Supplementary exam fee with fine (1 - 10 Sep, 2018)
Wed 5	**DAY 1** • Teacher's Day Celebration at 10.30 a.m. • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018) • Online UG Supplementary exam fee with fine (1 - 10 Sep, 2018)
Thu 6	**DAY 2** • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018)
Fri 7	**DAY 3** • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018) • Mass for Catholic Staff & Students at 12.10 p.m.
Sat 8	**BIRTHDAY OF MOTHER MARY** Feast of Maria Bambina - Holiday
Sun 9	

"Cast all your worries upon Jesus because he cares for you".
– *St. Peter.*

SEPTEMBER - 2018

Mon 10	**DAY 4** • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018)
Tue 11	**DAY 5** • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018)
Wed 12	**DAY 6** • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018)
Thu 13	**VINAYAKA CHAVITHI - HOLIDAY**
Fri 14	**DAY 1** **Hindi Diwas** • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018)
Sat 15	Working Day • CONVOCATION • Online registration for UG / PG (Regular) Semester End exam without fine (1 - 15 Sept, 2018)
Sun 16	

"The glory of God is man fully alive; the life of man is the vision of God." – *St. Irenaeus.*

SEPTEMBER - 2018

Mon 17	**DAY 2** • Online registration for UG /PG (Regulars) exam fee with fine (17 - 22 Sep, 2018)
Tue 18	**DAY 3** • Online registration for UG /PG (Regulars) exam fee with fine (17 - 22 Sep, 2018)
Wed 19	**DAY 4** • IQAC Internal Meet • Online registration for UG /PG (Regulars) exam fee with fine (17 - 22 Sep, 2018)
Thu 20	• Online registration for UG /PG (Regulars) exam fee with fine (17 - 22 Sep, 2018) • Retreat for all Catholic Christian staff & students
Fri 21	**MUHARRAM - Holiday** • Retreat for all Catholic Christian staff & students
Sat 22	• Retreat for all Catholic Christian staff & students • Online registration for UG /PG (Regulars) exam fee with fine (17 - 22 Sep, 2018)
Sun 23	**GANESH IMMERSION - HOLIDAY**

"My Lord and my God."
– *St. Thomas the Apostle.*

SEPTEMBER - 2018

Mon 24	**DAY 5** • NSS Day • UG /PG Regular Semester End exam with Tatkal fine (24 - 28 Sep, 2018)
Tue 25	**DAY 6** • UG /PG Regular Semester End exam with Tatkal fine (24 - 28 Sep, 2018)
Wed 26	**DAY 1** • UG /PG Regular Semester End exam with Tatkal fine (24 - 28 Sep, 2018)
Thu 27	**DAY 2** • UG /PG Regular Semester End exam with Tatkal fine (24 - 28 Sep, 2018)
Fri 28	**DAY 3** • UG /PG Regular Semester End exam with Tatkal fine (24 - 28 Sep, 2018) • Workload submission for even semester (UG & PG) to Principal
Sat 29	
Sun 30	

"With Jesus you can cross over from sin to saintliness."
– St. Bonaventure.

OCTOBER - 2018

Mon 1	**DAY 4** • Course details to submit to IT Admin for Time Table
Tue 2	**GANDHI JAYANTHI - Holiday**
Wed 3	**DAY 5**
Thu 4	**DAY 6** • Feast of St. Francis of Assisi, Patron of the College • Mass for Catholic Staff & Students at 12.10 p.m. • Prakriti Fest
Fri 5	**DAY 1** • Workshop for SQC Reps
Sat 6	
Sun 7	

"God is love and all His operations proceed from love."
– St. Lawrence of Brindisi

	OCTOBER - 2018
Mon 8	**DAY 2** • Hall ticket download for Sciences
Tue 9	**Bathukamma (Starting Day) - Holiday**
Wed 10	**DAY 3**
Thu 11	**DAY 4** • Odd Semester Science Practical Exam begins • IA / CA Marks submission to Exam branch for UG / PG
Fri 12	**DAY 5**
Sat 13	
Sun 14	

"I am the wheat for my Lord. I must become true bread through enduring afflictions courageously." – *St. Alphonsa.*

	OCTOBER - 2018
Mon 15	**DAY 6** •Online registration for OE Sem. III & IDE Sem. VI - UG (15- 23 Oct.)
Tue 16	**DAY 1**
Wed 17	**Durgashtami - Holiday**
Thu 18	**Vijaya Dasami - Holiday**
Fri 19	**DAY 2** • Last Teaching Day • Academic Audit
Sat 20	• Odd Semester Science Practical exam ends
Sun 21	

"Let the odour of your prayers always ascend on high."
– *St. Peter Chrysologus.*

OCTOBER - 2018

Mon 22	Working Day • Download of Hall Tickets for B.Com. BA, BMS & B.Voc
Tue 23	Working Day • Download of Hall Tickets for B.Com., BMS & B.Voc ` ` with shortage
Wed 24	• Odd Sem Exam begins for UG & PG • EVS Regular exam for Sem I from 10.30 - 11.30 a.m. • EVS Supplementary exam from 12.10 - 1.00 p.m.
Thu 25	• ICH Exam for 1st years B.Com, BMS, B.Voc at 10.30 - 11.30 a.m. • Science & Technology Exam for B.A 1st years at 10.30 - 11.30 a.m. • ICH / Science & Technology Supplementary 12.00 - 1.00 p.m.
Fri 26	• OE exam UG/PG at 10.30 - 11.30 • OE Supplementary exam for UG / PG 12.00 - 1.00 p.m
Sat 27	
Sun 28	

"Yes Lord, I have come to believe that you are the Messiah, the Son of God." – *St. Martha.*

OCTOBER - NOVEMBER - 2018

Mon 29	
Tue 30	
Wed 31	
Thu 1	
Fri 2	
Sat 3	
Sun 4	

Receive Lord, all my liberty, my memory, my understanding and my whole will…give me only your love and your grace." – *St. Ignatius of Loyola*

NOVEMBER - 2018

Mon 5	
Tue 6	**Naraka Chathurthi - Holiday**
Wed 7	**Deepavali - Holiday**
Thu 8	
Fri 9	
Sat 10	
Sun 11	• Online registration for UG Add on courses from 11 - 17 Nov. '18 • Even Semester open Elective Online registration for UG from 11 - 17 Nov. '18 • Online Sports certificate course registration for UG from 11 - 17 Nov. '18

"A man who governs his passions is the master of the world."
– St. Dominic.

NOVEMBER - 2018

Mon 12	
Tue 13	• Semester Exam ends • Study Tours to be organized 14 - 25 Nov.
Wed 14	• NSS Camp
Thu 15	• NSS Camp
Fri 16	• NSS Camp
Sat 17	• NSS Camp
Sun 18	• NSS Camp

"In all dangers, in doubts, in difficulties, call upon Mary. With her for guide, you shall never go astray." *– St. Bernard.*

NOVEMBER - 2018

Mon 19	**DAY 1** • College re-opens for Even Semester • NSS Camp • International Men's Day
Tue 20	**DAY 2** • NSS Camp • Mass for Catholic Staff & Students at 12.10 p.m.
Wed 21	**Foundation Day of the Sisters of Charity - Holiday**
Thu 22	**DAY 3**
Fri 23	**DAY 4** **NCC Day**
Sat 24	
Sun 25	

"Lord my God, increase my sufferings. Increase also my love for you."
– St. Rose of Lima.

NOVEMBER - DECEMBER - 2018

Mon 26	**DAY 5**
Tue 27	**DAY 6**
Wed 28	**DAY 1**
Thu 29	**DAY 2**
Fri 30	**DAY 3**
Sat 1	• World Aids Day
Sun 2	

"Linger not on the way, stray not from your aim. Always strive, always move, always advance." *-St. Augustine.*

DECEMBER - 2018

Mon 3	**DAY 4** • SQC Rep meeting
Tue 4	**DAY 5**
Wed 5	**DAY6**
Thu 6	**DAY1**
Fri 7	**DAY2** • Mass for Catholic Staff & Students at 12.10 p.m.
Sat 8	Faith Formation Session for Catholic Students 10.00 a.m. - 12 noon
Sun 9	

"To renounce what one has is a minor thing; but to renounce what one is, that is asking a lot." *– St. Gregory the Great.*

DECEMBER - 2018

Mon 10	**DAY 3** • Online Registration for Project from 10 - 17 Dec. '18
Tue 11	**DAY 4** • Online Registration for Project for UG from 10 - 17 Dec. '18
Wed 12	**DAY5** • Online Registration for Project for UG from 10 - 17 Dec. '18
Thu 13	**DAY 6** • Online Registration for Project for UG from 10 - 17 Dec. '18
Fri 14	Working Day • **NATALE** • Online Registration for Project for UG from 10 - 17 Dec. '18
Sat 15	• Online Registration for Project for UG from 10 - 17 Dec. '18
Sun 16	

"If God can work through me, he can work through anyone."
– St. Francis ofAssisi

DECEMBER - 2018

Mon 17	**DAY 1** • Online Registration for Project for UG from 10 - 17 Dec. '18
Tue 18	**DAY 2**
Wed 19	**DAY 3**
Thu 20	**DAY 4**
Fri 21	**DAY 5**
Sat 22	Working Day • **Staff Natale**
Sun 23	**Christmas Vacation**

"The greatest gift of God on earth is human life."
– St. Theresa of Calcutta.

DECEMBER - 2018

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

"We brought nothing into the world. It is certain that we take nothing out of it." *– St. John Chrysostom.*

DECEMBER-2018 - JANUARY-2019

Mon 31	
Tue 1	**NEW YEAR DAY**
Wed 2	**DAY 6** • Re-opening UG & PG after Christmas Vacation
Thu 3	**DAY 1**
Fri 4	**DAY 2**
Sat 5	
Sun 6	

"What blessings the Cross holds. More noble, more precious than anything on earth; it is indeed a treasure!" – *St. Andrew of Crete.*

JANUARY - 2019

Mon 7	**DAY 3**
Tue 8	**DAY 4**
Wed 9	**DAY 5**
Thu 10	**DAY 6**
Fri 11	**Day 1** • Class Photographs
Sat 12	Working Day • **National Youth Day** Faith Formation Session for Catholic Students 10.00 a.m. - 12 noon
Sun 13	

"Let us be satisfied with what we have"
– St. Vincenza Gerosa.

JANUARY - 2018

Mon 14	**BHOGI-HOLIDAY**
Tue 15	**SANKRANTHI - Holiday**
Wed 16	**DAY 2**
Thu 17	**DAY 3** • SQC feedback (17 - 25 January)
Fri 18	**DAY 4** • Seminar - II for Class Reps, SQC & Club Reps. (Incharge BMS) • Mass for Catholic Staff & Students at 12.10 p.m.
Sat 19	• Christian Unity Prayer
Sun 20	

"Let us always lighten our burdens and anxieties by our mutual love."
– St. Cyprian

JANUARY - FEBRUARY- 2018

Mon 21	**DAY 5** • Feedback by SQC
Tue 22	**DAY 6**
Wed 23	**DAY 1**
Thu 24	**DAY 2**
Fri 25	**DAY 3** BOS of all Departments (UG /PG) to be completed
Sat 26	**REPUBLIC DAY**
Sun 27	

"The Lord has prepared the crown of life for those who love him."
– St. Bellarmine.

JANUARY - FEBRUARY - 2019

Mon 28	**DAY 4**
Tue 29	**DAY 5**
Wed 30	**DAY 6** • Martyr's Day - Prayer for Peace
Thu 31	**DAY 1** • Submission of Dept. Workload (UG & PG) to Principal
Fri 1	Working Day • **College Day**
Sat 2	
Sun 3	

"Strive to live content in the midst of those things that cause your discontent." - *St. Vincent de Paul.*

FEBRUARY - 2019

Mon 4	**DAY 2** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18
Tue 5	**DAY 3** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18
Wed 6	**DAY 4** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18
Thu 7	**DAY 5** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • IQAC National Seminar
Fri 8	**DAY 6** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • IQAC National Seminar
Sat 9	Working Day • Continuous Assessment
Sun 10	

"God will put his angels in charge of you to protect you wherever you go." - *Psalm 91.*

FEBRUARY - 2019

Mon 11	Working Day • Continuous Assessment • Online registration for UG supplementary Exam from 4 - 28 Feb. '18
Tue 12	Working Day • Continuous Assessment • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Wed 13	**DAY 1** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Thu 14	**DAY 2** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Fri 15	**DAY 3** • IQAC External Meet • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Sat 16	Working Day • Class Picnic for B.A & B.Sc. • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Sun 17	

"My sanctity and perfection consist in the close union of my will with the will of God." – *St. Faustina.*

FEBRUARY - 2019

Mon 18	**DAY 4** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Tue 19	**DAY 5** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Wed 20	**DAY 6** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Thu 21	**DAY 1** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Fri 22	**DAY 2** • Mass for Catholic Staff & Students at 12.10 p.m. • Online registration for UG supplementary Exam from 4 - 28 Feb. '18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Sat 23	Working Day • Class Picnic for B.Com, BMS & B.Voc. • Online registration for UG supplementary Exam from 4 - 28 Feb.'18 • Online registration for UG/PG Regular End Semester Exam from (12 - 24 Feb.)
Sun 24	

"If a man has no zeal at all then it is evident that the love and charity in his heart havebeen extinguished." – *St. AntonyClaret.*

FEBRUARY - MARCH - 2019

Mon 25	**DAY 3** • Online registration UG/PG Regular Semester Exam with fine from 25 Feb. - 4 March '18
Tue 26	**DAY 4** • Online registration UG/PG Regular Semester Exam with fine from 25 Feb. - 4 March '18
Wed 27	**DAY 5** • Online registration for UG supplementary Exam from 4 - 28 Feb. '18
Thu 28	**DAY 6** • **National Science Day** • Online registration for UG Supplementary Semester Exam with fine from 28 Feb. - 4 March'18
Fri 1	**DAY 1** • All Clubs Valedictory (Incharge LaFiesta, Prakriti) • Submission of student project report to the Exam branch (UG / PG) • Course details of the Depts. to IT Admin. For Time Table • Online registration for UG Supplementary Semester Exam with fine from 28 Feb. - 4 March '18
Sat 2	• Online registration for UG Supplementary Semester Exam with fine from 28 Feb. - 4 March'18
Sun 3	

"I am the bride of my Lord Jesus Christ; nothing will make me so happy as to die for Him." – *St. Cecelia.*

MARCH - 2019

Mon 4	**Mahashivarati - Holiday** • Online registration for UG Supplementary Semester Exam with fine from 28 Feb. - 4 March'18
Tue 5	**DAY 2** • Online registration UG/PG regular Semester End Exam with Tatkal from 5 - 10 March '18
Wed 6	**DAY 3** • **Ash Wednesday** • Mass for Catholic Staff & Students at 12.10 p.m. • Online registration UG/PG regular Semester End Exam with Tatkal from 5 - 10 March '18
Thu 7	**DAY 4** • **Prayer for all Final year students** • Online registration UG/PG regular Semester End Exam with Tatkal from 5 - 10 March '18
Fri 8	**DAY 5** • **International Women's Day** • Online registration UG/PG regular Semester End Exam with Tatkal from 5 - 10 March '18
Sat 9	• Online registration UG/PG regular Semester End Exam with Tatkal from 5 - 10 March '18
Sun 10	

"If you have too much to do, with God's help you will find time to do it all." – *St. Peter Canisius.*

MARCH - 2019

Mon 11	**DAY 6**
Tue 12	**DAY 1** • **Academic Council Meeting**
Wed 13	**DAY 2**
Thu 14	**DAY 3** • Hall Ticket download for Sciences
Fri 15	**DAY 4** • Human Values Exam for all first years from 10.30 - 11.30 a.m. • ICH Exam for Science first years from 1.30 - 2.20 p.m"
Sat 16	Working Day • **Farewell**
Sun 17	

"Lord, do not hold this sin against them."
– St. Stephen.

MARCH - 2019

Mon 18	**DAY 5**
Tue 19	**DAY 6** • Even Semester practical Exam begins
Wed 20	**DAY 1**
Thu 21	**Holi - Holiday**
Fri 22	**DAY 2**
Sat 23	Working Day
Sun 24	

"God is love, and whoever remains in love remains in God and God in him."
– St. John.

MARCH - 2019

Mon 25	**DAY 3** • Academic Audit
Tue 26	**DAY 4**
Wed 27	**DAY 5** • Hall Ticket Download for B.Com, B.A, BMS, B.Voc Even Semester Practical exam ends
Thu 28	**DAY 6**
Fri 29	**DAY 1** • Last Teaching Day • Department Stock Verification - B.A. , B.Com, BMS & B.Voc
Sat 30	**DAY 2** • Lab. Staff preparation for Stock checking
Sun 31	

"We can give to others only what we have learnt from God in prayer"
- St. Bartolomea Capitanio.

APRIL - 2019

Mon 1	Working Day • Human Values exam regular 10.30 - 11.30 a.m. • ICH Exam 12.00 - 1.00 p.m. • Human Values supplementary exam 12.00 - 1.00 p.m. • ICH supplementary exam at 12.00 - 1.00 p.m.
Tue 2	Working Day • EVS for 1st years 10.30 a.m. - 11.30 a.m. • EVS Supplementary exam for 1st year 12.00 - 1.00 p.m. • OE for 1st years 10.30 a.m. - 11.30 a.m • OE Supplementary exam for 1st year 12.00 - 1.00 p.m. • Stock checking to be completed
Wed 3	• Even Semester exam begins for all B.Com., BMS, BA & BVoc
Thu 4	Even Semester Exam begins for all B.Sc.
Fri 5	**BABU JAGJIVAN RAM'S BIRTHDAY**
Sat 6	**UGADI - Holiday**
Sun 7	

"Faith lifts the staggering soul on one side; Hope supports it from the other." *- St. Elizabeth Ann Bayley Seton.*

APRIL - 2019

Mon 8	
Tue 9	
Wed 10	• Last date for yearly order to store
Thu 11	
Fri 12	
Sat 13	
Sun 14	**SRI RAMANAVANI** **Dr. AMBEDKAR JAYANTHI**

"You may stain your sword with my blood, but you will never be able to profane my body, consecrated to Christ" – *St. Agnes.*

APRIL - 2019

Mon 15	
Tue 16	
Wed 17	
Thu 18	**MAUNDY THURSDAY - Holiday**
Fri 19	**GOOD FRIDAY - Holiday**
Sat 20	**HOLY SATURDAY - Holiday**
Sun 21	

"A spoonful of honey attracts more flies than a barrelful of vinegar." – *St. Francis de Sales.*

APRIL - 2019

Mon 22	
Tue 23	• Last Exam • Last signing day for Staff • Orientation for newly recruited Staff - Session I
Wed 24	
Thu 25	
Fri 26	
Sat 27	
Sun 28	

"Meekness is a virtue rarer than chastity, it compliments charity"
– St. Thomas Aquinas

APRIL - MAY - 2019

Mon 29	
Tue 30	
Wed 1	
Thu 2	
Fri 3	
Sat 4	
Sun 5	

"Do the best you can! God and Mother Mary will do the rest!"
– St. John Bosco.

MAY - 2019

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

"Not to answer the vocation as you ought, would be to provoke the justice of God." *– St. John de Britto.*

MAY - 2019

Mon 13	
Tue 14	
Wed 15	
Thu 16	
Fri 17	
Sat 18	
Sun 19	

"Since God is perfect in loving man, man must be perfect in loving his neighbor." *–St. Vincent Pallotti.*

MAY - 2019

Mon 20	
Tue 21	
Wed 22	
Thu 23	
Fri 24	
Sat 25	
Sun 26	

"Let us faithfully transmit to posterity the examples of virtue which we have received from our forefathers." – *St. Peter Damian.*

MAY - JUNE - 2019

Mon 27	
Tue 28	
Wed 29	
Thu 30	
Fri 31	
Sat 1	
Sun 2	

"Never consider your past sins except in the light of God's infinite mercy" – *St. Catherine of Siena.*

JUNE - 2019	
Mon 3	
Tue 4	
Wed 5	
Thu 6	• College reopens for staff
Fri 7	
Sat 8	
Sun 9	

"Never consider your past sins except in the light of God's infinite mercy" *– St. Catherine of Siena.*

JUNE - 2019	
Mon 10	• College reopens for students
Tue 11	
Wed 12	
Thu 13	
Fri 14	
Sat 15	
Sun 16	

"Never consider your past sins except in the light of God's infinite mercy" *– St. Catherine of Siena.*

Academic Planner 2018–2019

Odd Semester

- Re-opening : 11 June, 2018 (UG Sem. III, V & PG Sem. III)
- Continuous Assessment : 28 - 30 August, 2018
- Last Teaching Day : 24 October, 2018
- Odd Semester Exams : 29 Oct. - 13 Nov. 2018
- Short Vacation : 14 - 18 November, 2018

Even Semester

- Re - opening : 19 November, 2018 for UG & PG
- Continuous Assessment : 9, 11 & 12 February, 2019
- Farewell : 16 March 2019
- Last Teaching Day : 29 March 2019

- Practical Exams : 18 - 27 March 2019
- Even Semester Exams for B.A, B.Com, BMS & B.Voc (RM & IT) : 3 April - 17 April 2019
- Even Semester Exams for B.Sc. & PG : 4 April - 23 April 2019

Academic Schedule
Important Dates

June - 2018

" 06 : Orientation for newly recurited staff
" 07 : Staff Seminar
" 08 : Staff Meeting
" 11 : Commencement of Class for 2nd & 3rd years UG & 2nd year PG
" 12 : Orientation to 2nd & 3rd year students by Class Teacher
: Orientation for BMS -I & B.Voc - I (RM & IT)
" 13 : Orientation for B.Com. -I & commencement of classes for B.M.S - I & B.Voc - I.
" 14 : Orientation for BA -I & commencement of classes for B.Com-I.
" 15 : Orientation for B.Sc -I & commencement of classes for B.A.-I.
: Non-Teaching Staff Seminar
" 18 : Commencement of classes for B.Sc. I year students
" 20 : Mass for Catholic Staff & Students at 12.10 p.m.
: Registration for UG Add on Courses & NCC Semester I (20 - 27 June)
" 21 : Class Reps & SQC Reps Elections for UG II & III years & PG II years
" 22 : Class Reps Meeting for UG II & III years & PG II years
" 28 : Online registration for NSS/Sports/Sports Certificate courses for UG Sem. I (28 June - 5 July)
" 29 : Welcome, Commencement of classes Orientation by class teachers for PG Sem. I

July - 2018

"	02	: Open Elective registration for PG Sem. I (2 - 7 July)
"	06	: Fresher's Day (UG & PG)
"	08	: Class Reps. & SQC Reps Election for UG I years & PG I years
"	13	: Mass for all Catholic staff & students at 12.10 p.m. Face Club investiture ceremony
"	13	: Oath taking ceremony for all clubs (Expressions & Voctalent Incharge)
"	14	: Faith Formation session for all Catholic students from 10-12 noon
"	16	: Inter college Fest Committee meeting.
"	20	: Oath taking ceremony for SQCs & Class reps (Spectrum Incharge)
		: Seminar - I for all UG & PG class reps, vice class reps, SQC reps, club reps at 1.00 p.m. (COFEE Club incharge)
"	26	: Orientation for Newly Recruited Staff - Session II

August - 2018

"	1	: UG & PG online supplementary exam enrolment (1 - 31 Aug)
"	11	: Faith Formation for Catholic students (10 a.m. - 12 noon)
"	14	: Mass for Catholic Staff and Students at 12.10 p.m.
"	15	: Independence Day
"	27	: Orientation for Newly recruited staff - Session III
"	28 - 30	: Continuous Assessment Test

Sept. - 2018

"	1	: Online registration for UG / PG (Regular) Semester End exam without fine (1- 10 Sept)
		: Online UG/PG Supplementary exam with fine 1 - 10 Sept.
"	5	: Teacher's Day celebration
"	7	: Mass for all Catholic staff & students at 12.10 p.m.

"	11	: Online enrollment of UG/PG (Regular) Semester End Exam with fine from 11 - 17 Sept.
		: Online enrollment of UG/PG (Supplementary) Semester End Exam with fine from 11 - 17 Sept.
"	14	: Hindi Diwas
"	15	: Convocation
"	17	: Online registration for UG / PG (Regular) exam fee with fine (17 - 22 Sep)
"	18	: Online enrollment of UG/PG (Regular) Semester End Exam with tatkal from 18 - 25 Sep.
		: Study Tours to be organised (18 - 30 Sept)
"	19	: IQAC Internal Meet
"	20 - 22	: Retreat for Catholic / Christian staff & students
"	24	: NSS Day
"	28	: Workload submission for even semester (UG & PG) to Principal

October - 2018

"	1	: Course details to submit to IT Admin for Time Table
"	3	: Mass for Catholic staff & students at 12.10 p.m.
"	4	: Feast of St. Francis of Assisi Prakriti Fest
"	8	: Attendance calculation for Sciences, Hall ticket download for Sciences
"	11	: Odd Semester Science Practical Exam begins IA/CA Marks submission to exam branch for UG / PG
"	15 - 23	: Online registration for OE Sem. III & IDE Sem. VI - UG
"	19	: Last Teaching Day - Academic Audit
"	20	: Odd Semester Science practical exam ends
"	22	: Attendance calculation for B.Com, BMS, BA & BVoc Download of Hall Tickets for B.Com, BMS, BA& BVoc
"	24	: Odd Semester exam begins for UG & PG
		: EVS regular exam 10.30 - 11.30 a.m
		: EVS Supplementary exam from 12.10 - 1.00 p.m.

"	25	: ICH exam for 1st years B.Com, BMS, BVoc at 10.30 - 11.30
		: Science & Technology exam for BA 1st years at 10.30 - 11.30
		: ICH / Science & Technology Supplementary exam 12.00 - 1.00
"	26	: OE exam UG/PG at 10.30 - 11.30 OE Supplementary exam for UG/PG at 12.00 - 1.00 p.m
"	29	: November - 2018 (Short Vacation from 14 - 18 November)
"	11 -17	: Online registration for UG Add on courses from Even Semester Open Elective registration for UG Online Sports certificate course registration for UG
"	13	: Odd Semester Exams end
"	14 - 20	: NSS Camp
"	14 - 25	: Study Tours to be organised
"	19	: College Reopens for Even Semester UG & PG
"	20	: Mass for all Catholic staff & students at 12.10 p.m.
"	21	: Foundation Day of the Sisters of Charity
"	23	: NCC Day

Dec. - 2018

"	7	: Mass for Catholic Staff & Students at 12.10 p.m.
"	8	: Faith Formation session for Catholic students from 10.00 a.m. - 12 noon
"	10 - 17	: Online Registration for Project for UG
"	14	: Natale
"	22	: Staff Natale
"	23	: Christmas Vacation (23 - 1 Jan' 2019)

January - 2019

"	2	: Re-opening UG & PG after Christmas Vacation
"	11	: Class Photographs
"	4	: National Youth Day Faith Formation session for Catholic students at 10 - 12 .00

"	18	: Mass for Catholic Staff & Students at 12.10
		Seminar - II for Class Reps. SQC & Club Reps (BMS & B.Voc Incharge)
"	19	: Christian Unity Prayer
"	21	: Feedback by SQC
"	25	: BOS of all Departments (UG & PG) to be completed
"	26	: Republic Day
"	30	: Martyr's Day
"	31	: Submission of Dept. workload (UG & PG) to Principal

February - 2019

"	1	: College Day
"	4 - 28	: Online registration for UG Supplementary exam without fine
"	9 - 12	: Continuous Assessment Test
"	12-24	: Online registration for UG /PG Regular end semester exam without fine
"	15	: IQAC External Meet
"	16	: Class Picnic for BA & BSc
"	22	: Mass for Catholic Staff & Students at 12.10 p.m.
"	23	: Class Picnic for B.Com, BMS & BVoc
"	25	: Online registration UG/PG Regular Semester Exam with fine (25 Feb. - 4 March)
"	28	: Online registration UG /PG Supplementary Semester Exam with fine 28 Feb. - 4 March 2019
		: National Science Day

March - 2019

"	1	: All Clubs Valedictory (Lafiesta & Prakruti Club incharge) Submission of student project report to the exam branch
		: Course details of the Depts. to IT Admin, for Time Table
"	5- 10	: Online registration UG/PG regular semester end exam with Tatkal (5 - 10 March)

"	6	:	Ash Wednesday
		:	Mass for Catholic Staff and Students at 12.10 p.m.
"	7	:	Prayer for Final year students (UG & PG)
"	8	:	International Women's Day
"	12	:	Academic Council Meeting
"	14	:	Attendance calculation for Sciences
			Download of Hall Tickets for Sciences
"	16	:	Farewell
"	19	:	Even Semester practical Exam begins
"	27	:	Attendance calculation for B.Com, BA, BMS & BVoc Download of Hall Tickets for B.Com, BA, BMS & BVoc Even Semester Practical exam ends
"	29	:	Last teaching day. Dept. Stock verification - B.A., B.Com., B.M.S., & B.Voc.
"	30	:	Lab. Staff preparation for Stock checking

April - 2019

"	1	:	Human Values Exam regular at 10.30 - 11.30 a.m.
		:	ICH Exam regular at 10.30 - 11.30 a.m.
		:	Human Values Exam Supplementary at 12.00 - 1.00 p.m.
		:	ICH Exam Supplementary at 12.00 - 1.00 p.m.
"	2	:	EVS exam for 1st years 10.30 - 11.30 p.m.
		:	EVS Supplementary exam for 1st years 12.00 - 1.00 p.m.
		:	OE exam for 1st years 10.30 - 11.30 p.m.
		:	OE Supplementary exam for 1st years 12.00 - 1.00 p.m.
		:	Stock Checking to be completed
"	3	:	Even Semester Exam begins for BCom, BA, BMS & BVoc
"	4	:	Even Semester exam begins for all B.Sc
"	8	:	Last date for yearly order to store
"	23	:	Last Exam
		:	Last Signing Day for Staff
		:	Orientation for newly recruited staff - Session I

Academic Planner 2018 – 2019

Odd Semester

Month	No. of Teaching Days	No. of Working Day
June	15	17
July	22	22
August	16	20
September	17	18
October	11	14
Total	**81**	**91**

Even Semester

Month	No. of Teaching Day	No. of Working Day
November	9	9
December	14	16
January	20	21
February	17	23
March	20	21
Total	**80**	**90**

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