St. Francis
College for Women
Begumpet, Hyderabad

(Autonomous & Affiliated to Osmania University)

NAAC Re-accredited with 'A' Grade 3rd Cycle

Diamond Jubilee Celebrations

Francisian Student Hand Book 2019-2020

OUR FATHER

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

COLLEGE PRAYER SONG

Make me a channel of your Peace

Make me a channel of your peace.
Where there is hatred let me bring your love
Where there is injury, your pardon, Lord
And where there's doubt, true faith in you.

Oh, Master grant that I may never seek
So much to be consoled as to console
To be understood as to understand
To be loved as to love with all my soul.

Make me a channel of your peace
Where there's despair in life, let me bring hope
Where there is darkness, your shining light
And where there's sadness, ever joy.

Make me a channel of your peace
It is in pardoning that we are pardoned
In giving to all men that we receive
And in dying that we're born to eternal life.

PERSONAL INFORMATION

PERSONAL INFORMATION

Name : .....

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

Address : .....

.....

.....

Telephone No.: .....

.....

E-mail : .....

Parent/Guardian No. : .....

.....

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.

10/6/2019

Principal
St. Francis College for Women
BEGUMPET.

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PRAYERS
FOR
MORNING ASSEMBLY

Monday – Students

God our loving Father, we begin this fresh week in your name and equip ourselves with your power to face the challenges of our academic endeavours. We seek your blessings for us and our families, guide and direct us all through today and the days to come. Help us to keep ourselves open to all that you teach us , preserve us from all distractions and may we be able to focus on our studies giving our best, bringing joy to our parents and teachers . Keep us and all our dear ones in good health of body and mind. Amen.

Tuesday – Teaching & Non-Teaching Staff

Father God, this morning we thank you for our Teaching & Non-Teaching Staff in our college, for all their efforts to promote our well being in this institution. Bless them and their families with blessings of peace and joy for today and always. It is in and through them we experience your deep love for us. Grant them the joy of seeing us grow into women of grit and grace.

Wednesday – Management

Father so loving, we pray for our management, our Principal Sr. Sandra Horta, our Vice Principal Sr. Sherly, our correspondent Sr. Alphonsa and all the sisters who are a part of this institution. Bless them in their desire to make your love known and felt by us all. May we work together to make your kingdom come into our campus. Continue to walk with them so that they become channels of your merciful love and compassion to everyone who is a part of our institution.

Thursday – Benefactors, well wishers and friends of our Institution

Gracious and ever loving God, we are here in your presence this morning to offer our thanks to you for all our benefactors, well wishers and friends of our Institution. We experience your love and kindness in and through them who continue to help and support us in many a number of ways. May they and all they hold dear always enjoy your blessings in abundance for all the days of their lives.

Friday – Our Country

God of Wisdom, May everything we do begin with your inspiration, Continue with your help, And be completed in your love. Your ways, O Lord, make known to us, Teach us your paths, Guide us in your truth, For you are our God, our Savior.

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 allover 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.F.24-7/87 (NFC) dated 9 May, 1988.

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. PG Diploma / Diploma Certificate Courses
No. of Departments	:	Arts - 11 Science - 13 Commerce - 5 streams BMS B.Voc
Student Strength	:	4008
Staff	:	Teaching – 184 Non-teaching – 100

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)
1996	:	Introduction of B.Sc. (Biochemistry)
1997	:	Introduction of B.Sc. (Microbiology)
1998	:	Introduction of B.C.A, 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

2018 : 30 years of Autonomy of the college signing of MOU with Tata Consultancy Services (TCS).

Signing of MOU with the Learning House

2019 : Ranked one among top 100 colleges in India by NIRF, MHRD Government of India.

: Diamond Jubilee Celebrations.

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.F.24-7/87(NFE) 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	

   a. **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.

   b. **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. D. Sreeramulu 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

Dr. L N Shuba HOD Electronics	Controller of Exams
Ms. Rekha Jaichander Dept. of Mathematics	Senior Faculty
Ms. Margaret Selvaraj HOD Social Mgt.	Senior Faculty

Academic Council

Sr. Sandra Horta	Principal & Convenor
Dr. Sr. Sherly ED	Vice-Principal
Dr. Mallika Shetty	Dean Academics & HOD BMS
Dr. Usha Praveena	Secretary, Academic Council & HOD Physics
Ms. Saswati Majumdar	Asst. Secretary, Academic Council
Dr. Savitha Sukumar	IQAC Coordinator
Dr. L N Shuba	Controller of Exams & HOD Electronics
Dr. Uma Joseph	HOD History
Ms. S. Latha Subramaniam	HOD Commerce
Dr. P. Lalitha	HOD Mathematics
Ms. Alina Jyothi	HOD Chemistry
Dr. Vijaya Gouri	HOD Telugu
Ms. Margaret Selvaraj	HOD Social Management
Ms. Padmasree	HOD Computer Science
Dr. M. Shailaja Raj	HOD Microbiology
Dr. Vidya Jayaram	HOD Zoology
Ms. Mary Kavitha	HOD Botany
Ms. Deepa Switha	HOD Biotechnology
Ms. Kanchana Parijatham	HOD Biochemistry
Ms. PVS Lakshmi	HOD English
Ms. Alice Esther	HOD Economics
Ms. Afshan Shireen	HOD Political Science
Dr. Ch. Yugandhar	HOD Statistics
Ms. Saritha O.T.	HOD Environmental Studies
Ms. Manjiri Prashant	HOD Sanskrit

Ms. D. Rupali	HOD Public Administration
Ms. Geeta Kumari	HOD Psychology
Dr. K. Anitha	HOD Mass Communication & Journalism
Dr. Surekha Chavan	HOD Hindi
Ms. Swetha Rachel	HOD French
Ms. Tabitha Romana C	HOD Nutrition
Dr. Subi Varghese	HOD B.Voc. (RM & IT)
Mr. Syed Farooq Kamal	HOD Physical Education
Ms. B. Geetha	Librarian
Ms. Rekha Jaichander	PG Coordinator (Maths)
Dr. Sr. Sujatha Yeruva	PG Coordinator (Comp. Sc)
Dr. R. Shiny	PG Coordinator (M.Com. Applied Finance)
Dr. D. Sumalatha	PG Coordinator (Chemistry)
Dr. P. Roselin	PG Coordinator (Microbiology)
Mr. P Clement Babu	PG Coordinator (Mass Communication & Journalism
Dr. Nandini Sanyal	PG Coordinator (Applied Psychology)
Ms. Geeta Gianchandani	PGD-HRM Coordinator
Lt. Marie Thomas	Placement Coordinator Educationist
Dr. Fr. Anthony Principal, Loyola Academy	/ 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. Shankaraiah Dean, Faculty of Commerce, OU	University Nominee
Prof. Venkata Ramana Devi Dean, Faculty of Science, OU	University Nominee

Prof. K. Mallikarjun Reddy Dean, Faculty of Management, OU	University Nominee
Prof. Naidu Ashok 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
- 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 ED	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 (2019 – 2020)

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

FACULTY OF ARTS

Department of History

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

Department of Political Science

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

Department of Public Administration

Ms. D. Rupali (Asst. Professor)	M.A., NET (Head of the Dept.)
Dr. Eshwari Vadlamudi (Asst. Professor)	M.A., 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. Priyanka Musalay (Lecturer)	M.Sc. (Applied Psychology)

Ms. K. Rajan Arupuda Mary (Asst. Professor)	M.Sc., (Applied Psychology), APSET
Ms. Krishnaveti Harshitha (Asst. Professor)	M.Sc. (Psy. Counselling), NET, (Ph.D)

Department of English

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

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, 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. P Clement Babu (Lecturer)	M.A., M.Sc. (Ph.D)
Ms. Angela (Lecturer)	M.A
Ms. Serah Vinodini (Lecturer)	M.A
Mr. K. Ravi Kumar (Asst. Professor)	M.A., M.Sc., NET, APSET & TSSET

Department of Languages

Dr. L.V. Vijaya Gouri (Asst. Professor)	M.A., (M.Phil), NET, Ph.D. (Head of the Dept.)
Dr. Sureka Chavan (Asst. Professor)	M.A., M.Phil., B.Ed., Ph.D. (Head of the Dept.)
Ms. Priyambada Panda (Lecturer)	M.A., B.Ed.
Ms. Manjiri Prashant (Asst. Professor)	M.A. (Head of the Dept.)
Ms. Sneha Kottawar (Lecturer)	M.A., D.Ed
Ms. Swetha Rachel (Lecturer)	M.A (French), M.Sc. (Microbiology), Diploma in French (DELF-B2) (Head of the Dept.)
Ms. Kirti Rao (Lecturer)	M.Sc. (Org. Chem), M.A (French) DALF-C1-Alliance Francaise

Department of Library

Ms. B. Geetha (Librarian)	MBA, MLISc.

Department of Physical Education

Mr. Syed Farooq Kamal	M.A., M.P.Ed., M.Phil., APSET, (Ph.D.) (Head of the Dept.)
Ms. Amita Daniel (Asst. Professor)	B.P.Ed, M.P.Ed., MCA, MA (Soc), MA (Eco), TSSET

Department of NCC

Lt. Marie Thomas	M.A.

Counselling Centre

Ms. M. Sri Lakshmi	M.Sc. (Appl. Psy)

FACULTY OF SCIENCES

Department of Chemistry

Ms. Alina Jyothi (Assoc. Professor)	M.Sc. (Head of the Dept.)
Dr. D. Sumalatha (Asst. Professor)	Dr. M.Sc., Ph.D.
Saritha Aduri (Asst. Professor)	Ms. M.Sc., B.Ed., Ph.D., TSSET
Shikha Chander (Asst. Professor)	M.Sc., M.Phil., APSET, B.Ed., (Ph.D.), PGDIPR
Ms. M. Bhargavi (Asst. Professor)	M.Sc., APSET, (Ph.D.)
Dr. K Sushmitha (Asst. Professor)	M.Sc., TSSET, Ph.D.
Ms. B Prashanthi (Asst. Professor)	M.Sc., TSSET, PG Dip. in Nutrition & Dietetics
Ms. Lakshmi Madhuri (Asst. Professor)	M.Sc., PGDIPR., TSSET
Ms.Shruthy D Pattathil (Asst.Professor)	M.Sc. , APSET & TSSET, (Ph.D.)
Ms. Dhanya V (Asst. Professor)	M.Sc., B.Ed., NET, PGDIPR
Ms. Shravya Rao (Lecturer)	M.Sc.
Ms. Prashanthi V (Lecturer)	M.Sc.
Dr. Sabiha Fatima (Asst. Professor)	M.Sc., B.Ed., Ph.D.
Dr. V. Radhika (Asst. Professor)	Dr. M.Sc., Ph.D., TSSET
Asha D (Asst. Professor)	M.Sc., M.Phil, PGDPCS, Ph.D.
Ms. E V L Madhuri (Asst. Professor)	M.Sc., M.C.A., TSSET (Ph.D.)
Ms. M. Manisha (Lecturer)	M.Sc., (Ph.D)
Dr. B. Uma Rani (Asst. Professor)	M.Sc., M.Phil, Ph.D
Ms. Jhansi (Asst. Professor)	M.Sc., TSSET

Department of Physics

Dr. Usha Praveena V J (Asst. Professor)	M.Sc., M.Tech., M.Phil., Ph.D. (Head of the Dept.)
Mr. Karthikeya (Assoc. Professor)	M.Sc.
Ms. K. Devy (Asst. Professor)	M.Sc., M.Phil. B.Ed., PGDCA, Diploma Elementaire in French
Ms. Sarika Yadav (Lecturer)	M.Sc.
Ms. Sameena Begum (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., M.Tech, M.Phil. APSET, (Ph.D.)
Ms. Y. Suryavardhani (Asst. Professor)	M.Sc., M.Phil. (APSET & TSSET) (M.Sc Stat)
Ms. Ramanjana (Lecturer)	M.Sc., Applied Maths
Ms. K Lavanya (Asst. Professor)	M.Sc., TSSET
Ms. Boneita Maria J.V (Asst. Professor)	M.Sc. (APSET & TSSET)
Ms. Lavanya B (Lecturer)	M.Sc.
Ms. A. Divya Hancyna (Lecturer)	M.Sc., B.Ed.
Ms. Bhavyashree (Lecturer)	M.Sc.
Ms.H.Lakshmi Mittipati (Asst.Professor)	M.Sc, APSET & TSSET, (Ph.D)
Ms. D. Sravani (Lecturer)	M.Sc.

Department of Statistics

Dr. Ch. Yugandhar (Asst. Professor)	M.Sc., Ph.D. (Head of the Dept.)
Ms. G. Priyanka (Lecturer)	M.Sc.
Ms. Shruti Sagar (Lecturer)	M.Sc.
Ms. Shalini (Part Time 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. Bulusu Sushma (Lecturer)	M.Sc., PGDCA (JNTUC)
Ms. Vanilakshmi V (Asst. Professor)	M.Sc. (Applied Elect), NET

Department of Computer Science

Ms. Padmasree (Asst. Professor)	M.Sc., (Elec), M.Sc. (IT) (Head of the Dept.)
Ms. B. Kavitha (Lecturer)	MCA, (M.Phil).
Ms. D.B. Rekha (Asst. Professor) Ms. M. S. Sowjenya (Asst. Professor)	MCA, APSET M.Sc., M.Phil.
Dr. Sr. Sujatha Yeruva (Asst. Professor)	M.Sc., Ph.D.
Ms. B Jyothi (Lecturer)	MCA

Ms. Prabmeet Kaur (Lecturer)	MCA
Ms. Afeefa Noorain (Lecturer)	M.Sc.
Ms. Khalida Tabassum (Asst. Professor)	MCA, TSSET
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. Rajeshwari Pinjerla (Lecturer)	M.Sc (IS), M.Tech.
Ms. Preethi Geetla (Lecturer)	MCA

Department of Zoology

Dr. Vidya Jayaram (Asst. Professor)	M.Sc., Ph.D. (Head of the Dept.)
Dr. Jyothi Rani (Asst. Professor)	M.Sc., Ph.D., B.Ed., BPT, PGDCP,
Ms. Sangam Sravanthi (Asst. Professor)	M.Sc., APSET
Ms. S. Sheila Merlin (Lecturer)	M.Sc., B.Ed.
Dr. Anita Dorothy (Asst. Professor)	M.Sc., Ph.D., SLET

Department of Botany

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

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 (Asst. Professor) M.Sc., M.Phil
Ms. G. Sony (Asst. Professor) M.Sc., M.Phil (Ph.D)
Dr. Dipti Soni Jaipuriar (Asst. Professor) M.Sc., Ph.D,
Dip. in Hospital Administration

Department of Microbiology

Dr. M. Shailaja Raj (Asst. Professor) M.Sc., CSIR-UGC JRF NET, Ph.D. (Head of the Dept.)
Dr. P. Roselin (Asst. Professor) M.Sc., M.Phil., APSET, Ph.D.
Ms. Anitha Thomas (Asst. Professor) M.Sc., M.Phil., (Ph.D.)
Ms. Gayathri Y (Asst. Professor) Ms. M.Sc. M.Phil.(Ph.D.)
D. Sunita (Asst. Professor) M.Sc., APSET, (Ph.D.)
Ms. Arsheen Tabassum (Asst. Professor) M.Sc., M.Phil., NET, (Ph.D.)
Ms. Y V S 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.

Department of Biotechnology

Ms. Deepa Switha (Asst. Professor) M.Sc., M.Phil., (Ph.D.) (Head of the Dept.)
Ms.T Shouni Niveditha (Asst. Professor) M.Sc., APSET & TSSET
Ms. Mini Fernandez (Lecturer) M.Sc.
Dr. P.V. Rekha Devi (Asst. Professor) M.Sc. Ph.D., NET
Dr. K Deepthipriya (Asst. Professor) M.Sc. Ph.D

Department of Environmental Studies

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

Department of Nutrition

Ms. Tabitha Ramona (Lecturer) M.Sc., PGD in Nutrition (Head of the Dept.)
Ms. Patricia Michael (Asst Professor) M.Sc., NET
Ms. Shweta Singh (Asst. Professor) M.Sc., NET

FACULTY OF COMMERCE

Ms.S. Latha Subramaniam (Asst. Professor)	M.Com. (Head of the Dept.)
Ms. Deepa Samuel (Asst. Professor)	M.Com., SLET
Ms. A. Padmaja (Asst. Professor) Dr.	M.Com., M.Phil., (Ph.D.)
Vanisree T (Asst. Professor) Ms. Hari	M.Com., M.Phil., Ph.D.
Kalyani (Asst. Professor)	M.Com, LL.M, M.B.A., PG Diploma in Taxation, PG Diploma in IPR, (Ph.D)
Dr. R. Shiny (Asst. Professor) Dr.	M.Com., NET, Ph.D.
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, PGDFM
Ms. Manisha Kulkarni (Asst. Professor)	M.Com., APSET, MBA, (M.Phil)
Ms. Lilly Kansal (Asst. Professor)	M.Com., M.B.A., M.Phil., (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., ICWA, NET, TSSET, (Ph.D)
Ms. CA Ramya (Lecturer)	M.Com., MBA, CA
Ms. Madhura Ayachit (Asst. Professor)	MBA, M.Com, TSSET
Ms. Joshna Tummeta (Asst. Professor)	M.Sc. (Finance), M.Com, NET, TSSET

Ms. V N Prashanti (Lecturer)	M.Com., PGDCA
Dr. Shobana (Asst. Professor)	M.Com, Ph.D, CA
Ms. Mary Jasmine James (Lecturer)	MBA, M.Com
Ms. Chandrakala V (Asst. Professor)	M.Com, SLET
Ms. Ruchika Rani (Lecturer)	M.Com (Appl. Fin)
Ms. M. Sindhuja (Lecturer)	M.Com (Appl. Fin)

FACULTY OF MANAGEMENT

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. Gabriella Angelina (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. (Head of the Dept.)
Ms. Shalini William (Lecturer)	MBA
Mr. Venkatesh M (Lecturer)	MBA (UK), M.Sc. (Elec), M MM
Mr. M. Srinivas (Asst. Professor)	M.Com, MBA, M.Phil, APSET

SPORTS COACHES

1. Mr. K R Vijayanand	Volley Ball
2. Mr. Y Nagandar Goud	Table Tennis
3. Mr.MD Nayeemuddin	Basket Ball
4. Mr. S Shiv Kumar	Hand Ball
5. Mr. J Padma Rao	Chess
6. Mr. Anand Kumar	Carroms
7. Mr. A Karupannan	Badminton
8. Mr. P Venkatesh	Martial Arts

CERTIFICATE COURSE

1. Fr. Joseph Manohar
2. Mr. Gorden Moris
3. Mr. Shamsuddin
4. Ms. Jaya Agarwal
5. Mr. Stanley

OPEN ELECTIVE

1. Mr. Atul Kumar

SILVER JUBILARIANS OF THE YEAR 2019 – 20

1. Dr. P Lalitha – HOD Mathematics
2. Mr. N Devender – Non Teaching Staff

Non -Teaching Staff

Administration Department

Sr. Alphonsa P Kunjuvareed	Correspondent / Secretary
Mr. M.B. Srinivas	
Ms. Suchitra	
Ms. Jayasheela	
Ms. Racheal Daniel	
Ms. Linnette	
Ms. Fathima PLS	
Ms. D. Vajramani	
Ms. Kameshwari	
Mr. A Srikanth	
Sr. Saritha	

Accounts Department

Sr. Dorine Mendonca	College Treasurer
Ms. Anjali	
Ms. Renuka	
Ms. Y.J. Lavanya	
Ms. Maria .A	

Library Department

Ms. Geetha	Librarian
Ms. Lilly Dororthy	
Ms. Padmini	
Ms. Arokiya Mary	
Mr. Paulus	
Ms. C Kavitha	
Ms. Rameshwari	
Mr. Shiva Krishna	

Exambranch

Ms. Natalia
Ms. Maruthi
Ms. Shirisha Bharaji
Ms. Veena
Ms. Maheshwari

Lab. Assistants

Mr. Devender	Botany Lab.
Ms. Karuna	Zoology Lab.
Mr. Ranga Rao	Chemistry Lab.
Ms. D. Radha	Chemistry Lab.
Ms. Maria Goretti	Chemistry Lab.
Mr. Sivarajulu	Physics Lab.
Mr. Anil Kumar	Physics Lab
Ms. Swetha	Biochemistry Lab.
Ms. Swaroopa Rani	Biotechnology Lab.
Ms. Leena Agnes	Microbiology Lab.
Ms. Priscilla	Microbiology Lab.
Ms. S Anuradha	Nutrition Lab,
Ms. Susan Mary	Computer Lab.
Ms. Ch. Yamuna Raj	Computer Lab.
Mr. A. Srikanth	Computer Lab.
Mr. Nihal Leonard D'Souza	Computer Lab.
Mr. Vijay Kumar	Computer Lab.
Mr. Krishna Murthy	Technical Officer/ Systems Manager
Mr. Shravan K	Asst. Technical Officer / PC Hardware
Ms. Uma Patel	Psychology Lab.
Ms. Veena	Psychology Lab.
Mr. K. Sridhar	Technician Multimedia
Mr. Ram	Asst. Technician Multimedia
Mr. Aqhil Ahmed MD	Electronics

Stores

Sr. Sagar Mary – Incharge
Ms. Margaret

General Staff

Ms. Manika	Supervisor
Mr. Jagadishwar	Graphic Designer & Photographer
Ms. Leena Mary	Sports
Ms. K. Saritha	Centre for Professional Studies
Ms. Mary Dias	Receptionist
Mr. Ch. Joseph Vijay	Electrician
Mr. Anil Kumar R	Asst. Electrician
Ms. K. Sumathi	Nurse

Administrative Support Staff

Mr. Chamber Singh	Office
Mr. M. Murali Krishna	Office
Mr. Shashidhar	Exam Branch
Mr. Abhishek	Exam Branch

Lab. Support Staff

Ms. Sunitha	Botany
Ms. Anuradha	Zoology Lab.
Ms. Roopa	Chemistry
Mr. Jaganath	Chemistry
Ms. G Manjula	PG Chemistry
Ms. Shobha Rani	Biochemistry
Ms. Lalitha	Microbiology
Ms. Kavitha	Microbiology
Ms. Tresa David	Biotechnology
Ms. Gayathri	Nutrition
Ms. Rajeshwari	Computer Lab.
Ms. Shivarani	Psychology
Mr. Ramu	Sports
Mr. Bhaju	Sports
Ms. Agnes	Library
Ms. Tara	Library

House Keeping Staff

Mr. Md. Myan
Mr. Prem Kumar
Mr. Rasool
Mr. Syed Pasha
Ms. Padma
Ms. Latha
Ms. Nasreen
Ms. Hemalatha
Ms. Fatima
Ms. Mehraj
Ms. Haleema
Ms. Afsari
Ms. Machala Renuka
Ms. A. Sahaya Mary
Mr. Chada
Mr. Jagan
Mr. Stanley
Mr. Goverdan
Ms. Bhagyalakshmi
Ms. Swapnapriya
Ms. B. Parvathi Ms.
Fareeda Begum Ms.
Sainas Begum Ms.
Anees Fatima

COMMITTEES

FOR THE

ACADEMIC YEAR

2019-20

LIST OF COMMITTEES 2019 – 2020

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

Sr. Philomena Thomas	President
Sr. Sandra Horta	Principal (Vice-President)
Sr. Alphonsa P Kunjuvareed	Correspondent & Secretary
Dr. Sr. Sherly ED	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 S Shetty	Dean Academics
Dr. L.N. Shuba	Controller of Examination
Dr. G.V. Sharada	Addl. Controller of Exams
Dr. Savitha Sukumar	IQAC Coordinator
Ms. Geeta Gianchandani	PGDHRM
Ms. Priyanka Musulay	PGD Counselling
Ms. Latha G	Dean – Student Affairs (Commerce)
Dr. Surekha Chavan	Dean – Student Affairs (Arts)
Ms. Ramanjana K	Dean – Student Affairs (Science)
Mr. P Clement Babu	Dean – Student Affairs (PG)

3. Academic Planning & Development

Principal
Vice Principal
Correspondent
Dean Academics
IQAC Coordinator
All HODs

4. Staff Representatives – Governing Body

Ms. Rekha Jaichander	Governing Body Member
Ms. Margaret Selvaraj	Governing Body Member

5. Academic Council Support Committee

Dr. Usha Praveena	Academic Council – Secretary
Ms. Saswati Majumdar	Asst. Secretary

6. IQAC

Dr. Savitha Sukumar	Coordinator
Dr. P Roselin	Asst. Coordinator

7. PG Coordinators

Ms. Rekha Jaichander	M.Sc. Mathematics
Dr. Sr. Sujatha Yeruva	M.Sc. Computer Science
Dr. R. Shiny	M.Com. Applied Finance
Dr. P Roselin	M.Sc. Microbiology
Dr. D Sumalatha	M.Sc. Organic Chemistry
Mr. P Clement Babu	M.A. Mass Communication
Dr. Nandini Sanyal	M.Sc. Applied Psychology

8. Academic Audit Cell

Dr. Uma Joseph
Dr. P. Lalitha
Ms. Latha Subramaniam
Ms. Deepa James
Dr. Shailaja Raj
Dr. Mallika S Shetty
Dr. R Shiny
Dr. Savitha Sukumar
Dr. L.N. Shubha
Ms. PVS Lakshmi
Dr. Subi Varghese
Dr. Nandini Sanyal

9. Staff Grievance Redressal Cell

Sr. Alphonsa P Kunjuvareed	Correspondent
Sr. Sandra Horta	Principal
Dr. Sr. Sherly ED	Vice-Principal
Dr. Mallika S Shetty	Dean Academics
Dr. Savitha Sukumar	IQAC Coordinator
Dr. Uma Joseph	Senior Lecturer

10. Students Grievance Redressal Cell

Sr. Sandra Horta	Principal
Dr. Sr. Sherly ED	Vice Principal
Dr. Mallika Shetty	Dean Academics
Dr. L.N. Shuba	Controller of Exams
Dr. Savitha Sukumar	IQAC Coordinator
Dr. Uma Joseph	Senior Lecturer
Dean Student Affairs	Concerned Class Teacher

11. Internal Quality Assurance Cell (IQAC)

Sr.Sandra Horta	Principal
Dr.Sr.Sherly ED	Vice Principal
Sr.Alphonsa Kunjavareed	Correspondent
Dr.Mallika Shetty	Dean Academics
Dr.Savitha Sukumar	IQAC Coordinator
Dr.Roselin	Asst.Coordinator (IQAC)
Dr. Shubha	Controller of Examinations
Ms.Latha.G	Dean Student Affairs – Commerce
Dr.Surekha Chavan	Dean Student Affairs – Arts
Ms.Ramanjana K	Dean Student Affairs – Science
Mr.Clement	Dean Student Affairs – PG
Ms.Marie Thomas	Placement officer
Ms.Suchitra	Office Staff
Prof.G.Ram Reddy	O.U.Nominee
Mr.Rohit Kumar,	Vice president ,Global Marketing, Cloud 4C Industry Nominee
Dr.Joveeta, Joseph	Alumnae representative

Dr.Anupradha DRDO	Nominee in the area of Research
Mr.Anubhav Tiwari, Head,Community Corporate Initiatives& Outreach,IIIT Hyderabad	Nominee in the area of Innovation &Incubation
Student Representatives	

12. Francisian Handbook Committee

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

13. Prospectus Committee

Ms. Anitha Thomas	Coordinator
Dr. Haritha Guduru	
Ms. B. Jyothi	

14. Magazine Committee

Dr. Smitha Varghese	Coordinator
Dr. Vijaya Gouri Dr. Surekha Chavan	
Ms. Swetha Rachel	
Ms. Kavitha Bhadran	
Mr. Ravi Kumar	
Mr. Jagdish	

15. IT Services

Dr. Sr. Sujatha Yeruva	Coordinator
Mr. Krishnamurthy	Technical Assistant
Ms. Afeefa Noorain	
Ms. Navya Allam	

16. Website & Social Media Maintenance Committee

Ms. Prabhmeet Kaur
Ms. Mahnoor Sahrash
Mr. Krishnamurthy

17. Time Table Committee

Ms. S. Shobhana — Coordinator
Ms. B. Vyshnavi

18. Rapporteur Committee

Ms. R. Vijayalakshmi — Coordinator
Ms. V. Gayathri
Ms. M. Sowjenya
Dr. Smitha Varghese
Ms. Mahnoor Sahrash
Ms. Priyanka Musulay
Mr. Ravi Kumar
Mr. Jagadish

19. Record Keeping of Minutes of All Staff Meetings

Deans Student Affairs

20. NSS PO's

Dr. Saritha Aduri (Science)
Ms. Rooman Deb (Arts)
Ms. Vijayakumari K (Commerce)
Ms. Rajeshwari Pinjerla (Science)

21. College Choir

Ms. Bernadette A — Coordinator
Ms. Serah Vinodhini
Ms. Angelina
Ms. Mary Dias

22. Campus Ministry Committee

Dr. Sr. Sherly ED – Coordinator
Sr. Sagar Mary

Sr. Saritha
Ms. Alice Esther
Ms. Vijayakumari K
Ms. Patricia Michael
Ms. Shiela Merlin
Ms. Maria Rajan Thaliath
Ms. Augustina Alphonse

Face club Staff Co-ordinators
Ms. Shalini William – Co-ordinator
Ms. Tabitha Romana

23. Natale Committee

Ms. Mary Antony	Coordinator
All Christian Staff	

24. Value Education Cell

Dr. Jyothi Rani	Coordinator
Ms. Shouni Niveditha	
Ms. Mary Jasmine	

25. Library Committee

Ms. B. Geetha	Librarian
Dr. R. Shiny	Coordinator
Ms. P.V.S.Lakshmi	
Ms. Ritika Ranjan	
Ms. Sangam Sravanti	

26. Admission Committee
Sr. Sandra Horta
Dr. Sr. Sherly ED
Dr. Mallika S Shetty
Dr. L N Shuba
Dr. Sr. Sujatha Yeruva
Dr. Subi Varghese
Sr. Dorine Mendonza

27. Orientation for Parents / Students

Department of Chemistry

28. Freshers Welcome & Farewell

Department of Mass Communication
Deans of Student Affairs

29. Faculty Professional Development

Principal	
Vice Principal	
Dr. Shailaja Raj	Coordinator
Dr. Uma Joseph	
Ms. Latha Subramaniam	
Dr. Lalitha .P	
Ms. Alina Jyothi	
Dr. L.N. Shubha	
Ms. Marie Thomas	

30. Faculty Research Cell

Dr. Vanisree Talluri	Coordinator
Dr. B. Aruna	
Dr. Ch. Yugandhar	
Dr. Swati Agarwal	

31. Examination Committee

Sr. Sandra Horta	Principal – Chief Controller of Exams
Dr. Sr. Sherly ED	Vice-Principal – Asst. Chief Controller of Exams
Dr. L N Shuba	Controller Incharge of Exams
Dr. G.V. Sharada	Addl. Controller of Exams
Dr. P. Sirisha	Supdt. of Exams
Dr. D. Sumalatha (PG)	
Ms. Shree Jyothi (PG)	
Ms. Kanchana Parijatham	
Ms. P. Renuka	

32. Remedial Instruction

Dr. S. Sunita (Commerce) Coordinator
Ms. Savithri (Comp. Sc.)
Ms. K. Lavanya (Maths)
Ms. Shravya Rao (Chemistry)
Ms. G. Priyanka (Statistics) Ms.
Stella Martina (English)
Ms. Augustina Alphonse (BMS & B.Voc)

33. Celebration of National Festivals

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

34. Women's Cell

Ms. Shikha Chander Coordinator
Ms. Suryavardhini
Dr. Richa Mehta
Ms. D. Rupali
Ms. Shouni Niveditha

35. Educational Study Tours

All HODs Coordinated by Vice Principal & Dean Academics

36. Centre for International Studies

Dr. Reena Dewan Coordinator
Dr. Shailaja Raj
Ms. Geeta Kumari
Mr. Ravi Kumar
Ms. Nida Suleman
Ms. Swetha Rachel

37. IPR Cell

Ms. Harikalayni Coordinator
Ms. Dhanya V
Dr. Y V S Annapurna
Ms. Laksmi Madhuri

38. 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

39. Sports Committee

Mr. Syed Farooq Kamal	Coordinator
Ms. Amita Daniel	
Ms. Mary Antony	
Ms. Madhura Ayachit	
Ms. Harshitha K	

40. Cultural Committee

Ms. Manjiri Prashant	Coordinator
Ms Margaret Selvaraj	
Dr. Vanisree Talluri	
Ms. Lakshmi Madhuri	
Ms. Malathi Varma	
Ms. Lilly Kansal	

41. NIRF Committee

Dr. Uma Joseph	Coordinator
Dr. Mallika Shetty	
Dr. Savitha Sukumar	
Dr. P Roselin	

42. CPE Committee Dr.

Mallika S Shetty — Coordinator
Ms. Kalyani Y
Ms. Anitha Thomas
Ms.V Gayathri

43. Inter College Fest

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

44. Placement Cell

Ms. Marie Thomas — Coordinator
Ms. A. Padmaja (Commerce)
Ms. Sree Jyothi (Commerce)
Mr. P. Clement Babu (Mass Comm)
Ms. Shalini William (B.Voc)
Mr. Venkatesh Mutyala (B.Voc)
Ms. V Dhanya (Chemistry) Ms. Kavitha Bhadran (Botany) Ms. D Sunitha (Micro)
Ms. Gabriella Angelina (BMS)

45. Media Network Committee

Dept of Mass Communication

46. Audio Visual Committee

Ms. Jyothi B — Coordinator
Ms. D. Swetha
Mr. Shravan
Mr. Nihal
Mr. Srikanth
Mr. Vijaykumar

47. Health Centre

Dept of Biochemistry

48. Canteen Committee

Ms. Saritha O.T Dept. of Nutrition	Coordinator

49. Water Potability Testing Committee

Dept. of Microbiology

50. College Diamond Jubilee Committee

Ms. Deepa James	Coordinator
Dr. Uma Joseph	Addl. Coordinator
Ms. Vijayalakshmi	Secretary
Mr. Venkatesh Mutyala	Asst. Secretary
Ms. Kalyani Y	Treasurer
Dr. Usha Praveena	Addl. Treasurer
Mr. P Clement Babu	Media Coordinator

51. CBCS Review Committee

Principal	
Vice Principal	
Dean Academics	Coordinator
Dr. Uma Joseph	
Ms. Latha Subramaniam	
Dr. Shailaja Raj	

52. Swarnojwala Scheme Committee

Dr. Uma Joseph	Coordinator
Ms. Mary Jasmine (B.Com)	
Ms. D Rupali (BA)	
Ms. Kanchana Parijatham (B.Sc.)	

53. NAAC Accreditation Core Committee

Principal	
Vice Principal	
Dr. Savitha Sukumar	IQAC Coordinator
Dr. Roselin	IQAC Asst. Coordinator

Dr. Mallika S Shetty	Criteria -1
Ms. Alina Jyothi	Criteria -2
Ms. Kavitha B (C.Sc)	Criteria -2
Dr. Shailaja Raj	Criteria -3
Dr. P Lalitha	Criteria -4
Ms. Mary Anthony	Criteria -5
Dr. Uma Joseph	Criteria -6
Ms. Deepa James	Criteria -7

54. Innovation Hub

Mr. Venkatesh Mutyala – Coordinator

Dr. Swati Agarwal

Ms.V N Prashanthi B

55. Student Induction Programme (SIP) Cell

Dr. Jyothi Rani - Coordinator Ms.

Shalini - Dean Student Affairs

Student Club Staff Coordinators

56. Student Discipline Committee

Ms. Marie Thomas	Coordinator
Mr. Syed Farooq Kamala	Coordinator

Ground Floor

Ms. Alina Jyothi – Chemistry Lab Verandah

Dr. Usha Praveena – Physics Verandah

Ms. Deepa Switha – Reception Area

Ms. Kanchana Parijatham - Axis Verandah

1st Floor

Dr. Shailaja Raj – Microbiology Verandah

Ms. Mary Anthony - R.No.100 Verandah

Dr. D Sumalatha – Board Room Verandah

2nd Floor

Dr. Uma Joseph – Arts Staff Room Verandah

Ms. Latha S – Commerce Staff Room Verandah

Dr. Ch. Yugandhar – Statistic Staff Room Verandah Ms.

Margaret Selvaraj – Statistic Staff Room Verandah

3rd Floor

Dr. Mallika.Shetty - 3rd Floor

Dr. Subi Varghese - 3rd Floor

Ms. Geeta Gianchandani – HRM Verandah

PG Block – 1st Floor

Ms. Padmasree

Ms. Manjiri Prashant

2nd Floor

Dr. P Lalitha - P 208 - P 212

Ms. Geetha Kumari P 201 - P207

Mass Comm Block

Dr. K Anita – Entire Mass Comm. 1st & 2nd Floor

Mr. Ravi Kumar – American Corner

CLASS MENTORS FOR BA FACULTY

BA I

Class	Class Mentor
HLP	Ms. Swaswati M
HPP	Dr. Haritha
EPP	Ms. Keerthi Rao
EPS	Dr. Sirisha
PLP	Ms. Stella Martina
PPP	Dr. Sinjini B
MLP	Ms. Angela
MLS	Mr. Ravi Kumar

BA II

Class	Class Mentor
HLP	Ms. Rooman
HPP	Ms. Rupali
EPP	Ms. Maria
EPS	Ms. Margaret
PLP	Ms. Harshitha
PPP	Ms. Arpuda Mary
MLP	Dr. Smitha Varghese
MLS	Dr. Reena Dewan

BA III

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

CLASSMENTORSFORSCIENCEFACULTY

Class	Combination	Class Mentor
B.Sc. I A	○ BZC ○ Biotech/Zoo/Chem	○ Ms. Sravanthi ○ Ms. Lakshmi Madhuri
B.Sc. I B	○ MPC ○ MPCs	○ Ms. Ramanjana ○ K. Lavanya
B.Sc. I C	○ Micro/Biochem/Chem ○ Micro/Biotech/Chem	○ Ms. Shika Chander ○ Ms. Anitha Thomas
B.Sc. I D	○ M/Stat/Cs	○ Ms. Kavitha .B
B.Sc. I E	○ M/E/Cs	○ Ms. B. Lavanya
B.Sc. I F	○ Biochem/CAP/Chem ○ Biochem/Biotech/Chem	○ Ms. Malathi ○ Ms. Dhanya
B.Sc. I N	○ Nut/Zoo/Chem ○ Nut/Bot/Chem	○ Ms. Shravya Rao ○ Ms. B. Prashanthi
B.Sc. I H		○ Ms. Afeefa
B.Sc. II A	○ BZC ○ Biotech/Zoo/Chem	○ Dr. Jyothi Rani ○ Ms. Mini Fernandes
B.Sc. II B	○ MPC ○ MPCs	○ Ms. Suryavardhini ○ Ms. Devy
B.Sc. II C	○ Micro/Biochem/Chem ○ Micro/Biotech/Chem	○ Ms. Kanchana ○ Ms. Shouni Nivedita
B.Sc. II D	○ M/Stat/Cs	○ Ms. Boneita
B.Sc. II E	○ MECs	○ Ms. Sushma
B.Sc. II F	○ Biochem/CAP/Chem ○ Biochem/Biotech/Chem	○ Ms. Vyshnavi ○ Ms. Dipiti
B.Sc. II N	○ Nut/Zoo/Chem ○ Nut/Bot/Chem	○ Ms. Patricia ○ Ms. Kavitha Bhadran
B.Sc. II H		○ Ms. Prabhmeet
B.Sc. III A B.Sc. III B	○ BZC ○ Biotech/Zoo/Chem ○ MPC ○ MPCs	○ Dr. Basanti ○ Ms. Sheila Merlin ○ Ms. EVL Madhuri ○ Ms. Renuka
B.Sc. III C	○ Micro/Biochem/Chem ○ Micro/Biotech/Chem	○ Ms. Sonyman ○ Ms. Arsheen Tabassum
B.Sc. III D	○ MSCs	○ Ms. Priyanka
B.Sc. III E	○ MECs	○ Ms. Rekha D B
B.Sc. III F	○ Biochem/CAP/Chem ○ Biochem/Biotech/Chem	○ Ms. Rajeshwari ○ Ms. Ritika Ranjan
B.Sc. III N	○ Nut/Zoo/Chem ○ Nut/Bot/Chem	○ Ms. Tabitha ○ Ms. M. Keerthi
B.Sc. III H		○ Ms. Sowjenya

CLASS MENTORS FOR COMMERCE FACULTY

Class	Class Mentors
B.Com I (A & F)	Ms. Jasmine
B.Com I (C)	Ms. Vijaya Lakshmi
B.Com I (H)	Ms. Harikalyani
B.Com I (IB)	Ms. Sharada
B.Com I (IPP)	Dr. Savitha Sukumar
B.Com II (A & F)	Dr. Vanisree
B.Com II (C)	Ms. Manisha
B.Com II (H)	Ms. Pranshanti
B.Com II (IB)	Ms. A Padmaja
B.Com II (IPP)	Ms. Lilly
B.Com III (A&F)	Ms. Joshna
B.Com III (C)	Ms. Vijaya Kumari
B.Com III (H)	Ms. Madhura
B.Com III (IB)	Ms. S Sunitha
B.Com III (IPP)	Ms. Ramya

CLASS MENTORS FOR MANAGEMENT FACULTY

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

CLASS MENTORS FOR PG FACULTY

Class	Class Mentor
M.Sc. (Appl. Finance) I	Dr. Richa
M.Com (Appl. Finance) II	Ms. Shree Jyothi
M.Sc. (Micro) I	Ms. Annapurna
M.Sc. (Micro) II	Dr. Aruna
M.Sc. (Org. Chem) I	Dr. Sumalatha
M.Sc. (Org. Chem.) II	Dr. Sushmita
M.Sc. (Mathematics) I	Ms. D. Sravani
M.Sc. (Mathematics) II	Ms. Rekha J
M.Sc. (Computer Science) I	Ms. Kalpana
M.Sc. (Computer Science) II	Ms. Padmasree
M.Sc. (Appl. Psychology) I	Dr. Nandini
M.Sc. (Appl. Psychology) II	Ms. Priyanka
M.A. (Mass Comm. & Journalism) I	Mr. Clement
M.A. (Mass Comm. & Journalism) II	Dr. K Anitha

Faculty Incharge for Faith Formation

S.No.	Name	Class
1.	Ms. Stella Martina (Eng)	BA I A
2.	Ms. Angela (Mass Comm)	BA I B
3.	Ms. Arpuda Mary (Psy)	BA II A
4.	Ms. Alice (Eco)	BA II B
5.	Mr. Ravi (Mass Comm)	BA III A
6.	Ms. Maria (Eng)	BA III B
7.	Ms. Sheila (Zoo)	B Sc (1,2,3)A
8.	Ms. Anita (Zoo)	
9.	Ms. Saritha A(Chem)	B Sc (1,2,3)B
10.	Ms. Shouni (Biotech)	B Sc (1,2,3)C
11.	Ms. Mini Fernandez (Biotech)	
12.	Ms. Swetha (Csc)	B Sc (1,2,3)D
13.	Ms. Boneita (Maths)	B Sc (1,2,3)E & H
14.	Ms. Asha D (Chem)	B Sc (1,2,3) F
15.	Ms. Patricia (Nut)	B Sc (1,2,3) N
16.	Ms. Marie Thomas (NCC)	B Com I
17.	Ms. Jasmine (Com)	B Com II
18.	Ms. Vijay Kumari (Com)	B Com III
19.	Ms. Augustina (BMS)	BMS 1,2 & 3
20.	Ms. Shalini (B Voc)	B Voc 1,2 & 3

GENERAL RULES AND REGULATIONS

College timings :

8.20 a.m - 2.00 p.m	- UG Programmes (B.Com, B.M.S, B.Voc (RM&IT) , B.A III)
	- PG Programmes (Computer Science, Mathematics, Commerce, Microbiology, Mass Communication and Psychology)
9.10 a.m - 3.10 p.m	- B.A II and B.Sc II
10.20 a.m - 4 p.m	- B.A I , B.Sc I , B.Sc III , PG (Chemistry)
9.20 a.m - 10.10 a.m	- All certificate courses

Administrative office timings:

9 a.m - 4.30 p.m on all working days

Lunch break : 12.30 p.m – 1.00 p.m – Phase I
1.00 p.m – 1.30 p.m – Phase II

Timings to meet Principal

Students : 2 p.m - 3 p.m

Parents : 3 p.m - 4 p.m

Student Code of Conduct

Wearing SFC student ID card is compulsory during college hours. Attendance will not be marked otherwise

Adherence to the college dress code is mandatory. Salwar Kameez or Jeans with long tops is the college dress code. Sleeveless, cold shoulder &

short tops are not permitted. The college recommends simplicity and modesty in dressing in order to foster a congenial academic atmosphere.

Being on time to college, maintaining **required attendance** and active **participation in all college activities** is mandatory.

All students are expected to **maintain silence** during morning assembly.

- Students are **required to get themselves updated** regularly by reading notice boards and electronic display screens, checking student apps, reading the Francisian hand-book and visiting the college website

- No student four wheelers or auto rickshaws are allowed to enter Street no. 6. Only two wheelers are allowed inside the campus.

- **Use of mobile phones** inside the classrooms during class hours is strictly **prohibited**. Violation will lead to disciplinary action against the concerned student. Charging of mobile phones or Laptops in college premises is not allowed.

- Any form of **ragging is a punishable offence**

- Students are expected to be in the **library during any free hours**. Moving in the corridors, sitting on the staircase, listening to music in the corridors is not allowed.

- All students **are answerable** to the Principal, faculty and other college authorities for their conduct and behaviour.

Rules regarding attendance

- Attendance is marked every hour by the concerned faculty. Astudent is eligible to write the semester-end exam if she has 80% attendance in each subject (Theory and Practicals separately).

- Those having 70 – 79.5% attendance will be allowed to write the semester-end exams on payment of a prescribed condonation fee.

- Students having less than 70% attendance will not be allowed to write the semester end examination. Representation in this matter will not be entertained.

- Attendance status can be checked on the student app. Message alerts regarding absence from college are sent to registered parent mobile numbers.

Rules regarding medical leave

- Students resuming college after a medical leave will report to their concerned HoD , get the MC attested and submit the same to the concerned Dean Student affairs, within 5 days of their returning to the college after their illness.

- Submitting an MC does not mean ,that a student is given attendance for the days of leave. A student will have to have a minimum of 70% attendance to answer semester-end exams. Having an MC will reduce the condonation fee payable only.

- Absence for more than 5 days, will be considered as long leave. Such a student shall resume classes only after meeting the Dean Academics with necessary medical documents. It is advisable for parents to accompany their ward in such cases.

Co-curricular and extra-curricular activity attendance

- Faculty coordinators of NSS(POs) and NCC, Physical Education instructors , Deans of Student affairs , faculty coordinators of student clubs and HoDs are the only authorised persons to mark attendance for all co-curricular and extra-curricular activities.

- A student is eligible for a maximum of 15% event attendance per semester. Students participating in National level sports events and NCC students chosen to participate in the Republic Day parade are eligible to write the semester-end exams with 50% attendance in every subject.

Rule for Issue of certificates / documents from the administrative office

- Students must apply for issue of certificates /documents (TC, Conduct, Bonafide etc.). Application letters must be addressed to the Principal.

- The office will require a minimum of 5 working days to process the application.

- No issues can be initiated in less than 48 hours.

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

EVALUATION SYSTEM

- The evaluation system comprise of 2 components i.e Continuous Assessments (40 marks) and Semester-end examination (60 marks)

- Continuous assessments will have a written test (20 marks) of 1 hour duration which will be held on scheduled dates as given in the Francisian hand book. **No retest is conducted except for those candidates deputed by the college to participate in State/ National sports events and NCC/NSS activities.**

- For the remaining 20 marks, faculty uses appropriate methodologies like assignment ,book reviews, seminars, group discussion, mini - project, laboratory work etc.

- Semester-end examinations are conducted by the Examination Branch of the college. Paper setting and evaluation is done by external subject experts. Model papers are made available to the students.

- Reporting to the examinations on time is important. A grace time of 30 minutes is allowed to enter the examination hall after which the doors are closed.

	Credits	Continuous assessment	Semester-end examination	Duration of the semester-end examination
UG courses	3/4/5	40 marks	60 marks	2 hours
PG courses	3/4/5	40 marks	60 marks	2.5 hours
Courses with maximum 50 marks	2	20 marks	30 marks	1 hour
Courses with maximum 25 marks	1	Not applicable	25 marks	1 hour

	Evaluation by Internal examiners	Evaluation by External examiners	Semester-end examination
Practical courses	Semester I ,III & V (UG) Semester I & III (PG)	Semester II ,IV & VI (UG) Semester II & IV (PG)	2 hours for 50 marks

No Internal / Continuous Assessment for Practical courses (UG & PG)

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.

- A committee comprising of the Principal, Controller of Examinations and the concerned Invigilator will investigate cases of malpractice.

- In case of malpractice during continuous assessments , the student found guilty by the committee will be awarded zero marks in the concerned paper. In case semester-end examinations ,the paper during the exam which the malpractice was detected as well all subsequent papers will be cancelled.

Minimum passing marks

For UG programmes

The minimum marks for passing in a subject in UG is

- 36% marks in the semester-end examination
- 40% of marks in the aggregate of continuous assessment and semester-end examination.

If a student passes the semester-end examination but fails to get the adequate aggregate of continuous assessment and semester-end examination, she will be deemed failed. She will repeat the semester-end examination.

For PG programmes

The minimum marks for passing in a subject in PG is

- 40% marks in the semester-end examination
- 40% of marks in the aggregate of continuous assessment and semester-end examination.

If a student passes the semester-end examination but fails to get the adequate aggregate of continuous assessment and semester-end examination, she will be deemed failed.There is no provision for an improvement exam.

Note: The college follows the practice of handing over marks memos of failed students to their parents.

Revaluation of semester-end examination result (Available only for UG programmes)

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

Conditions

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 awarded.

No revaluation for PG since their papers go for double valuation.

Semester backlog examinations

- UG & PG theory and practical backlog examinations to be held in the even semester only

- Semester backlog examinations can be taken only three times for a subject under the same syllabus. Thereafter the student will have to repeat the examination under the revised syllabus, if the syllabus is revised.

- To be awarded I / II division for an undergraduate programme 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 backlog candidates. No division will be awarded.

Maximum time for Completion of a 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 (RM&IT) programmes, 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 semester / four semester 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 programme & 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.

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.

Companies visiting us for Placements to name a few – Deloitte, Amazon, Wipro, Cognizant, IKS Health, Delhi Public School, Regalix, Qualcomm, Fit Kids, Hunger Box, Uber, HGS, IBM, Tech Mahindra, KPMG, Artesium, D.E. Shaw etc.

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
- 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 have responded enthusiastically in terms of sharing their expertise for the benefit of students. They have offered to be guest lecturers and share their expertise with the students. They have also extended 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

INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR) - 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 will 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.

COFFEE-Faculty of Commerce

COFEE ñ 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.

ACADEMIC CALENDAR

God's promise to us : Exodus 14:14 "The Lord will fight for you; you need only to be still."

JUNE - 2019	
Mon	
Tue	
Wed	
Thu	
Fri	
Sat 1	
Sun 2	

"The unexamined life is not worth living" – ~~Socrates~~

God's promise to us : Exodus 15:2 "The Lord is my strength and my song, and he has become my salvation."

JUNE - 2019	
Mon 3	• Open Elective Registration for UG from 1st June – 9th June'19 • Commerce DSE Registration for Semester V from 1 st June – 7th June'19 • Online payment of Fees for UG 2 & 3 Years & PG 2nd Years from 1st June – 29th June'19
Tue 4	
Wed 5	• **Id – ul – fitr (Ramzan)**
Thu 6	• Commerce DSE Registration for Semester V from 1st June – 7th June'19
Fri 7	Last date for application for revaluation
Sat 8	
Sun 9	• Open Elective Registration for UG from 1st June – 9th June'19

"Education is not just about going to school and getting a degree. It's about widening your knowledge and absorbing the truth about life."
- Shakuntala Devi

God's promise to us : Exodus 20:12 "Honor your father and your mother, so that you may live long in the land the Lord your God is giving you."

JUNE - 2019

Mon 10	**Day 1** • Orientation by class mentors & Commencement of Classes for 2nd & 3rd Years UG & 2nd Year PG Students at 10 a.m. • Staff Meeting at 1.30 p.m. • All Committee Meeting – Plan of action at 11.30 a.m.
Tue 11	**Day 2** ● Orientation for Parents & Students of BMS & B VOC I Year
Wed 12	**Day 3** • Orientation by class mentors & Commencement of Classes for 1st Years BMS & B VOC Students • Orientation for Parents & Students of B Com I Year
Thu 13	**Day 4** • Orientation by class mentors & Commencement of Classes for 1st Year B Com Students • Orientation for Parents & Students of B A I Year
Fri 14	**Day 5** • **World Blood Donor Day - NSS** • Orientation by class mentors & Commencement of Classes for 1st Year B A Students • Orientation for Parents & Students of B Sc I Year • Commencement of OE classes for UG.
Sat 15	
Sun 16	

"No man's knowledge here can go beyond his experience" – John Locke

God's promise to us : Joshua 1:9 "Be strong and courageous, for the Lord your God will be with you wherever you go."

JUNE - 2019	
Mon 17	**Day 6** • Orientation by class mentors & Commencement of Classes for 1st Year B Sc Students
Tue 18	**Day 1**
Wed 19	**Day 2**
Thu 20	**Day 3** • Registration for Add on course & NCC for UG (semester I) from 20th June – 27th June'19
Fri 21	**Day 4** **Fare Well Program of Mrs. Nirmala**
Sat 22	• **Diamond Jubilee Inaugural** • Holy Mass for all Staff at 11 a.m. in St. Francis Junior College Auditorium
Sun 23	

"God is not willing to do everything, and thus take away our free will and that share of glory which belongs to us" – Niccolo Machiavelli

God's promise to us : Isaiah 26:3 "The Lord will keep in perfect peace those whose minds are steadfast, because they trust in Him."

JUNE - 2019

Mon 24	**Drug Abuse Awareness Week (Dept. Of Social Mgmt)**	**Day 5**
Tue 25		**Day 6** ● Holy Mass for all Catholic Staff & Students at 12.10 p.m.
Wed 26		**Day 1** ● International Day against Drug Abuse & Illicit Trafficking. – Dept of Social Management
Thu 27		**Day 2** • Registration for Add on course & NCC for UG (semester I) from 20th June – 27th June'19 ● Class Representative & SQC Reps. Elections for all UG 2nd & 3rd Years & PG 2nd Year
Fri 28		**Day 3** • Online Registration for NSS / Sports / Sports Certificates for UG Sem 1 from 28th June – 5th July'19 • **National Seminar - IQAC**
Sat 29		● Faith formation session for Christian / Catholic students from 10 – 12 noon • Online payment of Fees for UG 2nd & 3rd Years & PG 2nd Years from 1st June – 29th June'19 • **National Seminar – IQAC** • **National Statistics Day**
Sun 30		

God's promise to us : Isaiah 40:29 "The Lord gives strength to the weary and increases the power of the weak."

JULY - 2019

Mon 1	HARITHARAM	**Day 4** •Online fee payment for UG 2nd & 3rd Years & PG 2nd Year with fine from 1st July – 8th July \ **Social Media Day – Dept of Mass. Com**
Tue 2		**Day 5**
Wed 3		**Day 6**
Thu 4		**Day 1**
Fri 5		**Day 2** • Orientation & Commencement of Classes for PG 1st Years by class mentors.
Sat 6		
Sun 7		

God's promise to us : Isaiah 40:31 "Those who hope in the Lord will renew their strength."

JULY - 2019	
Mon 8	**Day 3** ● Open Elective registration for PG Sem I from 8th July – 13th July'19 • Online fee payment for UG 2nd & 3rd Years & PG 2nd Year with fine from 1st July – 8th July
Tue 9	**Day 4**
Wed 10	**Day 5**
Thu 11	**Day 6**
Fri 12	**Day 1** • **Fresher's Day for UG & PG.** ● Faith formation session for Christian / Catholic students from 10 – 12 noon • Open Elective registration for PG Sem I from 8 th July – 13th July'19
Sat 13	
Sun 14	

"Life must be understood backward. But it must be lived forward"
– Søren Kierkegaard

God's promise to us : Isaiah 41:10 "Do not fear, for I am with you; do not be dismayed, for I am your God."

JULY - 2019	
Mon 15	**Day 2** • Class Representative Elections for PG 1st & 2nd Year • Commencement of OE for PG Sem I • French National Day (BASTILLE DAY)
Tue 16	**Day 3**
Wed 17	**Day 4**
Thu 18	**Day 5**
Fri 19	**Day 6** • Holy Mass for all Catholic Staff & Students at 12.10 p.m. • Face Club Investiture Ceremony ● Student Club Office bearers Oath Taking Ceremony in Indoor Stadium (Expressions & Voctalent)
Sat 20	
Sun 21	

"You can discover more about a person in an hour of play than in a year of conversation" – *Plato*

God's promise to us : Isaiah 41:13 "For I am the Lord your God who takes hold of your right hand and says to you, Do not fear; I will help you."

JULY - 2019

Mon 22	**Day 1** • Monthly Class Meeting with class mentors
Tue 23	**Day 2**
Wed 24	**Day 3**
Thu 25	**Day 4**
Fri 26	**Day 5** • Class & SQC Reps. oath taking ceremony – Spectrum. • Student Leadership Development Programme (SLDP) Session I – COFEE / IQAC
Sat 27	
Sun 28	

"The greater the difficulty, the more glory in surmounting it"
– Epicurus

God's promise to us : Isaiah 43:2 "When you pass through the waters, I will be with you; and when you pass through the rivers, they will not sweep over you."

JULY - AUGUST - 2019	
Mon 29	**Bonalu – Holiday**
Tue 30	**Day 6**
Wed 31	**Day 1**
Thu 1	**Day 2**
Fri 2	**Day 3** • NSS Inaugural
Sat 3	
Sun 4	

"Morality is not the doctrine of how we may make ourselves happy, but of how we may make ourselves worthy of happiness" – Immanuel Kant

God's promise to us : Isaiah 54:10 "Though the mountains be shaken and the hills be removed, yet my unfailing love for you will not be removed."

AUGUST - 2019	
Mon 5	**Day 4**
Tue 6	**Day 5**
Wed 7	**Day 6**
Thu 8	**Day 1**
Fri 9	**Day 2**
Sat 10	•Faith formation session for Christian / Catholic students from 10 – 12 noon
Sun 11	

"It is wrong always, everywhere and for everyone, to believe anything upon insufficient evidence" – W. K. Clifford

God's promise to us : Deuteronomy 31:8 "The Lord himself goes before you and will be with you."

AUGUST - 2019	
Mon 12	**Bakrid - Holiday**
Tue 13	**Day 3**..
Wed 14	**Day 4** •Holy Mass for all Catholic Staff & Students at 12.10 p.m.
Thu 15	• **Independence Day** • **Raksha Bandhan - Holiday**
Fri 16	**Day 5**
Sat 17	
Sun 18	

"The brave man is he who overcomes not only his enemies but his pleasures" – Democritus

God's promise to us : Jeremiah 29:11 "I know the plans I have for you," declares the Lord, "plans to prosper you, to give you a future and a hope."

AUGUST - 2019	
Mon 19	**Day 6**
Tue 20	**Day 1**
Wed 21	**Day 2**
Thu 22	**Day 3**
Fri 23	**Day 4**
Sat 24	**Krishna Janmashtami - Holiday**
Sun 25	

"We are too weak to discover the truth by reason alone" – St. Augustine

God's promise to us : Jeremiah 33:3 "Call to the Lord and He will answer you and tell you great and unsearchable things you do not know."

AUGUST - SEPTEMBER - 2019

Mon 26	• Internal Assessment Exam
Tue 27	• Internal Assessment Exam
Wed 28	• Internal Assessment Exam
Thu 29	**Day 5** • **Telugu Day**
Fri 30	
Sat 31	**Day 6** ● **Retreat for Catholic / Christian Staff & Students from 31st August – 2nd September'19**
Sun 1	• **Retreat for Catholic / Christian Staff & Students** • Online Enrollment of UG / PG Regular Semester EndExam from 1st Sep'19 – 10th Sep'19

"Develop a passion for learning. If you do, you will never cease to grow." - Anthony J. D'Angelo

God's promise to us : Nahum 1:7 "The Lord is good, a refuge in times of trouble. He cares for those who trust in him."

SEPTEMBER - 2019	
Mon 2	• **Retreat for Catholic / Christian Staff & Students**• **Ganesh Chaturthi – Holiday**
Tue 3	**Day 1**
Wed 4	**Day 2**
Thu 5	**Day 3** • **Teacher's Day**
Fri 6	**Day 4** ● Holy Mass for all Catholic Staff & Students at 12.10 p.m.
Sat 7	
Sun 8	• **Feast of Maria Bambina**

"The roots of education are bitter, but the fruit is sweet."- Aristotle

God's promise to us : Psalm 9:9 "The Lord is a refuge for the oppressed, a stronghold in times of trouble."

SEPTEMBER - 2019

Mon 9	SUICIDE PREVENTION WEEK - (Dept. Of Psychology)	**Day 5** • Suicide Prevention Day – Dept of Psychology
Tue 10		• **Moharrum – Holiday** • Online Enrollment of UG / PG Regular Semester End Exam from 1st Sep'19 – 10th Sep'19
Wed 11		**Day 6** • Online Enrollment of UG / PG Regular Semester End Exam with fine from 11th Sep'19 – 17th Sep'19
Thu 12		**Ganesh Immersion – Holiday**
Fri 13		**Day 1** • **Hindi Diwas**
Sat 14		
Sun 15		

"Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family."- Kofi Anna

God's promise to us : Psalm 16:8 " I keep my eyes always on the Lord. With Him at my right hand, I will not be shaken."

SEPTEMBER - 2019	
Mon 16	**Day 2**
Tue 17	**Day 3** • Online Enrollment of UG / PG Regular Semester End Exam with fine from 11th Sep'19 – 17th Sep'19
Wed 18	**Day 4** • Online Enrollment of UG / PG Regular Semester End Exam with tatkal from 18th Sep'19 – 25th Sep'19 • **Internal IQAC Meet.**
Thu 19	**Day 5**
Fri 20	**Day 6**
Sat 21	
Sun 22	

"Change is the end result of all true learning."- Leo Buscaglia

God's promise to us : Psalm 23:4 "Even though I walk through the darkest valley, I fear no evil, for you are with me"

SEPTEMBER - 2019

Mon 23	**Day 1** • Monthly Class Meeting with Class Mentors
Tue 24	**Day 2**
Wed 25	**Day 3** • Online Enrollment of UG / PG Regular Semester End Exam with tatkal from 18th Sep'19 – 25th Sep'19
Thu 26	**Day 4**
Fri 27	**Day 5** • **Floral Festival – Dept. of Botany** • **World Tourism Day – Dept. of History** • **Hall ticket download for IPP**
Sat 28	• Bathukamma starting Day - Holiday
Sun 29	

"I have no special talent. I am only passionately curious."
Albert Einstein

God's promise to us : Psalm 27:1 "The Lord is my light and my salvation, whom shall I fear?"

SEPTEMBER - OCTOBER - 2019

Mon 30	**Day 6**
Tue 1	**Day 1**
Wed 2	• **Mahatma Gandhi Jayanthi - Holiday**
Thu 3	**Day 2**
Fri 4	**Day 3** • **Prakriti Day – EVS** • **Feast of St. Francis of Assisi** • Holy Mass for all Catholic Staff & Students at 12.10 p.m. • Last Teaching Day for Sciences.
Sat 5	
Sun 6	**Durgashtami - Holiday**

"The highest result of education is tolerance." Helen Keller

God's promise to us : Psalm 34:8 "Taste and see that the Lord is good; blessed is the one who takes refuge in him."

OCTOBER - 2019	
Mon 7	**Mahanavami - Holiday**
Tue 8	**Dussehra - Holiday**
Wed 9	**Day 4** • Download of Hall tickets & Payment of Condonation fees for Science Students on 9th Oct & 10th Oct'19
Thu 10	**Day 5** • Download of Hall tickets & Payment of Condonation fees for Science Students on 9th Oct & 10th Oct'19
Fri 11	**Day 6** • Odd Semester Science Practical Exam Begins
Sat 12	• Working Day
Sun 13	

"You are always a student, never a master. You have to keep moving forward." - Conrad Hall

God's promise to us : Psalm 34:10 "Those who seek the Lord lack no good thing."

OCTOBER - 2019	
Mon 14	**Day 1**
Tue 15	**Day 2**
Wed 16	**Day 3** • Science Practical Exam Ends • Last Teaching Day for B.A./ B.Com / B. Voc / BMS & PG.
Thu 17	• Working Day • Download of Hall tickets & Payment of Condonation fees for B.A./ B.Com / B. Voc / BMS & PG Students on 17th Oct & 18th Oct'19
Fri 18	• Working Day • **Academic Audit (External)** • Download of Hall tickets & Payment of Condonation fees for B.A./ B.Com / B. Voc / BMS & PG Students on 17th Oct & 18th Oct'19
Sat 19	• OE Exams
Sun 20	

"Only I can change my life. No one can do it for me."- Carol Burnett

God's promise to us : Psalm 37:4 "Take delight in the Lord, and he will give you the desires of your heart."

OCTOBER - 2019	
Mon 21	• Working Day • Sem I EVS Exam for B.Coms, BMS, B.Voc & Sem III B.Sc (Phy.Sc.) Students • Odd Semester Exam begins for all UG & PG Students. • PG – FC
Tue 22	• Working Day •IHC & Science & Technology Exam for BA,B.SC,BMS, B.Voc – Sem I Students • PG – OE
Wed 23	• Working Day • Comm. Skills Exam
Thu 24	• Second Language Exam
Fri 25	
Sat 26	**Deepavali - Holiday**
Sun 27	

"Life is 10% what happens to you and 90% how you react to it."
- Charles R. Swindoll

God's promise to us : Psalm 50:15 "Call on me in the day of trouble; I will deliver you, and you will honor me."

OCTOBER - NOVEMBER - 2019	
Mon 28	**Deepavali - Holiday**
Tue 29	• **Birthday of St. Vincenza Gerosa**
Wed 30	
Thu 31	
Fri 1	
Sat 2	
Sun 3	

"Change your life today. Don't gamble on the future, act now, without delay." -Simone de Beauvoir

God's promise to us : Psalm 56:3 "When I am afraid, I put my trust in you."

NOVEMBER - 2019	
Mon 4	
Tue 5	
Wed 6	
Thu 7	
Fri 8	
Sat 9	• NSS Camp & Study Tour
Sun 10	**Milad – un – abi – Holiday**

"Because of your smile, you make life more beautiful."
- Thich Nhat Hanh

God's promise to us : Psalm 100:5 "The Lord is good and his love endures forever; his faithfulness continues through all generations."

NOVEMBER - 2019

Mon 11	**Guru Nanak Birthday – Holiday** • NSS Camp & Study Tour
Tue 12	• NSS Camp & Study Tour
Wed 13	• NSS Camp & Study Tour • OE Registration for UG from 13th Nov – 20th Nov'19 • Add on Course registration for UG from 13th Nov – 20th Nov'19
Thu 14	• NSS Camp & Study Tour • IDE Registration for Semester VI (UG) from 14th Nov – 20th Nov'19
Fri 15	• NSS Camp & Study Tour • Online registration of sports certificate for UG from 15th Nov – 20th Nov'19
Sat 16	• NSS Camp & Study Tour
Sun 17	

"Death is not the greatest loss in life. The greatest loss is what dies inside us while we live."- Norman Cousins

God's promise to us : Psalm 121:2 "My help comes from the Lord, the Maker of heaven and earth."

NOVEMBER - 2019

Mon 18	**Day 1** • College Reopens for Even Semester
Tue 19	**Day 2** • **International Men's Day (Women's Cell)**
Wed 20	**Day 3** • World Management Day • Mass for all Catholic Staff & Students at 12.10 p.m. • OE Registration for UG from 13th Nov – 20th Nov'19 ● Add on Course registration for UG from 13th Nov – 20th Nov'19 ● IDE Registration for Semester VI (UG) from 14th Nov – 20th Nov'19
Thu 21	● Online registration of sports ● certificate for UG from 15th Nov – 20th Nov'19 **Foundation Day of the Sisters of Charity – Holiday**
Fri 22	**Day 4** • College Choir Day
Sat 23	
Sun 24	

"Positivity, confidence, and persistence are key in life, so never give up on yourself." - Khalid

God's promise to us : Psalm 138:3 "On the day I called, You answered me; You made me bold with strength in my soul."

NOVEMBER - DECEMBER - 2019

Mon 25	**Day 5** • NCC Day • Monthly Class Meeting by the class mentors
Tue 26	**Day 6**
Wed 27	**Day 1**
Thu 28	**Day 2**
Fri 29	**Day 3**
Sat 30	
Sun 1	

"Life is like riding a bicycle. To keep your balance, you must keep moving." - Albert Einstein

God's promise to us : Psalm 145:18 "The Lord is near to all who call on him, to all who call on him in truth."

DECEMBER - 2019	
Mon 2	**Day 4**
Tue 3	**Day 5**
Wed 4	**Day 6**
Thu 5	**Day 1** • Social Outreach day
Fri 6	**Day 2**
Sat 7	
Sun 8	

"We are all born alone and die alone. The loneliness is definitely part of the journey of life."- Jenova Chen

God's promise to us : Psalm 145:9 "The Lord is good to all; he has compassion on all he has made."

DECEMBER - 2019	
Mon 9	**Day 3** • Anti Corruption Day – Dept. of Public Admn. • Application for Revaluation
Tue 10	**Day 4** • Human Rights Day – Dept. of Pol. Sc.
Wed 11	**Day 5**
Thu 12	**Day 6**
Fri 13	**Day 1** •Holy Mass for all Catholic Staff & Students at 12.10 p.m.
Sat 14	•Faith formation session for Catholic / Christian students from 10 – 12 noon
Sun 15	
"Peace begins with a smile." - Mother Teresa	

God's promise to us : 1 Chronicles 16:34 "Give thanks to the Lord, for he is good; his love endures forever."

DECEMBER - 2019	
Mon 16	**Day 2** • Monthly Class Meeting by class mentors • Last Day for application of Revaluation
Tue 17	**Day 3**
Wed 18	**Day 4**
Thu 19	**Day 5**
Fri 20	• Working Day • Student Natale
Sat 21	• Working Day • Staff Natale
Sun 22	

"Be faithful in small things because it is in them that your strength lies." - Mother Teresa

God's promise to us : 1 Chronicles 16:11 "Seek the Lord and his strength; seek his presence continually."

DECEMBER - 2019	
Mon 23	Christmas Vacation
Tue 24	Christmas Vacation
Wed 25	**CHRISTMAS**
Thu 26	Christmas Vacation
Fri 27	Christmas Vacation
Sat 28	Christmas Vacation
Sun 29	Christmas Vacation

God's promise to us : Proverbs 1:33 "All who listen to the Lord will live in peace, untroubled by fear of harm."

DECEMBER-2019 - JANUARY-2020	
Mon 30	Christmas Vacation
Tue 31	Christmas Vacation
Wed 1	**NEW YEAR DAY**
Thu 2	**Day 6**
Fri 3	**Day 1**
Sat 4	
Sun 5	

"We ourselves feel that what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop. " - Mother Teresa

God's promise to us : Proverbs 2:11 "Discretion will protect you, and understanding will guard you."

JANUARY - 2020	
Mon 6	**DAY 2**
Tue 7	**DAY 3**
Wed 8	**DAY 4**
Thu 9	**DAY 5**
Fri 10	**Day 6** • **Class Photographs** • Revaluation Results
Sat 11	•Faith formation session for Christian / Catholic students from 10 – 12 noon
Sun 12	

"Intense love does not measure, it just gives. " - Mother Teresa

God's promise to us : Proverbs 3:5 "Trust in the LORD with all your heart, and lean not on your own understanding."

JANUARY-2020

Mon 13	**Day 1** • Birthday of St. Bartholomeo • Kite Festival (Dept. of Sports)
Tue 14	**Bhogi - Holiday**
Wed 15	**Sankranthi – Holiday** ● Online enrollment for UG / PG Supplementary semester exam from 15th Jan – 31st Jan'20
Thu 16	**Day 2**
Fri 17	**Day 3** • **National Youth Day**
Sat 18	
Sun 19	

"Not all of us can do great things. But we can do small things with great love. " - Mother Teresa

God's promise to us : Proverbs 28:20 "A faithful person shall abound with blessings."

JANUARY- FEBRUARY - 2020	
Mon 20	**Day 4**
Tue 21	**Day 5**
Wed 22	**Day 6**
Thu 23	**Day 1**
Fri 24	**Day 2** • Last Day for BOS UG & PG.
Sat 25	• Working Day • Christian Unity Octave Prayer
Sun 26	**Republic Day**

"Kind words can be short and easy to speak, but their echoes are truly endless. " - Mother Teresa

God's promise to us : Proverbs 38:5 "Trust in the Lord with all your heart and lean not on your own understanding."

JANUARY - FEBRUARY - 2020	
Mon 27	**Day 3** • Monthly Class Meeting with Class mentors
Tue 28	**Day 4**
Wed 29	**Day 5**
Thu 30	**Day 6** • **Martyr's Day – Prayer for Peace**
Fri 31	• Working Day ● Online enrollment for UG / PG Supplementary semester exam from 15th Jan – 31st Jan'20
Sat 1	
Sun 2	

"The hunger for love is much more difficult to remove than the hunger for bread. " - Mother Teresa

God's promise to us : Matthew 5:14 "You are the light of the world. A town built on a hill cannot be hidden."

FEBRUARY - 2020	
Mon 3	• Internal Assessment Exam
Tue 4	• Internal Assessment Exam • World Cancer Day – Dept. of Biochemistry • Online enrollment for UG / PG Regular Semester Exam from 4th Feb – 14th Feb'20
Wed 5	• InternalAssessment Exam
Thu 6	**Day 1**
Fri 7	**Day 2**
Sat 8	• Working Day • Class picnic for B. Sc & B. A.
Sun 9	

"If you can't feed a hundred people, then feed just one. "
- Mother Teresa

God's promise to us : Matthew 11:28 "Come to me, all you who are weary and burdened, and I will give you rest."

FEBRUARY - 2020

Mon 10	**Day 3** •Project Registration for UG Final Years from 10th Feb – 17th Feb'20
Tue 11	**Day 4**
Wed 12	**Day 5**
Thu 13	**Day 6**
Fri 14	**Day 1•** Online enrollment for UG / PG Regular Semester Exam from 4th Feb – 14th Feb'20 • **External IQAC Meet** •Download of hall tickets for supplementary exams from 14th Feb – 16th Feb'20
Sat 15	• Working Day • Class picnic for B. Com, BMS & B. Voc •Online enrollment for UG / PG Regular Semester Exam with fine from 15th Feb – 22nd Feb'20
Sun 16	

"If you can't feed a hundred people, then feed just one. "
- Mother Teresa

God's promise to us : John 8:12 "Whoever follows the Lord will never walk in darkness, but will have the light of life."

FEBRUARY - 2020

Mon 17	**Day 2** • Supplementary Exams for UG & PG Students from 17th Feb – 12th Mar'20 • Project Registration for UG Final Years from 10th Feb – 17th Feb'20
Tue 18	**Day 3**
Wed 19	**Day 4**
Thu 20	**Day 5**
Fri 21	**Mahashivaratri - Holiday**
Sat 22	● Online enrollment for UG / PG Regular Semester Exam with fine from 15th Feb – 22nd Feb'20
Sun 23	● Online enrollment for UG / PG Regular Semester Exam with tatkal fine from 23rd Feb – 27th Feb'20

"I have found the paradox, that if you love until it hurts, there can be no more hurt, only more love. " - Mother Teresa

God's promise to us : John 10:10 "I have come that you may have life, and have it to the full."

FEBRUARY - MARCH - 2020	
Mon 24	**Day 6** • Monthly Class Meeting
Tue 25	**Day 1**
Wed 26	**Day 2** • **Ash Wednesday** •Holy Mass for all Catholic Staff & Students at 12.10 p.m.
Thu 27	**Day 3** •Online enrollment for UG / PG Regular Semester Exam with tatkal fine from 23rd Feb – 27th Feb'20
Fri 28	**Day 4** • **National Science Day**
Sat 29	• Working Day
Sun 1	

"We shall never know all the good that a simple smile can do. "
- Mother Teresa

God's promise to us : John 14:1 "Do not let your hearts be troubled, believe in God."

MARCH - 2020	
Mon 2	**Day 5** • Projects to be submitted
Tue 3	**Day 6** • PG Supplementary exams ends
Wed 4	**Day 1**
Thu 5	**Day 2**
Fri 6	**Day 3** • Prayer for all Final Year students at 11.30 a.m. • **World Mathematics Day**
Sat 7	**International Women's Day**
Sun 8	

"Love cannot remain by itself – it has no meaning. Love has to be put into action, and that action is service. " - Mother Teresa

God's promise to us : John 14:27 "Peace I leave with you; my peace I give you."

MARCH - 2020

Mon 9	**Day 4** • **International Women's Day Celebration** • Monthly Class Meeting class mentors
Tue 10	**Holi - Holiday**
Wed 11	**Day 5**
Thu 12	**Day 6** • Last teaching Date for Sciences • Supplementary Exams for UG & PG Students from 17th Feb – 12th Mar'20
Fri 13	**Day 1** •Download of Hall tickets & Payment of Condonation fees for Sciences
Sat 14	• Working Day • **Farewell**
Sun 15	

"The most terrible poverty is loneliness, and the feeling of being unloved. " - Mother Teresa

God's promise to us : John 15:5 "Those who remain in the Lord, will produce much fruit.."

MARCH - 2020	
Mon 16	**Day 2** • Even Semester Practical Exam begins • Project Viva for B. Com, B.A., BMS, B. Voc & B.Sc from 16th Mar – 21st Mar'20
Tue 17	**Day 3**
Wed 18	**Day 4**
Thu 19	**Day 5**
Fri 20	**Day 6** • Even Semester Practical Exam ends
Sat 21	**Day 1** •Project Viva for B. Com, B.A., BMS, B. Voc & B.Sc from 16th Mar – 21st Mar'20
Sun 22	

"If you judge people, you have no time to love them."
- Mother Teresa

God's promise to us : Mark 11:24 "Whatever you ask for in prayer, believe that you have received it, and it will be yours."

MARCH - 2020

Mon 23	**Day 2**
Tue 24	**Day 3**
Wed 25	**Ugadi - Holiday**
Thu 26	**Day 4** • Last teaching Date for B.Com, BMS, B.Voc & B.A. ● Download of Hall tickets & Payment of Condonation fees for B.A./ B.Com / B. Voc / BMS & PG Students on 26th Mar & 27th Mar'20
Fri 27	**Day 5** ● Download of Hall tickets & Payment of Condonation fees for B.A./ B.Com / B. Voc / BMS & PG Students on 26th Mar & 27th Mar'20
Sat 28	**Academic Council Meeting**
Sun 29	

"What can you do to promote world peace? Go home and love your family. " - Mother Teresa

God's promise to us : Luke 6:31 "Do to others as you would have them do to you."

MARCH - APRIL - 2020

Mon 30	• Working Day • BMS – Sem II, IV, VI Exams • IHC / Sc. & Tech, EVS exam regular in the morning. • Even Semester Exam begins for UG & PG • IHC / Sc & Tech / EVS supplementary in the afternoon
Tue 31	• Working Day • Human Values & Open Elective Exam regular in the morning • HVE & OE supplementary in the afternoon
Wed 1	• Comm Skills Exam
Thu 2	**Ram Navami - Holiday**
Fri 3	• Second Language Exam
Sat 4	**Babu Jagjivan Ram Birthday – Holiday**
Sun 5	

"I alone cannot change the world, but I can cast a stone across the waters to create many ripples. " - Mother Teresa

God's promise to us : Rom 8:28 "And we know that in all things God works for the good of those who love him, who have been called according to his purpose."

APRIL - 2020	
Mon 6	
Tue 7	
Wed 8	
Thu 9	**Maundy Thursday - Holiday**
Fri 10	**Good Friday - Holiday**
Sat 11	**Holy Saturday - Holiday**
Sun 12	**Easter - Holiday**

"I want you to be concerned about your next-door neighbor. Do you know your next-door neighbor? " - Mother Teresa

God's promise to us : Romans 15:13 "May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit."

APRIL - 2020	
Mon 13	
Tue 14	**Dr. Ambedkar Jayanthi - Holiday**
Wed 15	
Thu 16	
Fri 17	
Sat 18	• Even Semester Exam Ends
Sun 19	

"God doesn't require us to succeed, he only requires that you try."
- Mother Teresa

God's promise to us : 1 Corinthians 13:4 "Love is patient and kind"

APRIL - 2020	
Mon 20	
Tue 21	
Wed 22	
Thu 23	
Fri 24	
Sat 25	
Sun 26	

"If we have no peace, it is because we have forgotten that we belong to each other." - Mother Teresa

God's promise to us : Philippians 4: **13 "**I can do all this through him who gives me strength."

APRIL - MAY - 2020	
Mon 27	
Tue 28	
Wed 29	
Thu 30	
Fri 1	
Sat 2	
Sun 3	

"It's not how much we give but how much love we put into giving."
- Mother Teresa

God's promise to us : Philippians 4: **19** My God will meet all your needs according to the riches of his glory."

MAY - 2020	
Mon 4	
Tue 5	
Wed 6	
Thu 7	
Fri 8	
Sat 9	
Sun 10	

"Joy is a net of love in which you can catch souls."
- Mother Teresa

God's promise to us : James1:5 "If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault."

MAY - 2020	
Mon 11	
Tue 12	
Wed 13	
Thu 14	
Fri 15	
Sat 16	
Sun 17	

"Do not abandon yourselves to despair. We are the Easter people and hallelujah is our song." Pope John Paul II

God's promise to us : 1 Peter 5:7 "Cast all your anxiety on him because he cares for you."

MAY - 2020	
Mon 18	
Tue 19	
Wed 20	
Thu 21	
Fri 22	
Sat 23	
Sun 24	

"Do not be afraid. Do not be satisfied with mediocrity. Put out into the deep and let down your nets for a catch." -Pope John Paul II

God's promise to us : 2 Timothy 1:7 "The Spirit God gave us does not make us timid, but gives us power, love and self-discipline."

MAY - JUNE - 2020	
Mon 25	
Tue 26	
Wed 27	
Thu 28	
Fri 29	
Sat 30	
Sun 31	

"The worst prison would be a closed heart."- Pope John Paul II

God's promise to us : 2 Timothy 4:17 "But the Lord stood with me and gave me strength."

JUNE - 2020	
Mon 1	
Tue 2	
Wed 3	
Thu 4	
Fri 5	
Sat 6	
Sun 7	

"As the family goes, so goes the nation and so goes the whole world in which we live." -Pope John Paul II

Academic Planner 2019– 2020

Odd Semester

- Re-opening : 10 June, 2019 (UG Sem. III, V & PG Sem. III)
- Internal Assessment : 26 – 28 August, 2019
- Last Teaching Day for Science: 4 October, 2019
- Open Elective (OE) Exams : 19 October, 2019
- Odd Semester Exams : 21 Oct. – 8 Nov. 2019
- Short Vacation : 9 – 17 November, 2019

Even Semester

- Re – opening : 18 November, 2019 for UG & PG
- Internal Assessment : 3, 4 & 5 February, 2020
- Farewell : 14 March 2020
- Last Teaching Day (Sciences) : 12 March 2020
- External Practical Exams : 16 - 20 March, 2020
- Last Teaching Day for Science: 26 March 2020
- Revision Holidays for BA, B.Com, BMS & B.Voc (RM & IT) : 27 March – 29 March, 2020
- Revision Holidays for Sciences : 21 March – 29 March, 2020
- Even Semester Exams for UG & PG : 30 March – 18 April 2020

Academic Schedule
Important Dates

June – 2019

- 01 : Open Elective registration for UG Sem. I (1 – 9 June)
  : Commerce DSE Registration for Semester V. (1 - 7 June)
  : Online Payment of Fees for UG 2nd & 3rd Years & PG 2nd Years (1 - 29 June)
- 07 : Orientation by class mentors
- 10 : Commencement of Class for 2nd & 3rd years UG & 2nd year PG
  : Staff Meeting at 1.30 p.m
- 11 : Orientation for Parents & Students BMS & B.Voc I Year
- 12 : Orientation & Commencement of Classes for BMS & B.Voc 1st Year by class mentors
  : Orientation for Parents & Students of B.Com I Year
- 13 : Orientation & Commencement for B.Com 1st Year by class mentors
  : Orientation for Parents & Students of B.A I Year
- 14 : World Blood Donor Day - NSS
  : Orientation & Commencement of Classes for BA 1st years by class mentors
  : Orientation for Parents & Students of B.SC 1st years
  : Commencement of OE classes for UG
- 17 : Orientation & Commencement for B.Sc 1st year Science students by class mentors
- 20 : Registration for UG Add on Courses & NCC Semester I (20 – 27 June)
- 21 : Fare well Program of Mrs Nirmala
- 22 : Diamond Jubilee Inaugural
  : Holy Mass for all Staff at 11 a.m. in SFC Junior College Auditorium
- 25 : Holy Mass for Catholic Staff & Students at 12.10 p.m.

- 26 : International day against Drug Abuse & Illicit Trafficking
- 27 : Registration for UG Add on Courses & NCC Semester I (20 – 27 June) : Class Reps & SQC Reps Elections 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)
  : National Seminar - IQAC
- 29 : Faith Formation session for all Christian / Catholic students from 10-12 noon
  : National Seminar - IQAC
  : National Statistics Day

July - 2019

- 01 : Online Fee Payment for UG 2nd & 3rd Years & PG 2nd Year with fine (1 - 8 July)
  : Social Media Day - Dept of Mass Com

  05 : Welcome & Commencement of classes for PG Sem. I Orientation for PG first years by Class Mentors
- 08 : Open Elective registration for PG Sem. I (8 – 13 July)
  : Online Fee Payment for UG 2nd & 3rd Years & PG 2nd Year with fine (1 - 8 July)
- 12 : Fresher's Day for UG & PG
- 13 : Faith formation session for Christian / Catholic students from 10 – 12 noon
  : Open Elective registration for PG Sem I from (8 – 13 July)
- 15 : Class Reps Election for PG 1st & 2nd Year
  : Commencement of OE for PG Sem I
  : French National Day (BASTILLE DAY)
- 19 : Holy Mass for all Catholic Staff & Students at 12.10 p.m.
  : Face Club Investiture Ceremony
  : Student Club Office bearers Oath Taking Ceremony in Indoor Stadium (Expressions & Voctalent)
- 22 : Monthly Class Meeting with Class Mentors

- 26 : Class & SQC Reps. Oath taking ceremony – Spectrum.
  : Student Leadership Development Programme (SLDP) Session I – COFEE / IQAC

August - 2019

- 02 : NSS Inaugural
- 10 : Faith Formation Session for Christian / Catholic students from 10 - 12 noon.
- 14 : Holy mass for all catholic staff and students at 12.10 pm
- 26 - 28 : Internal Assessment Exam
- 29 : Telugu Day
- 31 - 2nd Sept : Retreat for Catholic / Christian Staff & Students

Sept. - 2019

- 01 - 02 : Retreat for Catholic/ Christian Staff & Students
  : Online Enrollment of UG / PG Regular Semester End Exam (1 – 10 Sep)
- 05 : Teacher's Day celebration
- 06 : Holy Mass for Catholic Staff & Students at 12.10 p.m.
- 09 : Suicide Prevention Day – Dept of Psychology
- 10 : Online enrollment of UG/PG (Regular) Semester End Exam with (1 – 10 Sept)
- 11 : Online enrollment of UG/PG (Supplementary) Semester End Exam with fine (11 – 17 Sept)
- 13 : Hindi Diwas
- 17 : Online enrollment for UG / PG (Regular) Semester End Exam fee with fine (11 – 17 Sep)
- 18 : Online enrollment of UG/PG (Regular) Semester End Exam with tatkal (18 – 25 Sep)
  : IQAC Internal Meet
- 23 : Monthly Class Meeting with Class Mentors
- 25 : Online Enrollment of UG / PG Regular Semester End Exam with tatkal (18 – 25 Sep)

- 27 : Floral Festival – Dept. of Botany
  : World Tourism Day – Dept. of History
  : Hall ticket download for IPP

October - 2019

- 04 : Prakriti Day – EVS
  : Feast of St. Francis of Assisi
  : Holy Mass for all Catholic Staff & Students at 12.10 p.m.
  : Last Teaching Day for Sciences.
- 09 : Download of Hall tickets & Payment of Condonation fees for Science Students (9 & 10 Oct'19)
- 10 : Download of Hall tickets & Payment of Condonation fees for Science Students (9 & 10 Oct'19)
- 11 : Odd Semester Science Practical Exam Begins
- 16 : Odd Semester Science Practical Exam begins
  : Last Teaching Day for B.A./ B.Com / B. Voc / BMS & PG.
- 17 : Download of Hall tickets & Payment of Condonation fees for B.A./ B.Com / B. Voc / BMS & PG Students (17 &18 Oct'19)
- 18 : Academic Audit (External)
  : Download of Hall tickets & Payment of Condonation fees for B.A./ B.Com / B. Voc / BMS & PG Students(17 & 18 Oct'19)
- 19 : OE Exams
- 21 : Sem I EVS Exam for B.Coms, BMS, B.Voc
  : Odd Semester Exam begins for all UG & PG Students.
  : PG – FC
- 22 : IHC & Science & Technology Exam for BA,B.Sc,BMS, B.Voc – Sem I Students
- : PG – OE
- 23 : Comm. Skills Exam
- 24 : Second Language Exam
- 29 : Birthday of St. Vincenza Gerosa

Nov. - 2019 (Short Vacation from 09 – 17 November)

- 08 : Odd Semester Exam ends
- 09 - 16 : NSS Camp & Study Tour
- 13 : OE Registration for UG (13 – 20 Nov'19)
  : Add on Course registration for UG (13 – 20 Nov'19)
- 14 : IDE Registration for Semester VI (UG) (14 –20 Nov'19)
- 15 : Online registration of sports certificate for UG (15 - 20 Nov'19)
- 18 : College Reopens for Even Semester
- 19 : International Men's Day (Women's Cell)
- 20 : World Management Day
  : Mass for all Catholic staff & students at 12.10 p.m
- : OE Registration for UG (13 – 20 Nov'19)
  : Add on Course registration for UG (13 – 20 Nov'19)
  : IDE Registration for Semester VI (UG) (14 – 20 Nov'19)
  : Online registration of sports certificate for UG (15 – 20 Nov'19)
- 21 : Foundation Day of the Sisters of Charity
- 22 : College Choir Day
- 25 : NCC Day
  : Monthly Class Meeting by class mentors

Dec. - 2019

- 05 : Social Outreach day
- 09 : Anti Corruption Day – Dept. of Public Admn.
  : Application for Revaluation
- 10 : Human Rights Day – Dept. of Pol. Sc
- 13 : Holy Mass for Catholic Staff & Students at 12.10 p.m.
- 14 : Faith Formation session for Catholic students 10.00 a.m. – 12 noon
- 16 : Monthly Class Meeting by class mentors
  : Last Day for application of Revaluation

- 20 : Student Natale
- 23 : Christmas Vacation (23 – 1 Jan' 2020)

January - 2020

- 02 : Re-opening UG & PG after Christmas Vacation
- 10 : Class Photographs
  : Revaluation Results
- 11 : Faith Formation session for Christian / Catholic students at 10 – 12.00 noon
- 13 : Birthday of St. Bartholomeo
  : Kite Festival (Dept. of Sports)
- 15 : Online enrollment for UG / PG Supplementary semester exam (15 – 31Jan'20)
- 17 : National Youth Day
- 25 : Christian Unity Octave Prayer
- 26 : Republic Day
- 27 : Monthly Class Meeting with Class Mentors
- 30 : Martyr's Day - Prayer For Peace
- 31 : Online enrollment for UG / PG Supplementary semester exam (15 – 31 Jan'20)

February-2019

- 03 – 05 : Internal Assessment Test
- 04 : World Cancer Day – Dept. of Biochemistry
  Online enrollment for UG / PG Regular Semester Exam (4 – 14 Feb'20)
- 08 : Class picnic for B. Sc & B. A
- 10 : Project Registration for UG Final Years (10 – 17 Feb'20)
- 14 : Online enrollment for UG / PG Regular Semester Exam (4 – 14 Feb'20)
  : External IQAC Meet
  : Download of hall tickets for supplementary exams (14 – 16 Feb'20)
- 15 : Class picnic for B. Com, BMS & B. Voc

: Online enrollment for UG / PG Regular Semester Exam with fine (15 – 22 Feb'20)

- 17 : Supplementary Exams for UG & PG Students (17 – 12 Mar'20)
: Project Registration for UG Final Years (10 – 17 Feb'20)
- 22 : Online enrollment for UG / PG Regular Semester Exam with fine (15 – 22 Feb'20)
- 23 : Online enrollment for UG / PG Regular Semester Exam with tatkal fine (23 – 27 Feb'20)
- 24 : Monthly Class Meeting by class mentors
- 26 : Ash Wednesday
: Holy Mass for all Catholic Staff & Students at 12.10 p.m
- 27 : Online enrollment for UG / PG Regular Semester Exam with tatkal fine (23 – 27 Feb'20)
- 28 : National Science Day

March - 2020

- 02 : Projects to be submitted
- 03 : PG Supplementary exams ends
- 06 : Prayer for all Final Year students at 11.30 a.m.
: World Mathematics Day
- 09 : International Women's Day Celebration
: Monthly Class Meeting by class mentors
- 12 : Last teaching Date for Sciences
: Supplementary Exams for UG & PG Students (17 – 12 Mar'20)
- 13 : Download of Hall tickets & Payment of Condonation fees for Sciences
- 14 : Farewell
- 16 : Even Semester Practical Exam begins
: Project Viva for B. Com, B.A., BMS, B. Voc & B.Sc (16 – 21 Mar'20)
- 20 : Even Semester Practical Exam ends
- 21 : Project Viva for B. Com, B.A., BMS, B. Voc & B.Sc

(16 – 21 Mar'20)

- 26 : Last teaching Date for B.Com, BMS, B.Voc & B.A.
  : Download of Hall tickets & Payment of Condonation fees for B.A./ B.Com / B. Voc / BMS & PG Students on 26th Mar & 27th Mar'20
- 28 : Academic Council Meeting
- 30 : IHC / Sc. & Tech, EVS exam regular in the morning.
  : Even Semester Exam begins for UG & PG
  : IHC / Sc & Tech / EVS supplementary in the afternoon
- 31 : Human Values & Open Elective Exam regular in the morning
  : HVE & OE supplementary in the afternoon

April - 2020

- 01 **:** Comm Skills Exam
- 03 : Second Language Exam
- 18 : Even Semester Exam Ends

THEMES FOR CLASS MENTOR MEETINGS - 2019-20

MONTH	THEME
JUNE	❖ Review of Even Semester (April 2019) results ❖ Orientation on rules and regulations of the college ❖ Project -work status update (Final years') ❖ Study tour and field visit planning
JULY	❖ Orientation on NAAC Peer team visit ❖ Finalization of Study tour and field visit
AUGUST	❖ Discuss student issues and arrive at probable solutions ❖ List out issues to be bought to principal's notice
SEPTEMBER	❖ IA performance analysis and plan of action for improvement
OCTOBER	❖ Review of Semester ❖ Project-work progress (Final years')
NOVEMBER	❖ Orientation on rules and regulations of the college
DECEMBER	❖ Review of student issues ❖ Project-work plan for the next year (Second years')
JANUARY	❖ Odd Semester -end exam performance analysis
FEBRUARY	❖ Common student issues in college and suggestions for improvement
MARCH	❖ IA performance analysis and plan of action for improvement
APRIL	❖ Review of Semester

Library Calendar
2019 – 20

	JUNE 19
17th June	Library Orientation : 10:30 am - B.Com – I : A & F, IPP, IB 11:30 am - B.Com – I : Hon & Comp
18th June	Library Orientation : 10:30 am - B.M.S. – I & B.VOC (RM & IT) - I
19th June	Library Orientation : 10:30 am – BSc. I – A, B & C 2:00 pm – BSc. I – D, E & F
20th June	Library Orientation : 10:30 am – BSc. I – Hon & Nut 2:00 pm – BA I – HLP,HPP,EPP
21st June	Library Orientation : 10:30 am – BA I – EPS, ELP, PPP 2:00 pm – BA I – MLP, MLS
24th June	PG. Library Orientation
28th June	Selection of Shastr Club Members
	JULY 19
1st July	Shastr Club – Selected Students List
5th July	Orientation for Shastr Club Students
15th July	Library Committee Meeting
22nd July	Library competitions for staff and students
	AUGUST 19
9th August	Celebration of National Library Day
	SEPTEMBER 19
6th Sept	Last Day to return all the regular issuing books
9th Sept	Class Rep's meeting for all the streams
11th Sept	Odd Sem: External Exam Book Issue 2 pm - B.Sc. IIIrd yr.
12th Sept	Odd Sem: External Exam Book Issue 2 pm - B.Sc. IInd yr.
13th Sept	Odd Sem: External Exam Book Issue 2 pm - B.Sc. Ist yr.
16th Sept	Odd Sem: External Exam Book Issue 10:30 am - B.Com – IIIrd yr.
17th Sept	Odd Sem: External Exam Book Issue 10:30 am- B.Com IInd & Ist yr.

18th Sept	Odd Sem: External Exam Book Issue 10:30 am- BMS & BVOC (RM & IT) All 3 yrs.
19th Sept	Odd Sem: External Exam Book Issue Timing : 10:30 am- B.A. - All 3 yrs.
20th Sept	Odd Sem: External Exam Book Issue Timing : 10:30 am- All P.G. Students
	OCTOBER 19
3rd Oct	Library Committee Meeting
18th Oct	Library Outreach Program
	NOVEMBER 19
13th Nov	Library Staff visit to College / University Libraries
	DECEMBER 19
4th Dec	Library Seminar
	JANUARY 20
8th Jan	Shastr Club Event
24th Jan	Guest Lecture by Library Committee Member
31st Jan	Library Outreach Program
	FEBUARY 20
22nd Feb	Last day to return the regular issue of books for UG & PG
25th Feb	Valedictory of Shastr Club
26th Feb	Class Rep's meeting for all the streams
	MARCH 20
2nd March	Even Sem: External Exam Book Issue 10:30 am- B.Sc. III yr.
3rd March	Even Sem: External Exam Book Issue 10:30 am- B.SC. II & I yr.
4th March	Even Sem: External Exam Book Issue 10:30 am - BMS & BVOC(RM) – III yr
5th March	Even Sem: External Exam Book Issue 10:30 am - B.Com - III yr
6th March	Even Sem: External Exam Book Issue 10:30 am - B.Com – II & I yr.
9th March	Even Sem: External Exam Book Issue 9:00 am – All PG's – I & II yrs 10:30 am - B.A – All III years
20th March	Exit Meeting for Library Committee Members
23rd March	Stock Checking starts

Campus Ministry Calendar

June	
22nd June	Diamond Jubilee Inaugural Mass **Holy Mass for all Staff at 11 a.m. in SFC Junior College Auditorium**
25th June	Holy Mass for Catholic Staff & Students at 12.10 Faith Formation Session 10am to 12.00 – Jesus Youth
29th June	
July	
13th July	Faith Formation Session 10am to 12.00 – Jesus Youth
19th July	Holy Mass for Catholic Staff & Students at 12.10 Face Club Investiture
August	
10th Aug	Faith Formation Session 10am to 12.00 – Jesus Youth
14th Aug	Holy Mass for Catholic Staff & Students at 12.10
31st – 2nd Sep	Retreat for Catholic & Christian Staff & Students
September	
31st – 2nd Sep	Retreat for Catholic & Christian Staff & Students
6th Sept	Holy Mass for Catholic Staff & Students at 12.10
October	
4th Oct	Holy Mass for Catholic Staff & Students at 12.10
November	
20th Nov	Holy Mass for Catholic Staff & Students at 12.10
December	
13th Dec	Holy Mass for Catholic Staff & Students at 12.10 Faith Formation Session 10am to 12.00 – Jesus Youth
14th Dec	
January	
11th Jan	Faith Formation Session 10am to 12.00 – Jesus Youth
25th Jan	Christian Unity Prayer for Catholic & Christian Staff
February	
26th Feb	Holy Mass for Catholic Staff & Students at 12.10 – Ash Wednesday
March	
6th Mar	Prayer for Final year Students

NOTES

NOTES

Academic Planner 2019 – 2020

Month Odd Semester	No. of Teaching Days	No. of Working Day
June	15	16
July	22	22
August	17	20
September	18	18
October	9	14
Total	**81**	**90**

Month Even Semester	No. of Teaching Day	No. of Working Day
November	9	9
December	14	16
January	19	21
February	16	22
March	19	22
Total	**77**	**90**

I, III, V Semester June – November 2019						
Day Order	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour	6th Hour
1						
2						
3						
4						
5						
6						

II, IV, VI Semester November 2019 – April 2020						
Day Order	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour	6th Hour
1						
2						
3						
4						
5						
6						

COLLEGE ANTHEM

With St. Francis as our guide
We have wisdom on our side
And we'll reach the plains of peace
through love, through love
And we'll reach the plains of peace
through love.

Learning brings its own reward
And knowledge is the key
Ideals we shall revere
Minds pure and hearts sincere

Each college girl your flag unfurl
Through service kindly shown
We shall lead our country's children
In a higher quest for truth

Morning Assembly Themes

Monday	–	Students, Alumnae & their Families
Tuesday	–	Staff & their Families
Wednesday	–	Management
Thursday	–	Benefactors & Well wishers
Friday	–	Peace & Harmony in the Country

Academic Calendar Compiled by
Principal, Vice-Principal, Dean Academics
Ms. Rekha Jai Chander

St. Francis College for Women

UG & PG

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