

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)
CUDDALORE-607001



STUDENTS'
HAND BOOK
2019 - 2020



Affiliated to Thiruvalluvar University, Vellore | Re-Accredited by NAAC with 'A' Grade (3rd Cycle)

Recognised u/s 2 (f) & 12 (B) of the UGC Act, 1956 | A Christian Minority Institution

Ph: (Office) 04142-286311 | Fax : 04142-286315 | Email : josecol27998@gmail.com

Websites : www.sjctnc.edu.in , www.karnalthottamjournals.org

St. Joseph's College Road, Manjakupppam, Cuddalore- 607001



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St. Joseph's College Road, Manjakuppam, Cuddalore - 607 001.



Secretary	:	04142-286315
Office	:	04142-286311
Controller's Office	:	04142-286312
Fax	:	04142-286315
Hostel	:	04142-296413
Website	:	www.sjctnc.edu.in www.karnalthottamjournals.org
E-mail	:	josecol27998@gmail.com

**STUDENTS' HAND BOOK
CALENDAR 2019-2020**

College Working Hours

Shift-I 08.25 a.m. to 01.15 p.m.

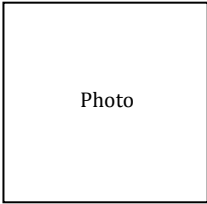
Shift-II 01.15 p.m. to 06.00 p.m.

Office Working Hours

08.25 a.m. to 06.00 p.m.

(Lunch Break: 02.00 p.m. to 03.00 p.m.)

PERSONAL INFORMATION



Name : _____

Roll No. : _____

Department : _____

Date of Birth : _____

Father's Name : _____

Occupation : _____

Mother's Name : _____

Occupation : _____

Address : _____

Blood Group : _____

Phone/ Mobile no. : _____

“Every day, think as you wake up, today I am fortunate to be alive, I have a precious human life, I am not going to waste it. I am going to use all my energies to develop myself, to expand my heart out to others; to achieve enlightenment for the benefit of all beings. I am going to have kind thoughts towards others, I am not going to get angry or think badly about others. I am going to be of benefit to others as much as I can”.

THE LORD'S PRAYER

Our Father, who art in Heaven,
hallowed be thy name;
Thy kingdom come.
Thy will be done
on earth as it is in Heaven.

Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those
who trespass against us;
and lead us not into temptation,
but deliver us from evil.

PRAYER BEFORE CLASS

O God, the source of all truth and wisdom,
Bless our work and study, which we offer you
Enlighten our minds,
Strengthen our memories and
Direct our wills, towards what is right.
Enable us, always to seek the truth and
Make us truly wise.

PRAYER FOR PEACE

Lord, make me an instrument of your peace;

Where there is hatred, let me sow love,

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope

Where there is darkness, light;

Where there is sadness, joy.

O Divine Master,

Grant that I may not so much seek

To be consoled as to console

To be understood as to understand,

To be loved as to love; for

It is in giving that we receive,

It is in pardoning that we are pardoned, and

It is in dying that we are born to eternal life.

- St. Francis of Assisi

PRAYER TO ST. JOSEPH

Oh, St. Joseph, whose protection is
so great, so strong, so prompt
before the throne of God. I place in
you all my interests and desires
Oh, St. Joseph, do assist me by
your powerful intercession, and
obtain for me from your divine
Son all spiritual blessings, through
Jesus Christ, our Lord. So that,
having engaged here below your
heavenly power, I may offer my
thanksgiving and homage to the
most loving of Fathers.

Oh, St. Joseph, I never weary of
contemplating you, and Jesus
asleep in your arms; I dare not
approach while He reposes near
your heart. Press Him in my name
and kiss His fine head for me and
ask him to return the Kiss when I
draw my dying breath. St. Joseph,
Patron of departing souls - Pray for me.

PRAYER FOR OUR COUNTRY

Into that Heaven of freedom, my Father
Let my country awake!
Where the mind is without fear
And the head is held high,
Where knowledge is free,
where the world has not been broken up
Into fragments by narrow domestic walls,
Where words come out from the depth of truth,
Where tireless striving stretches its arms
Towards perfection,
Where the clear stream of reason has not
Lost its way into the
Dreary desert sands of dead habit,
Into that Heaven of freedom, my father
Let my country awake!

- Rabindranath Tagore

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெருந் தமிழணங்கே! தமிழணங்கே!
உன் சீரிளமைத் திறம்வியந்து செயல்மறந்து வாழ்த்துதுமே!
வாழ்த்துதுமே! வாழ்த்துதுமே!

NATIONAL ANTHEM

Jana Gana Mana
Adhinyaka jaya he
Bharatha Bhagya Vidhata,
Punjaba, Sindhu, Gujarata, Maratha,
Dravida, Utkala, Banga,
Vindhya, Himachala, Yamuna, Ganga
Uchchala, Jaladhi, Taranga
Tava Subha name jage
Tava Subha Asisa Mage
Gahe Taba Jaya Gatha
Jana Gana Mangala Dayaka Jaya he
Bharatha Bhagya Vidhata,
Jaya he, Jaya he, Jaya he,
Jaya Jaya Jaya Jaya he.

- Rabindranath Tagore

ENGLISH RENDERING OF THE NATIONAL ANTHEM

Thou art the ruler of the minds of all people,
Dispenser of India's destiny.
Thy name rouses the hearts of Punjab, Sindhu, Gujarat and Maratha,
Of the Dravida, Utkala and Bengal;
It echoes in the hills of the Vindhyas and Himalayas,
mingles in the music of Yamuna and Ganga and is
chanted by the waves of the Indian Ocean.
They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand,
Thou dispenser of India's destiny.
Victory, victory, victory to thee.

ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE

(AUTONOMOUS)

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

St. Joseph's College Road, Manjakuppam, Cuddalore-607 001

St. Joseph's College is a legacy of the 19th century, handed down to us by the venerable fathers of the society of the **Foreign Mission of Paris**. Its nucleus was the St. Joseph's High School which was started in 1868 A.D. This School was elevated into a college in 1884 A.D. through the efforts of Father Tarbes and was affiliated to the University of Madras. The District-Gazetteer, South Arcot District, has recorded that the prime educational institution and the only college in the District in the 19th century was St. Joseph's College. It once again became a high school in 1909 due to financial and other constraints. Since then, there had been several attempts to revitalize the college. The dream became a reality when the college was reborn as St. Joseph's College of Arts and Science in 1991. The college was inaugurated on **11th October 1991**, at a stately function presided over by **His Excellency Bishma Narain Singh**, the then Governor of Tamil Nadu through the efforts of **Rev. Fr. R. Ratchagar**, the then Secretary of the College. The college obtained Recognition u/s **2(f)** of the UGC Act, 1956 on **4th November 2004**, **Permanent Affiliation** on **7th March 2008**, the **Autonomous Status** on **17th June 2008** and **12(B) Status** by the University Grants Commission on **28th August 2015**. The **NAAC 3rd Cycle of Re-Accreditation** with **CGPA of 3.31** on seven point scale with "**A**" **Grade** was declared on **22nd February 2017**. Under the leadership of the present Secretary of the College **Rev. Fr. G. Peter Rajendiram** our institution is marching towards excellence.

The College bears the Motto "**Labor Omnia Vincit**", meaning "Hard Work conquers All". With an abiding faith in the efficacy of her labours, the college strives hard to impart value based education aimed at the formation of the integral personality of the student. With the willing co-operation of parents and the whole hearted support of the public, the college hopes to march triumphantly in its noble endeavour.

OUR VISION

To Work hard to prepare

- ❖ Men and Women academically and technically equipped to steer the Nation along the path of progress and peace.
- ❖ Men and Women who will free the Nation from the clutches of Sectarianism and Parochialism.

OUR MISSION

To Work hard to provide

- ❖ Wholesome and Integral Education that will help the students to find their footings in life.
- ❖ Ethical and Social values that will help the students to confidently face the challenges of life.
- ❖ Human and Community values that will help the students in building up the solidarity of all Indians.

QUALITY POLICY

To provide quality education through curriculum at par with that of reputed institutions of higher education, innovative teaching, competent and qualified teachers, supportive systems and by processes of on-going evaluation and continuous refinement leading to holistic development of the student community.

THE COLLEGE COAT OF ARMS



The emblem incorporates an open book, signifying the value of knowledge flanked by a bunch of lilies, which stands for purity of thought, word and deed. At the bottom is a lighted lamp, shedding its luster, inspiring us to be the torch bearers of knowledge, the crown at the top symbolises the glory of right knowledge acquired by Patience and Perseverance, in keeping with the motto, **“LABOR OMNIA VINCIT”** inscribed below the coat of arms.

**COMMITTEES CONSTITUTED BY THE GOVERNING BODY OF
ST. JOSEPH'S COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)
ACADEMIC COMMITTEES**

1. FINANCE COMMITTEE

- Most Rev. Dr. Antony Anandarayar
- Very Rev. Fr. A. Arulanandam
- Rev. Fr. J. M. Gregory Louis Joseph
- Rev. Fr. Dr. R. Joseph Raj
- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Dr. S. Chinnappan
- Prof. A. Karunanathan
- Mr. S. Simon (Coordinator)
- Mr. L. Antoniraj

2. RESEARCH ADVISORY COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier (Coordinator)
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Dr. R. Vidya
- Dr. P. Marie Arockianathan
- Dr. S. Joseph Christian Daniel
- Dr. Alice Mathai
- Dr. L. Arokiam – St. Joseph's College, Trichy.
- Dr. H. Alexis Selvaraj – Periyar E.V.R. College, Trichy
- Dr. I. Geetha – Vector Control Research Centre, Puducherry
- Dr. M. Mathiselvam – Cavinkare Research Centre, Chennai

3. RESEARCH COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Dr. S. Chinnappan
- Dr. R. Vidya (Coordinator)
- Dr. S. Joseph Christian Daniel
- Dr. R. Krishnakumar

- Mr. S. Johnson Savarimuthu
- Mr. A. John Pradeep Ebenezer
- Dr. P. James Mary
- Dr. A. Soussitra
- Dr. E. Ruby Violet Rani
- Mr. J. Durai Raj
- Dr. K. Shagirtha
- Dr. S. Sebastian
- Dr. D. Sumitha

4. CURRICULUM DEVELOPMENT COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Dr. J. Jon Arokiaraj
- Mr. V. R. Suresh Kumar
- Dr. I. Savarimuthu
- Dr. S. Joseph Christian Daniel
- Dr. P. Marie Arockianathan
- Dr. T. Miranda Lakshmi
- Mrs. Mercy Anthony (Coordinator)
- Dr. R. Krishnaveni

5. PLANNING & EVALUATION COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam (Coordinator)
- Dr. R. Vidya
- Dr. P. Marie Arockianathan
- Mrs. R. Roseline
- Dr. S. Joseph Christian Daniel
- Dr. V. Sathana
- Mr. L. Antoniraj
- Mr. S. Simon

6. ADMISSION COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Dr. P. Marie Arockianathan
- Dr. A. Annammal
- Dr. Alice Mathai
- Mrs. Mercy Anthony
- Mr. L. Antoniraj
- Mr. F. Babu Vimal Marshall (Coordinator)

7. INTERNAL QUALITY ASSURANCE CELL

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Dr. P. Marie Arockianathan
- Dr. S. Joseph Christian Daniel (Coordinator)
- Mrs. X. Ann Lanka Jeyadharshini
- Mr. I. Benjamin Franklin
- Mr. F. Paul Arokiadass
- Prof. A. Karunanandan
- Dr. R. Thilak Kumar - Periyar Arts College, Cuddalore
- Mr. P. Hari Narayanan
- Dr. M. Jeganmohan
- Mr. S. Balaji – III-B.Sc. Microbiology
- Ms. T. Indira Priyadharshini – III-B.Com. B
- Mr. R. Balaji – II-M.Sc. IT
- Ms. R. Kayalvizhi – II-M.Sc. Physics
- Ms. A. Edwina Sherley Felicita – Ph.D. Scolar
- Mr. L. Antoniraj

8. EXAMINATION COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier (Coordinator)
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- All HODs
- Mr. L. Antoniraj

9. LIBRARY COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Mr. S. Sridhar (Coordinator)
- Dr. I. Savarimuthu
- Dr. R. Vidya
- Mrs. A. Arockiamary
- Dr. S. Celine Hilda Mary
- Dr. P. John Thomas
- Mrs. Ida Joicey
- Mrs. J. Kavitha
- Mr. T. Antony Sandosh
- Dr. S. Megala
- Mr. L. Antoniraj

10. GAMES & SPORTS COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Mr. R. Rajamanickam (Coordinator)
- Mrs. A. Arokiamary
- Mr. S. Johnson Savarimuthu
- Mr. A. R. Johnson Durai
- Mr. A. Albert Ravi
- Dr. F. Christy Belina

- Mrs. M. A. Mary
- Dr. C. Yogambal
- Mr. L. Antoniraj
- Mr. D. Natarajan

11. STAFF GRIEVANCE REDRESSAL COMMITTEE

- Very Rev. Fr. A. Arulanandam
- Rev. Fr. J. M. Gregory Louis Joseph
- Rev. Fr. Dr. R. Joseph Raj
- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan (Coordinator)
- Mr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Dr. P. Marie Arockianathan
- Dr. A. Annammal
- Dr. Alice Mathai
- Dr. P. James Mary
- Mrs. Mercy Anthony
- Dr. F. Andrews
- Dr. E. Ruby Violet Rani
- Prof. A. Karunanathan
- Mr. L. Antoniraj

12. STUDENT'S DISCIPLINARY COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan (Coordinator)
- Mr. M. Arumai Selvam
- Dr. A. Annammal
- Dr. P. James Mary
- Mrs. Mercy Anthony
- Concerned HoD
- Concerned Mentor
- Mr. L. Antoniraj

13. ANTI RAGGING COMMITTEE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Mr. R. Rajamanickam
- Dr. R. Vidya (Coordinator)
- Dr. P. Marie Arockianathan
- Dr. A. Annammal
- Dr. L. Santhana Raj
- Dr. G. Bhuvaneswari

14. INTERNAL COMPLAINTS COMMITTEE

- Dr. Alice Mathai (Presiding Officer)
- Dr. P. James Mary
- Mrs. Mercy Antony
- Mrs. A. Stella Mary
- Mrs. A. Anthony Mary
- Mrs. M. Geetha – Research Scholar
- Ms. R. Divya – III-B.A. English
- Ms. B. Nagadharini – II-M.Sc. Chemistry
- Rev. Sr. Antony Mary, DsMP

15. COLLEGE MAGAZINE

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex (Coordinator)
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Dr. M. Vanathaian
- Dr. A. Soussitra
- Mr. A. Selvanathan
- Mrs. P. Indhu Sakthi
- Mr. L. Antoniraj
- Mr. C. Naveen Patrick

16. LEGAL CELL

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. R. Joseph Raj
- Rev. Fr. Dr. S. Xavier
- Mr. P. J. X. Vedanayagam, Advocate
- Mr. P. J. Charles Raj, Advocate
- Mr. S. Arunachalam, Advocate
- Mr. L. Antoniraj (Coordinator)

17. STUDENT'S WELFARE ORGANIZATIONS

- | | |
|---|---|
| a. NSS - Programme Officers | - Dr. L. Santhana Raj
Dr. A. Annammal |
| b. NCC - Associate NCC Officer | - Mr. J. John Robert |
| c. YRC - Programme Officers | - Mr. A. Rajesh
Ms. S. Sangeetha Margreat |
| d. RRC - Programme Coordinator | - Dr. P. John Thomas
Mrs. A. Gracy Janova |
| e. Rotaract - Programme Coordinator | - Mr. A. R. Johnson Durai |
| f. SSC - Programme Coordinator | - Mr. C. Justin Marshall
Mrs. R. Aruna Kirthika |
| g. Rovers Crew - Rover Scout Leader
(Bharath Scouts and Guides) | - Mr. J. Robert Adaikalaraj |
| h. AICUF - Programme Coordinators | - Dr. P. Arul Prasad
Mrs. A. Arokiamary |
| i. Fine Arts Club - Coordinator | - Mr. A. Albert Ravi
Mr. S. Robin Jayaraj
Mr. J. Antony Daniel Rex
Mrs. S. Umamageswari
Ms. M. Kalaimathi |
| j. Enviro Club - Zero Wastage - Coordinator- | Dr. P. Thenmozhi |
| k. Citizen Consumer Club – Coordinator - | Mr. A. R. Johnson Durai
Dr. K. Shagirtha |
| l. Women Empowerment Cell -Coordinators - | Dr. P. James Mary
Mrs.X. Ann Lanka Jeyadharshini |

- m. **Research Development Cell**-Coordinator - Dr.S.Joseph Christian Daniel
- n. **Infirmery** - Medical Officer - Dr. J. Stanley Chandran
Nursing Assistant - Mrs. S. Anandhi
- o. **Career Guidance & Placement Cell** - Rev. Fr. A. Alex
Mr. D. Vigneshwara Raj
- p. **Guidance and Counseling Cell** - Dr. E. Ruby Violet Rani
- q. **Village Service Learning (VSL)** - Rev. Fr. A. Alex
Mr. J. Durai Raj
Dr. G. Bhuvaneswari
Mr. A. Rajesh
Mrs. T. Shalini
Mr. C. Justin Marshall
Mrs. V. Sudha
Mr. P. Malaiarasan
- r. **Entrepreneur Development Cell** - Rev. Fr. A. Alex
Mr. D. Vigneshwara Raj

18. **STUDENTS' FORUM**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Dr. S. Joseph Christian Daniel (Coordinator)
- Dr. T. Miranda Lakshmi
- Dr. P. James Mary
- All the Class Representatives

19. **STUDENTS' GRIEVANCE REDRESSAL COMMITTEE**

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam (Coordinator)
- Dr. J. Jon Arokiaraj

- Dr. A. Annammal
- Mrs. Mercy Anthony
- Dr. D. Sumitha

20. PARENT TEACHERS' FORUM

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Dr. A. Annammal
- Mr. A. R. Johnson Durai (Coordinator)
- Mr. L. Antoniraj
- Mr. R. Ramesh – Parent
- Mr. K. Panneer Selvam – Parent

21. ALUMNI ASSOCIATION

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. M. Arumai Selvam
- Dr. P. Marie Arockianathan
- Dr. L. Santhana Raj
- Mr. A. John Pradeep Ebenezer
- Dr. T. Miranda Lakshmi (Coordinator)
- Mr. G. Suresh (Coordinator)
- Mr. I. Benjamin Franklin
- Dr. P. Arul Prasad
- Dr. G. Bhuvaneswari
- Mr. P. Hari Narayan (Alumnus)
- Dr. R. Arularasi Aperia (Alumnus)
- Mr. Godsheril (Alumnus)
- Dr. Deva Priya Kumar (Alumnus)
- Mrs. G. Kalaiselvi (Alumnus)

22. Career Guidance & Placement Committee

- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. A. Alex
- Dr. S. Chinnappan
- Mr. D. Vigneshwara Raj (Coordinator)
- Mr. S. Robin Jayaraj
- Ms. R. Anitha
- Dr. R. Rajkumar

23. HOSTEL

- Rev. Fr. A. Alex - Director
- Mr. A. Domnic Xavier - Warden

24. EXTERNAL PROGRAMMES

1. PCP-Bharathidasan University - Coordinator - Mr. M. Arumai Selvam
2. Implementation of MOOCs (Massive Open - Mr. M. Arumai Selvam
Online Courses) - SWAYAM Mentor
3. PCP-IGNOU - Coordinator - Dr. J. Jaya Prakash
4. Professional Course – Coordinator - Dr. I. Savarimuthu
CPT Course in C.A., I.C.W.A., A.C.S.
5. NPTEL - Coordinator - Mr. I. Benjamin Franklin
Mr. J. Robert Adaikalaraj
6. Spoken Tutorial-IIT Bombay– Coordinator - Mr. A. John Pradeep Ebenezer
(Open Source Software) Mr. Z. John Bernard
7. Coaching Classes - Coordinator - Mr. D. Vigneshwara Raj
UPSC, TNPSC & Bank Exams
8. Swachh Bharat Summer Internship - Dr. R. Rajkumar
Programme - Coordinator