



**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)**

Affiliated to Annamalai University, Annamalainagar
Re-Accredited by NAAC with 'A' Grade (3rd Cycle)
Recognised under section 2(f) & 12(B) of the UGC Act, 1956
A Christian Minority Institution

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



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

**STUDENTS' HAND BOOK
CALENDAR 2022-2023**

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: 01.30 p.m. to 02.30 p.m.)

COLLEGE GOVERNING BODY

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St. Mary's Church Campus
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Netaji Nagar, Uppalam, Puducherry-605001.

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Head, Department of Physics
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- 12.Rev. Fr. Dr. A. Alex** **MEMBER**
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Head, Department of B.Com.(BM) & BBA (CA)
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- 13.Prof. (Ms.) Ragini Gothwal** **UGC NOMINEE**
Head, Department of Biotechnology
Barkatullah University
Bhopal – 462012, Madhya Pradesh.
- 14.Regional Joint Director** **STATE GOVT.**
Office of the Regional Joint Director of **NOMINEE**
Collegiate Education, Vellore Region,
No. 43, 1st West Cross Street, Gandhi Nagar,
Vellore 632006.

- 15. Dr. K. Padhmanaban** UNIVERSITY
Professor, Department of Commerce NOMINEE
Annamalai University,
Annamalai Nagar - 608 002.
- 16. Prof. A. Karunanandan** SPECIAL
"Visakam", No.6, Boopathy Nagar ADVISOR
Sholinganallur, Chennai - 600 119.
- 17. Rev. Fr. P. Arul Nathan** SPECIAL
Principal & Correspondent, INVITEE
St. Joseph's Hr. Sec. School,
Cuddalore - 607001
- 18. Dr. M. Arumai Selvam** MEMBER
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St. Joseph's College of Arts & Science
(Autonomous),
Manjakuppam, Cuddalore - 607 001
- 19. Dr. J. Jon Arockiaraj** MEMBER
Vice-Principal
Head, Department of Mathematics
St. Joseph's College of Arts & Science
(Autonomous)
Manjakuppam, Cuddalore - 607 001
- 20. Dr. I. Benjamin Franklin** SPECIAL
IQAC Coordinator INVITEE
Assistant Professor,
Department of Computer Applications
St. Joseph's College of Arts & Science
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Manjakuppam, Cuddalore - 607 001

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II. OFFICE	Office Superintendent
III. DEPARTMENTS	Heads of All Departments

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Rev. Fr. G. Peter Rajendiram

St. Joseph's College of Arts & Science (Autonomous)
Manjakuppam, Cuddalore – 607001

Principal

Dr. M. Arumai Selvam

St. Joseph's College of Arts & Science (Autonomous)
Manjakuppam, Cuddalore – 607001

Experts from outside the College

Education Secretary

Rev. Fr. Dr. R. Joseph Raj

Secretary, Archdiocesan Board of Education
Archbishop's House, Post Box No – 193,
Cathedral Street, Pondicherry - 605 001

Commerce

Mr. L. Jayachandran Ex. MLC,
KTR Nagar, Beach Road
Cuddalore – 607001

Law

Mr. S. Ram Mohan
No.3, East Venugopalapuram
Manjakuppam, Cuddalore-607001.

Advisor

Prof. A. Karunanandan
“Visakam”, No.6, Boopathy Nagar
Sholinganallur, Chennai – 600 119.

Medicine

Dr. J. Stanley Chandran
Rtd. District Medical Officer,
9A, Gnana Olivu Street,
Manjakuppam, Cuddalore – 607001

Alumni Representative

Mr. P. Hari Narayanan
Senior Group Leader, Quality Assurance,
Solara Active Pharma Sciences Ltd., Cuddalore.

Annamalai University Nominees

Dr. K. Vijayarani
Professor of Commerce, Dean Faculty of Arts
Annamalai University, Annamalai Nagar - 608002.

Dr. R. Sampathkumar
Professor, Department of Mathematics
Annamalai University, Annamalai Nagar - 608002.

Dr. Aranga Pari
Professor, Department of Tamil
Annamalai University, Annamalai Nagar - 608002.

Heads of various Departments

Dr. M. Arumai Selvam	Head, Department of Computer Science
Dr. J. Jon Arockiaraj	Head, Department of Mathematics
Rev. Fr. Dr. S. Xavier	Head, Department of Physics
Rev. Fr. Dr. A. Alex	Head, Dept. of B.Com. (Bank Management) & Dept. of B.B.A. (Computer Application)
Dr. I. Savarimuthu	Head, Department of Commerce
Mr. V. R. Suresh Kumar	Head, Department of English
Dr. L. Santhana Raj	Head (i/c), Department of History
Dr. P. Maria Arockianathan	Head, Department of Biochemistry
Dr. J. Jayaprakash	Head (i/c), Department of Microbiology
Dr. M. Vanathaian	Head, Department of Tamil
Dr. Alice Mathai	Head, Department of Economics
Dr. A. John Pradeep Ebenezer	Head, Dept. of Computer Applications
Dr. T. Antony Sandosh	Head, Department of Chemistry
Dr. Mercy Anthony	Head, Department of Statistics
Dr. P. Thenmozhi	Head, Department of Zoology
Dr. E. Ruby Violet Rani	Head, Department of Psychology
Mr. J. Durai Raj	Head, Department of Social Work
Mr. S. Sridhar	Head, Department of Library
Mr. R. Rajamanickam	Head, Dept. of Physical Education
<u>Teaching Staff:</u>	
Dr. I. Benjamin Franklin	Asst. Prof. of Computer Applications
Dr. F. Paul Arokiadoss	Assistant Professor of Chemistry

BOARD OF STUDIES

The Boards of Studies to be set up by the College shall have external experts including an expert from the University. It consists of:

- i. Head of the Department concerned.... Chairman.
- ii. All the Faculty Members of the Department.
- iii. Two experts in the subject from outside the college to be nominated by the Academic Council.
- iv. One expert to be nominated by the Vice- Chancellor from the panel of six experts recommended by the Principal of the College.
- v. One Post-Graduate meritorious alumnus to be nominated by the Principal.
- vi. One representative from Industry of Corporate Sector / Allied area relating to placement.

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2022-2023**

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- Rev. Fr. Dr. R. Joseph Raj
- Rev. Fr. G. Peter Rajendiram
- Rev. Fr. Dr. S. Xavier
- Dr. M. Arumai Selvam
- Prof. A. Karunanathan
- Accountant (Coordinator)
- Mr. L. Antoniraj

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- Rev. Fr. Dr. S. Xavier (Coordinator)
- Rev. Fr. Dr. A. Alex
- Dr. M. Arumai Selvam - Chair Person
- Dr. J. Jon Arockiaraj
- Dr. I. Savarimuthu
- Dr. R. Krishnakumar
- Dr. R. Vidya
- Dr. P. Marie Arockianathan
- Dr. M. Vanathaian
- Dr. Alice Mathai
- Dr. P. Kangeane, Publisher, Biomedical Informatics, Chennai.
- Dr. S. Margaret Annuncia - Professor, Department of Software Systems, Vellore Institute of Technology, Vellore.
- Dr. V. Sivakumar – Senior Research Scientist, Pfizer Healthcare India Pvt. Ltd., Chennai.
- Dr. M. Kalaiselvam – Director & Professor CAS in Marine Biology, Parangipettai, Cuddalore.

3. RESEARCH EXECUTIVE COMMITTEE

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- Dr. S. Sebastian
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- Dr. R. Vidya
- Dr. P. Marie Arockianathan

- Dr. R. Roseline
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- Dr. A. Arul Dass (Stakeholder / Parent)

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- Concerned Mentor
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- Dr. Mercy Anthony
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- Mrs. A. Anthony Mary
- Ms. K. Anbukarasi – Research Scholar
- Ms. B. Shalini – II-M.Sc. Biochemistry
- Ms. J. Kiruthika – III-B.A. Tamil
- Rev. Sr. Christina Santhiago - External Member

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- Dr. F. Andrews, Assistant Professor of Commerce
- Dr. A. Venkatesan, Asst. Professor of Mathematics (Coordinator-1)
- Dr. V. Sudha, Asst. Professor of Computer Science (Coordinator-2)

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- Dr. K. Shagirtha
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- Dr. G. Bhuvaneshwari (Assistant Coordinator-2)
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- Dr. A. Arul Prakash
- Dr. I. Agnes Mary
- Ms. W. Angel

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- Dr. M. Vanathaian
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- Mr. A. Selvanathan
- Dr. P. Indhu Sakthi
- Mr. L. Antoniraj
- Mr. C. Naveen Patrick

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- Dr. A. Annammal
- Dr. P. James Mary
- Dr. Mercy Anthony
- Dr. D. Sumitha
- Ms. T. Sevvanthi – II-M.S.W. (Student)
- Mr. S. Bharath – III-B.A. English (Student)

21. CAREER GUIDANCE & PLACEMENT COMMITTEE

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- Rev. Fr. Dr. A. Alex
- Dr. M. Arumai Selvam
- Mr. I. Anand Raj (Coordinator)
- Ms. R. Anitha
- Dr. R. Rajkumar

22. STUDENTS' WELFARE ORGANIZATIONS / SUPPORTING SERVICES

- a. **Service Learning Programme (SLP) - Rev. Fr. Dr. A. Alex**
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Dr. G. Bhuvaneshwari
Dr. R. Rajkumar
Mrs. T. Shalini
Mr. A. Lenin
Dr. S. Anjal Mose
Mrs. A. Savitha Mary
Dr. J. Jayaprakash
Dr. M. Parimala Celia
Dr. C. Adaikalaraj
Mr. S. Richard Rajkumar
Mr. M. Om Prakash
Mr. J. Jayapal
Mr. M. Jeyaraj
Dr. S. Silvan
Mr. E. Arokiadoss
Dr. S. Pravina Mary
Dr. I. Agnes Mary
- b. **NSS - Programme Officers** - Dr. L. Santhana Raj
Dr. A. Annammal
- c. **NCC - Associate NCC Officer** - Mr. J. John Robert
- d. **YRC - Programme Officers** - Dr. A. Rajesh
Dr. S. Sangeetha Margreat
- e. **RRC - Programme Coordinators** - Mr. J. Durai Raj
Mrs. T. Shalini
- f. **Rotaract - Programme Coordinator** - Dr. A. R. Johnson Durai
- g. **SSC - Programme Coordinators** - Mr. C. Justin Marshall
Dr. R. Aruna Kirthika
- h. **Rovers Crew - Rover Scout Leader** - Mr. J. Robert Adaikalaraj
(Bharath Scouts and Guides)

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Mrs. S. Umamageswari
- j. **Enviro Club**-Zero Wastage-Coordinator - Dr. P. Thenmozhi
- k. **Citizen Consumer Club**-Coordinators- Dr. A. R. Johnson Durai
Dr. K. Shagirtha
- l. **Women Empowerment Cell**-Coordinators - Dr. P. James Mary
Mrs.X Ann Lanka Jeyadharshini
- m. **Infirmary** - Medical Officer - Dr. J. Stanley Chandran
Nursing Assistant - Mrs. S. Ananthi
- n. **Career Guidance & Placement Cell** - Rev. Fr. Dr. A. Alex
Mr. I. Anand Raj
- o. **Guidance and Counseling Cell** - Dr. E. Ruby Violet Rani
- p. **Village Service Learning (VSL)** - Rev. Fr. Dr. A. Alex
Mr. J. Durai Raj
Dr. G. Bhuvaneswari
Dr. A. Rajesh
Mrs. T. Shalini
Mr. C. Justin Marshall
Dr. V. Sudha
- q. **Innovation & Entrepreneurship Development Cell (IEDC)** - Rev. Fr. Dr. A. Alex
Mr. I. Anand Raj
- r. **Academic Bank of Credits Cell** - Rev. Fr. Dr. S. xavier
- s. **Naan Muthalvan** - Coordinator - Dr. L. Santhana Raj
- t. **Youth Parliament Programme** - Dr. M. A. Mary
- u. **Intellectual Property Rights** - Dr. S. Sebastian
- v. **Bureau of Indian Standards (BIS)** - Dr. A. R. Johnson Durai

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- Rev. Fr. Dr. R. Joseph Raj
- Rev. Fr. Dr. S. Xavier
- Mr. S. Ram Mohan, Advocate
- Mr. J. I. Pradeep Vedhanayagam, Advocate
- Mr. S. Arunachalam, Advocate
- Mr. L. Antoniraj (Coordinator)

24. STUDENTS' FORUM

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- Rev. Fr. Dr. A. Alex
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Dr. I. Benjamin Franklin (Coordinator)
- Dr. F. Paul Arockia Doss
- Dr. T. Miranda Lakshmi
- Dr. P. James Mary
- All the Class Representatives

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- Rev. Fr. Dr. A. Alex
- Dr. M. Arumai Selvam
- Dr. J. Jon Arockiaraj
- Dr. A. Annammal
- Dr. P. James Mary
- Dr. A. R. Johnson Durai (Coordinator)
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- Mr. S. Sundar - Parent
- Mr. S. Murugan - Parent
- Mr. N. Sankar - Parent
- Mr. P. Pugazhenthii - Parent

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- Dr. P. James Mary
- Dr. T. Miranda Lakshmi (Coordinator)
- Dr. G. Suresh (Coordinator)
- Dr. I. Benjamin Franklin
- Dr. P. Arul Prasad
- Dr. G. Bhuvanewari
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- Dr. R. Veerappan (Alumnus)
- Mr. T. Peter Premkumar (Alumnus)
- Dr. V. Sivakumar (Alumnus)
- Mr. P. Jeevaraj (Alumnus)

27. HOSTEL

- Rev. Fr. Dr. A. Alex - Director
- Mr. C. Anthony - Warden

28. EXTERNAL PROGRAMMES

1. PCP-Bharathidasan University-Coordinator - Dr. M. Arumai Selvam
2. Implementation of MOOCs (Massive Open - Dr. T. Miranda Lakshmi
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 - Dr. I. Benjamin Franklin
Mr. J. Robert Adaikalaraj
6. Spoken Tutorial-IIT Bombay–Coordinator - Dr. A. John Pradeep Ebenezer
(Open Source Software) Mr. Z. John Bernard

7. Coaching Classes - Coordinator
UPSC, TNPSC & Bank Exams - Mr. I. Anand Raj
8. MBA - Twinning Programme
Pondicherry University - Rev. Fr. Dr. A. Alex
9. Consultancy - Dr. A. John Pradeep Ebenezer
10. Memorandum of Understanding (MoU) - Dr. Alice Mathai
11. Information Technology - Infra Structure - Dr. A. John Pradeep Ebenezer
12. E-Waste - Mr. Z. John Bernard
13. Information and Communication
Technology (ICT) & E-content - Dr. A. R. Johnson Durai
14. EDII-AIEDP Hub - Coordinator
(Entrepreneurship Development & Innovation
Institute-Academic Innovation & Entrepreneurship
Development Programme) - Mr. A. Albert Ravi
15. National Innovation & Start-up Policy
(NISP) Institute - Coordinator - Mr. M. Om Prakash