

St. Joseph's College for Women

(AUTONOMOUS)

Visakhapatnam - 530 004

Accredited by NAAC with 'A' Grade

ISO 9001:2015, 14001:2015 Certified



HANDBOOK 2025-2026

COLLEGE EMBLEM



St. Joseph's College for Women endeavours to enhance the holistic personality of young women by contributing to the physical, intellectual, emotional, social, professional and spiritual development – represented by the six facets of the hexagon.

The Lamp signifies the college disseminating the light of knowledge, which the students are exhorted to seek and spread out ! The Apex of the flame denotes the light of hope promised by Jesus Christ through the Cross.

Estd. : 1958

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VISAKHAPATNAM - 530 004

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CALENDAR

2025- 2026

Tel. No. : 0891 - 2558346

Mobile No. : 9491025137, 7075856500

E-mail : info@stjosephsvizag.com

Web : www.stjosephscollegevisakhapatnam.ac.in

PROFILE OF THE

Name:		
Permanent Address with Pin code:		
Temporary Address with Pin code:		
Home Phone:	Mobile No:	
E-mail:		
Admission No:	Class:	Roll No:
Date of Birth:	Blood Group:	
Name of the Parent/Guardian:		
Contact No. of the Parent/Guardian:		
Contact No.(in emergency):		
E-mail of the Parent/Guardian:		
Name of the Mentor:	Mobile No:	

PROFILE OF THE STUDENT

(To be submitted in the Dept.)

Name:		
Permanent Address with Pin code:	PHOTO	
Temporary Address with Pin code:		
Home Phone:	Mobile No:	
E-mail:		
Admission No:	Class:	Roll No:
Date of Birth:	Blood Group:	
Name of the Parent/Guardian:		
Contact No. of the Parent/Guardian:		
Contact No.(in emergency):		
E-mail of the Parent/Guardian:		
Name of the Mentor:	Mobile No:	

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History of the Sisters of St. Joseph of Annecy

The Congregation of the Sisters of St. Joseph of Annecy was founded by Rev. Fr. Jean Pierre Medaille (SJ) in 1650 at Le Puy, France.

Fr. Medaille was born in 1610 at Carcassonne, France, and was educated in a Jesuit College in Toulouse. He joined the Society of Jesus (SJ) in 1637 and became a priest. The Founder's spirituality is based on the teachings of St. Ignatius of Loyola who laid much emphasis on translating the unconditional Love of God, into affecting the lives of people for the better. Fr. Medaille too intended that the Love of God be communicated to all people regardless of their class, creed, race, and socio-cultural backgrounds.

Towards this end Fr. Medaille formed a Society of Women Religious who would make known the boundless love and mercy of God, by their life of prayer and Union with God and engage in works that would most benefit the poor and the needy-spiritually and materially.

Thus, the Society, which later developed into a Congregation, came into existence on the 15th of October, 1650.

The Congregation flourished in the 17th Century till the time of the French Revolution in Europe when all religious associations were banned and their personnel prosecuted. In 1789 many of the sisters in France were captured, imprisoned without trial and at least five Sisters of St. Joseph were guillotined in one of the public squares of Lyons.

The blood of the martyrs is the life of the Church. When, with the fall of Robespierre, the 'Reign of Terror' as the French Revolution came to be known, ended, Mother St. John Fontbonne, brave and valiant member of the Congregation of the Sisters of St. Joseph who had gone into hiding, revived the Congregation at Lyons in 1803.

Today the Congregation has spread and is established the world over-USA, Canada, Asia, Australia, Europe and Africa. Everywhere the sisters endeavor to passing on to others the compassionate love of God for all, which they received from Him as a gift because of their life of prayer and service to all God's children.

Sisters of St. Joseph of Annecy at Visakhapatnam

Actions speak louder than words. The selfless and dedicated service of the Sisters of St. Joseph of Annecy in Savoy (France), had made such a great impression on the mind of Fr. Neyret, a French MSFS missionary that when he came to India, he was determined to bring them as well.

His wish was granted. Nine Sisters of St. Joseph in two batches came to India from France in 1849. They set foot in Visakhapatnam and lived in the first house, now known as 'Fort Convent'. They went about caring for women and children, a section of the society that was the most neglected of all. They opened Orphanages, Schools and Dispensaries for the poor. But unfortunately, the heat of Visakhapatnam had a debilitating effect on the health of these sisters of the snowy Alpine mountains. They succumbed to many diseases and the endemics that broke out in the tropical climate.

Nevertheless, the surviving sisters and a few more missionaries that came later, carried on the work of Education, Nursing, Rural Health Care and Care of Mothers and the New born babies. What we reap today is the fruit of their hard work and sacrifice.

The Sisters of St. Joseph of Annecy claim to be the first Women Religious Order in Visakhapatnam and in the whole of North Coastal area to start Schools, Colleges, Hostels, Boarding for tribal, rural and urban students. Crèches, Dispensaries, Hospitals, Homes for the Aged, Caring for Lepers and the HIV/AIDS patients and many out-reach programmes in the rural areas were added later. The Sisters of St. Joseph are now working in the States of Andhra Pradesh, Tamil Nadu, Karnataka, Kerala, Odisha Jharkhand and Arunachala Pradesh.

A commendable mile stone in the history of the Sisters of St. Joseph of Annecy in India is the year 1958, when they started St. Joseph's College exclusively for women, the first of its kind in Visakhapatnam. Since then, it has been sending out batches of enlightened and empowered women to be responsible citizens, affectionate mothers, successful and enterprising career women, committed and just leaders of and in the society. As an extension to the existing College, a Community College was opened in 2005, which functions on the concept of providing 'Life Coping Skills' needed for an employee to be successful in the job market of the Twenty-first century.

About the College

St. Joseph's College for Women (Autonomous), affiliated to Andhra University, and was founded in July 1958 by the Sisters of St. Joseph of Annecy in response to the local need for a Women's college in the city of Visakhapatnam.

The College has been autonomous since 1987. The college provides an environment for a meaningful, deep academic experience by blending internships, networking, and mentorships, creating gateways to opportunities for integrated learning and other collaborative pursuits. The college has implemented CBCS and NEP following UGC and APSCHE guidelines. SJCW(A) is the only higher education institution offering Home Science as a comprehensive course at the Bachelor's and master's levels in the North Coastal districts of AP. The college was awarded the 87th rank in the NIRF (2017) in its category and ranks among the top ten users of N-LIST resources in the country (2024). The college has been conferred with ISO 9001:2015 for Quality Management System and ISO 14001:2015 for Environment Management System. SJCW (A) secured the 81st rank under the Private Autonomous Colleges category in the EW India Autonomous Colleges Ranking for 2023-2024. The innovative participatory experiential teaching-learning techniques that supplement conventional lectures are multipronged and skill-based, kindling scientific inquiry and research. ICT-enabled learning, Personal Transformation Programs, and Value Development Programs enhance the meaningfulness of campus learning. The Examination Management System is automated, and examination results are declared within 15 to 20 days from the last exam's date. MoUs with industries and higher education institutions provide valuable exposure and hands-on experience to students. The Government of Andhra Pradesh has awarded nine faculty members as Best Teachers, and many students have received accolades for themselves and their alma mater in academics, co-curricular, and extra-curricular activities. In 2024-2025, the college was reaccredited with NAAC "A" Grade in Cycle 5. The college readies itself for new challenges and opportunities as it continues to play its role in the educational landscape of Visakhapatnam!

Vision Statement:

Nurture and inspire young women, to instill in them dynamic leadership, unwavering courage, boundless optimism, and a steadfast faith to transform the world.

Mission Statement:

St. Joseph's College for Women is dedicated to provide a transformative and inclusive learning environment that arouses intellectual curiosity, fosters personal development, and instills values, preparing women to excel in diverse fields and contribute meaningfully to society.

Quality Policy

We, at St. Joseph's College, aim to offer holistic Education in Arts, Science, Commerce and Management for the Empowerment of Women from all sections of society by promoting Academic Excellence, Global Employability and leadership with Social Conscience.

Goals and Objectives

The college is dedicated to reserve for itself its inherent and constitutionally recognized right to management and administration as a private aided minority institution. The institution gives due consideration to the following objectives and goals:

- Achieve academic excellence through research - oriented approach.
- To uplift the poor and underprivileged sections of the society through quality education.
- Achieve all round development of the pupils' personality.
- Inculcate good character and conduct a long with a sound philosophy of life.
- Develop secular and democratic outlook in order to become responsible citizens of the nation.
- Imbibe the cultural heritage of our country.
- Promote and develop extra-curricular talents along with curricular activities.
- Equip students with information technology.
- Provide opportunities and facilities to the students belonging to economically, socially and educationally marginalized communities in the field of higher education.
- Inculcate discipline, intellectual enquiry, independent thinking and leadership quality.
- Works for the Holistic Development of Women into individuals with Emotional maturity, Humanitarian outlook, Spiritual and Ethical values, Social consciousness and Responsiveness to adapt to a changing society.

HISTORIC MII

Year	Milestone
1957	The foundation stone laid by Sri. S.B.P. Pattabhi Rama Rao, the then Education Minister of Andhra Pradesh.
1958	Classes started with 28 Students and 6 Faculty members with Sr. Germaine Marie as First Principal
1959	B.A & B.Sc. Programs were started with HEP, EEP, MPC, CBZ and Home Science, and Household Art groups (First College to offer A.P.)
1960	Permanent affiliation to Andhra University, Construction of Non-resident student center with aid from UGC
1963	Construction of hostel building to accommodate 100 students
1964	Sr. St. Andre took charge as second Principal
1965	Affiliation obtained for Psychology Program at B.A Level
1968	The addition of another floor to the college building aided by UGC
1969	Two sections of Intermediate Programs in Arts and Science with a student strength of 250
1971	Four-storeyed science wing for Laboratories was added with aid from UGC
1974	Home Science Block was extended with Swiss help
1976	College was selected for COHSIP and was extended to a follow-up program after 1983.
1979	Sr. Alice Marie took up the charge as Third Principal.
1984	A restructured course was started with Office Management being offered in B.A.
1985	Restructured Program in B.A. with EPO group started with the assistance of UGC
1987	College was granted Autonomous status

- 1990** A new program offering Computer Science with Mathematics and Physics has started.
- 1995** Dr. Sr. N.D. Veronica took charge as the Fourth Principal of the college.
- 1997** B.Sc. (Vocational) with Chemistry, Botany, Food Science, and Quality Control was started with the assistance of UGC
- 2001** The NAAC Peer Team visited the college in August 2001 and accredited the college with a 3-star rating. UGC Autonomy was extended for the third term.
- 2003** Post-graduate program in Mathematics, Journalism & Mass Communication & B.Com at the Undergraduate level was started. UGC funded three Add-on Courses were introduced
- 2004** Post-graduate course in Computer Science was started. Mrs. Suguna Kannan, Head Dept of Home Science received the AP State Best Teacher Award.
- 2005** Language Lab was set up & Establishment of IQAC
- 2006** Postgraduate Program in Organic Chemistry and Physics were started.
- 2007** Postgraduate Program in Analytical Chemistry was started
- 2008** UGC granted an extension of Autonomy for the Fourth term Golden Jubilee Celebrations, Reaccreditation of NAAC
- 2009** Two new programs in B.Sc., BBC & MECs. were introduced. UGC-funded fourth add-on course started.
- 2010** PG Program in English started.
- 2014** NAAC Accreditation with 'A' Grade and PG Program in Home Science started.
- 2015** BBA Program started.
- 2017** NIRF 87th Rank in College Category
- 2018** Diamond Jubilee Celebrations and Collaborations with US Consulate General Hyderabad.

- 2019** Reaccreditation of NAAC, Introduction of ELF Program & MHRM & M.Sc. Psychology at Postgraduate level started.
- 2020** Introduction English Access Micro Scholarship Program & SJC Language Centre. SJCW Alumni Association became a registered body.
- 2022** ISO Certification 9001-2015 for Quality Management System Introduction of B.Sc. Agriculture & Rural Development at the undergraduate level.
- 2023** ISO Certification 14001-2015 for Environment Management System
- 2024** Accredited by NAAC with 'A' gradeIntroduction of the BCA Program at the undergraduate level.

Location:

**St. Joseph's college for Women (Autonomous),
Gnanapuram, Waltair RS,
Visakhapatnam, Andhra Pradesh, 530004
Tel.No.:0891-2558346
Mobile No.:7075856500
E-mail:info@stjosephsvizag.com
Web:www.stjosephscollegevisakhapatnam.ac.in**

FOUR Year Under Graduate Programmes**Majors****B.A. (Honours)**

- Special English
- Psychology
- Economics
- Political Science
- Journalism and Mass Communication

B.Sc (Honours)

- Mathematics
- Physics
- Statistics
- Computer Science
- Chemistry
- Botany
- Zoology
- Biochemistry
- Biotechnology
- Home Science
- Artificial Intelligence
- Agriculture and Rural Development

B. Com (Honours)

- Specialization in Computer Applications

B.B.A. (Honours)**B.C.A. (Honours)****Minors**

- ❖ English ❖ Psychology ❖ Economics ❖ Political Science
- ❖ Journalism and Mass Communication ❖ Office Management
- ❖ Mathematics ❖ Physics ❖ Chemistry
- ❖ Statistics ❖ Computer Science ❖ Artificial Intelligence
- ❖ Botany ❖ Zoology ❖ Biochemistry ❖ Biotechnology

Two-Year Post Graduate Programmes

Arts

- M.A. English

Science

- M.Sc. Mathematics
- M.Sc. Organic Chemistry
- M.Sc. Home Science
- M.Sc. Psychology

Two-Year Intermediate Programmes

Arts

- M. E. C.

Science

- M. P. C.
- Bi. P. C.

COURSES OFFERED

COURSES	
Language Courses English, Telugu, Hindi, Sanskrit and French	
Skill Development Courses	
Multidisciplinary Courses	
Core Courses	
Add on Certificate/Diploma /Advanced Diploma Courses (I/II/III Years Duration)	
S. No.	Name of the Course
1	Communication Skills
2	Copywriting and Editing
3	Travel and Tourism Management
4	Event Management
5	Baking and Confectionary
6	French

S. No.	Name of the Course
1	Personality Transformation Programme
2	Value Development Programme
3	Doctrine
4	Talent ease
<i>Personality Development Courses</i>	
S. No.	Name of the Course
1	NCC
2	NSS
3	Sports
4	Yoga
5	Martial Arts
6	Music
<i>Certificate Courses</i>	
S. No.	Name of the Course
1	Advanced Excel
2	Negotiation & Conflict - Management
3	Maintenance of Home Appliances
4	Medical Lab technology
5	Indian Constitution At a Glance
6	Blockchain Technology
7	Fundamentals of Carnatic Music
8	Beauty Culture
9	Analysis of Data with R programming
10	Learn to Earn(Only for MPC, CBZ, BBC)
11	Block Printing (Non-Home Science students)
12	Soft Toy making
13	Sports Nutrition
14	Film Appreciation
15	Statistical Analysis and Interpretation for Research
16	Basic Hindi for non-natives
17	Spoken Sanskrit
18	Hydroponics and Terrarium
19	English for Proficiency
20	Quantitative aptitude for competitive examinations

DEPARTMENTS

<i>Name of the Faculty</i>	<i>Designation</i>
Dr. Sr. Shyji P.D.	Principal
Dr. Sr. Hema S.	Vice Principal
<i>Department of Biochemistry</i>	
Dr. P Mary Anupama	Head of the Department
Dr. A Mousami Shanka	Assistant Professor
<i>Department of Biotechnology</i>	
Dr. A. Veera Brahmam	Head of the Department
<i>Department of Botany</i>	
Dr. K. Manikya Kumari	Head of the Department
Dr. N. Nagaraju	Assistant Professor
Dr. M. Padma Sundari	Assistant Professor
<i>Department of Chemistry</i>	
Dr. P. Aruna Devi	PG Director
Dr. P. Bhushanavathi	Selection Grade Lecturer
Dr. P. Sarada	Selection Grade Lecturer
Dr. P. Mangaveni	Assistant Professor
Mrs. B. Madhavi	Assistant Professor
Dr. D. Aditya Deepthi	Assistant Professor
Dr. B. Leela Kumari	Assistant Professor
<i>Department of Commerce and Management</i>	
Dr. N. Jyothi	Head of the Department
Mrs. R. Pavani	Assistant Professor
Mrs. K. Pratyusha	Assistant Professor
Dr. Divya Joseph	Assistant Professor
Dr. K. Rajani	Assistant Professor
<i>Department of Computer science</i>	
Mrs. K. Naga Sireesha	Head of the Department
Ms. S. Madhuri	Assistant Professor
Ms. Kumkum Dhara	Assistant Professor
Mrs. G. Deepthi	Assistant Professor
Mrs. J. Anitha Rani	Assistant Professor
Mr. M. A. Asif Babu	Assistant Professor
<i>Department of Economics</i>	
Mrs. K. Vasantha Saroj kumari	Assistant Professor
Dr. P. Ramani Latha	Assistant Professor

Name of the Faculty	Designation
Department of English	
Dr. T. Bhaskara Sudha	Head of the Department
Dr. Nalini Dutta	Assistant Professor
Mrs. K. Prameela Rani	Assistant Professor
Dr. G. Tonia Grace	Assistant Professor
Dr. B Sudha Priya	Assistant Professor
Mrs. Veena Spandana	Assistant Professor
Department of Second Languages	
Hindi	
Dr. P. K. Jayalakshmi	Head of the Department
Dr. S. Deepthi	Assistant Professor
Telugu	
Dr. J. Nirmala	Selection Grade Lecturer
French	
Sr. Jain Thomas	Assistant Professor
Sanskrit	
Dr. D. Koteswara Rao	Assistant Professor
Department of Home science	
Mrs. V. Sony	In charge of the Department
Mrs. N. Nivya	Assistant Professor
Dr. T. Gayatri	Assistant Professor
Sr. Dipali Kumari Singh	Assistant Professor
Ms. P. Sravani Sreeja	Assistant Professor
Department of Journalism and Mass communication	
Mr. K.V.S.S.N Murthy	Assistant Professor
Department of Library	
Mrs. M.V. Lakshmiprasanna	Librarian
Department of Mathematics and Statistics	
Dr. Capt. K. Sujatha	Head of the Department
Mrs. K. Kanthi Sowjanya	Assistant Professor
Mrs. G. Yojana	Assistant Professor
Ms. Sunitha Choudari	Assistant Professor
Mrs. V. Bharathi	Assistant Professor
Mr. S. Sriram	Assistant Professor
Dr. V. Gowri Sankara Rao	Assistant Professor
Mrs. S Venkata Lakshmi	Assistant Professor
Mrs. Jyothi	Assistant Professor

<i>Name of the Faculty</i>	<i>Designation</i>
<i>Department of Physical Education</i>	
Dr. L. Praveen Kumar	Assistant Professor
<i>Department of Physics</i>	
Mrs. A. Mary Vijaya Ratna	In charge of the Department
Dr. G. Pavan Kumar	Assistant Professor
Dr. Ch. Praveen Babu	Assistant Professor
Dr. P. Padmavathi Devi	Assistant Professor
<i>Department of Political Science</i>	
Mr. G. Ramesh	Head of the Department
<i>Department of Psychology</i>	
Dr. P. Pallavi	Assistant Professor
Dr. S. Suneetha Kumari	Assistant Professor
Mrs. K. V. L. Prudhvila	Assistant Professor
<i>Department of Zoology</i>	
Dr. E. Harini	Head of the Department
Dr. Sneha Angajala	Assistant Professor
Dr. P. Rosina George	Assistant Professor
<i>Department of AGRD</i>	
Ms. V. Ranjitha	Assistant Professor
Mr. K. Srinu	Assistant Professor
Ms. L. Urmila	Assistant Professor
Ms. Y. Mounica	Assistant Professor
Mr. D. Dhanunjay	Assistant Professor
<i>Personality Development Programme</i>	
Mr. M.V. Ramana	Self Defence Instructor
Ms. Ch. Princy Evangelin	Music Instructor
Ms. D. Swathi	Yoga Instructor
Mrs. P. Sridevi	Beautician course Instructor

ADMINISTRAT

<i>Name of the Faculty</i>	<i>Designation</i>
Sr. Mary K.C.	Superintendent
Sr. Daisy P.A.	Sr. Assistant
Mrs.V. V. V. Prasanna Rani	Sr. Assistant
Ms. G. Velangani	Jr. Assistant
Mr. P. Gopala Krishnan	Jr. Assistant
Mr. L. Appala Raju	Jr. Assistant
Mrs. J. Ravanamma	Store Keeper
Mrs. G. Rajeswari	Store Keeper
Mrs. B. Mary Francina	Record Asst
Mr. S. Raju	Record Asst
Mr. K. Narasinga Rao	Herbarium Keeper
Mrs. K. Velangani Usha	Technical Asst.
Sr. K. Nancy Selva Rani	Office Assistant
Ms. Ch. Vanaja	Office Assistant
Mrs. T. Mallika	Office Assistant
Mr. D. Srinivasa Rao	Office Attender
Mr. P. Anil Kumar	Office Attender
Mrs. B. Anita	Examination Asst.
Mrs. B. Gnana Jyothi	Examination Asst.
Mrs. G. Kannamma	Examination Asst.
Mr. B. Rajesh	Botany Lab Attender
Mr. T. Rajesh	Chemistry Lab Attender
Mr. G. Anand Kumar	Chemistry Lab Attender
Mr. A. Raja Shekar Reddy	Chemistry Lab Attender
Mr. G. Lakshmi Naidu	Chemistry Lab Attender
Mrs. P. Swarnalatha	Comp. Sc. Lab Attender
Mrs. G. Chandini	Comp. Sc Lab Attender
Mrs. M. Latha	Comp. Sc Lab Attender
Mrs. K. Kumari	Home. Sc. Lab Attender
Mrs. Gopi Ratna	Home. Sc. Lab Attender
Mrs. N Triveni	Home. Sc. Lab Attender
Mr. D. Srikanth	Phy. Lab Attender
Mr. G. Uday Kumar	Phy. Lab Attender
Mr. D. Anthony Vara Prasad	Zoo. Lab Attender
Mrs. M. Srivani	Library Assistant

<i>Name of the Faculty</i>	<i>Designation</i>
Mrs. R. Jasinta Rani	Library Assistant
Ms. E. Velangani Ratnam	Library Attender
Mrs. G. Jagadeeswari	Day Care Assistant
Mrs. T. Ratnam	Maintenance staff
Mrs. K. Annapurna	Maintenance staff
Mrs. S. Aruna	Maintenance staff
Mrs. S. Padma	Maintenance staff
Mrs. G. Nirmala Jyothi	Maintenance staff
Mr. G. Raju	Gardener

INFRASTRUCTURE

The Library

The library (the Knowledge Resource Centre), located in a two-story building of 5,872 sq.ft., boasts an extensive collection of 32,371 books, 489 journals, and magazines, 501 CDs, 624 back volumes of periodicals, 300 rare books, and a 100-year-old Bible. The library is equipped with the integrated library management system SOUL 3.0 (Software for University Libraries), developed by INFLIBNET, and the photocopying facility to enhance efficiency

General Rules

1. The College Library will be opened for staff and students from 8.30 a.m. to 5.00 p.m. on all working days of the college.
2. Only pen and white paper are allowed in to the library.
3. Silence shall be strictly observed in the library.
4. Books should be handled with care. Fine will be levied for mishandling books.
5. Marking or writing on the library books and folding the pages are absolutely forbidden.

Rules for Borrowing Books

1. Each student will be given library ID. No. and two library tickets.
2. On admission, which will entitle her to borrow two books at time from the library. These must be presented at the issue counter when ever students borrow books. The library tickets are not transferable.

3. Books will be issued for a period of 2 weeks each time. The book may be reissued if there is no damage for it.
4. If a book is not returned on the due date, a fine will be levied. The membership will be cancelled after a delay of 5 days from the due date.
5. Students are not allowed to sub lend the library books to other students.
6. Students should check, whether the book lent to her is in sound condition. If not she must report immediately to the Librarian. Otherwise she is liable to be responsible for the replacement of the book.
7. If a student loses any library book, she shall make a written complaint (in triplicate) to the Librarian. If a book issued is damaged or lost, the student must replace it. If one volume of the set is damaged or lost, the whole set must be replaced.
8. The following books are for REFERENCE within the library only: Dictionaries, Encyclopedias. Etc., Art books and expensive books, Single copy text books and some reference books.

Hostel

- The Hostel accommodates 210 residential students, with a bio-gas plant partially fulfilling the kitchen needs.
- Hostel accommodation is offered for the **Degree and Post Graduate** students only.
- The Hostel is under the direct control of the Principal and the immediate management of the warden.
- Admission to the Hostel for each year will depend on the decision of the management.
- Any student wishing to leave the hostel during the year must produce an official **letter from the Parents**.
- Admission to the Hostel is made through the Principal in consultation with the warden
- Application for the admission to the Hostel should be submitted to the principal in the prescribed form duly filled in and signed by the student and the parent.
- Admission to the hostel is made for one year.
- Continuity of stay will be intimated to the student according to the conduct in the hostel.
- Rooms allotted are liable to be changed at any time at the discretion of the warden.

- Vegetarian and non-vegetarian meals are provided. It includes Breakfast, Lunch, Tea, Snacks and Dinner.
- Hostel fees once paid will not be refunded at any cause.
- Can contact the office for brochure and availability of accommodation.

SAHAY and Mentoring

"Unlock a happier you with Sahay", a confidential and free counselling program. Professional counseling and guidance is provided through SAHAY, the Centre for Wholistic development which organizes a number of learning workshops for Teachers and students in the city. Our team of experienced psychologists from St. Joseph's College (Autonomous, Visakhapatnam), are here to listen, and support you through life's challenges. Providing free counselling services to students and the community. They foster a supportive environment that encourages you to deal with Emotional, Behavioral or Academic problems. Timings - everyday 2.00-4.00 PM and in case of emergency anytime between 9.00-4.00 PM. A well-structured Mentoring system is designed to assist the young women in maximizing their potential through intellectual, emotional and psychological help. The Mentor Student ratio is 1:20.

CAMPUS FACIL

Well-ventilated and digitalized classrooms with interactive panel boards	30 well-equipped laboratories
Multimedia Lab	Cyber Café
Canteen & Shade House	The gym with a variety of equipment
Zoology Museum	Herbarium presser
SJC Language Centre	Hydroponics system
RO Water plant	Biogas Plant
Vermi compost Pit	Solar System
Eco-Green Park	Well organized Fire safety System
Two Elevators	Dispensary
Employability Skills Centre (APSSCS)	Classrooms interfaced with public address system
Indoor and outdoor sports facilities	Seminar halls

OUR RECRUIT

S. No	Name of the Organization
1.	Concentrix
2.	Infosys
3.	Panzer, Hyderabad
4.	Cognizant
5.	Sri Gowtham Educational Society
6.	Oakridge International School
7.	ICICI
8.	TCS
9.	HSBC
10.	Genpact
11.	Wipro
12.	Karvy
13.	Dr. KKR Educational Institutions
14.	Talent Ease
15.	NICE Education
16.	GVK Bio Sci.pvt. ltd
17.	MNs Laboratories
18.	ANITS
19.	AOES
20.	Accenture
21.	Visakha Institute of Engineering & Technology
22.	MSN Pharmachem Private Limited
23.	Synthesis - Chemistry Solutions
24.	Excelra Knowledge Solutions Private Limited
25.	AHLCON PARENTERALS INDIA LTD.
26.	Technical Assistant, Mrs. AVN College
27.	IECE
28.	Placement Park
29.	Yokohoma Tyres
30.	Deloitte
31.	24/7.ai (MNC)
32.	ICICI Lombard
33.	HDFC
34.	Team Lease
35.	WNS Global Solutions
36.	Sutherland global and Conquer Global Freight Forwarders
37.	NEXTracker
38.	DELHIVERY
39.	VR Education and IT Solutions
40.	Tech Mahindra

SOW-e-LEARN:

S. No	Name of the Department	Name of the Course
1.	English	Effective Communication Skills
2.	Telugu	పాఠీన తెలుగు కవుల కవితా తత్వము
3.	Hindi	Hindi poem
4.	Sanskrit	Prachina Sahithyam
5.	DCM	Business Organization
6.	Mathematics	Differential Equations, Real Analysis
7.	Physics	Waves Optics, Electronic Instrumentation
8.	Computer Science	JAVA, Python for Data Science, DBMS, Data Science, IOT
9.	Chemistry	Pharmaceutical and Medicinal Chemistry, General and Inorganic Chemistry
10.	Zoology	Animal Diversity II Biology of Chordates
11.	Biochemistry	Bioenergetic, Oxidative Phosphorylation and Lipid Metabolism
12.	Biotechnology	Introduction to Totipotency in Plant Tissue Culture, Introduction to SMOOC in Biotechnology: Plant and Animal Biotechnology
13.	Home Science	Health, Hygiene and Wellness

S. No	Name of the Research Supervisor	Department
1	Dr. Sr. Shyji P.D.-	Commerce & Management
2	Dr. N. Jyothi	Commerce & Management
4	Dr. T. Bhaskara Sudha	English
5	Dr. P. K. Jayalakshmi	Hindi
6	Dr. K. Manikya Kumari	Botany
7	Dr. M. Padma Sundari	Botany
8	Dr. N. Nagaraju	Botany
9	Dr. E. Harini	Zoology
10	Dr. P. Rosina George	Zoology
11	Dr. Sneha Angajala	Zoology
13	Dr. D. Aditya Deepthi	Chemistry
14	Dr. K. Sujatha	Mathematics
15	Dr. V. Gowri Sankar Rao	Mathematics
16	Dr. P. Padmavathi Devi	Physics
17	Dr. G. Pavan Kumar	Physics
18	Dr. Ch. Praveen Babu	Physics
19	Dr. A. Veerabrahmam	Biotechnology
20	Dr. P. Mary Anupama	Biochemistry
21	Dr. A. Mousami Shankar	Biochemistry

S. No.	Name of the institution/ industry/ corporate house	Place
1	Andhra University	Visakhapatnam
2	St. Xavier's College Mahuadanr Latehar	Jharkhand
3	St. Teresa's College (Autonomous) Ernakulum	Kerala
4	St. Albert's College (Autonomous) Ernakulum	Kerala
5	Christ College (Autonomous) Irinjalakuda	Kerala
6	St. Jude's College Thoothoor,	Tamil Nadu
7	St. Joseph's College (Autonomous) Tiruchirappalli	Tamil Nadu
8	Annai Vailankanni Arts and Science College, Thanjavur	Tamil Nadu
9	Fatima College (Autonomous) Madurai.	Tamil Nadu
10	Nirmala College for Women (A), Coimbatore	Tamil Nadu
11	Assumption College (Autonomous) Changanassery	Kerala
12	Shaheed Rajguru College of Applied Science	Delhi
13	St. Francis College For Women Begumpet	Hyderabad
13	ANITS Engineering College	Hyderabad
14	JMJ College Tenali A.P	Visakhapatnam
15	Mrs A V N College,	Visakhapatnam
16	CH.S.D.St. Theresa College For Women (A) Gavaravaram, Sanivarapu Peta, Eluru	Andhra Pradesh
18	St. Ann's College for Women Malkapuram,	Visakhapatnam
19	S.G.A. Govt. Degree College Yellamanchilli, Anakapalli Dist.	Andhra Pradesh
20	Distance Education Centre of Dayalbagh Educational Institute (Deemed to be University) Dayalbagh Agra	Agra
21	GSN Academy of Mathematics, Padmavathi Unnathi Tower, Tirupati	Andhra Pradesh
22	Haragopal High School Railway New Colony Visakhapatnam	Visakhapatnam
23	Bagvathuta Charitable Trust	Visakhapatnam
24	Global Institute of Professional Studies and Educational Society Vihjayawada AP	Andhra Pradesh
25	Global Institute of Professional Studies and Educational Society Kadapa	Andhra Pradesh

S. No.	Name of the institution/ industry/ corporate house	Place
26	Global Education Research & Development Society	Andhra Pradesh
27	Uttara Andhra Society For Mathematical Sciences (Uasms)	Visakhapatnam
28	APSSDC	Visakhapatnam
29	NATSOL- Pharmaceuticals	Visakhapatnam
30	CPR Laboratories Pvt. Ltd.	Visakhapatnam
31	U.S. Consulate General of India	Hyderabad
32	Dept of State U.S -U.S. Embassy New Delhi	New Delhi
33	Talent Ease Business Solutions Pvt. Ltd. Chennai	Tamil Nadu
34	AOG IT Solutions Vizag	Visakhapatnam
35	Kalam Dream Labs Pvt. Ltd.	Visakhapatnam
36	Moon Light Global Solutions Pvt. Ltd.	Visakhapatnam
37	Suraj Krishna Greenaries - Kadapa	Andhra Pradesh
38	ART GENESYS	Visakhapatnam
39	PIXELWIND Technologies, IT Training and Development	Visakhapatnam
40	Pidilite Industrie	Visakhapatnam
41	The Placement Park	Visakhapatnam
42	Bio Enviro Chemical Solutions	Visakhapatnam
43	Singapore SynchroSkills Private Limited	Visakhapatnam
44	Datapro Computers Pvt. Ltd.	Visakhapatnam
45	Green Waves Environmental Solutions	Visakhapatnam
46	The Centre for Advanced - Applied Biological Sciences & Entrepreneurship (TCABS-E) Rajamahendravaram.	Andhra Pradesh
47	Sri Kamaskhi Patangali Yoga Centre	Visakhapatnam
48	Grammena Vidya Center for Training Research & Development (CTRD)	Visakhapatnam
49	Green waves Recylers	Visakhapatnam
50	Sai Devi Herbal Beauty Clinic	Visakhapatnam

Tentative UG Academic Schedule 2025-2026

Description	Dates scheduled
Reopening & Commencement of class work - III & V Semesters	18th June 2025
BOS meetings of all departments	14th to 19th July 2025
Reopening & Commencement of class work - I Semester	21th July 2025
Academic Council meeting	28st July 2025
I Mid Exams – V Semester	4th to 7th August 2025
I Mid Exams – III Semester	4th to 7th August 2025
II Mid Exams – V Semester	17th to 20th Sept. 2025
II Mid Exams – III Semester	17th to 20th Sept. 2025
I Mid Exams - I Semester	17th to 20th Sept. 2025
III Mid Online Exams – V Semester	8th to 11th October 2025
III Mid Online Exams – III Semester	8th to 11th October 2025
Closure of Instructions – III Semester	22nd October 2025
II Mid Exams - I Semester	22nd October 2025
End Practical Exams – III Semester	28th Oct. to 1st Nov. 2025
Closure of Instructions – V Semester	29th October 2025
End Theory Exams – III Semester	3rd Nov. to 11th Nov. 2025
End Practical Exams – V Semester	10th to 15th Nov. 2025
Commencement of classwork - IV Semester	12th November 2025
End Theory Exams – V Semester	17th to 24th Nov. 2025
Closure of Instructions – I Semester	22nd November 2025
Commencement of classwork - VI Semester	25th November 2025
End Theory Exams – I Semester	1st to 9th December 2025
Commencement of Classwork – II Semester	10th December 2025

Tentative UG Academic Schedule 2025-2026

Description	Dates scheduled
I Mid Exams - IV Semester	19th to 22nd Jan. 2026
I Mid Exams - II Semester	16th to 19th Feb. 2026
II Mid Exams - IV Semester	16th to 19th Feb. 2026
Closure of Internship – VI Semester	5th March 2026
Semester long Internship Viva-voce – VI Semester	10th to 15th March 2026
III Mid Online Exams - IV Semester	16th to 18th March 2026
St. Joseph's Feast Day	19th March 2026
II Mid Exams - II Semester	23rd to 26th March 2026
Closure of Instructions – IV Semester	28th March 2026
End Practical Exams – IV Semester	6th to 10th April 2026
III Mid Online Exams - II Semester	8th to 10th April 2026
End Theory Exams – IV Semester	15th to 22nd April 2026
III Mid Online Exams - III Semester	16th to 18th April 2026
Closure of Instructions – II Semester	23th April 2026
Skill Internship after IV Semester	27th April to 16th June 2026
End Theory Exams – II Semester	1st to 8th May 2026
End Practical Exams – II Semester	11th to 13th May 2026
Community Service project after II Semester	18th May to 16th June 2026

The Evaluation System

Regular testing and evaluation is indispensable for a systematic and consistent intellectual work.

Intermediate: Intermediate courses are affiliated to Board of Intermediate education, AP (BIE). As per BIE, annual examination system is followed. It is mandatory for Students to appear for regular monthly tests and year end examinations.

PG Courses: PG Courses offered are affiliated to Andhra University and the semester system is followed. Evaluation of the students shall be based on both internal assessment and External examinations as per University rules.

UG Courses: The Degree Program follows the system of Autonomy. An autonomous institution has the freedom to determine its own courses and syllabi, to evolve innovative methods of evaluation and to conduct its own examinations as a means of achieving higher standards and greater creativity in the field of education. St. Joseph's college for Women follows the system of autonomy conferred on the college by the UGC in 1987 in recognition of its excellence in providing education to young women.

Every undergraduate student of the college who completes the course successfully will, however, be awarded the Degree by Andhra University, with the name of St. Joseph's College for Women (Autonomous).

St. Joseph's College for Women (Autonomous), started four-year degree course with a multiple entry and exit option with modified curricular framework in 2020-2021 academic year. We offer flexible and innovative curricula that includes - CBCS, 10 life skill courses which includes Environmental education & Value based courses, 23 skill development courses, 6 personality development courses, 6 add on courses, more than 25 value added capacity building courses, 8 weeks mandatory Community service projects, 8 weeks mandatory internship / On job training, Skill enhancement core courses in all the disciplines and Semester long Internship / On job training. This new frame work enable us to move towards the attainment of holistic and multidisciplinary education of our students.

NCC / NSS / Sports / Yoga / Music / Martial Arts is offered as a compulsory component of the curriculum in the Undergraduate Degree Program under Autonomy contributing to all round development. Specially designed 2 semester courses, Personal Transformation Program in I year Degree and Value Development Program in II year Degree are offered to develop soft skills and life. Skills for success in life: Besides, these courses facilitate cultivation of eternal values like one's fundamental duty to God, towards one's fellow human beings and towards one's self. Value Education courses are obligatory for all Non-Catholic students at Intermediate and Degree level. Catholic students have a special course on the Doctrine of the Church.

Evaluation Procedure: Each semester has 90 to 120 days. The College being Autonomous conducts examinations for UG courses.

Assessment procedure

The student's performance in each course is evaluated based on continuous internal assessment for 40% and Summative assessment (end-semester examination) for 60%. Continuous assessment spread through the duration of the course. The Summative assessment towards the end of the semester.

Continuous assessment

Continuous assessment consists of two mid semester examinations (MSE), one accessory assessment and regular attendance during the semester. The 40% continuous assessment for all the core and language papers in each semester was distributed as follows.

Mid Semester Examination I	15%
Mid Semester Examination II	15%
Accessory Assessment	5%
Attendance	5%

The 40% continuous assessment for all multidisciplinary and skill enhancement courses in each semester was distributed as follows.

Mid Semester Examination I	30%
Accessory Assessment	10%

Mid Semester Examinations: The First MSE planned after 40 days post the beginning of the new semester, the second MSE will be after 70 days. The syllabus and model question papers for each MSE are decided by the respective departments. No second attempt at MSE will be permitted for students ineligible, due to absenteeism. No % pass minimum for MSE is required. MSE, I conducted in offline mode of one hour duration for 15 marks and MSE II conducted in offline online / blended mode. online exams will be for 15 marks with 15 mts duration. For online exams a question bank for each course prepared by the respective course teachers. Question papers of the prescribed format for each course generated using computer programs from the question bank in the master computer which is under control of CE. For all multidisciplinary and skill enhancement courses MSE will be conducted in offline mode of 1 hr. duration. For 15 marks and 5 marks accessory assessment.

Accessory assessment: Accessory assessment methods provide a greater degree of flexibility which enables the evaluation of a variety of skills and not just the memory-oriented skills tested by conventional examination system.

Attendance: Attendance is the physical presence of the student in the class/ laboratory / field work. It is a well-observed fact that the students who score good grades are those who attend the class / laboratory / field work, regularly. Therefore, the students must strive to attend all the classes without fail. Every faculty member handling a course will consider attendance till the last working day in the semester. Course wise percentage of attendance calculated by each course teacher up to this point and marks are awarded for regular attendance as follows:

% of Attendance	Marks
95-100	5
90-<95	3
85-<90	2
80-<85	1
<80	0

Summative assessment: Examination cell planned for regular and supplementary End Semester Examinations (ESE). These are conducted as per academic schedule. ESE is of three-hour duration for 60 marks. Payment of the required examination fee and 80% Attendance are mandatory to appear for the E.S.E.

Practical: Practical are conducted regularly, and the student is assessed for every practical. Attendance and Submission of the certified record is compulsory to take up Practical E.S.E. Practical evaluation is completely internal and double evaluation. The formative assessment of practical is innovative and different departments follow different patterns to suit the needs of specific subjects.

Eligibility: Payment of required examination fee and 80% Attendance is required to appear for the E.S.E. Any student who has an attendance between 60-80%, due to health-related issues, may be permitted to take the E.S.E. duly approved by the management, on payment of the prescribed condonation fee for attendance, and immediate submission of medical certificate/ reports, issued by a registered medical practitioner, on rejoining classes after the ailment.

Any student having less than 66% attendance in a semester will not be permitted to take the theory ESE but allowed for supplementary examinations.

Practicals: Practical are conducted regularly and the student is assessed for every practical. Attendance and Submission of the certified record is compulsory to take up Practical E.S.E. Practical evaluation is completely internal and double evaluation. The formative assessment of practical is usually innovative and different departments follow different patterns to suit the needs of specific subjects.

CREDIT BASED GRADING SYSTEM

St. Joseph's College for Women (A) introduced the CBCS (Choice Based Credit System) W.e.f the academic year 2015-16 as per the UGC guidelines. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and skill based courses. The courses can be evaluated following the credits and grading system, which is considered to be better than the conventional marking system. Credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week.

Letter Grades and Grade Points

Among absolute and relative grading college adopted absolute grading. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals.

Depending on the aggregate percentage of marks obtained in the paper, specific letter grade shall be assigned for that paper which has grade points maximum 10 on 10 point scale.

Award of Grades: Depending on the aggregate percentage of marks obtained in the paper, specific letter grade will be assigned for that paper which has grade points on 10 point scale.

GRADING SYSTEM (w.e.f 2018-19 admitted batch)

%Aggregated marks	Description	Grade Letter	Grade points
90%-≤100	Outstanding	O	10.0
80%-<90	Excellent	A+	9.0
70%-<80	Very Good	A	8.0
60%-<70	Good	B+	7.0
55%-<60	Above Average	B	6.0
50%-<55	Average	C	5.0
40%-<50	Pass	P	4.0
<40	Fail	F	0.0

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

Students should achieve Aggregate 'P' Grade in each course for getting a degree.

Total minimum Credits for Under graduate Program

Credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week.

Part I (Language, Life skill and Skill Development Courses)- 34 credits for all groups

Part II (Core and skill enhancement courses)- 84 credits for B.A. and B.B.A, 90 credits for B.Com., 105 credits for B.Sc. and H. Sc.

Students can earn extra credits for their achievements in extra and co-curricular activities.

Semester Grade Point Average (SGPA):

A Grade Point Average (GPA) for a year is calculated as: Where

C = Number of credits for the subject paper

G = Grade points obtained by the candidate in that subject paper

Semester Grade Point Average (SGPA) is awarded to a candidate who successfully clears all the subject papers in academic year.

Cumulative Grade Point Average (CGPA) is calculated by the end of third year using similar formula provided a candidate is successful in all subject papers of all the three years.

CGPA multiplied by "10" gives aggregate percentage of marks obtained by a candidate.

$$SGPA = \frac{\sum (C * G)}{\sum C}$$

COURSE	GRAND TOTAL MARKS FOR THREE YEARS		
	PART I	PART II	TOTAL
B.A.	1000	2100	3100
B.B.A.	1000	2100	3100
B.Com.	1000	2400	3400
B.Sc.	1000	3150	4150
B.Sc. (H.Sc.)	1000	3150	4150

EXAMINATION

1. Students are required to appear for all the Accessory assessment, Mid and End Semester Examinations conducted by the college examination cell / department.
2. Students must present themselves in the college Uniform along with the Photo identity cards issued by the college and duly attested by the Principal, this is compulsory during all Examination days, including Saturdays.
3. In case a student is unable to attend the examination for a valid reason as ascertained by the Examination cell/ department, then an application of leave (accompanied by medical certificate where necessary) should be submitted to the Principal of the college immediately.
4. **Mid semester exams are** conducted twice a semester. These provide the students with an opportunity to review their academic performance and so are referred to as Formative Assessment. Paper setting and evaluation is done internally.
5. Complete transparency regarding the answer scripts is available for Mid Semester Examination or Internal Assessment tests, where every student verifies her answer scripts and clarifies doubts if any regarding the evaluation.
6. There is no fee for Mid Semester Examinations.
7. Mid Semester Exams and Accessory assessment will not be repeated in case a student is absent.
8. End semester examinations or Summative Assessment is for the purpose of evaluating the overall academic performance of the students during the semester. Paper setting and evaluation done externally.
9. Eligible Students should pay the prescribed examination fees, and obtain the hall ticket for the End Semester and Supplementary Examinations of the college. No student will be admitted into the examination hall without a hall ticket.
10. The End Semester Examination has a minimum pass mark of 40%. A student should, however secure 40% over all in Mid Semester and End Semester examinations combined, to pass in both theory and practical.

11. Candidates writing the Supplementary Exam will have to do so, on the entire syllabus, in the E.S.E. Under the following circumstances if a student
- Is absent for all two Mid Semester Exams in any paper.
 - Is absent for End Semester Exam.
 - Fails to secure the pass minimum of 40% in End Semester Exam.
 - Fails to secure the pass minimum of 40% overall even though she has secured pass minimum in End Semester Examination.
12. If a student reappears for any exam an asterisk (*) will be placed in the mark sheet to denote that she has appeared as a supplementary student. The student will however be assigned a class even though she may be a supplementary candidate.
13. **Malpractice cases:** The College invariably takes serious view on unfair methods in all theory and practical examinations. Expulsion from the examination hall and cancellation of the performance in that paper is the immediate minimum punishment when found indulging in unfair practices in the examination hall by a student. If any student is found guilty of malpractice on more than one occasion during her tenure in the college, the student will be debarred and forfeits the seat. In all cases of examination malpractices, the decision of the Malpractice enquiry committee shall be final and binding.
14. **Revaluation:** There is provision for revaluation of E.S.E. papers. Students can apply for revaluation as per the dates specified at the time of publication of results. If the marks secured in the revaluation are higher than the original marks, the candidate will be given the benefit and if the revaluation marks are lower than the original marks, the revaluation marks will be ignored. If the difference between the original marks and marks secured in the revaluation exceeds 15% there shall be a second revaluation and in such case the highest marks secured in any two valuations shall be averaged.
15. **Betterment Examinations:** There is a provision for the betterment of ESE papers. The applications by candidates for betterment shall reach the Controller of Examinations as per the dates specified at the time of publication of results. However, there is no provision of betterment for Project, Internship, practical and

Instant examination papers. Students who have passed in theory paper/papers are allowed to appear again for theory paper/papers **only once** to improve the marks by paying the fee prescribed by the college. Students are allowed to **improve marks in the end semester theory papers only.**

16. Subject wise Marks List will be issued to the students within a month, after every Semester End examination. At the end of the sixth semester a Cumulative Marks List duly endorsed by Andhra University, will be issued along with Provisional Degree Certificate.
17. The Final degree certificate is awarded by Andhra University, however will be issued by the college after receiving the same from the Andhra University.
18. Students will be awarded class for Part I (Language, Life Skill & Skill Development Courses) and Part II (Core & Skill Enhancement courses) separately as per the following criteria.

Aggregate	{	85% and above	- First Class with Distinction
		65% < 85%	- First Class
		55% < 65%	- Second Class
		40% < 55%	- Pass Class

GOVERNMENT

Sl. No.	Name of the occasion / Festival	Date	Day
1	Makara Sankranti	14.01.2025	Tuesday
2	Republic Day	26.01.2025	Sunday
3	Maha Sivaratri	26.02.2025	Wednesday
4	Holi	14.03.2025	Friday
5	Ugadi	30.03.2025	Sunday
6	Eid-ul-fitr (Ramzan)	31.03.2025	Monday
7	Sri Rama Navami	06.04.2025	Sunday
8	Dr. B. R. Ambedkar's Birthday	14.04.2025	Monday
9	Good Friday	18.04.2025	Friday
10	Bakrid	07.06.2025	Saturday
11	Moharrum	06.07.2025	Sunday
12	Independence day	15.08.2025	Friday
13	Sri Krishnaashtami	16.08.2025	Saturday
14	Vinayaka chavithi	27.08.2025	Wednesday
15	Milad-un-Nabi	05.09.2025	Friday
16	Mahatma Gandhi Jayanthi / Vijayadasami	02.10.2025	Thursday
17	Deepavali	20.10.2025	Monday
18	Christmas	25.12.2025	Thursday

COLLEGE RULES

Students are hereby instructed to strictly follow the rules and regulations of the College. One is not expected to plead that one is not aware of the existence of such rules. Ignorance of rules is no excuse. Students are expected to read the notice board on a day today basis. It is the duty of every student to abide by the rules and regulations of the college and conduct herself with decency and decorum. Violation of rules will result in disciplinary action against the offenders and imposition of punishment including dismissal.

A. Admission Rules

1. The selected candidates will be informed by telephone.
2. As the number of seats per course is limited, a student who joins first year course has to complete her full course in the college
3. If the student applies for T.C. without completing the full course she should pay the fees as per the guidelines given by the UGC.
4. The selected students should give an undertaking that they will not take up any full time job/course during their course of study in the college.

B. College timings, College Uniform and Identity Cards

1. College timings are from **9.00 a.m. to 2.00 p.m.** (for all UG) and from **9.00 a. m. to 4.00 p.m.** (for all PG & Inter). Students should be seated in their respective class rooms 5 minutes before the class begins.
2. During the absence of the teacher and while moving from one class to another, students are expected to maintain silence and decorum.
3. Students are advised to use the College Library during free periods and strict silence should be maintained in the Library.
4. Students should wear the Uniform prescribed by the College along with their Photo Identity Card every day. However on Saturdays, students are permitted to wear civil dress. Sleeveless and short dresses are not permitted. They are expected to dress modestly, with a reasonable standard of modesty.

5. Science students must carry a lab-coat with them everyday to be worn for practical work in the laboratory.
6. All students admitted to the College shall compulsorily wear their Identity Cards whenever they are present in the college campus and produce it on demand by the authorities or persons authorized to do that. Students who come to College without their ID Cards will have to face disciplinary action.
7. All services like payments, issue of certificates, mark lists etc., will be made only on production of the Identity Card.
8. The Identity Card shall be surrendered to the office at the time of issuing of Transfer Certificate/Qualifying Certificate, whichever is earlier.

C. Attendance and Leave

1. Students should be regular and punctual in attending classes. A working day is divided into five periods.
2. Attendance will be marked at the beginning of each hour by the teacher engaging the class and same will be sent to parents.
3. Any leave must be obtained in advance and in writing from the HoD/Principal in the prescribed leave form. No leave will be granted unless the Principal is satisfied with the reason stated. If a student is not able to submit the leave in advance, then he/she should submit the leave form on the next working day.
4. Applying for leave of absence does not imply that the leave will be granted.
5. In the case of medical leave, the leave letter should be submitted along with the medical certificate issued by a registered medical practitioner, within a week from the commencement of medical leave.
6. Assembly is held at 9.00 a.m. on all Mondays and Thursdays. Second Saturday is a holiday.
7. Attendance: 80% attendance is mandatory for promotion to higher classes. However 10% of attendance shortage is condoned on the merit of the case and at the discretion of the Principal and a condonation fee to be paid by the students.

8. NCC / NSS / Sports / Yoga / Music / Martial Arts is mandatory for Degree Students.
9. Travel Concessions: Railway travel concessions are available to individual students during college vacations for going home.

D. Mobile Policy

Digital mobile technology can be useful for learning and skill development. So, all of you use it, don't abuse. If you do not wish to use mobile phones in college, you can avail the storage facility with minimum charges provided in the campus. Permission to use a mobile phone in college is only granted, with restrictions

Dos:

- Use the Internet only for educational purposes.
- Use the Internet to learn more about classroom topics, classroom projects, and to do homework.
- Use phones in cases of emergency outside the classroom
- Use mobile phones for the purpose for which the exception was granted, and in a safe, ethical and responsible manner if the faculty member allows exceptions for presentations or transfer of files etc.

Don'ts:

- Do not wear headphones, collar mikes, Bluetooth devices inside the classroom. Equipment must be switched off and stored in the bag/ pouch/pockets.
- Do not disrupt the learning environment in the classroom with mobile phone.
- Do not send inappropriate, harassing or threatening messages or phone calls
- Don't use mobiles to send harmful or offensive material that is based on stereo types relating to sexual orientation, religion, nationality, ethnicity, gender, or race.

- DO not engage in inappropriate social media use including cyber bullying, intimidate or otherwise harass other people through any SMS or text message, photographic, video.
- Do not capture video or images of people, including students, teachers and members of the college community without their permission.
- Do not capture video or images in the toilets, changing rooms and gyms'.
- Do not Use of all electronic gadgets including smart watches during exams and assessments.
- Do not Use inside the library, digital library, labs and inside media rooms unless otherwise exempted by faculty.
- Do not interrupt the lecture or lab sessions with ringtones, music or beep sound.
- Do not access social network sites such as WhatsApp, Facebook, Twitter, telegram etc. in the Campus during class hours.

Disciplinary action should be taken against any student/s who is/ are caught using a mobile phone for certain activities that are not permitted including cheating in exams or assessments. This type of misuse will be referred to Malpractice enquiry committee. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person and the college may report such cases to the cyber police.

E. General Rules

1. Students are expected to be present in the college at least 15 minutes before classes commence.
2. Students are not to be permitted to go out of the campus during class hours without the exit slip. In case of an emergency, the exit slip will be issued by the Principal.
3. Students are expected to behave in a courteous and gracious manner at all times towards each other and towards teaching and non teaching staff.
4. Smoking and consumption of alcoholic beverages are strictly prohibited in the campus. Students shall not use or bring tobacco or its products, alcohol / intoxicating drinks or narcotic substances to the college. Any violation of the same will lead to disciplinary action.

5. Students shall not go on tours, picnics, excursions and study tours without the prior sanction and approval of the Principal.
6. Non academic activities are allowed only after the class hours.
7. Students are not permitted to organize or attend any meetings in the college or collect money for any other purpose without prior permission from the principal. Prior written permission of the Principal is necessary for organizing any meeting, entertainment programme / function in the college; and also for distributing notices or putting up any notice on the notice board.
8. Prior sanction should be obtained from the management for using halls, class rooms or any other infrastructure of the college for meetings / entertainment programmes / functions.
9. Students shall not write or make any marks or stick posters on the walls or any part of the college property.
10. Students shall not cause any loss or damage to the college property. Intentional causing of loss or damage will be considered a serious misconduct. Disciplinary action will be initiated against the offenders and will be liable for recovery of the loss.
11. Student vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. Entry of vehicles is banned in the notified areas of the College Campus. The breach of this law will summon legal and disciplinary action.
12. Students are prohibited from defaming the college, college authorities, staff or students through any media (online/social/ printed/verbal etc.) or otherwise. Disciplinary action will be taken against those students who disobey this rule.
13. If a student has any grievance or complaint she shall approach the mentor first. On receipt of the complaint the matter will be discussed in the Department level grievance redressal committee and necessary action may be taken. In cases where the matter is not resolved at the 1st level the same will be forwarded to the College level grievance redressal committee headed by the Principal who will take the appropriate decision.
14. Students who possess a criminal background/have a police case initiated against them are not eligible for admissions. If the same is brought to light post admissions, the students will be expelled without further notice.

F. Fee Regulations and Issue of Certificates

1. Tuition fee for all Programs should be paid in lump sum at the beginning of the semester / academic year.
2. The fee must be paid on the dates prescribed in the notification from time to time. If any student fails to pay the fees or special fees on the due date, she shall be liable to pay fine.
3. If the fees and fine of an installment are not paid before the last date given for payment of that installment, the name of the student will be removed from the rolls of the College with effect from the date following the expiry of the period and the student will not get the benefit of attendance from the date of removal from the rolls of the College.
4. If the student is to be readmitted, she has to apply for the special permission of the Principal and also has to remit all the arrears of fees with fine. The re-admitted students will get the benefit of attendance only from the date of re-admission.
5. Fees shall be paid on the dates notified even if the student discontinues.
6. The student shall preserve receipts of fee payments and produce them whenever required by the Principal.
7. Three days' notice is required for the issue of any certificate.
8. Certificates will be issued only after the payment of all dues to the College.
9. The Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of course.
10. No Transfer Certificate will be issued to those who owe dues to the College. It is mandatory for each student to take her TC at the end of the Program and produce it when she is admitted to the next Program.

CLUBS, ASSOCIATIONS

Clubs	Associations
Consumer club	Intermediate association
Edumoon club	BA fusion base association
Bio-muskeeters	Commerce & management association
Trail blazers club	Analytical science association
Quizzing club	Biology association
Wild life club.	Home science association
Green globe club	PG association
Talent club	
Shristi club	College Magazines
Rhythm club	
Heritage club	Sanjose Herald
Mindscope club	Perspective
Synergy+	Pratibha
Buzicom club	IQAC Newsletter
Wild life club	
Learner's destiny	
Cybernavts club	
Journosphere club	
Creative arts club	
Reduce reuse recycle club	
Lit spell club	

Student Council: Contributing to overall college governance.

As the apex student body, the Student Council actively manages a wide range of responsibilities:

Event Management:

- ❖ Planning, organizing, and overseeing extramural events on campus.
- ❖ Serving as the bridge between management and students.
- ❖ Collaborating with student leaders from other colleges for various events.
- ❖ Coordinating placement drives.
- ❖ Facilitating student participation in intercollegiate talent fests.
- ❖ Organizing the annual cultural fest, EXCELSIOR, through flash mobs, social media, and public relations.
- ❖ Engaging sponsors for funding during EXCELSIOR.
- ❖ Coordinating association and club activities.
- ❖ Hosting knowledge-sharing forums and talks.
- ❖ Student Support and Campus Welfare:
 - ❖ Providing counseling to younger peers.
 - ❖ Ensuring a ragging-free campus.
 - ❖ Managing discipline and crowd control during college events.

SAATH – St. Joseph’s Alumnae Association Towards Harmony (Alumni Association)

The Alumni Association of St. Joseph’s College for Women (Autonomous) is an active and registered entity. The college has a rich legacy spanning sixty-six years, with thousands of accomplished

alumni spread globally. The association was formally registered and had around two thousand life members since its official establishment. It aims at fostering and perpetuating friendship, fraternity and cooperation among the alumni and promoting their interest in social, literary and cultural activities, sports and games. Any former student of the College can obtain life membership on a (lump sum) payment of Rs. 1000/-. All outgoing Josephines are earnestly exhorted to enroll themselves as members of this Association.

Every December, SJCW hosts its cherished Alumni Reunion on the third Saturday. The alumnae wholeheartedly support SJCW(A) and actively contribute to students' overall personality development by facilitating in various ways. The association was granted 80G status, which applies to contributions made to the association. Demonstrating a commitment to student welfare, the Alumni Association has installed LED poles, cement benches, a 500-liter solar water heater in the hostel, and awnings near the canteen. Scholarships for curricular and extra-curricular excellence are also instituted by the Association. Additionally, the association established an Student Service Centre, contributing to the holistic development of the institution.

Executive Members of the registered body

Name	Designation
Dr. P. Mangaveni	President
Dr. Y. Lakshmi Prabha	Vice President
Dr. Sr. Shyji	Secretary
Mrs. A. M. V. Ratna	General Secretary
Mrs. B. Anitha	Joint Secretary
Dr. T. Bhaskara Sudha	Treasurer
Ms. D. A. Ramani	Member
Dr. P. Shyamala	Member
Dr. G. Rachana	Member
Mrs. D.S.K. Sannidha	Member

Sr. St. Andre Best Student Award

This is aimed at selecting a final year student as the best outgoing student / Josephine Star. The focus will be on selecting a student, who excels not only in academics but also holistically, someone who possesses the life skills that would help them handle challenges in life.

Any final year (UG & PG) Josephine who has no backlog papers, has above 90% of attendance, is an active participant of the curricular, co- curricular and extra-curricular activities in and outside the college and has had no disciplinary action initiated against her can be eligible.

There will be five members proposed by the department HODs. The final selection based on the interview by the principal asking them questions on their goals and achievements. The winner would be declared as the **Sr. St. Andre Best Student of the Year**.



LIST OF PROFICIENCY

Name of the Award	Instituted by	Eligible Member/Group
Sr. St. Andre Award	Dr. Suguna Kannan, Mrs. Janaki Naidu, Dr. VBT. Sundari, Dr. Seshulatha & Alumni of SJC Prof. Prameela from AU	All round Best Student
Parupudi Ramalakshmi	Mr. Mukti Parupadi NRI from Atlanta, US	Leadership
Sr. St. Andre	Ms.D. A. Ramani	PG-English
Mrs. Loga Kannan- memorial	Dr. Suguna Kannan	PG Mathematics
Mrs. Loga Kannan-memorial	Dr. Suguna Kannan	PG Home Science
2008 Prime Mover Group Prize	Prof. G. Gopala Rao Centenary Celebrations	PG Organic Chemistry
	Management of SJCW	PG Psychology
Prof. L.S.R. Krishna Sastry	Dr. Y. Lakshmi Prabha	Topper in English (I-IV sem.) B.ScHSc.
Aromatic Chemical Soil Co Pvt. Ltd.	Mr. A. Vijayam MD	Personality Development
Mrs. Vijayalakshmi S. Rao	Mrs. Vijayalakshmi S. Rao	Topper in Hindi
Dr. Sr. N. D. Veronica's	Dr. CH. Annapurna	Topper in Telugu
Mrs. R.D. Nakra		Topper in English Lang. & Lit
Mr. Lesile Augustine	Fr. Francis & Staff & Students of St. Joseph's College	Topper in English
Mr. K. N. Nair	Mrs. Sylaja Nair	Topper in Psychology
Anuradha Murthy	Susheela Murthy	Merit Student in Psychology

Name of the Award	Instituted by	Eligible Member/Group
Mrs. Hyang Mi Lim		Topper in Journalism & Mass Communication
Dr. ChamanthiKanakayya	Dr. CH. Annapurna	Topper in EPJ
Mr. Dhanaraj Memorial	Ms. D. A. Ramani	Best outgoing student in Office Management
Mr. P. Suryanarayana & Mrs. Varahalamma	Dr. P. Jayalakshmi	Topper in Economics (degree)
Mrs. Leelamba	Mrs. N.V.B.L.Kameswari	Topper in E.E.P
Dr. Sr. N.D.Veronica		Topper in B.Com.
Mrs. Chamarthi Lakshmi Devi	Dr. Ch. Annapurna	Topper in B.Com.
Mrs. Indira Devi Vaddiparty		Topper in Botany
Sr. Alice Marie Mugerier's	Staff of the Chemistry Department	Topper in Chemistry
G. Appalaswami&Ramayamma		Topper in Foundation Course
Mrs. Violet Sarojini Sch		Topper in B.Sc. groups
Botanical Excellence	Staff of the Botany Department	Topper in Botany
Mr. M.S.B. Sastry	Mrs. R. Surya Kumari	Topper in C.B.Z.
Dr. Mancham Botta Srinivasa Rao	Mrs. C. Subbalakshmi	Topper in Zoology
Hanumanthu Ranganayakulu		Topper in M.P.C.
Mrs. Akella Venkata Annapurna	Mrs. C. Subbalakshmi	Topper in Mathematics
Miss. D. Parvathi's	Staff of SJCW	Topper in Physics
Dr. A. Vijayalakshmi		Topper in HSc.
Dr. A. Vijayalakshmi		Topper in Biochemistry
M. Kameswari	Mr. M. Siva Ram	Topper in Computers
Mrs. Violet Sarojini		Topper in MPCs
	Mrs. Hyang Mi Lim	Topper in MEC
Mrs. Loga Kannan	Dr. Suguna Kannan	Topper in BBC
Medicharla Lakshmi Sujatha	Dr. Capt. K. Sujatha	Topper in Mathematics
Mrs. Lalitha Sastry	Dr. Y. Lakshmi Prabha	Topper in Telugu (I-III Sem.)

Name of the Award	Instituted by	Eligible Member/Group
Mr. Paranam Ramamohan Rao, IRS	Mrs. P. Krishna Kumari	Topper in Statistics
Prof. L.S.R. Krishna Sastry	Dr. Y. Lakshmi Prabha	Topper in M.P.C.
Prof. L.S.R. Krishna Sastry	Dr. Y. Lakshmi Prabha	Topper in Bi.P.C.
Mrs. V. V. S. Sita Lakshmi		Topper in Telugu (Inter)
Sr. Raphael	Mrs. N. Anusuyamma	Topper in M.E.C.
Shri. Kommini Michael & Mrs. Vijaya Kumari	Their Three Daughters	Topper in B.B.A.
Shri. Pudi Krishnamurthy & Mrs. Pudi Savithri Memorial prize	Dr. P. Manga Veni	Meritorious Student in Chemistry
Mr. L. Nanda Kishore Memorial Prize	Dr. Y. Lakshmi Prabha	Topper in Business Law from B.B.A
Sr. Dominic' Prize for a meritorious Prize	Dr. T. Seshulatha	Topper in Nutrition
Medicharla Lakshmi Sujatha	Dr. Capt. K. Sujatha	Highest Marks in III. BA. EPO
Medicharla Lakshmi Sujatha	Dr. Capt. K. Sujatha	Highest Marks in II. Degree Mathematics
Mrs. Lalitha Sastry	Dr. Y. Lakshmi Prabha	Topper in Core Subjects in Home Science
Dr. Chamarthy Annapurna	Dr. Chamarthy Annapurna	Highest mark in Telugu
Late Chamarthy Lakshmi Devi	Dr. Chamarthy Annapurna	Highest mark in Sanskrit
	Management of SJCW	Highest mark in French

Date	Day	June 2025
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Date	Day	July 2025
01	Tue	
02	Wed	College Foundation Day
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Date	Day	August 2025
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Date	Day	September 2025
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Date	Day	October 2025
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Date	Day	November 2025
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Date	Day	December 2025
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Date	Day	January 2026
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Date	Day	February 2026
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Date	Day	March 2026
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Date	Day	April 2026
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Date	Day	May 2026
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Date	Day	June 2026
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This image shows a full page of white paper with horizontal dotted lines, typical of primary school writing paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

05-Jun	World Environmental Day
08-Jun	World Ocean Day
21-Jun	International Day of Yoga
29-Jun	National Statistics day
01-Jul	Agriculture Day
11-Jul	World Population Day
12-Jul	Malala Day
14-Jul	French National day
01-Aug	Breastfeeding awareness week 1-7
07-Aug	National Handloom Day
12-Aug	International youth day & World Sanskrit Day
15-Aug	Independence Day
19-Aug	World Photography Day
20-Aug	Sadbhavana Diwas
21-Aug	World Entrepreneurs Day
29-Aug	National Sports Day
30-Aug	Small Industry Day
01-Sep	National Nutrition Week 1-7
05-Sep	Teacher's Day
08-Sep	International literacy Day
13-Sep	International Programmers Day
14-Sep	Hindi Diwas
15-Sep	International Day of Democracy
16-Sep	World Ozone Day
21-Sep	World Fisheries Day
22-Sep	World Rhino Day
27-Sep	World Tourism Day
29-Sep	World Heart Day
03-Oct	World Habitat Day
04-Oct	World Animal Welfare Day
05-Oct	International Teacher's Day

10-Oct	World Mental Health Day
11-Oct	International Girl child's Day
15-Oct	International Student's Day
16-Oct	World Food Day/World Dictionary Day
20-Oct	World statistics Day
30-Oct	Halloween Day
01-Nov	Andhra Pradesh Formation Day
09-Nov	National Entrepreneurship Day
10-Nov	National Commerce Day
14-Nov	Diabetes Day
17-Nov	National Journalism Day
21-Nov	World Fisheries Day
26-Nov	National Constitution Day
01-Dec	World AIDS Day
02-Dec	World Computer literacy day
04-Dec	Navy day/Women in Agriculture Day
10-Dec	Human Rights Day
14-Dec	National Conservation Day
18-Dec	Minorities Rights Day in India
21-Dec	Alumnae Reunion Day
22-Dec	National mathematics day
23-Dec	National Farmers Day
24-Dec	National Consumer Day
06-Jan	National Technology Day
10-Jan	Hindi Day
12-Jan	National Youth Day
15-Jan	Indian Army Day
24-Jan	National Girl Child Day
25-Jan	Voter's Day, National Tourism Day
26-Jan	Republic day
03-Feb	World Wetland's Day
05-Feb	World Cancer Day

12-Feb	Darwin day
15-Feb	World Computer Day
20-Feb	World Day of Social Justice
21-Feb	Mother Language Day, National Management Day
22-Feb	World Scout Day
27-Feb	World Sustainable Energy Day
28-Feb	National Science Day
03-Mar	World Wildlife Day, World hearing day
04-Mar	National Safety Day
08-Mar	International Women's Day
15-Mar	World Consumer Rights day
20-Mar	International Day of Happiness
21-Mar	World Forestry, Down's Syndrome & Poetry Day
22-Mar	World Water Day
27-Mar	World Theatre Day
02-Apr	World Autism Awareness Day
07-Apr	World Health Day
18-Apr	World Heritage Day
21-Apr	National Civil Service Day, Secretaries Day
22-Apr	Shakespeare's Day/World Earth Day
23-Apr	World Book and Copyrights Day
24-Apr	National Panchayati Day
26-Apr	World Intellectual property Day/International Seeds Day
08-May	World Redcross Day
11-May	National Technology Day
12-May	Mother's Day
22-May	Biodiversity Day
24-May	World Schizophrenia Day

UNIQUE FEATURES OF SJC

1. Personal Transformation Program (PTP) & Value Development Program (VDP)
2. Parent-Teacher Partnership Interactive Sessions for collaborative benefit.
3. Student Council & Departmental Associations- Leadership and Social development
4. Creative Associations and Clubs
5. Good Infrastructure - Spacious Class rooms, Fully Equipped AC Seminar Halls, Computer & Language Laboratories, Class room interfaced Public Address System, Air Conditioned Library, Media Lab, Psychology Lab, Good play ground with Basket Ball Court, Smart and Digital Class Rooms and Parking Facility
6. On Campus Hostel
7. Sports & Fitness Centre
8. Cyber Café
9. Canteen & RO Purified Drinking Water
10. Training & Placement Cell - record placements.
11. Top ranks in APPGCET and other Entrance tests.
12. Student Support through Mentoring, Remedial & Bridge Courses
13. Fire Safety enabled Buildings
14. NSS, NCC, Sports, Yoga, Music, Martial Arts and Scout & Guides as extracurricular activities.
15. UGC Sponsored Add on, Certificate / Diploma Courses for skill development.
16. Grievance Redress Cell
17. SAHAY- Centre for Wholistic Development (including Counseling & Guidance)
18. Excellent Co-curricular and extramural events & activities
19. Surveillance Security System (CCTV)
20. Use of Solar Energy.
21. Biometric Attendance for students and staff
22. SEED - Skill development centre
23. MoU with Xavier Board, Bangalore, US Consulate, Data Creations, Aptitude Expert, The Leader, Indian Centre for Research and Development for Community Education, T.I.M.E, Mind Map Consultancy, VINEX, APSSDC, Myeasydocs, Pidilife Industries Ltd., IAPEN etc.
24. Wifi enabled campus.
25. KINDLE - Extension & outreach initiatives
26. Capacity building skilled development courses.

A Prayer for Peace



***Chorus:** Lord make us instruments of your peace,
Where there is hatred, let your love increase
Lord make us instruments of your peace,
Walls of pride and prejudice shall cease
When we are your instruments of peace.*

*Where there is hatred, we will show his love
Where there is injury, we will never judge
Where there is striving, we will speak his peace
To the people crying for release,
We will be His instruments of Peace. (Ch)*

*Where there is blindness, we will pray for sight
Where there is darkness, we will shine His light
Where there is sadness, we will bear their grief
To the million crying for release
We will be His instruments of Peace. (Ch)*

