SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

ACADEMIC YEAR 2018 - 2019

SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O, THODUPUZHA

College Handbook

2018-2019

SANTHIGIRI ANTHEM

ST.KURIAKOSE ELIAS CHAVARA
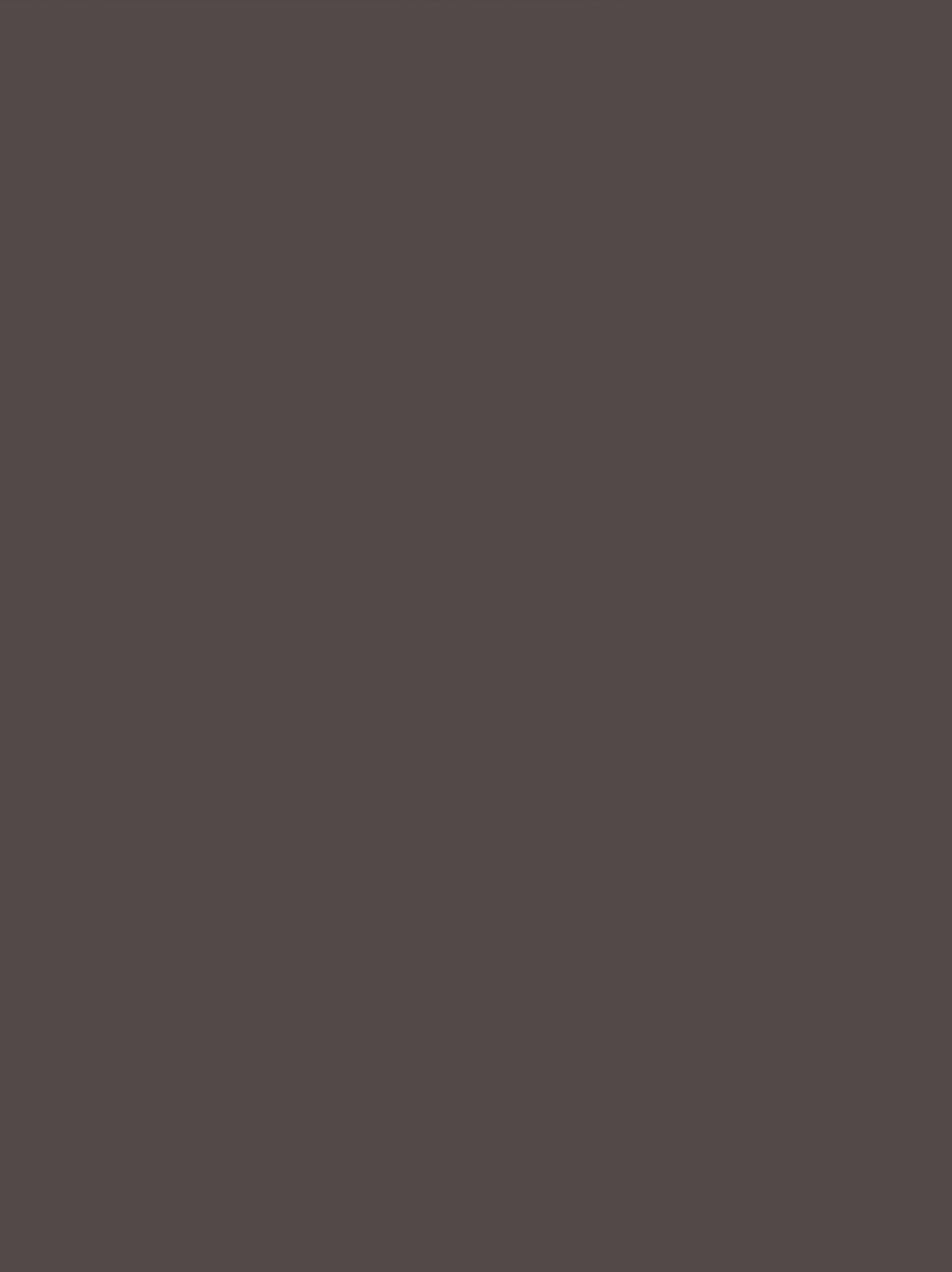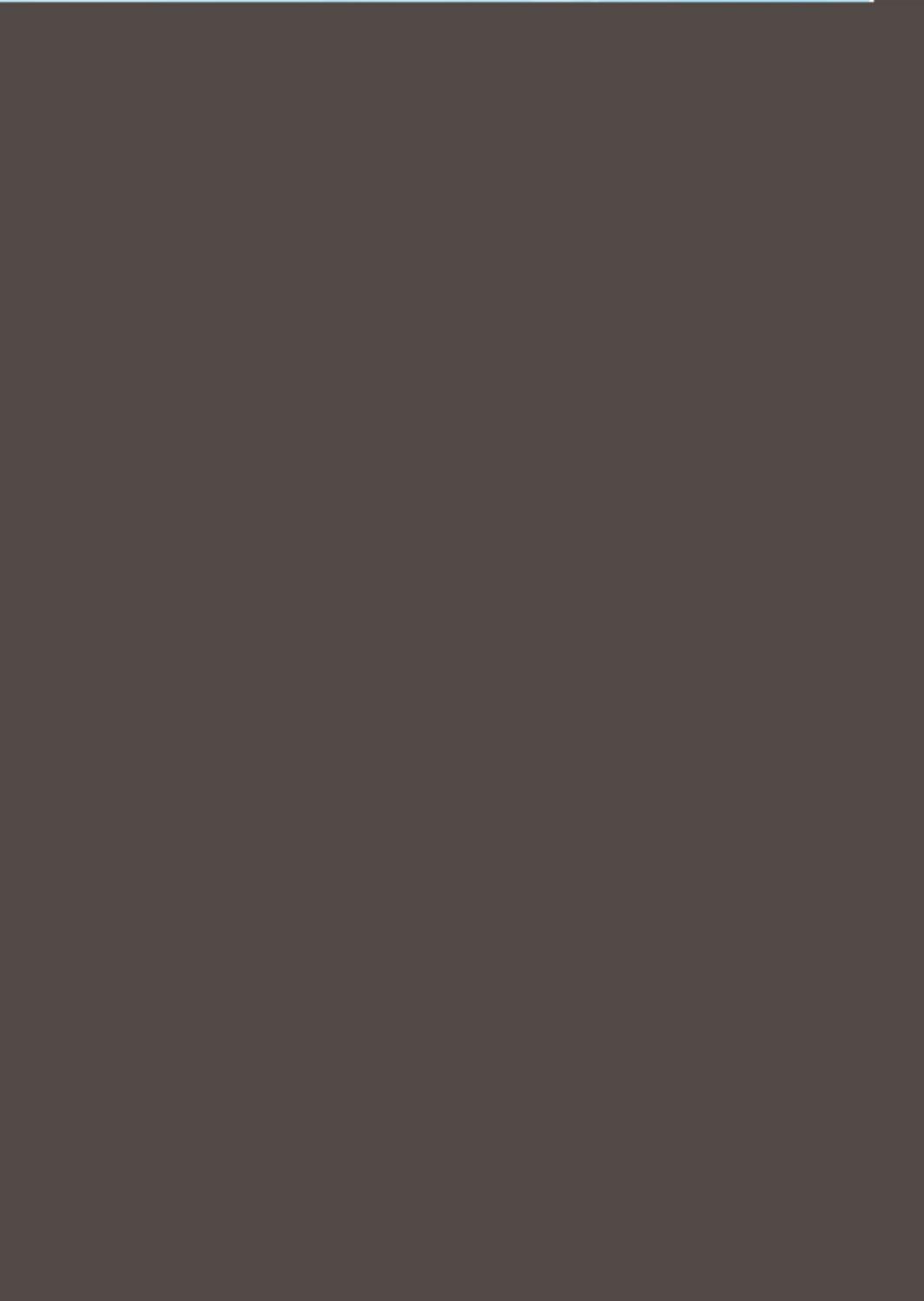
VISION

Awakening to the Future.
Awaken this generation to face the
challenges of tomorrow.

MISSION

Holistic and Integral development of the individual rooted in faith in
God, justice, knowledge and human values.

COLLEGE EMBLEM

CONTENTS

PROFILE OF SANTHIGIRI COLLEGE

Santhigiri College of Computer Sciences was started in 2002. This institution for higher education is affiliated to MG University, Kottayam and approved by AICTE, Delhi. Santhigiri College has a luminous profile having enchanting success stories without interlude.

CMI CHARISMA

St. Kuriakose Elias Chavara, the founder of the CMI (Carmelites of Mary Immaculate) Congregation and the beacon of our institution avers us to target at the integral formation of the human persons. Founded in 1831, our Congregation has the rich tradition and century long experience in the field of education with its numerous schools, colleges, professional and non-professional educational institutions. The CMI vision of education is " to become spiritually deep-rooted, morally upright, emotionally mature, intellectually erudite, efficient in communication skills, sublime in attitude, sober in behaviour and active in social concern". Santhigiri College is the verbalization of this CMI charisma. It is under the management of the CMI Fathers of Carmel Province, Muvattupuzha, Kerala.

THE LEGACY

Success and meritocracy of learning establishments owes much to the past credentials. Santhigiri College flash backs to Santhigiri Rehabilitation Institute (1988) engaged in the rehabilitation of Persons with Disabilities (PwD). Priority was laid on their higher education, since vocational training and corresponding placements were found not adequate for their rehabilitation. It was under this milieu Santhigiri College was started in 2002, with the prime objective of offering higher education to the PwD which would certainly enable them to get rehabilitated at the higher levels of the

society. Santhigiri College of Computer Sciences is the visual fabrication of the charmed charity of the CMI Fathers bestowed with a unique social ambience. Fr.Paul Parakattel CMI envisioned the emanation of Santhigiri College attuned with social responsibility.

Santhigiri College is proud to aver its distinctiveness as rehabilitation of Persons with Disabilities (PwD). The history of Santhigiri College flash backs to Santhigiri Hostel started in 1988 to educate Children with Disabilities (CwD). Many of them were excellent in their studies and we had the right inference that rehabilitation of the CwD can be best achieved by giving them opportunities for higher education which will confer on them higher qualifications and that will enable them to get placed at the higher levels of the society. This was the pri

software firm of Santhigiri College aims to employ the bright students with disabilities. Santhigiri Engineering Workshop is mainly for the people with hearing disabilities. Santhigiri Special Marriage Bureau is engaged in creating marriage alliance for PwD and those who wish to accept a partner with disability. Our college bus with lift facility ensures easy transportation of our wheelchair users. Our Physiotherapy Unit offers therapeutic assistance to the Santhigiri inmates as well as for the PwD from outside. The entire campus of Santhigiri College is 100% barrier-free. Under SCOP (Santhigiri College Outreach Programs) we are conducting Community Based Rehabilitation (CBR) Activities in 10 panchayaths. We have 25 Self Help Groups (SHG), more than 80 self-help projects, digital therapy programs for 40 CwD, constructed 250 barrier-free houses for PwD, distributed food kits, hygiene kits, medicines etc. during this pandemic time and so on.

Persons with Disabilities attain highest possible levels of wellbeing ensuring full participation in social life and development.

Creating opportunities for persons with disabilities equal to those of the whole population having equal stake in the vibrations and develop

BEST PRACTICES OF SANTHIGIRI COLLEGE

1. Integrated education programmes and barrier free campus ensuring that a student with disability has equal access and opportunities for education and training.
2. Promoting social and environmental respo

student talents and interests

13. Opportunities for undertaking live projects and working alongside professionals.

14. Mentoring programmes

15. National Conferences and Technical Fests

16. Co-curricular activities such as Add on Programmes, Certificate programmes such as NPTEL

17. Students Mentoring

18. Semester wise PTA meeting

19. Holistic Education Classes

20. Counselling Sessions by expert professionals.

21. Remedial sessions and Peer teaching

HISTORICAL OVERVIEW

1961	PS Monastery started
1988	Starting of Santhigiri hostel for children with disabilities
1993	Starting of Santhigiri Vocational Training Institute
1994	PDC course and Santhigiri ITC started
1995	Starting of Computer Centre
1996	New Hostel Building for children with disabilities blessed and inaugurated
1997	Study Centre of Madurai Kamaraj University started
2001	Affiliation from MG University, Kottayam
2002	Approval of AICTE, Delhi MCA - the first

	program of	Santhigiri College
2005		MSW program started
2006	July 10	BCA & B.Com with Computer Application started
2008	May 12	Girls Hostel Blessed
2009	January 24	Blessing of New 5 floor College Block
2009	September 08	Mrs. Joan Me Donald from SELAVIP, England inaugurated construction of 60 barrier-free houses
2010	March 10	Dr. S Radhakrishnan, former Vice-Chancellor of Kaladi University inaugurated College Day
2010		May 05 Visit of Mr. Bruce Osborne and signing MOU for twinning Program with UCOL Universal College of Learning, New Zealand
2010	August 14	Inauguration of DESWOS, Germany 250 barrier-free house construction project by P.J.Joseph MLA
2010	November 27	Mr. Siva Guda, International Marketing Manager of Wel Tech International, New Zeland, addressed the students.
2011	January 07	Dr. Sudhi Sing, Associate Dean of Frostburg State University, USA conducted a session with the students.
2011	August 17	M.Com, BBA programs inaugurated by P.J.Joseph, Minster of Water Resources
2012	March 02	Decennial Day celebration with PT Thomas

	MLA, Dr.CV Thomas, Syndicate Member, Vinay Fort, film actor
2012 March 12	Releasing of short film " Indulekha Ormaper dithunnath" by Mr. Dhilish Nair, Script writer
2012 March 17	Workshop of Engineering and orthotics inaugurated by Werner Wilkens, General Manager, DESWOS, Germany.
2012 May 12	New College Chapel blessed by Mar George Punnakottil, Bishop of Kothamangalam with Ministers KM Mani & PJ Joseph
2012 July 11	College bus with lift for the transportation students with disabilities
2012 August 10	Inauguration of MG University Project "The Empowerment of Persons with Disabilities" by Madam Raseena Padmam, Director of School of Behavioral Sciences, MG University
2012 April 2013	Dr. George Joseph, Ex- Ambassador inaugurated College Day
2013 July 24	Animation & Graphic Design Program started
2013 August 25	"Path Finder Award" of the CMI Congregation received by Fr. Paul Parakattel CMI, the Principal
2014 January 03	Inauguration of SCOP (Santhigiri College Outreach Program) by Minister PJ Joseph

2014	September 19	TV documentary by Goodness TV on Inclusive Educational Rehabilitation of students with disabilities in Santhigiri College.
2014	Sept. 26	Silver Jubilee Celebration of SRI and Inauguration of new PWD hostel building by Prof. PJ Kurian, Deputy Chairman of Rajya Sabha, Mar George Punnakottil, Mr. Masanori Nakano, Consul General of Japanese Consulate, Chennai
2014	September 29	MCA Lateral Entry Program started
2014	October 17	Release of "Mashithandu" a feature film of Santhigiri College by Saby Cherian, Chairman, ICSFDC, Seema G Nair, Cine artist
2014	December 19	NSS Award of MG University Best Principal &Best Program Officer
2015	July 15	B.Com with Finance & Tax BCA new Batch started
2015	August 18	NSS Special Award for Santhigiri College from MG University received
2016	August 08	MBA College "Santhigiri Institute of Management - SIM) started.
2017	Feb	

2017 April 04	Fr.Paul Parakattel CMI, the Principal of Santhigiri College from 2002 elected as Provincial of Carmel Province, Muvattupuzha.
2017 May 30	Fr.Boby Thalikaparambil CMI, the new Principal of Santhigiri College
2017 September 15	Survey in Manakkad Panchayath

OUR PATRONS

Rev.Fr. Joachim Puzhakkara CMI	2002 - 2005
Rev.Fr. Jose Thottathil CMI	2005 - 2008
Rev.Fr. Tomy Nambiaparambil CMI	2008 - 2011
Rev.Fr. Sijan Unnukallel CMI	2011 - 2014
Rev.Fr. Thomas Manjakunnel CMI	2014 - 2017
Rev.Fr. Paul Parakattel CMI	2017 -

SUCCESSION LIST OF MANAGERS

Rev. Fr. John Kudiyirickal CMI	2002 - 2005
Rev. Fr. Joseph Kaimalayil CMI	2005 - 2008
Rev. Fr. Sunny Kochukarottu	2008 - 2011
Rev. Fr. John Anikottil CMI	2011 - 2017
Rev. Fr. Mathew Kalapurackal CMI	2017 -

SUCCESSION LIST OF PRINCIPALS

| Rev. Fr. Paul Parakattel CMI | 2002 - 2017 |
| Rev. Dr. Boby Antony CMI | 2017 - |

GOVERNING BODY

| Rev.Fr. Paul Parakattel CMI | Patron |
| Rev. Fr. Mathew Kalapurackal CMI | Manager |

Rev. Dr. Boby Antony CMI	Principal, Santhigiri College
Rev. Fr. Jince George CMI	Vice Principal & Secretary
Mr. P. J Joseph MLA	MLA & Former Minister
Prof. Cyriac Thomas	Former Vice-Chancellor, MG University
Dr. MC Dileep Kumar	Former Vice-Chancellor, Sreesankaracharya University, Kalady

IQAC (INTERNAL QUALITY ASSURANCECELL)

Rev. Fr. Mathew Kalapurackal CMI	Management
Rev. Dr. Boby Antony CMI	Principal
Rev. Fr. Jince George CMI	Vice Principal
Mr. Melvin N. V	IQAC Coordinator
Prof. TM Joseph	Academician
Ms. Dhanya Job	IQAC Executive
Ms. Biji Mol T K	IQAC Executive
Mr. Adbin Jose	Student Representative
Mr. Augustine James	Student Representative
Adv. Renish George	Local Member
Mr. Somin Joseph	Office Admin
Mr. Sinse Jose	Alumni

STAFF COUNCIL

Rev. Dr. Boby Antony CMI	Principal, Santhigiri College
Rev. Fr. Jince George CMI	Vice Principal & Secretary
Ms. Dhanya Job	HOD, Computer Science

Mr.	Jomon Chacko	HOD, Commerce
Ms.	Suja Jamarin	HOD, Social Work
Mr.	Sam T Mathew	HOD, Management Studies
Mr.	Manu V. G	HOD, Animations
Mr.	Sebastian Cyriac	Course Coordinator
Mr.	Ambili V	Course Coordinator
Mr.	Jibi Scaria	Librarian
Ms.	Manju P. K	Santhigiri Exam Controller

STUDY PROGRAMS

UG PROGRAMS

Name of the Program   **Duration**   **Intake**

P

OPEN COURSES

Name of Course	Offered by Department	Offers to Department
Internet Web Designing and Cyber Law	Computer Science	BCom CA and BCom F & T, BA Animation, BBA

Vi

Ms. Dhanay Job

PTA EXECUTIVE COMMITTEE

Mr. Mahesh P.R

Mr. Gibin George

COLLEGE HAND BOOK & ACDEMIC CALANDER

Rev. Dr. Boby Antony CMI

Mr. Melvin N.V

Ms. Elsa Bosco

COLLEGE MAGAZINE and NEWSLETTER

Adv. Suja Jemrine

Mr. Shibu Abraham

EXTENSION PROGRAMS

SCOP (Santhigiri College Outreach Programs)

Mr. Anish Thankachan

Mr. Mathew O J

Santhigiri Rehabilitation Institute

Rev. Fr. Mathew Kalapurackal CMI

Mr. Mathew O J

Santhigiri Press

Ms. Sayana Sally Abraham

Mr. George Joseph

Santhigiri Workshop

Rev. Fr. Jince George CMI

Mr. Martin

STUD

DISCIPLINE COMMITTEE

Ms. Manju P.K.

Mr. Gibin George

Ms. Bijimol T.K

SWO (STUDENT WELFARE OFFICER) STUDENT COUNCIL

Ms. Bijimol T.K

Ms. Ambily V

STUDENT PROGRESSION CELL

Ms. Manju PK

Mr. Sebastian Cyriac

ICT COORDINATOR

Mr. Midhun Omanakuttan

Mr. Jismon Joseph

CO-CURRICULAR

Planning & Monitoring

Mr. Midhun Omanakuttan

Ms. Dhanya Job

Ms. Reshmi K.

SANTHISOFT (Research & Development)

ED Cell

SUPERINTENDENT OF EXAMINATIONS

EXAMINATION GRIEVANCE CELL & INTE

Mr. Sebastian Cyriac

WOMEN EMPOWERMENT

Dr. Girija Kumary R

Ms. Ashily Sebastian

ANTI -RAGGING CELL

Ms. Manju P K

Mr. Gibin George

ANTI -NARCOTIC CELL

Mr. James Mathew

Mr. Jomon Chacko

INTERNAL COMPLAINTS

(SEXUAL HARASSMENT CELL)

Ms. Manju P K

Ms. Saraswathy Antharjanam

ALUMNI CELL

Mr. Shibu Abraham

Mr. Gibin George

Mr. Mahesh P. R

Mr. Prasanth P

Ms. Suja Jamarin

CANTEEN COMMITTEE

Mr. Mahesh P R

Ms. Saraswathy Antharjanam

EXTRA CURRICULAR COMMITTEE

Music

Mr. Prasanth P

Mr. James Mathew

Dance

Ms. Ashily Sebastian

Ms. Sayana Sali Abraham

Sports and Games

Mr. Sam T Mathew

Ms. Siji Antony

Comparing

Ms. Sayana Sali Abraham

Design Club

Mr. Manu V G

Mr. Prasanth P

Debate

Ms. Ciciliamma Perumpanani

Jesus Youth

Sr. Bindhu George

Ms. Siji Antony

Waste Management

Rev. Fr. Jince George CMI

Mr. Mathew OJ

GREEN PROTOCOL COMMITTEE

Ms. Suja Jamarin

Ms. Sruthy Purushothaman

EVENTS ORGANIZERS OF 2018-19

Induction Program	Department of Computer Science
World Environment Day	Department of Computer Science
World Ethnic Day	Department of Animation
World Youth Skill Day	Department of Management Studies
Indepenence Day	Department of Animation
Gandhi Jayanthi	Department of Social Work

Mr. Sebastian Cyriac

MSW

Ms. Suja Jamarin

Mr. Anish Thankachan

Ms. Anumol Joy

Mcom

Mr. Mejo John Johnson

Mr. Mahesh P. R

Mr. Joby Mathew

STUDENT AND STAFF SUPPORT SERVICES

Santhigiri Press

Santhisoft Technologies

Photocopying Centre

South Indian Bank ATM

Stationary Store

Canteen

THE FACULTIES

Mr. Thomas K T   9895936273
                                thomaskt@santhigiricollege.com
Mr. Melvin N V   9747622418
                                melvinnv@santhigiricollege.com
Ms. Bijimol T K   9496091466
                                bijimoltk@santhigiricollege.com
Ms. Dhanya Job   97474042100
                                drdhanyajob@santhigiricollege.com
Dr. Girijakumari R   girijakumarir@santhigiricollege.com
Mr. Gibin Geor

DEPARTMENT OF SOCIAL WORK

DEPARTMENT OF COMMERCE

Mr. Jomon Chacko   9495353473
                          jomonchacko@santhigiricollege.com
Ms. Ambily V   9048070087
                          ambilyv@santhigiricollege.com
Ms. Anumol K George

Ms. Reshma Jose   8289960841
                          res

NON –TEACHING

OFFICE STAFF

Mr. Somin Joseph	Office Adm.	9447383294
Mr. Midhun Mathew	Accountant	9747152234
Ms. Alphonsa Kuriakose	Clerk	8606500557
Mr. Sajeev VM	Clerk	965285646
Mr. Abimon Mathew	Office Assistant	9744088020
Mr. Joji Jose	Office Assistant	9400262973

LIBRARY STAFF

Mr.Jibimon Skaria	Librarian	9447370276
Mr.Viju Paulose	Asst.Librarian	9744472985

COMPUTER LAB

Mr. Santhosh C	System Admin	9656689446

SUPPORTING STAFF

Security

Mr.Jaimon Joseph	9495514002
Mr.Uday Chhetri	

Bus Drivers

Mr.Vincent KO	9544953410
Mr.Johnson Mathew	9947389819
Mr.Moosa PK	9946593110
Mr.Biju Joseph	9447319921
Mr.Manoharan CC	9744678540
Mr.Sib	

SANTHIGIRI   LIBRARY

The Library, functioning here as an information disseminating centre catering to the needs of students and staff community, has a major role in paving the way for better academic excellence. Having installed SOUL - software from INFLIBNET the library is automated for all its operations. The library provides computer based Online Public Access Catalogue (OPAC) for searching documents available in the library. Internet connection in the library enables the members to have online-access to global resources.   As the library, by all means, is a place for serious study, the members should abide by a code of conduct inside the library so as to maintain a conducive atmosphere. The functioning time of the library is from 8.30 am to 6.30 pm.

Library rules

Only the staff and students of the college are members of the library. Students coming to the library should show, if demanded, their identity cards to the library staff without which library se

- Readers will be responsible for any damage caused to the books. Pencil marks, ink-stain etc. made in a book will be treated as damage. If the book is already damaged at the time of issue, it should be reported to the library staff before the issue of book.

- In case of loss of a book, the borrower shall replace the book. If the replacement is not done within 15 days, the defaulter will be charged two times the cost of the book if the book is in print or three times the cost if the book is out of print. However, the Librarian has the discretionary power to take the final decision. If a multi-volume set is damaged or lost the member concerned shall be liable to replace the whole, set or pay the cost of the entire set in that series.

- The Librarian has the right to recall any book on loan and cancel any reservation at any time.

- Reference books, Journals, Magazines and student dissertations are not issued to students for outside reference

- Members are not allowed to sub-lend the books issued to them

- All books should be returned before the commencement of the vacation.

- Post-Graduate students may utilize the facility of the Book-Bank of the college. Those who pay Rs.2500/- will be given membership in the Book Bank. They will receive one textbook each of all the subjects. The books shall be returned at the completion of the semesters. The deposited amount will be refunded after the completion of the course.

- Upon any infringement of the library rules members shall forfeit the privileges of membership of the library

  Absence from the college for any reason will not be an excuse for not returning the book in time.

FEE STRUCTURE 2018-19

SANTHIGIRI COLLEGE
V A Z H I T H A L A ,   T H O D U P U Z H A

COURSE FEE STRUCTURE: 2018-2019

Course	Caution Deposit (For Management seats only) # Once in a Course	Special Fee[*] (Includes UUF, SIP, SWF, SAF) # Once in a Course	Training & Placement # Once in a Course	PTA Fund/ Year	Tuition Fee Details / Semester	Certificate & Add on Programs (Tally,CPFA,etc.)	Exam fee/ Semester
MCA	....	5000	10000	500	25000	Will be extra depend upon each course	depend upon each course
MSW	10000	5000	10000	500	18750		
M.Com	10000	5000	10000	500	18750		
BCA	10000	5000	10000	500	18750		
B.Com (CA)	10000	5000	10000	500	11250		
B.Com (F&T)	10000	5000	10000	500	11250		
B.B.A	10000	5000	10000	500	9000		
B.A Animation	....	5000	10000	500	25000		

*SAF- Sports Affiliation Fee, UUF- University Union Fee, SIP-Stundent Insurance Premimum, SWF- Student Welfare Fund
#To be paid at the time of admission.

☞ **No Donation For Admission**

☞ **Caution deposit for all management quota Admissions, will be Refunded only after completion of Course. It will not be returned in case of admission cancellation / Course discontinue.**

☞ Tuition fee and University fees may be vary as per the revisions from the University

Original Documents to be submitted at the time of admissions:-

1. 10th Certificate
2. 12th Certificate
3. Consolidated Mark list and Degree Certificate/Provisional Certificate (Only for PG admission).
4. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Boards/Institutes/Goverments, except Board of Higher Secondary Education Kerala, VHSE Kerala, THSE Kerala, CBSE and ICSE.
5. Migration Certificate, for other Boards/Universities/Goverments outside from Kerala.
6. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
7. Passport Size Photo 2 nos.

8. For Merit Allotment Admission

8.1. The Allotment Memo received online from M.G University Admission portal.

8.2. Caste Certificate in the case of SC/ST Candidates and candidates those who have got admission under caste / community based reservation category.

8.3. Community Certificate along with Non-Creamy Layer Certificate (as per Government rules) from the revenue authorities concerned in the case of SEBC candidates who claim reservation under SEBC category.

STUDENT CHARTER

As a student at Santhigiri College, you should expect from the College:

1. To have a safe environment in which to work or study
2. To be a member of a diverse and respectful community
3. To receive readily accessible, accurate, up-to-date information aboutcourses
4. To be able to negotiate a programme of study appropriate to your needs
5. To receive a comprehensive programme of induction to college life
6. To be sure that all the courses we offer meet the assessment requirementsof the qualification undertaken
7. To receive high quality teaching, and work which is set regularly, markedand returned appropriately
8. To have any poor behaviour or attendance challenged
9. To have staff who act as role models for students and lead by example
10. To have access to the academic and non academic facilities offered by the college
11. To get extra support with learning in order to achieve well if you ask for it,provided that the requirement has been identified
12. To be provided with a Religion, Philosophy and Ethics (Santhimargam) programme,and to have opportunities for worship and faith-based activities
13. To have a one to one review of your progress with your twice in a semester, resulting in an action plan for success
14. To receive regular information on your progress (for yourself and yourparents/carers) through regular PTA meetings

15. To receive a copy of the examination results andfor subsequent support to be available if required and have access to one improvement examination per semester

16. To have adequate Careers Education, Information, Advice and Guidancerelating to your progression after College through the tutorialprogramme, individual interviews, Future Planning Week, workshops,support for job fairs, conferences and visitingspeakers

17. To have opportunities to sample work ~~shadow~~

3. To follow the dress code and uniform prescribed by the college

4. To value the ethos of the College and respect College staff, other students, facilities and resources

5. To abide by all College policies, rules and the Code of Conduct

6. To conduct in a highly disciplined and decent manner both inside the class room and in the campus failing which the student may be subject to disciplinary procedures in line with the college rules.

7. To complete all coursework, homework and other work set to the best of the students ability and within the agreed deadlines

8. To concentrate in the academics without wasting time and to attend the internal assessment components and dedicate towards securing an achievement to the best of the students ability

9. To keep away from any form of ragging both inside and outside the college in line with the Anti Ragging Act prescribed by the government

10. To adhere to the appropriate financial commitment in line with the required college and university fees and any financial constraints should be informed to the management. Should the student discontinue the programme, they will be liable to meet the programme fee.

11. To keep away from any form of violence, disturbance or illegal criminal activity both inside and outside of the college campus, failing which the student may be subject to disciplinary proceedings in line with the college rules.

12. To be active citizens and people of service who undertake volunteering, charity and other work in the community

13. To be ambassadors for the College in the local community throughexemplary behaviour and participation, particularly in the local area

14. To be confidentabout feeding back to staff about teaching and learning and supportavailable

15. To take advantage of the wide range of extra-curricular activities thatenhance the learning experience and contribute to success (e.g.workshops, trips, work experience and enrichment)

16. To understand the required contribution to sustainability (conservingenergy, reducing paper use etc.)

17. To respect the College environment and its surroundings by disposing ofrubbish responsibly and parking with care and consideration

Students and their parents/guardians are encouraged to request and read copies of any additional policies or procedures which give more detail about the above expectations.

ACADEMICS RULES AND REGULATION

Admission

Admission is open to all candidates without the distinction of cast or creed.

During the admission the candidate should be accompanied by the Parent/Guardian who will be responsible for him/her.

College Admission cell Headed by Principal monitors, interview and recommended students to different courses of each department. Representative from each department monitors admission process of each department

Management seat admission process includes

1. Submission of online application form at www.santhigiricollege.com

2. College office regularly monitors submitted and do a follow up over phone and talk to student and parent and answer their queries. College admission officer schedule an interview for the applicant with the faculty in charge of admission in the department

3. Faculty conduct an online interview with student and give career guidance to students and parents and enters his feedback in the college admission process.

4. Principal will go through the feedback of faculty and based on the faculty recommendation; Principal will choose the status as Select/Reject/Waiting for specific application.

5. Selected students can submit their certificates and fee to college and join with the selected course.

For Merit seat admission students should register with university centralised allotment process and follow university guidelines.

Examinations

University Examinations

✠ Invigilators shall report for duty at least fifteen minutes

33

before the time fixed for the commencement of the examination.

Question papers and answer sheets shall be collected from the Principal's office. After the examination answer sheets should be returned to the office.

Students should take their places in the examination hall at least five minutes before the time fixed for the examination

No candidate should be admitted to the examination hall unless he/she

their names written thereon and collect them back after the examination, if they so desire.

✠ Candidates shall be permitted to leave the examination hall only after his/her answer book is taken by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books on their seats.

✠ If from any cause the question papers in any subject cannot be given out exactly at the time fixed, the candidates should be allowed the full period prescribed for writing their answers.

✠ Mobile phones and scientific calculators are not permitted in the examination hall. Scientific calculators are allowed for some examinations prescribed by the university.

✠ During the time of answering each paper and immediately after the first half hour the absentees should be noted giving their names and register numbers in the consolidated forms supplied.

✠ Additional sheets of the same series of the main answer books should be given to the candidates on each day of the examination.

✠ Question papers should on no account be issued before the end of the time allotted for the examination to persons other than the candidates writing the examinations. This applies to the staff of the college as well.

✠ Candidates should be instructed to number the pages of the answer books, including additional books used by them and also to note on the right-hand corner of the facing sheet of the main answer book, the total number of pages written by them.

✠ At the end of the session, the answer books of the candidates should be collected examination-wise and subject-wise and arrange in serial ascending order of the register numbers before being taken personally to the Chief

Superintendent/office.

✠ Supervision must be very strict and they should not engage themselves in any activity likely to diminish the efficiency of their supervision.

✠ Any type of malpractices is strictly punishable. If the student is found doing malpractice then he/she will not be allowed to write that particular exam further.

Students from other colleges should submit the mobile phone to the staff before starting the University exams.

Internal Examination

✠ Question papers of IAEs/ Model should be mailed to the exam committee 2 days before the exams start.

✠ In order to conduct an internal exam, answer sheet, question paper and twine should be collected from the exam committee.

✠ Students will be allowed to leave the examination hall only after the completion of exam time or half an hour before the total exam time (for 2-hour internal exam) and 15 minutes for 1-hour internal exam.

✠ After the examination, answer sheet should be given to the teacher concerned or exam committee.

✠ Results of the IAEs/Model shall be published / given to the students on the prescribed dates.

✠ Internal exam marks should be given to the class tutor on or before the date published in the handbook.

Any type of malpractices is strictly punishable. If the student is found doing malpractice then he/she will not be allowed to write that particular exam further. The concerned teacher of that particular exam should not value that paper.

Re-examination

✠ Application form for the re-exam is available in the office. Students should fill in the application form and collect

signatures from:

        Guardian

        Class tutor

        Teachers concerned

        HOD

        Principal

After getting all signatures pay the prescribed fee in the office.

Class tutor should receive the signed application form and fee receipt.

Re exam should be conducted before the next internal exams start and do not use the same set of questions that were given before

Only absentees with prior permission and genuine reason may appear for the re-examinations.

The class tutor should verify the genuineness of the reason provided by the student.

Topics for as

properly before leaving the lab.

There is no break between lab hours.

Project

✠ The project guides of same class should conduct meeting before starting the project. Guides must follow same rules for evaluating project and same format for project documentation.

HOD

✠ HOD shall coordinate all the activities of the Department. He/she should ensure team work and discipline among the staff.

✠ HOD shall prepare time table well in advance in consultation with Principal. If any change in normal time schedule occurs the same should be intimated to the staff through notice or mail. Permission of the Principal has to be obtained for all major changes in the time schedule.

✠ HOD shall monitor all the duties of staff in his department and if there are deficiencies, correct it.

✠ Conduct department meeting once in a week and once in a month with Principal.

✠ HOD should regularly discuss all matters of the Department and the status of each class with the Principal.

✠ Evaluate the faculty diary of staffs and should be submitted it to Principal on every Monday.

✠ Verify the notes submitted by staff and monitor the time schedule of the syllabus coverage. HOD should be a model to the other staff in all matters related to teaching and in the observance of staff rules and regulations.

CLASS TUTORS

✠ Know your students personally – names, family background, behavior etc.

✠ Closely follow the academic progress, discipline and conduct of each student. Suggest ways and means for

improvement, involve their parents if necessary.

✠ If a student indulges in a serious indisciplinary activity, his/her parents should be informed of the same on the same day and the same has to be communicated to HOD and Principal.

✠ Keep the details of students in the students register and update it regularly.

✠ Maintain regular communication of all the matters/programs related to the class with HOD and other staffs who are taking classes in that division.

✠ When university result is published the top ranked student shall be given a prize by Principal in consultation with the HOD.

✠ Maintain a student-friendly atmosphere in your class.

Class tutor should prepare the handbook and sent it to students, subject teachers, Principal and to the department before the commencement of the semester.

STAFF GENERAL

✠ Before the classes start staffs shall put signature in the punching machine.

✠ First hour staff shall go to the class immediately after the first bell. Attendance has to be taken at the starting of each period and the attendance slip duly filled in shall be given to the office staff. You should keep its copy for attendance calculation. Those without uniform shall not be permitted to remain in the class. Late comers may be permitted to enter the class, but they will not be given attendance.

✠ Engage the class till the bell goes.

✠ As part of creating a serious work culture for the staff and students, the staff members are requested to recreate in the staffroom only during the interval times. Other hours are to be used for serious study and class preparation.

✠ Our medium of instruction is English. All communication

in the class and outside among staff and students shall be in English

✠ Staffs should have a personal knowledge of each of the students and should take special attention to their academic excellence. Special care should be given to the weaker students.

✠ Creating discipline in the college is not the sole responsibility of the Principal or Manager. It should be the cooperative effort of all the staff, Principal and Manager. It is the right and duty to pay special attention to the behavior and discipline of the students.

✠ Staffs shall not use mobile phones while taking the classes.

✠ Staffs shall not discontinue from the College during the academic year. They may discontinue at the completion of the academic year.

✠ Christian staff members shall participate in all the religious activities, like Holy mass, retreats etc. and thus motivate the students to be more religious.

✠ There shall be a dress code for the teachers in tune with the dress code we have given to the students. Male teachers shall use formal dress. Recommended dress code: Blue or black pants with light designed long loose sleeved shirt inserted, black shoes, black belt. Female teachers should be modest in dressing.

✠ There shall be a staff training program and a tour every year.

✠ Staff meetings shall be conducted in every month.

✠ Alterations/additions of rules -the same shall be submitted to the Principal for verification

✠ Grievance Redressal-If there are any grievances it can be informed to HOD/Principal

✠ Weekly Status Report-Faculty diary should be submitted to first to HOD every week's last day and HOD should submit the faculty diary to Principal on every Monday.

✠ Holy Mass will be celebrated on the first Tuesday of every month at 11.45 am.

✠ Retreat is conducted for both Christians and non- Christians in the College. All the staff and students must participate in these retreats.

✠ Mentoring should take place at least once in a month. If any of the staff members identifies any issues with the students it is desirable to inform the mentor concerned.

✠ The Cell Coordinators along with other cell members shall plan suitable programs for the academic year and they should inform other staffs about all the cell activities, especially the general functions by notice or mail well in advance.

✠ Classes should be well prepared and prepare the course plan of entire syllabus before starting each subject.

✠ Prepare notes before starting each module and send the soft copy to the students. The notes on lessons should be prepared after referring several books. Direct reading out from one or more texts in the class is not recommended.

✠ Complete the portions according to the handbook before each IAEs. If classes are lagging behind, staffs shall take special classes and keep pace with others.

✠ Staffs shall choose any teaching methodology: traditional, using modern audio-visual aids or any other innovative practices. The basic requirement is that the students understand what you teach.

   Teaching is evaluated based on your regularity, punctuality, content and methodology.

LEAVE

✠ Prior permission of the Principal is mandatory for taking a leave.

✠ All approvals of leave will be subject to eligibility and balance of leave available.

✠   Faculties have to enter the number of days of leave availed in the academic year without fail.

✠   Not more than 3 days of leave shall be normally permitted in a month.

✠   Normally no leave shall be permitted immediat

✠

✠

✠

✠

✠

✠

✠

DISCIPLINARY RULES OF COLLEGE

✠   Punctuality is an essential part of education and the students are expected to be in the class before the morning bell. You shall devotedly participate in the Morning Prayer. After the bells before each class hour, you shall enter the class immediately and get seated in your place.

✠   Attendance will be taken at the starting of each period and leave application form duly signed by the Parent, Class Tutor, HOD and the student has to be presented by the absentees of the previous day/days

✠   Late comers may be permitted to enter the class. But they will not be given attendance.

✠   Students shall not leave the college campus without permission before the classes are over.

✠   Those without uniform, leave application etc. will not be permitted to remain in the class.

✠   An atmosphere of study should be maintained in the campus. Students should keep silence in the College building during the class hours.

✠   Students must appear for the IAEs and model examinations without fail.

✠   Students are expected to submit the assignments and c

✠

✠

✠

✠

✠

permission of the Principal.

✠ All Christian students must participate in the Holy Mass and Retreats conducted in the College.

✠ Students shall adhere to the lab timings correctly. No floppies/CDs/Pen drives shall be brought to the lab without permission.

✠ Smoking and drinking alcohol are strictly prohibited within the college and in the college Campus. Students shall not consume any type of intoxicants.

✠ Students have to bring their parents to the college if requested by the authorities.

✠ Students showing disobedience and disrespect to the management and staff members are liable to be dismissed.

✠ Students shall not enter other classrooms without the permission of the Principal/Teachers.

✠ Students are not permitted to bring mobile phones in the campus.

✠ English is the campus language of the college. All communications in the classrooms and outside between the staff and students and among the students themselves shall be in English.

✠ All teachers in the college, irrespective of class or department are entitled to take disciplinary action against any student of this college.

✠ All students shall adhere to the dress code prescribed by the college.

✠ Those students who could not secure the required percentage of attendance are not eligible to appear for the University examinations and promotions.

✠ Students are not allowed to write or draw on the walls and furniture. Any damage made to the property of the college will have to be compensated. If the culprit cannot be detected the concerned class/group or all the students may

be imposed a fine. The punishment is without prejudice to the liability of the delinquent student for prosecution under the Provisions of the Indian Penal Code or under the provisions of the Prevention of Damage to Public Properties Act.

✠ As per the ruling of the High Court dated 17.03.2003 all types of political activities in the college campus have been banned. Therefore, the students are not allowed to take part in any political agitations or demonstrations.

✠ Students shall not indulge or stage in any activity like Dharna, Gherao, and obstructing entry to and from any class room, office, hall or places inside the campus.

✠ No student of the college shall shout slogans inside the campus and interfere or cause disturbance to the functioning of the college.

✠ Grievances of the students shall be brought to the notice of the Principal.

✠ In all cases of disputes the decision of the Principal (Management) will be final.

✠ Students are requested not to publish or upload any picture and videos related to Santhigiri College's Cell activities in the social media. Students are not supposed to post derogatory or sensitive statements against college, staff and colleagues in WhatsApp, Facebook etc... Student groups in social media are to be created or activated with the tutor's permission. Boys are expected to come to college with a clean shaved face and proper hair cut

Usage of vehicles

✠ Two wheelers are permitted inside the campus only if the students wearing helmet and possess a valid driving license. Triple-riding and over speeding on motorcycle is strictly prohibited. Bringing four-wheelers to the campus is not encouraged, if anyone uses kindly get written permission

from principal.

Uniform

✠ Uniform is compulsory in the campus on Monday, Tuesday, Thursday, Friday and those days specially demanded.

Tags are compulsory for all days and it should be well displayed and not to be inserted in the pocket. If the student fails to obey the rule, he/she is liable to be fined each time.

Dress Code

Self-Disciplines an essential element for every human bottom and shawl (decent slits)/Jeans and Kuriti with Stal/ sari are only allowed. Leggings/ jeggings may be used only with churidar without slit. Maftha color can either be black or navy blue. Hair shall be properly clipped.

College bus

✠ College buses are the extension of the college campus. All the rules and regulations that are to be observed in the college campus should be adhered to in the college bus also

✠ Girls shall sit from the front seats and boys from the back seats.

✠ Girls and boys shall not share the same seats.

✠ All are expected to behave modestly and decently in the bus.

✠ Students shall not make unnecessary noise in the bus.

✠ Keep the bus clean and tidy.

✠ Only those who possess college bus pass shall travel by the college bus.

✠ Students are permitted to travel only through the route mentioned in the bus Pass. Defaulters in both cases will have to pay a fine each time. The bus drivers or others deputed are authorized to check the bus passes.

Availing leave

✠ The written application for leave shall be presented to the class tutor first and then to the Head of the Department for

granting permission of leave.

If you are unable to present the written application due to sickness or other emergency cases, the same shall be informed

Green Protocol is essentially a set of measures which when implemented results in significant reduction of waste, promotes a healthy ecological system and enhances a better quality of life for us humans. The primary focus is on waste minimization through the implementation of the 4 R s- Reduce, Reuse, Refuse and Recycle and to take care of our natural and green resources. Waste that is produced is treated and segregated in the most scientific and the most environment friendly manner at the source.

Green Guidelines @ Santhigiri Campus

As a guideline to transforming and maintaining our campus as an eco-friendly zone let us:

- Avoid the use of all types of disposables (including plastic, paper) for celebrations and other functions.
- Always use cups and containers that can be washed and reused instead of those made of plastic or paper (for eg: bring your lunches in steel or reusable containers).
- Segregate bio and non-bio degradable waste and use the colour coded bins provided on the premises for this purpose
- Use the bio degradable only bins for bio degradable waste (eg: food waste). Keep the waste dry.
- The dry biodegradable waste will be utilized for making compost
- Should any single use plastic products make its way into our campus, Find it, clean it, dry it and place it in our recycle bins.
- Avoid 'use and throw' carry bags. Always use bags made of eco-friendly materials
- Always use cloth banners instead of flex banners
- Avoid the use of plastic decorations and balloons to minimize the non-biodegradable waste

- Use metalwaste baskets or ones made of eco-friendly materials instead of plastic waste baskets
- Always use eco-friendly and locally sourced materials like leaves, flowers etc for decoration and for making bouquets for felicitating guests or use a reusable bouquet.
- Only print or photocopy when needed and recycle used paper
- Print dual sided unless otherwise specified for academic and nonacademic purposes
- Switch off taps and electricity when not in use
- Reuse any spiral binding or plastic files for report submissions
- Utilize public transport, vehicle sharing or college transportation as much as possible to avoid the emission of unnecessary pollutants.
- Ensure our natural resources such as wells, soil etc are kept waste and pollution free.
- Pesticides and fertilizers used are organic and are ones causing minimal damage to our ecosystem.

The above guidelines are to be strictly adhered to in the Santhigiri College premises.

TELEPHONE DIRECTORY

Santhigiri College Office

Manager
Principal
College Administrator
Patron
South Indian Bank
Santhigiri Press
Santhisoft Tec

MG UNIVERSITY

COLLEGE CALENDAR 2018-2019

JUNE-2018

Date	Day	Curricular Activities	Remarks
1-jun-18	Friday	Main Project Synopsis Submission - S6 Mca, Evaluation Of Their Portfolio (s5,s3BA Animation)	
2-jun-18	Saturday	Preparation Of Self Introduction Video	
3-jun-18	Sunday		H
4-jun-18	Monday	Commencement Of S3 Bca, S5 Bca, S3 Bcom, S5Bcom, S3 Bba & S5 Bba, Assignment Submission 3 -	1
5-jun-18	Tuesday		2
6-jun-18	Wednesday	Workshop On Character Designing (s3 Ba Animation)	3
7-jun-18	Thursday		4
8-jun-18	Friday	Spss Orientation To S2m.com	5
9-jun-18	Saturday		
10-jun-18	Sunday		H
11-jun-18	Monday	Internship -report Submission By S5 B.com, Assignment Submission 3 - Basics Of 3d	6
12-Jun-18	Tuesday		7
13-Jun-18	Wednesday	Disseration Training To S2 M.com, Project Topic Selection (s5 Ba Animation)	8
14-jun-18	Thursday	Industry Visit (toons Animation Studio)	9
15-jun-18	Friday	Mini Project Synopsis Submission - S5 Bca	10
16-jun-18	Saturday		
17-jun-18	Sunday		H
18-jun-18	Monday	Assuming That University Exams Starts On June 15 Synopsis Presentation By S2 M.com, Assignment	
19-jun-18	Tuesday	Mca S4 Holistic, Placement Training Interview Tips And Mock Interview (s5 Ba Animation)	
20-jun-18	Wednesday	Submission Of Chapter 1- Disseration By S2 Mcom.	
21-jun-18	Thursday	Internship Presentation-s5 B.com	

22-jun-18   F

		For Ist Ug Bcom, Assignment Submission 3 - Character Designing For Animation (s3 Ba Animation), Assignment Submission 2 - Interaction Design (s5 Ba Animation)	16
10-jul-18	Tuesday	Iae1 S5 Bca - Os, General Seminar Orientation, Holisticeducation, Bcom Bridge Course; Bba Bridge Course	17
11-jul-18	Wednesday	Iae1 S5 Bca - Java, Miniproject, Bcom Bridge Course; Bba Bridge Course	18
12-jul-18	Thursday	Iae1 S5 Bca - Accounting, Placement Training Followup Pgms,bridge Course Of S1 Bca, Bcom Bridge Course; Bba Bridge Course	19
13-jul-18	Friday	Iae1 S5 Bca - S/w Lab V, Peer Teaching (ms Office Workshop To Bca First Years)-session1, Bridge Course Of S1 Bca, Bcom Bridge Course	20
14-jul-18	Saturday		
15-jul-18	Sunday		
16-jul-18	Monday	Bridge Course Of S1bca, S3b.com &s5 B.com Ist Internal Exam Begins; S3 & S5 Bba 1st Internal Exam Begins, Training On Microsoft Office (s1 Ba Animation), Assignment Submission 2 - Video Editing (s5 Ba Animation)	21
17-jul-18	Tuesday	Holisticeducation For S3mca,bridge Course Of S1bca, Holistic Orientation Class For I Bcom	22
18-jul-18	Wednesday	Miniproject	23
19-jul-18	Thursday	Placement Training Followup Pgms, It Training-s1 B.com	24
20-jul-18	Friday	General Seminar Review Submission, It Training-s1 B.com S5 B .com Ist Internal Exam Ends	25
21-jul-18	Saturday		
22-jul-18	Sunday		
23-jul-18	Monday	Peer Teaching (ms Office Workshop To	

		Bca First Years)-session 2&training Program For I cebreaking And Public Speaking Skills, Assignment Submission 3 - Basics Of 3d Animation (s3 Ba Animation), Assignment Submission 2 - Digital Illustration (s5 Ba Animation)	26
24-jul-18	Tuesday	Holistic Education,training Program For I cebreaking And Public Speaking Skills For S1bca, Review1 S5 Bca	27
25-jul-18	Wednesday	Miniproject For S4mca, Post Admission Test For S1bca, Review1 S5 Bca	28
26-jul-18	Thursday	Placement Training Followup Pgms; Training On Bba Project To S5 Bba	29
27-jul-18	Friday	Assignment S3 Bca - Statistics , Acts Inauguration	30
28-jul-18	Saturday	Peer Teaching(ms Office Workshop To Bca First Years)-session 3	
29-jul-18	Sunday		
30-jul-18	Monday	Result Publication Iae1 S5 Bca, Assignment S5 Bca - Cn, Assignment Submission 1- English (s1 Ba Animation), Assignment Submission 2 - Advanced 3d Animation (s5 Ba Animation)	31
31-jul-18	Tuesday	Holisticeducation	32

AUGUST-2018

Date	Day	Curricular Activities	Remarks
01-Aug-18	Wednesday		33
02-Aug-18	Thursday	Mca S4 Classes Restarts After University Exam	34
03-Aug-18	Friday	Pta Meeting - S5 Bca	35
04-Aug-18	Saturday		
05-Aug-18	Sunday		
06-Aug-18	Monday	Iae1 S4mca-ss, S3 Bca- Ststistics, Assignment Submission 1 - History Of Art & Design (s1 Ba Animation), Assignment	

		Submission 3 - Interaction Design (s5 Ba Animation)	36
07-Aug-18	Tuesday		37
08-Aug-18	Wednesday	Iae1 S4mca -tcp/ip,	

		Assignment S3 Bca- Os	46
21-Aug-18	Tuesday	Onam Celebration,nss Camp For S1bca	
22-Aug-18	Wednesday	Onam Vacation ,nss Camp For S1bca	H1
23-Aug-18	Thursday	Onam Vacation ,nss Camp For S1bca	H2
24-Aug-18	Friday	Onam Vacation	H3
25-Aug-18	Saturday	Onam Vacation	H4
26-Aug-18	Sunday	Onam Vacation	H5
27-Aug-18	Monday	Onam Vacation, Assignment S5 Bca - Java	H6
28-Aug-18	Tuesday	Onam Vacation	H7
29-Aug-18	Wednesday	Onam Vacation, Result Publication Iae1 S3 Bca, I Mcom Classes Begins	H8
30-Aug-18	Thursday	Onam Vacation , Induction Program For I Mcom (social Adaptability)	H9
31-Aug-18	Friday	Onam Vacation , Induction Program For I Mcom (communication)	H10

SEPTEMBER-2018

Date	Day	Curricular Activities	Remarks
01-			

		Elemets Of Graphic Design	48
07-Sep-18	Friday	Iae2 S5 Bca-s/w Lab V, Remedial Class,	
		Assignment S3 Bca- Cpp, S3m.com Ist	
		Internal Exam Ends Paper Presentaions -s1	
		M.com, S5 B.com Project Model Viva, S1ba	
		1st Iae Rudiments Of Animation Drawing	49
08-Sep-18	Saturday		50
09-Sep-18	Sunday		
10-Sep-18	Monday	Assignment S5 Bca - Accounting, S1 B.com	
		Ist Internal Exam E	

		Publication Iae2 - S5 Bca, Business Idea Competition S3 & S5 B.com Iind Internal Exam Begins, Assignment Submission 2 - History Of Art & Design (s1 Ba Animation)	61
25-Sep-18	Tuesday	Iae2 S3 Bca Cpp, S3 Mcom-disseration Viva- Ch.2	62
26-Sep-18	Wednesday	General Seminar Orientation By Faculties,, Pta- S3 Mcom	63
27-Sep-18	Thursday	Aptitude Training -day 4, Review3 - S6 Mca, Paper Presentation S1 B.com	64
28-Sep-18	Friday	Iae2 S/w Lab Iii - S3 Bca, Review3 S5 Bca, S6 Mca, Paper Presentation S1 B.com S5 B.com Iind Internal Exam Ends	65
29-Sep-18	Saturday		
30-Sep-18	Sunday		

OCTOBER-2018

Date	Day	Curricular Activities	Remarks
01-Oct-18	Monday	Remedial Classbegins - S5 Bca, S3 B.com Iind Internal Exam Ends, Assignment Submission 2 - Elements Of Graphic Design (s1 Ba Animation)	62
02-Oct-18	Tuesday	Gandhi Jayanthi	[H]
03-Oct-18	Wednesday	Aptitude Training -day 5, Result Publication Iae1 - S1 Bca, Iae2 S3 Bca, Bcom Manuscript Magazine Submission	63
04-Oct-18	Thursday	Communication English Training-practice Day 4(placement Hr), Paper Presentation-s M.com	64
05-Oct-18	Friday	Remedial Classbegins - S4 Mca	65
06-Oct-18	Saturday		
07-Oct-18	Sunday		
08-Oct-18	Monday	Special Class& Remedial Pgms S3 Bca, Pta Meeting S1 Bca, , Final Internal Publication S3 Bca, Assignment Submission 2 - Techniques Of Photography Composition	

		(s1 Ba Animation)	66
09-Oct-18	Tuesday	Special Class& Remedial Pgms S3 Bca; S5 Bba Project - Second Presentation	67
10-Oct-18	Wednesday	Improvement Examination - S3 Bba & S5 Bba	68
11-Oct-18	Thursday	Improvement Examination, E-banking Training s1b.com	69
12-Oct-18	Friday	Improvement Examination, Invited Talk-role Of Accountants In Mncs	70
14-Oct-18	Sunday	Semester End S5 Bca, S3 Bca, S4 Mca	
15-Oct-18	Monday	Orientation /training Program For Competitive Exams-s3 M.com, Assignment Submission 2 - Rudiments Of Animation Drawing (s1 Ba Animation)	
16-Oct-18	Tuesday	Orientation /training Program For Competitive Exams-s3 M.com	
17-Oct-18	Wednesday	Orientation /training Program For Competitive Exams-s3 M.com	
18-Oct-18	Thursday		
19-Oct-18	Friday		
20-Oct-18	Saturday		
21-Oct-18	Sunday		
22-Oct-18	Monday	Manuscript Magazine Result Announces S1 B.com Iind Internal Exam Begins S1 M.com Ist Internal Exam Begins, Assignment Submission 3- English (s1 Ba Animation)	36
23-Oct-18	Tuesday	S1bca-iae21-fine-tune Your English	37
24-Oct-18	Wednesday	S1bca-iae2-discrete Mathematics-1, Alumni I M.com	38
25-Oct-18	Thursday	S1bca-iae2-statistics, Alumni I Ug Paper Presentation -s1M.com	
26-Oct-18	Friday	S1bca-iae2-computer Fundamentals And Digital Principles, S1 M.com Ist Internal Exam Ends	
27-Oct-18	Saturday		
28-Oct-18	Sunday		

29-Oct-18	Monday	S1bca-iae2-methodology Of Programming And C Language, Orientation -s3m.com S1 B.com IInd Internal Exam Ends, Assignment Submission 3 - History Of Art & Design (s1 Ba Animation)	39
30-Oct-18	Tuesday	Orientation-s3m.com Pta (individual) s1m.com	40
31-Oct-18	Wednesday	Pta (individual) -s3 M.com	

NOVEMBER-2018

Date	Day	Curricular Activities	Remarks
01-Nov-18	Thursday	Communication English Paractice Day6 Paper Presentation -s1 M.com	42
02-Nov-18	Friday	Result Publication Iae2 - S1 Bca, Industrial Visit -s1m.com	43
03-Nov-18	Saturday		44
04-Nov-18	Sunday		45
05-Nov-18	Monday	S3mca-iae1- Pma	46
06-Nov-18	Tuesday	S3mca-iae1- Ada,holistic Education	47
07-Nov-18	Wednesday	S3mcaiae1- Java	48
08-Nov-18	Thursday	S3mca-iae1- Sep, Industrial Visit -s4 B.com (ca) Practice Session For Competitive Exams-s3 M.com	49
09-Nov-18	Friday	S3mca-iae1- Ooad, Industrial Visit -s4 B.com (tax)	50
10-Nov-18	Saturday		[H]
11-Nov-18	Sunday		[H]
12-Nov-18	Monday	S3mca-iae1-php Lab	51
13-Nov-18	Tuesday	S3mca-iae1-java Lab, Holistic Education, Commencement Of S6 Bca	52
14-Nov-18	Wednesday	Qfiesta Season2 - Plus Two Quiz Prelims, Childrens Day Celebration At Anganvady	53
15-Nov-18	Thursday	S3mca-coding Practice-day 5 For S3mca, Practice Session For Competitive Exams-s3m.com	54

Date	Day	Curricular Activities	Remarks
16-Nov-18	Friday	S3mca-remedial Class(pma); S5 Bba Project - Third Presentation	55
17-Nov-18	Saturday	S3mca-remedial Class(ada, Java)	56
18-Nov-18	Sunday		
19-Nov-18	Monday	Training On Resume Preparation For S3mca	57
20-Nov-18	Tuesday	Holistic Education For S3mca-	58
21-Nov-18	Wednesday	General Seminar Orientation For S3mca	59
22-Nov-18	Thursday	Communication English Paractice Day7, Practice Session For Competitive Exams s3m.com	60
23-Nov-18	Friday	One Day Program For +2	61
24-Nov-18	Saturday	S3mca-remedial Class(sep, Ooad)	
25-Nov-18	Sunday		
26-Nov-18	Monday	S1 M.com -model Exam Starts	62
27-Nov-18	Tuesday	Holistic Educationfor S3mca, Synopsis Submission S6 Bca	63
28-Nov-18	Wednesday		64
29-Nov-18	Thursday	Coding Practice-day 6 For S3mca	65
30-Nov-18	Friday	S1 M.com -model Exam Ends	66

DECEMBER-2018

Date	Day	Curricular Activities	Remarks
01-Dec-18	Saturday	Excursion- S6 Bcom	
02-Dec-18	Sunday		
03-Dec-18	Monday	Iae1 Result Publication For S3mca, Assignment Submission 4 - Design For Web (s4 Ba Animation)	67
04-Dec-18	Tuesday	Pta Meeting Of S3mca, Evaluation Of Their Portfolio	68
05-Dec-18	Wednesday	Qfiesta Season2 - Plus Two Quiz Final, Ug Prelims And Finals, Commencement Of S5 Mca	69
06-Dec-18	Thursday	Communication English Paractice Day8 For S3mca, Practice Session For Competitive	

			Exams-s3m.com, Two Days Training Programme In English	70
07-	ec-18	Friday	General Seminar -report Submissionfor S3mca	71
08-	ec-18	Saturday		
09-	ec-18	Sunday		
10-	ec-18	Monday		72
11-	ec-18	Tuesday		73
12-	ec-18	Wednesday	Computer Hardware Workshop For S3mca, s1bca-model-fine-tune Your English	
13-	ec-18	Thursday	Coding Practice-day 7 For S3mca,s1bca-model-discrete Mathematics-1, Practice Session For Competitive Exams-s3m.com	74
14-	ec-18	Friday	S1bca-model-statistics, S4 & S6 B.com Ist Internal Exam Ends S3 M.com 2nd Internal Exa	

21-Dec-18	Friday	Christmas Celebrations, S6 B.com- Project Model Viva	
22-Dec-18	Saturday	Christmas Holidays	H1
23-Dec-18	Sunday		H2
24-Dec-18	Monday		H3
25-Dec-18	Tuesday		H4
26-Dec-18	Wednesday		H5
27-Dec-18	Thursday		H6
28-Dec-18	Friday		H7
29-Dec-18	Saturday		H8
30-Dec-18	Sunday		H9
31-Dec-18	Monday	Remedial Classes Begins - S1 Bca, Assignment Submission 4 - Advanced Cell Animation (s4 Ba Animation)	H10

JANUARY-2019

Date	Day	Curricular Activities	Remarks
01-Jan-19	Tuesday	College Reopens ,s5mca-iae1-user Interface Design, Assignment Wt, Guidence To Create Their Portfolio (s1 Ba Animation), Evalution Of Their Portfolio (s6 Ba Animation)	79
02-Jan-19	Wednesday	Iae1 S5mca-knowledge Management & Business Intelligence, S6 Bca - Se,training Them To Contribute Their Designs (s2 Ba Animation), Training Them To Contribute Their Designs (s2 Ba Animation)	80
03-Jan-19	Thursday	Iae1 S5mca-enterprise Resource Planning, S6 Bca - Linux, Coding Practice-day 8 For S3mca	81
04-Jan-19	Friday	S5mca-iae1 advanced Java Programming, Submission Of Proficiency & Best Outgoing Student Details By Class Tutor Bcom	82
05-Jan-19	Saturday		83
06-Jan-19	Sunday		
07-Jan-19	Monday	Iae1 S5mca-computer Graphics With Open	

		Gl-elective, S6 Bca - Wt, Internship-issue Of Authorisation Letter General Pta- S6b.com assignment Submission 1- English Ii (s2 Ba Animation), Assignment Submission 1- Animation Project (s6 Ba Animation)	84
08-Jan-19	Tuesday	Industrial Visit For S3mca, Workshop On Animation (s1 Ba Animation)	85
09-Jan-19	Wednesday	S5mca-iae1-advanced Java Programming Practicals	86
10-Jan-19	Thursday	S5mca-iae1-python Program Practicals, communication Englishpractice -day 10 For S3mca, G.d Training- S2m.com & S4 B.com, Gst Trining- S6 B.com, Project Topi	

		Submission 1- Design Project (s6 Ba Animation)	94
22-Jan-19	Tuesday	S3mca-iaeii-java, Fee Payment Last Date - S4 Bca, S4 Mcom Disserartion - Chapter4Viva	95
23-Jan-19	Wednesday		96
24-Jan-19	Thursday	National Conference	97
25-Jan-19	Friday		98
26-Jan-19	Saturday	Republic Day	
27-Jan-19	Sunday		
28-Jan-19	Monday	S3mca-php Micro Project-day 1, Assignment Submission 1-raster Graphics(s2 Ba Animation)	99
29-Jan-19	Tuesday	S3mca-php Micro Project-day 2, State Seminar On Strat Up - Ug &pg	100
30-Jan-19	Wednesday	S3mca-php Micro Project-day 3	101
31-Jan-19	Thursday	S3mca-php Micro Project-day 4, Fee Payment Last Date - S2 Bca, Pta Meeting S6 Bca, Internship-submission Of Company Details By Students S6 B.com -project Chapter Iv Submission	102

FEBRUARY-2019

Date	Day	Curricular Activities	Remarks
01-Feb-19	Friday	S3mca-php Micro Project-day 5, Invited Talk On Taxation Bcom,first Internal(s2 Ba Animation)	99
02-Feb-19	Saturday		
03-Feb-19	Sunday		[H]
04-Feb-19	Monday	S3mca-iae 2 Result Publication ,s3mca-model Exam- Pma, Iae1 S4 Bca - Or, College Day, S6 B.com -project Model Viva,assignment Submission 1-vector Graphics (s2 Ba Animation)	100
05-Feb-19	Tuesday	Iae1 S4 Bca - Ada, S6 & S4 B.com Iind Internal Exam Begins	
06-Feb-19	Wednesday	S3mca-model Exam- Ada, Iae1 S4 Bca - Se	101
07-Feb-19	Thursday	Coding Practice-day 9, Iae1 S4 Bca - Linux, Project Training- S4 Bcom Ca	

08-Feb-19	Friday	Iae1 S4 Bca - Php, Assignment Submission S4 Bca- Nptl(5), Project Training- S4 Bcom Tax	102
09-Feb-19	Saturday		
10-Feb-19	Sunday		[H]
11-Feb-19	Monday	S3mca-model Exam- Sep,s5mca-iae2-user Interface Design, Assignment S2 Bca - English, Iae1 S4 Bca - S/w Lab Iv, S6 & S4 B.com Iind Internal Exam Ends,assignment Submission 1-english Ii(s2 Ba Animation), Assignment Submission 1- Design For Web (s4 Ba Animation)	103
12-Feb-19	Tuesday	S5mca-iae2-knowledge Management & Business Intelligence	
13-Feb-19	Wednesday		1

21-Feb-19 Thursday	S3mca-special Time Table & Remedial Class, Iae1 S2bca- Coa, Pta Meeting S4 Bca, Project Pr	

Date	Day	Event	
07-Mar-19	Thursday	Iae2 S4 Bca - Se, Os Orientation -s2m.com	
08-Mar-19	Friday	Pta Meeting S2 Bca, Iae2 S4 Bca - Linux	
09-Mar-19	Saturday		
10-Mar-19	Sunday		[H]
11-Mar-19	Monday	Assignment S2 Bca - Coa, Iae2 S4 Bca - Php, Final Internal S3 Mca, S2m.com Ist Internal Exam Ends, Assignment Submission 1- Advanced Cell Animation (s4 Ba Animation)	
12-Mar-19	Tuesday	Iae2 S4 Bca - S/w Lab Iv, Project Presentation-s4 M.com	
13-Mar-19	Wednesday		
14-Mar-19	Thursday		
15-Mar-19	Friday	Result Publication Iae2 S4 Bca	
16-Mar-19	Saturday	Remedial Classes Begins S4 Bca	
17-Mar-19	Sunday		[H]
18-Mar-19	Monday	Iae2 S2 Bca- English, Assignment S2 Bca - C++, Iae2 S4 Ba - Design For Web, Iae2 S6 Ba Publication Design	
19-Mar-19	Tuesday	Iae2 S2 Bca- Dm, Iae2 S4 Ba - Typography, Iae2 S6 Ba Project	

Date	Day	Curricular Activities	Remarks
		M.com, General Pta Meeting -s4 Ba	
27-Mar-19	Wednesday		
28-Mar-19	Thursday	Project Model Viva-s4 M.com	
29-Mar-19	Friday	Final Submission Of Disseration- S4 Mcom, S6 Ba Farewell	
30-Mar-19	Saturday	Result Publication Iae2 S2 Bca	
31-Mar-19	Sunday		

APRIL-2019

Date	Day	Curricular Activities	Remarks
01-Apr-19	Monday	Remedial Classes S2 Bca- English	
02-Apr-19	Tuesday	Remedial Classes S2 Bca-	
03-Apr-19	Wednesday	Remedial Classes S2 Bca- Dbms	
04-Apr-19	Thursday	Remedial Classes S2 Bca- Coa	
05-Apr-19	Friday	Remedial Classes S2 Bca- C++ , S2 B.com Iind Internal Exam Begins	
06-Apr-19	Saturday		
07-Apr-19	Sunday		
08-Apr-19	Monday	Improvement Exam S2 Bca- English	
09-Apr-19	Tuesday	Improvement Exam S2 Bca- Dm	
10-Apr-19	Wednesday	Improvement Exam S2 Bca- Dbms	
11-Apr-19	Thursday	Improvement Exam S2 Bca- Coa, Project Orientation -s2m.com	
12-Apr-19	Friday	Improvement Exam S2 Bca- C++ , S2 B.com Iind Internal Exam Ends Spss Training Program-s2 M.com	
13-Apr-19	Saturday		
14-Apr-19	Sunday		
15-Apr-19	Monday	Vishu	
16-Apr-19	Tuesday		
17-Apr-19	Wednesday	Farewell-s4 M.com	
18-Apr-19	Thursday	Moundy Thursday	
19-Apr-19	Friday	Good Friday	
20-Apr-19	Saturday		

Date	Day	Curricular Activities
21-Apr-19	Sunday	Easter
22-Apr-19	Monday	S4 M.com IInd Internal Exam Begins
23-Apr-19	Tuesday	
24-Apr-19	Wednesday	
25-Apr-19	Thursday	
26-Apr-19	Friday	S4 M.com IInd Internal Exam Ends
27-Apr-19	Saturday	
28-Apr-19	Sunday	
29-Apr-19	Monday	
30-Apr-19	Tuesday	

MAY-2019

Date	Day	Curricular Activities	Remarks
01-May-19	Wednesday		
02-May-19	Thursday	Internship Starts-s4 B.com Organisation Study Starts-s2m.com	
03-May-19	Friday		
04-May-19	Saturday		
05-May-19	Sunday		
06-May-19	Monday		
07-May-19	Tuesday		
08-May-19	Wednesday		
09-May-19	Thursday		
10-May-19	Friday		
11-May-19	Saturday		
12-May-19	Sunday		
13-May-19	Monday		
14-May-19	Tuesday		
15-May-19	Wednesday	Organisation Study Ends-s2 M.com	
16-May-19	Thursday		
17-May-19	Friday		
18-May-19	Saturday		
19-May-19	Sunday		
20-May-19	Monday	S2 M.com IInd Internal Exam Begins	

21-May-19	Tuesday
22-May-19	Wednesday
23-May-19	Thursday
24-May-19	Friday
25-May-19	Saturday
26-May-19	

റാഗിങ് നടത്തുന്ന വ്യക്തിക്ക് രണ്ട് കൊല്ലം വരെ തടവുശിക്ഷയും പതിനായിരം രൂപവരെ പിഴയും ലഭിക്കാവുന്നതാണ്. കൂടാതെ ആ വിദ്യാർഥിയെ അയാൾ പഠിച്ചുകൊണ്ടിരിക്കുന്ന വിദ്യാഭ്യാസസ്ഥാപനത്തിൽ നിന്നും ഡിസ്മിസ് ചെയ്യുന്നതും അയാൾക്ക് മറ്റൊരു സ്ഥാപനത്തിലും അടുത്ത മൂന്ന് കൊല്ലത്തേക്ക് പ്രവേശനം ലഭിക്കാത്തതുമാണ്.

ഏതെങ്കിലും ഒരു വിദ്യാർഥിയോ രക്ഷകർത്താവോ മാതാപിതാക്കളോ അധ്യാപകരോ റാഗിങ് സംബന്ധിച്ച് രേഖാമൂലം പരാതി ഉന്നയിച്ചാൽ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ തലവൻ ആ പരാതിയിൻമേൽ പരാതി ലഭിച്ച് ഏഴ് ദിവസത്തിനകം അന്വേഷണം നടത്തേണ്ടതാണ്. പരാതിയിൽ പറഞ്ഞ കാര്യങ്ങളിൽ കഴമ്പുണ്ടെങ്കിൽ കുറ്റാരോപിതനായ വിദ്യാർഥിയെ സസ്പെന്റ് ചെയ്യുകയും റാഗിങ് സംബന്ധിച്ചുള്ള പരാതി പോലീസിന് കൈമാറുകയും ചെയ്യണം. പരാതിയിൽ കഴമ്പില്ലെങ്കിൽ പരാതി ഉന്നയിച്ച വിദ്യാർഥിയെ രേഖാമൂലം അക്കാര്യം അറിയിക്കേണ്ടതുമാണ്. മേൽപറഞ്ഞ രീതിയിൽ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ തലവൻ പ്രവർത്തിച്ചില്ലെങ്കിൽ അദ്ദേഹം റാഗിങ്ങിന് പ്രേരകമായ രീതിയിൽ പ്രവർത്തിച്ചതായി ഗണിച്ചുകൊണ്ട് റാഗിങ് നടത്തിയ വ്യക്തിക്ക് നൽകാവുന്ന തടവുശിക്ഷയ

UGC Guidelines on Safety of Students on and off Campuses of Higher Educational Institutions

1. Preamble

University Grants Commission believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education and research in HEIs. It should be the prime concern of educational administrators across the country to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. With this in mind, the Commission has formulated guidelines on the ways in which the campuses of HEIs can be transformed into oasis of safety, security and study. All universities may make or amend their ordinances and other relevant statutory provisions accordingly to ensure that the directions contained in the guidelines are implemented in the best interests of students.

2. Safety of Students on Campus:

HEIs can play a significant role in ensuring the safety of the students by putting in place foolproof mechanisms and impregnable standards of safety. The key lies in institutionalizing the best practices and standard operating procedures that can substantively protect students from any threats and assaults, physical, social or psychological. Given below are some of the concerns that should be materialized by HEIs in the interest of students and institution.

❖ Any physical infrastructure housing students, whether HEI or hostels, should be secured by a boundary wall of such height that it cannot be scaled over easily. In order to further fortify it, a fence of spiraling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively. The entry points to such housing units should be restricted to three or less and they should be manned by at least three security guards, sufficiently armed, CC TV cameras, identity verification mechanism and register of unknown entrants/visitors with their identity proofs and contact details. At least one woman security personnel should be deployed at such entry points so that physical security check of girl students or visitor can be undertaken. The bags and other belongings of students/visitors can also be examined, manually and/or by metal detectors, in order to secure a weapon-free and violence-free campus.

- ❖ Biometric way of marking student attendance, both in HEI as well as hostels, can be an effective way to overcome proxy. Such digital mechanism can enable HEIs to keep an eye on a student's movement and whereabouts in failsafe manner.

- ❖ Students and staff should be provided easily identifiable and authentic ID cards and wearing of such cards in the institutional premises must be made compulsory by administration.

- ❖ HEIs should flash at frequently visited junctions like canteen and notice boards, helpline numbers against ragging, sexual harassment, accidents, calamities and so on developed by UGC, State Govts. or HEIs so that students can record and use them as and when required. It is mandatory for all HEIs to abide by and implement all the provisions contained in UGC (Curbing the Menace of Ragging in Higher educational Institutions) Regulations, 2009.

- ❖ In order to ensure that campus community receives timely, accurate, a

❖

❖ All HEIs should ensure that provisions contained in UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012 are observed by teaching & non-teaching staff, students and other stakeholders in letter and spirit. Discrimination, verbal or behavioral, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status is strictly prohibited and HEIs must do all it takes to ensure that such pra

❖

❖

❖

❖

the presence of a fire, smokecontrol and reduction mechanisms and fire doors & walls that reduce the spread of a fire. Students and staff should be trained in the effective operation of firef

❖ Coordinate campus-wide awareness efforts, such as town hall meetings, lectures, and other open spaces for dialogue on sexual violence

❖ In case of food outlets, canteens and messes, HEIs should ensure that standards of quality and hygiene are strictly observed and the food on offer is certified through hygiene test report by expert doctor for foods, water and cleanings. This would a strong and effective bulwark against food poisoning and spread of food and water born diseases.

All universities shall prepare an exhaustive Code of Conduct for students enrolled in departments or affiliated colleges and display it on institutional websites for compliance. Areference to such document must invariably be made in prospectus of HEIs where the student is enrolled.

3. Safety of Students while they are on Excursion/ Tours/ Academic trips etc.

❖ HEI should make sure that expedition activities are undertaken under the guidance and supervision of at least two trained teachers, of whom one is a lady teacher. The number of students who can collectively embark on such expedition can be adjusted in accordance with the multiple factors like duration of the journey, the weather conditions, type of the route and manageability. In case number of students exceeds fifty, a qualified doctor with adequate supplies of medicines should be included in the entourage.

❖ Institutions should work out the itinerary and travel plan well in advance and circulate them amongst the parents/guardians of the students who are setting out on journey. Anyrepresentation or suggestions made by parents in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.

❖ It is mandatory for institutions to elicit consent letters from the parents/guardians of the students who are embarking on tour. Further, no excursion/ tours shall be undertaken without such insurance as would indemnify students against the various emergencies ad risks.

❖ Before proceeding on tour all the students should be properly briefed

by the way of "training session" about the geography, climate, hazardous locations and risk zones existing in the proposed destination, codes on environmental protection, emergency procedures and basic first aid. Teachers should further remind the participants of the importance of safety precautions, team spirit and discipline.

❖ The institutions should ensure that each student is medically fit to be a part of the excursion tour.

❖ If the expedition involves camping, only such sites should be selected as are designated for the purpose by various government agencies concerned. Further, the site should be free from hazards such as flooding, dangerous slopes, falling rocks and dead trees etc. Prior permission should be obtained if tents etc are to be put up on private land. Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite Students should be allowed to carry personal communication devices such as mobile phones and should be instructed to remain in constant touch with their parents / guardians. This would also facilitate casualty handling and communication in the event of an emergency.

NOTE

....

....

....

....

....

....

....

....

....

....

....

....

....

....

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

Website: WWW.santhigiricollege.com
Principal: Principal@santhigiricollege.com
Placement: Placementcell@santhigiricollege.com

Thodupuzha idukki Dt
Kerala, India
Postcode: 685583
04862-273006,
+918281210209

mail@santhigiricollege.com
www.santhigiricollege.co