



SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliate to MG University and Approved by A.C.B.E.

ACADEMIC YEAR 2019 - 2020

SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

SANTHIGIRI ANTHEM

Lord of all creation, the universe declares your majesty

*We all come together to praise your love and
concern.*

*We are your children, the invalid and physically
challenged.*

*You are the solace of all, You are the flame of
wisdom.*

When you are near, life is lucky and blissful,

You give courage for a good future.

May we all praise you always



ST.KURIAKOSE ELIAS CHAVARA





THE CONSTITUTION OF INDIA PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC, do hereby adopt the following for guiding principles of State Policy:

THE FUNDAMENTAL DUTIES OF EVERY CITIZEN OF INDIA

1. To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
2. To cherish and follow the noble ideals which inspired our national struggle for freedom;
3. To uphold and protect the sovereignty, unity and integrity of India;
4. To defend the country and render national service when called upon

COLLEGE MANAGEMENT



Rev. Fr. Paul Parakattel CMI

Provincial



Rev. Fr. Mathew Kalappura CMI

Manager



Rev. Fr. Bobby Antony CMI

Principal



Rev. Fr. Jince George CMI

Vice Principal

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

COLLEGE EMBLEM



The emblem of Santhigiri College depicts the distinctiveness of our institu-

CONTENTS

Profile of Santhigiri college	01
CMI Charisma	01
The legacy	01
Distinctive Features of Santhigiri College	02
Best Practices of Santhigiri	
Historical Overview	05
Our Patrons	09
Succession list of Managers	10
Governing Body	10
Staff Council	11
General Administration	13
Student Support Services	15
College Library	26
Fee Structure	28
Student Charter	29
Academics Rules and Regulation	33
Disciplinary Rules of College	42
Green Protocol Guidelines	47
Telep	

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.

DISTINCTIVE FEATURES OF SANTHIGIRI COLLEGE

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 prime motive to establish Santhigiri College in 2002 at Vazhithala adjacent to Santhigiri hostel. Today also we admit all applicants with disabilities in the courses of their choice in Santhigiri College giving them scholarships and free hostel facilities adhering to our pristine vision to corroborate their rehabilitation. We have pithy credentials and stunning success stories of the passed-out students with disabilities from Santhigiri College.

Santhigiri College has been running Santhigiri Hostel with more than 50 inmates since its inception meeting all its expenses. Assiduous pursuit striving for effective rehabilitation of the Youth with Disabilities (YwD) created new platforms for them. Santhigiri Printing Press was established to offer employment for wheelchair users who are not able to reach, enter and use many of the institutions offering them employment. More than 25 youth with disabilities are working in Santhigiri Printing Press, functioning as the Reprographic center of Santhigiri College. Santhisoft, the

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 vibr

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 responsibility through college based and extension activities
3. Gender sensitive interaction promoting gender equality and equal opportunities
4. Mind and body wellbeing with regular promotion of Yoga and spiritual programmes
5. Accessible sports complex and gym for recreation and physical development.
6. Green campus with herb garden, waste water management, at source waste segregation and management, plastic free initiatives
7. Student representation in governance through structured student governing body.
8. Opportunities for ce

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, Coursera
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

2005	program of Santhigiri College 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 Zealand, 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, Minister of Water Resources
2012 March 02	Decennial Day celebration with PT Thomas

College Handbook 2019-2020

- 2012 March 12
- 2012 March 17
- 2012 May 12
- 2012 July 11
- 2012 August 10
- 2012 April 2013
- 2013 July 24
- 2013 August 25
- 2014 January 03
- MLA, Dr.CV Thomas, Syndicate Member, Vinay Fort, film actor
- Releasing of short film “ Indulekha Ormaper dithunnath” by Mr. Dhilish Nair, Script writer
- Workshop of Engineering and orthotics inaugurated by Werner Wilkens, General Manager, DESWOS, Germany.
- New College Chapel blessed by Mar George Punnakottil, Bishop of Kothamangalam with Ministers KM Mani & PJ Joseph
- College bus with lift for the transportation students with disabilities
- Inauguration of MG University Project “The Empowerment of Persons with Disabilities” by Madam Raseena Padmam, Director of School of Behavioral Sciences, MG University
- Dr. George Joseph, Ex- Ambassador inaugurated College Day
- Animation & Graphic Design Program started
- “Path Finder Award” of the CMI Congregation received by Fr. Paul Parakattel CMI, the Principal
- 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 February 03 Started Organic Vegetable Cultivation Project of Agricultural Bhavan, Purapuzha
- 2017 February 10 Inauguration of “Chavara Welfare Fund”
- 2017 March 20 Inauguration of Organic Cultivation in Santhigiri College

- 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. D

STAFF COUNCIL

Rev. Fr. Bobby Antony CMI-	Principal
Rev. Fr. Jince George CMI-	Bursar
Ms. Dhanya Job-	HOD, Computer Science
Mr. Joshy M Varghese-	HOD, Commerce
Ms. Ann Sharon Kappen-	HOD, Social Work
Mr. Sam T Mathew –	HOD, Management Studies
Ms. Bijimol T. K-	HOD, Animations
Mr. Sebastian Cyriac-	Course Coordinator
Mr. Mahesh P.R -	Course Coordinator
Mr. Jibi Scaria-	Librarian
Ms. Manju P K-	Santhigiri Exam Controller

STUDY PROGRAMS

UG PROGRAMS			
Sl. No.	Name of the Program	Duration	Intake
1	B.Com with Computer Application	3 Years	60
2	B.Com with Finance & Taxation	3 Years	45
3	BCA (Bachelor of Computer Applications)	3 Years	100
4	BBA (Bachelor of Business Administration)	3 Years	60
5	BA Animation & Graphic Design	3 Years	60
PG PROGRAMS			
1	MCA (Master of Computer Applications)	2 Years	60
2	MSW (Master of Social Work)	2 Years	30
3	M.Com Finance & Taxation	2 Years	27

ADD ON COURSES	
UG PROGRAMMES	
BCA First Years, BCA Second Years	Web Application Development using Angular JS and Firebase
BCA Second Years	Python Programming
BCA Final Years	Business Etiquette & Professionalism
BCA Second Years	Emotional Intelligence & Critical Thinking
BCA Second Years	Holistic Education & Universal Human Values
BCA First Years	Personal Grooming & Development
BCom Final Years	Certificate Program in Financial Accounting
BBA First years, Second Years & Final years	Tally Pro
PG PROGRAMMES	
MCA First Year	Android
MCA Second Years, First Years	Data Science and Data Analytics

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
Video Editing	Animation	BCA
Fundamentals of Accounting	Commerce	BCA & BBA

CERTIFICATE COURSES

Certificate programmes such as National Programme on Technology Enhanced Learning (NPTEL), Santhigiri College is the local Chapter of IIT Madras and Coursera are the curriculum building exercises followed here.

1.	COURSERA	Applicable to all Programs
----	-----------------	----------------------------

GEN

WEBSITE COMMITTEE

Ms. Reshmi K. R

Ms. Dhanya Job

PTA EXECUTIVE COMMITTEE

Mr. Mahesh P.R

Mr. Gibin George

COLLEGE HANDBOOK

Rev. Fr. Bobby Antony CMI

Mr. Joshy M Varghese

Ms. Elsa Bosco

COLLEGE MAGAZINE & NEWSLETTER

Ms. Anna Susan Moncy

Mr. Shibu Abraham

EXTENSION PROGRAMMES SCOP

Mr. Anish Thankachan

Mr. Mathew Oj

SANTHIGIRI REHABILITATION INSTITUTE

Rev. Fr. Mathew Kalappura CMI

Mr. Mathew Oj

Santhigiri Press

Ms. Sayana Sally Abraham

Mr. George Joseph

Santhigiri Workshop

Rev. Fr. Jince George CMI

Mr. Martin

STUDENT SUPPORT SERVICES

DISCIPLINE COMMITTEE

Ms. Manju P.K

Mr. Gibin George

Ms. Bijimol T K

SWO

Ms. Bijimol T K

Ms. Ambily V

STUDENT PROGRESSION CELL

Ms. Manju PK

Mr. Sebastian Cyriac

MENTORING & COUNSELLING CELL

Ms. Manju P K

Ms. Anne Sharon Kappan

HODs

ICT COORDINATOR

Mr. Midhun Omanakuttan

Mr. Jismon Joseph

CO-CURRICULAR

Planning & Monitoring

Mr. Midhun Omanakuttan

Ms. Dhanya Job

Ms. Reshmi K. R

SANTHISOFT (Research & Development)

Mr. Thomas K. T

Mr. Midhun Omanakuttan

Ms. Lovely Manuel

E.D

Mr. Mahesh P R

Mr. Sam T Mathew

SUPERINTENDENT OF EXAMINATIONS

Principal

**EXAMINATION GRIEVANCE CELL AND INTERNAL
EVALUATION**

Mr. Gibin George

Ms. Manju P K

**UNIVERSITY EXAMINATION
(SENIOR ASST. OF EXAMINATIONS)**

Ms. Manju P K

Mr. Somin Joseph

SCHOLARSHIP COMMITTEE

Ms. Ambily V

Ms. Manju P K

SC/ST/OBC CELL COMMITTEE

Ms. Reshma Jose

Ms. Manju P K

MINORITY CELL COMMITTEE

Ms. Siji Antony

Ms. Saraswathi Antharjanam

PLACEMENT AND TRAINING

Mr. Sebastian Cyriac

Mr. Midhum Omanakuttan

Mr. Thomas K. T

Finalyear Tutors

HODs

STUDENTS GRIEVANCE REDRESSIVE CELL

Sr. Bindhu George

Ms. Manju P K

HODs

NSS

Mr. James Mathew

Ms. Elsa Bosco

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. Prasanth P

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. Anne Sharon Kappan

CANTEEN COMMITTEE

Mr. Mahesh P R

Ms. Saraswathy Antharjanam

EXTRA CURRICULAR COMMITTEE

Music

Mr. Prasanth P

Mr. James Mathew

Dance

Ms. Ashily Sebastian

Ms. Sani Susan Kuriakose

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. Ann Sharon Kappan

Ms. Sani Susan Kuriakose

EVENTS ORGANIZERS OF 2019-20

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
Indepence Day	Department of Animation
Gandhi Jayanthi	Department of Social Work
Kerala Piravi	Department of Commerce
International Day of Persons with Disabilities	Department of Social Work

MENTORS

B. com (CA)

Mr. Joshy M Varghese

Ms. Vishnumaya R

Ms. Manju P. K

Ms. Saraswathi Antharjanam

B. com (F&T)

Ms. Divya P. J

Ms. Lida Mariam George

Mr. Joshy M Varghese

Ms. Saraswathi Antharjanam

BCA

BBA

BA Animation & Gra

Mr. Mejo John Johnson

Mr. Mahesh P. R

Ms. Elsa Bosco

STUDENT AND STAFF SUPPORT SERVICES

Santhigiri Press

Santhisoft Technologies

Photocopying Centre

South Indian Bank ATM

Stationary Store

Canteen

THE FACULTIES**Department of Computer Science**

Ms. Dhanya Job	97474042100 drdhanyajob@santhigiricollege.com
Ms. Bijimol T K	9496091466 bijimoltk@santhigiricollege.com
Mr. Gibin George	9744524459 gibingeorge@santhigiricollege.com
Mr. Thomas K T	9895936273 thomaskt@santhigiricollege.com
Mr. Melvin N V	melvinnv@santhigiricollege.com
Ms. Resmi K R	9496661655 resmikr@santhigiricollege.com
Mr. Sebastian Cyriac	9497320683 sebastiansyriac@santhigiricollege.com
Ms. Amitha Joseph	9144524459 amithajoseph@santhigiricollege.com
Ms. Siji Antony	9947868535 sijiantony@santhigiricollege.com
Mr. Mithun Ommanakuttan	8129909717 mithunommanakuttan@santhigiricollege.com
Ms. Sayana Sally Abraham	8157835947 sayanasallyabraham@santhigiricollege.com
Ms. Anna Susan Moncy	annasusanmoncy@santhigiricollege.com
Ms. Silpa Prabhu	silpaprabhu@santhigiricollege.com
Ms. Sruthy Ann Tess Mathew	sruthyanntessmathew@santhigiricollege.com
Ms. Maria Francis	mariafrancis@santhigiricollege.com
Mr. Shibu Abraham	9495214733 Shibuabraham@santhigiricollege.com
Sr. Bindu George	9961773596 bindugeorge@santhigiricollege.com

DEPARTMENT OF SOCIAL WORK

Mr. Anne Sharon Kappan	9562723383 annesharon@santhigiricollege.com
------------------------	--

Ms. Anumol Joy 9744659006
anumoljoy@santhigiricollege.com
Mr. Cliffons cliffons@santhigiricollege.com

DEPARTMENT OF COMMERCE

Mr. Joshy M V 9400327073
joshymv@santhigiricollege.com
Ms. Ambily V 9048070087
ambilyv@santhigiricollege.com
Ms. Anumol K George anumolkgeorge@santhigiricollege.com
Ms. Reshma Jose 8289960841
reshmajose@santhigiricollege.com
Mr. Sheffin J Pereira sheffinjpereira@santhigiricollege.com
Ms. Cicilamma Perumpanani 9447168669
ciciliammaperumpanani@santhigiricollege.com
Ms. Elsa Bosco 8547422802
elsabosco@santhigiricollege.com
Mr. Mahesh P.R 996105811
maheshpr@santhigiricollege.com
Ms. Saraswathi Antherjanam K.R 9446439100
saraswathyantherjanam@santhigiricollege.com
Ms. Aisha Mary Joseph aishamary@santhigiricollege.com
Ms. Divya P. J divyapj@santhigiricollege.com

DEPARTMENT OF ANIMATION

Mr. Manu V G manuvvg@santhigiricollege.com
Mr. Prasanth P prasanthp@santhigiricollege.com
Mr. Ashily Sebastian ashilysebastian@santhigiricollege.com

DEPARTMENT OF MANAGEMENT STUDIES

Mr. Sam T Mathew samtmathew@santhigiricollege.com
Mr. James Mathew jamesmathew@santhigiricollege.com
Mr. Solymon V L solymonvl@santhigiricollege.com

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 services may be refused to them. An atmosphere of perfect silence and studious aura should prevail in the library.
- ◆ Books, files and other personal materials should not be taken into the library. Paper or notebooks may be taken inside the library. They have to leave their personal belongings in the property counter at the entrance
- ◆ PG students may borrow four books and Degree students three books at a time. A book is issued for a period of 14 days, which may be renewed, if nobody demands it.
- ◆ All the issued books shall be returned on the date marked on the due date label found in the back page of the book, failure of which will fetch a fine of Rs.1/- per day for the next 14 days and thereafter the fine will be doubled.

- ♦ 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 enti
- ♦
- ♦
- ♦
- ♦
- ♦
- ♦
- ♦

FEE STRUCTURE 2019-20



SANTHIGIRI COLLEGE **VAZHITHALA, THODUPUZHA**

*SAF- Sports Affiliation Fee, UUF- University Union Fee, SIP-Student Insurance Premium, SWF- Student Welfare Fund

#To be paid at the time of admission.

☞ **No Donation For**



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 about courses
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 requirements of the qualification undertaken
7. To receive high quality teaching, and work which is set regularly, marked and returned appropriately
8. To have any poor behaviour or at

15. To receive a copy of the examination results and for 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 Guidance relating to your progression after College through the tutorial programme, individual interviews, Future Planning Week, workshops, support for job fairs, conferences and visiting speakers
17. To have opportunities to sample work shadowing/ experience and visits to institutions
18. To have opportunities to contribute to the community through a range of charitable events and volunteering activities
19. To have access to a variety of enrichment activities which will complement your academic studies and may include sport, music, drama, faith and action groups

STUDENT RESPONSIBILITIES

It is expected that students of Santhigiri College show a high standard of behaviour, work to the best of their ability and have high levels of attendance in order that they are successful students. In particular, this is what we expect of all students:

1. To attend all the classes from the opening day of the college as per the time table, absenteeism if any will be informed in advance to the class tutor by the parent. Any three consecutive days of absenteeism may be informed to the HOD or principal and a written explanation may be required from the parent.
2. To be regular and punctual in all classes (Theory and Practical) and secure attendance of not less than 85% in each subject. To be fully aware that attendance less than 85% in any of the subjects will be subject to attendance procedures.

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 through exemplary behaviour and participation, particularly in the local area
14. To be confident about feeding back to staff about teaching and learning and support available
15. To take advantage of the wide range of extra-curricular activities that enhance the learning experience and contribute to success (e.g. workshops, trips, work experience and enrichment)
16. To understand the required contribution to sustainability (conserving energy, reducing paper use etc.)
17. To respect the College environment and its surroundings by disposing of rubbish 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 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 produces the hall ticket issued to them.
- ✘ The hall tickets of all candidates should be inspected during the course of the first session of the examination. Candidates may also be asked to produce it on all days of the examination.
- ✘ All books, notebooks, manuscripts etc. brought by the candidates should be placed outside the examination hall.
- ✘ Students presenting themselves more than half an hour after the appointed time should not be admitted. No candidate shall be allowed to leave the examination room till the expiry of half an hour after a question paper has been given out.
- ✘ The attention of the candidates should be called to the direction printed on the outer cover page of the answer book and also to the instructions issued to them with their hall-tickets.
- ✘ Candidates should be reminded to write their register numbers correctly on their main answer book and the invigilators should check whether the register number agrees with the register number noted in their hall tickets.
- ✘ Candidates are not allowed to write on the question papers supplied to them.
- ✘ Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with 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.

✘ 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 ex

✘

✘

✘

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.

Assignments and Seminars

- ✘ Topics for assignments and seminars should be given within the first two weeks after the classes commence.
- ✘ Assignments should be written in assignment books/online assignments/NPTEL assignments and seminar reports should be written in paper in prescribed format.
- ✘ Students are expected to submit the assignments on the dates given to them.
- ✘ Late submission of the assignments should not be entertained.
The seminars should be conducted as per the schedule.

Lab

- ✘ Students shall adhere to the lab timings correctly. No floppies/CDs/Pen drives shall be brought to the lab without permission.
- ✘ Students should arrange the chairs and keyboard tray

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 disciplinary 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 t

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 disconti

- ✘ 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 immediately preceding or after any recognized holiday/vacation.
- ✘ SCL (special casual leave) not exceeding 5 days in an academic year may be granted to attend conferences/ examinations and personal consultancy/research at the instance of the faculty member with prior permission of Principal.
- ✘ OOD (On Official Duty) is granted for performing the duty of the department, university or work in statutory boards of university/institution, subject to prior approval of Principal.
- ✘ The cases where the attendance is not marked for a session (in/out) will be treated as casual leave (CL)/ extra ordinary leave (EOL) for the whole day, unless leave applications for half day is submitted on time (within 3 days).
- ✘ In cases where the faculty /staff was present for duty during the designated time but failed to mark the attendance for session will be treated as “not signed”, if specifically recommended to that effect in writing by the HOD.
- ✘ Absence without leave entitlement shall be extra ordinary leave (EOL) without pay and shall need the prior appro

- ✘

- ✘

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

- ✘

- ✘

- ✘

- ✘

- ✘

distribute notices in the College campus without the prior permission of the Principal.

All Christian students must participate in the Holy Mass and Retre

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 encoura
permission

Uniform is com
Thursday, Frida
Tags are comp
displayed
student fails to

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 to the Class Tutor before the classes start.
- ✘ Leave application form duly filled in shall be submitted to the Class tutor and then to the HOD before 9.30 am.
- ✘ Medical certificates should be submitted to the class tutor along with the leave application form. Late submission of medical certificates will not be accepted.
- ✘ Attendance will be taken during each hour and internal attendance marks will be calculated accordingly.
Leave even for part of the day will be granted only on the written application. Students shall not leave the college campus without permission before the classes are over.

Suspension / Dismissal

- ✘ Discipline is integral to education and irregular attendance, habitual disobedience, disrespecting the teachers and

GREEN PROTOCOL GUIDELINES

A centre for learning is akin to a temple of worship within our Indian Culture. At Santhigiri College of Computer Sciences, Vazhithave hold this ideology close to our hearts. We also look forward to the future with our minds and hearts open to a pure and much needed change.

Unclean air, water and surroundings are one of the biggest challenges faced by every human being on this planet, and all of us have a social responsibility in tackling this issue. Santhigiri College is hence proud to put in place a Green protocol to mark our solidarity to this global need.

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 Guide

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
-

TELEPHONE DIRECTORY

Santhigiri College Office	: 04862 273476, 8281271029 8281210209
Manager	: 9656434942
Principal	: 8281697570
College Administrator	: 9446541980
Patron	: 9446212911
South Indian Bank	: 04862-222384
Santhigiri Press	: 682433248
Santhisoft Technologies	: 9895784381
Santhigiri Workshop	: 9446485117
Santhigiri Hostel for Disabled Students	: 9446212911
Santhigiri Church	: 9446212911

MG UNIVERSITY

University Enquiry:	: 481-2731020, 3300, 3575, 3576
Vice Chancellor:	: 0481 - 2731001
Registrar:	: 91-481-2731007
Controller of Examinations:	: 0481 2733452, 2733454
CBCSS Helpline	: 0481-2731005
PRO	: 0481-2730020
Director, Student Services	: 041-2731013

COLLEGE CALENDAR 2019-2020

College Handbook 2019-2020

JUNE-2019

Date	Day	Curricular Activities	Remarks
1	Sat		
2	Sun		H
3	Mon	S3 Msw- Class Begins, Submission Of Docs For Mini Research- Msw	
4	Tue		
5	Wed	Idul-fit	H
6	Thurs	Class Begins For S5 Ug & S3 M.com , Msw,mba ,& S4 Mca & Mba	
7	Fri	Topic Selection Of S5bca General Seminar, Ticas Meeting , S3 Msw- Submission Of Consolidated Report On Field Work For Second Semester, S5 Bba - Google Class Lab Practical	
8	Sat		
9	Sun		H
10	Mon	Report Submission Of Internship By S5 B.com , S5 Ca Add On Course-tally, S3 Msw-presentation On Field Work For Previous Semesters3bba Class Begins	
11	Tue	S5 B.com Ca-add On Course-tally & Project Orientation (afternoon), s5bca General Seminar Topic Submission	
12	Wed	S3 Ug Class Begins , Add On Course-tally-s5 F&t ,s3 M.com Project Orientation-(afternoon) , S3 Msw- Pta	
13	Thurs	S5b.com F&t -add On Course -tally& Project Orientation (afternoon) ,s4mca Seminar Topic Submission,s3 Bba - Google Class Lab Practical	
14	Fri	Ticas Meeting	
15	Sat		
16	Sun		H
17	Mon	S5bca Regular Class Begins , S1 Msw- Induction Programme , Allotment Of Guides To S3 Bba Minor Project	
18	Tue	First Review Of Bca –s5 Mini Project S1 Msw- Induction Programme S1 Msw- Induction Programme	
19	Wed	Paper Presentation Orientation-s3 B.com , S1 Msw- Induction Programme	

College Handbook 2019-2020

20	Thurs	Photoshop Workshop –s3bca-a, Bridge Pgm For S1bca S1 Msw- Induction Programme ,s5 Bba - Project Prepration Workshop,commencement Of S2 University Exam	
21	Fri	S4mca Seminar Topic Confirmation, Ticasas Program-Solving Mathematic Puzzle, S3bca & S4mca,, Bridge Pgm For S1bca S1 Msw- Induction Programme	
22	Sat	Online Submission Of Company Profile & Abstract Of Project By S6mca S1 Msw- Induction Programme	
23	Sun	S1 Msw- Induction Programme	H
24	Mon	Induction Program For First Sem Ug& First Sem Pg Students, S5 B.com -project Topic Submission, Evaluation Of Their Portfolio For S5ba,bba Freshers Day	
25	Tue	S6mca Project Topic Confirmation, S1bba Orientation, S1mba Bridge Course	
26	Wed	S1bca Bridge(peer Teaching By S5bca To S1bca Students(ms Office)), S1bba Orientation, Microsoft Office Training For S3ba, S1mba Bridge Course	
27	Thurs	S5 B.com- Project Topic Publishing,photoshop Workshop –s3bca-b,s1bba Bridge,s1mba Bridge Course	
28	Fri	Logo Designing Competitions For S5bca, S3bca & S4mca, Ticasas Program- Solving Mathematic Puzzle For S1bca, First Review Document Submission Of S5bca Mini Project, S1bba Bridge,s3 Bba Minor Project Topic Submission,s1mba Bridge Course	
29	Sat	S1mba Bridge Course	
30	Sun	S3 Msw- Final Submission Of Mini Research	H

JULY-2019

Date	Day	Curricular Activities	Remarks
1	Mon	Regular Classes Begins For S1	
2	Tue	Training On Microsoft Office For S1ba.animation (2,3 PlannedDate)	
3	Wed	St.thomas Day H	
4	Thurs	S5 Ca- Project Abstract Submission,training For Communicative English For S1ba,second Review Of S5bca Mini Project,s3 Bba - Minor Project - Problem/ Hypothesis Submission	

College Handbook 2019-2020

5	Fri	S5 F&t - Project Abstract Submission, Field Work-msw-starts Elocution Competition-prelims For S5bca, S3bca & S4mca, Group Discussion For S1bca , S1 Msw- Field Work Begins,video Synopsis Submission Of S5bca General Seminar,s5 Bba Project Work- Problem/Hypothesis	
6	Sat		
7	Sun		H
8	Mon	S3 - Paper Presentation Topic Submission,training For Basics Of Drawing And Line For S1ba, Project Topic Selection, Business Plan Presentation S1	
9	Tue		
10	Wed	S5 Bba - Project Preparation Workshop, social workassociation Hardware Workshop For S1bca-a, Msw-Dept- Swaram- , S3 Msw- Submission Of Main Research Theme, Title , Aim And Scope Of Study.	
11	Thurs	S3b.com - Paper Presentation Topic Publishing	
12	Fri	General Quiz Test-current Affairs S5bca, S3bca , S1bca & S4mca, Synopsis Submission Of S5bca-printed Copy.online Submission Of Srs Of S6mca Project.,ed Cell Enrollment & Activities-bba	
13	Sat		
14	Sun		H
15	Mon	S3 Bba - Minor Project- Literature Review Submission	
16	Tue	S5 B.com -invited Talk,certification Course On Animation And Graphic Designing S1 And S3 (3 Hrs)	
17	Wed	S1 Bba - Orientation Session By External Faculty Post Admission Test For S1bca	
18	Thurs	Finance Club Inauguration	
19	Fri	Ed Cell Enrolment & Activities Freshers Day Organised By S3bca, Group Discussion In S4mca & S5bca During Enrichment Hour(ticas).	
20	Sat	Placement Training Programme-msw	
21	Sun		H
22	Mon	S3m.com Project Topic & Abstract Submission Internal Exam 1- S5 & S3 B.com& Bba ,s1msw ,s3 Bba -	

Minor Project Starts Internal Examinations
s4mca,s5bca,s3bca, S1 & S2
Examination- First, Ice Breaking Session
Internal Exams Iae 1 Of -s4mca,s5bca,s3bca
Msw -first Internal Examination
Mba
S5b.com -project Literature S
Preparation Workshop Intern
Bba,-s4mca,s5bca,s3bca. H
Games And Puzzles (one
S1

College Handbook 2019-2020

AUGUST-2019

Date	Day	Curricular Activities	Remarks
1	Thurs	Workshop On Photography For S1ba-day1,s5 Bba - Business Quiz & Puzzles,	
2	Fri	S1 & P1 -paper Presentation Topic Publication,conduct A Workshop On Photography By Professional Photographers- day 2,general Quiz Test-it & Science (all Classes), S3 Bba - Minor Project- Industry Profile	
3	Sat	Rural Camp- S1-msw-starts C Bridge Course	
4	Sun		H
5	Mon	S3 - Paper Presentation Report Submission P3 - Project Presentation First Internal Exam-s1 Bba,industry Visit (toons Animation Studio) To S3ba	
6	Tue	Android Workshop For S5bca,first Internal Exam-s1 Bba	
7	Wed	S3 - Invited Talk, S1 Bba - Ms Office Workshop By Mca Students,first Internal Exam-s1 Bba	
8	Thurs	First Internal Exam-s1 Bba	
9	Fri	Photoshop Designing Competition(lab), Seminar Paper Submission Of S1bca,first Internal Exam-s1 Bba	
10	Sat	Ruralcamp-msw-end,first Internal Exam-s1 Bba	
11	Sun		H
12	Mon	S5 & S3 B.com & bba Ie-1 -result Publication Result Publication Of Iae1 Of S4mca,s5bca,s3bca	
13	Tue	S1 Bba - Ms Office Workshop By Mca Students Seminar Presentation Of S4mca	
14	Wed	Pta- S5 & S3 ,s5 Bba - Industrial Visit Workshop On Data Mining Tools For,s5 Bba - Industrial Visit	
15	Thurs	S3 Msw- Observation Visit & Study Tour Outside Kerala- Starts	
16	Fri	S1 & P1 - Paper Presentation Report Submission , S5 Bba & S3bba Pta Meeting Pta Meeting, General Quiz Test-facts About States/country/world/cinema & Sport-enrichment Hr(ticas)	
17	Sat	Placement Training Programme-msw	
18	Sun		H
19	Mon	S3 Paper Presentation Report Submission P3 - Project	

College Handbook 2019-2020

SEPTEMBER-2019

Date	Day	Curricular Activities	Remarks
1	Sun		
2	Mon	Assignment Submission Of Commerce Dept,iae2 Of S4mca ,s5bca, S3bcaresult Publication Of S1bca, S3 Msw- Block Placement Outside Kerala Begins,s3 Bba - minor Project-research Methodology- Submission, S3 Bba - Symposium	
3	Tue		
4	Wed	Pta Meeting Of S1bca & S1 Ba ,dept. Vise Programme - Debate Competition, Dept. Wise Programme - Expert Talk On Gst	
5	Thurs	S1 & P1 Ppt Submission,s1 Bba - Group Discussion, Msw - Dept- Film Screening At Edamalakudy.	
6	Fri	Onam Celebrations	
7	Sat	Nss Camp Starts,s3 Bba - Minor Project Work Starts,result Publishing S1ba Iae1	
8	Sun		H
9	Mon	Muharam	H
10	Tue	First Onam	H
11	Wed	Thiruonam	H
12	Thurs	Monograph- S1 Msw	H
13	Fri	Fourth Onam & Sree Narayana Guru Jayanthi	H
14	Sat		
15	Sun		H
16	Mon	Re-opens After Onam Holidays, S5 B.com,s5 & S3 Bba - Ie2 Starts, S3 Bba - Minor Project -questionnnair Submission P3 & S5 Project Questionnaire S3 Bba - Minor Project Work Completion,assignment And Project Submission OfEvery Subjects S1ba,	
17	Tue	S5 B.com,s5 & S3 Bba - Ie2 , result Publication of Iae2 Of S3bca, S5bca,assignment And Project Submission Of Every Subjects	
18	Wed	S5 B.com,s5 & S3 Bba - Ie2, p1 - Paper Presentation, Rough Report Submission Of S5bca General Seminar, S1mca Induction Program,s3 Bba - Group Discussion ,s1	

College Handbook 2019-2020

		Msw Monograph Presentaion.	
19	Thurs	S5 B.com,s5 & S3 Bba - Ie2, s1 Ca-paper Presentation, s4mca Paper Presentation Of General Seminar (roll No: 1-14), bridge & Orientation Pgm For S1mca,	
20	Fri	S5 B.com,s5 & S3 Bba - Ie2 ,s1 F&t-paper Presentation, s4mcapaper Presentation Of General Seminar (roll No: 15-26),general Quiz Test -history / Geography ,video Resume Presentation Competition For S1bca, Bridge & Orientation Pgm For S1mca	
21	Sat	Sree Narayana Guru Samadhi	
22	Sun		H
23	Mon	S5 Bba - Ie2, S3 Bba - Minor Project -swot Analysis Chapter Submission, P3 & S5 Project Questionaire Finalisation,bridge & Orientation Pgm For S1mca, remedial Classes For S5bca	
24	Tue	Bridge & Orientation Pgm For S1mca,remedial Classes For S5bca	
25	Wed	2nd Internal Exam -s1,s2 & P3 ,hardware Workshop For S1mca, Third Review Of S6mca Project,remedial Classes For S5bca,dept.,s3 Bba - Minor Project- Conclusion,, Bibliography -submission	
26	Thurs	Bridge & Orientation Pgm For S1mca,, Third Review Of S6mca Project,remedial Classes For S5bca, S1 Bba - Ie2 Starts , S3 Bba - Minor Project Draft Report Submission,	
27	Fri	S5 B.com Class Winding Up,ticasas Pgm -jam-just A Minute, Post For S1mca,s1 Bba - Ie2; S3 Bba - Group Discussion	
28	Sat		
29	Sun		H
30	Mon	S5 B.comremedy Class Begins,publication Of Intermediate Internals Of S4mca, S1bca Iae 2 - English I, Remedial Exam1 For S3bca,dept. Vise Programme - Product Launch , S1 Msw- Submission Of Field Work Consolidated Report., S3 Msw- Submission Of Consolidated Report On Block Placement.	

College Handbook 2019-2020

		S1 Bba - Remedial Class	
13	Sun		H
14	Mon	Publication Of Result Of Iae 2 Of S1bca,iae2 Of S1ba, S1 Msw- Model Exam Begins, S3 Msw- Publication Of Consolidated Internal Marks.,exam, S1 Bba - Remedial Class	
15	Tue	S3 & s1 Class Ends P3 - University Exam Begins, iae2 Of S1ba,exam, S1 Bba - Remedial Class,exam, S1 Bba - Remedial Class	
16	Wed	Publication Of Final Internals Of S4mca,iae2 Of S1ba, Exam, S1 Bba - Remedial Class	
17	Thurs	Iae2 Of S1ba	
18	Fri	Coding /aptitude Practice For S1mca,iae2 Of S1ba, S1 Msw- Model Exam Ends.	
19	Sat		
20	Sun		H
21	Mon	S1 Msw- Publication Of Model Examination Result.,iae2 Of S1ba	
22	Tue	S1 Msw- Remedial Examination, S1 Msw- Study Leave, Pta Meeting Of S1bca,s1 Ba Iae2	
23	Wed	S3 - University Exam Begins, S1 Msw- Remedial Examination, S1ba Iae2	
24	Thurs		
25	Fri	Coding /aptitude Practice For S1mca	
26	Sat		
27	Sun	Deewali	H
28	Mon	Model For S1bca & S1 Ba ,conduct An Observation Trip On The Basis Of Drawing For S1ba	
29	Tue	P1 - University Exam Begins	
30	Wed	Model For S1bca & S1 Ba & Remedial Class For S1bca,s5 Bba - Project Work - Submission Of Five Chapters, Result Publication Of S1 Ba	
31	Thurs		

College Handbook 2019-2020

NOVEMBER-2019

Date	Day	Curricular Activities	Remarks
1	Fri	Model For S1bca, S1 Ba & Remedial Class For S1bca	
2	Sat		
3	Sun		H
4	Mon	Model For S1bca, S1 Ba & Remedial Class For S1bca, model For S1ba, S4 Msw- Work Shop Spss	
5	Tue	Model For S1ba	
6	Wed	Model For S1bca, S1 Ba & Remedial Class For S1bca, model For S1ba	
7	Thurs	Model For S1ba	
8	Fri	Coding /aptitude Practice For S1mca,model For S1ba, project Presentations	
9	Sat		
10	Sun		H
11	Mon	S6,s4,s2&p4 Class Begins,s6 Bca Classes Begins,s4bca Classes Begins,s2bca Classes Begins	
12	Tue	S3 Bba- Minor Project - Final Report Submission	
13	Wed		
14	Thurs	S6 B.com -iv, San Plus- S4 & S2 Bba	
15	Fri	Coding /aptitude Practice For S1mca,model For S1ba,project Presentations, S6 Bba - Excursion	
16	Sat		
17	Sun		H
18	Mon	Project Presentations For S3ba,s1mca Iae1,	
19	Tue	S1mca Iae1	
20	Wed	S6,p4 Job Orientation,s1mca Iae1	
21	Thurs	S6,p4 Job Orientation,s6bca Tour,s1mca Iae1,financial Report Interpretation- S4 Bba	
22	Fri	S6,p4 Job Orientation,s1mca Iae1, Coding /aptitude Practice For S1mca	
23	Sat		
24	Sun		H
25	Mon	P2 Class Beg, S6 & P4 Project-submission Of Collected Data,synopsis Submission Of S6bca Project	

College Handbook 2019-2020

26	Tue		
27	Wed		
28	Thurs	Financial Report Interpretation- S4 Bba	
29	Fri	Coding /apitude Practice For S1mca	
30	Sat		
31	Sun	Submission Of Analysis & Interpretation Of Main Research	H

DECEMBER-2019

Date	Day	Curricular Activities	Remarks
1	Mon	S5mca Classes Starts	H
2	Tue		
3	Wed	Assignment 1 Submission -s6 & P4	
4	Thurs	6th National Conference(ncacc)	
5	Fri	Assignment 1 Submission -s2 & S4,coding Competition Prelims-all Class, S2 Msw- Field Work Begins.	
6	Sat		
7	Sun		H
8	Mon	S1mca Result Publ, Zeroth Review Of S6bca Project, s4bca Iae1, s4 & S2 Bba - Iae-1 Starts	
9	Tue	S1mca Pta Meeting, Zeroth Review Of S6bca Project, s4bca Iae1, s4 & S2 Bba - Iae-1	
10	Wed	Inter College Fest, s4bca Iae1 & S2 Bba - Iae-1	
11	Thurs	Commerce Fest, s4bca Iae1 & S2 Bba - Iae-1	
12	Fri	S6- College Tour (onwards),intradepartmental Quiz Competition-final ,s4bca Iae1 & S2 Bba - Iae-1	
13	Sat		
14	Sun		H
15	Mon	S2 & S4 Msw-First Internal Examination	
16	Tue	S2 & S4 Msw- First Internal Examination	
17	Wed	Assignment 1 Submission -p2 S2 & S4 Msw- First Internal Examination	
18	Thurs		
19	Fri	Christmas Celebrations	
20	Sat		

College Handbook 2019-2020

22	Sun		H
23	Mon		
24	Tue		
25	Wed	Christmas	H
26	Thurs		
27	Fri		
28	Sat		
29	Sun		H
30	Mon	College Reopening	
31	Tue		

JANUARY-2020

Date	Day	Curricular Activities	Remarks
1	Wed	New Year	
2	Thurs	P4- Spss Orientation Class	
3	Fri	P4- Spss Orientation Class, word Hunt Competition Prelims-all Class	
4	Sat	S4 Msw- Publication Of Internal Marks	
5	Sun		H
6	Mon	S6, s4 & p4 - Internal Exam 1st S6- Project Orientation, s6 Bca Iae l	
7	Tue	S6 Bca Iae l	
8	Wed	S6 Bca Iae l	
9	Thurs	S5 Mca Tour Msw- Dept- National Seminar	
10	Fri	Department Day Activity Planning-all Classes , Msw- Dept- National Seminar	
11	Sat		
12	Sun		H
13	Mon	First Presentation Of S6bca	
14	Tue	S4- Internship Orientation, First Presentation Of S6bca	
15	Wed	First Presentation Of S6bca	
16	Thurs	S6, s4 & p4-ist Internal Exam Result Publication	
17	Fri	S6 - Pta (forenoon) P4- Pta (afternoon), star Of Computer Science-pre lims	
18	Sat		

19	Sun	
20	Mon	S2 & P2 -ist Internal Exam S4- Pta Meeting, S2 Msw- Mini Research Title Presentation
21	Tue	S6 & S4 Project-findings, Suggestions& Conclusion Submission
22	Wed	
23	Thurs	Department Day Afternoon- Star Of Computer Science Final
24	Fri	
25	Sat	
26	Sun	Republic Day
27	Mon	S5mca Iae1 & S4bca Iae2,s2bcaiae1
28	Tue	S5mca Iae1 & S4bca Iae2,s2bcaiae1, S2bcaiae1
29	Wed	

College Handbook 2019-2020

11	Tue		
12	Wed	Assignment 2nd Submission -p2, Qfiesta 2019	
13	Thurs		
14	Fri		
15	Sat		
16	Sun		H
17	Mon	Project Viva- S6 Ca, S5mca Iae Result Publn, s6bca Iae2	
18	Tue	Project Viva- S6 F&t, s6bca Iae2	
19	Wed	Project Viva- P4, Pta Mtg, s6bca Iae2	
20	Thurs	S6 2nd Internal Exam Result Publication	
21	Fri	Shivaratri	H
22	Sat		
23	Sun		H
24	Mon	S6-remedial Class Begins, s1mca Model Exam ,final Presentation Of S6bca	
25	Tue	Final Presentation Of S6bca	
26	Wed	S1mca Model Exam , Final Presentation Of S6bca	
27	Thurs	S6bca Farewell	
28	Fri	Study Tour- P4,fun Packed Competitions-all Classes, s1mca Model Exam	
29	Sat	S4 Msw- Block Placement - Ends	

MARCH-2020

Date	Day	Curricular Activities	Remarks
1	Sun		H
2	Mon	Seminar- S2,s4 & P4,s1mca Model Exam ,s5mca Iaeii	
3	Tue	S5mca Iaeii,s2bcaiae2, S4 Msw- Submission Of Final Report- Block Placement.	
4	Wed	S1mca Model Exam ,s5mca Iaeii,s2bcaiae2	
5	Thurs	S5mca Iaeii,s2bcaiae2	
6	Fri	S5mca Iaeii,s2bcaiae2, S4 Msw- Presentaion Of Block Placement.	
7	Sat		
8	Sun		H

College Handbook 2019-2020

9	Mon	Seminar- P2, S2mca Classes Starts, S2 Msw- Submission Of Consolidated Filed Work Report.	
10	Tue		
11	Wed		
12	Thurs	Food Fest, S2 Msw- Field Work Presentation	
13	Fri	S2 Msw- Field Work Presentaion.	
14	Sat		
15	Sun		H
16	Mon	S4 & P4 2nd Internal Exam, S2 Msw Model Examination Begins	
17	Tue		
18	Wed		
19	Thurs		
20	Fri	S2 Msw Model Examination Ends	
21	Sat		
22	Sun		H
23	Mon	S2 & P2 2nd Internal Exam, S2bca Internal Publication, S4 Msw Model Examination Begins, S2 Msw- Submission Of Final Draft Of Mini Research	
24	Tue	S2 Msw- Remedial Examination	
25	Wed	S2 Msw- Remedial Examination	
26	Thurs	S4 & p4-2nd Internal Exam Result Publication, S4 Msw- Model Examination Ends.	
27	Fri		
28	Sat		
29	Sun		H
30	Mon	S2 & p2-2nd Internal Exam Result Publication	
31	Tue		

College Handbook 2019-2020

APRIL-2020

Date	Day	Curricular Activities	Remarks
1	Wed	S2 & s4 - Remedial Class Begins	
2	Thurs		
3	Fri		
4	Sat		
5	Sun		H
6	Mon		
7	Tue		
8	Wed		
9	Thurs	Maundy Thursday	H
10	Fri	Good Friday	H
11	Sat		
12	Sun	Easter	H
13	Mon		
14	Tue	Vishu	H
15	Wed	S6-farewell	
16	Thurs	P4-farewell	
17	Fri		
18	Sat		
19	Sun		H
20	Mon		
21	Tue		
22	Wed		
23	Thurs		
24	Fri		
25	Sat		
26	Sun		H
27	Mon		
28	Tue		
29	Wed		
30	Thurs		

MAY-2020

Date	Day	Curricular Activities	Remarks
1	Fri	S4 Msw- Audited Field Work Begins,	
2	Sat		
3	Sun		H
4	Mon		
5	Tue		
6	Wed		
7	Thurs		
8	Fri		
9	Sat		
10	Sun		H
11	Mon		
12	Tue		
13	Wed		
14	Thurs		
15	Fri		
16	Sat		
17	Sun		H
18	Mon		
19	Tue		
20	Wed	Planning 2020-21	
21	Thurs		
22	Fri		
23	Sat		
24	Sun	Eid Ul Fitrh	
25	Mon		
26	Tue		
27	Wed		
28	Thurs		
29	Fri		
30	Sat		
31	Sun		H

**കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ
പ്രസക്ത ഭാഗങ്ങൾ**

റാഗിങ്ങ് തടയുന്നതിനു വേണ്ടി കേരളത്തിൽ നിലവിലുള്ള ദി കേരള പ്രൊഫിബിഷൻ ഓഫ് റാഗിങ്ങ് ആക്ട് 1998 ഒരു ദ്വിതല സംവിധാനമാണ് ഉണ്ടാക്കിയിരിക്കുന്നത്. സംവിധാനത്തിന്റെ ഭാഗമായി വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ തലവനിൽ ചില ചുമതലകൾ നിക്ഷിപ്ത

ഏതെങ്കിലും ഒരു യോഗ്യതയോടു
മാതാപിതാക്കളോ അല്ലെങ്കിൽ
രേഖാമൂലം പരാതി ഉന്നയിക്കുന്ന
തലവൻ ആ പരാതിയെ
ദിവസത്തിനകം അന്വേഷിക്കേണ്ട

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, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members, HEIs can install the emergency notification system through which emergency message can be sent via email, telephone, cell phone and text messaging within minutes of the occurrence of an incident. The system developed by University of California, Berkley called WarnMe is a very good model to follow. The emergency information system can be supplemented by evacuation procedure to be followed in crisis condition so that stampede-like situations can be avoided. HEIs should take all necessary steps to ensure that these systems are adequately tested and publicized for efficacious execution.
- ✍ Student community of the HEIs can be encouraged to form a group of Community Service Officers (CSOs) to provide on demand short-duration escort services, on rotation basis to students as they walk down to hostel or nearest taxi or bus-stand etc.. This is suggested in view of the fact that classes, study, research requirements, meetings and concerts can keep students on campus late at night. To handle these situations, HEIs may also provide Night Safety Shuttle facility, to such

students, for door-to-door pick and drop service.

- ✍ 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 practices are nipped in the bud.
- ✍ HEIs should mandatorily put in place a broad-based “Students Counseling System” for the effective management of problems and challenges faced by students. It should be a unique, interactive and target-oriented system, involving students, teachers and parents, resolved to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of academic worries. It should bridge the formal as well as communicative gaps between the students and the institution at large. Teacher counselors, trained to act as the guardians of students at the college level, should remain in close touch with the students allotted to them (batch of 25 students) though out the year, cater to their emotional and intellectual needs and convey their growth report and feedback on attendance, examination results etc to their parents at regular interval of time. Teacher counselors can coordinate with wardens of hostels and exchange personal details of students, academic record and behavior patterns for prompt pre-emptive or corrective action.
- ✍ HEIs should organize quarterly parents-teachers meet (PTM) so that grievances and gaps in system can be addressed and resolved. Online complaint registration system can also be launched so that issues can be addressed before they slip out of hands of authorities.
- ✍ On-campus medical facilities should be made available to student and at least one ambulance can be kept in ready mode for attending emergency and crisis situations.
- ✍ HEIs should install a fire safety system under which mechanisms for the detection of a fire, the warning resulting from a fire and standard operating procedures for the control of fire are evolved. This may include sprinkler systems or other fire extinguishing systems, fire

detection devices, stand-alone smoke alarms, devices that alert one to 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 firefighting devices. Mock drills for fire situation should be undertaken at least once in a semester.

UGC has written to HEIs time and again about the introduction of a compulsory course on Disaster Management for all students. HEIs should see to it that this initiative doesn't end up in an academic ritual. In order to give students firsthand experience of tackling situations of disaster, HEIs should organize mock drills, workshops and awareness programmes frequently.

Talks by officials of police and public administration departments and informative audio-video lectures should be arranged at least once in a semester covering issues related to the safety of personal belongings, vehicles, personal information, ATM, special event safety, defensive sprays and so on.

Self-defense training for women studying and working on campus through tie-ups with training institutions / NGOs should be made a mandatory component of extra-curricular activities undertaken in HEIs. Physical defense training can follow i

✍ 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 be 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. A reference to such document must invariably be made in prospectus of HEIs where the student is enrolled.

✍ 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. Any representation 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 em

✍

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.

