



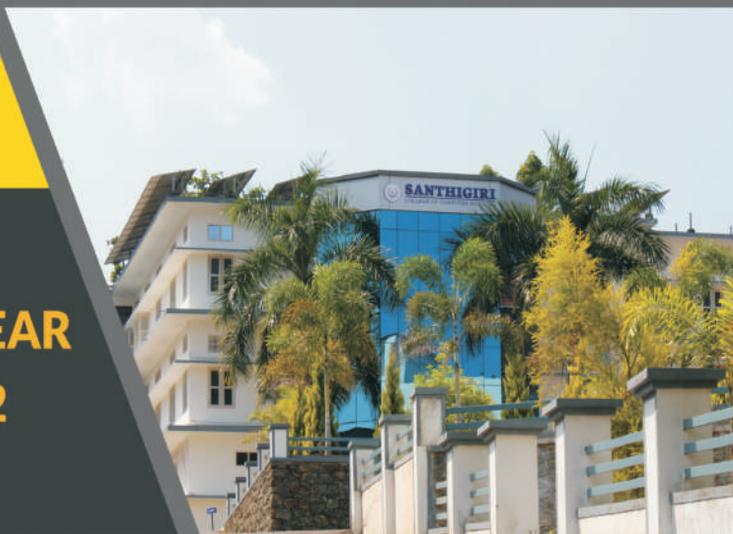
SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

COLLEGE HANDBOOK

**ACADEMIC YEAR
2021 - 2022**



Name :

Programme :

SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O, THODUPUZHA



College Handbook 2021-2022

Name

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 FUNDAMENTAL DUTIES OF EVERY CITIZEN OF INDIA

1. To abide by the Constitution and other laws of the country and uphold the sovereignty and integrity of India.

COLLEGE MANAGEMENT

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 institution. In the middle is a person with disability standing with the support of a crutch. He holds a tablet in his left hand showing his inmost urge for learning and knowledge. A lighted lamp is placed in front of him. He ardently desires to be the light in his family and in the community. It also reminds us to bestow light in his life. The circle and the encircled leaves around him is the community protecting him

CONTENTS

Profile of Santhigiri college	01
CMI Charisma	01
The legacy	01
Distinctive Features of Santhigiri College	02
Best Practices of Santhigiri College	04
Historical Overview	05
Our Patrons	09
Succession list of Managers	10
Succession List of Principals	10
Governing Body	10
IQAC	11
College Council	11
Study Programs	12
General Administration	13
Student Support Services	15
The Faculties	23
College Library	26
Fee Structure	28
Student Charter	29
Academics Rules and Regulation	33
Disciplinary Rules of College	43
Green Protocol Guidelines	47
Telephone Directory	50
Academic calendar (2021-2022)	51

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

THE LEGACY

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.

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

Mission: Creating opportunities for persons with disabilities equal to those of the whole population having equal stake in the vibrations and developments taking place in the socio-cultural and economic life.

"A Heart for the Handicapped"

Fr. Paul Parakattel CMI, the Principal of Santhigiri College received Mary Glowerey / Liliane Brekelmans Disability National Award - 2019 for his glorious contributions in the field of disability rehabilitation works during the last 30 years.

Santhigiri College has been relentlessly and subtly striving to achieve the rehabilitation of children, youth and adults with disabilities with inmost joy during the past years enthusing social responsibility in our students.

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 celebrating international and national days of importance
9. Placement Training comprising of Quantitative Aptitude, Logical Reasoning And Various Training Sessions which include Communication Etiquette Training, training On Public Speaking, Resume Preparation, Mock Presentations And Mock Interviews conducted by leading Industry Experts.
10. Exposure to current professional paradigms through programme specific internships and fieldwork activities promoting professionalism.
11. Mock Presentations and Mock Viva for equipping students for the final year course viva
12. Various college based associations, cells and clubs to develop

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
22. E-CLASSROOM Assignments and evaluation using Google Classroom and other e- platforms

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 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, Minister 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

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
2019 June 23	Blessing & inauguration of Indoor stadium
2019 July 29	House blessing of Sweeper Saly funded by Santhigiri College
2019 August 19	Project “Santhidoodhu” to help the flood affected victims
2019 September 27	Go Green Go with Nature project. Planted several trees in the campus
2020 September 28	Fr. Paul Parakattel CMI, rejoined Santhigiri as the Principal of Santhigiri College & Manager
2020 Oct 22	B.Sc Psychology Program started
2020 November	BSc Mathematics with Computer Program got sanctioned.

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 - 2020

Rev.Fr.Biju Koottaplackal CMI	2020 –
Rev. Fr. John Kudiyirickal CMI	2002 - 2005
Rev. Fr. Joseph Kaimalayil CMI	2005 - 2008
Rev. Fr. Sunny Kochukarottu	2008 - 2011
Rev. Fr. John A	

IQAC (INTERNAL QUALITY ASSURANCECELL)

Rev. Fr. Paul Parakattel CMI	Management
Rev. Dr. Bobby Antony CMI	"
Rev. Fr. Anish Cheruthanickal CMI	"
Fr. Dino Kallikattu CMI	"
Mr. Joshy M Varghese	IQAC Coordinator
Prof. TM Joseph	Academician
Dr. Dhanya Job	IQAC Executive
Dr. Biji Mol T K	IQAC Executive
Mr. Adbin Jose	Student Representative
Mr. Augustine James	Student Representative
Adv. Renish George	L

COLLEGE COUNCIL

STUDY PROGRAMS

UG PROGRAMS			
	Name of the Program	Duration	Intake
1	B.Com with Computer Application	3 Years	60
2	B.Com with Finance & Taxation	3 Years	60
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
6	B.Sc Psychology	3 Years	24
7	B.Sc Mathematics with Computer	3 Years	24
PG PROGRAMS			
1	MCA (Master of Computer Applications)	3 Years	00
2	MCA (Master of Computer Applications)	2 Years	60
3	MSW (Master of Social Work)	2 Years	30
4	M.Com Finance & Taxation	2 Years	27

ADD ON COURSES

UG Programs

Semester	Course Name
Semester 1	Business Communication
Semester 2	Fundamentals of Microsoft Office Tools /Fundamentals of Data Analysis using EXCEL 2013
Semester 3	Holistic Education

PG Programs

Year	Course Name
Year 1	Bus
Year 2	

OPEN COURSES

Name of Course	Offered by Department	Offers to Department
Entrepreneurial Leaders	Management	B.A ANIMATION, BCA, B.COM CA AND B.COM F&T
Video Editing	Animation	BCA
Fundamentals of Accounting	Commerce	BBA AND BCA
Informatics & Cyber Ethics	Computer Science	B.A ANIMATION, BBA, B.COM CA AND B.COM F&T

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.	NPTEL	Applicable to all Programs
2.	COURSERA	Applicable to all Programs

GENERAL ADMINISTRATION**INTERNAL AUDITING**

Fr. Anish Cheruthanickal CMI

Sr. Bindu George

CURRICULAR COMMITTEE

Mr. Mithun Omanakuttan

Mr. Sanoj P Thomas

PURCHASE COMMITTEE

Fr. Anish Cheruthanickal CMI

Mr. Mejo John

INTERNAL & EXTERNAL AUDITING

Fr. Dino Kallikattu CMI

Mr. Balu Rajeev

WEBSITE COMMITTEE

Ms. Resmi K R

Dr. Dhanay Job

PTA EXECUTIVE COMMITTEE

Fr. Anish Cheruthanickal CMI

Mr. Gibin George

ADMISSION COMMITTEE

Rev. Fr. Paul Parakattel CMI

Mr. Sebastian Cyriac

Ms. Sani Susan

Dept. Course Co-ordinator

HOD's

COLLEGE HAND BOOK & ACDEMIC CALANDER

Rev. Fr. Paul Parakattel CMI

Mr. Joshy M Varghese

Mr. Praveen Vijaykumar

Dr. Biji Mol T K

COLLEGE MAGAZINE and NEWSLETTER

Adv. Suja Jemrine

Mr. Shibu Abraham

EXTENSION PROGRAMS

SCOP (Santhigiri College Outreach Programs)

Mr. Arun K. Antony

Mr. Mathew OJ

Santhigiri Rehabilitation Institute

Fr. Dino Kallikattu

Mr. Mathew OJ

Santhigiri Press

Ms. Sayana Sally Abraham

Mr. George Joseph

Santhigiri Workshop

Fr. Anish Cheruthanickal CMI

Mr. Martin

STUDENT SUPPORT SERVICES

DISCIPLINE COMMITTEE

Ms. Manju P.K.

Mr. Gibin George

Mr. Sanoj P Thomas

SWO (STUDENT WELFARE OFFICER) STUDENT COUNCIL

Mr. Balu Rajeev

Ms. Dona Rose

STUDENT PROGRESSION CELL

Ms. Manju PK

Mr. Sebastian Cyriac

MENTORING & COUNSELING CELL

Ms. Manju PK

Ms. Anne Sharon

HOD's

ICT COORDINATOR

Mr. Midhun Omanakuttan

Dr. Biji Mol T K

CO-CURRICULAR

Planning & Monitoring

Mr. Midhun Omanakuttan

Dr. Dhanya Job

Mr. Balu Rajeev

CRL/IPR

Ms. Amitha Joseph

Ms. Dalbina Dalan

Mr. Mejo John

Idea Club

Mr. Sanoj P.Thomas

Mr. Praveen V

SANTHISOFT (Research & Development)

Ms. Dalbina Dalan

Mr. Midhun Omanakuttan

ED Cell

Mr. Mahesh PR

Ms. Sani Susan

SC/ST/ OBC CELL COMMITTEE

Mr. Mejo John

Ms. Manju PK

SUPERINTENDENT OF EXAMINATIONS

Principal

**EXAMINATION GRIEVANCE CELL &
INTERNAL EVALUATION**

Mr. Gibin George

Ms. Manju P K

Department Exam Coordinators

UNIVERSITY EXAMINATION

(SENIOR ASST. OF EXAMINATIONS)

Ms. Manju P K

Mr. Somin Joseph

SCHOLARSHIP COMMITTEE

Mr. Mejo John

Ms. Manju PK

MINORITY CELL COMMITTEE

Ms. Siji Antony

Ms. Saraswathi Antharjanam

PLACEMENT AND TRAINING

Mr. Sebastian Cyriac

Fr. Dino Kallikattu CMI

Mr. Midhun Omanakuttan

Mr. Balu Rajeev

Mr. Sanoj P Thomas

Mr. Arun K Antony

Mr. Praveen Vijaykumar

Ms. Felishia Ann Jose

Final year tutors

HODs.

STUDENTS GRIEVANCE REDRESSAL CELL

Sr. Bindhu George

Ms. Manju PK

HODs

NSS (National Service Scheme)

Mr. James Mathew

Mr. Praveen Vijaykumar

Ms. Sandra Rose

Mr. Sebastian Cyriac

WOMEN EMPOWERMENT

Dr. Biji Mol T K

Ms. Amitha Joseph

Ms. Felishia Ann Jose

ANTI-RAGGING CELL

Ms. Manju PK

Mr. Gibin George

ANTI-NARCOTIC CELL

Mr. Arun K. Antony

Mr. James Mathew

INTERNAL COMPLAINTS

(SEXUAL HARASSMENT CELL)

Ms. Amitha Joseph

Ms. Saraswathy Antharjanam

ALUMNI CELL

Mr. Shibu Abraham

Mr. Gibin George

Mr. Mahesh P R

Mr. Prasanth

Ms. Ann Sharon Kappen

CANTEEN COMMITTEE

Mr. Mahesh

Ms. Saraswathy Antharjanam

PUBLIC INFORMATION OFFICER

Mr. Arun K. Antony

Ms. Sandra Rose

EXTRACURRICULAR COMMITTEE

Music

Mr. Prasanth P

Mr. James Mathew

Theatre

Mr. Sani Susan

Ms. Sandra Rose

Dance

Ms. Dona Rose

Ms. Sani Susan

Sports & Games

Mr. Shane Shaj

Ms. Siji Antony

Comparing

Ms. Sandra Rose

Ms. Sayana Sally Abraham

Riding and Trekking

Mr. Praveen Vijaykumar

Ms. Dona Rose

Photography

Mr. Abhimon KM

Mr. Prasanth

Design Club

Mr. Praveen Vijaykumar

Mr. Abhimon KM

Debate

Mr. Shane Shaji

Ms. Felishia Ann Jose

Nature Club & Photography

Mr. Prasanth P

Ms. Siji Antony

Health Club

Mr. Midhun Omanakuttan

Mr. Praveen Vijaykumar

Ms. Sandra Rose

Jesus Youth

Sr. Bindhu George

Ms. Siji Antony

Waste Management Cell

Mr. Arun K Antony

Mr. Mathew OJ

SIDA-C/ Kdisc

Mr. Sanoj P Thomas

Mr. Arun K Antony

Mr. Mahesh PR

GREEN PROTOCOL COMMITTEE

Ms. Ann Sharon Kappan

Ms. Amitha Joseph

Ms. Sani Susan

EVENTS ORGANIZERS OF 2021-22

Induction Program Department of Computer Science

International Women’s Day Department of Psychology

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. Balu Rajeev

Ms. Sandra Rose Joseph

Mr. Joshy M Varghese

Ms. Manju P.K

Ms. Saraswathi Antharjanam

B.Com (F&T)

Mr. Mahesh P.R

Mr. Mejo John Johnson

Ms. Sani Susan Kuriakose

Mr. Shane Shaji

Ms. Saraswathi Antharjanam

BCA

Ms. Resmi K R

Ms. Siji Antony

Ms. Dona Jose

Mr. Mithun Ommanakuttan

Ms. Amitha Joseph

Ms. Dalbina Dalan

Sr. Bindu George

Ms. Sayana Sally Abraham

BBA

Mr. Shibu Abraham

Mr. James Mathew

Mr. Sanoj P Thomas

BA Animation & Graphic Design

Mr. Prasanth P

Mr. Praveen Vijayakumar

Mr. Abhimon K.M

B.Sc Psychology

Ms. Felisha Ann Rose

MCA (2 and 3 year)

Ms. Dalbina Dalan

Mr. Sebastian Cyriac

Mr. Mithun Ommanakuttan

Ms. Amitha Joseph

Ms. Resmi K R

Ms. Siji Antony

Ms. Dona Jose

Sr.Bindu George

Ms.Sayana Sally Abraham

MSW

Ms.Anne Sharon Kappan

Mr.Arun K Antony

Adv.Suja Jemrine

M.Com (F&T)

Mr.Joshy M Varghese

Mr.Mejo John Johnson

Ms.Sani Susan Kuriakose

Ms.Sandra Rose Joseph

Mr.Mahesh P.R

STUDENT AND STAFF SUPPORT SERVICES

Library

Santhigiri Press

Santhisoft Technologies

Gymnasium

Photocopying Centre

South Indian Bank ATM

Stationary Store

Canteen

THE FACULTIES

DEPARTMENT OF COMPUTER SCIENCE

Dr. Dhanya Job(Head)	97474042100 drdhanyajob@santhigiricollege.com
Mr. Gibin George	9144524459 gibingeorge@santhigiricollege.com
Mr. Sebastian Cyriac	9497320683 sebastiansyriac@santhigiricollege.com
Mr. Mithun Ommanakuttan	8129909717 mithunommanakuttan@santhigiricollege.com
Ms. Amitha Joseph	9961619375 amithajoseph@santhigiricollege.com
Ms. Resmi K R	9496661655 resmikr@santhigiricollege.com
Ms. Siji Antony	9947868535 sijiantony@santhigiricollege.com
Ms. Dona Jose	9446652955 donajose@santhigiricollege.com
Ms. Neetha Thomas	9539993761 neethathomas@santhigiricollege.com
Ms. Dalbina Dalan	9847545698 dalbinadalan@santhigiricollege.com
Sr. Bindu George	9961773596 bindugeorge@santhigiricollege.com
Ms. Sayana Sally Abraham	8157835947 sayanasallyabraham@santhigiricollege.com

DEPARTMENT OF SOCIAL WORK

Ms. Anne Sharon Kappan (Head)	9562723383 annesharonkappan@santhigiricollege.com
Mr. Arun K Antony	9744485895 arunkantony@santhigiricollege.com
Adv. Suja Jemrine	8606100971 sujajemrine@santhigiricollege.com

DEPARTMENT OF COMMERCE

Mr. Joshy M V (Head)	9400327073 joshymv@santhigiricollege.com
----------------------	---

Mr. Mahesh P.R	996105811 maheshpr@santhigiricollege.com
Mr. Mejo John Johnson	9539182314 mejjohnjohnson@santhigiricollege.com
Mr. Balu Rajeev	9961801159 balurajeev@santhigiricollege.com
Ms. Sani Susun Kuriakose	9961455860 sanisusankuriakose@santhigiricollege.com
Ms. Manju P.K	9947898828 manjupk@santhigiricollege.com
Ms. Sandra Rose Joseph	7907005103 sandrarojoseph@santhigiricollege.com
Ms. Saraswathy Antherjanam	9446439100 saraswathyatherjanam@santhigiricollege.com

DEPARTMENT OF ANIMATION

Dr. Bijimol T K (Head)	9496091466 bijimolk@santhigiricollege.com
Mr. Abhimon K.M	8075276952 abhimonkm@santhigiricollege.com
Mr. Prasanth P	9447777587 prasanthp@santhigiricollege.com
Mr. Praveen Vijayakumar	7902342893 praveenvijayakumar@santhigiricollege.com

DEPARTMENT OF MANAGEMENT STUDIES

Mr. Shibu Abraham (Head)	8078309823 shibuabraham@santhigiricollege.com
Mr. James Mathew	7025063363 jamesmathew@santhigiricollege.com
Mr. Sanoj P Thomas	9061660597 sanojpthomas@santhigiricollege.com

DEPARTMENT OF PSYCHOLOGY

Ms. Felisha Ann Rose (Head)	9539833667 felishaannrose@santhigiricollege.com
-----------------------------	--

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.Sibin Vincent	9048499086

Cleaning/House Keeping

Ms.Saly Sebastian	9497363178
Ms.Celine Benny	9744524298
Ms.Lissy Jose	9961818989
Ms.Shany James	9495035902
Ms.Leela PS	9446845991

Gardening

Ms.Soumya Soman

Mechanic

Thomas Augustine	8921085316
------------------	------------

Hostel Warden

Sr. Philo Oroplackal S.H	Girls Hostel	92078 19841
Mr. Gino Vincent	Boys Hostel	94474 49802

Store

Noble M K	9846830463
-----------	------------

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 entire set in that series.
- ♦ The Librarian has the right to recall any book on loan and cancel any reservation at any time.
- ♦ Re
- ♦
- ♦
- ♦
- ♦

FEE STRUCTURE 2021-22



SANTHIGIRI COLLEGE

VAZHITHALA, THODUPUZHA

COURSE FEE STRUCTURE: 2021-2022

Course	Caution Deposit (For Management seats only)	Special Fee* (Includes UUF, SIP, SWF, SAF)	Training & Placement	PTA Fund/ Year	Tuition Fee Details / Semester	Certificate & Add on Programs (Tally, CPFA, etc.)	Exam fee/ Semester
	# Once in a Course	# Once in a Course	# Once in a Course				
MCA	5000	10000	500	25000	Will be extra depend upon each course	depend upon each course
MBA	500	70000		
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		
B.Sc. Psychology	5000	10000	500	11250		
B.Sc. Mathematics with Computer	5000	10000	500	11250		

*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 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 discontinues.**

☞ 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:-

- 10th Certificate
- 12th Certificate
- Consolidated Mark list and Degree Certificate/Provisional Certificate (Only for PG admission).
- Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Boards/Institutes/Governments, except Board of Higher Secondary Education Kerala, VHSE Kerala, THSE Kerala, CBSE and ICSE.
- Migration Certificate, for other Boards/Universities/Governments outside from Kerala.
- Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
- 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 about courses
4. To be able to negotiate a programme of study appropriate to your needs
- 5.

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)



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

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 s

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 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.

C

✠ 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

✠

✠

✠

✠

✠

✠

✠

✠

- ✘ 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, subj

✘

✘

✘

✘

✘

DISCIPLINARY RULES OF COLLEGE

Discipline

- ✘ 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 conduct the seminars with due earnestness.
- ✘ Students should keep the classrooms, corridors and the premises clean.
- ✘ Students are responsible for the safe custody of their belongings.
- ✘ Students are not permitted to enter into Santhigiri Hostel.
- ✘ Students shall not bring to the College Cinema magazines and such other books/publications.
- ✘ It is prohibited to conduct meetings, collect money or distribute notices in the College campus without the prior

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 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 visitors, harassing or manhandling other students, dishonesty, laziness; breaches of discipline or conduct detrimental to the morale of the Institution are sufficient

GREEN PROTOCOL GUIDELINES

A centre for learning is akin to a temple of worship within our Indian Culture. At Santhigiri College of Computer Sciences, Vazhithawe 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.

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 ar

TELEPHONE DIRECTORY

Santhigiri College Office	: 04862 273476, 8281271029 8281210209
Manager	: 9656434942
Principal	: 9446212911
College Administrator	: 8281738824
Bursar	: 8281759194
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 2021-2022

JUNE-2021**DAY****CURRICULAR ACTIVITIES**

01-06-2021	Tuesday	Commencement of UG-S5 Classes
02-06-2021	Wednesday	
03-06-2021	Thursday	
04-06-2021	Friday	
05-06-2021	Saturday	
06-06-2021	Sunday	
07-06-2021	Monday	
08-06-2021	Tuesday	
09-06-2021	Wednesday	
10-06-2021	Thursday	
11-06-2021	Friday	
12-06-2021	Saturday	
13-06-2021	Sunday	
14-06-2021	Monday	
15-06-2021	Tuesday	
16-06-2021	Wednesday	
17-06-2021	Thursday	
18-06-2021	Friday	
19-06-2021	Saturday	
20-06-2021	Sunday	
21-06-2021	Monday	Commencement of PG S4(2019)- Model Examination
22-06-2021	Tuesday	
23-06-2021	Wednesday	
24-06-2021	Thursday	
25-06-2021	Friday	
26-06-2021	Saturday	
27-06-2021	Sunday	
28-06-2021	Monday	
29-06-2021	Tuesday	
30-06-2021	Wednesday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

JULY-2021**DAY****CURRICULAR ACTIVITIES**

01-07-2021	Thursday	
02-07-2021	Friday	PG-S4(2019) Semester Ends
03-07-2021	Saturday	
04-07-2021	Sunday	
05-07-2021	Monday	Commencement of UG- S2 Model Exams
06-07-2021	Tuesday	
07-07-2021	Wednesday	
08-07-2021	Thursday	
09-07-2021	Friday	
10-07-2021	Saturday	
11-07-2021	Sunday	
12-07-2021	Monday	
13-07-2021	Tuesday	
14-07-2021	Wednesday	Commencement of UG-S3 Classes
15-07-2021	Thursday	
16-07-2021	Friday	
17-07-2021	Saturday	
18-07-2021	Sunday	
19-07-2021	Monday	Commencement of PG S2-Model Examination
20-07-2021	Tuesday	Bakrid
21-07-2021	Wednesday	
22-07-2021	Thursday	
23-07-2021	Friday	
24-07-2021	Saturday	
25-07-2021	Sunday	
26-07-2021	Monday	
27-07-2021	Tuesday	
28-07-2021	Wednesday	
29-07-2021	Thursday	
30-07-2021	Friday	Fee payment for UG S3 without fine.
31-07-2021	Saturday	PG-S2 Semester Ends

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

AUGUST-2021**DAY****CURRICULAR ACTIVITIES**

DAY		CURRICULAR ACTIVITIES
01-08-2021	Sunday	
02-08-2021	Monday	Commencement of PG. MCA-S4,S2 (2020) Model Exams Commencement of PG-S3 Classes
03-08-2021	Tuesday	
04-08-2021	Wednesday	
05-08-2021	Thursday	
06-08-2021	Friday	Meeting
07-08-2021	Saturday	
08-08-2021	Sunday	Karkidaka Vavu Department of Social Work- World Senior Citizens Day and Youth Day combined Celebrations- Video presentation and Photography Competition
09-08-2021	Monday	
10-08-2021	Tuesday	
11-08-2021	Wednesday	
12-08-2021	Thursday	
13-08-2021	Friday	PG-MCA-S4,S2(2020) Semester Ends.PG S3 fee payment without fine.
14-08-2021	Saturday	
15-08-2021	Sunday	Independence Day, The Assumption of Mary, NSS- Participation in the rally conducts in Thodupuzha Department of

		Animation- Independence day celebration
16-08-2021	Monday	
17-08-2021	Tuesday	
18-08-2021	Wednesday	ONAM CELEBRATION
19-08-2021	Thursday	Onam Holiday starts. Muharam Department of Social Work- World Humanitarian Day- Street Play based on Human Rights
20-08-2021	Friday	First Onam
21-08-2021	Saturday	Thiruonam
22-08-2021	Sunday	Third Onam
23-08-2021	Monday	Fourth Onam/Sree Narayana Guru Jyanthi
24-08-2021	Tuesday	Commencement of PG-MCA S5,S3(2020) Classes
25-08-2021	Wednesday	
26-08-2021	Thursday	
27-08-2021	Friday	
28-08-2021	Saturday	Ayyankali Jayanthi
29-08-2021	Sunday	
30-08-2021	Monday	Sree Krishna Jayanthi
31-08-2021	Tuesday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

SEPTEMBER-2021**DAY****CURRICULAR ACTIVITIES**

01-09-2021	Wednesday	
02-09-2021	Thursday	
03-09-2021	Friday	
04-09-2021	Saturday	
05-09-2021	Sunday	
06-09-2021	Monday	
07-09-2021	Tuesday	MCA S5,S3 fee payment without fine.
08-09-2021	Wednesday	
09-09-2021	Thursday	
10-09-2021	Friday	
11-09-2021	Saturday	
12-09-2021	Sunday	
13-09-2021	Monday	
14-09-2021	Tuesday	
15-09-2021	Wednesday	
16-09-2021	Thursday	
17-09-2021	Friday	
18-09-2021	Saturday	
19-09-2021	Sunday	
20-09-2021	Monday	
21-09-2021	Tuesday	Sree Narayana Guru Samadhi
22-09-2021	Wednesday	
23-09-2021	Thursday	
24-09-2021	Friday	
25-09-2021	Saturday	
26-09-2021	Sunday	
27-09-2021	Monday	
28-09-2021	Tuesday	UG Induction program
29-09-2021	Wednesday	
30-09-2021	Thursday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

OCTOBER-2021**DAY****CURRICULAR ACTIVITIES**

01-10-2021	Friday	
02-10-2021	Saturday	Gandhi Jayanthi Department of Social Work-Gandhi Jayanthi- Speech Competition for Children
03-10-2021	Sunday	
04-10-2021	Monday	S3 PG INTERNAL EXAMINATION
05-10-2021	Tuesday	
06-10-2021	Wednesday	
07-10-2021	Thursday	
08-10-2021	Friday	
09-10-2021	Saturday	
10-10-2021	Sunday	
11-10-2021	Monday	
12-10-2021	Tuesday	Mentoring orientation
13-10-2021	Wednesday	
14-10-2021	Thursday	
15-10-2021	Friday	
16-10-2021	Saturday	
17-10-2021	Sunday	
18-10-2021	Monday	Commencement of UG- S5,S3 Model Exams
19-10-2021	Tuesday	
20-10-2021	Wednesday	
21-10-2021	Thursday	
22-10-2021	Friday	Counselling orientation
23-10-2021	Saturday	
24-10-2021	Sunday	
25-10-2021	Monday	
26-10-2021	Tuesday	
27-10-2021	Wednesday	
28-10-2021	Thursday	
29-10-2021	Friday	
30-10-2021	Saturday	
31-10-2021	Sunday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

NOVEMBER-2021**DAY****CURRICULAR ACTIVITIES**

01-11-2021	Monday	Commencement of PG- S3 Model Exams
02-11-2021	Tuesday	
03-11-2021	Wednesday	
04-11-2021	Thursday	Diwali
05-11-2021	Friday	
06-11-2021	Saturday	
07-11-2021	Sunday	
08-11-2021	Monday	
09-11-2021	Tuesday	
10-11-2021	Wednesday	
11-11-2021	Thursday	
12-11-2021	Friday	
13-11-2021	Saturday	
14-11-2021	Sunday	
15-11-2021	Monday	UG- S5,S3 Semester Ends
16-11-2021	Tuesday	Commencement of UG-S6,S4 Classes
17-11-2021	Wednesday	
18-11-2021	Thursday	
19-11-2021	Friday	
20-11-2021	Saturday	
21-11-2021	Sunday	
22-11-2021	Monday	
23-11-2021	Tuesday	
24-11-2021	Wednesday	
25-11-2021	Thursday	
26-11-2021	Friday	
27-11-2021	Saturday	
28-11-2021	Sunday	
29-11-2021	Monday	
30-11-2021	Tuesday	PG- S3 Semester EndsUG S5,S3 Fee payment without fine.

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

DECEMBER-2021**DAY****CURRICULAR ACTIVITIES**

01-12-2021	Wednesday	Commencement of PG-S4 Classes
02-12-2021	Thursday	
03-12-2021	Friday	
04-12-2021	Saturday	
05-12-2021	Sunday	
06-12-2021	Monday	
07-12-2021	Tuesday	
08-12-2021	Wednesday	
09-12-2021	Thursday	
10-12-2021	Friday	
11-12-2021	Saturday	
12-12-2021	Sunday	
13-12-2021	Monday	
14-12-2021	Tuesday	
15-12-2021	Wednesday	
16-12-2021	Thursday	
17-12-2021	Friday	PG S4 Fee payment without fine.
18-12-2021	Saturday	
19-12-2021	Sunday	
20-12-2021	Monday	
21-12-2021	Tuesday	
22-12-2021	Wednesday	
23-12-2021	Thursday	
24-12-2021	Friday	
25-12-2021	Saturday	Christmas, NSS- Annual Camp Student Council -Online crib Competition
26-12-2021	Sunday	
27-12-2021	Monday	
28-12-2021	Tuesday	
29-12-2021	Wednesday	
30-12-2021	Thursday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC

JANUARY-2022**DAY****CURRICULAR ACTIVITIES**

01-01-2022	Saturday	
02-01-2022	Sunday	
03-01-2022	Monday	
04-01-2022	Tuesday	
05-01-2022	Wednesday	
06-01-2022	Thursday	
07-01-2022	Friday	
08-01-2022	Saturday	
09-01-2022	Sunday	
10-01-2022	Monday	
11-01-2022	Tuesday	
12-01-2022	Wednesday	
13-01-2022	Thursday	
14-01-2022	Friday	
15-01-2022	Saturday	
16-01-2022	Sunday	
17-01-2022	Monday	Commencement of PG-MCA
S5,S3(2020)	Model Exam	
18-01-2022	Tuesday	
19-01-2022	Wednesday	
20-01-2022	Thursday	
21-01-2022	Friday	
22-01-2022	Saturday	
23-01-2022	Sunday	
24-01-2022	Monday	
25-01-2022	Tuesday	
26-01-2022	Wednesday	Republic Day College Alumni meet
27-01-2022	Thursday	
28-01-2022	Friday	
29-01-2022	Saturday	
30-01-2022	Sunday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

FEBRUARY-2022**DAY****CURRICULAR ACTIVITIES**

01-02-2022	Tuesday	
02-02-2022	Wednesday	
03-02-2022	Thursday	
04-02-2022	Friday	
05-02-2022	Saturday	
06-02-2022	Sunday	
07-02-2022	Monday	
08-02-2022	Tuesday	
09-02-2022	Wednesday	
10-02-2022	Thursday	
11-02-2022	Friday	
12-02-2022	Saturday	
13-02-2022	Sunday	
14-02-2022	Monday	
15-02-2022	Tuesday	PG-MCA S5,S3(2020) Semester Ends
16-02-2022	Wednesday	
17-02-2022	Thursday	
18-02-2022	Friday	
19-02-2022	Saturday	
20-02-2022	Sunday	
21-02-2022	Monday	
22-02-2022	Tuesday	
23-02-2022	Wednesday	
24-02-2022	Thursday	
25-02-2022	Friday	
26-02-2022	Saturday	
27-02-2022	Sunday	
28-02-2022	Monday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

MARCH-2022**DAY****CURRICULAR ACTIVITIES**

01-03-2022	Tuesday	
02-03-2022	Wednesday	Commencement of UG- S6,S4 Model Exams Commencement of PG- S4 Model Exams Commencement of PG-MCA S6,S4(2020) Classes
03-03-2022	Thursday	
04-03-2022	Friday	
05-03-2022	Saturday	
06-03-2022	Sunday	
07-03-2022	Monday	
08-03-2022	Tuesday	
09-03-2022	Wednesday	
10-03-2022	Thursday	MCA S6,S4 Fee payment without fine.
11-03-2022	Friday	
12-03-2022	Saturday	
13-03-2022	Sunday	
14-03-2022	Monday	
15-03-2022	Tuesday	
16-03-2022	Wednesday	
17-03-2022	Thursday	
18-03-2022	Friday	
19-03-2022	Saturday	
20-03-2022	Sunday	
21-03-2022	Monday	
22-03-2022	Tuesday	
23-03-2022	Wednesday	
24-03-2022	Thursday	
25-03-2022	Friday	
26-03-2022	Saturday	
27-03-2022	Sunday	
28-03-2022	Monday	
29-03-2022	Tuesday	
30-03-2022	Wednesday	
31-03-2022	Thursday	UG- S6,S4 Semester Ends PG-S4 Semester Ends

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

APRIL-2022**DAY****CURRICULAR ACTIVITIES**

01-04-2022	Friday	
02-04-2022	Saturday	
03-04-2022	Sunday	
04-04-2022	Monday	
05-04-2022	Tuesday	Student Council -Clothing Drive /Blood Donation
06-04-2022	Wednesday	
07-04-2022	Thursday	
08-04-2022	Friday	
09-04-2022	Saturday	
10-04-2022	Sunday	
11-04-2022	Monday	
12-04-2022	Tuesday	Comparing Cell- Training
13-04-2022	Wednesday	
14-04-2022	Thursday	Maundy Thursday/Ambedkar Jayanti
15-04-2022	Friday	Good Friday,Vishu
16-04-2022	Saturday	
17-04-2022	Sunday	Easter
18-04-2022	Monday	
19-04-2022	Tuesday	
20-04-2022	Wednesday	
21-04-2022	Thursday	
22-04-2022	Friday	Department of Management studies - Department Day celebration
23-04-2022	Saturday	
24-04-2022	Sunday	
25-04-2022	Monday	
26-04-2022	Tuesday	
27-04-2022	Wednesday	
28-04-2022	Thursday	
29-04-2022	Friday	
30-04-2022	Saturday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS

MAY-2022**DAY****CURRICULAR ACTIVITIES**

01-05-2022	Sunday	
02-05-2022	Monday	
03-05-2022	Tuesday	Ramzan Id/Eid-ul-Fitar
04-05-2022	Wednesday	
05-05-2022	Thursday	
06-05-2022	Friday	
07-05-2022	Saturday	
08-05-2022	Sunday	
09-05-2022	Monday	
10-05-2022	Tuesday	
11-05-2022	Wednesday	
12-05-2022	Thursday	
13-05-2022	Friday	
14-05-2022	Saturday	
15-05-2022	Sunday	
16-05-2022	Monday	
17-05-2022	Tuesday	
18-05-2022	Wednesday	
19-05-2022	Thursday	
20-05-2022	Friday	
21-05-2022	Saturday	
22-05-2022	Sunday	
23-05-2022	Monday	
24-05-2022	Tuesday	
25-05-2022	Wednesday	
26-05-2022	Thursday	
27-05-2022	Friday	
28-05-2022	Saturday	
29-05-2022	Sunday	
30-05-2022	Monday	

YOGA CLASSES ON ALL MONDAYS / HOLISTIC CLASSES ON ALL FRIDAYS |

കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചു കൊണ്ടുള്ള 1998-ലെ കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കുന്നു.

2(ബി) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥിയോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസികമോ ആയ പീഡനം ഉണ്ടാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയപ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉണ്ടാക്കുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്തത് എന്നർത്ഥമാകുന്നതും അതിൽ-

- (1) അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
- (2) ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
- (3) റാഗിംഗിനുള്ള ശിക്ഷ: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റേയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
- (4) റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റ സ്ഥാപനത്തിൻമേൽ, രണ്ടു വർഷം വരെയൊക്കുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെ ആകാവുന്ന പിഴ ശിക്ഷയും കൂടി വിധേയനാകേണ്ടതുമാണ്.
- (5) വിദ്യാർത്ഥിയെ പിരിച്ചു വിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിൻ ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചു വിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്ന് വർഷത്തേക്ക്, മറ്റ് യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

(6) വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ: (1) മുകളിൽ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതി പോലെ മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ച് ഏഴു ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമമുഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസസ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് അധികാരിയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ച് കൊടുക്കേണ്ടതുമാണ്.

(2) (1)-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമ ദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെ രേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

(7) കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടിയെടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ, അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ടതും കുറ്റം സ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

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 near

- ❖ 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

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.

HEI should make

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

