COLLEGE
CALENDAR | 24
& HANDBOOK | 25

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
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SANTHIGIRI
COLLEGE OF COMPUTER SCIENCES
Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC

VAZHITHALA, THODUPUZHA
IDUKKI - 685583
(Estd. 2002)

Affiliated to MG University,
Accredited by the NAAC at
B++ level in 2023 (First Cycle)
CGPA - 2.96

COLLEGE CALENDAR & HANDBOOK 2024-25

Name   :...

Programme   :...

Semester   :...

Roll No   :...

The Preamble of Indian Constitution

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC

and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship; EQUALITY of status and of opportunity;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation

In Our Constituent Assembly this twenty-sixth day of November, 1949, do Hereby Adopt, Enact and Give to Ourselves This Constitution.

The fundamental duties of every citizen of India [Article 51(A)]

- To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- To cherish and follow the noble ideals which inspired our national struggle for freedom;
- To uphold and protect the sovereignty, unity and integrity of India;
- To defend the country and render national service when called upon to do so;
- To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- To value and preserve the rich heritage of our composite culture;
- To protect and improve the natural environment including forests, lakes, rivers, wildlife and to have compassion for living creatures;
- To develop the scientific temper, humanism and the spirit of inquiry and reform;
- To safeguard public property and to abjure violence;
- To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

PERSONAL DATA

Name .... Staff/ Student

Department ....

Class .... Class No. ....

Telephone No. .... Mobile ....

Blood Group .... Height ....cm   Weight .... Kg

Name of Parent/ Guardian ....

Mobile No. ....

Contact Person (Emergency) ....

Mobile No. ....

MOTTO
Quality and Excellence

VISION
"Awakening to the future"

MISSION
Holistic and integral development of the individual rooted in faith in God, justice, knowledge and human values

CORE VALUES
The values which guide us at Santhigiri are:
Faith in God
Commitment
Integrity
Excellence
Social Responsibility

St. Kuriakose Elias Chavara
The founder of Carmelites of Mary Immaculate (CMI) Congregation
Beacon of Santhigiri Institutions

CONTENTS

PROFILE OF SANTHIGIRI COLLEGE

Santhigiri College of Computer Sciences was established in 2002. The college 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, CMI 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. 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 the pandemic time and so on.

"A Heart for the Handicapped"

Fr. Paul Parakattel CMI, the then 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 program of Santhigiri College

2005 MSW program started

2006 BCA & B.Com with Computer Application started

2008 Girls Hostel Blessed

2009 Blessing of New 5 floor College Block

2009 Mrs. Joan Me Donald from SELAVIP, England inaugurated construction of 60 barrier-free houses

2010 Dr. S Radhakrishnan, former Vice-Chancellor of Kaladi University inaugurated College Day

2010 Visit of Mr. Bruce Osborne and signing MoU for twinning Program with UCOL Universal College of Learning, New Zealand

2010 Inauguration of DESWOS, Germany 250 barrier-free house construction project by P. J. Joseph MLA

2010 Mr. Siva Guda, International Marketing Manager of Wel Tech International, New Zeland, addressed the students.

2011 Dr. Sudhi Sing, Associate Dean of Frostburg State University, USA conducted a session with the students.

2011 M.Com, BBA programs inaugurated by P. J. Joseph, Minster of Water Resources.

2012 Decennial Day celebration with PT Thomas, MLA, Dr.C V Thomas, Syndicate Member, Vinay Fort, film actor.

2012 Releasing of short film "Indulekha Ormapeduthunnath" by Mr. Dhilish Nair, Script writer.

2012 Workshop of Engineering and orthotics inaugurated by Werner Wilkens, General Manager, DESWOS, Germany.

2012 New College Chapel blessed by Mar George Punnakottil, Bishop of Kothamangalam with Ministers K M Mani & P J Joseph.

2012 College bus with lift for the transportation students with disabilities.

2012 Inauguration of MG University Project "The Empowerment of Persons with Disabilities" by Madam Raseena Padmam, Director of School of Behavioral Sciences, MG University.

2013 Dr. George Joseph, Ex- Ambassador inaugurated College Day.

2013 BA Animation & Graphic Design Program started.

2013 "Path Finder Award" of the CMI Congregation received by Fr. Paul Parakattel CMI, the Principal.

2014 Inauguration of SCOP (Santhigiri College Outreach Program) by Minister PJ Joseph.

2014 TV documentary by Goodness TV on Inclusive Educational Rehabilitation of students with disabilities in Santhigiri College.

2014 Silver Jubilee Celebration of SRI and Inauguration of new PWD hostel building by Prof. P. J. Kurian, Deputy Chairman of Rajya Sabha, Mar George Punnakottil, Mr. Masanori Nakano, Consul General of Japanese Consulate, Chennai.

2014 MCA Lateral Entry Program started.

2014 Release of "Mashithandu" a feature film of Santhigiri College by Saby Cherian, Chairman, ICSFDC, Seema G. Nair, Cine artist.

2014 NSS Award of MG University Best Principal & Best Program Officer.

2015 B.Com with Finance & Taxation, BCA new Batch started.

2015 NSS Special Award for Santhigiri College from MG University .

2016 MBA College "Santhigiri Institute of Management - SIM) inaugurated.

2017 Started Organic Vegetable Cultivation Project of Agricultural Bhavan, Purapuzha.

2017 Inauguration of "Chavara Welfare Fund".

2017 Fr. Paul Parakattel CMI, the Principal of Santhigiri College from 2002 elected as Provincial of Carmel Province, Muvattupuzha.

2017 Fr. Boby Thalikaparambil CMI, appointed as new Principal of Santhigiri College.

2017 Survey in Manakkad Panchayath.

2019 Blessing & inauguration of Indoor stadium.

2019 House blessing of Mrs. Saly (house keeping staff) funded by Santhigiri College.

2019 Project "Santhidoodhu" to help the flood affected victims started.

2019 "Go Green Go with Nature" project started. Planted several trees in the campus.

2020 Fr. Paul Parakattel CMI, rejoined Santhigiri as the Principal of Santhigiri College.

2020 B.Sc Psychology Program started.

2020 B.Sc. Mathematics with Computer Program got sanctioned.

2021 Inauguration of Community College, Chavara Chair & Gymnasium by Minister Roshy Augustine, Fr. Biju Koottaplackal, Provincial and Mr. Thomas Pyttnal, Purapuzha Panchayath President.

2021 Dr. Christy Fernadus IAS in the campus as Chief Guest for Keralappiravi Celebrations.

2021 Mega Day celebration of Persons' with disabilities.

2022 Inauguration of Gandhi Smriti by Sri. PJ Joseph MLA; Inauguration of Commerce lab & Inauguration of Management lab by Dr. M C Dileep Kumar, former Vice-Chancellor, Kalady Sreesankaracharya Univeristy; Inauguration of Campus Radio (Santhi Voice) & Inauguration of Campus TV (Santhi Vision) by Prof. Cyriac Thomas, former ViceChancellor, MG University.

2022 Installation of statue of St. Chavara in the college courtyard.

2022 Inauguration of Gynasium.

2022 FDP on ERP software Embase for all the faculty by Mr. Eldo, Professional Trainer Embase.

2022 Sri. Antony Raju, Minister of Transport, chief guest for Convocation ceremony.

2022 Installed 6 smart Boards and Televisions in class rooms to revolutionize the teaching and learning of santhigiri college.

2022 National Conference on IFRS Convergence and adoption in India by the Department of Commerce. Dr. J. Letha, the Pro Vice-Chancellor of Jain University (Kochi campus) was the chief guest.

2022 Rev.Fr.Paul Prakkattel CMI, principal received the "Guru Sreshtta Puraskaram" for his unique contribution in the field of education and social work.

2022 Conducted the second season of "Chiraku" Program, Idukki Sub Collector Dr. Arun S Nair inaugurated the function, Rtd. District Judge John K. Illikkadan made the Key note address.
Two electronic wheel chairs were distributed.

2023   College Day - Fr Cherian Kunianthodathu CMI presided and Mr Joe Meenamkunnel, CEO, GTSi, USA inaugurated the function. Cine Artist Jojo Jose was the chief guest.

2023   International Conference on Computing and Communication Technology. Mr.Tom Thomas, C O Officer Kerala startup Mission inaugurated the conference.

2023   Inauguration of 1st Bede Memorial South Indian Intercollegiate Basketball Tournament.

2024   NAAC Accreditation First Cycle - Awarded B++ grade.

2024   Integrated MCA Programme started

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 - 2023
Rev.Fr. Mathew Manjakunnel CMI	2023 -

SUCCESSION LIST OF MANAGERS

Rev.Fr. John Kudiyirickal CMI	2002 - 2005
Rev.Fr. Joseph Kaimalayil CMI	2005 - 2008
Rev.Fr. Sunny Kochukarottu CMI	2008 - 2011
Rev.Fr. John Anikottil CMI	2011 - 2017
Rev.Fr. Mathew Kalapurackal CMI	2017 - 2020
Rev.Fr. Rinoj Vattakanayil CMI	2020 - 2023
Rev.Fr. Paul Parakattel CMI	2023 -

SUCCESSION LIST OF PRINCIPALS

Rev.Fr.Paul Parakattel CMI	2002 - 2017
Rev.Fr.Dr.Boby Antony CMI	2017 - 2020
Rev.Fr.Paul Parakattel CMI	2020 - 2023
Prof.Dr.Fr.Peter Kuzhikandathil CMI	2023 - 2024
Prof.Dr.Fr.Jose John Thuravackal CMI	2024 -

GOVERNING BODY

Rev. Fr. Mathew Manjakunnel CMI	Chairman
Rev. Fr. Paul Parakattel CMI	Manager
Prof.Dr.Fr.Jose John Thuravackal CMI	Principal
Rev.Fr.Shinto Kannukettiyil CMI	Bursar
Rev.Fr. Abin Kallarackal CMI	Executive Director, SIM
Mr. P.J Joseph	MLA & Former Minister
Prof. Cyriac Thomas	Former VC, MG University
Dr. M C Dileep Kumar	Former VC, SSU, Kalady
Prof. T M Joseph	Retired Principal Nirmala College, Muvattupuzha

IQAC (INTERNAL QUALITY ASSURANCE CELL)

Rev.Fr. Paul Parakattel CMI	Manager
Prof.Dr.Fr.Jose John Thuravackal CMI	Principal
Rev.Fr. Shinto Kannukettiyil CMI	Bursar
Dr. Neetha Thomas	IQAC Coordinator
Prof. T M Joseph	Academician
Mr. Gibin George	IQAC Executive
Mr. Alwin Jose Alex	IQAC Executive
Mr. Pradeep T. G	PTA Vice President
Adv. Renish George	Local Member
Mr. Somin Joseph	Office Supdt.
Mr. Sinse Jose	Alumni
Dr. Stalin J	NIRF Coordinator

COLLEGE COUNCIL

Prof.Dr.Fr.Jose John Thuravackal CMI	Principal
Rev. Fr. Shinto Kannukettiyil CMI	Bursar
Dr. Neetha Thomas	IQAC Coordinator
Mr. Gibin George	HOD, Computer Science
Mr. Mejo Johnson	HOD, Commerce
Mr. Alwin Jose Alex	HOD, Social Work
Ms. Divya Jose	HOD, Management Studies
Ms. Aswathy Murali	HOD, Psychology

Mr. Prasanth P	HOD, Animation
Ms. Ambili V	Staff Representative
Dr. Mathews Stephen	Librarian

Finance Committee

Fr. Shinto Kannukettiyil	Coordinator
Mr. Midhun Mathew	

Minority Committee

Rev. Dr. Jose John CMI	Chairman
Mr. Gibin George	Staff Secretary
Ms. Siji Antony	Member Coordinator
Ms. Jomol Joy	Member
Joseph Paul	Member Student
Grace Maria	Member Student

FYUGP Nodal Officer

Mr. Gibin George

STUDY PROGRAMS		
Name of the Program	**Duration**	**Intake**
B.Com (Hons) Cooperation & Accounting	4 Years	60
B.Com (Hons) Finance & Taxation	4 Years	60
BCA (Bachelor of Computer Applications)	4 Years	100
BBA (Hons) (Bachelor of Business Administration)	4 Years	60
BA (Hons) Animation & Graphic Design	4 Years	60
B.Sc. (Hons) Psychology	4 Years	30
BSW (Hons) (Bachelor of Social Work)	4 years	40
PG PROGRAMS		
MCA (Master of Computer Applications)	2 Years	60
MSW (Master of Social Work)	2 Years	30
M.Com Finance & Taxation	2 Years	27
INTEGRATED MCA	5 Years	40

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
Add-on Courses 2024-2025 Academic Year

No	Name of the Course	Course Code	Semester	Programme
1	Scripting and Story Board	ADD-DA-01	III	Animation & Graphic Design
2	Design Fundamentals	ADD-DA-02	I	Animation & Graphic Design
3	Criminal Psychology	ADD-PSY-03	III	Psychology
4	Stress management	ADD-PSY-01	I	Psychology
5	Research methodology	ADD-PSY-05	V	Psychology
6	Pseudocode Logic Expert	ADD-CS-09	I	BCA
7	Deign for Web	ADD-CS-10	III	MCA
8	Statistical package for social sciences in research methodology	ADD-SW-10	I	MSW
9	Rural Appraisal for Rural Development	ADD-SW-11	II	MSW
10	Art forms for Social action	ADD-SW-12	I	MSW
11	Advanced Excel with AI	ADD-MS-07	V	BBA
12	Advanced power point with AI Tableau	ADD-MS-08	III	BBA
13	Excel Essentials for Data Analytics with AI	ADD-DC-04	V	B.Com(CA)
14	Comprehensive Microsoft Office	ADD-DC-05	V	B.Com(F&T)

SKILL DEVELOPMENT PROGRAMME

Semester	Course Name
I	Business Communication
I	Yoga
II	Holistic Education

OPEN COURSE

Name of the Course	Offered by Department	Offered to Department
Informatics & Cyber Ethics	Computer Science	B.COM (CA), B.COM(F&T), Media Studies
Capital Market and Investment	Commerce	BCA
Entrepreneurial Leaders	BBA	Psychology
Life Skills	Psychology	BBA

CERTIFICATE COURSES

Certificate programmes such as National Programme on Technology Enhanced Learning (NPTEL).

1.   **NPTEL**   Applicable to all Programs

DEPARTMENTS

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NON–TEACHING STAFF

OFFICE STAFF

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Mr. Midhun Mathew	Accountant	7034031399, 9747152234
Ms. Tincy Cherian	Accountant	8078167630
Ms. Alphonsa Kuriakose	Clerk	7034031319, 8606500557
Mr. Sajeev V M	Clerk	9656285646
Mr. Abimon Mathew	Office Assistant	9744088020
Mr. Joji Jose	Office Assistant	9400262973
Mr. Thomas P.S.	Office Assistant	8606241703

LIBRARY STAFF

Dr. Mathews Stephen	Librarian	9447370276
Mr. Viju Paulose	Asst. Librarian	9744472985

COMPUTER LAB

Mr. Santhosh C	System Admin	9656689446
Mr. Akshay Santhosh	Lab Asst.	9074329566

SECURITY

Mr. Jaimon Joseph	9495514002
Mr. Uday Chhetri	6294793994
Mr. Shaju Varghese	7510486744
Mr. Renish K R	9633210419

BUS DRIVERS

Mr. Johnson Mathew	9947389819
Mr. Biju Joseph	9447319921
Mr. Manoharan C C	9744678540
Mr. Sibin Vincent	9048499086
Mr. Ayyappan Pillai	9446578416

Mr. Joy T. A.	8075567905
Mr. Joseph V J	9961747973
Mr. Soman	9946206065
Mr. Jain K Mani	9446822936

HOUSE KEEPING

Ms.Saly Sebastian	9497363178
Ms.Lissy Jose	9961818989
Ms.Shainy James	9495035902
Ms.Leela P.S	9446845991
Ms. Lissy Santhosh	9744869678
Ms. Rajamma Vijayan	7025795406

GARDENING

Ms. Soumya Soman	8606611282

MECHANIC

Mr. Thomas Augustine	8921085316
Mr. Martin Benedict	9961014805
Mr. Roy Joseph	7025752105

WELLNESS CENTRE

Ms. Leelamma Mathew	9778246176
	9447821188

HOSTEL WARDEN

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

EXTENSION/ STUDENT DEVELOPMENT OFFICE (SCOP)

Mr. Mathew O.J.	9446485117
Ms. Suja Baby	9495475117

COLLEGE STORE

Noble M.K	9846830463

PARTICIPATORY GOVERNANCE

The administration of the college is made participatory through delegation. Delegation happens through committees, Cells, Clubs and other assignments for the smooth functioning of various activities. All such appointments and committees are for one year, unless otherwise specified. The term continues, if no change is announced. A draft prepared with the approval of the principal is circulated among the staff members for receiving suggestions, however, the principal has the final say in these matters. As a policy, every staff member takes up at least one committee membership and guidance of one club/ cell or an independent office for service. The student representatives are invited as and when required. Internal Quality Assurance Cell (IQAC) shall function as the pivotal point of coordination and monitoring of quality assurance, quality enhancement and quality sustenance of the college life. For this purpose, the various committees and tasks are to be subsumed under the seven criteria of quality assessment. Each of these domains shall have a coordinator. Heads of the department shall have overall supervision of all the activities in the department. IQAC planning and monitoring committee shall give proper guidance and leadership for all the committees in attaining its objectives.

COMMITTEES FOR THE YEAR 2024-2025

ACADEMICS

1. Academic Committee

Mr. Gibin George (Coordinator)

Dr. Neetha Thomas, All HoDs

2. Academic Planning & Monitoring

Dr.Neetha Thomas (Coordinator)

Mr.Gibin George

Dr.Stalin J.

3. ADD-On / Skill Enhancement Courses

Mr. Jismon Augustine

Dr. Bincy Baby

Mr. Joice John

4. Admission – Student Enrollment

Mr. Gibin George (Coordinator)

Mr. Mejo John Johnson

Dept. Representatives

5. Feedback from Parents, Students, Alumni, etc.

Ms. Dalbina Dalan (Coordinator)

Dr.Bincy Baby

Ms. Aswathy Murali

6. Handbook, Calendar, Course Plan, Progress Report

Dr. Neetha Thomas (Coordinator)

Mr. Shibu Abraham

7. PTA Executive Committee

Mr. Mejo John Johnson (Coordinator)

Mr. Rajesh A V

TEACHING LEARNING EVALUATION

1. Examination Coordinator

Ms. Siji Antony (Coordinator)

Mr. Gibin George

2. Examination Grievance Cell, IAE

Ms. Siji Antony (Coordinator)

Ms. Manju P. K

Mr.Gibin George

Mr. Amil Krishna

Ms. Jeesma Clement

3. Examination Squad

Mr. Mejo John Johnson (Coordinator)

Ms. Manju P. K

HoDs

4. Online Courses like MOOC, Moodle and Swayam

Ms. Remya R. (Coordinator)

Ms. Jeesma Clement

Ms. Adithya Ramanan

5. Senior Assistants of University Examination

Ms. Manju P. K (Coordinator)

Mr. Somin Joseph (Supdt)

Ms. Siji Antony

6. Superintendent of Examinations

Dr. Fr. Jose John (Principal)

RESEARCH INNOVATION

1. Chavara Chair

Ms. Treesa Thomas (Coordinator)

Mr. Mejo John Johnson

2. Collaborations & Networking

Ms. Sigma Sathyan

Dr. Jolly M. Louis

3. Ideation Club

Mr. Rajesh A. V. (Coordinator)

Depts Reps.

4. IEDC Cell

Ms. Divya Jose (Coordinator)

Dr. Stalin J.

Ms. Jayalakshmi Jayan

5. Institution's Innovation Council (IIC - SHIP)

Ms. Remya R. (Coordinator)

Mr.Sharafudeen P.J.

Ms. Sigma Satyan

Ms.Jomol Joy

Dept Reps.

6. IPR

Mr. Mejo John Johnson (Coordinator)

Rep. from Depts

7. NSS

Mr. Mejo John Johnson (Programme Officer)

Ms.Jeesma Clement (Programme Officer)

Mr. Jismon Augustine

Mr. Amil Krishna

Ms. Anaha Chacko

8. Santhigiri College Outreach Programs [SCOP] / Extension Centre

Mr. Ginto K. Paulose (Coordinator)

Mr. Mathew O.J.

Ms. Suja Baby

9. Santhigiri Research Centre

Dr. Stalin J. (Coordinator)

Dr. Neetha Thomas

Dr. Shibi A.V.

Dr. Bincy Baby

Dr. Jolly M. Louis

Ms. Sigma Sathyan

10. Santhisoft Technologies

Rev. Fr. Jaison Puttanal (Director)

Ms. Dalbina Dalan (Coordinator)

Ms. Leema George

Ms. Sindhu S.U.

Mr. Jismon Augustine

Ms. Lovely Manuel

INFRASTRUCTURE AND LEARNING RESOURCES

1. Building Committee, Purchase Committee

Rev. Fr. Shinto Kannukettiyil (Coordinator)

Mr. Mejo John Johnson

Mr. Sharafudeen P.J.

2. ICT

Mr.Gibin George

Mr.Rajesh A.V.

Mr. Jismon Augustine

Mr. Thomas P.S.

3. Website Committee

Ms. Leema George (Coordinator)

Mr. Midhun P. M.

Ms. Divya Abhilash

STUDENTS SUPPORT AND PROGRESSION

1. Alumni Cell

Mr. Rajesh A.V., (Coordinator)

Mr. Jismon Augustine

Ms. Anaha Chacko

Ms. Ambily V

Mr. Prasanth P.

2. Career Guidance Cell

Ms. Deepa M. Mohandas, (Coordinator)

Mr. Alwin Jose Alex

Mr. Shibu Abraham

3. Counselling Cell

Ms. Theres Shaji (Coordinator)

Dr. Sr. Jolly M. Louis

Ms. Sreya Krishnan

Mr. Prasanth P.

4. Holistic Education, Mentoring

Dr. Sr. Jolly M. Louis, (Coordinator)

Ms. Deepa M

All HoDs

5. Placement Cell (Placement and Training), Students' Progression

Mr. Gibin George (Coordinator)

Ms. Leema George

Ms. Deepa M. Mohandas

Ms. Jainy Jaison

HoDs.

6. Scholarship Committee

Ms. Manju P. K. (Coordinator)

Ms. Sigma Sathyan

7. Yoga Cell

Ms. Saraswathy Antharjanam (Coordinator)

Mr. Prasanth P.

GOVERNANCE AND MANAGEMENT

1. Internal Auditing

Rev. Fr. Jaison Puttanal

2. Public Relations Officer (PRO)

Mr. Alwin Jose Alex

3. RTI Officer

Ms. Manju P.K.

4. Staff Welfare Committee

Mr. Shibu Abraham (Coordinator)

Ms. Jayalakshmi Jayan

VALUES AND PRACTICES

1. Business Incubation Centre

Mr. Seby Abraham (Coordinator)

Ms. Treesa Thomas

2. College Magazine, Newsletter

Ms. Merin Seban (Coordinator)

Mr. Midhun P. M.

Ms. Nilanjana S

3. Gender Equity Cell

Ms. Gisha Mathew (Coordinator)

Ms. Neena Raj

4. Green Protocol Committee

     Mr. Mejo John Johnson (Coordinator)

     Ms. Shreya Krishna

     Ms. Adithya Ramanan

5. K-Disc

     Ms. Jomol Joy (Coordinator)

     Ms. Sigma Sathyan

     Mr. Sharafudeen P.J.

6. Santhigiri Rehabilitation Institute (Hostel, Press, Workshop) Vocational Training Program

     Mr. Alwin Jose Alex (Coordinator)

     Mr. Mathew O.J.

     Mr. Jose J. Arackal

     Mr. Martin

7. Waste Management Cell

     Ms. Ann Mary Baby (Coordinator)

     Ms. Siji Antony

     Mr. Mathew O.J.

     Mr. Alwin Jose Alex

8. Women Empowerment Cell

     Ms. Ambily V. (Coordinator)

     Ms. Aswathy Murali

CELLS AND CLUBS

Adventure & Tourism Club

Mr. Jismon Augustine (Coordinator)

Ms. Gibin Jose

Ms. Jeesma Clement

Arts Club

Ms. Sigma Sathyan (General Coordinator)

Mr. Amil Krishna T.K.

Ms. Divya Jose

Bhoomithrasena Club

Ms. Ann Mary Babu (Coordinator)

Mr. Ginto K. Paulose

Ms. Sheeba Rajan

Ms. Jainy Jaison

Compering

Dr. Sr. Jolly M. Louis (Coordinator)

Ms. Merin Seban

Ms. Jomol Joy

Ms. Nilanjana S

Dance Club

Ms. Shreya Krishna (Coordinator)

Ms. Jayalakshmi Jayan

Ms. Divya Jose

Debate Club

Ms. Jeesma Clement (Coordinator)

Mr. Seby Abraham

Design Club

Mr. Amil Krishna (Coordinator)

Mr. Prasanth P.

Mr. Gibin Jose

Mr. Midhun P. M.

Film Club

Ms. Divya Sukumaran (Coordinator)

Mr. Midhun P.M.

Dr. Shibi A.V.

Health Club/ Gymnasium

Mr. Midhun P.M. (Coordinator)

Mr. Gibin Jose

Ms. Shreya Krishna

Jesus Youth

Dr. Sr. Jolly M. Louis (Coordinator)

Ms. Siji Antony

Ms. Jeesma Clement

Music Club

Mr. Prasanth P. (Coordinator)

Ms. Neena Raj

Mr. Shibu Abraham

Ms. Ambily V.

Nature Club

Mr. Prasanth P. (Coordinator)

Ms. Adithya Ramanan

Ms. Anaha Chacko

Photography Club

Fr. Jaison Puttanal (Coordinator)

Ms. Divya Sukumaran

Sports & Games

Mr. Sharaufudeen P.J. (Coordinator)

Mr. Amil Krishna

Ms. Jomol Joy

Ms. Treesa Thomas

Mr. Jismon Augustine

Theatre Club

Ms. Sheeba Rajan (Coordinator)

Ms. Treesa Thomas

STUDENT SUPPORT SERVICES

Anti- Sexual Harassment Cell (ICC)

(As per sexual harassment of women at work place Act 2013)

- Ms. Treesa Thomas (Coordinator)
- Ms. Dalbina Dalan
- Adv. Soji Joseph

Anti-Narcotic Cell

- Mr. Alwin Jose Alex (Coordinator)
- Mr. Sharafudeen P.J.
- Ms. Treesa Thomas

Anti-Ragging Cell

- Ms. Aswathy Murali (Coordinator)
- Ms. Ambily V.
- Mr. Midhun P.M.

Campus Radio (Santhi Voice), Campus TV (Santhi Vision)

- Ms. Dalbina Dalan (Coordinator)
- Fr. Jaison Puttanal
- Mr. Midhun P.M.
- Ms. Merin Seban

Canteen Committee

- Mr. Rajesh A. V. (Coordinator)
- Ms. Saraswathy Antharjanam

Campus Wellness Centre

- Ms. Seena Augustine
- Ms. Nilanjana S

Commerce Lab

- Dr. Bincy Baby (Coordinator)
- Mr. Mejo John Johnson

Language Lab

- Ms. Merin Seban (Coordinator)
- Mr. Shibu Abraham

Management Lab

- Ms. Divya Jose (Coordinator)
- Ms. Treesa Thomas

SC/ ST/ OBC Cell

Ms. Divya Sukumaran (Coordinator)

Ms. Jeesma Clement

Students' Grievance Redressal Cell

Ms. Manju P.K. (Coordinator)

Mr. Gibin George

Mr. Alwin Jose Alex

All HoDs

SWO (Student Welfare Officer) Student Council

Ms. Deepa M. (Coordinator)

Ms. Remya R.

Mr. Mejo John Johnson

NAAC - Binary Accreditation

	Name of Criterion	Champions	Torchbearers
1	Curriculum Design	Dr. Bincy Baby	Ms. Leema George Ms. Jomol Joy
2	Faculty Resources	Dr. Stalin J	Mr. Shibu Abraham Ms. Gisha Mathew
3	Infrastructure	Mr. Alwin Jose Alex	Mr. Jismon Augustin Mr. Seby Abraham
4	Financial Resources and Management	Mr. Sharafudeen PJ	Mr. Rajesh V Ms. Merin Litty John
5	Teaching and Learning	Mr. Gibin George	Ms. Treesa Thomas Ms. Ambili V
6	Extended Curriculum Engagement	Ms. Deepa M	Ms. Divya Jose Mr. Amil Krishna T K
7	Governance and Administration	Ms. Remya R	Ms. Aswathy Murali Mr. Prasanth P
8	Student Outcome	Ms. Manju P K	Ms. Dalbina Dalan Ms. Divya Sukumaran
9	Research and Innovation Outcomes	Ms. Sigma Sathyan	Dr. Jolly M Louis Dr. Shibi A.V
10	Sustainability (Green Initiatives)	Mr. Mejo John Johnson	Mr. Ginto K Paulose Ms. Jeesma Clement

COLLEGE LIBRARY

Library is located in the main campus with a total seating capacity of 108 and with 9574 available books. The library is fully automated with leading library management software solution KOHA which give a userfriendly interface for searching resources in the library, along with its positions and availability statuses. The library has Web – OPAC for providing remote access to its repertoire of textual resources.

- ILMS Software : KOHA
- Name of the ILMS software: KOHA Version 4.0
- Nature of automation: Full
- Server Version: 3.1

Library Sections

- General reference section
- Periodical section
- Stack room with lending section.
- Book Collection - Course wise
- Computerized Issue/Return,
- Renewal Reference Service New arrival display.
- Subscription of Journals - Print and Online
- The library has open access system
- Orientation programs for new users
- Access N-LIST
- E-book access for all users
- Digital Repository comprising question papers
- Remote access to the digitized contents
- Digital library for electronic content learning
- CCTV surveillance for security reinforcement

Infrastructure of library

- ✎ Digital entry
- ✎ Reprography
- ✎ Internet Facility : Wifi

Name of Resource	Number
Print Books	9730
E- Books	N-list, Delnet
Journals	14 (N-list subscription, Delnet subscription)
E Journals	N-list, Delnet
Magazines	26
Newspaper	3 (English) Indian express, The Hindu, Business line 3 (Malayalam) Mathrubhumi, Malayala Manorama, Deepika
Reference Books	750

Library Rules

☞ The functioning time of the library is from 8:30 am to 6:30 pm on all working days.

☞ Only the staff and students of the Santhigiri 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.

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

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

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

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

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

STUDENT CHARTER

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

1. To have a safe environment which is condusive 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 the college 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 attendance challenged.
9. To have staff who act as role models for students and lead by example.
10. To have access to the academic and non academic facilities offered by the college.
11. To get extra support with learning in order to achieve well if you ask for it, provided that the requirement has been identified.
12. To be provided with a Religion, Philosophy and Ethics (Santhimargam) programme.
13. To have a one to one review of your progress with your mentor twice in a semester, resulting in an action plan for success.
14. To receive regular information on your progress (for yourself and your parents/ carers) through regular PTA meetings.
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 and action groups, etc.

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 75% in each subject. To be fully aware that attendance less than 75% 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 course work, home work 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 entire 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 responsible 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.

18. 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.

ACADEMIC RULES AND REGULATIONS

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 his / her conduct and behaviour in the college campus.

College Admission cell headed by Principal monitors, interviews and recommends 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.ac.in
2. College office regularly monitors submitted applications 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 conducts an interview with student and give career guidance to students and parents and enters his/ her 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 (CAP) 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 halltickets.
- 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.

- Candidate shall be permitted to leave the examination hall only after his/her answer book is being handed over to 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 case 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, any bluetooth devices, Smart watch 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 invigilators should not engage themselves in any activity likely to diminish the efficiency of their supervision.

- Any type of malpractices is strictly punishable. If any student is found doing malpractice then the invigiltor shall report the case to the Chief Supdt. However, the candidate shall be allowed to complete that exam.

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

Internal Examination

- Question papers of IAEs/ Model should be mailed to the exam committee 10 days before the exams start. In order to conduct an internal exam, answer sheet, question paper and twine should be collected from the exam committee.

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

- After the examination, answer sheet should be given to the teacher concerned or exam committee. Results of the IAEs/ Model shall be published / given to the students on the prescribed dates.

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

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

Re-examination

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

  Guardian
  Class tutor
  Teachers concerned
  HOD
  Principal

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

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

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

❖ Only absentees with prior permission and genuine reason may be admitted 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. Pen drives or any other storage devices shall be brought to the lab without permission.

❖ Students should arrange the chairs and keyboard tray properly before leaving the lab.

❖ There shall be 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 mark their attendance using the punching machine.
- ✎ First hour staff shall go to the class immediately after the first bell. Attendance has to be taken at the starting of each period and the attendance slip duly filled in shall be given to the office staff. You should keep its copy for attendance calculation. Those without uniform shall not be permitted to remain in the class. Late comers may be permitted to enter the class, but they will not be given attendance.
- ✎ Engage the class till the bell goes.
- ✎ As part of creating a serious work culture for the staff and students, the staff members are requested to recreate in the staffroom only during the interval times. Other hours are to be used for serious study and class preparation.
- ✎ Our medium of instruction is English. All communication in the class and outside among staff and students shall be in English
- ✎ Staffs should have a personal knowledge of each of the students and should take special attention to their academic excellence. Special care should be given to the weaker students.
- ✎ Creating discipline in the college is not the sole responsibility of the Principal or Manager. It should be the cooperative effort of all the staff, Principal and Manager. It is the right and duty to pay special attention to the behavior and discipline of the students.
- ✎ Staffs shall not use mobile phones while taking the classes.
- ✎ Staffs shall not discontinue from the College during the academic year. They may discontinue at the completion of the academic year.
- ✎ Christian staff members shall participate in all the religious activities, like Holy mass, retreats etc. and thus motivate the students to be more religious.

- There shall be a dress code for the teachers in tune with the dress code we have given to the students. Male teachers shall use formal dress. Recommended dress code: Blue or black pants with light designed long loose sleeved shirt inserted, black shoes, black belt. Female teachers should be modest in dressing.
- There shall be a staff training program and a tour every year.
- Staff meetings shall be conducted in every month.
- Alterations/ additions of rules - the same shall be submitted to the Principal for verification.
- Grievance Redressal- If there are any grievances it can be informed to HOD/ Principal.
- Weekly Status Report- Faculty diary should be submitted to first to HOD every week's last day and HOD should submit the faculty diary to Principal on every Monday.
- Holy Mass will be celebrated on the first Tuesday of every month at 11.45 am.
- Retreat is conducted for both Christians and non-Christians in the College. All the staff and students must participate in these retreats.
- Mentoring should take place at least once in a month. If any of the staff members identifies any issues with the students it is desirable to inform the mentor concerned.
- The Cell Coordinators along with other cell members shall plan suitable programs for the academic year and they should inform other staffs about all the cell activities, especially the general functions by notice or mail well in advance.
- Classes should be well prepared and prepare the course plan of entire syllabus before starting each subject.
- Prepare notes before starting each module and send the soft copy to the students. The notes on lessons should be prepared after referring several books. Direct reading out from one or more texts in the class is not recommended. Complete the portions according to the handbook before each IAEs. If classes are lagging behind, staffs shall take special classes and keep pace with others.

- Staffs shall choose any teaching methodology: traditional, using modern audio-visual aids or any other innovative practices. The basic requirement is that the students understand what you teach.
- Teaching is evaluated based on your regularity, punctuality,

LEAVE

- Prior permission of the Principal is mandatory for taking a leave.
- All approvals of leave will be subject to eligibility and balance of leave available.
- Faculties have to enter the number of days of leave availed in the academic year without fail.
- Not more than 3 days of leave shall be normally permitted in a month.
- Normally no leave shall be permitted 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.
- DL (Duty Leave) 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 approval of Principal.
- Submit supporting documents along with applications for DL (Duty Leave), SCL.

✎ Failure to submit the leave application on time through online mode, will lead to unauthorized absence and loss of pay/ disciplinary actions. Faculty should inform their leave to the HOD so that the class hours are not left free.

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.
- Smoking, consumption of alcohol or use of narcotic substances/ intoxicants are strictly prohibited within the college and in the college Campus.
- 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 permitted to use mobile phones in the campus for academic purposes only. They shall keep the phones in silent/ switched off mode while they are in the class. In the event of any course teacher demands the use of mobile necessary in his/her class, it may be permitted only for that purpose.In case of emergency, the students shall go to the staff room and get permission from class teacher/ HoD and make call while in the staff room itself. Students are forbidden to make calls or receive calls on the verandas, class rooms, coridoors, or bathrooms, even during free time or interval time.
- 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 (Boys-75%, Girls-73%)   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. All students of this college are hereby informed that all sorts of political activities, and other activities of students' organizations supported by political parties are banned in this college campus. Students shall not participate or take part in any such activities, meetings or demonstrations organized or supported by any organization supported by political parties within the campus. Disrupting the classes, or interfering with the peaceful functioning of the college will be treated as breach of college discipline. Materials carrying logo of political outfits, including students political organisations shall not be brought within or used on the campus.
- 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, Instagram, X, 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 wear 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-Discipline is an essential element for every human being. Students should dress in a manner that is appropriate for an academic environment. It should be modest and decent. Lungies, Colour dhoti (unless due to religious reasons for a specific duration), shorts, 3/4ths, Bermudas, low waist and lacerated/ torn pants, revealing and skin-tight costumes, round neck T-shirts, sleeveless or deep cut T shirts or tops, short tops/ Crop tops, skirts

or dresses above the knees are not entertained in the campus. Wearing of caps while in the classrooms is not allowed. Students shall not tuck up their dhoti while they are in the college campus. Veil, if used shall not cover the face. Girls shall wear bottom and shawl (decent slits)/ Jeans and Kuriti with Stal or sari. Leggings/ jeggings may be used only with churidar without slit. Maftha color can either be black or navy blue. Hair shall be properly clipped.

Ragging

According to the Prohibition of Ragging Act, Kerala, 1998, Section 3, the Principal is bound, whenever any student or a teacher of an educational Institution/Hostel or the parent or guardian of the students, as the case may be, complains in writing about ragging either inside or outside their institution, to take prompt action (by reporting to the police) in accordance with the said Act, in order to nip in the bud the deleterious consequences of ragging, both physical and mental, on the victims.

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.

Students shall 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.

Students who avail the college bus facility shall remit the bus fee at the beginning of each semester.

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 for the suspension / dismissal of a student. All expressions or activities which are immoral, antisocial, communal and anti-national shall lead to the same.

The principal shall be the final authority on matters of discipline.

GREEN PROTOCOL GUIDELINES

A centre for learning is akin to a temple of worship within our Indian Culture. At Santhigiri College of Computer Sciences, Vazhithala 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 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.
- Plan and prepare ahead to avoid waste (food, travel, printing).
- Use tiffin boxes instead of parcel papers.
- The above guidelines are to be strictly adhered to in the Santhigiri College premises.

TELEPHONE DIRECTORY

Santhigiri College Office	:	04862- 273476
		8281271029
		8281210209
Manager	:	9446212911
Principal	:	7034031315,
		7907047754 (P)
Bursar	:	7034031317,
		9497279395 (P)
South Indian Bank	:	04862-222384
Santhigiri B School	:	7034444723
Santhigiri Press	:	682433248
Santhisoft Technologies	:	9895784381
Santhigiri Workshop	:	9446485117
Santhigiri Hostel for Disabled Students	:	9446212911
Santhigiri Church	:	9446212911

MG UNIVERSITY

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

ശാന്തിഗിരി ഗീതം

പ്രതിഭവിടർത്തിടുന്ന സത്കലാലയം
പ്രചുരിത ദീപ്തിയാർന്നിടും കലാലയം
പ്രണവമ്രാവമോലും സത്കലാലയം
പ്രശാന്തി ഹൃത്തിനേകിടും കലാലയം

കിരണമുതിർന്നിടുന്ന നാളമെന്നപോൽ
കാലമുയർത്തിടുന്ന ദീപമെന്നപോൽ
ശാന്തിയുണർത്തിനിൽക്കുമീ കലാലയം
ശംഖനാദമായിടട്ടെ മാനസേ

ശാന്തിഗിരിയിതാ പ്രശാന്തിഗിരിയിതാ
അനുപമ വിദ്വതൻ വിളക്കിതാർക്കുമേ...

നാളെ നേരിടുന്നവെല്ലുവിളികൾ നീക്കുവാൻ
നീളെയാക്കുമാത്മശക്തി കൈവരിക്കണം
സർവ്വവികലഭാവവും നാം മറികടക്കണം
സത്യമെന്നപോലെ നീതിയും തിളയ്ക്കണം

ശാന്തിഗിരിയിതാ പ്രശാന്തിഗിരിയിതാ
അനുപമ വിദ്വതൻ വിളക്കിതാർക്കുമേ...

ജയിക്ക സ്വാർത്ഥമാകെ നീക്കിടുന്ന ഗേഹമേ
ജയിക്ക ശാന്തിഗിരി മനോജ്ഞ ജ്ഞാനപീഠമേ
ദുർബലർക്കു ശക്തി നൽകിടും നികേതമേ
ദീപ്തി തൂകി ഇരുളുനീക്കിടും പ്രതീപമേ

ശാന്തിഗിരിയിതാ പ്രശാന്തിഗിരിയിതാ
അനുപമ വിദ്വതൻ വിളക്കിതാർക്കുമേ...

COLLEGE CALENDAR 2024-2025

JUNE 2024

DATE	DAY		ACTIVITIES	REMARKS
01-Jun-24	Sat	[H]		
02-Jun-24	Sun	[H]		
03-Jun-24	Mon		S5 UG,S3 UG AND S3 PG Semester begins	
04-Jun-24	Tue			
05-Jun-24	Wed		World Environment Day	
06-Jun-24	Thu			
07-Jun-24	Fri			
08-Jun-24	Sat	[H]		
09-Jun-24	Sun	[H]		
10-Jun-24	Mon			
11-Jun-24	Tue			
12-Jun-24	Wed		LBS Entrance Training for MCA Aspirants	Dept of CS
13-Jun-24	Thu		Research Theme Submission	Dept of SW
14-Jun-24	Fri			
15-Jun-24	Sat	[H]		
16-Jun-24	Sun	[H]		
17-Jun-24	Mon	[H]	Bakrid/Eid ul-Adha	
18-Jun-24	Tue			
19-Jun-24	Wed			
20-Jun-24	Thu			
21-Jun-24	Fri			
22-Jun-24	Sat	[H]		
23-Jun-24	Sun	[H]		
24-Jun-24	Mon			
25-Jun-24	Tue			
26-Jun-24	Wed		International Day against Drug Abuse	Dept of SW

27-Jun-24	Thu			
28-Jun-24	Fri			
29-Jun-24	Sat	[H]		
30-Jun-24	Sun	[H]		

JULY 2024

DATE	DAY		ACTIVITIES	REMARKS
01-Jul-24	Mon		S1 UG Semester Begins	
02-Jul-24	Tue			
03-Jul-24	Wed	[H]	St.Thomas Day	
04-Jul-24	Thu			
05-Jul-24	Fri		TICSAS: Essay writing Competition/ Elocution Competition for S1 UG Students	
06-Jul-24	Sat	[H]		
07-Jul-24	Sun	[H]		
08-Jul-24	Mon		S1 PG Semester begins	
09-Jul-24	Tue			
10-Jul-24	Wed		Theatre Workshop Invited Talk	Dept of SW
11-Jul-24	Thu		Theatre Workshop	Dept of SW
12-Jul-24	Fri		Theatre Workshop	
			Photoshop Workshop for BCA S3	Dept of CS
13-Jul-24	Sat	[H]		
14-Jul-24	Sun	[H]		
15-Jul-24	Mon			
16-Jul-24	Tue	[H]	Muharram/Ashura	
17-Jul-24	Wed		S3 MCA Semester Begins	
18-Jul-24	Thu		Project orientation class -	Dept of Commerce
19-Jul-24	Fri		Know Your Panchayat	Dept of SW

20-Jul-24	Sat	[H]	Know Your Panchayat	Dept of SW
21-Jul-24	Sun	[H]		
22-Jul-24	Mon			
23-Jul-24	Tue			
24-Jul-24	Wed			
25-Jul-24	Thu		KYP Presentation	
26-Jul-24	Fri		Field Work	Dept of SW
			Fresher's Day	Dept of Psy
27-Jul-24	Sat	[H]	Field Work	Dept of SW
28-Jul-24	Sun	[H]		
29-Jul-24	Mon		Research Topic Finalization	Dept of SW
30-Jul-24	Tue			
31-Jul-24	Wed		Workshop on AI Tools	Dept of SW

AUGUST 2024

DATE	DAY		ACTIVITIES	REMARKS
01-Aug-24	Thu		Block Placement (outside Kerala)	Dept of SW
02-Aug-24	Fri		Field Work	Dept of SW
03-Aug-24	Sat	[H]	Field Work	Dept of SW
04-Aug-24	Sun	[H]		
05-Aug-24	Mon		Orientation Programme	Dept of Commerce
06-Aug-24	Tue		Expert Talk	Dept of Mgmnt
07-Aug-24	Wed		Observation Visit	
08-Aug-24	Thu		Observation Visit	Dept of SW
09-Aug-24	Fri		Observation Visit	
10-Aug-24	Sat	[H]		
11-Aug-24	Sun	[H]		
12-Aug-24	Mon			

13-Aug-24	Tue			
14-Aug-24	Wed			
15-Aug-24	Thu	[H]	Independence Day	
16-Aug-24	Fri		Field Work	Dept of SW
17-Aug-24	Sat	[H]	Field Work	Dept of SW
18-Aug-24	Sun	[H]		
19-Aug-24	Mon		Freshers Day Studies	Dept of Mgmnt
20-Aug-24	Tue	[H]	Sree Narayana Gur Jayanti	
21-Aug-24	Wed		S5 UG , S3 UG and S3 PG IAE I begins	
			(Research) Workshop on IOT	Dept of Mgmnt
22-Aug-24	Thu			
23-Aug-24	Fri		Field Work	Dept of SW
24-Aug-24	Sat	[H]	Field Work	Dept of SW
25-Aug-24	Sun	[H]		
26-Aug-24	Mon	[H]	Janmashtami	
27-Aug-24	Tue		S1 MCA Semester begins	Dept of CS
			Rural Camp	Dept of SW
28-Aug-24	Wed		S1 PG IAE I begins	
			Rural Camp	Dept of SW
29-Aug-24	Thu		Rural Camp	
30-Aug-24	Fri		Rural Camp	
31-Aug-24	Sat	[H]	Rural Camp	

SEPTEMBER 2024

DATE	DAY		ACTIVITIES	REMARKS
01-Sep-24	Sun	[H]		
02-Sep-24	Mon			
03-Sep-24	Tue		S1 UG and S3 MCA IAE I begins	
04-Sep-24	Wed		Invited Talk on AI Tools	Dept of Commerce
			Seminar on Forensic Psychology	Dept of Psy
05-Sep-24	Thu		Teachers Day	Dept of SW
06-Sep-24	Fri		National Hindi Day Celebration	Dept of Commerce
			Enhancing Communication skill	Dept of Mgmnt
07-Sep-24	Sat	[H]	Field Work	Dept of SW
08-Sep-24	Sun	[H]		
09-Sep-24	Mon		Workshop on Expressive Art Therapy	Dept of Psy
10-Sep-24	Tue		Invited Talk	Dept of CS
11-Sep-24	Wed			
12-Sep-24	Thu		IAE I-Result publication S3 PG , S5 UG and S3 UG	
			Field Work Presentation	Dept of SW
13-Sep-24	Fri		Onam Celebration, Holidays begin	
14-Sep-24	Sat	[H]	First Onam	
15-Sep-24	Sun	[H]	Thiuvonam	
16-Sep-24	Mon	[H]	Third Onam , Milad un-Nabi/Id -e-Milad	
17-Sep-24	Tue	[H]	Fourth Onam	Dept of SW
18-Sep-24	Wed			
19-Sep-24	Thu			
20-Sep-24	Fri		World Alzhimers Day Observation	
21-Sep-24	Sat	[H]	Sree Narayana Guru Samadhi	
22-Sep-24	Sun	[H]		
23-Sep-24	Mon		College Reopens after Onam holida	
24-Sep-24	Tue		IAE I-Result publication S1 PG, S1 UG and S3 MCA	

25-Sep-24	Wed		S5 UG and S3 UG and S3 PG IAE II begins	
26-Sep-24	Thu			
27-Sep-24	Fri		Field Work	Dept of SW
			Technichal Talk	Dept of CS
28-Sep-24	Sat	[H]	Field Work	Dept of SW
29-Sep-24	Sun	[H]		
30-Sep-24	Mon			

OCTOBER 2024

DATE	DAY		ACTIVITIES	REMARKS
01-Oct-24	Tue			
02-Oct-24	Wed	[H]	Mahatma Gandhi Jayanti	
03-Oct-24	Thu			
04-Oct-24	Fri		Field Work	Dept of SW
05-Oct-24	Sat	[H]	Outing with First year UG and PG students	Dept of Commerce
			Field Work	Dept of SW
06-Oct-24	Sun	[H]		
07-Oct-24	Mon		Mental Health Week Celebration	Dept of Psy
08-Oct-24	Tue		S1 MCA IAE I begins	
09-Oct-24	Wed			
10-Oct-24	Thu			
11-Oct-24	Fri		Mindfulness therapy workshop	Dept of Psy
12-Oct-24	Sat	[H]	Maha Navami	
13-Oct-24	Sun	[H]	Vijaya Dashami	
14-Oct-24	Mon			
15-Oct-24	Tue		Invited Talk	Dept of CS
16-Oct-24	Wed		IAE II-Result publication S3 PG, S5 UG and S3, S1 UG and S1 PG IAE II begins	

17-Oct-24	Thu			
18-Oct-24	Fri		Field work Presentation	Dept of SW
19-Oct-24	Sat	[H]	Art Therapy Workshop	Dept of Psy
			Field work Presentation	Dept of SW
20-Oct-24	Sun	[H]		
21-Oct-24	Mon			
22-Oct-24	Tue		S3 MCA IAE II begins	
			Industrial Visit	Dept of Commerce
23-Oct-24	Wed		Mock Interview Training	Dept of Mgmnt
24-Oct-24	Thu		Workshop on Stop Motion Animation	Dept of AGD
25-Oct-24	Fri		Workshop on Stop Motion Animation	
26-Oct-24	Sat	[H]	Field Work	Dept of SW
27-Oct-24	Sun	[H]		
28-Oct-24	Mon		IAE I-Result Publication S1 MCA	
29-Oct-24	Tue		IAE II-Result publication S1 PG	
30-Oct-24	Wed		S5, S3 UG and S3 PG PTA Meeting	
31-Oct-24	Thu	[H]	Diwali/Deepavali	

NOVEMBER 2024

DATE	DAY		ACTIVITIES	REMARKS
01-Nov-24	Fri		S4 PG, S6 and S4 UG semester begins	
			IAE II-Result Publication S1 UG	
			Tribal Visit	Dept of Psy
02-Nov-24	Sat	[H]	Field Work	Dept of SW
03-Nov-24	Sun	[H]		
04-Nov-24	Mon		Observation Visit	Dept of SW
05-Nov-24	Tue		SPSS Training Programme	Dept of Commerce
			S1 MCA IAE II begins	
			Observation Visit	Dept of SW
06-Nov-24	Wed		Observation Visit	

07-Nov-24	Thu		Observation Visit	Dept of SW
08-Nov-24			Idea Competition for +2 Students	Dept of CS
08-Nov-24	Fri		Field Work Presentation	Dept of SW
			Publication of S3 MCA IAE II Results	
			IT Fest	Dept of CS
			Workshop on Anatomy Drawing	Dept of AGD
09-Nov-24	Sat	[H]		
10-Nov-24	Sun	[H]	SWASTHA - Cancer Awareness	Dept of SW
11-Nov-24	Mon			
12-Nov-24	Tue			
13-Nov-24	Wed		S3 MCA Semester Ends	
14-Nov-24	Thu		Extension Activity: Children's Day	Dept of CS
15-Nov-24	Fri		Project Proposal Workshop	Dept of SW
16-Nov-24	Satu	[H]		
17-Nov-24	Sun	[H]		
18-Nov-24	Mon		S1 MCA Semester ends	
19-Nov-24	Tue		IAE II-Result Publication S1 MCA	
20-Nov-24	Wed			
21-Nov-24	Thu			
22-Nov-24	Fri		Outbound Training MCA First Years	Dept of CS
			Industry Interface	Dept of Mgmnt
			Workshop on Digital Painting	Dept of AGD
23-Nov-24	Sat	[H]	Outbound Training MCA First Years	Dept of CS
24-Nov-24	Sun	[H]		
25-Nov-24	Mon			
26-Nov-24	Tue			
27-Nov-24	Wed			
28-Nov-24	Thu		Invited Talk	Dept of CS
29-Nov-24	Fri		Research questionnaire approval	Dept of SW
			S1 MCA Semester Ends	Dept of CS
			Alumni Interaction for MCA	
30-Nov-24	Sat	[H]		

DECEMBER 2024

DATE	DAY		ACTIVITIES	REMARKS
01-Dec-24	Sun	[H]		
02-Dec-24	Mon		S2 UG and S2 IMCA Semester begins	
			DYOTHANA (National Conference)	Dept of SW
03-Dec-24	Tue		CHIRAK (National Disability Day)	Dept of SW
04-Dec-24	Wed		GST Return Filing Session	Dept of Commerce
05-Dec-24	Thu		Life Skill Training	Dept of Psy
06-Dec-24	Fri		3D Animation Workshop	Dept of AGD
07-Dec-24	Sat	[H]		
08-Dec-24	Sun	[H]		
09-Dec-24	Mon		Food Fest	Dept of Commerce
10-Dec-24	Tue			
11-Dec-24	Wed			
12-Dec-24	Thu		Workshop on CBT	Dept of SW
13-Dec-24	Fri		S4 MCA Semester begins	
			Extension Activity : International Day for the Elderly	Dept of CS
14-Dec-24	Sat	[H]		
15-Dec-24	Sun	[H]		
16-Dec-24	Mon			
17-Dec-24	Tue			
18-Dec-24	Wed		Observation Visit	
19-Dec-24	Thu		Observation Visit	Dept of SW
20-Dec-24	Fri		Christmas Celebration. Holiday begins	
21-Dec-24	Sat	[H]		
22-Dec-24	Sun	[H]		
23-Dec-24	Mon			
24-Dec-24	Tue			
25-Dec-24	Wed	[H]	Christmas	

26-Dec-24	Thu			
27-Dec-24	Fri			
28-Dec-24	Sat			
29-Dec-24	Sun			
30-Dec-24	Mon		College Reopens After Holidays	
31-Dec-24	Tue		Field Work Begins	Dept of SW

JANUARY 2025

DATE	DAY		ACTIVITIES	REMARKS
01-Jan-25	Wed		New year	
02-Jan-25	Thu	[H]	Mannam Jayanti	
03-Jan-25	Fri		Feast of St. Kuriakose Elias Chavara	
04-Jan-25	Sat	[H]		
05-Jan-25	Sun	[H]		
06-Jan-25	Mon		S2 MCA Semester Begins	
			Major Project Orientation	Dept of Mgmnt
07-Jan-25	Tue		Alumni Interaction [Retrace]	Dept of Mgmnt
08-Jan-25	Wed		S4 PG , S6, S4 UG IAE I begins	
			Seminar on Stock trading	Dept of Commerce
09-Jan-25	Thu			
10-Jan-25	Fri		Workshop on SPSS	Dept of Psy
			Workshop on 3D Compositing	Dept of AGD
11-Jan-25	Sat	[H]		
12-Jan-25	Sun	[H]		
13-Jan-25	Mon			
14-Jan-25	Tue		Higher Secondary School visit for Admission promotion	Dept of Commerce
15-Jan-25	Wed		Alumni Interaction for BCA	Dept of CS
16-Jan-25	Thu			

DATE	DAY		ACTIVITIES	REMARKS
17-Jan-25	Fri		Cloud Workshop	Dept of CS
			Alumni Interaction	Dept of AGD
18-Jan-25	Sat	[H]		
19-Jan-25	Sun	[H]		
20-Jan-25	Mon			
21-Jan-25	Tue		S2 PG IAE I begins	
22-Jan-25	Wed		S2 UG and S2 IMCA IAE I begins	
23-Jan-25	Thu			
24-Jan-25	Fri		National Girl Child Day	Dept of SW
			Industrial Visit	Dept of Mgmnt
25-Jan-25	Sat	[H]		
26-Jan-25	Sun	[H]	Republic Day	
27-Jan-25	Mon			
28-Jan-25	Tue		Invited Talk	Dept of CS
29-Jan-25	Wed			
30-Jan-25	Thu			
31-Jan-25	Fri		IAE I Result Publication S6, S4 UG and S4 PG	

FEBRUARY 2025

DATE	DAY		ACTIVITIES	REMARKS
01-Feb-25	Sat	[H]		
02-Feb-25	Sun	[H]		
03-Feb-25	Mon			
04-Feb-25	Tue			
05-Feb-25	Wed		S4 PG, S6, S4 UG IAE II begins	
			Orphanage visit	Dept of Commerce
06-Feb-25	Thu		Workshop on Anxiety, Depression	Dept of SW
07-Feb-25	Fri			

08-Feb-25	Sat	[H]		
09-Feb-25	Sun	[H]		
10-Feb-25	Mon		IAE I Result Publication S2 PG	
11-Feb-25	Tue		S2 MCA IAE I begins	
12-Feb-25	Wed		IAE I Result Publication S2 UG, S2 IMCA	Dept of SW
13-Feb-25	Thu		Field Work Presentation	
14-Feb-25	Fri		Field Work Presentation	Dept of CS
15-Feb-25	Sat	[H]	MCA Admission Promotion Begins	
16-Feb-25	Sun	[H]		
17-Feb-25	Mon			
18-Feb-25	Tue			
19-Feb-25	Wed			
20-Feb-25	Thu			
21-Feb-25	Fri			
22-Feb-25	Sat	[H]		
23-Feb-25	Sun	[H]		
24-Feb-25	Mon			
25-Feb-25	Tue			
26-Feb-25	Wed		S2 UG,S2 PG and S2 IMCA IAE II begins	Dept of Mgmnt
27-Feb-25	Thu		Faculty Exchange	
			IAE II-Result Publication S4 PG,	
			S6 UG , S4 UG	

MARCH 2025

DATE	DAY		ACTIVITIES	REMARKS
01-Mar-25	Sat	[H]	Field Work Presentation	Dept of SW
02-Mar-25	Sun	[H]		
03-Mar-25	Mon		IAE I Result publication S2 MCA	
04-Mar-25	Tue			
05-Mar-25	Wed			
06-Mar-25	Thu			
07-Mar-25	Fri			
08-Mar-25	Sat	[H]		
09-Mar-25	Sun	[H]		
10-Mar-25	Mon			
11-Mar-25	Tue			
12-Mar-25	Wed		Social Work Week	Dept of SW
13-Mar-25	Thu			
14-Mar-25	Fri		College Day	
15-Mar-25	Sat	[H]		
16-Mar-25	Sun	[H]		
17-Mar-25	Mon			
18-Mar-25	Tue		S2 MCA IAE II begins	
19-Mar-25	Wed		IAE II-Result Publication S2 UG, S2 PG and S2 IMCA	
20-Mar-25	Thu			
21-Mar-25	Fri			
22-Mar-25	Sat	[H]		
23-Mar-25	Sun	[H]		
24-Mar-25	Mon			
25-Mar-25	Tue			
26-Mar-25	Wed			

DATE	DAY		ACTIVITIES	REMARKS
27-Mar-25	Thu			
28-Mar-25	Fri			
29-Mar-25	Sat	[H]		
30-Mar-25	Sun	[H]		
31-Mar-25	Mon	[H]	Idul Fitr	

APRIL 2025

DATE	DAY		ACTIVITIES	REMARKS
01-Apr-25	Tue			
02-Apr-25	Wed			
03-Apr-25	Thu			
04-Apr-25	Fri			
05-Apr-25	Sat	[H]	Department Day	Dept of Mgmnt
06-Apr-25	Sun	[H]		
07-Apr-25	Mon		IAE II -Result publication S2 MCA	
08-Apr-25	Tue			
09-Apr-25	Wed			
10-Apr-25	Thu		FieldWork Presentation	Dept of SW
11-Apr-25	Fri		Intership	Dept of Mgmnt
12-Apr-25	Sat	[H]		
13-Apr-25	Sun	[H]		
14-Apr-25	Mon	[H]	Dr Ambedkar Jayanti, Vishu	
15-Apr-25	Tue			
16-Apr-25	Wed			
17-Apr-25	Thu	[H]	Maundy Thursday	
18-Apr-25	Fri	[H]	Good Friday	
19-Apr-25	Sat	[H]	Holy Saturday	
20-Apr-25	Sun	[H]	Easter Sunday	
21-Apr-25	Mon			
22-Apr-25	Tue			

DATE	DAY		ACTIVITIES	REMARKS
23-Apr-25	Wed			
24-Apr-25	Thu		Trojan Department Day	Dept of CS
25-Apr-25	Fri		Trojan Department Day	
26-Apr-25	Sat	[H]		
27-Apr-25	Sun	[H]		
28-Apr-25	Mon			
29-Apr-25	Tue			
30-Apr-25	Wed			

MAY 2025

DATE	DAY		ACTIVITIES	REMARKS
01-May-25	Thu	[H]	May Day	
02-May-25	Fri			
03-May-25	Sat	[H]		
04-May-25	Sun	[H]		
05-May-25	Mon			
06-May-25	Tue			
07-May-25	Wed			
08-May-25	Thu			
09-May-25	Fri			
10-May-25	Sat	[H]		
11-May-25	Sun	[H]		
12-May-25	Mon			
13-May-25	Tue			
14-May-25	Wed			
15-May-25	Thu			
16-May-25	Fri			
17-May-25	Sat	[H]		
18-May-25	Sun	[H]		
19-May-25	Mon			

20-May-25	Tue			
21-May-25	Wed			
22-May-25	Thu			
23-May-25	Fri			
24-May-25	Sat	[H]		
25-May-25	Sun	[H]		
26-May-25	Mon			
27-May-25	Tue			
28-May-25	Wed			
29-May-25	Thu			
30-May-25	Fri			
31-May-25	Sat	[H]		

കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്തഭാഗങ്ങൾ

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചു കൊണ്ടുള്ള 1998 – ലെ കേരള റാഗിംഗ് നിരോധനആക്റ്റിന്റെ 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 ഉണ്ടാ ക്കുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാകുന്നതും അതിൽ –

(1) അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിക്ഷേപിക്കുന്ന തോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ,
    അല്ലെങ്കിൽ

(2) ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെ ടാത്ത എതെങ്കിലും 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 വരെയാകുന്ന കാല യളവിലേക്ക് തടവുശിക്ഷ നല്കി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനാ യിരം രൂപ വരെ ആകാവുന്ന പിഴ ശിക്ഷക്കും കൂടി വിധേയനാകേണ്ടതുമാ ണ്.

(5) വിദ്യാർത്ഥിയെ പിരിച്ചു വിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റ ത്തിൻ ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപ നത്തിൽ നിന്നും പിരിച്ചു വിടേണ്ടതും അങ്ങനെയുള്ള വിദ്യാർത്ഥിക്ക് പിരി ച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്ന് വർഷത്തേക്ക്, മറ്റ് യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നല്കാൻ പാടില്ലാത്ത തുമാകുന്നു.

(6) വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ: (1) മുകളിൽ പറഞ്ഞ വ്യവസ്ഥ കൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതി പോലെ മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെ ട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ച് ഏഴു ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാ രോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടി ക്കായി അയച്ച് കൊടുക്കേണ്ടതുമാണ്.

(2) (1)-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കു കയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദൃഷ്ട്യാ പരാതിയിൽ കഴമ്പില്ലായെന്ന് തെളിയുകയും ചെയ്താൽ ഇക്കാര്യം പരാതിക്കാരനെരേഖാമൂലം അറിയിക്കേണ്ടതാകുന്നു.

(7) കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപ നത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെ ക്കുറിച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടിയെടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെ ങ്കിൽ, അങ്ങനെയുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ച തായി കരുതപ്പെടേണ്ടതും കുറ്റം സ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

UGC Guidelines on Safety of Students on and of the 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 bea 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 shortduration 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 instructions on rape aggression defense model that focuses on strategies like awareness, risk reduction and risk avoidance and hands-on self-defense techniques.

❖ In the face of the increasing cases of sexual harassment and violence against women, it is incumbent upon HEIs to institute a thoroughgoing support and education mechanism. HEIs can organized preventions programs in collaboration with student groups to:

❖ Educate the campus community about sexual violence in the context of a university setting and engage people in a commitment to get involved when they observe risky situations.

❖ Confront the oppressive stereotypes that are the basis for the disrespect that leads to interpersonal violence.

❖ Talk about healthy relationships and healthy sexuality, emphasizing the importance of communication and respecting personal boundaries

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

❖ In case of food outlets, canteens and messes, HEIs should ensure that standards of quality and hygiene are strictly observed and the

food on offer is certified through hygiene test report by expert doctor for foods, water and cleanings. This would a strong and effective bulwark against food poisoning and spread of food and water born diseases.

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

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

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

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

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

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

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

REVISED FEE STRUCTURE 2024-2025

Programme	Tuition Fee Details per Semester May be vary as per AICTE / University Norms	Special Fees * (Includes SAF, UUF, SIP, SWF, Library, Sports, Arts) (One Time Payment)	Employability Skill Training (One Time Payment)	PTA Fund (Once in an Year)	Certificate &Add on Programs (Tally, CPFA, etc.)	Exam fee/ Semester
MCA	25000	10000	5000	1000		
MSW	25000	10000	10000	1000		
M.Com Finance & Taxation	25000	10000	25000	1000		
Integrated MCA	21000 (1-6 Semesters) 56000 (4th & 5th Year)	10000	5000	1000	Will be extra depending upon each course	Depend upon each course
BCA (Hons)	21000	10000	10000	1000		
B.Com (Hons)	10080	10000	10000	1000		
BBA (Hons)	10080	10000	10000	1000		
B.A Animation (Hons)	26880	10000	10000	1000		
B.Sc. Psychology (Hons)	12600	10000	10000	1000		
BSW (Hons)	10080	10000	10000	1000		

✠ Special Fees (Includes SAF- Sports Affiliation Fee, UUF- University Union Fee, SIP- Student Insurance Premium, SWF- Student Welfare Fund, Library Fee, Arts & Sports Fee.)

✠ No Donation for Admission.

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

Documents to be submitted at the time of admissions:

1. 10th Certificate Original & Copy
2. 12th Certificate Original & Copy
3. Consolidated Mark list and Degree Certificate/Provisional Certificate (Only for PG admission).
4. Eligibility Certificate from Mahatma Gandhi University, in the case of candidates who have passed their qualifying examination from other Boards/Institutes/Governments, except Board of Higher Secondary Education Kerala, VHSE Kerala, THSE Kerala, CBSE and ICSE.
5. Migration Certificate, for other Boards/Universities/Governments outside from Kerala.
6. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
7. Passport Size Photo 2 nos.
8. **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.

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