SANTHIGIRI

COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

VAZHITHALA P.O, THODUPUZHA

SANTHIGIRI ANTHEM

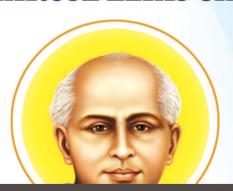Lord of all creation, the universe declares your majesty

We all come together to praise your love and
concern.

We are your children, the invalid and physically
challenged.

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

When you are near, life is lucky and blissful,
You give courage for a good future.
May we all praise you always

ST.KURIAKOSE ELIAS CHAVARA

THE CONSTITUTION OF INDIA
PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC and to secure to all its citizens:

JUSTICE, social, economic and political;

THE FUNDAMENTAL DUTIES OF

COLLEGE MANAGEMENT

VISION

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

COLLEGE EMBLEM

The emblem of the college intends the the holist......

CONTENTS

PROFILE OF SANTHIGIRI COLLEGE

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

CMI CHARISMA

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

THE LEGACY

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

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

DISTINCTIVE FEATURES OF SANTHIGIRI COLLEGE

Santhigiri College is proud to aver its distinctiveness as rehabilitation of Persons with Disabilities (PwD). The history of Santhigiri College flash backs to Santhigiri Hostel started in 1988 to educate Children with Disabilities (CwD). Many of them were excellent in their studies and we had the right inference that rehabilitation of the CwD can be best achieved by giving them opportunities for higher education which will confer on them higher qualifications and that will enable them to get placed at the higher levels of the society. This was the prime motive to establish Santhigiri College in 2002 at Vazhithala adjacent to Santhigiri hostel. Today also we admit all applicants with disabilities in the courses of their choice in Santhigiri College giving them scholarships and free hostel facilities adhering to our pristine vision to corroborate their rehabilitation. We have pithy credentials and stunning success stories of the passed-out students with disabilities from Santhigiri College.

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

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

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

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

"A Heart for the Handicapped"

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

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

BEST PRACTICES OF SANTHIGIRI COLLEGE

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

2. Promoting social and environmental responsibility through college based and extension activities

3. Gender sensitive interaction promoting gender equality and equal opportunities

4. Mind and body wellbeing with regular promotion of Yoga and spiritual programmes

5. Accessible sports complex and gym for recreation and physical development.

6. Green campus with herb garden, waste water management, at source waste segregation and management, plastic free initiatives

7. Student representation in governance through structured student governing body.

8. Opportunities for celebrating international and national days of importance

9. Placement Training comprising of Quantitative Aptitude, Logical Reasoning And Various Training Sessions which include Communication Etiquette Training, training On Public Speaking, Resume Preparation, Mock Presentations And Mock Interviews conducted by leading Industry Experts.

10. Exposure to current professional paradigms through programme specific internships and fieldwork activities promoting professionalism.

11. Mock Presentations and Mock Viva for equipping students for the final year course viva

12. Various college based associations, cells and clubs to develop

student talents and interests

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

14. Mentoring programmes

15. National Conferences and Technical Fests

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

17. Students Mentoring

18. Semester wise PTA meeting

19. Holistic Education Classes

20. Counselling Sessions by expert professionals.

21. Remedial sessions and Peer teaching

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

HISTORICAL OVERVIEW

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

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

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

2014	September 19	TV documentary by Goodness TV on Inclusive Educational Rehabilitation of students with disabilities in Santhigiri College.
2014	Sept. 26	Silver Jubilee Celebration of SRI and Inauguration of new PWD hostel building by Prof. PJ Kurian, Deputy Chairman of Rajya Sabha, Mar George Punnakottil, Mr. Masanori Nakano, Consul General of Japanese Consulate, Chennai
2014	September 29	MCA Lateral Entry Program started
2014	October 17	Release of "Mashithandu" a feature film of Santhigiri College by Saby Cherian, Chairman, ICSFDC, Seema G Nair, Cine artist
2014	December 19	NSS Award of MG University Best Principal &Best Program Officer
2015	July 15	B.Com with Finance & Tax BCA new Batch started
2015	August 18	NSS Special Award for Santhigiri College from MG University received
2016	August 08	MBA College "Santhigiri Institute of Management - SIM) started.
2017	February 03	Started Organic Vegetable Cultivation Project of Agricultural Bhavan, Purapuzha
2017	February 10	Inauguration of "Chavara Welfare Fund"
2017	March 20	Inauguration of Organic Cultivation in Santhigiri College

2017	April 04	Fr.Paul Parakattel CMI, the Principal of Santhigiri College from 2002 elected as Provincial of Carmel Province, Muvattupuzha.
2017	May 30	Fr.Boby Thalikaparambil CMI, the new Principal of Santhigiri College
2017	September 15	Survey in Manakkad Panchayath
2019	June 23	Blessing & inauguration of Indoor stadium
2019	July 29	House blessing of Sweeper Saly funded by Santhigiri College
2019	August 19	Project "Santhidoodhu" to help the flood affected victims
2019	September 27	Go Green Go with Nature project. Planted several trees in the campus

OUR PATRONS

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

SUCCESSION LIST OF MANAGERS

Rev.Fr. John Kudiyirickal CMI	2002 - 2005
Rev.Fr. Joseph Kaimalayil CMI	2005 - 2008
Rev.Fr. Sunny Kochukarottu	2008 - 2011

Rev.Fr. John Anikottil CMI   2011 - 2017
Rev.Fr. Mathew Kalapurackal CMI   2017 -

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

Rev. Fr. Paul Parakattel CMI
Rev.Fr. Mathew Kalapurackal CMI   Manager
Rev. Dr. Boby Antony CMI   Principal
Rev. Fr. Jince George CMI   Vice Principal
Mr. P. J Joseph   MLA & Former Minister
Prof. Cyriac Thoma

Prof. TM Joseph   Academician
Dr.   Dhanya Job   IQAC Executive
Ms.   Biji Mol T K   IQAC Executive
Ms.   Aiswarya Gopi   Student Representative
Mr.   Ajay Biju   Student Representative
Adv.   Renish George   Local Member
Mr.   Somin Joseph   Office Admin
Mr.   Sinse Jose   Alumni

COLLEGE COUNCIL

Rev.Fr. Mathew Kalapurackal CMI   Manager
Rev. Dr. Boby Antony CMI   Principal
Rev. Fr. Jince George CMI   Vice Principal
Dr.   Dhanya Job   HOD, Computer Science
Mr.   Joshy M Varghese   HOD, Commerce
Ms.   Ann Sharon Kappen   HOD, Social Work
Mr.   Shibu Abraham   HOD, Management Studies
Ms.   Julia Mackolil   HOD, Psychology
Dr.   Bijimol T K   HOD, Animations
Mr.   Sebastian Cyriac   Staff Rep
Mr.   Mahesh P.R   Staff Rep
Mr.   Jibi Scaria   Librarian
Ms.   Manju P K   Santhigiri Exam Controller

STUDY PROGRAMS

UG PROGRAMS

Sl. No.	Name of the Program	Duration	Intake
1	B.Com with Computer Application	3 Years	60
2	B.Com with Finance & Taxation	3 Years	60
3	BCA (Bachelor of Computer Applications)	3 Years	100
4	BBA (Bachelor of Business Administration)	3 Years	60
5	BA Animation & Graphic Design	3 Years	60
6	B.Sc Psychology	3 Years	60
PG PROGRAMS			
1	MCA (Master of Computer Applications)	3 Years	00
2	MCA (Master of Computer Applications)	2 Years	60
3	MSW (Master of Social Work)	2 Years	30
4	M.Com Finance & Taxation	2 Years	27

ADD ON COURSES

UG Programs

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

PG Programs

Year	Course Name
Year 1	Business Communication
Year 2	Data Analysis using Advance EXCEL

OPEN COURSES

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

CERTIFICATE COURSES

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

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

GENERAL ADMINISTRATION

INTERNAL AUDITING
Fr. Jince George CMI

Sr. Bindu George

CURRICULAR COMMITTEE
Mr. Mithun Omanakuttan

Mr. James Mathew

PURCHASE COMMITTEE
Fr. Jince George CMI

Mr. Mejo John

INTERNAL & EXTERNAL AUDITING

Fr. Jince George CMI

Mr. Balu Rajeev

WEBSITE COMMITTEE

Ms. Resmi K R

Dr. Dhanay Job

PTA EXECUTIVE COMMITTEE

Fr. Jince George CMI

Mr. Gibin George

ADMISSION COMMITTEE

Rev. Dr. Boby Antony CMI

Mr. Sebastian Cyriac

Ms. Sani Susan

Dept. Course Co-ordinator

HOD's

COLLEGE HAND BOOK & ACDEMIC CALANDER

Rev. Dr. Boby Antony CMI

Mr. Joshy M Varghese

Mr. Praveen Vijaykumar

Ms. Biji Mol T K

COLLEGE MAGAZINE and NEWSLETTER

Ms. Anna Sharon Kappan

Mr. Shibu Abraham

EXTENSION PROGRAMS

SCOP (Santhigiri College Outreach Programs)

Mr. Anish Urumbil

Mr. Mathew OJ

Santhigiri Rehabilitation Institute

Fr. Jince George CMI

Mr. Mathew OJ

Santhigiri Press

Ms. Sayana Sally Abraham

Mr. George Joseph

Santhigiri Workshop

Fr. Jince George CMI

Mr. Martin

STUDENT SUPPORT SERVICES

DISCIPLINE COMMITTEE

Ms. Manju P.K.

Mr. Gibin George

Mr. James Mathew

SWO (STUDENT WELFARE OFFICER) STUDENT COUNCIL

Mr. Balu Rajeev

Ms. Dona Rose

STUDENT PROGRESSION CELL

Ms. Manju PK

Mr. Sebastian Cyriac

MENTORING & COUNSELING CELL

Ms. Manju PK

Ms. Anne Sharon

HOD's

ICT COORDINATOR

Mr. Midhun Omanakuttan

Ms. Biji Mol T K

CO-CURRICULAR

Planning & Monitoring

Mr. Midhun Omanakuttan

Dr. Dhanya Job

Mr. Balu Rajeev

CRL/IPR

Ms. Amitha Joseph

Ms. Resmi K R

Mr. Mejo John

Idea Club

Mr. Sanoj P.Thomas

Mr. Praveen V

SANTHISOFT (Research & Development)

Ms. Resmi K R

Mr. Midhun Omanakuttan

ED Cell

Mr. Mahesh P R

Ms. Sani Susan

SUPERINTENDENT OF EXAMINATIONS

Principal

EXAMINATION GRIEVANCE CELL &

INTERNAL EVALUATION

Mr. Gibin George

Ms. Manju P K

Department Exam Coordinators

UNIVERSITY EXAMINATION

(SENIOR ASST. OF EXAMINATIONS)

Ms. Manju P K

Mr. Somin Joseph

SCHOLARSHIP COMMITTEE

Mr. Mejo John

Ms. Manju P K

SC/ST/ OBC CELL COMMITTEE

Mr. Mejo John

Ms. Manju P K

MINORITY CELL COMMITTEE
Ms. Siji Antony
Ms. Saraswath
PLACEMENT AND TRAINING

STUDENTS GRIEVANCE REDRESSAL CELL

NSS (National Service Scheme)

WOMEN EMPOWERMENT

ANTI-RAGGING CELL

ANTI-NARCOTIC CELL

Mr. Anish Urumbil

Mr. James Mathew

INTERNAL COMPLAINTS

Ms. Amitha Joseph

Ms. Saraswathy Antharjanam

ALUMNI CELL

Mr. Shibu Abraham

Mr. Gibin George

Mr. Mahesh P R

Mr. Prasanth

Ms. Ann Sharon Kappen

CANTEEN COMMITTEE

Mr. Mahesh

Ms. Saraswathy Antharjanam

PUBLIC INFORMATION OFFICER

Mr. Anish Urumbil

Ms. Sani Susan Kuriakose

EXTRACURRICULAR COMMITTEE

Music

Mr. Prasanth P

Mr. James Mathew

Theatre

Mr. Sani S

Dance

Sports & Games

Mr. Praveen V

Ms. Siji Antony

Comparing

Ms. Dona Jose

Ms. Sayana Sally Abraham

Riding and Trekking

Mr. Praveen Vijaykumar

Ms. Dona Rose

Photography

Mr. Abhimon KM

Mr. Prasanth

Design Club

Mr. Praveen Vijaykumar

Mr.Abhimon KM

Debate

Mr. Praveen V

Mr. James Mathew

Nature Club& Photography

Mr. Prasanth P

Ms. Siji Antony

Health Club

Mr. Midhun Omanakuttan

Mr. Praveen Vijaykumar

Jesus Youth

Sr. Bindhu George

Ms. Siji Antony

Waste Management Cell

Mr. Anish Urumbil

Mr. Mathew O J

SIDA-C/ Kdisc

Mr. Anish Urumbil

Mr. Mahesh PR

GREEN PROTOCOL COMMITTEE

Ms. Ann Sharon Kappan

Ms. Amitha Joseph

Ms. Sani Susan

EVENTS ORGANIZERS OF 2020-21

Induction Program	Department of Computer Science
International Women's Day	Department of Social Work
World Environment Day	Department of Computer Science
World Ethnic Day	Department of Animation
World Youth Skill Day	Department of Management Studies
Indepenence Day	Department of Animation
Gandhi Jayanthi	Department of Social Work
Kerala Piravi	Department of Commerce
International Day of Persons with Disabilities	Department of Social Work

MENTORS

B.com (CA)

Mr. Balu Rajeev

Mr. Joshy M Varghese

Ms. Manju P.K

Ms. Saraswathi Antharjanam

B.Com (F&T)

Mr. Mahesh P.R

Mr. Mejo John Johnson

Ms. Sani Susan Kuriakose

Ms. Saraswathi Antharjanam

BCA

Dr. Dhanya Job

Ms. Resmi K R

Ms. Siji Antony

Ms. Dona Jose

Mr. Mithun Ommanakuttan

Ms. Amitha Joseph

Sr. Bindu George

Ms. Sayana Sally Abraham

BBA

Mr. Shibu Abraham

Mr. James Mathew

Mr. Sanoj P Thomas

BA Animation & Graphic Design

Mr. Prasanth P

Mr. Praveen Vijayakumar

Mr. Abhimon K.M

MCA (2 and 3 year)

Mr. Sebastian Cyriac

Mr. Mithun Ommanakuttan

Ms. Amitha Joseph

Ms. Resmi K R

Ms. Siji Antony

Ms. Dona Jose

Sr. Bindu George

Ms. Sayana Sally Abraham

MSW

Ms. Anne Sharon Kappan

Mr. Arun K Antony

M.Com (F&T)

Mr. Joshy M Varghese

Mr. Mejo John Johnson

Ms. Sani Susan Kuriakose

Mr. Mahesh P.R

STUDENT AND STAFF SUPPORT SERVICES

Library

Santhigiri Press

Santhisoft Technologies

Photocopying Centre

South Indian Bank ATM

Stationary Store

Canteen

THE FACULTIES

DEPARTMENT OF COMPUTER SCIENCE

Dr. Dhanya Job(Head) 97474042100
drdhanyajob@santhigiricollege.com

Mr. Gibin George 9144524459
gibingeorge@santhigiricollege.com

Mr. Sebastian Cyriac 9497320683
sebastiansyriac@santhigiricollege.com

Mr. Mithun Ommanakuttan 8129909717
mithunommanakuttan@santhigiricollege.com

Ms. Amitha Joseph 9961619375
amithajoseph@santhigiricollege.com

Ms. Resmi K R 9496661655
resmikr@santhigiricollege.com

Ms. Siji Antony 9947868535
sijiantony@santhigiricollege.com

Ms. Dona Jose 9446652955
donajose@santhigiricollege.com

Sr. Bindu George 9961773596
bindugeorge@santhigiricollege.com

Ms. Sayana Sally Abraham 8157835947
sayanasallyabraham@santhigiricollege.com

DEPARTMENT OF SOCIAL WORK

Ms. Anne Sharon Kappan 9562723383
(Head) annesharonkappan@santhigiricollege.com

Mr. Anish Urumbil 9744485896
anishurumbil@santhigiricollege.com

DEPARTMENT OF COMMERCE

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

Mr. Mahesh P.R 996105811
maheshpr@santhigiricollege.com

Mr. Mejo John Johnson 9539182314
mejojohnjohnson@santhigiricollege.com

Mr. Balu Raj

Ms. Sani Susan Kuriakose   9961455860
sanisusankuriakose@santhigiricollege.com

Ms. M

Mr.Jibimon Skaria	Librarian	9447370276
Mr.Viju Paulose	Asst.Librarian	9744472985
Mr. Santhosh C	System Admin	9656689446
Mr.Jaimon Joseph		9495514002
Mr.Uday Chhetri		
Mr.Vincent KO		9544953410
Mr.Johnson Mathew		9947389819
Mr.Moosa PK		9946593110
Mr.Biju Joseph		9447319921
Mr.Manoharan CC		9744678540
Mr.Sibin Vincent		9048499086
Ms.Saly Sebastian		9497363178
Ms.Celine Benny		9744524298
Ms.Lissy Jose		9961818989
Ms.Shany James		9495035902
Ms.Leela PS		9446845991
Ms.Soumy		

SANTHIGIRI LIBRARY

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

Library rules

⬧ Only the staff and students of the college are members of the library. Students coming to the library should show, if demanded, their identity cards to the library staff without which library services may be refused to them. An atmosphere of perfect silence and studious aura should prevail in the library.

⬧ Books, files and other personal materials should not be taken into the library. Paper or notebooks may be taken inside the library. They have to leave their personal belongings in the property counter at the entrance

⬧ PG students may borrow four books and Degree students three books at a time. A book is issued for a period of 14 days, which may be renewed, if nobody demands it.

⬧ All the issued books shall be returned on the date marked on the due date label found in the back page of the book, failure of which will fetch a fine of Rs.l/- 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.

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

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

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

FEE STRUCTURE 2020-21

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

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

☞ **No Donation For Admission**

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

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

1. 10th Certificate
2. 12th Certificate
3. Consolidated Mark list and Degree Certificate/Provisional Certificate (Only for

STUDENT CHARTER

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

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

15. To receive a copy of the examination results andfor subsequent support to be available if required and have access to one improvement examination per semester
16. To have adequate Careers Education, Information, Advice and Guidancerelating to your progression after College through the tutorialprogramme, individual interviews, Future Planning Week, workshops,support for job fairs, conferences and visitingspeakers
17. To have opportunities to sample work shadowing/ experience and visits toinstitutions
18. To have opportunities to contribute to the community through a range ofcharitable events and volunteering activities
19. To have access to a variety of enrichment activities which will complementyour academic studies and may include sport, music, drama, faith andaction groups

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 class

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 sub

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

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

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

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

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

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

ACADEMICS RULES AND REGULATION

Admission

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

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

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

Management seat admission process includes

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

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

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

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

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

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

Examinations

University Examinations

✠ Invigilators shall report for duty at least fifteen minutes

before the time fixed for the commencement of the examination.

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

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

✠ No candidate should be admitted to the examination hall unless he/she produces the hall ticket issued to them.

✠ The hall tickets of all candidates should be inspected during the course of the first session of the examination. Candidates may also be asked to produce it on all days of the examination.

✠ All books, notebooks, manuscripts etc. brought by the candidates should be placed outside the examination hall.

✠ Students presenting themselves more than half an hour after the appointed time should not be admitted. No candidate shall be allowed to leave the examination room till the expiry of half an hour after a question paper has been given out.

✠ The attention of the candidates should be called to the direction printed on the outer cover page of the answer book and also to the instructions issued to them with their hall-tickets.

✠ Candidates should be reminded to write their register numbers correctly on their main answer book and the invigilators should check whether the register number agrees with the register number noted in their hall tickets.

✠ Candidates are not allowed to write on the question papers supplied to them.

✠ Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with

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

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

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

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

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

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

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

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

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

Superintendent/office.

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

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

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

Internal Examination

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

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

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

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

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

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

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

Re-examination

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

signatures from:

      Guardian

      Class tutor

      Teachers concerned

      HOD

      Principal

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

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

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

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

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

Topics for assignments and seminars should be given within the first two week

properly before leaving the lab.

There is no break between lab hours.

Project

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

HOD

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

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

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

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

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

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

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

CLASS TUTORS

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

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

improvement, involve their parents if necessary.

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

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

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

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

✠ Maintain a student-friendly atmosphere in your class.

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

STAFF GENERAL

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

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

✠ Engage the class till the bell goes.

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

✠ Our medium of instruction is English. All communication

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

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

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

Staffs shall not use mobile phones while taking the classes.

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

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

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

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

Staff meetings shall be conducted in every month.

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

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

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

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

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

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

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

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

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

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

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

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

LEAVE

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

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

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

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

✠ Normally no leave shall be permitted immediately preceding or after any recognized holiday/vacation.

✠ SCL (special casual leave) not exceeding 5 days in an academic year may be granted to attend conferences/ examinations and personal consultancy/research at the instance of the faculty member with prior permission of Principal.

✠ OOD (On Official Duty) is granted for performing the duty of the department, university or work in statutory boards of university/institution, subject to prior approval of Principal.

✠ The cases where the attendance is not marked for a session (in/out)will be treated as casual leave(CL)/ extra ordinary leave(EOL) for the whole day, unless leave applications for half day is submitted on time(within 3 days).

✠ In cases where the faculty /staff was present for duty during the designated time but failed to mark the attendance for session will be treated as "not signed", if specifically recommended to that effect in writing by the HOD.

✠ Absence without leave entitlement shall be extra ordinary leave(EOL) without pay and shall need the prior approval of Principal.

✠ Submit supporting documents along with applications for *OOD (On Official Duty), SCL.

✠ Failure to submit the leave application on time (within 3 days) 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Usage of vehicles

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

from principal.

Uniform

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

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

Dress Code

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

College bus

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

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

✠   Girls and boys shall not share the same seats.

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

✠   Students shall not make unnecessary noise in the bus.

✠   Keep the bus clean and tidy.

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

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

Availing leave

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

granting permission of leave.

✠ If you are unable to present the written application due to sickness or other emergency cases, the same shall be informed to the Class Tutor before the classes start.

✠ Leave application form duly filled in shall be submitted to the Class tutor and then to the HOD before 9.30 am.

✠ Medical certificates should be submitted to the class tutor along with the leave application form. Late submission of medical certificates will not be accepted.

✠ Attendance will be taken during each hour and internal attendance marks will be calculated accordingly.

Leave even for part of the day will be granted only on the written application. Students shall not leave the college campus without permission before the classes are over.

Suspension / Dismissal

✠ Discipline is integral to education and irregular attendance, habitual disobedience, disrespecting the teachers and visitors, harassing or manhandling other students, dishonesty, laziness; breaches of discipline or conduct detrimental to the morale of the Institution are sufficient reasons for the suspension or dismissal of the student.

GREEN PROTOCOL GUIDELINES

A centre for learning is akin to a temple of worship within our Indian Culture. At SanthigiriCollege of Computer Sciences, Vazhithawe hold this ideology close to our hearts. We also look forward to the future with our minds and hearts open toa 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 protocolto 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.
- Pesticides and fertilizers used are organic and are ones causing minimal damage to our ecosystem.

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

TELEPHONE DIRECTORY

Santhigiri College Office	: 04862 273476,
	8281271029
	: 8281210209
Manager	: 9447821759
Principal	: 8281697570
Vice Principal	: 9446541980
South Indian Bank	: 04862-222384
Santhigiri Press	: 682433248
Santhisoft Technologies	: 9895784381
Santhigiri Workshop	: 9446485117
Santhigiri Hostel for Disabled Students	: 9447821759
Santhigiri Church	: 9447821759

MG UNIVERSITY

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

COLLEGE CALENDAR 2020 - 2021

DATE	DAY	ACTIVITIES	REMARKS
1	MON		
2	TUE		
3	WED		
4	THURS	Academic Year Inauguration – 2020	
5	FRI		
6	SAT		
7	SUN		
8	MON		
9	TUE		
10	WED		
11	THURS		
12	FRI		
13	SAT		
14	SUN		
15	MON		
16	TUE		
17	WED		

JUNE

DATE	DAY	ACTIVITIES	REMARKS

DATE	DAY	ACTIVITIES	REMARKS
19	SUN		
20	MON	Karkadakavavu	
21	TUE		

DATE	DAY	ACTIVITIES	REMARKS
16	WED		
17	THURS		
18	FRI		

DATE	DAY	ACTIVITIES	REMARKS
6	TUE	NAAC meeting – Criterion 1,2 key indicator coordinators	
7	WED		
8	THURS		
9	FRI		
10	SAT	Quarterly Internal Auditing – II	
11	SUN		
12	MON		
13	TUE		
14	WED	NAAC meeting – Criterion 6,7 presentation	
15	THURS		
16	FRI		
17	SAT		
18	SUN		
19	MON	NAAC meeting – Criterion 5 presentation	

DATE	DAY	ACTIVITIES	REMARKS
26	MON	Vijaya Dhashami	
27	TUE	PTA Meeting – S5 BCA A & B	
28	WED		

DATE	DAY	ACTIVITIES	REMARKS
15	SUN		
16	MON	NSS Enrollment process starts	
17	TUE	Faculty Development Programme – Resource Person : Mr Suman Nan-	

DATE	DAY	ACTIVITIES	REMARKS
29	SUN		
30	MON	Awareness programme on Health and Hygiene for Staff and students of Santhigiri College Student Council Executive Body Election	
1	TUE		
2	WED		
3	THURS		
4	FRI	NSS_Welcome Programme For New Volunteers	
5	SAT		
6	SUN		
7	MON		
8	TUE		
9	WED		
10	THURS		

DECEMBER

DATE	DAY	ACTIVITIES	REMARKS
18	FRI		
19	SAT		
20	SUN		
21	MON		
22	TUE		
23	WED	Christmas celebration	
24	THURS	College closes for Christmas holidays	
25	FRI	Christmas	
26	SAT		
27	SUN		
28	MON		
29	TUE		
30	WED		
31	THURS		

Yoga classes on all Mondays
Holistic classes on all Fridays

DATE	DAY	ACTIVITIES	REMARKS
1	FRI		
2	SAT		
3	SUN		
4	MON	College Re-opens BCA Fourth Semester Commencement	
5	TUE		
6	WED		
7	THURS		
8	FRI		
9	SAT		
10	SUN		
11	MON		
12	TUE		
13	WED		
14	THURS		
15	FRI		
16	SAT		
17	SUN		
18	MON		
19	TUE		
20	WED		
21	THURS		

JANUARURY

Yoga classes on all Mondays
Holistic classes on all Fridays

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DATE	DAY	ACTIVITIES	REMARKS
22	FRI		
23	SAT		
24	SUN		
25	MON		
26	TUE	Republic Day	

DATE	DAY	ACTIVITIES	REMARKS
8	MON		
9	TUE		
10	WED		

	DATE	DAY	ACTIVITIES	REMARKS
MARCH	2	TUE		
	3	WED		
	4	THURS		
	5	FRI		
	6	SAT		
	7	SUN		
	8	MON		
	9	TUE		
	10	WED		
	11	THURS	Maha Shivaratri	
	12	FRI		
	13	SAT		
	14	SUN		
	15	MON		
	16	TUE		
	17	WED		
	18	THURS		
	19	FRI		
	20	SAT		

DATE	DAY	ACTIVITIES	REMARKS
20	TUE		
21	WED		
22	THURS		
23	FRI		
24	SAT		
25	SUN		
26	MON		
27	TUE		
28	WED		
29	THURS		
30	FRI		
1	SAT	May Day	
2	SUN		
3	MON		
4	TUE		
5	WED		
6	THURS		
7	FRI	Collecting Alumni feed-back	
8	SAT	Collecting Staff feedback	
9	SUN		
10	MON		
11	TUE		

MAY

DATE	DAY	ACTIVITIES	REMARKS
13	THURS		
14	FRI	Edul Fitr	

കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ

കേരള സംസ്ഥാനത്തെ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിൽ റാഗിംഗ് നിരോധിച്ചു കൊ ണ്ടുള്ള 1998–ലെ കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്ത ഭാഗങ്ങൾ വിദ്യാർത്ഥികളുടേയും രക്ഷകർത്താക്കളുടേയും അറിവിലേക്കായി താഴെ കൊടുക്കു ന്നു.

2(ബി) റാഗിംഗ് എന്നാൽ ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഒരു വിദ്യാർത്ഥി യോട് ക്രമവിരുദ്ധമായ പെരുമാറ്റം മൂലം ആ വിദ്യാർത്ഥിക്ക് ശാരീരികമോ മാനസി കമോ ആയ പീഡനം ഉ ാക്കാൻ സാധ്യതയുള്ളതോ അല്ലെങ്കിൽ ഭയാശങ്കയോ, ഭയ പ്പാടോ, അപമാനമോ, ബുദ്ധിമുട്ടോ ഉ ാക്കുന്നതോ ആയ ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യൽ എന്നർത്ഥമാകുന്നതും അതിൽ–

(1)   അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ,

അല്ലെങ്കിൽ

(2)   ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടു ന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.

(3)   റാഗിംഗിനുള്ള ശിക്ഷ: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റേയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.

(4)   റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരി പ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റ സ്ഥാപനത്തിൻമേൽ, ര ു വർഷം വരെയാകുന്ന കാലയളവിലേക്ക് തടവു ശിക്ഷ നല്കി ശിക്ഷിക്കപ്പെടേ തും അയാൾ പതിനായിരം രൂപ വരെ ആകാ വുന്ന പിഴ ശിക്ഷക്കും കൂടി വിധേയനാകേ തുമാണ്.

(5)   വിദ്യാർത്ഥിയെ പിരിച്ചു വിടൽ: 4–ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിൻ ശിക്ഷി

(6) വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യൽ: (1) മുകളിൽ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കു റിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതി പോലെ മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അദ്ധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ച് ഏഴു ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദൃഷ്ട്യാ സത്യമു ണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസസ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് അധികാരിതയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടി ക്കായി അയച്ച് കൊടുക്കേണ്ടതുമാണ്.

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

(7) കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിക്കുന്നതായി കരുതാവുന്നത്: വിദ്യാഭ്യാസ സ്ഥാപന ത്തിന്റെ മേധാവി 6-ാം വകുപ്പിൽ പറയപ്പെടുന്ന രീതിയിൽ റാഗിംഗിനെക്കുറി ച്ചുള്ള ഒരു പരാതിയിന്മേൽ നടപടിയെടുക്കാതിരിക്കുകയോ അഥവാ നടപടി യെടുക്കാൻ അനാസ്ഥ കാണിക്കുകയോ ചെയ്യുകയാണെങ്കിൽ, അങ്ങനെ യുള്ള വ്യക്തി റാഗിംഗ് എന്ന കുറ്റം ചെയ്യാൻ പ്രേരിപ്പിച്ചതായി കരുതപ്പെടേണ്ട തും കുറ്റം സ്ഥാപനത്തിന്മേൽ 4-ാം വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം ശിക്ഷിക്കപ്പെടേണ്ടതുമാണ്.

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

1. Preamble

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

2. Safety of Students on Campus:

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

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

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

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

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

❖ In order to ensure that campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members, HEIs can install the emergency notification system through which emergency message can be sent via email, telephone, cell phone and text messaging within minutes of the occurrence of an incident. The system developed by University of California, Berkley called WarnMe is a very good model to follow. The emergency information system can be supplemented by evacuation procedure to be followed in crisis condition so that stampede-like situations can be avoided. HEIs should take all necessary steps to ensure that these systems are adequately tested and publicized for efficacious execution.

❖ Student community of the HEIs can be encouraged to form a group of Community Service Officers (CSOs) to provide on demand short-duration escort services, on rotation basis to students as they walk down to hostel or 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.

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

NOTE