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## **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

### **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

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		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 Zealand, addressed the students.
2011	January 07	Dr. Sudhi Sing, Associate Dean of Frostburg State University, USA conducted a session with the students.
2011	August 17	M.Com, BBA programs inaugurated by P.J. Joseph, Minister of Water Resources
2012	March 02	Decennial Day celebration with PT Thomas MLA, Dr. CV Thomas, Syndicate Member, Vinay Fort, film actor



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- 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
- 2013 April 05 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

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- 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. Bobby 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

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	several trees in the campus
2020 September 28	Fr. Paul Parakattel CMI, rejoined Santhigiri as the Principal of Santhigiri College & Manager
2020 Oct 22	B.Sc Psychology Program started
2020 November	BSc Mathematics with Computer Program got sanctioned.
2021 September 24	Inauguration of Community College, Chavara Chair & Gymnasium by Minister Roshy Augustine, Fr. Biju Kootaplackal, Provincial and Mr. Thomas Pyttanal, Purapuzha Panchayath President.
2021 November 1	Keralapiravi: Guest – Dr. Christy Fernadus IAS
2021 December 1-3	FDP of Santhigiri College
2021 December 12	Mega Day celebration of Persons' with disabilities
2022 January 06	Inauguration of Gandhi Smriti by Sri PJ Joseph MLA Inauguration of Commerce lab & Inauguration of Management lab by Dr. MC 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 Vice-Chancellor, MG University
2022 January 22	Installation of statue of St. Chavara in the college courtyard
2022 February 18	Opening of Gynasium
2022 May 27	College day

## 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 –

## 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 - 2020
Rev. Fr. Rinoj Vattakanayil CMI	2020-

## SUCCESSION LIST OF PRINCIPALS

Rev.Fr.Paul Parakattel CMI	2002 - 2017
Rev.Dr.Boby Antony CMI	2017 - 2020
Rev.Fr.Paul Parakattel CMI	2020 -

## GOVERNING BODY

Rev.Fr.Biju Koottaplackal CMI	Provincial
Rev. Fr. Rinoj Vattakanayil CMI	Manager
Rev.Fr.Paul Parakattel CMI	Principal, Santhigiri College
Rev.Fr.Anish Cheruthanickal CMI	Secretary
Rev.Fr.DinoMathew CMI	Bursar
Rev.Dr.Boby Antony CMI	Principal, SIM
Mr.P.JJoseph	MLA& Former Minister
Prof. Cyriac Thomas	Former Vice-Chancellor, MG University
Dr.MC Dileep Kumar	Former Vice-Chancellor, Sreesankaracharya University, Kalady
Prof. TM Joseph	RetiredPrincipal Nirmala College, Muvattupuzha

**IQAC (INTERNAL QUALITY ASSURANCE CELL)**

Rev.Fr. Paul Parakattel CMI	Management
Rev. Dr. Boby Antony CMI	
Rev. Fr.Anish Cheruthanickal CMI	
Fr. Dino Kallikattu CMI	
Mr. Joshy MVarghese	IQAC Coordinator
Prof. TM Joseph	Academician
Dr. Neetha Thomas	IQAC Executive
Ms. Suja Thomas	IQAC Executive
Mr. Gigi Kizhikandayil	P T A President
Adv. Renish George	Local Member
Mr. Somin Joseph	Office Admin
Mr. Sinne Jose	Alumni

**COLLEGE COUNCIL**

Rev. Fr.Paul Parakattel CMI	Principal
Rev. Fr.Anish Cheruthanickal CMI	Administrator
Rev. Fr.Dino Kallikattu CMI	Bursar
Ms. Amitha Joseph	HOD,Computer Science
Mr. Mahesh P.R	HOD, Commerce
Ms. Suja Thomas	HOD, Social Work
Mr. Shibu Abraham	HOD, Management Studies
Ms. Felishia Ann Jose	HOD, Psychology
Mr. Prasanth P	HOD, Animation
Mr. Sebastian Cyriac	Staff Representative
Mr. Jibi Scaria	Librarian
Ms. Manju PK	Santhigiri Exam Controller

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<b>STUDY PROGRAMS</b>		
<b>Name of the Program</b>	<b>Duration</b>	<b>Intake</b>
B.Com with Computer Application	3 Years	60
B.Com with Finance & Taxation	3 Years	60
BCA (Bachelor of Computer Applications)	3 Years	100
BBA (Bachelor of Business Administration)	3 Years	60
BA Animation & Graphic Design	3 Years	60
B.Sc. Psychology	3 Years	24
<b>PG PROGRAMS</b>		
MCA (Master of Computer Applications)	2 Years	60
MSW (Master of Social Work)	2 Years	30
M.Com Finance & Taxation	2 Years	27

<b>ADDON COURSES</b>		
<b>UG Programs</b>		
	<b>Course Name</b>	<b>Offered To</b>
1	Business Communication	All Depts.
2	Fundamentals of Microsoft Office Tools/ Fundamentals of Data Analysis using EXCEL 2013	All Depts. except BCA
3	Holistic Education	All Depts.
4	Learning Disability –LD Training	Psychology
5	Arnold Render for Maya	Animation
6	Python	BCA
7	Accounting using Tally Prime	B.com
<b>PG Programs</b>		
	<b>Course Name</b>	<b>Offered To</b>
1	Business Communication	All Depts.
2	Angular-Level 1	MCA
3	Web Designing	
4	Cognitive Behavioral Therapy	MSW
5	Data Analysis using EXCEL 2013	M.com

**OPEN COURSES**

<b>Name of Course</b>	<b>Offered by</b>	<b>Offers to Department</b>
Entrepreneurial Leaders	Management	B.AANIMATION, BCA, B.COM CA, B.COMF&T
VideoEditing	Animation	BCA
Fundamentals of Accounting	Commerce	BBA,BCA
Informatics & Cyber Ethics	Computer Science	B.AANIMATION,BBA, B.COM CA, B.COM F&T
Life skills Development	Psychology	Except Psychology

**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.

<b>1.</b>	NPTEL	Applicable to all Programs
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**CELLS AND CLUBS**

**ACADEMICS**

<b>Academic Planning, Monitoring &amp; Internal auditing</b>	Mr. Gibin George (Coordinator), Sr. Bindu George
<b>Handbook ,Calendar, logbook, course plan, progress report</b>	Dr. Neetha T (Coordinator), Mr. Mahesh PR, Ms. Deepa
<b>Open Courses &amp; Add on Courses,</b>	Mr. Gibin George (Coordinator), Ms. Divya Jose, Ms. Ambily V
<b>Online Courses like MOOC, Moodle and Swayam</b>	Ms. Remya Rajappan (Coordinator), Mr. Reghunath K. Jeesma, Ms. Amitha Joseph
<b>Feedback from parents, students, alumni etc.</b>	Ms. Dalbina Dalan (Coordinator), Mr. Mejo John Johnson , Ms. Pavithra Santhoshkumar
<b>Admission – student enrollment</b>	Mr. Sebastian Cyriac (Coordinator), Ms. Sani Susan, Dept. representatives
<b>Superintendent of Examinations</b>	Principal
<b>Examination Grievance Cell, IAE</b>	Mr. Gibin George (Coordinator),

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	Ms. Manju P K, Ms. Siji Antony, Mr. Prasanth P, Mr. Jeesma, Mr. Arun K Antony, Ms. Felishia Ann Rose
<b>University Examination( Senior of Examinations)</b>	Ms. Manju P K (Coordinator), Mr. Somin Joseph, Ms. Leema George
<b>Board of Studies</b>	Dr. Resmi KR (Coordinator), Mr. Mahesh PR, Mr. James Mathew, Mr. Prasanth P, Ms. Pavithra Santhoshkumar,
<b>Holistic, Mentoring</b>	Ms. Manju P K (Coordinator), Ms. Mintu Isaac, Deepa, HODs

### Co-curricular

<b>Planning &amp; Monitoring</b>	Dr. Resmi KR (Coordinator), Mr. Amil Krishna, Ms. Anittee Treesa Benny
<b>CRL/IPR</b>	Ms. Amitha Joseph (Coordinator), Dr. Reghunath, Mr. Mejo John, Rep. from Depts
<b>Business Incubation Centre (Idea Club)</b>	Ms. Dr. Reghunath (Coordinator), Mr. Mejo John Johnson, Ms. James Mathew
<b>SANTHISOFT (Research &amp; Development)</b>	Ms. Dalbina Dalan (Coordinator), Ms. Remya Rajappan, Ms. Sindhu
<b>ED Cell</b>	Mr. Mahesh PR (Coordinator), Dr. Reghunath, Ms. Sigma Satyan, Ms. Pavithra Santhoshkumar, Rep from Depts.

### Infrastructure and Learning Resources.

<b>Building Committee, Purchase Committee</b>	Fr. Anish Cheruthanickal (Coordinator), Mr. Vishnu ES
<b>Campus Infrastructure Committee</b>	Fr. Anish Cheruthanickal (Coordinator) Mr. Balu Rajeev
<b>Campus Infrastructure Maintenance Committee</b>	Mr. Mejo John Johnson (Coordinator), Fr. Anish Cheruthanickal



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<b>Library Advisory Committee</b>	Ms.Pavithra Santhoshkumar (Coordinator), Ms. Siji Antony, Deepa
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### Extension Programs

<b>SCOP (Santhigiri College Outreach Programs)/ Extension Committee</b>	Mr. Arun K. Antony (Coordinator), Mr. Mathew OJ, Ms. Suja Baby, Ms. Valsa Kurian
<b>Santhigiri Rehabilitation Institute (hostel, Press, Workshop) / Disability Cell</b>	Ms. Balu Rajeev (Coordinator), Mr. Mathew Oj, Mr. George Joseph, Mr. Martin
<b>Community College</b>	Ms. Mintu Isaac (Coordinator), Mr. OJ Mathew

### Extracurricular

<b>Arts club</b>	Ms. Sigma Sathyan ( General Coordinator), Dr. Reghunath K
<b>Debate Club</b>	Ms. Annitte Treesa Benny (Coordinator), Ms. Jeesma
<b>Theatre Club</b>	Mr. Sani Susan (Coordinator), Mr. Mejo John Johnson
<b>Dance Club</b>	Ms. Dona Jose (Coordinator),
<b>Music Club</b>	Mr. Prasanth P, (Coordinator), Mr. James Mathew, Ms. Anumol Joy
<b>Sports &amp; Games</b>	Mr. Balu Rajeev (Coordinator), Mr. Amil Krishna, Ms. Theresa VO, Ms.PavithraSanthoshkumar
<b>Comparing</b>	Ms. Annette Treesa Benny Coordinator), Ms. Theresa VO, Ms. Pooja Thulasan
<b>Riding and Trekking</b>	Mr. Vishnu ES (Coordinator), Ms. Dona Jose, Jeesma
<b>Design Club</b>	Mr. Amil Krishna (Coordinator), Ms. Greeshma MG, Mr. Midhun
<b>HealthClub/</b>	Mr. Balu Rajeev (Coordinator),
<b>Gymnasium</b>	Ms. Annette Treesa Benny, Ms.Pavithra Santhoshkumar
<b>Nature Club,</b>	Ms. Greeshma MG,
<b>Photography</b>	Ms. Dona Jose
<b>College Magazine,</b>	Ms. Mintu Isaac (Coordinator),

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<b>Newsletter</b>	Ms. Pooja Thulasan, Ms. Greeshma MG,
<b>Jesus Youth</b>	Sr. Bindu George SH (Coordinator), Ms. Siji Antony,
<b>Counselling Cell</b>	Ms. Suja Thomas (Coordinator), Ms. Remya Rajappan, Ms. Teesa VO,
<b>Website Committee</b>	Mr. James Mathew, Mr. Prasanth P, Ms. Pavithra Santhoshkumar Ms. Remya Rajappan (Coordinator), Mr. Midhun R, Ms. Pooja Thulasan
<b>SWO (Student Welfare Officer ) \Student Council</b>	Mr. Balu Rajeev (Coordinator), Ms. Deepa M, Ms. Divya Franklin
<b>NSS</b>	Mr. James Mathew (Coordinator), Mr. Amil Krishna, Ms. Annette Treesa Benny, Mr. Sebastian
<b>Gender Equity Cell/ Women Empowerment Cell</b>	Dr. Neetha T, (Coordinator), Treesa VO, Ms. Ambily, Ms. Anumol Joy
<b>Anti-Narcotic Cell</b>	Mr. Arun K. Antony (Coordinator), Mr. James Mathew, Ms. Sani Susan
<b>Anti- Sexual Harassment Cell</b>	Ms. Amitha Joseph (Coordinator), Ms. Suja Thomas, Ms. Saraswathy Antharjanam,
<b>Scholarship Committee</b>	Ms. Leema George (Coordinator), Ms. Manju PK, Ms. Sigma Satyan
<b>Alumni Cell</b>	Mr. Shibu Abraham, (Coordinator), Mr. Gibin George, Mr. Mahesh, Mr. Prasanth, Ms. Anumol Joy .
<b>SC/ST/OBC Cell</b>	Mr. Vishnu ES (Coordinator), Ms. Jeema
<b>Kdisc</b>	Ms. Divya Jose (Coordinator), Ms. Sigma Sathyan, Mr. Arun K Antony, Mr. Mahesh PR
<b>Canteen Committee</b>	Mr. Mahesh PR (Coordinator), Ms. Saraswathy Antharjanam
<b>Minority Cell</b>	Ms. Siji Antony (Coordinator), Ms. Saraswathi Antharjanam
<b>Placement Cell</b>	Mr. Sebastian Cyriac (Coordinator), Ms. Leema George, Ms. Deepa, HODs.
<b>Career Guidance Cell</b>	Mr. Sebastian Cyriac (Coordinator), Mr. Arun K Antony, Mr. Shibu Abraham

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<b>Grievance Redressal Cell</b>	Sr. Bindu George (Coordinator), Mr. Mejo John Johnson, HOD concerned
<b>Anti-ragging Cell</b>	Ms. Ambily V (Coordinator), Ms. Suja Thomas, Mr. Midhun
<b>Examination Squad</b>	Mr. Gibin George (Coordinator), Ms. Manju PK, HODs
<b>Disciplinary Committee</b>	Ms. Suja Thomas (Coordinator) , Mr. Gibin George, Ms. Manju PK, HODs
<b>Green Protocol Committee</b>	Ms. Anumol Joy (Coordinator), Ms. Remya Rajappan
<b>Waste management Cell</b>	Mr. Arun K Antony, Ms.Siji Antony, Mr. Mathew OJ.
<b>Student Progression Cell</b>	Ms. Manju PK (Coordinator) Mr. Sebastian Cyriac
<b>ICT</b>	Dr. Resmi KR (Coordinator), HODs
<b>Grievance Redressal Cell for Staff, Staff Welfare Committee</b>	Mr. Shibu Abraham (Coordinator), Ms.Sany Susan, Felishia Ann Jose
<b>PTA Executive Committee</b>	Mr. Mahesh PR (Coordinator), Mr. Gibin George.
<b>Public Information Officer</b>	Ms. Suja Thomas
<b>RTI</b>	Ms.Mintu Isaac
<b>PRO</b>	Mr. Arun K. Antony (Coordinator), Ms. Treesa V O
<b>Internal Auditing</b>	Fr. Anish Cheruthanickal (Coordinator), Sr. Bindu George
<b>Finance Committee</b>	Fr. Dino Kallikattu (Coordinator), Mr. Balu Rajeev
<b>Chavara Chair</b>	Mr.Mejo John Johnson (Coordinator), Dr. Neetha T
<b>Campus Radio (Santhi voice)</b>	Fr. Anish Cheruthanickal (Coordinator), Ms. PoojaThulasan
<b>Campus Television (Santhi vision)</b>	Fr. Anish Cheruthanical (Coordinator), Ms. Dalbina Dalan
<b>Commerce Lab</b>	Ms. Sani Susan (Coordinator), Ms. Mejo John Johnson

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<b>Management Lab</b>	Ms. Divya Jose (Coordinator), Mr. James Mathew
<b>Psychology Lab</b>	Ms. Felishia Ann Jose ( Coordinator), Ms. Pavithra Santhoshkumar, Treesa VO
<b>Language Lab</b>	Ms. Pooja Thulasan (Coordinator) , Ms. Anitte Treesa Benny
<b>Yoga Cell</b>	Ms. Saraswathy Antharjanam (Coordinator), Mr. Prasanth P

### STUDENT AND STAFF SUPPORT SERVICES

Library

Santhigiri Press

Santhisoft Technologies

Gymnasium Photocopying Centre

South Indian Bank ATM

Stationary Store

Canteen

### THE FACULTIES

#### DEPARTMENT OF COMPUTER SCIENCE

Ms. Amitha Joseph (Head)	9961619375 amithajoseph@santhigiricollege.com
Dr. Resmi K R	9496661655 resmikr@santhigiricollege.com
Dr. Reghunath K	9145279505 reghunathk@santhigiricollege.com
Dr. Neetha Thomas	9539993761 neethathomas@santhigiricollege.com
Mr. Gibin George	914452445 gibingearge@santhigiricollege.com
Sr. Bindu George	9961773596 bindugeorge@santhigiricollege.com
Mr. Sebastian Cyriac	9497320683 sebastiansyriac@santhigiricollege.com
Ms. Siji Antony	9947868535 sijiantony@santhigiricollege.com

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Ms. Dona Jose	9446652955 donajose@santhigiricollege.com
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Ms. Remya Rajappan	98606472892 remyarajappan@santhigiricollege.com
Ms. Sigma Sathyan	9074478168 sigmasathyan@santhigiricollege.com
Ms. Leema George	9745955148 leemageorge@santhigiricollege.com
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Ms. Deepa M	9745717865 deepam@santhigiricollege.com

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### DEPARTMENT OF COMMERCE

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Ms.Manju P.K	9947898828 manjupkmanjeesh@santhigiricollege.com
Ms. Saraswathy Antherjanam	9446439100 saraswathi@santhigiricollege.com
Mr.Joshy MV	9400327073 joshymv@santhigiricollege.com
Ms.Sani Susan Kuriakose	9961455860 sanikuriakose@santhigiricollege.com
Mr.Balu Rajeev	9961801159 balurajeev@santhigiricollege.com
Mr.Mejo John Johnson	9539182314 mejohn@santhigiricollege.com

## COLLEGE HANDBOOK 2022-2023

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Mr. Vishnu ES	9526081619 visnues@santhigiricollege.com
Ms. Ambili V	7907802870 ambiliv@santhigiricollege.com
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### DEPARTMENT OF MANAGEMENT STUDIES

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Mr. James Mathew	7025063363 jamesmathew@santhigiricollege.com
Ms. Divya Franklin	8606820833 divyafranklin@santhigiricollege.com
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### DEPARTMENT OF PSYCHOLOGY

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Ms. Pavithra Santhoshkumar	7592093728 pavithrasanthoshkumar@santhigiricollege.com
Ms. Theresa V. O	8129422073 theresavo@santhigiricollege.com

### NON-TEACHING STAFF

#### OFFICE STAFF

Mr. Somin Joseph	Office Adm.	9447383294
Mr. Midhun Mathew	Accountant	9747152234

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## COLLEGE HANDBOOK 2022-2023

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Ms.Alphonsa Kuriakose	Clerk	8606500557
Mr.Sajeev V M	Clerk	9656285646
Mr.Abimon Mathew	Office Assistant	9744088020
Mr.Joji Jose	Office Assistant	9400262973
Mr.Nithin AS	Office Assistant	8301928228

### **LIBRARY STAFF**

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

### **COMPUTER LAB**

Mr. Santhosh C	System Admin	9656689446
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### **SUPPORTING STAFF**

#### **Security**

Mr.Jaimon Joseph	9495514002
Mr.Uday Chhetri	

#### **Bus Drivers**

Mr.Vincent K O	9544953410
Mr.Johnson Mathew	9947389819
Mr.Moosa P K	9946593110
Mr.Biju Joseph	9447319921
Mr.Manoharan C C	9744678540
Mr.Sibin Vincent	9048499086

#### **Cleaning/ House Keeping**

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

#### **Gardening**

Ms.Soumya Soman	
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#### **Mechanic**

Thomas Augustine	8921085316
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#### **Hostel Warden**

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

#### **Store**

Noble MK	9846830463
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## SANTHIGIRI LIBRARY

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

### Library rules

- ♦ Only the staff and students of the college are members of the library. Students coming to the library should show, if demanded, their identity cards to the library staff without which library services may be refused to them. An atmosphere of perfect silence and studious aura should prevail in the library.
- ♦ Books, files and other personal materials should not be taken into the library. Paper or notebooks may be taken inside the library. They have to leave their personal belongings in the property counter at the entrance
- ♦ PG students may borrow four books and Degree students three books at a time. A book is issued for a period of 14 days, which may be renewed, if nobody demands it.
- ♦ All the issued books shall be returned on the date marked on the due date label found in the back page of the book, failure of which will fetch a fine of Rs.1/- per day for the next 14 days and thereafter the fine will be doubled.
- ♦ Readers will be responsible for any damage caused to the books.



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

- ♦ In case of loss of a book, the borrower shall replace the book. If the replacement is not done within 15 days, the defaulter will be charged two times the cost of the book if the book is in print or three times the cost if the book is out of print. However, the Librarian has the discretionary power to take the final decision. If a multi-volume set is damaged or lost the member concerned shall be liable to replace the whole, set or pay the cost of the entire set in that series.
- ♦ The Librarian has the right to recall any book on loan and cancel any reservation at any time.
- ♦ 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 2022-2023



**SANTHIGIRI COLLEGE**  
**VAZHITHALA, THODUPUZHA**

**COURSE FEE STRUCTURE: 2021-2022**

Course	Caution Deposit (For Management seats only)	Special Fee* (Includes UUF, SIP, SWF, SAF)	Training & Placement	PTA Fund/ Year	Tuition Fee Details / Semester	Certificate & Add on Programs (Tally, CPFA, etc.)	Exam fee/ Semester
	# Once in a Course	# Once in a Course	# Once in a Course				
MCA	.....	5000	10000	500	25000	Will be extra depend upon each course	depend upon each course
MBA	.....	.....	.....	500	70000		
MSW	10000	5000	10000	500	18750		
M.Com	10000	5000	10000	500	18750		
BCA	10000	5000	10000	500	18750		
B.Com (CA)	10000	5000	10000	500	11250		
B.Com (F&T)	10000	5000	10000	500	11250		
B.B.A	10000	5000	10000	500	9000		
B.A Animation	.....	5000	10000	500	25000		
B.Sc. Psychology	.....	5000	10000	500	11250		

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

**No Donation For Admission**

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

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

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

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

**For Merit Allotment Admission**

1. The Allotment Memo received online from M.G University Admission portal.
2. Caste Certificate in the case of SC/ST Candidates and candidates those who have got admission under caste / community based reservation category.
3. Community Certificate along with Non-Creamy Layer Certificate (as per Government rules) from the revenue authorities concerned in the case of SEBC candidates who claim reservation under SEBC category.

## STUDENT CHARTER

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

1. To have a safe environment in which to work or study
2. To be a member of a diverse and respectful community
3. To receive readily accessible, accurate, up-to-date information about courses
4. To be able to negotiate a programme of study appropriate to your needs
5. To receive a comprehensive programme of induction to college life
6. To be sure that all the courses we offer meet the assessment requirements of the qualification undertaken
7. To receive high quality teaching, and work which is set regularly, marked and returned appropriately
8. To have any poor behaviour or 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 tutor 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, faith and action groups

### **STUDENT RESPONSIBILITIES**

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

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

students, facilities and resources

5. To abide by all College policies, rules and the Code of Conduct
6. To conduct in a highly disciplined and decent manner both inside the class room and in the campus failing which the student may be subject to disciplinary procedures in line with the college rules.
7. To complete all coursework, homework and other work set to the best of the students ability and within the agreed deadlines
8. To concentrate in the academics without wasting time and to attend the internal assessment components and dedicate towards securing an achievement to the best of the students ability
9. To keep away from any form of ragging both inside and outside the college in line with the Anti Ragging Act prescribed by the government
10. To adhere to the appropriate financial commitment in line with the required college and university fees and any financial constraints should be informed to the management. Should the student discontinue the programme, they will be liable to meet the programme fee.
11. To keep away from any form of violence, disturbance or illegal criminal activity both inside and outside of the college campus, failing which the student may be subject to disciplinary proceedings in line with the college rules.
12. To be active citizens and people of service who undertake volunteering, charity and other work in the community
13. To be ambassadors for the College in the local community through exemplary behaviour and participation, particularly in the local area
14. To be confident about feeding back to staff about teaching and learning and support available

15. To take advantage of the wide range of extra-curricular activities that enhance the learning experience and contribute to success (e.g. workshops, trips, work experience and enrichment)
16. To understand the required contribution to sustainability (conserving energy, reducing paper use etc.)
17. To respect the College environment and its surroundings by disposing of rubbish responsibly and parking with care and consideration.
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.

### **ACADEMICS 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 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](http://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.

### **Assignments and Seminars**

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

### **Lab**

- ✍ Students shall adhere to the lab timings correctly. No floppies/CDs/Pen drives shall be brought to the lab without permission.
  - ✍ Students should arrange the chairs and keyboard tray properly before leaving the lab.
- There is no break between lab hours.

### **Project**

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

### **HOD**

- ✍ HOD shall coordinate all the activities of the Department. He/she should ensure team work and discipline among the staff.
- ✍ HOD shall prepare time table well in advance in consultation

with Principal. If any change in normal time schedule occurs the same should be intimated to the staff through notice or mail. Permission of the Principal has to be obtained for all major changes in the time schedule.

- ✍ HOD shall monitor all the duties of staff in his department and if there are deficiencies, correct it.
- ✍ Conduct department meeting once in a week and once in a month with Principal.
- ✍ HOD should regularly discuss all matters of the Department and the status of each class with the Principal.
- ✍ Evaluate the faculty diary of staffs and should be submitted it to Principal on every Monday.
- ✍ Verify the notes submitted by staff and monitor the time schedule of the syllabus coverage. HOD should be a model to the other staff in all matters related to teaching and in the observance of staff rules and regulations.

### **CLASSTUTORS**

- ✍ Know your students personally – names, family background, behavior etc.
- ✍ Closely follow the academic progress, discipline and conduct of each student. Suggest ways and means for improvement, involve their parents if necessary.
- ✍ If a student indulges in a serious indisciplinary activity, his/her parents should be informed of the same on the same day and the same has to be communicated to HOD and Principal.
- ✍ Keep the details of students in the students register and update it regularly.
- ✍ Maintain regular communication of all the matters/programs related to the class with HOD and other staffs who are taking

classes in that division.

- ✍ When university result is published the top ranked student shall be given a prize by Principal in consultation with the HOD.
- ✍ Maintain a student-friendly atmosphere in your class. Class tutor should prepare the handbook and sent it to students, subject teachers, Principal and to the department before the commencement of the semester.

### **STAFF GENERAL**

- ✍ Before the classes start staffs shall put signature in the punching machine.
- ✍ First hour staff shall go to the class immediately after the first bell. Attendance has to be taken at the starting of each period and the attendance slip duly filled in shall be given to the office staff. You should keep its copy for attendance calculation. Those without uniform shall not be permitted to remain in the class. Late comers may be permitted to enter the class, but they will not be given attendance.
- ✍ Engage the class till the bell goes.
- ✍ As part of creating a serious work culture for the staff and students, the staff members are requested to recreate in the staffroom only during the interval times. Other hours are to be used for serious study and class preparation.
- ✍ Our medium of instruction is English. All communication in the class and outside among staff and students shall be in English
- ✍ Staffs should have a personal knowledge of each of the students and should take special attention to their academic excellence. Special care should be given to the weaker students.

- ✍ Creating discipline in the college is not the sole responsibility of the Principal or Manager. It should be the cooperative effort of all the staff, Principal and Manager. It is the right and duty to pay special attention to the behavior and discipline of the students.
- ✍ Staffs shall not use mobile phones while taking the classes.
- ✍ Staffs shall not discontinue from the College during the academic year. They may discontinue at the completion of the academic year.
- ✍ Christian staff members shall participate in all the religious activities, like Holy mass, retreats etc. and thus motivate the students to be more religious.
- ✍ There shall be a dress code for the teachers in tune with the dress code we have given to the students. Male teachers shall use formal dress. Recommended dress code: Blue or black pants with light designed long loose sleeved shirt inserted, black shoes, black belt. Female teachers should be modest in dressing.
- ✍ There shall be a staff training program and a tour every year.
- ✍ Staff meetings shall be conducted in every month.
- ✍ Alterations/additions of rules -the same shall be submitted to the Principal for verification
- ✍ Grievance Redressal-If there are any grievances it can be informed to HOD/Principal
- ✍ Weekly Status Report-Faculty diary should be submitted to first to HOD every week's last day and HOD should submit the faculty diary to Principal on every Monday.
- ✍ Holy Mass will be celebrated on the first Tuesday of every month at 11.45 am.

- ✍ Retreat is conducted for both Christians and non- Christians in the College. All the staff and students must participate in these retreats.
- ✍ Mentoring should take place at least once in a month. If any of the staff members identifies any issues with the students it is desirable to inform the mentor concerned.
- ✍ The Cell Coordinators along with other cell members shall plan suitable programs for the academic year and they should inform other staffs about all the cell activities, especially the general functions by notice or mail well in advance.
- ✍ Classes should be well prepared and prepare the course plan of entire syllabus before starting each subject.
- ✍ Prepare notes before starting each module and send the soft copy to the students. The notes on lessons should be prepared after referring several books. Direct reading out from one or more texts in the class is not recommended.
- ✍ Complete the portions according to the handbook before each IAEs. If classes are lagging behind, staffs shall take special classes and keep pace with others.
- ✍ Staffs shall choose any teaching methodology: traditional, using modern audio-visual aids or any other innovative practices. The basic requirement is that the students understand what you teach.  
Teaching is evaluated based on your regularity, punctuality, content and methodology.

#### **LEAVE**

- ✍ Prior permission of the Principal is mandatory for taking a leave.
- ✍ All approvals of leave will be subject to eligibility and balance of leave available.

- ✍ Faculty members 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



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

### College bus

- ✍ College buses are the extension of the college campus. All the rules and regulations that are to be observed in the college campus should be adhered to in the college bus also
- ✍ Girls shall sit from the front seats and boys from the back seats.
- ✍ Girls and boys shall not share the same seats.
- ✍ All are expected to behave modestly and decently in the bus.
- ✍ Students shall not make unnecessary noise in the bus.
- ✍ Keep the bus clean and tidy.

- ✍ Only those who possess college bus pass shall travel by the college bus.
- ✍ Students are permitted to travel only through the route mentioned in the bus Pass. Defaulters in both cases will have to pay a fine each time. The bus drivers or others deputed are authorized to check the bus passes.

### **Availing leave**

- ✍ The written application for leave shall be presented to the class tutor first and then to the Head of the Department for granting permission of leave.
- ✍ If you are unable to present the written application due to sickness or other emergency cases, the same shall be informed to the Class Tutor before the classes start.
- ✍ Leave application form duly filled in shall be submitted to the Class tutor and then to the HOD before 9.30 am.
- ✍ Medical certificates should be submitted to the class tutor along with the leave application form. Late submission of medical certificates will not be accepted.
- ✍ Attendance will be taken during each hour and internal attendance marks will be calculated accordingly.  
Leave even for part of the day will be granted only on the written application. Students shall not leave the college campus without permission before the classes are over.

### **Suspension / Dismissal**

- ✍ Discipline is integral to education and irregular attendance, habitual disobedience, disrespecting the teachers and visitors, harassing or manhandling other students, dishonesty, laziness; breaches of discipline or conduct detrimental to the morale of the Institution are sufficient

## GREEN PROTOCOL GUIDELINES

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

Unclean air, water and surroundings are one of the biggest challenges faced by every human being on this planet, and all of us have a social responsibility in tackling this issue. 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**

<b>Santhigiri College Office</b>	: 04862 273476, 8281271029 8281210209
<b>Manager</b>	: 9740428530
<b>Principal</b>	: 9446212911
<b>College Administrator</b>	: 8281738824
<b>Bursar</b>	: 8281759194
<b>South Indian Bank</b>	: 04862-222384
<b>Santhigiri B School</b>	: 7034444723
<b>Santhigiri Press</b>	: 682433248
<b>Santhisoft Technologies</b>	: 9895784381
<b>Santhigiri Workshop</b>	: 9446485117
<b>Santhigiri Hostel for Disabled Students</b>	: 9446212911
<b>Santhigiri Church</b>	: 9446212911

**MG UNIVERSITY**

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



**COLLEGE  
CALENDAR  
2022-2023**

# JUNE 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
	6	7	8	9	10	11
			S2 MCA Commencement			Second Saturday
12	13	14	15	16	17	18
	UG S3 & S5 Commencement					
19	20	21	22	23	24	25
26	27	28	29	30		

**JULY 2022**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
St. Thomas Day					Second Saturday	
10	11	12	13	14	15	16
Bakri Id	S2 MCA IAE I Commencement					
17	18	19	20	21	22	23
			S5 UG IAE I Commencement			
24	25	26	27	28	29	30
				Karkidaka Vavu		
31						

## AUGUST 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 UG S3 IAE I Commencement	2	3	4	5	6
7	8 Muhram	9	10	11	12	13 Second Saturday
14	15 Independence Day	16	17 S2 MCA IAE II Commencement	18 Janmashtami	19	20
21	22	23 S5 UG IAE II Commencement	24	25	26	27
28	29	30	31			

# SEPTEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Onam Celebration	2 S1 UG Induction Program	3 Onam Holiday Strats
4	5 Teachers Day	6	7 First Onam	8 Thiruvonam	9 Third Onam/Vinayaka	10 Sri Narayana Guru Jyanthi/Fourth Onam
11	12 Reopens after Onam Holidays.	13	14 S3 UG IAE II Commencement	15	16	17
18	19	20	21 Sree Narayana Guru Samadhi	22	23 National Conference- Dept of Commerce	24
25	26 S1 MCA Semester Commencement	27	28	29	30 S2 MCA, S5 UG Semester Ending	

## OCTOBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
Mathatma Gandhi Jayanti	S3 MCA Semester Commencement	Mahanavami	Vijaydashami	National Conference - Dept of Mangment Studies		Second Saturday/Milad un Nabi
9	10	11	12	13	14	15
16	17	18	19	20	21	22
			S1 UG & PG IAEI Commencement		S3 UG Semester Ending	
23	24	25	26	27	28	29
	Diwali / Deepavali		Commerce Fest			
30	31					
	S6 UG Semester Commencement					

**NOVEMBER 2022**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 S1 MCA IAE I Commencement	2	3	4 College Sports Day	5
6	7	8	9	10	11	12 Second Saturday
13	14	15	16	17 Annual Arts Day	18	19
20 S4 UG Commencement	21	22	23	24 S1 UG & PG IAE II Commencement	25	26
27	28	29 S3 MCA IAE I Commencement	30			

# DECEMBER 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
	National Conference- Dept of MSW					Second Saturday
11	12	13	14	15	16	17
	S1 UG&PG Model Exam,S6 UG IAEI,S3 MCA IAE II Commencement	S1 MCA IAE II Commencement		Annual Day Retreat	Annual Day Retreat	Annual Day Retreat
18	19	20	21	22	23	24
				S1 UG&PG Semester Ends	Christmas Celebration & Christmas	
25	26	27	28	29	30	31
Christmas					Vacation starts	



# JANUARY 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
New Year	College Reopens					
	UG S2 & PG S2 Commencement					
8	9	10	11	12	13	14
	S4 UG IAE I Commencement					Second Saturday
15	16	17	18	19	20	21
	S3 MCA Semester Ending					
22	23	24	25	26	27	28
	S6 UG IAE II Commencement	S1 MCA Model Exam Commencement		Republic Day		
29	30	31				
		S1 MCA Semester Ending				

**FEBRUARY 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
	UG S2 & PG S2 IAE I Commencement	S4 MCA Semester Commencement	National Conference - Dept of CS			Second Saturday
12	13	14	15	16	17	18
			S4 UG IAE II Commencement			Maha Shivarathri
19	20	21	22	23	24	25
26	27	28				
		S6 UG Semester Ending				

# MARCH 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8 Womens Day	9	10	11 Second Saturday
12	13 UG S2 & PG S2 IAE II Commencement	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 S4 UG Semester	

**APRIL 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
			Maundy Thursday		Good Friday	Second Saturday
9	10	11	12	13	14	15
Easter					Ambedkar Jayanti	Vishu
16	17	18	19	20	21	22
					Eid-ul-Fitar	Eid-ul-Fitar
23	24	25	26	27	28	29
					UG S2 & PG S2 Semester Ending	
30						

**MAY 2023**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labour Day	2	3	4	5	6
7	8	9	10	11	12	13 Second Saturday
14	15	16	17	18 Annual FDP	19	20
21	22	23	24 Dept Day - Management Studies	25 Dept Day CS - Trojan	26 Dept Day CS - Trojan	27
28	29	30	31			

**കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ  
പ്രസക്ത ഭാഗങ്ങൾ**

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

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

- (1) അങ്ങനെയുള്ള വിദ്യാർത്ഥിയെ ശല്യപ്പെടുത്തുന്നതോ, അധിക്ഷേപിക്കുന്നതോ, പരിഹസിക്കുന്നതോ, ഉപദ്രവിക്കുന്നതോ, അല്ലെങ്കിൽ
- (2) ഒരു വിദ്യാർത്ഥി സാധാരണഗതിയിൽ സ്വമനസ്സാലെ ചെയ്യാൻ ഒരു ബെടാത്ത എന്തെങ്കിലും 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 സ്ഥാപനത്തിന്മേൽ, രണ്ടു വർഷം വരെയാകുന്ന കാലയളവിലേക്ക് തടവുശിക്ഷ നൽകി ശിക്ഷിക്കപ്പെടേണ്ടതും അയാൾ പതിനായിരം രൂപ വരെ ആകാവുന്ന പിഴ ശിക്ഷക്കും കൂടി വിധേയനാകേണ്ടതുമാണ്.
- (5) വിദ്യാർത്ഥിയെ പിരിച്ചു വിടൽ: 4-ാം വകുപ്പിൻ കീഴിലുള്ള ഒരു കുറ്റത്തിന് ശിക്ഷിക്കപ്പെടുന്ന ഏതൊരു വിദ്യാർത്ഥിയേയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിൽ നിന്നും പിരിച്ചു വിടേണ്ടതും അങ്ങനെയുള്ള

വിദ്യാർത്ഥിക്ക് പിരിച്ചുവിടൽ ഉത്തരവ് പുറപ്പെടുവിച്ച തീയതി മുതൽ മൂന്ന് വർഷത്തേക്ക്, മറ്റ് യാതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിലും പ്രവേശനം നൽകാൻ പാടില്ലാത്തതുമാകുന്നു.

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

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

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

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

### 1. Preamble

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

### 2. Safety of Students on Campus:

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

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



belongings of students/visitors can also be examined, manually and/or by metal detectors, in order to secure a weapon-free and violence-free campus.

- ❖ Biometric way of marking student attendance, both in HEI as well as hostels, can be an effective way to overcome proxy. Such digital mechanism can enable HEIs to keep an eye on a student's movement and whereabouts in failsafe manner.
- ❖ Students and staff should be provided easily identifiable and authentic ID cards and wearing of such cards in the institutional premises must be made compulsory by administration.
- ❖ HEIs should flash at frequently visited junctions like canteen and notice boards, helpline numbers against ragging, sexual harassment, accidents, calamities and so on developed by UGC, State Govts. or HEIs so that students can record and use them as and when required. It is mandatory for all HEIs to abide by and implement all the provisions contained in UGC (Curbing the Menace of Ragging in Higher educational Institutions) Regulations, 2009.
- ❖ In order to ensure that campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members, HEIs can install the emergency notification system through which emergency message can be sent via email, telephone, cell phone and text messaging within minutes of the occurrence of an incident. The system developed by University of California, Berkley called WarnMe is a very good model to follow. The emergency information system can be supplemented by evacuation procedure to be followed in crisis condition so that stampede-like situations can be avoided. HEIs should take all necessary steps to ensure that these systems are adequately tested and publicized for efficacious execution.
- ❖ Student community of the HEIs can be encouraged to form a group of Community Service Officers (CSOs) to provide on demand short-

duration escort services, on rotation basis to students as they walk down to hostel or 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. A reference 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. Any representation or suggestions made by parents

in these regards can be taken into consideration in the interest of the successful and safe organization of expedition.

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

