



# **SANTHIGIRI**

## **COLLEGE OF COMPUTER SCIENCES**

Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC

**VAZHITHALA, THODUPUZHA**

**IDUKKI - 685583**

**(Estd. 2002)**

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

# **COLLEGE CALENDAR & HANDBOOK 2025-26**

Name : .....

Programme : .....

Semester : .....

Roll No : .....

## The Preamble of Indian Constitution

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

and to secure to all its citizens:

JUSTICE, social, economic and political;

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

and to promote among them all

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

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

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

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



**PERSONAL DATA**

Name ..... Staff/ Student

Department .....

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

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

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

Name of Parent/ Guardian .....

Mobile No. ....

Contact Person (Emergency) .....

Mobile No. ....

**MOTTO**

Quality and Excellence

**VISION**

“Awakening to the future”

**MISSION**

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

**CORE VALUES**

The values which guide us at Santhigiri are:

Faith in God

Commitment

Integrity

Excellence

Social Responsibility

**St. Kuriakose Elias Chavara**

The founder of Carmelites of Mary Immaculate (CMI) Congregation  
Beacon of Santhigiri Institutions

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## PROFILE OF SANTHIGIRI COLLEGE

Santhigiri College of Computer Sciences was established in 2002. The college is affiliated to MG University, Kottayam and approved by AICTE, Delhi. Santhigiri College has a luminous profile having enchanting success stories without interlude.

### **CMI CHARISMA**

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

### **THE LEGACY**

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

CMI Fathers bestowed with a unique social ambience. Fr. Paul Parakattel CMI envisioned the emanation of Santhigiri College attuned with social responsibility.

### **DISTINCTIVE FEATURES OF SANTHIGIRI COLLEGE**

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

Santhigiri College has been running Santhigiri Hostel with more than 50 inmates since its inception meeting all its expenses. Assiduous pursuit striving for effective rehabilitation of the Youth with Disabilities (YwD) created new platforms for them. Santhigiri Printing Press was established to offer employment for wheelchair users who are not able to reach, enter and use many of the institutions offering them employment. More than 25 youth with disabilities are working in Santhigiri Printing Press, functioning as the Reprographic center of Santhigiri College. Santhisoft, the software firm of Santhigiri College aims to employ the bright students with disabilities. Santhigiri Engineering Workshop is mainly for the people with hearing disabilities. Our college bus with lift facility ensures easy transportation of our wheelchair users. Our Physiotherapy unit offers therapeutic assistance to the Santhigiri inmates as well as for the PwD from outside. The entire campus of Santhigiri College is 100% barrier-free. Under SCOP (Santhigiri College Outreach Programs) we are conducting Community

Based Rehabilitation (CBR) Activities in 10 panchayaths. We have 25 Self Help Groups (SHG), more than 80 self-help projects, digital therapy programs for 40 CwD, constructed 250 barrier-free houses for PwD, distributed food kits, hygiene kits, medicines etc. during the pandemic time and so on.

### **“A Heart for the Handicapped”**

Fr. Paul Parakattel CMI, the then Principal of Santhigiri College received Mary Glowerey / Liliane Brekelmans Disability National Award-2019 for his glorious contributions in the field of disability rehabilitation works during the last 30 years. Santhigiri College has been relentlessly and subtly striving to achieve the rehabilitation of children, youth and adults with disabilities with inmost joy during the past years enthusing social responsibility in our students.

### **WHAT MAKES SANTHIGIRI COLLEGE SPECIAL**

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 like Embase

### **HISTORICAL OVERVIEW**

- 1961 PS Monastery started
- 1988 Starting of Santhigiri Hostel for children with disabilities
- 1993 Starting of Santhigiri Vocational Training Institute
- 1994 PDC course and Santhigiri ITC started
- 1995 Starting of Computer Centre
- 1996 New Hostel Building for children with disabilities blessed and inaugurated
- 1997 Study Centre of Madurai Kamaraj University started
- 2001 Affiliation from MG University, Kottayam
- 2002 Approval of AICTE, Delhi: MCA - the first program of Santhigiri College
- 2005 MSW program started
- 2006 BCA & B.Com with Computer Application started
- 2008 Girls Hostel Blessed

- 2009 Blessing of New 5 floor College Block
- 2009 Mrs. Joan Me Donald from SELAVIP, England inaugurated construction of 60 barrier-free houses
- 2010 Dr. S Radhakrishnan, former Vice-Chancellor of Kaladi University inaugurated College Day
- 2010 Visit of Mr. Bruce Osborne and signing MoU for twinning Program with UCOL Universal College of Learning, New Zealand
- 2010 Inauguration of DESWOS, Germany 250 barrier-free house construction project by P. J. Joseph MLA
- 2010 Mr. Siva Guda, International Marketing Manager of Wel Tech International, New Zealand, addressed the students.
- 2011 Dr. Sudhi Sing, Associate Dean of Frostburg State University, USA conducted a session with the students.
- 2011 M.Com, BBA programs inaugurated by P. J. Joseph, Minister of Water Resources.
- 2012 Decennial Day celebration with PT Thomas, MLA, Dr. C V Thomas, Syndicate Member, Vinay Fort, film actor.
- 2012 Releasing of short film "Indulekha Ormapeduthunnath" by Mr. Dhilish Nair, Script writer.
- 2012 Workshop of Engineering and orthotics inaugurated by Werner Wilkens, General Manager, DESWOS, Germany.
- 2012 New College Chapel blessed by Mar George Punnakottil, Bishop of Kothamangalam with Ministers K M Mani & P J Joseph.
- 2012 College bus with lift for the transportation students with disabilities.
- 2012 Inauguration of MG University Project "The Empowerment of Persons with Disabilities" by Madam Raseena Padmam, Director of School of Behavioral Sciences, MG University.
- 2013 Dr. George Joseph, Ex- Ambassador inaugurated College Day.
- 2013 BA Animation & Graphic Design Program started.
- 2013 "Path Finder Award" of the CMI Congregation received by Fr. Paul Parakattel CMI, the Principal.
- 2014 Inauguration of SCOP (Santhigiri College Outreach Program) by Minister P J Joseph.
- 2014 TV documentary by Goodness TV on Inclusive Educational Rehabilitation of students with disabilities in Santhigiri College.



- 2014 Silver Jubilee Celebration of SRI and Inauguration of new PWD hostel building by Prof. P. J. Kurian, Deputy Chairman of Rajya Sabha, Mar George Punnakottil, Mr. Masanori Nakano, Consul General of Japanese Consulate, Chennai.
- 2014 MCA Lateral Entry Program started.
- 2014 Release of “Mashithandu” a feature film of Santhigiri College by Saby Cherian, Chairman, ICSFDC, Seema G. Nair, Cine artist.
- 2014 NSS Award of MG University Best Principal & Best Program Officer.
- 2015 B.Com with Finance & Taxation, BCA new Batch started.
- 2015 NSS Special Award for Santhigiri College from MG University.
- 2016 MBA College “Santhigiri Institute of Management - SIM) inaugurated.
- 2017 Started Organic Vegetable Cultivation Project of Agricultural Bhavan, Purapuzha.
- 2017 Inauguration of “Chavara Welfare Fund”.
- 2017 Fr. Paul Parakattel CMI, the Principal of Santhigiri College from 2002 elected as Provincial of Carmel Province, Muvattupuzha.
- 2017 Fr. Boby Thalikaparambil CMI, appointed as new Principal of Santhigiri College.
- 2017 Survey in Manakkad Panchayath.
- 2019 Blessing & inauguration of Indoor stadium.
- 2019 House blessing of Mrs. Saly (house keeping staff) funded by Santhigiri College.
- 2019 Project “Santhidoodhu” to help the flood affected victims started.
- 2019 “Go Green Go with Nature” project started. Planted several trees in the campus.
- 2020 Fr. Paul Parakattel CMI, rejoined Santhigiri as the Principal of Santhigiri College.
- 2020 B.Sc Psychology Program started.
- 2020 B.Sc. Mathematics with Computer Program got sanctioned.
- 2021 Inauguration of Community College, Chavara Chair & Gymnasium by Minister Roshy Augustine, Fr. Biju Koottaplackal, Provincial and Mr. Thomas Pyttanal, Purapuzha Panchayath President.
- 2021 Dr. Christy Fernadus IAS in the campus as Chief Guest for Keralappiravi Celebrations.
- 2021 Mega Day celebration of Persons’ with disabilities.

- 2022 Inauguration of Gandhi Smriti by Sri. PJ Joseph MLA; Inauguration of Commerce lab & Inauguration of Management lab by Dr. M C Dileep Kumar, former Vice-Chancellor, Kalady Sreesankaracharya Univeristy; Inauguration of Campus Radio (Santhi Voice) & Inauguration of Campus TV (Santhi Vision) by Prof. Cyriac Thomas, former ViceChancellor, MG University.
- 2022 Installation of statue of St. Chavara in the college courtyard.
- 2022 Inauguration of Gynasium.
- 2022 FDP on ERP software Embase for all the faculty by Mr. Eldo, Professional Trainer Embase.
- 2022 Sri. Antony Raju, Minister of Transport, chief guest for Convocation ceremony.
- 2022 Installed 6 smart Boards and Televisions in class rooms to revolutionize the teaching and learning of santhigiri college.
- 2022 National Conference on IFRS Convergence and adoption in India by the Department of Commerce. Dr. J. Letha, the Pro Vice-Chancellor of Jain University (Kochi campus) was the chief guest.
- 2022 Rev.Fr.Paul Prakkattel CMI, principal received the “Guru Sreshtta Puraskaram” for his unique contribution in the field of education and social work.
- 2022 Conducted the second season of “Chiraku” Program, Idukki Sub Collector Dr. Arun S Nair inaugurated the function, Rtd. District Judge John K. Illikkadan made the Key note address.  
Two electronic wheel chairs were distributed.
- 2023 Fr. Dr. Peter Kuzhikandathil appointed as principal
- 2023 College Day - Fr Cherian Kunianthodathu CMI presided and Mr Joe Meenamkunnel, CEO, GTSi, USA inaugurated the function. Cine Artist Jojo Jose was the chief guest.
- 2023 International Conference on Computing and Communication Technology. Mr.Tom Thomas, C O Officer Kerala startup Mission inaugurated the conference.
- 2023 Inauguration of 1<sup>st</sup> Bede Memorial South Indian Intercollegiate Basketball Tournament.
- 2024 NAAC Accreditation First Cycle - Awarded B++ grade.
- 2024 Fr. Dr. Jose John appointes as principal
- 2024 Integrated MCA Programme started

- 2025 Santhigiri College received an A grade from Haritha Kerala Mission for its exceptional contributions to environmental sustainability.
- 2025 JTSi Technologies, an American-based MNC, established the Centre of Excellence at Santhigiri College in May 2025. Through this initiative, 10 students were placed with attractive salary packages, strengthening industry collaboration
- 2025 MoUs were signed with Christ College, Pune, and Rajagiri College of Social Sciences, Kalamassery to foster academic collaboration.
- 2025 Implemented Indian Research Information Network System (IRINS)

### OUR PATRONS

Rev.Fr. Joachim Puzhakkara CMI	2002 - 2005
Rev.Fr. Jose Thottathil CMI	2005 - 2008
Rev.Fr. Tomy Nambiaparambil CMI	2008 - 2011
Rev.Fr. Sijan Unnukallel CMI	2011 - 2014
Rev.Fr. Thomas Manjakunnel CMI	2014 - 2017
Rev.Fr. Paul Parakattel CMI	2017 - 2020
Rev.Fr. Biju Koottaplackal CMI	2020 - 2023
Rev.Fr. Mathew Manjakunnel CMI	2023 -

### SUCCESSION LIST OF MANAGERS

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

### SUCCESSION LIST OF PRINCIPALS

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

### GOVERNING BODY

Rev. Fr. Mathew Manjakunnel CMI	Chairman
Rev. Fr. Paul Parakattel CMI	Manager

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

### **IQAC (INTERNAL QUALITY ASSURANCE CELL)**

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

### **COLLEGE COUNCIL**

Prof.Dr.Fr.Jose John Thuravackal CMI	Principal
Rev. Fr. Shinto Kannukettiyil CMI	Bursar
Dr. Neetha Thomas	IQAC Coordinator
Mr. Gibin George	HOD, Computer Science
Mr. Mejo Johnson	HOD, Commerce
Ms. Ann Mary Babu	HOD, Social Work
Ms. Divya Jose	HOD, Management Studies
Ms. Aswathy Murali	HOD, Psychology
Mr. Prasanth P	HOD, Animation
Ms. Ambili V	Staff Representative
Dr. Mathews Stephen	Librarian

### **Finance Committee**

Fr. Shinto Kannukettiyil CMI	Coordinator
Mr. Midhun Mathew	

### Minority Committee

Rev.Dr. Jose John CMI	Chairman
Mr. Gibin George	Staff Representative
Ms. Siji Antony	Member Coordinator
Ms. Jomol Joy	Member
Mr. Amal Silju	Member Student
Ms. Gracy Mathew	Member Student

### FYUGP Nodal Officer

Mr. Gibin George

### College Protection Group (CPG)

Dr. Fr. Jose John CMI	President
Mr. Mohandas K. R., SHO Karimkunnam	Convener
Ms. Anjana Vijayan CPO	Joint Convener
Mr. Thomas Paittanal, Ward Member	Member
Mr. Pradeep T. G., Parent	Member
Mr. Santo Mathew, Parent	Member
Ms. Manju P. K., Teacher	Member
Mr. Gibin George, Teacher	Member
Mr. Gino Vincent, Businessman	Member
Mr. Kunjan Shaji, Auto Driver	Member

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

<b>Skill Enhancement and Value Added courses 2025-2026</b>			
No.	Name of the Add-on Course	Name of the Coordinator	Department/ Agency
1	Tally Prime	Ms. Ambili V	Commerce/ID CA/Computer Park/ Santhisoft Technologies
2	ACCA		
3	CMA		
4	Digital Marketing Practices for Modern Business		
5	Python Basics for Commerce		
6	Eco Psychology	Ms. Sruthi IS	Psychology
7	Psychology of Crime		
8	Certificate Course in Competency Enhancement for Postgraduate Psychology		
9	Skill Development of Programming Logic	Ms. Neena Joseph	Computer Science/IPSR/ Santhisoft Technologies
	Through Pseudo code		
10	Python for Data Analytics & Visualization Tools		
11	Linux System Administration & Gen AI Integration		
12.	Gen AI Integrated Advanced System administration and Containerisation.		
13	UI/UX Web Design	Mr. Joice John	Social Work
14	Drama Dynamics		
15	Participatory Rural Appraisal		
16	Word Tools for Research Efficiency		
17	Disaster Management and Sustainability		
18	Youth Empowerment and Leadership		
19	Professional Skills Development		
20	Advanced Word Features for Research		
21	Advanced Excel with AI	Ms. Jomol Joy	Management Studies/ Santhisoft Technologies
22	Logistics and Supply Chain Management		
23	Digital Marketing		
24	Aviation and Airport Management		
25	Digital Film Mastering	Mr. Midhun PM	Animation & Graphic Design
26	Montage Principles		
27	Motion Graphics and VFX		
28	Arnold Plugin for Autodesk Maya		

29	Skill enhancement course on yoga for life style and productivity	Ms.Saraswathy A	Yoga
30	Value added course on ethical living and holistic growth	Ms.Deepa M	Holistic

### Open Courses 2025-2026 Academic year

No.	NAME OF THE COURSE	COURSE CODE	OFFERED DEPARTMENT	OFFERED TO DEPARTMENT	
1	Capital Market and Investment Management	C050P02	Commerce	Computer Science	S5 BCA (A)
2	Capital Market and Investment Management				S5 BCA (B)
3	Capital Market and Investment Management				S5 BBA
4	Life Skill	PY0P2	Psychology	Social Work	S5 BSW
5	Internet and MS Office	CA50PT02	Computer Science	Animation and Graphic Design	S5 BA Animation
6	Development Communication	SW50CT1	Social Work	Psychology	S5 Psychology
7	Entrepreneurial Leaders	BA50PT22	Management Studies	Commerce	S5 B.com

### CERTIFICATE COURSES

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

1. **NPTEL** Applicable to all Programs

## Faculty List 2025 - 2026

### Dept. of Computer Science

Email: dept\_computerscience@santhigiricollege.ac.in

Mr. Gibin George (HoD)	gibingeorge@santhigiricollege.ac.in	97445 24459
Dr. Neetha Thomas	drneethathomas@santhigiricollege.ac.in	9539993761
Ms. Siji Antony	sijiantony@santhigiricollege.ac.in	9947868535
Ms. Dalbina Dalan	dalbinadalan@santhigiricollege.ac.in	9847545698
Ms. Sigma Sathyan	sigmasathyan@santhigiricollege.ac.in	82814 72045
Ms. Remya R	remyadipu@santhigiricollege.ac.in	8606472892
Ms. Leema George	leemageorge@santhigiricollege.ac.in	9745955148
Ms. Deepa M.	deepam@santhigiricollege.ac.in	9745717865
Ms. Gisha Mathew	gishamathew@santhigiricollege.ac.in	9446538378
Ms. Adithya Ramanan	adithyaramanan@santhigiricollege.ac.in	9656219631
Mr. Gibin Jose	gibin jose@santhigiricollege.ac.in	8304812983
Ms. Jayalakshmi Jayan	jayalakshmijayan@santhigiricollege.ac.in	7558032543
Ms. Neenamol Joseph	neenamoljoseph@santhigiricollege.ac.in	9961166836
Mr. Aswin T J	aswintj@santhigiricollege.ac.in	9544766430
Ms. Jinu Sabu	jinusabu@santhigiricollege.ac.in	8281763565
Ms. Bijimol Saji	bijimolsaji@santhigiricollege.ac.in	8281881261
Mr. Sreeraj S	sreeraj@santhigiricollege.ac.in	8921180345
Ms. Parvathi Mangal	parvathimangal@santhigiricollege.ac.in	7558846437

### Dept. of Social Work

Email: dept\_socialwork@santhigiricollege.ac.in

Ms. Ann Mary Babu (HoD)	annmarybabu@santhigiricollege.ac.in	7510361507
Ms. Sheeba Rajan	sheebarajan@santhigiricollege.ac.in	9946028058
Ms. Anaha Chacko	anahachacko@santhigiricollege.ac.in	6238558491
Mr. Joice John	joicejohn@santhigiricollege.ac.in	9188738968
Mr. Vishnu Aji	vishnuaji@santhigiricollege.ac.in	8848779694
Ms. Ann Mariya Sunny	annmariyasunny@santhigiricollege.ac.in	9207810982
Ms. Manisha Manoj	manisha@santhigiricollege.ac.in	9207872779

### Dept. of Commerce

Email: dept\_commerce@santhigiricollege.ac.in

Mr. Mejo John Johnson (HoD)	mejojohn@santhigiricollege.ac.in	9539182314
Fr. Shinto Joseph CMI	frshinto@santhigiricollege.ac.in	9497279395



Dr. Stalin J.	drstalinj@santhigiricollege.ac.in	7012959096
Dr. Bincy Baby	drbincybaby@santhigiricollege.ac.in	9496430557
Dr. Shibi A.V	drshibiav@santhigiricollege.ac.in	8590318203
Ms. Manju P.K	manjupk@santhigiricollege.ac.in	9947898828
Ms. Ambily V.	ambilyv@santhigiricollege.ac.in	79078 02870
Mr. Sharafudeen P.J	sharafudeenpj@santhigiricollege.ac.in	9496735543.
Ms. Shreya Krishna	shreyakrishna@santhigiricollege.ac.in	9605229481
Ms. Saraswathi A.	saraswathia@santhigiricollege.ac.in	94464 39100
Ms. Deepa Joseph	deepajoseph@santhigiricollege.ac.in	85477 75640
Mr. Ashish Kuruvilla	ashishkuruvilla@santhigiricollege.ac.in	9495602193

**Dept. of Management**

Email: dept\_managementstudies@santhigiricollege.ac.in

Ms. Divya Jose (HoD)	divyajose@santhigiricollege.ac.in	8606820833
Mr. Shibu Abraham	shibuabraham@santhigiricollege.ac.in	9495214733
Ms. Treesa Thomas	treesathomas@santhigiricollege.ac.in	9526261294
Ms. Jomol Joy	jomoljoy@santhigiricollege.ac.in	7012839643
Mr. Seby Abraham	sebyabraham@santhigiricollege.ac.in	9947177935

**Dept. of Animation and Graphic Design**

Email: dept\_animation@santhigiricollege.ac.in

Mr. Prasanth P. (HoD)	prasanthp@santhigiricollege.ac.in	9447777587
Ms. Divya Sukumaran	divyaabhilash@santhigiricollege.ac.in	85900 51258
Mr. Amil Krishna T.K	amilkrishnatk@santhigiricollege.ac.in	9400076501
Mr. Midhun P.M	midhunpm@santhigiricollege.ac.in	89218 81120
Fr. Jaison Paul CMI	frjaisonpaul@santhigiricollege.ac.in	9961152001

**Dept. of Psychology**

Email: dept\_psychology@santhigiricollege.ac.in

Ms. Aswathy Murali (HoD)	aswathymurali@santhigiricollege.ac.in	8921103154
Ms. Theres Shaji	theresshaji@santhigiricollege.ac.in	9846539940
Ms. Nilanjana S	nilanjanas@santhigiricollege.ac.in	6282847094
Ms. Sruthi I S	sruthiis@santhigiricollege.ac.in	7559887765
Ms. Jeema Clement	jeesmaclement@santhigiricollege.ac.in	9746489349

**Placement Office**

Mr. Sankar P. D (Placment Officer)	sankarpd@santhigiricollege.ac.in	9447385760
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**NON-TEACHING STAFF****OFFICE STAFF**

Mr. Somin Joseph	Office Supdt.	7034031318, 9447383294
Mr. Midhun Mathew	Accountant	7034031399, 9747152234
Ms. Tincy Cherian	Accountant	8078167630
Ms. Alphonsa Kuriakose	Clerk	7034031319, 8606500557
Mr. Sajeev V M	Clerk	9656285646
Mr. Abimon Mathew	Office Assistant	9744088020
Mr. Joji Jose	Office Assistant	9400262973
Mr. Thomas P.S.	Office Assistant	8606241703

**LIBRARY STAFF**

Dr. Mathews Stephen	Librarian	9746212014
Mr. Viju Paulose	Asst. Librarian	9744472985

**COMPUTER LAB**

Mr. Santhosh C	System Admin	9656689446
Mr. Arun jose	Lab Asst.	79091 22978

**SECURITY**

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

**BUS DRIVERS**

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

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

**HOUSE KEEPING**

Ms.Lissy Jose	9961818989
Ms.Shainy James	9495035902
Ms.Leela P.S	9446845991
Ms. Lissy Santhosh	9744869678
Ms. Rajamma Vijayan	7025795406
Ms. Sini Jose	7025582404

**GARDENING**

Ms. Saly Sebastian	9497363178
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**MECHANIC**

Mr. Martin Benedict	9961014805
Mr. Roy Joseph	7025752105

**WELLNESS CENTRE**

Ms. Leelamma Mathew	9778246176
	9447821188

**HOSTEL WARDEN**

Sr. Maria S.H (Girls Hostel)	9446244319
Mr. Gino Vincent (Boys Hostel)	94474 49802

**EXTENSION/ STUDENT DEVELOPMENT OFFICE (SCOP)**

Mr. Vishnu Aji	8848779694
Mr. Sankar P. D	9447385760
Mr. Gibin Jose	8304812983

**COLLEGE STORE**

Mr. Noble M.K	9846830463
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## PARTICIPATORY GOVERNANCE

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

## STUDENTS' COUNCIL 2025-26

Chairman	Hari Narayanan P
Vice Chairperson	Ans Maria Shiby
Arts Club Secretary	Mariya Sebastian
Sports Club Secretary	Anwarsha N S
Magazine Editor	Adithyan K Pradeep

**COMMITTEES  
FOR THE YEAR  
2025-2026**

**ACADEMICS****1 Academic Committee**

Mr.Gibin George (Coordinator)

Dr.NeethaThomas (Co-coordinator), All HoD's

**2 Academic Planning and Monitoring**

Dr.Neetha Thomas (Coordinator)

Mr.Gibin George (Joint coordinator)

Dr.Stalin J

**3 Add-on/Skill Enhancement Courses**

Dr.Bincy Baby (Coordinator)

Ms.Adithya Ramanan (Joint coordinator)

Mr.Joice John

Ms.Jinu Sabu

**4 Admission-Student Enrolment**

Mr.Gibin George (Coordinator)

Mr.Mejo John Johnson (Joint coordinator)

Dept.Representatives

**5 Feedback from Students, Teachers, Alumni, Employer**

Ms.Dalbina Dalan (Coordinator)

Dr.Bincy Baby (Jointcoordinator)

Ms.Aswathy Murali

**6 Handbook, Calendar, Course Plan, Progress Report**

Dr.Neetha Thomas (Coordinator)

Mr.Shibu Abraham (Joint coordinator)

**7 PTA Executive Committee**

Dr.Shibi A V (Coordinator)

Ms.Deepa Joseph (Joint coordinator)

Mr.Aswin T J

**TEACHING LEARNING EVALUATION****1 Examination Coordinator**

Ms.Siji Antony (Coordinator)

Mr.Gibin George (Joint coordinator)

**2 Examination Grievance Cell, IAE**

Ms.Siji Antony (Coordinator)

Ms.Manju PK (Joint coordinator)

Mr.Gibin George

**3 Exam Squad**

Mr.Mejo John Johnson (Coordinator)

Ms.Manju PK (Joint coordinator)

All HoD's

**4 Online Courses MOOC, Moodle and Swayam**

Ms.Remya R (Coordinator)

Ms.Jeesma Clement (Joint coordinator)

Ms.Adithya Ramanan

**5 Senior Assistant of University Examination**

Ms.Manju P. K (Coordinator)

Mr.Somin Joseph (Supdt) (Joint coordinator)

Ms.Siji Antony

**6 Superintend of Examinations**

Dr.Fr.Jose John CMI (Principal)

**RESEARCH INNOVATION****1 Chavara Chair**

Ms.Treesa Thomas (Coordinator)

Mr.MejoJohn Johnson (Joint coordinator)

**2 Collaborations and Networking**

Ms.Sigma Sathyan (Coordinator)

Ms.Parvathi Mangal (Joint coordinator)

**3 Intelligent Design and Evolution Awareness Club (IDEA)**

Mr.Ashish Kuruvilla (Coordinator)

Dept.Reps.

**4 Innovation and Entrepreneurship Development Cell (IEDC)**

Ms.Stalin J (Coordinator)  
 Dr.Divya Jose (Joint coordinator)  
 Ms.Jayalakshmi Jayan  
 Ms.Treesa Thomas

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

Ms.Remya R (SHIP Co-ordinator)  
 Ms.Sigma Sathyan (IIC Coordinator)  
 Mr.Sharafudeen P J  
 Ms.Jomol Joy  
 Ms.Tressa Thomas

**6 Intellectual Property Rights CELL (IPR)**

Mr.Aswin T J (Coordinator)  
 Dept.Reps.

**7 National Service Scheme (NSS)**

Mr.Mejo John Johnson (Programme Officer)  
 Ms.Jeesma Clement (Programme Officer)  
 Mr.Aswin T J  
 Mr.Amil Krishna  
 Ms.Anaha Chacko

**8 Santhigiri College Outreach Programs (SCOP)/ Extension Cell**

Mr.Vishnu Aji (Coordinator)  
 Mr.Sankar PD (Joint coordinator)  
 Ms.Ann Maria Sunny

**9 Santhigiri Research Centre**

Dr.Stalin J (Coordinator)  
 Dr.Bincy Baby (Joint coordinator)  
 Dr.Neetha Thomas  
 Dr.Shibi A V  
 Ms.Sigma Sathyan  
 Ms.Parvathi Mangal

**10 Santhisoft Technologies**

Fr.Jaison Paul CMI (Director)  
 Ms.Dalbina Dalan (Coordinator)  
 Ms.Leema George (Co-coordinator)



Ms.Archana Raju

Ms.Jicksy Annette Jose

### **INFRASTRUCTURE AND LEARNING RESOURCES**

#### **1 Building Committee, Purchase Committee**

Rev.Fr.Shinto Joseph CMI (Coordinator)

Mr.Mejo John Johnson (Joint coordinator)

Mr.Sharafudeen P J

#### **2 Information and Communication Technology (ICT)**

Mr.Gibin George (Coordinator)

Mr.Gibin Jose (Joint coordinator)

Mr.Amil Krishna

Ms.Jinu Sabu

Mr.Thomas P.S

#### **3 Website Committee**

Ms.Leema George (Coordinator)

Mr.Midhun PM (Joint coordinator)

Ms.Bijimol Saji

Ms.Divya Sukumaran

Ms.Tressa Thomas-Dept. of Management Studies

Ms. Nilanjana -Dept of psychology

Ms. Deepa Joseph - Dept. of Commerce

Ms.Anaha Chacko-Dept. of Social work

Mr.Midhun PM-Dept. of Animation & Graphic Design

Ms. Dalbina Dalan - Dept. of Computer Science

### **STUDENT SUPPORT AND PROGRESSION**

#### **1 Alumni Cell**

Ms.Ann Maria Sunny (Coordinator)

Ms.Remya R (Joint coordinator)

Ms.Anaha Chacko

Ms.Ambili V

Mr.Prasanth P

#### **2 Career Guidance Cell**

Mr.Ashish Kuruvilla (Coordinator)

Mr.Shibu Abraham (Joint coordinator)

Ms.Dalbina Dalan

**3 Counselling Cell**

Ms. Theres Shaji (Coordinator)  
 Ms. Sruthi IS (Joint coordinator)  
 Ms. Sreya Krishnan  
 Mr. Prasanth P

**4 Holistic Education, Mentoring**

Ms. Deepa M (Coordinator)  
 Ms. Sreya Krishnan (Joint coordinator)  
 All HoDs

**5 Placement Cell (Placement Training, Students Progression)**

Mr. Sankar P D (Coordinator)  
 Mr. Gibin George (Joint coordinator)  
 Ms. Leema George  
 All HoDs

**6 Scholarship Committee**

Ms. Manju P K (Coordinator)  
 Ms. Sigma Sathyan (Joint coordinator)

**7 Yoga Cell**

Mrs. Saraswathi Antherjanam (Coordinator)  
 Mr. Prasanth P (Joint coordinator)

**GOVERNANCE AND MANAGEMENT****1 Internal Auditing**

Fr. Jaison Paul CMI

**2 Public Relations Officer (PRO)**

Ms. Divya Jose

**3 Right to Information Officer (RTI)**

Ms. Manju P K

**4 Staff Welfare Committee**

Mr. Shibu Abraham (Coordinator)  
 Ms. Jayalaskhmi Jayan (Joint coordinator)  
 Ms. Sigma Sathyan

**VALUES AND PRATICES****1 College Magazine, News letter-SANTHISMRUTI**

Ms. Parvathi Mangal (Coordinator)

Mr.Midhun PM (Joint coordinator)

Ms.Nilanjana S

Dr.Shibi AV

## 2 Gender Equity Cell

Ms.Gisha Mathew (Coordinator)

Ms.Sheeba Rajan (Joint coordinator)

Ms.Neena Joseph

## 3 Green Protocol Committee

Ms.Ann Mary Babu (Coordinator)

Ms.Ann Mariya Sunny (Joint coordinator)

Ms.Shreya Krishna

Ms.Adithya Ramanan

## 4 K-Disc

Ms.Jomol Joy (Coordinator)

Ms.Sigma Sathyan (Joint coordinator)

Mr.Sharafudeen PJ

## 5 Santhigiri Rehabilitation Institute (Hostel, Press, Workshop) (SRI)

Mr.Joice John (Coordinator)

Mr.Ashish Kuruvilla (Joint coordinator)

Mr.Bijo Baby

Mr. Martin

## 6 Waste Management Cell

Ms.Sheeba Rajan (Coordinator)

Ms.Ann Maria Sunny (Joint coordinator)

Ms.Siji Antony

Ms.Nilanjana S

## 7 Women Empowerment Cell

Ms.Sigma Sathyan (Coordinator)

Ms.Neenamol Joseph (Joint coordinator)

Ms.Aswathy Murali

Ms.Ann Mary Babu

**CELLS AND CLUBS**

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**Adventure & Tourism Club**

Mr.Gibin Jose (Coordinator)

Ms.Jeesma Clement (Joint Coordinator)

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**Arts Club**

Ms.Sigma Sathyan (General Coordinator)

Mr.Amil Krishna T K (Joint Coordinator)

Ms.Divya Jose

Ms.Parvathi Mangal

---

**Bhoomithrasena Club**

Mr.Vishnu Aji (Coordinator)

Ms.Maneesha Manoj (Joint Coordinator)

Ms.Sheeba Rajan

Ms.Sruthi IS

---

**Comparing**

Mr.Seby Abraham (Coordinator)

Ms.Parvathi Mangal (Joint Coordinator)

Ms.Jomol Joy

Ms.Nilanjana

Ms.Sruthi IS

---

**Dance Club**

Ms.Shreya Krishna (Coordinator)

Ms.Jayalakshmi Jayan (Joint Coordinator)

Ms.Divya Jose

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**Debate Club**

Ms.Ambili V (Coordinator)

Mr.Seby Abraham (Joint Coordinator)

Ms.Bijimol Saji

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**Design Club**

Mr.Amil Krishna (Coordinator)

Mr.Prasanth P (Joint Coordinator)

Mr.Gibin Jose

Mr.Midhun PM

---

**Fashion Club**

Ms.Sigma Sathyan (Coordinator)  
Ms. Divya Jose (Joint Coordinator)  
Ms.Jayalakshmi Jayan (Joint Coordinator)  
Mr.Joice John

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**Film Club**

Ms.Divya Sukumaran (Coordinator)  
Mr.Midhun PM (Joint Coordinator)  
Dr.Shibi AV

---

**Health Club/ Gymnasium**

Mr.Midhun PM (Coordinator)  
Mr.Gibin Jose (Joint Coordinator)  
Ms.Shreya Krishna

---

**JesusYouth**

Ms.SijiAntony (Coordinator)  
Ms.Jeesma Clement (Joint Coordinator)  
Ms.DeepaJoseph

---

**Music Club**

Mr.Prasanth P (Coordinator)  
Ms.Jayalashmi Jayan (Joint Coordinator)  
Ms.Ambili V  
Ms.Divya Sukumaran

---

**Nature Club**

Mr.Prasanth P (Coordinator)  
Ms.Anaha Chacko (Joint Coordinator)  
Ms.Adithya Ramanan

---

**Photography Club**

Fr.Jaison Paul CMI (Coordinator)  
Ms.Divya Sukumarn (Joint Coordinator)

---

**Sports & Games**

Mr.Sharafudeen PJ (Coordinator)  
Mr.GibinJose (Joint Coordinator)  
Ms.Jomol Joy  
Mr.Joice John  
Ms.Treesa Thomas

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**Theatre Club**

Ms.Parvathi Mangal (Coordinator)  
Ms.Treesa Thomas (Joint Coordinator)

## STUDENT SUPPORT SERVICES

### Anti-Sexual Harassment Cell (ICC)

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

Ms.Treesa Thomas (Coordinator)

Ms.Dalbina Dalan (Joint Coordinator)

Adv.Shemily T.Pearl Mathew

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### Anti-Narcotic Cell

Ms.Vishnu Aji (Coordinator)

Mr.Sharafudeen PJ (Joint Coordinator)

Ms.Treesa Thomas

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### Anti-Ragging Squad

Ms.Manju PK (Coordinator)

Ms.Ann Mary Babu (Joint Coordinator)

Mr.Midhun PM

Ms.Ambili V

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### Campus Radio (SanthiVoice), Campus TV (SanthiVision)

Fr.Jaison Paul CMI (Coordinator)

Ms.Dalbina Dalan (Joint Coordinator)

Mr.Midhun PM

Ms.Parvathi Mangal

---

### Canteen Committee

Mr.Gibin Jose (Coordinator)

Mr.Gino Vincent

Ms.Saraswati Antherjanam

---

### Campus Wellness Centre

Ms.Seena Mathew (Coordinator)

Ms.Nilanjana S (Joint Coordinator)

---

### Commerce Lab

Dr.Bincy Baby (Coordinator)

Mr.Mejo John Johnson (Joint Coordinator)

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### Language Lab

Ms.Parvathi Mangal (Coordinator)

Mr.Seby Abraham (Joint Coordinator)

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### Management Lab

Ms.Divya Jose (Coordinator)

Ms.Treesa Thomas (Joint Coordinator)

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### PTA Executive Committee

Rev. Dr. Jose John (Principal - President)

Mr. Pradeep T. G. (Vice President)  
 Mr. Shibu Abraham (Secretary)  
 Dr. Shibi A. V (Coordinator)  
 Mr. John, Mr. P. J. Joseph, Mr. Jose J. Mekkunel, Mr. Shaji K. M,  
 Mr. Sunil Kumar R. R, Mr. Nibu Joseph N, Mr. Santhosh E.K,  
 Mr. Sekharan P. N, Mr. Biju Jose

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### **SC/ST/OBC Cell**

Ms.Divya Sukumaran (Coordinator)  
 Ms.Jeesma Clement (Joint Coordinator)

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### **Students Grievance Redressal Cell (Discipline Committee)**

Ms.Manju P.K (Coordinator)  
 Mr.Gibin George (Joint Coordinator)  
 All HoDs

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### **Students Welfare Coordinator (SWC), Student Council**

Ms.Deepa M (Coordinator)  
 Ms.Manisha Manoj (Joint Coordinator)  
 Mr.Mejo John Johnson

## **NAAC ATTRIBUTES & TEAM**

NO	ATTRIBUTE	INPUT/ PROCESS/ OUTPUT	CHAMPIONS	TORCHBEARERS
1	Curriculum Design	Input	Dr.Bincy Baby	Ms.Leema George Ms.Jomol Joy
2	Faculty Resources		Dr.Stalin J	Mr.Shibu Abraham Ms.Gisha Mathew
3	Infrastructure		Mr.Gibin Jose	Mr.Ashish Kuruvilla Mr.Seby Abraham
4	Financial Resources & Management		Mr.Sharafudeen P J	Ms.Jeesma Clement Fr.Shinto Joseph CM
5	Learning & Teaching	Process	Mr.Gibin George	Ms.Treesa Thomas Ms.Ambili V
6	Extended Curricular Engagements		Ms.Deepa M	Ms.Divya Jose Ms.Amil Krishna
7	Governance & Administration		Ms.Remya R	Ms.Aswathy Murali Mr.Prasanth P
8	Student Outcomes	Output	Ms.Manju P K	Ms.Dalbina Dalan Ms.Divya Sukumaran
9	Research & Innovation outcomes		Ms.Sigma Sathyan	Ms.Parvathi Mangal Dr.Shibi A V
10	Sustainability Outcomes		Mr.Sankar P D	Mr.Mejo John Johnson Ms.Ann Mary Babu

## COLLEGE LIBRARY

The Library plays a vital role in promoting Teaching, Learning and Research particularly to the academic communities. The academic programmes of the college are well supported by the Library. The library's role includes Identification, Evaluation, Procurement, Processing and making these learning resources available to the students and faculty members. The location of Santhigiri College Library is ideal ie., at ground floor in the main campus, with total area of 1200 sq.m., spacious with a total seating capacity of 102 and with 9870 print books, including reference books, journals, periodicals, and newspapers so that it provides easy access to the students and staff members.

The college library uses Dewey Decimal Classification (DDC) scheme for classifying the books. Classified Catalogue Code is used to prepare the catalogue entries in the library software. The library is fully automated and the open source library integrated system KOHA Software provides user friendly interface. The library has 24 hours OPAC (Online Public Access Catalogue) facility for searching documents regarding books in the library, including their circulation statistics. Our college library has greatly benefited from the e-resources and services. Login passwords are provided to the users for accessing UGC INFLIBNET N-LIST, DELNET platforms through computer or mobile phone. Our college library welcomes all faculty members and students to join our library WhatsApp channel, where we share updates on newly purchased books, faculty / student book reviews, important announcements, etc. The Readers Review Corner is a dedicated space in the SCCS Library, where students and faculty can share their reading experience on the books they have read. It provides a platform for readers to read widely, think critically, and a special reward awaits the top reviewer. The Readers Review Corner aims to cultivate a dynamic and engaging library community that embodies the spirit of "Read, Grow, Succeed".



**Library facilities & service**

- Book Circulation Service
- Reference & Referral Service
- Document Delivery Service
- WhatsApp Alert Services.
- 24 hours Web OPAC Service
- Repographic Service
- Book Reservation
- Electronic Data base access -DELNET
- Orientation on Library Resources
- E-Gate Register
- Wi-Fi connectivity
- Journals /Magazine & News paper
- Career Collections
- Question Paper Collections

**Library rules****General rules:**

- Identity Card is compulsory for getting access to the library
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises
- Enter your name and Sign in the e-gate register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Reference Books, Journals , Magazine and students dissertations are

not issued to students for outside reference. All books should be returned before the commencement of the vacation.

- Absence from the college for any reason will not be excuse for not returning the book in time.
- Upon any infringement of the library rules members shall fore felt the privileges of membership of the library.
- Refreshment of any kind shall not be taken anywhere in the library premises

#### **Admission to library:**

- Students are allowed to library only on production of their authorized/valid Identity Cards

#### **Working hours of the library:**

- Monday to Friday - 9:00 am to 5:00 pm.
- Saturday 9:30 am to 4:30 pm.
- Library will be closed on all Sundays.

#### **Book lending policy**

The book lending policy aims to foster lifelong learning among students and facilitate research for staff. On demand, one reference book will be issued to the P.G Students for one day. Books will be issued on presentation of the library card along with the ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

#### **Overdue charges**

Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.

#### **Slab for fine collection**

Days	Amount
From 15 days to 30 days	Rs.1/- per day
From 31st day onwards	Rs.2/- per day

#### **Book lost**

If the books are lost, then 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 to print. However, the Librarian has the discretionary power to take the final decision.

### **Care of library books**

Students are required to handle the books/ Journal very carefully; marking with pen or pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

### **General instructions to all library members**

- Please enter the name and status in the gate register kept at the circulation desk before entering the library.
- Please do not write damage or make any mark of any kind on the library materials either by ink or pencil.
- Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty at the time of issuing.
- Please do not replace any books/journals. Leave them on the reading table after use. The library staff will do it for you.
- Please do not bring Books and Journals issued from the library for reading.
- Loss of Borrower's card (identity card) to be reported immediately in writing to library staff.
- All members are required to deposit their personal belongings outside the library at their own risk. Briefcase, Umbrellas, and bags are not allowed inside the library.
- Items taken out of the library are subject to inspection by the Library staff. This is a routine procedure and your co-operation is solicited.
- If you experience any difficulty in locating any material, contact the Library Staff.

### **Suggestion box**

We have put the suggestion box in library. All library users can put their valuable suggestion at any time.

**STUDENT CHARTER**

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

1. To have a safe environment which is conducive to work or study.
2. To be a member of a diverse and respectful community.
3. To receive readily accessible, accurate, up-to-date information about courses.
4. To be able to negotiate a programme of study appropriate to your needs.
5. To receive a comprehensive programme of induction to college life.
6. To be sure that all the courses the college offer meet the assessment requirements of the qualification undertaken.
7. To receive high quality teaching and work which is set regularly, marked and returned appropriately.
8. To have any poor behaviour or attendance challenged.
9. To have staff who act as role models for students and lead by example.
10. To have access to the academic and non academic facilities offered by the college.
11. To get extra support with learning in order to achieve well if you ask for it, provided that the requirement has been identified.
12. To be provided with a Religion, Philosophy and Ethics (Santhimargam) programme.
13. To have a one to one review of your progress with your mentor twice in a semester, resulting in an action plan for success.
14. To receive regular information on your progress (for yourself and your parents/ carers) through regular PTA meetings.
15. To receive a copy of the examination results and for subsequent support to be available if required and have access to one improvement examination per semester.
16. To have adequate Careers Education, Information, Advice and Guidance relating to your progression after College through the

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

## STUDENT RESPONSIBILITIES

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

1. To attend all the classes from the opening day of the college as per the time table, absenteeism if any will be informed in advance to the class tutor by the parent. Any three consecutive days of absenteeism may be informed to the HOD or principal and a written explanation may be required from the parent.
2. To be regular and punctual in all classes (Theory and Practical) and secure attendance of not less than 75% in each subject. To be fully aware that attendance less than 75% in any of the subjects will be subject to attendance procedures.
3. To follow the dress code and uniform prescribed by the college.
4. To value the ethos of the College and respect College staff, other students, facilities and resources.
5. To abide by all College policies, rules and the Code of Conduct.
6. To conduct in a highly disciplined and decent manner both inside the class room and in the campus failing which the student may be subject to disciplinary procedures in line with the college rules.
7. To complete all course work, home work and other work set to the

- best of the students ability and within the agreed deadlines.
8. To concentrate in the academics without wasting time and to attend the internal assessment components and dedicate towards securing an achievement to the best of the students ability.
  9. To keep away from any form of ragging both inside and outside the college in line with the Anti Ragging Act prescribed by the government.
  10. To adhere to the appropriate financial commitment in line with the required college and university fees and any financial constraints should be informed to the management. Should the student discontinue the programme, they will be liable to meet the entire programme fee.
  11. To keep away from any form of violence, disturbance or illegal criminal activity both inside and outside of the college campus, failing which the student may be subject to disciplinary proceedings in line with the college rules.
  12. To be responsible citizens and people of service who undertake volunteering, charity and other work in the community.
  13. To be ambassadors for the College in the local community through exemplary behaviour and participation, particularly in the local area.
  14. To be confident about feeding back to staff about teaching and learning and support available.
  15. To take advantage of the wide range of extra-curricular activities that enhance the learning experience and contribute to success (e.g. workshops, trips, work experience and enrichment).
  16. To understand the required contribution to sustainability (conserving energy, reducing paper use, etc.).
  17. To respect the College environment and its surroundings by disposing of rubbish responsibly and parking with care and consideration.
  18. Students and their parents/ guardians are encouraged to request and read copies of any additional policies or procedures which give more detail about the above expectations.

## ACADEMIC RULES AND REGULATIONS

### Admission

Admission is open to all candidates without the distinction of cast or creed. During the admission the candidate should be accompanied by the Parent/Guardian who will be responsible for his / her conduct and behaviour in the college campus.

College Admission cell headed by Principal monitors, interviews and recommends students to different courses of each department. Representative from each department monitors admission process of each department.

#### **Management seat admission process includes:**

1. Submission of online application form at **[www.santhigiricollege.ac.in](http://www.santhigiricollege.ac.in)**
2. College office regularly monitors submitted applications and do a follow up over phone and talk to student and parent and answer their queries. College admission officer schedule an interview for the applicant with the faculty in charge of admission in the department.
3. Faculty conducts an interview with student and give career guidance to students and parents and enters his/ her feedback in the college admission process.
4. Principal will go through the feedback of faculty and based on the faculty recommendation, principal will choose the status as Select/Reject/Waiting for specific application.
5. Selected students can submit their certificates and fee to college and join with the selected course.

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

## Examinations

### University Examinations

- ✍ Invigilators shall report for duty at least fifteen minutes before the time fixed for the commencement of the examination.
- ✍ Question papers and answer sheets shall be collected from the Principal's office. After the examination answer sheets should be returned to the office.
- ✍ Students should take their places in the examination hall at least 15 minutes before the time fixed for the examination. No candidate should be admitted to the examination hall unless he/she produces the hall ticket and valid ID card 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 fill the facing sheet of the main answer book correctly and the invigilators should check whether the details entered are agreeing with their hall tickets. Candidates are not allowed to write on the question papers supplied to them.
- ✍ Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names written



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

- ✎ Candidate shall be permitted to leave the examination hall only after his/her answer book is being handed over to the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books on their seats.
- ✎ If from any case the question papers in any subject cannot be given out exactly at the time fixed, the candidates should be allowed the full period prescribed for writing their answers.
- ✎ Mobile phones, any bluetooth devices, Smart watch and scientific calculators are not permitted in the examination hall. Scientific calculators are allowed for some examinations prescribed by the university.
- ✎ During the time of answering each paper and immediately after the first half hour the absentees should be noted giving their names and register numbers in the consolidated forms supplied.
- ✎ Additional sheets of the same series of the main answer books should be given to the candidates on each day of the examination.
- ✎ Question papers should on no account be issued before the end of the time allotted for the examination to persons other than the candidates writing the examinations. This applies to the staff of the college as well.
- ✎ Candidates should be instructed to number the pages of the answer books, including additional books used by them and also to note on the right-hand corner of the facing sheet of the main answer book, the total number of pages written by them.
- ✎ At the end of the session, the answer books of the candidates should be collected examination- wise and subject-wise and arrange in serial ascending order of the register numbers before being taken personally to the Chief Superintendent/ office.
- ✎ Supervision must be very strict and invigilators should not engage themselves in any activity likely to diminish the efficiency of their supervision.

- ✍ Any type of malpractices is strictly punishable. If any student is found doing malpractice then the invigilator shall report the case to the Chief Supdt. However, the candidate shall be allowed to complete that exam.
- ✍ Students from other colleges should submit the mobile phone to the staff before starting the University exams.

### **Internal Examination**

- ✍ Question papers of IAEs/ Model should be mailed to the exam committee 10 days before the exams start. In order to conduct an internal exam, answer sheet, question paper and twine should be collected from the exam committee.
- ✍ Students will be allowed to leave the examination hall only after the completion of exam time or half an hour before the total exam time (for 2-hour internal exam) and 15 minutes for 1-hour internal exam.
- ✍ After the examination, answer sheet should be given to the teacher concerned or exam committee. Results of the IAEs/ Model shall be published / given to the students on the prescribed dates.
- ✍ Internal exam marks should be given to the class tutor on or before the date published in the handbook.
- ✍ Any type of malpractices is strictly punishable. If the student is found doing malpractice then he/ she may be allowed to write that particular exam further. The concerned teacher of that particular exam should not value that paper.
- ✍ There is no improvement examination for internal assessment tests; all students shall appear for both internal assessment tests as scheduled. Failure to attend any of these internal tests will result in a score of zero for that examination.
- ✍ Any student found guilty of malpractice during an internal examination will have all subjects of that examination cancelled. In such cases, the corresponding internal examination marks of all subjects will be recorded as zero.

**Assignments and Seminars**

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

**Lab**

- ✍ Students shall adhere to the lab timings correctly. Pen drives or any other storage devices shall be brought to the lab without permission.
- ✍ Students should arrange the chairs and keyboard tray properly before leaving the lab.
- ✍ There shall be no break between lab hours.

**Project**

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

**HOD**

- ✍ HOD shall coordinate all the activities of the Department. He/ she should ensure team work and discipline among the staff.
- ✍ HOD shall prepare time table well in advance in consultation with Principal. If any change in normal time schedule occurs the same should be intimated to the staff through notice or mail. Permission of the Principal has to be obtained for all major changes in the time schedule. HOD shall monitor all the duties of staff in his department and if there are deficiencies, correct it.
- ✍ Conduct department meeting once in a week and once in a month with Principal.

- ✍ HOD should regularly discuss all matters of the Department and the status of each class with the Principal.
- ✍ Evaluate the faculty diary of staffs and should be submitted it to Principal on every Monday.
- ✍ Verify the notes submitted by staff and monitor the time schedule of the syllabus coverage. HOD should be a model to the other staff in all matters related to teaching and in the observance of staff rules and regulations.

### **CLASS TUTORS**

- ✍ Know your students personally – names, family background, behavior etc.
- ✍ Closely follow the academic progress, discipline and conduct of each student. Suggest ways and means for improvement, involve their parents if necessary.
- ✍ If a student indulges in a serious indisciplinary activity, his/her parents should be informed of the same on the same day and the same has to be communicated to HOD and Principal.
- ✍ Keep the details of students in the students register and update it regularly.
- ✍ Maintain regular communication of all the matters/programs related to the class with HOD and other staffs who are taking classes in that division.
- ✍ When university result is published the top ranked student shall be given a prize by Principal in consultation with the HOD.
- ✍ Maintain a student-friendly atmosphere in your class.  
Class tutor should prepare the handbook and sent it to students, subject teachers, Principal and to the department before the commencement of the semester.

### **STAFF GENERAL**

- ✍ Before the classes start staffs shall mark their attendance using the punching machine.
- ✍ First hour staff shall go to the class immediately after the first bell.

Attendance has to be taken at the starting of each period. 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. The mobile phone may be used if very urgent and should not disturb the neighbouring staff/classes.
- ✎ 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 use mobile phones while in the classes, only for academic purpose.
- ✎ 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.
- ✂ Weekly Status Report- Faculty diary should be submitted first to HOD every week's last day (Via Embase) and HOD should submit a printout of the same at the end of the month to Principal.
- ✂ 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 lesson 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.
- ✎ DL (Duty Leave) is granted for performing the duty of the department, university or work in statutory boards of university/ institution, subject to prior approval of Principal. The cases where the attendance is not marked for a session (in/out) will be treated as casual leave (CL)/ extra ordinary leave (EOL) for the whole day, unless leave applications for half day is submitted on time (within 3 days).
- ✎ In cases where the faculty /staff was present for duty during the designated time but failed to mark the attendance for session will be treated as “not signed”, if specifically recommended to that effect in writing by the HOD.
- ✎ Absence without leave entitlement shall be extra ordinary leave (EOL) without pay and shall need the prior approval of Principal.
- ✎ Submit supporting documents along with applications for DL (Duty Leave), SCL.
- ✎ Failure to submit the leave application on time through online mode, will lead to unauthorized absence and loss of pay/ disciplinary actions. Faculty should inform their leave to the HOD so that the class hours are not left free.

## DISCIPLINARY RULES OF COLLEGE

### Discipline

- ✍ Punctuality is an essential part of education and the students are expected to be in the class before the morning bell. You shall devotedly participate in the Morning Prayer. After the bells before each class hour, you shall enter the class immediately and get seated in your place.
- ✍ Attendance will be taken at the starting of each period and leave application form duly signed by the Parent, Class Tutor, HOD and the student has to be presented by the absentees of the previous day/days
- ✍ Late comers may be permitted to enter the class, but they will not be given attendance.
- ✍ Students shall not leave the college campus without permission before the classes are over.
- ✍ Those without uniform, leave application etc. will not be permitted to remain in the class.
- ✍ An atmosphere of study should be maintained in the campus. Students should keep silence in the College building during the class hours.
- ✍ Students must appear for the IAEs and model examinations without fail.
- ✍ Students are expected to submit the assignments and conduct the seminars with due earnestness.
- ✍ Students should keep the classrooms, corridors and the premises clean.
- ✍ Students are responsible for the safe custody of their belongings.
- ✍ Students are not permitted to enter into Santhigiri Hostel.
- ✍ Students shall not bring to the College Cinema magazines and such other books/publications.
- ✍ It is prohibited to conduct meetings, collect money or distribute notices in the College campus without the prior permission of the Principal.



- ✎ All Christian students must participate in the Holy Mass and Retreats conducted in the College.
- ✎ Smoking, consumption of alcohol or use of narcotic substances/intoxicants are strictly prohibited within the college and in the college Campus.
- ✎ Students have to bring their parents to the college if requested by the authorities.
- ✎ Students showing disobedience and disrespect to the management and staff members are liable to be dismissed.
- ✎ Students shall not enter other classrooms without the permission of the Principal/ Teachers.
- ✎ Students are permitted to use mobile phones in the campus for academic purposes only. They shall keep the phones in silent/ switched off mode while they are in the class. In the event of any course teacher demands the use of mobile necessary in his/her class, it may be permitted only for that purpose. In case of emergency, the students shall go to the staff room and get permission from class teacher/ HoD and make call while in the staff room itself. Students are forbidden to make calls or receive calls on the verandas, class rooms, corridors, or bathrooms, even during freetime or interval time.
- ✎ English is the campus language of the college. All communications in the classrooms and outside between the staff and students and among the students themselves shall be in English.
- ✎ All teachers in the college, irrespective of class or department are entitled to take disciplinary action against any student of this college.
- ✎ All students shall adhere to the dress code prescribed by the college.
- ✎ Those students who could not secure the required percentage of attendance (Boys-75%, Girls-73%) are not eligible to appear for the University examinations and promotions.
- ✎ Students are not allowed to write or draw on the walls and furniture. Any damage made to the property of the college will have to be compensated. If the culprit cannot be detected the concerned class/group or all the students may be imposed a fine. The punishment is without prejudice to the liability of the delinquent

student for prosecution under the Provisions of the Indian Penal Code or under the provisions of the Prevention of Damage to Public Properties Act.

- ✎ As per the ruling of the High Court dated 17.03.2003 all types of political activities in the college campus have been banned. All students of this college are hereby informed that all sorts of political activities, and other activities of students' organizations supported by political parties are banned in this college campus. Students shall not participate or take part in any such activities, meetings or demonstrations organized or supported by any organization supported by political parties within the campus. Disrupting the classes, or interfering with the peaceful functioning of the college will be treated as breach of college discipline. Materials carrying logo of political outfits, including students political organisations shall not be brought within or used on the campus.
- ✎ Students shall not indulge or stage in any activity like Dharna, Gherao, and obstructing entry to and from any class room, office, hall or places inside the campus.
- ✎ No student of the college shall shout slogans inside the campus and interfere or cause disturbance to the functioning of the college.
- ✎ Grievances of the students shall be brought to the notice of the Principal.
- ✎ In all cases of disputes the decision of the Principal (Management) will be final.
- ✎ Students are requested not to publish or upload any picture and videos related to Santhigiri College's Cell activities in the social media. Students are not supposed to post derogatory or sensitive statements against college, staff and colleagues in WhatsApp, Facebook, Instagram, X, etc. Student groups in social media are to be created or activated with the tutor's permission.
- ✎ Boys are expected to come to college with a clean shaved face and proper hair cut.

### **Usage of vehicles**

Two wheelers are permitted inside the campus only if the students wear helmet and possess a valid driving license. Triple-riding and over speeding on motorcycle is strictly prohibited. Bringing four-

wheelers to the campus is not encouraged, if anyone uses kindly get written permission from principal.

**Uniform**

Uniform is compulsory in the campus on Monday, Tuesday, Thursday, Friday and those days specially demanded. Tags are compulsory for all days and it should be well displayed and not to be inserted in the pocket. If the student fails to obey the rule, he/she is liable to be fined each time.

**Dress Code**

Self-Discipline is an essential element for every human being. Students should dress in a manner that is appropriate for an academic environment. It should be modest and decent. Lungies, Colour dhoti (unless due to religious reasons for a specific duration), shorts, 3/4ths, Bermudas, low waist and lacerated/ torn pants, revealing and skin-tight costumes, round neck T-shirts, sleeveless or deep cut T shirts or tops, short tops/ Crop tops, skirts or dresses above the knees are not entertained in the campus. Wearing of caps while in the classrooms is not allowed. Students shall not tuck up their dhoti while they are in the college campus. Veil, if used shall not cover the face. Girls shall wear bottom and shawl (decent slits)/ Jeans and Kuriti with Stal or sari. Leggings/ jeggings may be used only with churidar without slit. Maftha color can either be black or navy blue. Hair shall be properly clipped.

**Ragging**

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

**College bus**

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

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

Girls and boys shall not share the same seats.

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

Students shall not make unnecessary noise in the bus.

Students shall keep the bus clean and tidy.

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

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

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

### **Availing leave**

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

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

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

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

Attendance will be taken during each hour and internal attendance marks will be calculated accordingly. Leave even for part of the day will be granted only on the written application. Students shall not leave the college campus without permission before the classes are over.

### **Condonation of Shortage of Attendance**

A student should secure a minimum of 75% (73% in case of girls) attendance for each course to register for the end semester examinations. Those candidates having a shortage of 10% can apply for condonation of shortage in prescribed form on genuine grounds.

Condonation of shortage of attendance should be obtained at least 7 days before the commencement of the concerned semester examination.

It shall be the discretion of the principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and HoD.

### **Suspension / Dismissal**

Discipline is integral to education and irregular attendance, habitual disobedience, disrespecting the teachers and visitors, harassing or manhandling other students, dishonesty, laziness; breaches of discipline or conduct detrimental to the morale of the Institution are sufficient for the suspension / dismissal of a student. All expressions or activities which are immoral, antisocial, communal and anti-national shall lead to the same.

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

### **Grievance Redressal Mechanism**

In order to address the grievance of students regarding Continuous Internal Assessment (CIA) or any other grievances, a three-level Grievance Redressal Mechanism is envisaged. A student can approach the upper level only if grievance is not addressed at the lower level.

#### Level 1:

At the level of the concerned course teacher/ Class tutor

#### Level 2:

At the level of a department committee consisting of the Head of the Department, a coordinator of internal assessment for each programme nominated by the HoD and the course teacher/ Class tutor concerned.

#### Level 3:

A committee with the Principal as Chairman, HoD of the concerned department and Faculty Coordinator (FYUGP), Class Tutor and the Course teacher concerned (in cases of grievances related to internal assessment), two senior faculty members (in case of other grievances).

## GREEN PROTOCOL GUIDELINES

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

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

Green Protocol is essentially a set of measures which when implemented results in significant reduction of waste, promotes a healthy ecological system and enhances a better quality of life for us humans. The primary focus is on waste minimization through the implementation of the 4 R s- Reduce, Reuse, Refuse and Recycle and to take care of our natural and green resources. Waste that is produced is treated and segregated in the most scientific and the most environment friendly manner at the source.

### Green Guidelines @ Santhigiri Campus

- ✍ As a guideline to transforming and maintaining our campus as an eco-friendly zone let us:
- ✍ Avoid the use of all types of disposables (including plastic, paper) for celebrations and other functions.
- ✍ Always use cups and containers that can be washed and reused instead of those made of plastic or paper (for eg: bring your lunches in steel or reusable containers).
- ✍ Segregate bio and non-bio degradable waste and use the colour coded bins provided on the premises for this purpose
- ✍ Use the bio degradable only bins for bio degradable waste (eg: food waste). Keep the waste dry.

- ✍ The dry biodegradable waste will be utilized for making compost
- ✍ Should any single use plastic products make its way into our campus, find it, clean it, dry it and place it in our recycle bins.
- ✍ Avoid 'use and throw' carry bags. Always use bags made of eco-friendly materials
- ✍ Always use cloth banners instead of flex banners
- ✍ Avoid the use of plastic decorations and balloons to minimize the non-biodegradable waste
- ✍ Use metal waste 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.

**IMPORTANT TELEPHONE NUMBERS**

Santhigiri College Office	: 04862- 273476 8281271029 8281210209
Manager	: 9446212911
Principal	: 7034031315, 7907047754 (P)
Bursar	: 7034031317, 9497279395 (P)
Santhigiri B School	: 7034444723
Santhigiri Press	: 682433248, 6282998836
Santhisoft Technologies	: 9895784381
Santhigiri Workshop	: 9446485117
Santhigiri Hostel for Disabled Students	: 9446212911
Santhigiri Church	: 9446212911

**MG UNIVERSITY**

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



# **COLLEGE CALENDAR 2025-2026**

**JUNE 2025**

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Jun-25	Sun	[H]		
02-Jun-25	Mon		SCOP-Extension Activity	SCOP
03-Jun-25	Tue		Holy Mass	JY
04-Jun-25	Wed			
05-Jun-25	Thu		Environmental Day celebration, Inter Department Nature Photography Competition	MGMT, NSS, SW
06-Jun-25	Fri	[H]	Id-ul-Zuha (Bakrid)	
07-Jun-24	Sat			
08-Jun-25	Sun	[H]		
09-Jun-25	Mon			
10-Jun-25	Tue			
11-Jun-25	Wed			
12-Jun-25	Thu		Mariyasadanam Visit	PSY
13-Jun-25	Fri		Say NO Stay Proud	PSY
14-Jun-25	Sat			
15-Jun-25	Sun	[H]		
16-Jun-25	Mon		LBS Entrance Training for MCA Aspirants	CS
17-Jun-25	Tue		Invited talk on Entrepreneurship	COMM
18-Jun-25	Wed		Reading week Celebration	MGMT,COMM
19-Jun-25	Thu			
20-Jun-25	Fri		NPTEL Exam Registration	
21-Jun-25	Sat		International yoga day celebration In-campus	NSS
22-Jun-25	Sun	[H]		
23-Jun-25	Mon		International yoga day celebration - External	NSS
24-Jun-25	Tue			
25-Jun-25	Wed		Herbal and Kitchen Garden	Bhoomithra sena
26-Jun-25	Thu		Alumni interaction	COMM

27-Jun-25	Fri		Anti-Ragging Session	Anti Ragging
28-Jun-25	Sat			
29-Jun-25	Sun	[H]		
30-Jun-25	Mon		Entrepreneurship Workshop, Workshop on Raising Capital and Managing Finance for Startup	SW,COMM-L

**JULY 2025**

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Jul-25	Tue		Inaguration of New Academic year - UG	CS, IQAC
02-Jul-25	Wed		Fellowship Gathering	JY
03-Jul-25	Thu		Career Counseling Sessions Starts	Career Guidance
04-Jul-25	Fri		Theatre workshop	SW
05-Jul-25	Sat		Gaming Competition	Anim&GD
06-Jul-25	Sun	[H]		
07-Jul-25	Mon		Drawing Workshop	Anim&GD
08-Jul-25	Tue		Nutri-Stratup	IEDC
09-Jul-25	Wed		Club Orientation & Recruitment Drive	Adv & Tourism
10-Jul-25	Thu		Inaguration of New Academic year - PG	SW, IQAC
11-Jul-25	Fri		Food Fest	IEDC
12-Jul-25	Sat		Campus Biodiversity Mapping	Bhoomithra sena
13-Jul-25	Sun	[H]		
14-Jul-25	Mon		Photography Workshop, National Psychologist Appreciation Day	Anim & GD, PSY
15-Jul-25	Tue		Youth Skill day	MGMT
16-Jul-25	Wed		Enrollment of first year NSS volunteers	NSS
17-Jul-25	Thu		Areekkal Waterfalls Cleaning	Adv & Tourism

18-Jul-25	Fri		Psycho Park Visit	PSY
19-Jul-25	Sat		Holistic topics allocation	Holistic
20-Jul-25	Sun	[H]		
21-Jul-25	Mon		NPTEL course starts	
22-Jul-25	Tue		Selection of Sports Cell Student Coordinators	Sports Cell
23-Jul-25	Wed		Anti-Narcotic awareness program, Fellowship Gathering	Anti-Narcotic, JY
24-Jul-25	Thu	[H]	Karkidaka Vavu	
25-Jul-25	Fri		Essay writing/Elocution Competition	CS
26-Jul-25	Sat		Volleyball team selection	SPORTS
27-Jul-25	Sun	[H]		
28-Jul-25	Mon		Screening session to identify musically talented students	Music Club
29-Jul-25	Tue		Quiz Competition	COMM
30-Jul-25	Wed		Welcoming first year students	JY
31-Jul-25	Thu		Hair Styling Competitions, Students' Council members selection	Fashion.C, Students.C

## AUGUST 2025

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Aug-25	Fri		AI Integrated Design Workshop, Voice Culture	Anim & GD, Music & Yoga
02-Aug-25	Sat		Badminton team selection (boys and girls)	SPORTS
03-Aug-25	Sun	[H]		
04-Aug-25	Mon		Friendship Day Celebration, Basketball team selection. Team selection	SW, SPORTS, IPR
05-Aug-25	Tue		Invited talk – Motivational Speech, Observation Visit, Holy mass	COMM, Anim & GD, JY

06-Aug-25	Wed		Fashion Trend Analysis Session	Fashion.C
07-Aug-25	Thu		Women Empowerment cell Ingauration	WEC
08-Aug-25	Fri		International Day for the Elderly, Students' Council Election	CS, Students.C
09-Aug-25	Sat		NSS Orientation class for 1st year students	NSS
10-Aug-25	Sun	[H]		
11-Aug-25	Mon		Kabaddi boys team selection, Idea Fest – Inter department Competition	SPORTS, IDEA
12-Aug-25	Tue		Drug awareness campaigns	Anti-Narco- tic cell
13-Aug-25	Wed		Photoshop Workshop, Kabaddi girls team selection, Fellowship Gathering	CS, SPORTS, JY
14-Aug-25	Thu		Football team selection	SPORTS
15-Aug-25	Fri	[H]	Independence Day, NPTEL course Ends	
16-Aug-25	Sat		Training program for Students’ council members	Students.C
17-Aug-25	Sun	[H]		
18-Aug-25	Mon		NPTEL course starts, Nail Art Competition	NPTEL, Fashion.C
19-Aug-25	Tue		Poster making competition	Anti-Narco- tic cell
20-Aug-25	Wed		Spot dance-Inter-department dance competition, Fellowship Gathering	Dance Club, JY
21-Aug-25	Thu		World Entrepreneurs Day	MGMT
22-Aug-25	Fri		Holistic classes starts, Industry interactions and Psychometric Tests & Career Assessments begins	Holistic, Career- Guidance
23-Aug-25	Sat		Seminar on funding and networking	SHIP/IDEA
24-Aug-25	Sun	[H]		
25-Aug-25	Mon		IPR Webminar/Seminar	SW, IPR

26-Aug-25	Tue		Commerce day – Exhibition	COMM
27-Aug-25	Wed		National grief awareness day- Seminar on Grief counselling	PSY
28-Aug-25	Thu	[H]	Ayyankali jayanthi	
29-Aug-25	Fri		Onam celebration	Students.C
30-Aug-25	Sat		Onam Vacation	
31-Aug-25	Sun	[H]		

### SEPTEMBER 2025

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Sep-25	Mon		Onam Vacation	
02-Sep-25	Tue		Onam celebration at adopted school	NSS
03-Sep-25	Wed		Onam Vacation	
04-Sep-25	Thu	[H]	First Onam	
05-Sep-25	Fri	[H]	Thiruv Onam	
06-Sep-25	Sat	[H]	Third Onam	
07-Sep-25	Sun	[H]	Fourth Onam, Sri Narayana Jayanthi	
08-Sep-25	Mon		International Literacy Day- Word Hunt Competition	MGMT
09-Sep-25	Tue		Workshop on Research and SPSS	SIRC, COMM
10-Sep-25	Wed		Workshop on Research and SPSS, Suicide Prevention day- tablo competition	COMM, PSY
11-Sep-25	Thu		Resume Building Workshop, Alumni Interaction	Placement, Anim & GD
12-Sep-25	Fri		National Hindi day, Coding Competition, NPTEL course Ends	COMM, CS
13-Sep-25	Sat		Jersey distribution	Sports Cell
14-Sep-25	Sun	[H]	Krishna Janmashtami	
15-Sep-25	Mon		Mock audition: College dance team selection	Dance

16-Sep-25	Tue		Industrial Visit	Anim & GD
17-Sep-25	Wed		DIY & Upcycling Sessions- Turning old clothes into trendy outfits	Fashion.C
18-Sep-25	Thu		Inauguration of 'Pothichoru' (distribution of food)	NSS
19-Sep-25	Fri		TROJAN Department Day	CS
20-Sep-25	Sat		Workshop on research methodology, NPTEL Exam	SIRC, COMM
21-Sep-25	Sun	[H]	Sree Narayana Guru Samadhi	
22-Sep-25	Mon		Observance of World Alzheimers Day, RM workshop	SW, SIRC
23-Sep-25	Tue		NSS Day celebration	NSS
24-Sep-25	Wed		Fellowship Gathering	JY
25-Sep-25	Thu		Local Nature Walk	Adv & Tourism
26-Sep-25	Fri		Research Methodology Workshop	CS
27-Sep-25	Sat		Seminar: Role model Talks	WEC
28-Sep-25	Sun	[H]		
29-Sep-25	Mon		Hair Donation Campaign	WEC
30-Sep-25	Tue		Fashion Week: Navaratri Colour Celebration	Fashion.C

**OCTOBER 2025**

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Oct-25	Wed	[H]	Maha Navami, International day for Elderly People	COMM
02-Oct-25	Thu	[H]	Mahatma Gandhi Jayanthi, Celebrating Gandhi Jayanti-Campus cleaning	
03-Oct-25	Fri		Intra Competition: Healthy Recipe Competition	WEC

04-Oct-25	Sat		Blood donation camp	NSS
05-Oct-25	Sun	[H]		
06-Oct-25	Mon		Research Methodology Session	SW
07-Oct-25	Tue		Holy mass	JY
08-Oct-25	Wed		Workshop: Guest Talks by Fashion Designers / Stylists	Fashion.C
09-Oct-25	Thu		Plastic-Free Campus Campaign	Bhoomithra sena
10-Oct-25	Fri		Commerce fest 2K25, World Mental health Day celebration, NPTEL course Ends	COMM, PSY
11-Oct-25	Sat		Mock Interviews & Group Discussions	Career & Placement
12-Oct-25	Sun	[H]		
13-Oct-25	Mon		Entrepreneurship Workshop- Pixel to Profit	COMM
14-Oct-25	Tue		Hackathon	SHIP/IDEA
15-Oct-25	Wed		Fellowship Gathering, FDP	JY, SIRC
16-Oct-25	Thu		Clothing Donation Drive: Collect and distribute clothes to the needy	Fashion.C
17-Oct-25	Fri		Invited talk on Gender Equity	Gender Equity
18-Oct-25	Sat		Quantitative Aptitude & Logical Reasoning Training starts	Career & Placement
19-Oct-25	Sun	[H]		
20-Oct-25	Mon	[H]	Diwali	
21-Oct-25	Tue		Strokes of Calligraphy -Workshop, Rosary [Dept. wise] begins	Anim & GD, JY
22-Oct-25	Wed		Soft Skills Development Program	Career Guidance
23-Oct-25	Thu		Drawing Competition	Anim& GD
24-Oct-25	Fri		International Artist Day, Hardware Workshop	Anim & GD, CS



25-Oct-25	Sat		Entrepreneur Programme, NPTEL Exam	SIRC
26-Oct-25	Sun	[H]		
27-Oct-25	Mon		Girl Child Protection: Street Play	WEC
28-Oct-25	Tue		International Artist Day Celebration	Anim & GD
29-Oct-25	Wed		Nature Photography Workshop	Nature Club
30-Oct-25	Thu		Aroma therapy	Counseling Cell
31-Oct-25	Fri		IPR Session, Kerala Piravi celebration	CS, Students.C

**NOVEMBER 2025**

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Nov-25	Sat		NPTEL Exam	
02-Nov-25	Sun	[H]		
03-Nov-25	Mon		Malayali Manka Competition	WEC
04-Nov-25	Tue		Holy mass	JY
05-Nov-25	Wed		Visits to Fashion Studios / Exhibitions: Industry Connect	Fashion.C
06-Nov-25	Thu		Nature Trek and Forest Study Visit	Bhoomithra sena
07-Nov-25	Fri		General Quiz, Awareness class on drug abuse	MGMT, NSS
08-Nov-25	Sat			
09-Nov-25	Sun	[H]		
10-Nov-25	Mon		Research Methodology Session	COMM
11-Nov-25	Tue		Mentorship Programs connecting with entrepreneurs, funded project awareness	SHIP/IDEA, SIRC
12-Nov-25	Wed		Fellowship Gathering	JY
13-Nov-25	Thu		School Outreach Programs	WEC

14-Nov-25	Fri		Outbound Training, National Children's Day, Children's Day Elocution Competition	CS, SW
15-Nov-25	Satu		Energy Conservation Week begins	Bhoomithra sena
16-Nov-25	Sun	[H]		
17-Nov-25	Mon		Invited Talk-Creates awareness among Students	Counciling Cell
18-Nov-25	Tue		Theme-based Fashion Contests	Fashion.C
19-Nov-25	Wed		Fellowship Gathering	JY
20-Nov-25	Thu		Verbal Ability & English Communication Skills	Career & Placement
21-Nov-25	Fri		Photography & Travel Blogging Contest	Adv & Tourism
22-Nov-25	Sat			
23-Nov-25	Sun	[H]		
24-Nov-25	Mon			
25-Nov-25	Tue		National Conference	CS
26-Nov-25	Wed		Fellowship Gathering	JY
27-Nov-25	Thu			
28-Nov-25	Fri		Placement Training Orientation	COMM
29-Nov-25	Sat			
30-Nov-25	Sun	[H]		

## DECEMBER 2025

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Dec-25	Mon		Awareness Classes in School	PSY
02-Dec-25	Tue		Holy Mass, Conference	JY, SIRC, IPR
03-Dec-25	Wed		Chiraku 5.0, Fellowship Gathering	SW, JY
04-Dec-25	Thu		Alumni Interaction, Session on GST Filing	CS, COMM-L

05-Dec-25	Fri		Conference, A Nature tour	SIRC, Nature
06-Dec-25	Sat		Food Kit Distribution & Vithu Distribution	WEC
07-Dec-25	Sun	[H]		
08-Dec-25	Mon		CGI Workshop	Anim & GD
09-Dec-25	Tue		NSS special camp for second year UG student begins	NSS
10-Dec-25	Wed		Kudumbasree units	SW, JY, COMM
11-Dec-25	Thu		Idea Competition, Coding competition	CS
12-Dec-25	Fri		Talent Hunt	SHIP/ IDEA, IPR
13-Dec-25	Sat		Awareness campaigns promoting ecofriendly clothing choices	Fashion.C
14-Dec-25	Sun	[H]		
15-Dec-25	Mon		Research Methodology -Workshop	MGMT
16-Dec-25	Tue		Oldage Home/Orphanage Visit	JY
17-Dec-25	Wed		Confession, Christmas Celebration in Press	JY
18-Dec-25	Thu		Christmas Programmes	JY, FDP
19-Dec-25	Fri		Christmas Celebration, Old Age Home visit	JY, MGMT
20-Dec-25	Sat		Christmas Vacation	
21-Dec-25	Sun	[H]		
22-Dec-25	Mon		Christmas Vacation	
23-Dec-25	Tue		Christmas Vacation	
24-Dec-25	Wed		Christmas Vacation	
25-Dec-25	Thu	[H]	Christmas	
26-Dec-25	Fri		Christmas Vacation	
27-Dec-25	Sat		Christmas Vacation	
28-Dec-25	Sun	[H]		
29-Dec-25	Mon		Green Craft Workshop	Bhoomithra sena

**JANUARY 2026**

18-Jan-26	Sun	[H]		
19-Jan-26	Mon		Exhibition and speech compation	Chavara Chair
20-Jan-26	Tue		Annual Arts Day 2026	ARTS
21-Jan-26	Wed		Annual Arts Day 2026	ARTS
22-Jan-26	Thu		Annual Arts Day 2026	ARTS
23-Jan-26	Fri		National Girl Child Day Celebration	COMM
24-Jan-26	Sat		One day pilgrimage	JY
25-Jan-26	Sun	[H]	Tourism Awareness Week	Adv & Tourism
26-Jan-26	Mon		Republic Day	
27-Jan-26	Tue		Pre-Placement Training Program	Placement
28-Jan-26	Wed		Feedback from Alumni	IQAC
29-Jan-26	Thu		Feedback from Employers	IQAC
30-Jan-26	Fri		Film Screening & Discussion Forums	WEC
31-Jan-26	Sat		College day celebration	Students.C

**FEBRUARY 2026**

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Feb-26	Sun	[H]		
02-Feb-26	Mon		Research Methdology Session	PSY
03-Feb-26	Tue		Holy Mass	JY
04-Feb-26	Wed		MG University Kalolsavam Training Begins	Arts
05-Feb-26	Thu		Interdepartment Fest	MGMT
06-Feb-26	Fri		Mammogram test Campaign & Awareness Class	WEC
07-Feb-26	Sat			
08-Feb-26	Sun	[H]		

09-Feb-26	Mon		Seminar on Climate Action and Sustainable Development Goals	Bhoomithra sena
10-Feb-26	Tue		Career Fair/ Job Expo	Placment
11-Feb-26	Wed		Fellowship Gathering	JY
12-Feb-26	Thu			
13-Feb-26	Fri		Fashion Photography Contest	Fashion .C
14-Feb-26	Sat		One day tour programme	Students.C
15-Feb-26	Sun	[H]	Maha Shivratri	
16-Feb-26	Mon		Stop Motion Animation Workshop	Anim & GD
17-Feb-26	Tue			
18-Feb-26	Wed			
19-Feb-26	Thu			
20-Feb-26	Fri			
21-Feb-26	Sat			
22-Feb-26	Sun	[H]		
23-Feb-26	Mon		Study Tour	MGMT
24-Feb-26	Tue			
25-Feb-26	Wed			
26-Feb-26	Thu			
27-Feb-26	Fri		Entrepreneurship Session on World Tailoring Day	CS
28-Feb-26	Sat			

### MARCH 2026

DATE	DAY		ACTIVITIES	CELL/DEPT.
01-Mar-26	Sun	[H]		
02-Mar-26	Mon			
03-Mar-26	Tue		Holy Mass	JY
04-Mar-26	Wed			

05-Mar-26	Thu		Annual Fashion Show / Style Walk	Fashion.C
06-Mar-26	Fri		Holitic Exam	Holistic
07-Mar-26	Sat		Staff Tour	FDP
08-Mar-26	Sun	[H]		
09-Mar-26	Mon		International Women's Day celebration	WEC
10-Mar-26	Tue			
11-Mar-26	Wed		Fellowship Gathering	JY
12-Mar-26	Thu		Annual Review and Green Awards Ceremony	Bhoomithra sena
13-Mar-26	Fri			
14-Mar-26	Sat			
15-Mar-26	Sun	[H]		
16-Mar-26	Mon		Financial Literacy Week 2026 starts	COMM
17-Mar-26	Tue			
18-Mar-26	Wed		World Social Work Day	SW
19-Mar-26	Thu			
20-Mar-26	Fri		Eid Al-Fitr	
21-Mar-26	Sat		Financial Literacy Week 2026 Ends	COMM
22-Mar-26	Sun	[H]		
23-Mar-26	Mon			
24-Mar-26	Tue			
25-Mar-26	Wed		Feedback from Teachers	IQAC
26-Mar-26	Thu		ED Workshops -Dept of Mgmt.S	MGMT
27-Mar-26	Fri		World theatre day	
28-Mar-26	Sat		Thumbichi Visit	JY
29-Mar-26	Sun	[H]		
30-Mar-26	Mon			
31-Mar-26	Tue			

**APRIL 2026**

DATE	DAY	ACTIVITIES	CELL/DEPT.
01-Apr-26	Wed		
02-Apr-26	Thu	[H] Maundy Thursday	
03-Apr-26	Fri	[H] Good Friday	
04-Apr-26	Sat		
05-Apr-26	Sun	[H] Easter	
06-Apr-26	Mon		
07-Apr-26	Tue	World Health Day	
08-Apr-26	Wed		
09-Apr-26	Thu		
10-Apr-26	Fri		
11-Apr-26	Sat		
12-Apr-26	Sun	[H]	
13-Apr-26	Mon		
14-Apr-26	Tue	Ambedkar Jayanti	
15-Apr-26	Wed	Vishu	
16-Apr-26	Thu		
17-Apr-26	Fri		
18-Apr-26	Sat		
19-Apr-26	Sun		
20-Apr-26	Mon		
21-Apr-26	Tue		
22-Apr-26	Wed	One Day FDP	FDP
23-Apr-26	Thu		
24-Apr-26	Fri		
25-Apr-26	Sat		
26-Apr-26	Sun	[H]	
27-Apr-26	Mon		
28-Apr-26	Tue		
29-Apr-26	Wed		
30-Apr-26	Thu		



**MAY 2025**

DATE	DAY	ACTIVITIES	CELL/DEPT.
01-May-26	Fri	International Labour Day	
02-May-26	Sat		
03-May-26	Sun [H]		
04-May-26	Mon		
05-May-26	Tue		
06-May-26	Wed		
07-May-26	Thu	Feedback from Students	IQAC
08-May-26	Fri	World Red Cross Day	
09-May-26	Sat		
10-May-26	Sun [H]		
11-May-26	Mon		
12-May-26	Tue		
13-May-26	Wed		
14-May-26	Thu		
15-May-26	Fri		
16-May-26	Sat		
17-May-26	Sun [H]		
18-May-26	Mon		
19-May-26	Tue		
20-May-26	Wed		
21-May-26	Thu		
22-May-26	Fri	International Biodiversity Day	
23-May-26	Sat		
24-May-26	Sun [H]		
25-May-26	Mon	Annual Academic Retreat	FDP-IQAC
26-May-26	Tue	Annual Academic Retreat	FDP-IQAC
27-May-26	Wed	Annual Academic Retreat	FDP-IQAC
28-May-26	Thu		
29-May-26	Fri		
30-May-26	Sat		
31-May-26	Sun [H]		

## കേരള റാഗിംഗ് നിരോധന ആക്റ്റിന്റെ പ്രസക്തഭാഗങ്ങൾ

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 ഒരുമ്പെടാത്ത ഏതെങ്കിലും പ്രവൃത്തി ചെയ്യുന്നതിനോ, നിർവ്വഹിക്കുന്നതിനോ ആവശ്യപ്പെടുന്നതോ ഉൾപ്പെടുന്നതാകുന്നു.
  - (3) റാഗിംഗിനുള്ള ശിക്ഷ: ഏതൊരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റേയും അകത്തും പുറത്തും റാഗിംഗ് നിരോധിച്ചിരിക്കുന്നു.
  - (4) റാഗിംഗിനുള്ള ശിക്ഷ: ഏതെങ്കിലും വിദ്യാഭ്യാസ സ്ഥാപനത്തിനകത്തോ പുറത്തോ റാഗിംഗ് നടത്തുകയോ റാഗിംഗിൽ പങ്കെടുക്കുകയോ അതിനു പ്രേരിപ്പിക്കുകയോ അല്ലെങ്കിൽ റാഗിംഗ് പ്രചരിപ്പിക്കുകയോ ചെയ്യുന്ന ഏതൊരാളും കുറ്റ സ്ഥാപനത്തിൻമേൽ, രണ്ടു വർഷം 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 ചെയ്യൽ: (1) മുകളിൽ പറഞ്ഞ വ്യവസ്ഥകൾക്ക് ഭംഗം വരാതെ, ഒരു വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയോട് റാഗിംഗിനെക്കുറിച്ച് ഏതെങ്കിലും വിദ്യാർത്ഥിയോ, അതതു സംഗതി പോലെ മാതാപിതാക്കളോ, രക്ഷകർത്താവോ, അഥവാ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിലെ ഏതെങ്കിലും അധ്യാപകനോ രേഖാമൂലം പരാതിപ്പെട്ടാൽ ആ വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവി, പരാതി ലഭിച്ച് ഏഴു ദിവസത്തിനകം, പരാതിയിൽ പറഞ്ഞിരിക്കുന്ന സംഗതിയെ സംബന്ധിച്ച് അന്വേഷണം നടത്തേണ്ടതും, പ്രഥമദ്യുഷ്ട്യാ സത്യമുണ്ടെന്ന് കണ്ടാൽ കുറ്റാരോപണ വിധേയനായ വിദ്യാർത്ഥിയെ സസ്പെൻഡ് ചെയ്യേണ്ടതും, ഉടൻ തന്നെ പ്രസ്തുത പരാതി ആ വിദ്യാഭ്യാസ സ്ഥാപനം സ്ഥിതി ചെയ്യുന്ന പ്രദേശത്ത് അധികാരിയുള്ള പോലീസ് സ്റ്റേഷനിലേക്ക് മേൽ നടപടിക്കായി അയച്ച് കൊടുക്കേണ്ടതുമാണ്.
- (2) (1)-ാം ഉപവകുപ്പിൽ പറഞ്ഞ രീതിയിൽ പരാതി രേഖാമൂലം ലഭിക്കുകയും വിദ്യാഭ്യാസ സ്ഥാപനത്തിന്റെ മേധാവിയുടെ അന്വേഷണത്തിൽ പ്രഥമദ്യുഷ്ട്യാ 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 of the Campuses of Higher Educational Institutions**

### **1. Preamble**

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

### **2. Safety of Students on Campus:**

- ❖ HEIs can play a significant role in ensuring the safety of the students by putting in place foolproof mechanisms and impregnable standards of safety. The key lies in institutionalizing the best practices and standard operating procedures that can substantively protect students from any threats and assaults, physical, social or psychological. Given below are some of the concerns that should be materialized by HEIs in the interest of students and institution.
- ❖ Any physical infrastructure housing students, whether HEI or hostels, should be secured by a boundary wall of such height that it cannot be scaled over easily. In order to further fortify it, a fence of spiraling barbed wires can be surmounted on the wall so that unauthorized access to the infrastructure is prevented effectively. The entry points to such housing units should be restricted to three or less and they should 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 shortduration escort services, on rotation basis to students as they walk down to hostel or nearest taxi or bus-stand etc.. This is suggested in view of the fact that classes, study, research requirements, meetings and concerts can keep students on campus late at night. To handle these situations, HEIs may also provide Night Safety Shuttle facility, to such students, for door-to-door pick and drop service.
- ❖ All HEIs should ensure that provisions contained in UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2012 are observed by teaching & non-teaching staff, students and other stakeholders in letter and spirit. Discrimination, verbal or behavioral, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status is strictly prohibited and HEIs must do all it takes to ensure that such practices are nipped in the bud.
- ❖ HEIs should mandatorily put in place a broad-based “Students Counseling System” for the effective management of problems and challenges faced by students. It should be a unique, interactive and target-oriented system, involving students, teachers and parents, resolved to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of academic worries. It should bridge the formal as well as communicative gaps between the students and the institution at large. Teacher counselors, trained to act as the guardians of students at the college level, should remain in close touch with the students allotted to them (batch of 25 students) though out the year, cater to their emotional and intellectual needs and convey their growth report and feedback on attendance, examination results etc to their parents at regular interval of time. Teacher counselors can coordinate with wardens of hostels and exchange personal details of students, academic record and behavior patterns for prompt pre-emptive or corrective action.

- ❖ HEIs should organize quarterly parents-teachers meet (PTM) so that grievances and gaps in system can be addressed and resolved. Online complaint registration system can also be launched so that issues can be addressed before they slip out of hands of authorities.
- ❖ On-campus medical facilities should be made available to student and at least one ambulance can be kept in ready mode for attending emergency and crisis situations.
- ❖ HEIs should install a fire safety system under which mechanisms for the detection of a fire, the warning resulting from a fire and standard operating procedures for the control of fire are evolved. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, smoke control 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 trip 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.

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# **EXAM CALENDAR 2025-2026**

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## ODD SEMESTER-JUNE 2025 TO DECEMBER 2025

Programme	Semester commencement	IAE I commencement	IAE I - Result Publishing	IAE II commencement	IAE II - Result Publishing	Semester Ending	University Examination
S5 UG	02-06-2025	21-07-2025	12-08-2025	15-09-2025	06-10-2025	23-10-2025	3-11-2025
S3 UG	02-06-2025	21-07-2025	12-08-2025	15-09-2025	06-10-2025	10-10-2025	22-10-2025
S1 UG	01-07-2025	18-08-2025	11-09-2025	22-09-2025	07-10-2025	24-10-2025	03-11-2025
S3 PG	02-06-2025	04-08-2025	22-08-2025	22-09-2025	10-10-2025	20-11-2025	2-12-2025
S1 PG	02-07-2025	10-09-2025	29-09-2025	03-11-2025	19-11-2025	31-12-2025	20-01-2026
S3 MCA	10-06-2025	28-07-2025	11-08-2025	22-09-2025	10-10-2025	22-10-2025	05-11-2025
S1 MCA	07-07-2025	25-08-2025	12-09-2025	24-09-2025	13-10-2025	07-11-2025	19-11-2025
S3 IMCA	02-06-2025	28-07-2025	11-08-2025	22-09-2025	10-10-2025	16-10-2025	27-10-2025
S1 IMCA	01-07-2025	25-08-2025	12-09-2025	03-10-2025	13-10-2025	25-11-2025	08-12-2025

## Even Semester-December 2025 to May 2026

Programme	Semester commencement	IAE I commencement	IAE I - Result Publishing	IAE II commencement	IAE II - Result Publishing	Semester Ending	University Examination
S6 UG	19-11-2025	07-01-2026	27-01-2026	18-02-2026	05-03-2026	13-03-2026	25-03-2026
S4 UG	27-11-2025	27-01-2026	16-02-2026	02-03-2026	17-03-2026	31-3-2026	06-04-2026
S2 UG	27-11-2025	27-01-2026	16-02-2026	02-03-2026	17-03-2026	31-3-2026	06-04-2026
S4 PG	18-12-2025	04-02-2026	20-02-2026	16-03-2026	06-04-2026	10-04-2026	29-04-2026
S2 PG	05-02-2026	04-03-2026	19-03-2026	06-04-2026	20-04-2026	23-04-2026	06-05-2026
S4 MCA	17-11-2025	<b>Project and viva</b>					04-03-2026
S2 MCA	01-12-2025	27-01-2026	16-02-2026	09-03-2026	27-03-2026	10-04-2026	22-04-2026
S4 IMCA	10-11-2025	05-01-2026	21-01-2026	02-03-2026	23-03-2026	22-04-2026	05-05-2026
S2 IMCA	30-12-2025	09-02-2026	23-02-2026	09-03-2026	19-03-2026	25-03-2026	07-04-2026

**Fee Structure 2025-2026 Admissions**

	Semester 1			Semester 2		
	Tuition Fee	Special Fee	PTA	Tuition Fee	Establishment Fee	
MCA	28000	10000	1000	28000	10000	
MSW	21000	10000	1000	21000	10000	
M Com	21000	10000	1000	21000	10000	
IMCA	21000	10000	1000	21000	10000	
BCA	21000	10000	1000	21000	10000	
B.Com	10080	10000	1000	10080	10000	
BBA	10080	10000	1000	10080	10000	
B.Sc Psy	12600	10000	1000	12600	10000	
BSW	10080	10000	1000	10080	10000	
BA-AGD	26880	10000	1000	26880	10000	
	Semester 3			Semester 4		
	Tuition Fee	PTA	Employability Skill Training			Tuition Fee
MCA	28000	1000	5000			28000
MSW	21000	1000	10000			21000
M Com	21000	1000	5000			21000
IMCA	21000	1000	10000			21000
BCA	21000	1000	10000			21000
B.Con	10080	1000	10000			10080
BBA	10080	1000	10000			10080
B.Sc Psy	12600	1000	10000			12600
BSW	10080	1000	10000			10080
BA-AGD	26880	1000	10000			26880
	Semester 5		Semester 6	Semester 7		Semester 8
	Tuition Fee	PTA	Tuition Fee	Tuition Fee	PTA	Tuition Fee
IMCA	21000	1000	21000	28000	1000	28000
BCA	21000	1000	21000	21000	1000	21000
B.Com	10080	1000	10080	10080	1000	10080
BBA	10080	1000	10080	10080	1000	10080
B.Sc Psy	12600	1000	12600	12600	1000	12600
BSW	10080	1000	10080	10080	1000	10080
BA-AGD	26880	1000	26880	26880	1000	26880
	Semester 9	Semester 10				
	Tuition Fee	Tuition Fee				
IMCA	28000	28000				

- ✍ Special Fees (Includes SAF- Sports Affiliation Fee, UUF- University Union Fee, SIP-Student Insurance Premium, SWF- Student Welfare Fund, Library Fee, Arts & Sports Fee.)
- ✍ No Donation for Admission.
- ✍ Tuition fee and University fees may vary as per the revisions from the University.

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

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

**8. Merit Allotment Admission**

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

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## ശാന്തിഗിരി ഗീതം

പ്രതിദിവസത്തിടുന്ന സത്കലാലയം  
പ്രചുരിത ദീപ്തിയാർന്നിടും കലാലയം  
പ്രണവസ്വഭാവമോലും സത്കലാലയം  
പ്രശാന്തി പുത്തിനേകിടും കലാലയം

കിരണമുതിർന്നിടുന്ന നാളമെന്നപോൽ  
കാലമുയർത്തിടുന്ന ദീപമെന്നപോൽ  
ശാന്തിയുണർത്തിനിൽക്കുമീ കലാലയം  
ശംഖനാദമായിട്ടെ മാനസേ

ശാന്തിഗിരിയിതാ പ്രശാന്തിഗിരിയിതാ  
അനുപമ വിദ്യതൻ വിളക്കിതാർക്കുമേ...

നാളെ നേരിടുന്നവെല്ലുവിളികൾ നീക്കുവാൻ  
നീളെയാക്കുമാത്മശക്തി കൈവരിക്കണം  
സർവ്വവികലഭാവവും നാം മറികടക്കണം  
സത്യമെന്നപോലെ നീതിയും തിളയ്ക്കണം

ശാന്തിഗിരിയിതാ പ്രശാന്തിഗിരിയിതാ  
അനുപമ വിദ്യതൻ വിളക്കിതാർക്കുമേ...

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

ശാന്തിഗിരിയിതാ പ്രശാന്തിഗിരിയിതാ  
അനുപമ വിദ്യതൻ വിളക്കിതാർക്കുമേ...

