AQAR 2023 - 2024

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

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

CRITERION 6

6.3.5 Institutions Performance Appraisal System for teaching and non- teaching staff

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

Performance Appraisal

The institution conducts a review of the Performance Appraisal of the Faculty / Staff regularly which enhances teacher quality and performance. Every member of the faculty is given a Teacher's Manuel at the beginning of the year in which all the details pertaining to teaching such as lesson plans, tests, assignments, projects, mentoring, remedial classes, etc. are noted. The Handbook also has a self-appraisal form which is filled in by the respective teacher at the end of each semester. The Heads of departments enter their remarks and submit the handbooks to the Principal. The Manager and the Principal evaluate them and provide encouragement, suggestions for improvement and corrective measures confidentially.

Faculty Evaluation in Santhigiri follows a circular model of evaluation consisting of: a) Faculty evaluation by students once every semester b) Peer evaluation by other faculty members of the department c) Faculty Self-Appraisal. d) Faculty Appraisal by Principal.

1 Faculty evaluation by students:

a) The evaluation is to be conducted once in every semester.

b) Online evaluation will be administered by the IT department.

c) The Principal will monitor the evaluation process at all stages

d) Confidentiality is to be maintained at all points by all the personnel involved.

e) The evaluation graphs are accessible to the faculty concerned but do not give any comparative results with that of the others

f) The evaluation reports will be discussed with the faculty member individually by the Principal.

g) However, if the overall score falls below 2.5 (out of 5), it could be an issue needing attention on the part of the HOD.

i) The questionnaire is developed to test the effectiveness of teaching techniques and interaction of the teacher with the students.

2 Peer Evaluation: Peer review is a form of evaluation designed to provide feedback to peers about their academic performance. Peer review may be used as a way to help faculty members to improve teaching and learning in their courses. The peer review process yields important information that can be combined with other sources to provide a comprehensive view of an individual's academic performance. The peer reviews can provide the teacher with insights into his / her academic contribution in the classroom learning environment unattainable in other ways.

a) Peer evaluation must be done confidentially for all faculty members of the College.

b) The assessment is based solely on official relationship.

c) Peer evaluation is administered online, based on the questionnaire developed to identify interaction of the faculty with other members of the college.

3 Faculty Self-Appraisal: It is compulsory for every teacher to furnish the self-appraisal form to the principal. The teachers have to prepare and submit self appraisal report related to teaching based on teaching techniques, teaching compliance, functional responsibility and interpersonal relations. The appraisal of extension activities is based on involvement in community service, departmental activities, institutional activities, professional development and student mentoring. Research and development related activities are assessed based on participation in publications, research projects and research guidance. The Self-appraisal form is then reviewed by the Principal

4 Faculty Appraisal by Principal: The Principal prepares a confidential report in a prescribed format evaluating their academic performance highlighting their strength and weakness.

The received feed-backs are systematically analyzed and the report is discussed in the college management, and remedial measures are taken, if necessary. The Principal analyses the final evaluation report and hands over the report to the concerned teacher. During the PTA meetings attended by the principal, heads of the departments and the faculty members, parents are given opportunities to pass their critical remarks on the teachers as well as administrative staff.

The teaching community is encouraged to attend orientation and refresher courses, faculty improvement programmes, workshops, research and to attend faculty development programmes to improve their performance.

Non-teaching Staff Evaluation by Students, Management and Teaching Staff: The Management evaluates the non-teaching staff every year through a performance appraisal system designed by IQAC. Students also get opportunity to rate the performance of nonteaching staff while conducting survey on the institutional performance. The Principal and Administrator get informal feedback from the non-teaching staff either individually or at nonteaching staff meetings. The feed-backs from the Heads of the Departments about the NonTeaching Staff is received by the Principal. The Principal monitors the performance of nonteaching staff and gives them continuous feedback. In the case of any serious failure in duty, memos are issued and written explanations are received from them.

PRINCIPAL
COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

Affiliated to MG University and Approved by AICTE

Vazhithala P.O.,Thodupuzha 685 583,Kerala, India

HUMAN RESOURCE POLICY DOCUMENT

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

CRITERION 6

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

VAZHITHALA, THODUPUZHA 685 583

HUMAN RESOURCE POLICY

TABLE OF CONTENTS

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA. PIN : 685 583

	12.1. Attitude towards students	
	12.2. Attitude towards faculty members	
	12.3. Attitude towards colleagues	
	12.3. Attitude towards management	
13	Performance Appraisal	17
14	Decentralization in Working 14.1. Principal 14.2. HOD 14.3. Class tutors 14.4. System Administrator 14.5. Examination Cell Coordinator 14.6. Librarian 14.7. Administrative Staff 14.8. Non-Teaching Staff	18
15	Seminars/ Workshops	24
16	Financial Support for Organizing Guest Lecture, Symposium & Conference	24
17	Faculties' Higher Education	25
18	Invited Teaching/Lectures	25
19	Incentives for Students 19.1. Endowments	25

1. THE LEGACY

Success and meritocracy of learning establishments owes much to the past credentials. Santhigiri college flashes back to Santhigiri Rehabilitation Institute, established in 1988, to focus on the major policy issues concerning persons with disabilities. Priority was laid on higher education, since vocational training and corresponding placements were found not conducive. It was under this milieu that Santhigiri College was started in 2002, with the objective that higher education and development of skills, knowledge and attitudes would

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN: 685 583

play an integral role in the shaping of our students with disabilities and the present society at large. The charmed charity of the CMI Fathers gives Santhigiri College a unique historical environment. Santhigiri College of Computer Sciences is the visual fabrication of our basic objective.

2. THE CMI CHARISMA

St. Kuriakose Elias Chavara, the founder of the CMI (Carmelites of Mary Immaculate) Congregation, is the guiding force of our institution. After his example, we target the integral formation of the human persons for the fulfillment of their individual and social responsibilities. Founded in 1831, our Congregation has a rich tradition and a century long experience in the field of education with its numerous schools, colleges, professional and non-professional educational institutions. Santhigiri College is the verbalization of this CMI charisma.

3. PREFACE

Santhigiri College of Computer Sciences Vazhithala is under the management of the CMI Fathers of Carmel Province Muvattupuzha. The college is affiliated to MG University and approved by AICTE, Delhi. Presently, we have 6 UG programs and 3 PG programs.

We are happy to promulgate the HR Policy Document of Santhigiri College of Computer Sciences which provides the staff of the college with proper guidance and information for the effective implementation of their duties. This valuable document was signed and sealed by the Manager and Principal of the college and has to be kept in the college office.

4. OUR VISION

Awakening to the Future. Awaken this generation to take up the challenges of tomorrow.

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

5.   OUR MISSION

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

6.   CORE VALUES:

1. Faith in God
2. Commitment
3. Integrity
4. Excellence
5. Social Responsibility

7.QALITY POLICY

The motto of Santhigiri College is Quality and Excellence. We aim at creating quality standards that will generate excellence at multifarious levels, focusing on the vision and mission of the college. Our Quality policy is exhibited also in the distinctiveness of Santhigiri College

7.1. DISTINCTIVE FEATURES OF SANTHIGIRI COLLEGE

Santhigiri College is proud of its distinctiveness in the rehabilitation programs of Persons with Disabilities (PwD). Today we also admit all applicants with disabilities into the programs of their choice in Santhigiri College, giving them scholarships and free hostel facilities adhering to our pristine vision to corroborate their rehabilitation. Santhigiri college has been running Santhigiri hostel with more then 50 inmates since its inception, meeting its all expenses. A project officer and a CBR worker is full time engaged in these activities. We proudly proclaim that we have "**A Heart for the Handicapped**", thus enthusing social responsibility to our students.

8. PLANNING

8.1. Human Resource Planning

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

➢ The Principal, in consultation with the HODs, shall assess the staff requirements as and when a staff leaves the college or new programs start.

➢ The Principal consults the Manager regarding the details of the present staff and the future needs.

➢ The teacher-student ratio shall be as per the norms prescribed by the university.

➢ Advertisement will be given in the newspaper and on relevant social media.

The Principal, in consultation with the Manager, will appoint a selection committee for recruitment in each discipline, composed of the Manager, Principal, a representative of the management, HOD and a subject expert.

8.1.1.Staff Selection

➢ The job description and job specification for the candidate to be recruited shall be prepared by the selection committee.

➢ The committee shall scrutinize the applications received and eligible candidates shall be invited to undergo the recruitment processes

➢ On the scheduled day, the candidate shall conduct a demonstration class on any subject of their choice in front of the selection committee.

➢ The shortlisted candidates shall appear for the interview.

➢ The selection committee will then create the ranking list of the candidates.

➢ The Manager/Principal communicates with the selected candidates, discuses the terms and conditions and obtains their confirmation.

➢ An appointment letter signed by the Manager shall be given to the selected candidate.

8.1.2. Orientation Program

➢ The newly selected staff shall be given a brief introduction about the college and the code of conduct of the staff promulgated by the management will be detailed by the Principal on the day of his/her joining.

➢ The principal should introduce him/ her to the head of the department.

➢ The HOD shall give a brief introduction of the department and shall introduce the new staff to all the teaching staff of his team.

➢ He will also take him/her on a tour of the campus, explaining the various codes of conduct observed in availing the facilities in the college.

➢ The HOD will also ensure all the registration formalities, including submission of joining documents like the copy Aadhaar, bank account details, user Id for internet access facility, Identity card application etc.

➢ The HOD will assign the subjects allotted by the Principal to the new faculty members immediately.

8.2.. SALARIES, INCENTIVES

8.2.1. POSITIONS AND PAY SCALES

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

➤ The college will have the following positions of hierarchy in the teaching departments: Principal, Professors, Associate Professors, and Assistant Professors.

➤ HODs appointment should be decided by the Management.

➤ The college office will have the following positions of hierarchy in the administrative department: Office Superintend, Accountant, Clerk, office supporting staff and office assistants.

➤ The scales of pay for various teaching and non-teaching positions will vary according to their positions, years of experience and skills.

➤ At present a fresher with no experience of teaching is given Rs.15500 during the first year of probation. This is subject to revision at periodic intervals.

8.3. BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS

a. Employee's Provident Fund

b. ESI

c. Management provides free bus facilities to all the staff members.

d. Preference given to employees' children in admission, scholarship and concession in tuition fees

e. Incentive for faculties with Ph.D

f. Interest Free Loan in Emergency Situations

g. Festivals Kits & Financial Incentives

h. Annual staff outing

i. Birthday celebrations of staff

8.4. INCENTIVES FOR PUBLICATION

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA

Consultancy Projects: Incentive will be given to those who are willing to do consultancy project from an industrial/research organization

- The management will pay the registration fee for publication of Papers in National level conference
- The management will pay registration fee for Publication of Papers in International level conference
- The management will pay Rs. 2000 for one full paper in referred journals. The management will pay Rs. 1000 for one full paper in other journals.

8.5. YEARLY INCREMENTS

- Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations and based on their performance.
- A common increment of Rs. 1000 for teaching staff and Rs.500 for non-teaching staff per year is customary.
- Increment on the basis of appraisal system evaluation by the College Management

8.6. INCENTIVES AND REWARDS

Staff members may be given the following incentives and rewards, based on their performance, contribution and years of service at the institution.

- Suitable incentives for producing 100% results in a theory paper.
- BEST TEACHER AWARD from the Management

8.7. LEAVE

8.7.1. Casual Leave (CL):

- Staff members are permitted to take 12 days of casual leave per

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O, THODUPUZHA
KERALA, PIN : 685 583

year.

8.7.2. Sick leave

➢ They are also eligible for 3 sick leaves per year.

8.7.3. Other Leaves/ Holidays

➢ Sundays, second Saturdays and other holidays announced by the college shall be holidays for all non-teaching staff except the security guards.

➢ Holidays declared by the Government with special mention of professional colleges will be holidays for both the students and the faculty.

➢ The management may arrange compensatory working days in some special cases.

➢ The management may not conduct classes on a working day or declare a holiday as a working day in certain circumstances.

8.7.4. Permission:

➢ Permission for leave of absence shall be obtained in advance from the Principal. You should first request the Principal verbally for leave and it is his discretion to sanction the leave or not. You are then requested to apply for leave through the EMBASE to the Principal.

9. DISCIPLINE AND GRIEVANCE REDRESSAL PROCEDURE
9.2. DISCIPLINARY PROCEDURE

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

➢ A faculty member who violates the code of conduct defined for teachers of Santhigiri college in the following pages of this manual will be subjected to appropriate disciplinary action by the management.

➢ If a teacher commits an act of misconduct by violating the code of conduct, anyone can report it in writing to the principal or manager.

➢ The Principal shall make a preliminary enquiry on the matter, by summoning the accused asking for explanations.

➢ If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

➢ The Principal shall report the proceedings regularly to the Manager.

9.2. GRIEVANCE PROCEDURE

➢ The Principal shall constitute a Grievance redressal committee to redress the grievances of the students, teaching and non-teaching staff.

➢ If any student, teaching or non-teaching staff has a grievance, he or she should make a representation to the committee.

➢ The grievances shall be redressed immediately by the committee and by the Manager.

➢ The committee shall record and maintain the minutes of the meetings.

10.   CODE OF CONDUCT FOR THE STAFF

10.1. The working hours at college are from 9.30 a.m. to 4.30 p.m. All are expected to be in the college during these hours.

10.2. Before the classes start, you must put your signature in the

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

staff attendance book/punching machine. The punching time is before 9.25 in the morning and after 4.15 in the afternoon.

10.3. You should go to the class immediately after the first bell. Attendance has to be taken at the start of each period in MBASE. Those without a uniform shall not be permitted to remain in the class. Late comers should not be given attendance, they should enter the class.

10.4. Engage the class till the bell goes.

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

10.6. Our medium of instruction is English. All communication in the class and outside among staff and students shall be in English.

10.7. You should have personal knowledge of each of your students and you should take special attention to their academic excellence. Special care should be given to the weaker students.

10.8. 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 your right and duty to pay special attention to the behavior and discipline of the students irespective of the department.

10.9. You should not use mobile phones while taking classes.

10.10.   Christian staff members should participate in all the religious activities, like holy masses, retreats etc. and thus motivate the students to be more religious.

10.11.   The first year of appointment is a probationary period. You may be asked to discontinue if your performance is not satisfactory after this period of time.

10.12.   You must submit the required credentials to the college office on the day of your joining.

10.13. There should be a dress code for the teachers in tune with the dress code we have given to the students. Male teachers should use formal dress.

10.14. 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.

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

10.16. Staff meeting

o Staff meetings shall be conducted as and when necessary.

10.17. Weekly Status Report

o A weekly status report should be submitted to HOD every Monday.

10.18. Holy Mass and Retreat

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

o All Christian students and staff must participate in the Holy Mass and class tutors should verify the attendance of Christian students in the chapel.

o A retreat is conducted for both Christians and non-Christians in the college. All the staff and students must participate in these retreats.

10. 19. Mentoring

o Mentoring should take place at least once a month.

o If any of the staff members identifies any issues with the students, it is desirable to inform the mentor concerned.

10.20. Cell activities

o The Cell Coordinators, along with other cell members, should plan suitable programs for the academic year and they should inform other staff about all the cell activities,

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

especially the general functions, by notice or mail well in advance.

o Cells create opportunities for the staff to exhibit their talents and innovative thinking.

10.21. Teaching/Notes

o Your classes should be well prepared and prepare the entire syllabus before starting each subject. You should have a lecture note prepared for taking the classes. You should be an expert on your subject.

o Prepare notes before starting each module and send the soft copy to the Principal, HOD and students. The notes on lessons given by you should be prepared after referring to several books. Dictate only points in the class if necessary. Direct reading out from one or more texts in the class is not recommended.

o You may 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.

o Your teaching is evaluated based on your regularity, punctuality, content and methodology.

10.22 Resignation

You should not quit college during the academic year/ semester. You may discontinue at the completion of the academic year/semester with one month prior resignation notice. Defaulters may have to pay a penalty.

10.23. General Mandates

➢ If a faculty finds a student committing any sort of indiscipline, he/she should take immediately suitable action and report the matter to the HOD/Principal, if necessary, as the case may be.

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

➢ All the teachers shall attend all the department and college functions and carry out the responsibilities assigned properly.

  ➢ Faculties shall not engage themselves in other activities /businesses, which may affect their effective teaching .

➢ Faculties shall maintain a respectable work conduct in terms of:

Going according to the lesson plan for the day and completing the syllabus on time (2 modules before IAE1, 4 modules before IAE2). If lagging take extra classes and keep pace with the planning.

➢ Following up assignments and tests given to the students, evaluating on time and giving feedback to the students.

11.   ETHICAL STANDARDS FOR FACULTIES

➢ Teachers should be role models for students.

➢ be committed and dedicated to the teaching profession.

➢ have a passion to excel in professional acumen.

➢ maintain perfect personal hygiene at all times

➢ be clean and tidy in the style of dressing, grooming of hair or in the use of ornaments.

➢ never have the habit of chewing, smoking or consumption of alcohol.

➢ never discuss unauthentic information with peers, students , parents or other members of the public.

➢ listen to students with care and concern on matters related to doubts or personal issues.

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

➢ motivate the students, imparting hope and passion for learning and living.

Staff shall not:

➢ use any abusive language towards students, fellow teachers, parents and other members of the public.

➢ enter into quarrels, fights or any act of disrespectful nature.

➢ affiliate with any political organization which may cause a conflict of interest between the duties of the teacher and the reputation of the institution.

12. NON-TEACHING STAFF

➢ Non-teaching staff is a great treasure of the institution.

➢ Perform the assigned duties with dedication, sincerity and perfection

➢ Behave friendly and respectfully with the guests and parents.

➢ Avoid making rumors, false stories and damaging comments about the college, staff and students.

➢ Observe confidentiality, trustworthiness and fidelity in fulfilling all duties, especially in financial matters.

12.1. Attitude towards students

➢ They shall maintain a warm and good relationship with the students

➢ Treat all the students equal irrespective of cast, sex or religion

➢ Show no partiality to the students based on unjust norms.

➢ Care for their studies and the growth of their personality.

➢ Maintain confidentiality in matters of information and disclose such matters only to the Principal, Manager or HOD.

➢ Be fraternal and friendly with them.

➢ Never enter into any illegal or corrupt activities with the students

➢ Don't accept favors from the students to manage their unfair deals.

➢ Be at the service of the students with care and concern for them and help them in all their needs, especially those related to their studies.

➢ Practice all the values promulgated by the college in your lives also.

12.2.Attitude towards faculty members

The non-teaching staff have to engage in several activities in close connection with the teaching staff. Healthy teamwork is necessary for the growth of the institution

1.   Assist the faculty members in fulfilling their task as teachers and mentors of the students.

2.   Maintain a healthy and friendly relationship with the faculty members,

3.   Realize that you are the supporting staff of the institution and it is   your duty to be at the disposal of the faculty members wherever and whenever it is necessary.

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
KERALA, PIN : 685 583

4.   Confine yourself to the role assigned to you and shall not interfere in the official duties of the teaching faculty.

5.   Those working in the lab shall assist the faculty fully in performing all their technical procedures.

12.3.Attitude towards Colleagues

1. Maintain a warm and friendly relationship with all the colleagues.

2. Avoid loose talk about co-workers.

3. Shall not spread rumors and negatives of colleagues.

4. Promote and appreciate the co-workers at their personal and professional levels.

5. Shall not share the details or information about the co-worker with others without their consent.

12.4. Attitude towards management

1. Maintain respect, loyalty and fidelity towards the management.

2. Perform your assigned duties with perfection, commitment and dedication.

3. Maintain confidentiality about matters related to management

4. Use only the proper channels for performing your duties.

5. Shall not share with others, especially public matters related to your official duties.

6. Shall not enter into any corrupt practices for the benefit of money.

7. Refrain from negative comments and criticism of the management.

8. Be an honest and trustworthy employee of the college.

9. Observe all the rules and regulations of the college

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P.O., THODUPUZHA
KERALA, PIN : 685 583

10. Be a model to the colleagues and students.

13. PERFORMACE APPRIASAL

The basic objective of performance appraisal is to evaluate the performance outcome of the staff. It creates a venue for mutual dialogue and creates a space for improvement of the employees at all levels.

Performance appraisal is conducted at two levels:

1. Self performance appraisal

2. External performance appraisal conducted by the management/Principal

2.1. Collecting feedback from the teaching and non-teaching staff from the students by the Principal

2.2. Peer feedback

2.3. Feedback from the PTA

In all cases, the feedback will be summarized and the results will be communicated to relevant persons. Feedback is a very effective tool for improvement at the personal and professional levels.

14. DECENTRALIZATION IN WORKING

14.1. Principal

➤ shall give direction for programs based on the vision and mission of the institution

➤ shall analyze and monitor the attainment of program outcomes by departments

➤ shall implement those suggestions made by the Governing Body and College Council

➤ shall approve the Annual Academic Calendar at Institution Level

➤ shall approve the program budget on an annual basis

➤ shall evaluate department activities through weekly HOD meetings

➢ shall summon a department faculty meeting if required

➢ shall conduct an annual performance appraisal of teaching and non-teaching staff

➢ shall conduct students' feedback and share the results with the teachers

➢ shall review complaints and suggestions and monitor corrective actions' implementation

➢ shall take steps to sign MoUs with other colleges, industries and other organizations

➢ shall approve monitor co-curricular activities of the institution

➢ shall execute staff welfare measures

➢ shall maintain proper contact with the University and AICTE

➢ shall promote and approve proposals of projects to various funding agencies

➢ shall take measures to identify and fulfill the human resource requirements of the institution

➢ shall identify, plan and monitor all academic activities and growth initiatives with due consultation and permission of the Manager.

➢ shall establish a perfect Eco-friendly campus with the motto "Go Green -Go with Nature.

➢ shall promote and ensure the distinctiveness of Santhigiri College by caring and catering for students with disabilities.

14.2. **HOD**

2.1 HOD shall coordinate all the activities of the Department. He

should ensure team work and discipline among the staff.

2.2 He shall prepare Department calendar and a time table well in advance in consultation with the Principal. If any change in normal time schedule occurs the same should be intimated to the staff through notice or mail. Permission from the Principal has to be obtained for all major changes in the time schedule.

2.3 He shall monitor all the duties of staff in his department and, if there are deficiencies, correct them.

2.4 conduct department meetings on all Tuesdays and submit Department Diary on all Fridays to the Principal.

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

2.6 Submit faculty diary of all the teachers on all Mondays and Course File on the prescribed dates to the Principal .

2.7 Verify the notes submitted by staff and monitor the time schedule of the syllabus coverage.

2.8 Ensure the preparation of a progress report of the students and conduct parents' meetings on prescribed dates.

2.9 organize seminars, workshops,symposiums and international conferences

2.10 Arrange special coaching for weaker students

2.11 HOD should be a model to the other staff in all matters related to teaching and in the observance of staff rules and regulations.

14.3. CLASS TUTORS

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

3.2 Closely follow the academic progress, discipline and conduct of each student. Suggest ways and means for improvement, involve their parents if necessary.

3.3 If a student indulges in a serious interdisciplinary 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.

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

3.5 Prepare a lesson plan and get the approval of HOD well before commencement of classes

3.6 Prepare lecture notes, PPTs, video lectures etc. for subjects allotted.

3.7 Prepare course file and keep it updated and submit the same on the prescribed dates.

3.8 Prepare at least one topic as " beyond syllabus" and deliver it.

3.9 Prepare question papers for the internal tests and model examinations within stipulated time

3.10 Value the answer papers and distribute the same to the students within the scheduled dates.

3.11 Publish the attendance of the students on the last day of the month.

3.12 Upload into MBASE lecture notes, PPTs, video lectures etc. related to the subject allotted, previous university question papers, test marks and attendance

3.13 Hard copy of University mark list should be taken by the current class tutor.

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

3.15 When university results are published, the top ranked student shall be given a prize by the the principal in consultation with the HOD.

3.16 Maintain a student-friendly atmosphere in your class.

3.17 **Handbook**

The handbook should be prepared and displayed before the commencement of the semester. Send the same to other staff who are taking classes

3.18 Internal Marks

o   All teachers shall keep records of the attendance, IAE marks, assignments, seminar marks etc of your students and prepare internal marks using those documents kept with you.

o   Internal marks are to be collected by the class tutors from the teachers immediately after the publishing of results and the same should be consolidated and given to the office for preparation of a progress report.

o   Publish the internal marks immediately after the second internal exam with available marks of assignments, seminars and attendance.

o   Publish the final internal marks before the university examination after presenting the same to the Principal and accepting written grievances about internal marks from students.

o   If the grievance is valid, make necessary arrangements to update the internal marks and inform the students.

o   Thereafter, prepare the consolidated mark sheet in consultation with HOD to be sent to University and the printed copy should be submitted to the Principal.

o   Hard copy of the handbook, hard copy of published internal mark, copies of grievances, if any, and hard copy of consolidated mark sheet should be submitted to Grievance Redressal Cell and Anti ragging Cell if requested.

o   Copy of Handbook and Internal marks should be kept in the department folder also.

o   Send internal marks to office mail id.

14.4. SYSTEM ADMINISTRATOR

➤   Maintain a stock register of all items in the lab and update the same against new purchases.

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

➢ Identify the purchase requirements of the lab and communicate the same to the Administrator and Principal.

➢ Collect quotations and prepare comparative statements.

➢ Recommendation to the Administrator based on the comparative statements.

➢ Prepare purchase orders and forward the same through the the Administrator

➢ Verify the items received from the suppliers.

➢ Maintain the computers and other equipment in the lab meticulously and ensure that they are working properly.

14.5. EXAMINATION CELL COORDINATOR

shall plan, announce and monitor the dates of IAEs, model examinations, preparation and printing of question papers, publication of results, submission of A2 and B2 Forms, uploading them on the university portal etc.

14.6. LIBRARIAN

➢ Shall take care of the overall Library Administration

➢ Shall ensure the observance of library rules and regulations by the students and staff

➢ shall maintain an atmosphere of perfect silence and a studious aura in the library

➢ shall carefully monitor the borrowing and return of books from the library by the staff and students, and collect fines for overdue books.

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN: 685 508

➤ shall recall any book on loan and cancel any reservation at any time.

➤ shall not issue reference books, journals, magazines and student dissertations to students for outside reference

➤ shall forfeit the privileges of membership of the library upon any infringement of the library rules

➤ shall take steps to foster reading habits among the students

➤ shall take steps to purchase new books and journals as and when necessary and renew subscriptions on time.

➤ shall keep the library clean and in perfect order.

➤ shall maintain and renew Library Management System KOHA ERP on the due date

➤ shall collect the requirements of student textbooks from faculty members, procure and issue the same

➤ shall maintain soft/hard copies of project reports of students

14.7.Administrative Staff

➤ The administrative staff must be present in the office from 9:00 AM to 5:00 PM.

➤ They should work sincerely for the effective administration of the institution and their behavior should be polite and pleasing towards students and teachers.

14.8. Non-Teaching Staff

shall maintain:

o   loyalty to the college by punctuality and reliability in performing all duties.
o   proper interactions and professional boundaries with students and staff.
o   dignity by treating students with care and kindness.
o   responsibility by meeting the required standards for every assigned task.
o   mutual respect, trust and confidentiality
o   respect for the hierarchy in the Administration.
o   adherence strictly to the official resumption/ closing time and must dress decently and appropriately.
o   the rule of not entrusting unauthorized persons to perform your official duties.

15. SEMINARS / WORKSHOPS

➤ Each Department must organize at least one national or international conference / Seminar / Workshop/ every year

➤ Faculty development programs during every academic year.

➤ Every department should conduct at least 2 guest lecturers / special lectures per semester on subjects outside the syllabus

16. FINANCIAL SUPPORT FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE

Resource persons will be paid an honorarium according to their expertise on the subject, position of the guest speaker, distance of travel and hours of engagement. It may vary from Rs. 2000 to 10000. Funding for conferences depends on the number of days and the number of participants. It could be from Rs. 2000 to 20000

17. FACULTIES' HIGHER EDUCATION

➤ Faculty members desirous of doing higher education on a part-time basis shall submit an application to the Manager through the Principal seeking permission for registration.

➤ The registered member shall be given leave as may be decided by the management based upon the recommendation of the Principal on a case-to-case basis

18.INVITED TEACHING/LECTURES

➤ The college promotes teachers to accept invited tasks and teaching assignments in other educational institutions, organizations or industries.

➤ Such faculty members shall request the Principal for permission to accept such invitations.

➤ Once the approval of the Principal is obtained, the faculty shall conduct the sessions.

➤ Without the permission of the Principal, the faculty shall not take up assignments in other institutions.

19.   INCENTIVES FOR STUDENTS

The College Management announces a number of awards and incentives for students of Santhigiri College.

1.   Scholarship for students with disabilities
2.   Scholarship for economically weaker students
3.   Scholarship for the rank holders and very bright students
4.   Scholarship for the Santhigirians doing PG programs.
5.   Placement training from Semester one onwards
6.   Personality development programs and skill development sessions

   every semester

7. Opportunity to participate in the activities of several cells and clubs

8. Gymnasium

9. Facilities for games in the indoor stadium.

10. Yoga training programs from the first year onwards

11. Special library hour.

12. Arts & sports day.

13. College day and Department days.

14. Fr. Bede Trophy - Intercollegiate basketball tournament

15. NSS

16. Campus Radio & TV (Santhi Voice & Santhi Vision)

17. Language lab

18. Chavara Chair

19. Community College

20. Incubation Centre

21. Commerce and Management lab.

22. Best Outgoing student Award

23. Best Outgoing Student Award from each Department.

24. Best R & D award for Startups

25. Star of Santhigiri award.

26. Kalthilakam award

27. Kalaprathibha award

19.1.ENDOWMENTS

1. Dixon Memorial Award for the best MCA outgoing student

2. Greeshma Memorial Award for the best BCA outgoing student

3. Johnson Paul Parakattel Memorial Award for the best outgoing UG

and PG Students of the year from Santhigiri College.

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN : 685 583

TEACHERS' MANUAL

CMI Vision of Education

Our educational endeavors aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically, integrated, physically healthy and socially acceptable, who will champion the cause of justice, love, truth and peace and who are ever open to further growth. The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, culturally sensitive and who grow in the true vision of education.

Santhigiri College

Our vision

Awakening to the Future. Awaken this generation to take up the challenges of tomorrow.

Our mission

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

Success and meritocracy of learning establishments owes much to the past credentials. Santhigiri college flash backs to Santhigiri Rehabilitation Institute, established in 1988, to focus on the major policy issues concerning the persons with disabilities. Priority was laid on the higher education, since vocational training and corresponding placements were found not conducive. It was under this milieu Santhigiri College was started in 2002, with the objective that higher education and development of skills, knowledge and attitudes will play an integral role in the shaping of our target group and the present society at large.

Blessed Kuriakose Elias Chavara, the founder of the CMI (Carmelites of Mary Immaculate) Congregation is the inspiration, beacon and guiding force of our institution. Founded in 1831 our Congregation has the rich tradition and century long experience in the field of education with its numerous schools, colleges, professional and non-professional educational institutions. Santhigiri College is the verbalization of this CMI charisma. It is under the management of the CMI Fathers of Carmel Province, Muvattupuzha, Kerala.

Table of contents

SANTHIGIRI COLLEGE OF COMPUTER SCIENCES
VAZHITHALA P. O., THODUPUZHA
KERALA, PIN - 685 583

1. Staff General

1.1 The working hours of the college are from 9.30 a.m. to 4.30 p.m. All are expected to be in the college during these hours.

1.2 Before the classes start you shall put your signature in the staff attendance book.

1.3 You shall go to the class immediately after the first bell in the morning. Attendance has to be taken at the starting of each period in the EMBASE Pro Suit application software. Those without uniform shall not be permitted to remain in the class. Late comers may be allowed to enter the class. But they will not be given attendance.

1.4 Engage the class till the bell goes.

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

1.6 Our medium of instruction is English. All communication in the class and outside among staff and students shall be in English

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

1.8 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 your right and duty to pay special attention

PRINCIPAL

to the behaviour and discipline of the students.

1.9 You shall not use mobile phones while taking the classes.

1.10 You shall not discontinue from the College during the academic year. You may discontinue at the completion of the academic year.

1.11 You shall submit your original certificates in the college office on the day of your joining. You shall deposit Rs.30,000/- if you wish to get your certificates from the office during the semester.

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

1.13 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. Female teachers should be modest in dressing.

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

1.15 Leave

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

- Faculty have to enter the number of days of leave availed in the academic year without fail.

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

- SCL (special casual leave) not exceeding 5 days in an academic year may be granted to attend conferences/ examinations and personal consultancy/research at the

instance of the faculty member with prior permission of principal.

- OOD(on official duty) is granted for performing the official duty of the department, university or work in statutory boards of university/institution, subject to prior approval of Principal.

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

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

- Submit supporting documents along with applications for *OOD (on official duty), SCL.

- Failure to submit the leave application on time (within 3 days) will lead to unauthorized absence and loss of pay/disciplinary actions.

- Faculty should inform their leave to the HOD so that the class hours are not left free.

- Faculty is permitted to take only 12 days leave per year. Permission for leave of absence shall be obtained in advance from the Principal. You are requested to fill in the specified leave application through EMBASE Pro Suit application software and submit the same to the Principal.

1.16 Staff meeting

- Staff meetings shall be conducted on last Friday at 3.30pm of every month in seminar hall.

1.17 Alterations/additions of rules

- The same shall be submitted to the Management/Principal for verification.

1.18 Grievance Redressal

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

1.19 Faculty diary

- Faculty diary should be submitted to HOD and then to Principal on every Monday.

1.20 Holy Mass and Retreat

- There will be Holy Mass on the first Tuesday of every month at 11.45 am.

- All Christian students and staff must participate in the Holy Mass and class tutors should verify the attendance of Christian students in the chapel.

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

1.21 Mentoring

- 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.

1.22 Cell activities

- 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.

- Cells create opportunities for the staff and students to exhibit their talents and innovative thinking.

1.23 Teaching / Notes

- Your classes should be well prepared and prepare the entire syllabus before starting each subject. You should have a lecture note prepared for taking the classes. You should be an expert in your subject.

- Prepare notes before starting each module and send the soft copy to the Principal and HOD. The notes on lessons given by you should be prepared after referring several books. Dictate only points in the class if necessary. 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 you are lagging behind, you shall take special classes and keep pace with others.

- You may 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.

- Your teaching is evaluated based on your regularity, punctuality, content and methodology.

1.24 EMBASE Pro Suit

- Use EMBASE Pro Suit application software in all teaching and learning processes.

- Students can upload their profile in EMBASE and class tutors need to verify it. If requires, class teachers can take printout of the same.

- Mentoring can be done in EMBASE. Mentors can add the

details of mentee after each mentoring session.

- Class tutors need to publish monthly attendance of students of each class using EMBASE.

- Class tutors and subject teachers need to verify subject wise attendance of students of their respective classes.

- At the end of the semester class teachers can publish working day based termly attendance of their respective classes.

- Timetable of each class need to be uploaded in EMBASE with the help of office staff and class tutors need to verify the same.

- Staff can apply leave through EMBASE application and Principal can approve it.

- Internal marks of students after each IAE and other regular assessment marks should be entered in EMBASE.

- Disciplinary levels of students with any disciplinary issues can be entered in EMBASE and faculties can check it.

- EMBASE provides calendar to which faculties can add details of activities conducted in college.

- Notifications can be given to students through EMBASE application.

2. HOD

2.1 HOD shall coordinate all the activities of the Department. He/She should ensure teamwork and discipline among the staff.

2.2 He/She shall prepare timetable 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.

2.3 He/She shall monitor all the duties of staff in his department and if there are deficiencies, correct it.

2.4 Conduct department meeting on all Tuesdays and send the minutes to the Principal on Wednesdays.

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

2.6 Distribute Faculty Diary to all staff and filled in diaries should be submitted to Principal on every Monday.

2.7 Verify the course plan, notes submitted by staff and monitor the time schedule of the syllabus coverage.

2.8 HOD should not have partiality among the staff and should maintain equilibrium in allotting duties.

2.9 HOD should be a model to the other staff in all matters related to teaching and in the observance of staff rules and regulations.

3. Class tutors

3.1 Know your students personally; names, family background, behavior etc.

3.2 Closely follow the academic progress, discipline and conduct of each student. Suggest ways and means for improvement, involve their parents if necessary.

3.3 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.

3.4 Keep the details of students in the students' biodata book and update it regularly.

3.5 Hard copy of University mark list should be collected by the current class tutor.

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

PRINCIPAL

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

3.8 Maintain a student-friendly atmosphere in your class.

3.9 Handbook

✎ Handbook should be prepared and circulated among the students through their google classroom and their email before the commencement of the semester.

3.10 Internal Marks

✎ All teachers shall maintain a course file to keep the records of the attendance, IAE marks, assignments; seminar marks etc of your students and prepare internal marks using those documents.

✎ Internal marks are to be collected by the class tutors from the subject teachers immediately after the publishing of results and the same should be consolidated and make progress report.

✎ Forward the internal marks to the students and if there are any valid grievances make necessary arrangements to solve it and update the internal marks and inform it to the students.

✎ Copy of Students Manual and Internal marks should be kept in the department folder also.

3.11 Leave of students

✎ The written application for leave shall be presented to the class tutor first and then to the Principal for grant of permission of leave.

✎ If a student is 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 Principal before 9.30 am. Those without leave application will not be permitted to remain in the class.

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

- If medical certificate is valid give attendance and marks for attendance

- The students shall not go out of the college campus between 9.30 am and 4.30 pm. In cases of emergency, Out Pass will be given by the class tutor.

3.12 Absentees in a class

- If a student is repeatedly absent in your class, call his home and find the reason and inform it to the HOD.

- Conduct parents meeting after the IAEs in consultation with HOD. During the parents' meeting Class Tutors shall discuss with the parents mainly on the academic performance, attendance and conduct of the students.

- Summon the parents of those students who get less than 25% in more than one subject in the IAEs.

3.13 Exam

- Prepare time schedule for the internal examination and place it in the department and class notice boards with the permission of HOD.

- Prepare exam attendance sheet (signature list) and give it to the exam committee. Class Tutors shall collect the marks of internal exams on the prescribed dates and it should be submitted to the Principal on that day itself.

- Collect the Progress report from the office and collect attendance status of all subjects.

3.14 Project /Seminar

- Class Tutor shall divide the students into groups and HOD shall assign guides to each groups.

3.15 Tour

- Maximum time allowed for tour is 72 hours.
- Class tutor shall collect and verify the time schedule prior to the tour.
- Students should bring permission letter duly signed by the parent before the starting of the tour.

3.16 Disciplinary Actions

- Inform the students in detail the rules and regulations of the college and other rules including anti-ragging Act on the firstday itself.
- Accept grievances from students if any and inform it to HOD/Principal.
- Class tutor should inform the concerned parents about disciplinary action taken against a student on the same day itself.
- If there is a function in auditorium / Seminar Hall class tutors and staff assigned in the timetable must be with students for maintaining discipline.

3.17 Fine

- Those who did not pay the fine of the previous week will be sent out of the class on Monday afternoon.

4. Academics

4.1 Examinations

4.1.1 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 Examiner's office. After the examination answer sheets should be returned to the office.

- ✍ Students should take their places in the examination hall atleast five minutes before the time fixed for the examination

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

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

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

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

- ✍ The attention of the candidates should be called to the

direction printed on the outer cover page of the answer book and also to the instructions issued to them with their hall tickets.

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

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

- ✍ Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names written thereon and collect them back after the examination, if they so desire.

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

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

- ✍ Mobile phones and scientific calculators are not permitted in the examination hall.

- ✍ 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

PRINCIPAL

15

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 tothe 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 course-wise and arrange in serial ascending order of the register numbers before being taken personally to the Examiner's office.

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

- If the student is found doing malpractice then it should be immediately reported to the university.

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

4.1.2 Internal Examination

- Question papers of IAEs/ Model should be given to the Department Exam Co-ordinator (DEC)one week before

the exams start.

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

- All the invigilators should enter in the exam hall 10 minutes before the commencement of the examination and students should enter the exam hall 5 minutes before the commencement of examination.

- 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 Department 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 students manual.

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

4.1.3 Re-exam

- Interested students can improve their subject internals by attending improvement examination.

- Subject Teachers should publish intermediate internals [Form A2] of their subjects 5 days before the commencement of Improvement Examination.

- DEC's shall prepare Improvement Examination Timetable in consultation with the OD and Tutors..

- The fee for improvement examination is Rs 100/- for each subject and students should pay that amount in the office.

- Students can collect the internal improvement request form from the tutors or from the college reprographics center..

- The internal request form should be duly signed by the subject teachers, office staff and the tutor.

- Students should return the filled in internal improvement application form along with th fee receipt to the tutor.

- Tutors shall prepare an attendance sheet of students those who are applying for the improvement examination and shall handover the attendance sheet, internal improvement application form, fee receipts to DEC

- The Question paper pattern of Improvement examination is similar to university question pattern and it's a 3 Hr examination.

- DEC's shall collect the Improvement Examination Question Paper from the subject teachers at least 3 days before the commencement of improvement Examination and forward the question papers to CEC.

- The CEC will take the adequate printouts and handover the copies to the DECs.

4.2 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 and seminar reports should be written in paper in prescribed format.

- Students are expected to submit the assignments according to the dates given to them.

- Late submission of the assignments should not be entertained.

- The seminars should be conducted as per the schedule.

4.3 Lab

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

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

- There is no break between lab hours.

- Staff should follow common format for lab record.

4.4 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.

5. Discipline

5.1 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

"Natural ability is by far the best, but many men have succeeded in winning high renown by skill that is the fruit of teaching."

Pindar

your place.

5.2 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

5.3 Late comers may be permitted to enter the class. But they will not be given attendance.

5.4 Students shall not leave the college campus without permission before the classes are over.

5.5 Those without uniform, leave application etc. will not be permitted to remain in the class.

5.6 An atmosphere of study should be maintained in the campus. Students should keep silence in the College building during the class hours.

5.7. Students must appear for the IAEs and model examinations without fail.

5.8 Students are expected to submit the assignments and conduct seminars with due earnestness.

5.9 Students should keep the classrooms, corridors and the premises clean.

5.10 Students are responsible for the safe custody of their belongings.

5.11 Students(day scholars) are not permitted to enter into Santhigiri Hostels.

5.12 Students shall not bring Cinema magazines and such other books/publications to the college.

5.13 It is prohibited to conduct meetings, collect money or distribute notices in the College campus without the prior

PRINCIPAL

permission of the Principal.

5.14 All Christian students must participate in the Holy Mass and Retreats conducted in the College.

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

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

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

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

5.19 Students are not permitted to use mobile phones in the campus from 9.30 am to 4.30 pm.

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

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

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

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

5.24. 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.

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

5.26. 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.

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

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

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

5.30 Students are requested not to publish or upload any picture and videos related to SanthigiriCollege in the social media without permission. Students are not supposed to post derogatory or sensitive statements against college, staff and colleagues in WhatsApp, Facebook etc. Student groups in social media are to be

created or activated only with the tutor's permission.

5.31 Boys are expected to come to college with a clean shaved face and proper hair cut.

6. Usage of vehicles

6.1 Students are not permitted to bring vehicles inside the campus. They may park the vehicles in the area near to the main gate.

6.2 Students using two wheelers shall wear helmet and possess a valid driving license.

6.3 Triple-riding and over speeding on motorcycle is strictly prohibited.

6.4 Bringing four-wheelers to the campus is not encouraged.

7. Uniform

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

7.2 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.

8. Dress code

Self-Discipline is an essential element for every human being. Wearing dress decently and modestly is an integral part of our culture and self-discipline. The style, size and shape of the college uniform shall be in accordance with the norms provided by the college management.

8.1 First Uniform:

PG Boys: Formal pants, full sleeve shirt and black belt.

PG Girls: Formal pants, Full sleeve shirt and overcoat.

UG Boys: Formal pants, half sleeve shirt and black belt

UG Girls: Formal pants, half sleeve shirt and overcoat.

Cloths for uniform should be purchased only from the person/shop assigned by the college.

8.2 Second Uniform:

The second uniform, if any, shall be formals for boys and Sari or Churidar for girls in consultation with class tutor.

Students may be permitted to use second uniform on specific occasions by the class tutor in consultation with the Principal on the days when uniform is not compulsory.

8.3 On other days when uniform is not compulsory

Boys:

Regular pants and normal shirt with sufficient length to insert / Plain T-Shirt with collar

(Trousers with low waist, cargos and pencil-thin model fashion trousers are not permitted)

Girls:

Long skirt with shawl /churidar with loose bottom and shawl (decent slits)/ jeans and kurtis with stall/sari are only allowed. Leggings/ jeggings may be used only with churidar without slit. Maftha color can either be black or navy blue. Hair shall be properly clipped.

9. College bus

9.1 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

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

9.3 Girls and boys shall not share the same seats.

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

9.5 Students shall not make unnecessary noise in the bus.

9.6 Keep the bus clean and tidy.

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

9.8 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.

9.9 The bus drivers or others deputed are authorized to check the bus passes.

10. Fine

- All fines shall be paid in the office and receipt must be shown to teacher who gave the fine or class tutor.

11. Some general discipline rules to be observed

- Only students with disabilities are permitted to use the lift facility.

- If a student receives 2 punishments continuously and if he commits a similar case for the second time, he/she will

have to compulsorily bring his/her parents to the college and if again repeated he/she will be brought to the disciplinary committee.

- Students shall not leave the auditorium/seminar hall/classroom when the meeting/session is going on. They shall listen to the speech carefully and participate in the sessions actively. They should keep perfect silence during the program.

- Students shall not whistle or shout slogans in the auditorium/seminar hall/classrooms, especially during the common functions. If the parents are summoned for any reason, please report the same to the Principal in advance.

12. Suspension / dismissal of students

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

Samples of Students Feedback

Deepa Miss
CS

Santhigiri College, Vazhithala

STUDENTS FEEDBACK OF TEACHERS

1. **Is Regular and Punctual in the class.** Very good – Good - Average – Poor – Very Poor

2. **Is an expert of the subject .** Very good - Good - Average – Poor – Very Poor

3. **Is able to explain the subject and understand clearly.** Very good - Good - Average – Poor –Very Poor

4. **Presents latest developments in areas under discussion.** Very good - Good - Average – Poor –Very Poor

5. **Is approachable/friendly during and outside the class.** Very good - Good - Average – Poor –Very Poor

6. **Is a model to the students.** Very good - Good - Average – Poor –Very Poor

7. **Write your comments about teacher.**

    She is highly dedicated teacher and caring.

8. **Write your general observation about Santhigiri College.**

    College is good with emphasis on academics.

Sharafudeen P·J

Santhigiri College, Vazhithala

STUDENTS FEEDBACK OF TEACHERS

1. **Is Regular and Punctual in the class.** Very good – Good - Average – Poor – Very Poor

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6. **Is a model to the students.** Very good - Good - Average – Poor –Very Poor

7. **Write your comments about teacher.**

He is good in the subject and approachable. He is a great mentor

8. **Write your general observation about Santhigiri College.**

PRINCIPAL

Ginto Paulose.
MSW

Santhigiri College, Vazhithala

STUDENTS FEEDBACK OF TEACHERS

1. **Is Regular and Punctual in the class.** Very good – Good - Average – Poor – Very Poor

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5. **Is approachable/friendly during and outside the class.** Very good - Good - Average – Poor –Very Poor

6. **Is a model to the students.** Very good - Good - Average – Poor –Very Poor

7. **Write your comments about teacher.**

He is excellent and tries to explain the subject in versatile ways to make it comprehensible

8. **Write your general observation about Santhigiri College.**

PRINCIPAL
SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

Extra Mile Faculty Award

CRITERION 6