

SANJO COLLEGE (SCMAS)



Affiliated to Mahatma Gandhi University Kottayam

PROSPECTUS 2013 - 2014 In Pursuit of Wisdom

Rajakkad P.O. Mullakkanam, Idukki, 685566

Ph: 04868 - 242442, 241686, 9656109790

Website: www.sanjocollege.edu.in E-mail : sanjocollege@gmail.com



"Real Education is to improve oneself and to draw the best in the individual, while serving the country"

M. K. Gandhi



Patron:

Very Rev Dr. Saji Kanayankal CST



Educational Secretary

Rev Dr. James Mundackal CST



Manager

Rev Fr. Joseph Kochuputhenpurayil CST



Principal

Rev Fr. Joby Vellaplackel CST



Bursar

Rev Fr. Jobin Koonamparayil CST

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Prospectus 2013-14

COLLEGE COUNCIL

REV. FR. JOBY VELLAPLACKEL CST (Principal)

REV. VICE PRINCIPAL

REV. SR. JOSMI SH

SMT. MANJUMOL PRINCE

MR. JYOTHISH JOHN

“Quality is never an accident
But it is an intelligent effort”

MG UNIVERSITY TELEPHONE NUMBERS

Vice Chancellor	- 0481-2731003
Pro. Vice Chancellor	- 0481 2731005
Controller of Examinations	- 0481 2731000
N.S.S. Programme Coordinator	- 0481 2731029
PRO	- 0481 -2731020
Enquiry	- 0481 2731009,2731050

COLLEGE PHONE NUMBERS

Office	- 04868 242442
	- 241686
Mobile	- 09656109790
Principal	- 09526741138

E-mail : sanjocollege@gmail.com

Website: www.sanjocollege.edu.in

HISTORY OF THE COLLEGE

"We are not creatures of circumstances; we are creators of circumstances"

Sanjo College Rajakad is an Arts and Science College of Higher Education and Research managed by St. Joseph's Province of the Little Flower Congregation (CST Fathers) and is one of the new generation educational institutions with several most modern and job-oriented university courses. It was started as a Private College in 2011 with the aim of providing higher education for the boys and girls of the hilly areas Rajakad and surrounding regions of Idukki district who do not have facilities to attend professional colleges. Taking the backward and underdeveloped situation of the high ranges into consideration, the M. G. University Kottayam granted official affiliation to Sanjo College in June 2013 on the basis of the sanction given by the Government of Kerala.

Vision

Our vision is to be an up-to date world class College of Arts and Science to impart quality education and training and to empower the young minds entrusted to our care to become well disciplined and highly professional global citizens. With this aim in mind:

1. We impart quality education to the youth, especially to the less fortunate, and equip them with the most modern scientific and technical knowledge which would help them take part in the progressive scientific development.
2. We prepare the young minds for profitable employment in different fields of technology, education and research.
3. We enable the students to have a better standard of living by acquiring sound moral principles, discipline and life skills so as to face the realities of life.

Our Mission

Our Mission is to help the migrant population of the High Ranges to realize their dreams of excellence in higher education. We impart value based quality education to the young minds so that they 'learn to serve' humanity in today's global village.

Administration

A Board of Governors of a Society registered under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955 governs the Sanjo College. The President of the Society is the Provincial Superior of St. Joseph's Province of the Little Flower Congregation, Aluva.

Our Salient Features

- Experienced and competent faculty for all programmes
- Well equipped computer science and computer Labs
- Internet facility
- Well stocked library – national and international periodicals
- Well furnished classrooms
- Periodic assessment of students' progression
- Departmental PTA in every semester
- Remedial teaching for slow learners
- Language lab
- Peer teaching and mentor teaching
- Sports and cultural activities
- Training in communication skills
- Programmes for enhancing employability skills
- Training for competitive examinations
- Civil service orientation programmes
- Add-on courses

- Certificate course in computerized accounting and Tally
- Certificate course in Accountancy
- Certificate course in German and Italian languages
- Placement assistance
- Individual attention and care for each student
- Career guidance cell
- Counseling
- Moral and value education
- Life guidance programmes.

Campus Life

Campus life at Sanjo College is an enriching and exciting experience. It provides for social interaction, exchange of ideas, views and news. At Sanjo College you do not learn; you become learned. You have but one goal, one desire – to be enkindled by the divine spark of wisdom. Strict discipline and an atmosphere of study will help the alumni to pursue their goal with zeal and enthusiasm. All facilities and assistance will be provided to the students to develop their skills and talents in cultural, literary and artistic fields.

Eligibility for Admission for all Courses:

Any candidate who has passed the Plus Two of the Higher Secondary Board of Kerala or Pre Degree of Mahatma Gandhi University or that of any other University or Board of Examinations in any State recognized as equivalent to the Plus Two of the Higher Secondary Board in Kerala, with not less than 45 % marks in aggregate is eligible for admission. However, SC/ST, OBC and other eligible communities shall be given relaxation as per University rules.

Internal Assessment

All courses shall have internal assessment as specified in the common regulations of CBCS System of the M. G. University.

University Courses offered

Sanjo College offers the following four streams of U. G. courses and one P. G. Course:

1. **B. Com (Computer Application) MODEL 1 (CBCSS)**

This course is in great demand today, as it offers unlimited job opportunities in banks and in the world of business.

Number of Seats: 40

Duration: 6 Semesters (3 Years)

Medium of Instruction: English

Courses of Study: Total number of courses for the whole B.Com programme is 34. It is divided into three, namely:

1. Common Courses
2. Core and Complementary Courses
3. Open Courses.

2. **BCA (Bachelor of Computer Applications) CBCSS** – New Generation Course

Information Technology plays an important role in all areas of life today. Technology is defined as the application of basic science in various fields. The industrial and electronic revolutions of the past have transformed the society from agricultural to industrial and then to electronic world. The electronically based technology has focused its attention in information gathering, processing and distribution. The use of technology in all sectors of life gave birth to Computer Industry and its unprecedented growth launched another revolution in communication. A basic knowledge in computer applications has become absolutely necessary for any area of human activity in the modern world.

The BCA programme is designed with the following specific objectives:

- to get a placement in any field of industry
- to get a strong foundation to pursue post graduation in computer science/applications
- to develop skills in software development so as to enable the BCA graduates to take up self-employment in Indian/global software market
- to train and equip the students to meet the requirement of the industrial standards.

Eligibility and Admission: Eligibility for admission to BCA degree course is a pass in Pre-degree, Plus Two or equivalent examinations in science stream with Mathematics/Computer science as optional. Candidates who have passed CBSE class XII examination with the subjects English, Physics, Chemistry, Biology and Informatics Practices are also eligible to apply.

Number of Seats: 30

Duration: 6 Semesters (3 Years)

Medium of Instruction: English

Registration: all the candidates admitted for the BCA course should register with the M.G. University along with the original certificate of the qualifying examinations within 3 months from the date of commencement of the I semester programme.

3. BBA (Bachelor of Business Administration)

CBCSS – New Generation Course

It is a new generation course that opens up ample opportunities of employment in the business world of today.

Number of Seats: 40

Duration: 6 Semesters (3 Years)

Medium of Instruction: English

4. BA English Language and Literature (Bachelor of Arts) CBCSS – Model 1

As a world language, English occupies a place of paramount importance among all the languages of the world. English is gaining supreme importance and great acceptance in all the countries of the world, not only because of its importance in literature, but also because of its universal use in science, technology and communication. Most of the communications among the nations are carried out in English. A degree in English opens the world of literature, science and technology and offers the possibility of employment in institutions of learning.

Number of Seats: 40

Duration: 6 Semesters (3 Years)

Medium of Instruction: English

5. M. Com (Finance)

Master of Commerce is a degree widely sought after by young men and women today as it offers plenty of opportunities of placement, not only in institutions of higher education, but also in Banks and in the business world.

Number of Seats: 15

Duration: 4 Semesters (2 Years)

Medium of Instruction: English

6. SPECIAL COURSES

*Training in Communicative English

*Training in German Language

*Training in Italian Language

Admission Procedure

1. Admission will be strictly based on M. G. University norms.
2. Application for admission is to be made in the prescribed form

available in the Office on payment of a prescribed fee. Submission of an application does not guarantee selection for admission. The application fee will not be refunded under any circumstance.

3. The application form, duly filled in, should reach the College Office on or before the last date for submission of applications declared by the University. Incomplete and illegible applications will not be considered. In all subsequent enquiries the application number should be quoted.
4. The applicant should attach the following self-attested copies of all the certificates with the completed application form for weightage of marks: SSLC Book, Plus Two Certificate or equivalent certificate, Transfer Certificate and Conduct Certificate. The original certificates should be produced at the time of interview.
5. The applicant will be called for an interview. All selections are but provisional and will only be confirmed after the personal interview with the selection board, scrutiny of the certificates and payment of the first installment of fees. If the candidate fails to appear for the interview at the date and time fixed, the seat stands cancelled.
6. At the time of interview, the applicant should produce:
 - All the certificates in original
 - Transfer certificate from the School/ College
 - Course and conduct certificate from the head of the institution
 - Original Mark List
 - Six passport size photographs
7. If admission is granted after the interview, the applicant may get him/herself enrolled forthwith on payment of fees. Fees once paid will not be refunded.
8. Original Certificates submitted at the time of admission will

not be returned to students during their course of study. Students are therefore directed to keep attested true copies of the certificates before submitting the original for admission.

9. The selected candidates and their parents are required to read the Prospectus carefully and sign a declaration of compliance with the rules and code of conduct stipulated by the Institute before the payment of fees.
10. If a student leaves or is dismissed on account of unsatisfactory conduct or habitual neglect of study before the completion of the course, the entire amount of the course fee should be remitted to get back the given certificates. Pass certificates will not be issued unless the entire fees due are paid in full.

Course Fees

Course fee will be collected in accordance with the directions given by the University and government and decisions taken by the management. Payment of the fees should be made in installments on the dates prescribed at the beginning of each Semester, even if the student is absent from the institute with or without leave.

General Rules

Education consists not only in the acquisition of knowledge, but also in the formation of an ideal character by disciplining the body, mind and soul and by developing everything that is good and beautiful in human nature. Every student should aim at cultivating high and noble ideals of life and conduct, and should be gentle and refined in behavior, polite and courteous in manners, and neat and modest in dress.

1. Rules of modesty, cleanliness and decorum should be strictly adhered to by all the students. Prescribed uniform should be worn on all working days without fail. Defaulters will be charged with a fine of Rs. 50. Women students are expected to show lady like dignity in their dress and general behavior. Violation of dress code will be treated as misconduct

attracting disciplinary action.

2. All the students should wear their identity cards around the neck when they are in the college campus. They will have to produce the same and show it to the Principal, to the members of the staff or to such other persons authorized by the Principal. The student may have to leave the campus for not producing it when requested to do so.
3. The property and furniture of the college and all the items in the labs should be handled with great care. Any loss or destruction of these will be chargeable individually or collectively as the case may be.
4. Students shall endeavor to preserve cleanliness and order in classrooms, labs, verandhas and premises. Dislocating furniture, dirtying the surroundings and walls by markings, writings, littering, etc. should be avoided.
5. Books, calculator and all other personal belongings should bear the name of the owner. The College will not be responsible for the loss of money or any other article of the students.
6. No magazines, news papers, cassettes, CDs, etc., other than for the purpose of study, should be brought to the Institute without permission.
7. Strict silence should be observed at all times during class hours in the class rooms, labs and in the verandhas. All forms of howling, whistling, hooting, etc. should be avoided during any function in the College.
8. Students are expected to spend their free hours in the library/reading room. They should not loiter along the verandhas or crowd round at the corridors and staircase. No student should be wandering outside during class hours. They are not permitted to enter the class rooms other than their own.
9. Use of drugs, alcoholic drinks, panparag and other such

intoxicants and smoking are strictly prohibited in the college and its premises.

10. Irregular attendance, insubordination to Teachers, all forms of fraud or malpractice in connection with examinations, habitual inattention in class, obscenity in word or deed, are sufficient reasons for temporary or permanent dismissal of a student.
11. If a student has a grievance or complaint, he/she should approach the class teacher first. If he/she is not satisfied, he/she may approach the H.O.D. and then, if needed, appeal to the Principal.
12. No outsider should be invited to the college without the consent of the Principal.
13. Any student who is suspended from the college shall not enter the college campus unless and until his/her suspension is revoked by the college authorities or without the prior written permission from the principal.
14. No student shall engage in or conduct any activity which is detrimental to the reputation and interests of the college.
15. No one shall distribute or circulate any notice, pamphlet, leaflet, etc. within the campus or exhibit any type of banner, flag, poster etc. without the prior written permission of the Principal.
16. **Political Activities** in any form are strictly prohibited in the campus. Students are forbidden to organize or attend meetings other than those permitted by the Principal. Strikes are strictly prohibited in the college campus and its premises. Nobody shall instigate or take part in any strike inside the campus.
17. **Ragging:** Ragging, even of any simple nature, is totally banned by Government order and any student found guilty and / or abetting ragging is liable to be dismissed and punished. Cfr. **The Kerala Prohibition of Ragging Act**

1998.

- 18. Mobil phone:** The Government of Kerala has banned the use of mobiles, obscene cinematic dances and Fashion shows in educational institutions and has ordered to take strict action in this regard. **Vide Government Order Nr. 318/10/H. Edn Dept. dt. 16/02/2010.** If a mobile phone is found with a student inside the institution and in its premises, it will be confiscated and a fine of Rs. 100/- will be charged from him/her.
19. The Principal is entitled to refuse admission to any applicant, to suspend, dismiss or take any disciplinary action on any student for his/her misconduct and violation of rules and regulations. He shall be the final authority in the interpretation of the college rules. Matters not covered by the rules mentioned above are left to the discretion of the principal and his decision shall be final.
20. Signing of the application form by the candidates admitted to the college and their parents / guardians will constitute an agreement on their part that they are willing and ready to abide by the rules and regulations of the college.

Attendance and Leave

1. Attendance will be marked and reported to the University as per its rules. Each day attendance will be closed at 10 am during the first hour and it will be marked at the beginning of all other hours.
2. Late comers should get the permission of the Principal to enter the class rooms and labs. A student, who arrives late, half an hour or more, will lose the attendance of that day.
3. No student is allowed to leave the classroom without the permission of the teacher-in-charge.
4. No student is permitted to leave the college before the classes are over. In case of genuine necessity, the student should get

the permission of the Teacher and Principal before leaving the campus. The parents are advised to inform the class Teacher and the Principal in such necessities.

5. Students who want to take leave for a day or more will have to submit their applications in writing, countersigned by their parents/guardians, to the principal with the recommendation of the class teachers.
6. In case of illness, a medical certificate should be produced along with the leave application, countersigned by the parents/guardian.
7. Unauthorized absence will be dealt with by the Principal. A student who absents himself from the class for more than 10 days without the written request of the parents/ guardian and without due sanction of the Principal, shall be removed from the rolls.
8. As per the University rules, 75% of attendance is required to appear for the University Examinations. Students who have less than 75% of attendance should obtain permission from the University for writing examinations. The college has no responsibility in this regard.
9. Internal evaluation is strictly in accordance with the University norms. Unit tests and model tests are to be conducted for awarding internal marks. The college conducts a minimum number of unit tests. When a student has failed to attend that test and/ or is interested in improving his marks he can appear for a re-examination by paying a fine of Rs. 50/- per paper.
10. Assignments and seminars are to be submitted in time to the respective Teacher without fail. They will be valued in accordance with the University rules.

Library and Reading Room

Sanjo College has a good reference library consisting of modern books on Arts and Science, Literature, computer science, information technology and general knowledge including latest additions. Students are encouraged to make use of the library and the reading room with Reference Magazines and the News Papers.

National Service Scheme

N.S.S. was started in 1969 with the goal of promoting social consciousness, the sense of responsibility, as well as the sense of discipline and dignity of labour among the students. The ultimate goal of N.S.S. is *“to develop the personality of students through community service”*. The scheme encourages the students to utilize their leisure time to engage themselves in various forms of social service, which not only helps the community, but also provides an opportunity to the students to understand social conditions. N.S.S. programmes are designed to meet the needs of the local people on a priority basis.

Sports and Games

The college encourages all students who are interested in sports and games and it provides all facilities needed. Competitions shall be held annually in various games and for tracks and field items.

DEPARTMENT OF COMMERCE

B.Com (Computer Application) Model - I - Seats 40

Eligibility: Plus Two

M.Com (Finance) Seats 15

Eligibility: B.Com Degree

DEPARTMENT OF COMPUTER SCIENCE

B.C.A. (Bachelor of Computer Applications) 30 Seats

Eligibility: Plus Two Science group with Mathematics /
Computer Science.

DEPARTMENT OF ENGLISH

BA English (Language and Literature) 40 Seats

Eligibility: Plus Two

DEPARTMENT OF MANAGEMENT STUDIES

B.B.A. (Bachelor of Business Administration) 40 Seats

Eligibility: Plus Two

Duration: UG Courses: Three years (CBCSS - Choice
Based Credit and Semester System).

PG Courses: Two years (Four Semester)



SANJO COLLEGE (SCMAS)



Our Heavenly Patroness



St. Little Flower

*Walk to the
New Horizon of Knowlege
with Us.....
Sanjo College*

Our Inspiration



St. Joseph

