

# Mandatory Disclosure

**Name of the Institution:** St. George's College Aruvithura, College Road, Aruvithura PO, Erattupetta, 686122, Phone: +91 4822272220, Email: [principal@sgcaruvithura.ac.in](mailto:principal@sgcaruvithura.ac.in)

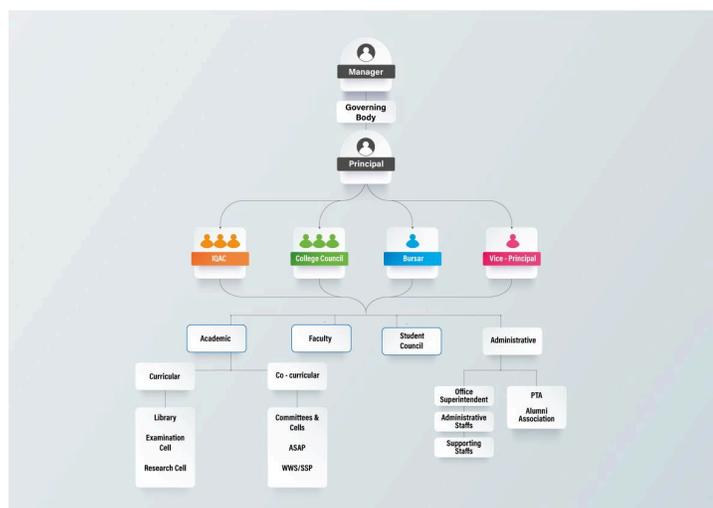
**Name and address of the Trust:** St. George's College Trust Aruvithura, Aruvithura PO, Erattupetta, 686122

**Name and Address of the Principal:** Dr. Siby Joseph, Principal, St. George's College Aruvithura, College Road, Aruvithura PO, Erattupetta, 686122, Email: [principal@sgcaruvithura.ac.in](mailto:principal@sgcaruvithura.ac.in)

**Name of the affiliating University:** Mahatma Gandhi University, Kottayam, Kerala

## Governance

### Organisation Chart



### Grievance Redressal mechanism for Faculty, staff and students

<https://sgcaruvithura.ac.in/grievance>

### Establishment of Anti Ragging Committee

<https://sgcaruvithura.ac.in/statutory-cells?cid=Anti-ragging%20committee>

### Online Grievance Redressal Mechanism

<https://sgcaruvithura.ac.in/grievance>

### Establishment of Internal Committee (IC)

<https://sgcaruvithura.ac.in/statutory-cells?cid=Anti-sexual%20harassment%20committee>

### Establishment of Committee for SC/ST

<https://sgcaruvithura.ac.in/statutory-cells?cid=SC/ST%20Cell>

### Internal Quality Assurance Cell (IQAC)

<https://sgcaruvithura.ac.in/sgc-igac?igac=IQAC+profile>

### Equal Opportunity facilities Cell

<https://sgcaruvithura.ac.in/gender-equity-measures>

### Programmes

Name of the Programme	Number of Seats	Duration	
Bachelor of Computer Applications (Honours)	54	3 or 4 years	

### Fee

<https://sgcaruvithura.ac.in/admission?page=Fee%20Structure>

### Faculty Details

No	Name	Qualification	Date of Joining
1	Mr. Linu T james	MSc	02/02/2011
2	Dr. Jestin Joy	M.Tech, PhD	06/08/2021
3	Dr. Soumya George	MCA, PhD	06/08/2021
4	Dr. Anu Thomas	MCA, PhD	06/08/2021
5	Dr. Gemini George	M.Tech, PhD	06/08/2021

6	Mrs. Bincy Michael	MCA	09/12/2016
7	Mr. Jom K Tom	MSc	03/08/2015
8	Mrs. Neeraja Sebastian	MSc	21/02/2022

### Profile of Principal

Name: Dr. Siby Joseph  
DoB: 28/5/1971  
Email: [principal@sgcaruvithura.ac.in](mailto:principal@sgcaruvithura.ac.in)  
Educational Qualifications: MSc, Mphil, PhD  
Area of Specialization: Nanotechnology  
Teaching Experience: 30 years  
Research Experience: 16 years  
Projects Guided - UG: 80  
Projects Guided - PG: 40  
Papers Published - International: 18  
Papers Published - National: 3

### Number of Seats Sanctioned

No	Course	Year	Seats Sanctioned
1	Bachelor of Computer Applications (Honours)	2024-25	54
2	Bachelor of Computer Applications (Honours)	2025-26	54
3	Bachelor of Computer Applications (Honours)	2026-26	54

### Admission Procedure

Admissions to all programmes are conducted through the **Centralised Allotment Process (CAP)** of **Mahatma Gandhi University**, Kottayam, Kerala, strictly in accordance with the regulations and admission norms prescribed by the University and the Government of Kerala. The CAP system, administered by Mahatma Gandhi University through its official admission portal (<https://cap.mgu.ac.in>), governs the entire admission process, including eligibility verification, merit preparation based on qualifying examinations, category-wise seat allotment, and allotment rounds. The number of seats allotted under various categories and test-qualified candidates is notified by the University through the CAP portal each academic year. The admission calendar—covering the last date for submission of applications, publication of rank lists, announcement of allotments, release of the main list and waiting list on the same day, and

the stipulated period (not less than 15 days) for acceptance of admission by candidates—is published by the University. The waiting list becomes operative only after the expiry of the main list. The last date for closure of admissions and commencement of the academic session is as notified by Mahatma Gandhi University. The policy regarding refund of fees in case of withdrawal of admission is clearly notified and implemented as per the rules and guidelines issued by Mahatma Gandhi University and the Government of Kerala.

### Infrastructure

Sl. No.	Particulars	Details
i	Number of Class Rooms and size of each	6 Classrooms – Areas range from 45–46 sq.m each (Sanjose Block and Immaculate Block)
ii	Number of Tutorial Rooms and size of each	1 Tutorial Room – 46 sq.m (Immaculate Block)
iii	Number of Laboratories and size of each	2 BCA Laboratory – 46 sq.m
iv	Number of Computer Centres with capacity of each	1 Computer Centre – 150 sq.m
v	Central Examination Facility, number of rooms and capacity	Central Examination Cell available with dedicated Exam Control Office (50 sq.m); examinations conducted as per University norms
vii	Barrier Free Built Environment for disabled and elderly persons	Yes – Barrier-free environment provided across campus
ix	Hostel Facilities	Girls' Hostel available – 30 rooms, capacity 100 students, located within campus
x	Number of Library books/ebooks/Titles/Journals available (Programme-wise)	BCA Programme: 5000 volumes, 50 titles, 5 Indian journals, 1 international journal, 500 e-books
xi	List of online National/International Journals subscribed	N-LIST (INFLIBNET)

xii	National Digital Library (NDL) subscription details	Member of National Digital Library of India (NDLI) – Membership No.: INKLNC4NNWUKACY
xiii	List of Major Equipment / Facilities in each Laboratory / Workshop	Desktop computers, printers, licensed system software, open-source software, networking facilities
xiv	List of Experimental Setup in each Laboratory / Workshop	Programming and application development setups for BCA curriculum
xv	Innovation Cell	Yes – Innovation Cell / Club established
xvi	Social Media Cell	Yes – Media Cell functioning
xvii	Compliance of Academic Bank of Credit (ABC)	Yes – ABC compliance as per MoE directives
xviii	Upload of short video (1–2 min) of infrastructure and facilities	Provided on Institutional Website
xix	Games and Sports Facilities	Yes – Sports facilities available
xx	Teaching Learning Process	ICT-enabled teaching, smart classrooms, project-based learning, internships, MOOCs via SWAYAM
xxi	Post Graduate Courses offered	Not Applicable
xxii	Title of the Course (PG)	Not Applicable
xxiii	Laboratory facilities exclusive to PG Course	Not Applicable

### Enrolment and Placement Details

No	Course	Year	Enrollment
1	Bachelor of Computer Applications (Honours)	2025-26	54
2	Bachelor of Computer Applications (Honours)	2024-25	54