

MANDATORY DISCLOSURE

Institutional Details

1.	Name of the Institution	Sanjo College of Management and Advanced Studies (SCMAS)
2.	Address	Rajakkad P.O. Mullakkanam Idukki – 685566, Kerala, India
3.	Longitude & Latitude	9.9653° N, 77.0996° E
4.	Phone number	04868242442, 241686; 9656109790, 9544276887
5.	Office Hours	8:45 am to 4:15 pm
6.	Academic Hours	9:35 am to 3:55 pm
7.	Email	scmas@sanjocollege.edu.in sanjocollege@gmail.com
8.	Website	http://www.sanjocollege.edu.in
9.	Nearest Railway Station (dist.)	108 kms (Aluva)
10.	Nearest Airport (dist in Km)	106.5 kms (Cochin)
11.	Type of Institution	Private Unaided
12.	Category (1) of the Institution	Self Financing
13.	Category (2) of the Institution	Co-education
14.	Name of the organization running the Institution	Sanjo Charitable and Educational Trust (SCET) under Little Flower Council For Education (LIFCE) of St. Joseph's Province of CST Fathers.
15.	Type of the organization	Not for Profit Society
16.	Address of the organization	St. Joseph's Provincial House Erumathala P.O. Aluva – 683112, Kerala, India
17.	Registered with	Act: The Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955 Registration No.: 29/IV/2013

18.	Name of the affiliating University	MG University, Kottayam Address: Priyadarsini Hills P.O., Kottayam – 686 560 Website: www.mgu.ac.in
19.	Name of the Principal	Dr. Jijo James Indiparambil Phone: 9188062650; Email: indiparambil@gmail.com Highest Degree: PhD Field of Specialization: Management (Business Ethics)
20.	Governing Body Members	Click here to view the Governing Body Members details Frequency of meetings: Twice a year
21.	Academic Advisory Body	Click here to view Academic Council Members details Frequency of meetings: Once a year
22.	College Council	Click here to view College Council details Frequency of meetings: Once a month
23.	Student feedback on Governance or performance	Every student is equipped with a provision to provide feedback. The feedback is confidential and is taken subject wise and faculty wise, from all the students at the end of every year. The information collected helps management and faculty to understand the strengths and requirements for improvements in the teacher's and curriculum's overall performance.

Department Details

1.	Department of English	Click here to view department and faculty details
2.	Department of Commerce	Click here to view department and faculty details
3.	Department of Management	Click here to view department and faculty details
4.	Department of Computer Application	Click here to view department and faculty details
5.	Department of Social Work	Click here to view department and faculty details
6.	Diploma and Certificate Programmes	Click here to view department and faculty details
7.	Non-Teaching Staff	Click here to view faculty details

Infrastructural information

1.	Library	Click here to view details
2.	Computer Lab	Click here to view details
3.	Placement Cell	Click here to view details
4.	IQAC	Click here to view details
5.	NSS	Click here to view details
6.	Conference Hall	Click here to view details
7.	Sports	Click here to view details
8.	Auditorium	Click here to view details
9.	Canteen	Click here to view details
10.	Transport Facility	Click here to view details
11.	Hostel	Click here to view details

Academic Sessions

1.	Examination system	Semester Wise
2.	Period of declaration of results	UG - Nov/Dec and May/Jun PG - Dec/Jan and May/Jun

Students Activities

1.	Student Council	Click here to view details
2.	Sports	Click here to view details
3.	Industrial Visits	Various departments of the college organize annual industrial visits to various places to provide the students hands-on industry experience that cannot be provided within classroom environment.

6.	Alumni	Click here to view details
----	--------	--

RTI Details

1.	Name of the Information Officer for RTI	Dr. Jijo James Indiparambil
2.	Designation	Principal
3.	Phone number	9188062650
4.	Email	principal@sanjocollege.edu.in , principalsanjocollege@gmail.com