



SAINTGITS
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SAINTGITS COLLEGE OF APPLIED SCIENCES

HANDBOOK 2020-2021



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Our Patron



Saint Gregorios of Parumala

SAINTGITS

COLLEGE OF APPLIED SCIENCES

PATHAMUTTOM, KOTTAYAM - 686 532

Ph: 0481-2433787, 9544327772

Estd. in 2004

NAAC Accredited



SAINTGITS

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(Affiliated to Mahatma Gandhi University, Kottayam)

Email: scas@saintgits.org

www.saintgits.org

STUDENTS' HAND BOOK 2020 - 2021

COURSES OFFERED

- ❖ B.Com Model III (Computer Applications)
- ❖ B.Com Model III (Taxation)
- ❖ Bachelor of Computer Applications (BCA)
- ❖ Bachelor of Business Administration (BBA)
- ❖ B. A. Corporate Economics
- ❖ B. Sc Psychology Model - I
- ❖ M. Com (Finance & Taxation)
- ❖ M. Sc. Artificial Intelligence

Ongoing Strive For Holistic Excellence

Dr. K. K. John
Principal
Saintgits College of Applied Sciences
Kottukulam Hills, Pathamuttom P. O.
Kottayam 686 532, Kerala

The College Prayer

We bow our heads and fold our hands before thee in prayer,
We thank thee for all the blessings showered on us. Be our friend,
philosopher and guide in all our ways. Help us to perform all
duties assigned to us with maximum devotion and efficiency.
Strengthen us and protect our campus with thy holy presence.
Make us channels of your love and kindness. Guard us when we
travel. Forgive our iniquities and transgressions. We pray for the
sick, the old, the poor, the orphans and the widows. Father, be our
guardian and protector. We bring thee all glory and praise. Thank
thee Lord for hearing and answering our prayers.

Prayer Song - 1

ഹൃദയരാഗതന്ത്രി മീട്ടി സ്നേഹഗീതമേകിയും
കർമ്മഭൂമി തളിരിടുന്ന വർണ്ണമേകിയും
നമ്മിൽ വാഴും ആദിനാമം ഇന്നു വാഴ്ത്തിടാം
(ഹൃദയരാഗ)

ഞങ്ങൾ പാടുമീ സ്വരങ്ങൾ കീർത്തനങ്ങളാകണേ
ചോടുവയ്ക്കുമീ പദങ്ങൾ നൃത്തലോലമാകണേ
കുഞ്ഞുവീടിനുൾക്കളങ്ങൾ സ്വർഗ്ഗമാകണേ
അമ്മ നൽകും ഉമ്മപോലും അമൃതമാകണേ
പൂർണ്ണമീ ചരാചരങ്ങൾ ഗുരുവരങ്ങളാകണേ
(ഹൃദയരാഗ)

Prayer Song - 2

Father God I wonder how I managed to exist
Without the knowledge of your parent-hood and your loving care
Now I am your son, I am adopted in your family
And I can never be alone, cause father God
You're there beside me
I will sing your praise (3) for ever (2)

Student Profile

Name :

Date of Birth :

Programme & Semester :

Admission No :

Roll No :

University Register No: :

Address :
.....
.....

Contact No (R) :

(M) :

Email ID :

Blood Group :

Name of Father/Guardian :

Contact no. :

Hosteller

Day Scholar

Paying Guest

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COLLEGE ALMANAC 2020 - 21

| DATE | DAY | JUNE 2020 |
|------|-----|--|
| 1 | MON | Global Day of Parents, International Children's Day |
| 2 | TUE | Stream meeting- BCA |
| 3 | WED | |
| 4 | THU | Staff Council Meeting |
| 5 | FRI | World Environment Day, Literary Association |
| 6 | SAT | Department advisory board meeting-BBA |
| 7 | SUN | Holiday |
| 8 | MON | |
| 9 | TUE | Programme assessment comm. meeting-B A Corp. Economics |
| 10 | WED | |
| 11 | THU | Staff Council Meeting |
| 12 | FRI | World Day Against Child Labor |
| 13 | SAT | Holiday – 2nd Saturday |
| 14 | SUN | Holiday, World Blood Donor Day |
| 15 | MON | |
| 16 | TUE | |
| 17 | WED | Work Register meeting |
| 18 | THU | Staff Council Meeting, Autistic Pride Day |
| 19 | FRI | |
| 20 | SAT | World Refugee Day |
| 21 | SUN | Holiday, World Music Day, International Day of Yoga |
| 22 | MON | |
| 23 | TUE | |
| 24 | WED | PAC meeting- BCA |
| 25 | THU | Staff Council Meeting |
| 26 | FRI | World Drug Abuse Day |
| 27 | SAT | Holiday – 4th Saturday |
| 28 | SUN | Holiday |
| 29 | MON | |
| 30 | TUE | |
| | | Total working days - 24 days |

"The Way Get Started is to Quit Talking And Begin Doing." – Walt Disney

| JULY 2020 | | |
|-------------------------------------|------------|--|
| DATE | DAY | |
| 1 | WED | World Doctors Day |
| 2 | THU | Staff Council Meeting |
| 3 | FRI | St. Thomas Day |
| 4 | SAT | Youpreneur - BBA department |
| 5 | SUN | Holiday |
| 6 | MON | |
| 7 | TUE | World Chocolate Day; Dept. adv. board meeting-B A Corp. Eco. |
| 8 | WED | |
| 9 | THU | Staff Council Meeting |
| 10 | FRI | Internal Complaints Committee |
| 11 | SAT | Holiday – 2nd Saturday |
| 12 | SUN | Holiday |
| 13 | MON | |
| 14 | TUE | |
| 15 | WED | World Youth Skills Day |
| 16 | THU | Staff Council Meeting |
| 17 | FRI | World Day for International Justice |
| 18 | SAT | Nelson Mandela International Day; DAB meeting- BCA |
| 19 | SUN | International Justice day |
| 20 | MON | Holiday |
| 21 | TUE | Department meeting- BCA |
| 22 | WED | Department meeting- BCA |
| 23 | THU | Staff Council Meeting; Class Committee Meeting |
| 24 | FRI | |
| 25 | SAT | Holiday - 4th Saturday |
| 26 | SUN | Holiday |
| 27 | MON | |
| 28 | TUE | |
| 29 | WED | International Tiger Day |
| 30 | THU | Staff Council Meeting; International Day of Friendship |
| Total working days - 23 days | | |

"The Pessimist Sees Difficulty In Every Opportunity. The Optimist Sees Opportunity In Every Difficulty." – Winston Churchill

| DATE | DAY | AUGUST 2020 |
|-------------------------------------|-----|--|
| 1 | SAT | |
| 2 | SUN | |
| 3 | MON | |
| 4 | TUE | Holiday |
| 5 | WED | |
| 6 | THU | Hiroshima Day; Staff Council Meeting; Work Register meeting |
| 7 | FRI | Quit India Day; Literary Association |
| 8 | SAT | Holiday - 2nd Saturday Nagasaki Day |
| 9 | SUN | International Day of the World's Indigenous People |
| 10 | MON | |
| 11 | TUE | Holiday-Bakrid |
| 12 | WED | (International Youth Day) |
| 13 | THU | International Left handers Day; Staff Council Meeting; Dept. BCA |
| 14 | FRI | Webinar by Dept of Commerce |
| 15 | SAT | Holiday – Independence Day |
| 16 | SUN | |
| 17 | MON | Farmer's Day; College anthem competition: music club |
| 18 | TUE | Webinar by Dept of Corporate Economics |
| 19 | WED | World Photography Day Webinar by Dept of Commerce |
| 20 | THU | Staff Council Meeting |
| 21 | FRI | |
| 22 | SAT | Holiday- 4th saturday Alumni Interaction- Dept of BCA |
| 23 | SUN | Holiday – Sreekrishnajayanthi |
| 24 | MON | Webinar by Dept of BBA |
| 25 | TUE | Rank holders felicitation |
| 26 | WED | Online Course Committee Meeting; Work Register meeting |
| 27 | THU | Staff Council Meeting |
| 28 | FRI | Holiday – Ayyankalljayanthi College closes for Onam vacation |
| 29 | SAT | Holiday-Muharam |
| 30 | SUN | |
| 31 | MON | Tiruonam |
| Total working days - 19 days | | |

"Don't Let Yesterday Take Up Too Much Of Today." – Will Rogers

SEPTEMBER 2020

| DATE | DAY | |
|------|-----|--|
| 1 | TUE | Holiday |
| 2 | WED | Sree Narayana Guru Jayanthi |
| 3 | THU | Staff Council Meeting |
| 4 | FRI | Guruvandanam: Commerce association |
| 5 | SAT | Teachers Day International Day of Charity |
| 6 | SUN | |
| 7 | MON | College reopens after Onam Holidays; Internal exam for sem III & V |
| 8 | TUE | World Literacy Day; Tributo: English club |
| 9 | WED | Online quiz: English club |
| 10 | THU | Holiday- SreeKrishna Jayanti World Suicide Prevention Day |
| 11 | FRI | Quiz competition: Social service club |
| 12 | SAT | Holiday- 2nd Saturday |
| 13 | SUN | Holiday |
| 14 | MON | Card making competition: Women's club |
| 15 | TUE | International Day of Democracy |
| 16 | WED | Literary Association; World Ozone day: Competitions by Commerce association |
| 17 | THU | Staff Council Meeting; International webinar on Innovative Business in Kerala: Management association |
| 18 | FRI | Equal Opportunity Cell Meeting; National Dance day; Choreography competition: Dance club |
| 19 | SAT | |
| 20 | SUN | Holiday |
| 21 | MON | Holiday - Sree Narayana Guru Samadhi; International Peace day |
| 22 | TUE | Webinar on resume preparations: Soft skill club; Movie review and poetry competition: Commerce association & UNAI SCAS |
| 23 | WED | |
| 24 | THU | Work Register meeting; |
| 25 | FRI | Staff Council Meeting |
| 26 | SAT | Webinar on Financial system in the post covid scenario: Corporate economics department |
| 27 | SUN | European Day of Languages |
| 28 | MON | World Tourism Day |
| 29 | TUE | National webinar: Computer application and IQAC |
| 30 | WED | Interaction with social entrepreneur: HeforShe Webinar on How I can get IAS?: Department of corporate economics |

Total working days - 17 days

"It's Not Whether You Get Knocked Down, It's Whether You Get Up." Vince Lombardi

| DATE | DAY | OCTOBER 2020 |
|------|-----|--|
| 1 | THU | International Day of Older Persons, World Vegetarian Day; |
| 2 | FRI | Holiday – Gandhi Jayanthi |
| 3 | SAT | |
| 4 | SUN | Holiday |
| 5 | MON | World Teachers' Day; University exams of Semester 3 |
| 6 | TUE | University exams of Semester 5 (2018 admission) begins. |
| 7 | WED | |
| 8 | THU | Staff Council Meeting |
| 9 | FRI | |
| 10 | SAT | World Mental Health Day; Second Saturday - Holiday |
| 11 | SUN | International Day of the Girl Child, World Obesity Day |
| 12 | MON | Second internal exam of U.G (2020 Admission) sem I and P.G BCA |
| 13 | TUE | International Day of the Girl Child, World Obesity Day |
| 14 | WED | |
| 15 | THU | Staff Council Meeting; Class Committee Meeting |
| 16 | FRI | International Food Day; Webinar on Man and Nature: |
| 17 | SAT | |
| 18 | SUN | Holiday |
| 19 | MON | University exams of Semester I (2020 admission) begins. |
| 20 | TUE | |
| 21 | WED | FDP : commerce association |
| 22 | THU | Staff Council Meeting |
| 23 | FRI | Second class committee for second and final U G |
| 24 | SAT | United Nations Day, World Development Information Day, Mahanavami, Holiday |
| 25 | SUN | Holiday |
| 26 | MON | Vijayadasami - Holiday |
| 27 | TUE | Commemorating birth anniversary of Sardar Vallabhbhai Patel: NSS |
| 28 | WED | International Animation Day |
| 29 | THU | Milad-i-Sherif (Birthday of Prophet Mohammed) Holiday |
| 30 | | General Staff Meeting; Orientation to civil service examination: |
| 31 | | Holiday |
| | | Total working days - 22 days |

"If You Are Working On Something That You Really Care About, You Don't Have To Be Pushed. The Vision Pulls You." – Steve Jobs

NOVEMBER 2020

| DATE | DAY | |
|------|-----|--|
| 1 | SUN | Kerala Piravi, Holiday |
| 2 | MON | |
| 3 | TUE | |
| 4 | WED | Yoga training: Health and well-being club |
| 5 | THU | Staff Council Meeting |
| 6 | FRI | Literary Association; Interim stream meeting -BCA |
| 7 | SAT | |
| 8 | SUN | Holiday |
| 9 | MON | Hair style competition: Women's club |
| 10 | TUE | Government sector jobs and entrepreneurship :YETS, Women's club, Career guidance club |
| 11 | WED | National Education Day |
| 12 | THU | Staff Council Meeting |
| 13 | FRI | World Kindness Day |
| 14 | SAT | Children's Day, World Diabetes Day, Second Saturday Holiday |
| 15 | SUN | Holiday |
| 16 | MON | International Day for Tolerance |
| 17 | TUE | International Students Day |
| 18 | WED | |
| 19 | THU | International Men's Day, Staff Council Meeting |
| 20 | FRI | Equal Oppurtunity Cell Meeting; Diwali celebrations |
| 21 | SAT | World Television Day, World Hello Day |
| 22 | SUN | Holiday |
| 23 | MON | Campus to carrer initiative :YETS, Women's and Career guidance club |
| 24 | TUE | |
| 25 | WED | International day for elimination of Violence against women; SC/ST Monitoring Committee; Inauguration of Unnat Bharat Abhiyan |
| 26 | THU | Staff Council Meeting; National Constitution day; National Cake day; National milk day; Commemorating adoption of Constitution of India; Economics Association |
| 27 | FRI | PO mapping; IQAC; Personal branding and preparing for interview :YETS, Women's and Career guidance cell |
| 28 | SAT | Fourth Saturday - Holiday |
| 29 | SUN | Holiday |
| 30 | MON | Online Course Committee Meeting |

| DATE | DAY | DECEMBER 2020 |
|------|-----|--|
| 1 | TUE | World AIDS Day; Department meeting- BCA |
| 2 | WED | Sensitising students on their voting rights : Corporate Economics Association |
| 3 | THU | Staff Council Meeting |
| 4 | FRI | |
| 5 | SAT | World Soil Day |
| 6 | SUN | Holiday |
| 7 | MON | |
| 8 | TUE | Department meeting - BCA |
| 9 | WED | Stream meeting 2- BCA |
| 10 | THU | Staff Council Meeting |
| 11 | FRI | International Mountain Day |
| 12 | SAT | Second Saturday |
| 13 | SUN | Holiday |
| 14 | MON | Creating awareness about transgenders : HeforShe |
| 15 | TUE | |
| 16 | WED | |
| 17 | THU | Staff Council Meeting |
| 18 | FRI | International Migrants Day; General Staff Meeting; Christmas celebrations; Department meeting- BCA |
| 19 | SAT | Holiday |
| 20 | SUN | International Human Solidarity Day |
| 21 | MON | |
| 22 | TUE | |
| 23 | WED | |
| 24 | THU | Holiday - Christmas |
| 25 | FRI | Holiday - 4th Saturday |
| 26 | SAT | Holiday |
| 27 | SUN | College closes for Christmas Holidays |
| 28 | MON | |
| 29 | TUE | |
| 30 | WED | Department meeting- BCA |
| 31 | THU | Total working days - 21 days |

"Creativity Is Intelligence Having Fun." – Albert Einstein

| DATE | DAY | JANUARY 2021 |
|------|-----|--|
| 1 | FRI | |
| 2 | SAT | Holiday- Mannamlayanthi |
| 3 | SUN | Holiday |
| 4 | MON | World Braille Day; First Internal exam of U.G (2019 Admission) semester 4,6 and P.G (2018 Admission) semester 4; First internal exam of U.G (2020 Admission) sem 2 and P.G (2020 Admission) Sem 2.; Classes for V and III semester begins after Christmas holidays |
| 5 | TUE | |
| 6 | WED | Literary Association Class committee for I U.G |
| 7 | THU | Staff Council Meeting |
| 8 | FRI | Arts Day; Internal Complaints Committee |
| 9 | SAT | Holiday - 2nd Saturday |
| 10 | SUN | Holiday |
| 11 | MON | |
| 12 | TUE | World Youth Day |
| 13 | WED | |
| 14 | THU | Staff Council Meeting; Class Committee Meeting |
| 15 | FRI | Indian Army Day; Second internal exam of U.G (2019 Admission) semester 4,6 and P.G (2018 Admission) semester 4. |
| 16 | SAT | |
| 17 | SUN | Holiday |
| 18 | MON | College website committee meeting |
| 19 | TUE | |
| 20 | WED | Unnat Bharat Abhiyan meeting |
| 21 | THU | |
| 22 | FRI | General Staff Meeting; Second internal exam of U.G (2020 Admission) sem 2 and P.G (2020 Admission) Sem 2. |
| 23 | SAT | |
| 24 | SUN | Sports day * National Girl Child Day |
| 25 | MON | National Voters Day |
| 26 | TUE | Holiday Republic Day; Alumni meeting |
| 27 | WED | |
| 28 | THU | Staff Council Meeting |
| 29 | FRI | Gitzblitz |
| 30 | SAT | Martyr Day |
| 31 | SUN | Street Children's Day |

Total working days - 21 days

| DATE | DAY | FEBRUARY 2021 |
|------|-----|--|
| 1 | MON | |
| 2 | TUE | |
| 3 | WED | |
| 4 | THU | World Cancer Day; Staff Council Meeting |
| 5 | FRI | PTA General Body Meeting; Literary Association |
| 6 | SAT | |
| 7 | SUN | Holiday |
| 8 | MON | |
| 9 | TUE | |
| 10 | WED | World Pulses Day |
| 11 | THU | International Day of Women and Girls in Science; Staff Council Meeting |
| 12 | FRI | |
| 13 | SAT | Holiday-2nd Saturday/World Radio day |
| 14 | SUN | Holiday/Congenital Heart Defect Awareness day |
| 15 | MON | |
| 16 | TUE | |
| 17 | WED | |
| 18 | THU | Staff Council Meeting |
| 19 | FRI | Equal Oppurtunity Cell Meeting |
| 20 | SAT | World Day of Social Justice |
| 21 | SUN | Holiday International Mother Language Day |
| 22 | MON | Thinking Day; Unnat Bharat Abhiyan meeting |
| 23 | TUE | |
| 24 | WED | |
| 25 | THU | Staff Council Meeting |
| 26 | FRI | |
| 27 | SAT | Holiday-4th Saturday/ World NGO Day |
| 28 | SUN | Holiday |
| | | Total working days - 21 days |

"Tomorrow belongs to the people who prepare for it today."
Malcom.X

MARCH 2021

| DATE | DAY | |
|------|-----|---|
| 1 | MON | World Civil Defence day |
| 2 | TUE | World Wildlife day |
| 3 | WED | |
| 4 | THU | Staff Council Meeting |
| 5 | FRI | |
| 6 | SAT | |
| 7 | SUN | Holiday- |
| 8 | MON | International Women's Day, Univ. exams of Sem 4 (2019 admn) begins. |
| 9 | TUE | University exams of Semester 6 (2018 admission) begins. |
| 10 | WED | University exams of Semester 2 (2020 admission) begins. |
| 11 | THU | Holiday Shivratri |
| 12 | FRI | |
| 13 | SAT | Holiday-Second Saturday World Consumer Day |
| 14 | SUN | Holiday- World Pi Day |
| 15 | MON | World Consumer Rights day |
| 16 | TUE | |
| 17 | WED | |
| 18 | THU | Class Committee Meeting |
| 19 | FRI | General Staff Meeting |
| 20 | SAT | World Water Day, Day of Happiness, World Sparrow Day |
| 21 | SUN | Holiday World Poetry day, |
| 22 | MON | |
| 23 | TUE | World Meteorological Day |
| 24 | WED | World Tuberculosis day |
| 25 | THU | |
| 26 | FRI | |
| 27 | SAT | Holiday-4th Saturday/World Theatre day |
| 28 | SUN | Holiday |
| 29 | MON | Online Course Committee Meeting |
| 30 | TUE | |
| 31 | WED | |

Total working days - 25 days

"The beautiful thing about learning is that no one can take it away from you" – B B King

APRIL 2021

| DATE | DAY | |
|------|-----|--|
| 1 | THU | Maundy Thursday; World April Fool's Day |
| 2 | FRI | Good Friday; International Children's Book Day |
| 3 | SAT | Holiday |
| 4 | SUN | Easter |
| 5 | MON | |
| 6 | TUE | |
| 7 | WED | |
| 8 | THU | |
| 9 | FRI | |
| 10 | SAT | Holiday-Second Saturday |
| 11 | SUN | Holiday |
| 12 | MON | |
| 13 | TUE | |
| 14 | WED | Holiday - Ambedkar Jayanthi, Vishu* |
| 15 | THU | |
| 16 | FRI | |
| 17 | SAT | Holiday |
| 18 | SUN | Holiday |
| 19 | MON | |
| 20 | TUE | |
| 21 | WED | |
| 22 | THU | |
| 23 | FRI | English Language day |
| 24 | SAT | Holiday |
| 25 | SUN | Holiday; World Malaria Day |
| 26 | MON | |
| 27 | TUE | |
| 28 | WED | |
| 29 | THU | International Dance day |
| 30 | | International Jazz day |

Total working days -18 days

* University examination dates are subject to university ratification
"Dreams is not what you see in sleep; it is the thing which doesn't let you sleep"—APJ Abdul Kalam.