



**SAINTGITS**  
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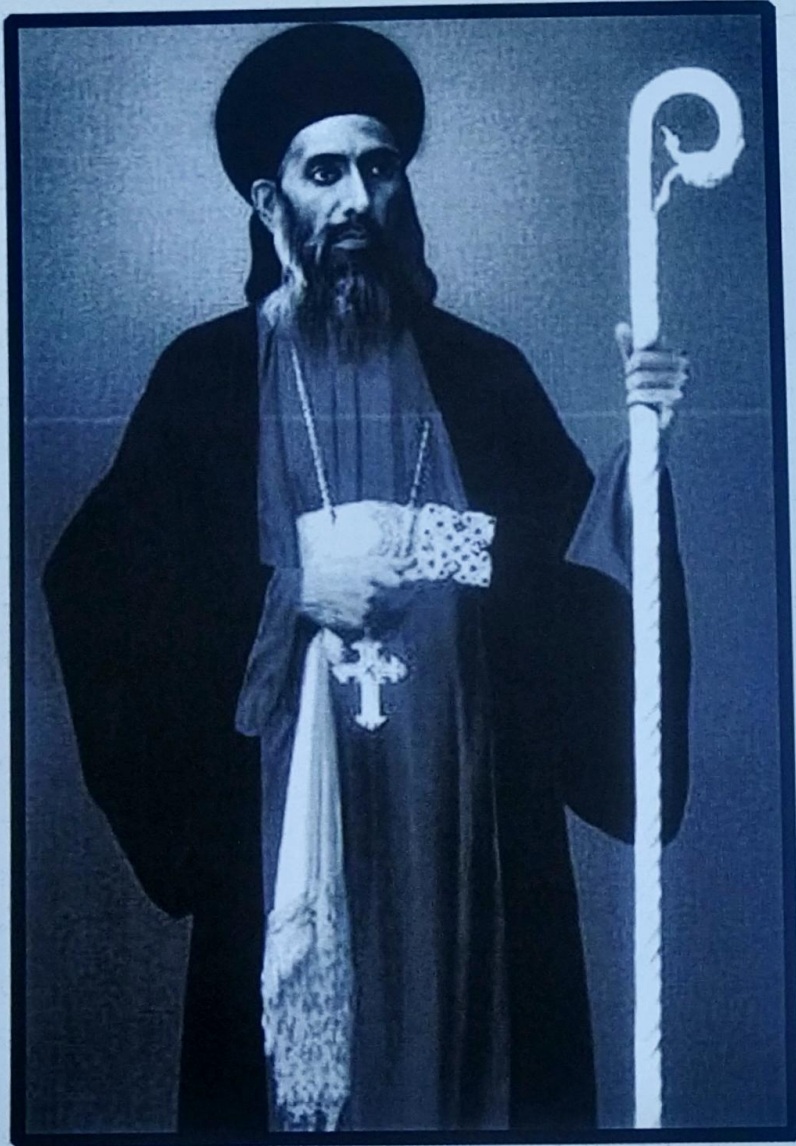
# SAINTGITS COLLEGE OF APPLIED SCIENCES

**HANDBOOK 2021-2022**



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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**

LEARN.GROW.EXCEL

(Affiliated to Mahatma Gandhi University, Kottayam)

Email: [scas@saintgits.org](mailto:scas@saintgits.org) [www.saintgits.org](http://www.saintgits.org)

## STUDENTS' HAND BOOK 2021 - 2022

### 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
- ❖ M. Com (Finance & Taxation)
- ❖ M. Sc Artificial Intelligence
- ❖ B. Sc Psychology

**Ongoing Strive For Holistic Excellence**



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## 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.

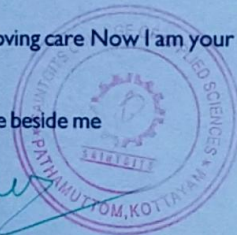
### Prayer Song - 1

എദയരാഗ തന്ത്രി മീട്ടി സ്നേഹഗീതമേകിയും  
കർമ്മഭൂമി തളിരിടുന്ന വർണ്ണമേകിയും  
നമ്മിൽ വാഴും ആധിനാമം ഇന്ന് വാഴ്ചിടാം  
(എദയരാഗ)

ഞങ്ങൾ പാടുമി സ്വരങ്ങൾ കീർത്തനങ്ങൾകണ്ടേ  
ചോടുവയ്ക്കുമി പദങ്ങൾ നൃത്തലോലമാകണ്ടേ  
കണുവീടിനൾക്കളങ്ങൾ സ്വർഗ്ഗമാകണ്ടേ  
അമ്മ നൽകും ഉമ്മപോലും ആതുരമാകണ്ടേ  
പൂർണ്ണമീ ചരാചരങ്ങൾ ഗുരുവരങ്ങളാകണ്ടേ  
(എദയരാഗ)

### 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)



*[Handwritten signature]*

## 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



*[Handwritten signature]*



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### Vision

"To be an institution for holistic development of the individual thereby attaining learning for life aiming at self-actualization and societal concern"

### Mission

"Impart quality higher education to equip and empower the youth with problem solving ability and skillful communication along with imaginative thinking by inculcating a spirit of enquiry, integrity and compassion".

### Emblem

The Saintgits emblem constitutes a toothed wheel encircling an integral sign with an excited electron orbit. Symbolically, the toothed wheel represents the focus of the college on technological excellence, integral sign giving the importance of mathematical and logical thinking, and the electron orbit representing the continuous commitment towards the development of science and technology. The electron orbit truly represents the divine light of knowledge spread by the institution.

### Quality Policy

We, at Saintgits, aim to provide quality education in career oriented courses by emphasizing the development of self-confidence and skills, thus preparing the individual for a life time of learning and professional growth. This is achieved through continual improvement in all the management processes of the institution.



## MANAGEMENT

The SAINTGITS cluster of Educational Institutions is set up under the aegis of Saint Gregorios Institutes of Technology and Sciences as an eternal befitting monument to SAINT GREGORIOS of Parumala with the committed motive of fulfilling the professional aspirations of a new generation of learners who are on the lookout for ambitious career prospects and challenging opportunities.

Saintgits College of Applied Sciences, one of the four pillars of the Saintgits Group of Institutions, is a college with a difference offering studies and programmes, that are planned to develop the mind, body, and soul leading to the balanced development of the students.

Discipline, decorum, courtesy, and honesty are valued and students are equipped to face the challenges that they would face in the future.

The Governing Board includes eminent educationists, technocrats, and professionals. The core group of the management consists of:

**Mr. Thomas T. John**  
[Director]

**Er. Punnoose George**  
[Executive Chairman & Secretary, Governing Board]

**Er. Oommen Varghese**  
[Treasurer, Governing Board]



## MEMBERS OF FACULTY

Name	Designation	Email id	Phone
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Juby Thomas	Asst. Prof.	juby.thomas@saintgits.org	8547071295
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Arun P.	Officer - Corporate Relations	arun.p.kumar@saintgits.org	8129400674

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Prasanth T	Deputy System Administrator	prasanth.t@saintgits.org	
Anjeev M G	Service Technician	anjeev.mg@saintgits.org	
Sunil A. Kuriakose	Service Technician	sunil.a.@saintgits.org	
Syam Kumar M P	Network Technician	syam.kumar@saintgits.org	

Manish K G	Facility Technician	manish.kg@saintgits.org	
------------	---------------------	-------------------------	--

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Pradeep Cherian	Finance Advisor	pradeep.cherian@saintgits.org	
Babu V. V.	PRO & Manager-Facilities	pro@saintgits.org	

<b>Library</b>			
Midhun C R	Asst. Lib	midhun.cr@saintgits.org	9745135517

<b>Office</b>			
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Jency Merin Joy	Acct. Ex Gr-II	jency.merin@saintgits.org	9544327772
Timmy George	Ex. Admn. & Procurement	timmy.george@saintgits.org	9544327772
Vinitha Rajan	Off. Assistant Gr-II	vinitha.rajan@saintgits.org	9544327772
Jabu Thomas	Facility Assistant cum Messenger	jabu.thomas@saintgits.org	9544327772



## STAFF IN CHARGE OF VARIOUS ACTIVITIES

### COLLEGE DEVELOPMENT/ ADVISORY COMMITTEE

- |                                |  |
|--------------------------------|--|
| 1. Management Representatives  |  |
| 2. Dr. Joseph Kunju Paul C     | Principal, Saintgits College of Engineering  |
| 3. Dr. Roji George             | Dean, Saintgits Institute of Management      |
| 4. Mr. Pradeep Cherian         | Financial Advisor, Saintgits                 |
| 5. Er. Abraham P. Thomas       | Project Engineer                             |
| 6. Dr. K. K. John              | Principal, SCAS                              |
| 7. Prof. M. C. Joseph          | Associate Director, SCAS                     |
| 8. Mr. Antony Joseph           | General Manger, Placement                    |
| 9. Ms. Ambily Merlin Kuruvilla | Convenor, HOD, BCA                           |
| 10. Mr. Anish B. Bhaskaran     | HOD, Commerce                                |
| 11. Ms. Tania Thomas           | HOD, BBA                                     |
| 12. Ms. Reshmi Susan Jacob     | Academic Coordinator,<br>Corporate Economics |
| 13. Mr. Baiju K. Samuel        | Asst. Manager (SCAS), College Office         |
| 14. Mr. Midhun C. R.           | Librarian                                    |
| 15. Alumni Association         | Student representative                       |
| 16. Chairman                   | College Union                                |

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

- |                                |  |
|--------------------------------|--|
| 1. Management Representatives  |  |
| 2. Dr. K. K. John              | Principal, SCAS                                  |
| 3. Prof. M. C. Joseph          | Associate Director, SCAS                         |
| 4. Ms. Anu Zacharia            | IQAC Coordinantor                                |
| 5. Ms. Ambily Merlin Kuruvilla | HOD, BCA   |
| 6. Mr. Anish B Bhaskaran       | HOD, Commerce                                    |
| 7. Ms. Tania Thomas            | HOD, BBA   |
| 8. Ms. Reshmi Susan Jacob      | Academic co-ordinator,<br>BA Corporate Economics |



- |                            |                                |
|----------------------------|--------------------------------|
| 9. Ms. Juby Thomas         | Joint Convenor                 |
| 10. Ms. Seethu John        | Steering Committee Coordinator |
| 11. Mr. Arun Padmanabhan.  | Convenor Examination Cell      |
| 12. Student Representative | College Association Chairman   |
| 13. PTA Representative     | PTA President                  |
| 14. Alumni Representative  |                                |
| 15. Local Panchayat Member |                                |

### SURPRISE INSPECTION SQUAD

- |                        |          |
|------------------------|----------|
| 1. Anu Zacharia        | Convenor |
| 2. Sanal Jacob         |          |
| 3. Pallavi Abraham     |          |
| 4. Baiju K. Samuel     |          |
| 5. Christy Achu Chandy |          |

### SC/ST MONITORING / ETHICS COMMITTEE

- |                     |          |
|---------------------|----------|
| 1. Tania Thomas     | Convenor |
| 2. Sreeja K. S      |          |
| 3. Neenu Ann Sunny  |          |
| 4. Anjaly Harikumar |          |

### ADMISSION COMMITTEE

- |                                     |          |
|-------------------------------------|----------|
| 1. Principal (Ex- Officio)          |          |
| 2. Associate Director (Ex- Officio) |          |
| 3. Anish B. Bhaskaran               | Convenor |
| 4. Ambily Merlin Kuruvilla          |          |
| 5. Tania Thomas                     |          |
| 6. Reshmi Susan Jacob               |          |
| 7. Baiju K. Samuel                  |          |
| 8. Pallavi Abraham                  |          |
| 9. Anu Anna Biju                    |          |
| 10. Reshmi G. Nair                  |          |





**INTERNAL COMPLIANCE COMMITTEE**

1. Anju Ann Abraham Convenor  
2. Seethu John  
3. Saparna P  
4. Jinta Thomas  
5. Shijin Scaria  
6. Sheba Rivy Simon  
7. Jency Merin Joy  
8. Chitra Prasanth

**ONLINE COURSE COMMITTEE**

1. Seethu John. Convenor  
2. Arun Padmanabhan  
3. Shijin Scaria  
4. Surabhi Sudhakaran

**ENTREPRENEURSHIP AND INNOVATION CELL**

1. Sanju P Cherian Convenor  
2. Emma Joshy  
3. Athira S Kumar

**STOCK REGISTERS**

1. Sanal Jacob  
2. Vinitha Rajan

**GRIEVANCE REDRESSAL CELL**

1. Rani Tom Convenor  
2. Vidya R. Nair  
3. Juby Thomas  
4. Jisha J. Nair  
5. Manu Mohan

**ANTI RAGGING COMMITTEE**

1. Rani Tom Convenor  
2. Anish B. Bhaskaran  
3. Ambili Merlin Kuruvilla

4. Manu Mohan  
5. Anu Zacharia  
6. Shijin Scaria  
7. Aby Alex William  
8. Baiju P. Samuel

**LIBRARY COMMITTEE**

- ✓ 1. Ambili Merlin Kuruvilla Convenor  
2. Midhun C. R.  
3. Seethu John  
4. Tania Thomas  
5. Timmy George  
6. Aadhira Merita Solomon

**COLLEGE WEBSITE**

1. Sanal Jacob Convenor  
2. Anju Ann Abraham  
3. Reshma Shyna Shajan  
4. Lida Mariam George

**NSS UNIT**

1. Sanju P Cherian Programme Officer  
2. Aadhira Merita Solomon

**HOSTELS IN CHARGE**

- Boys Hostels Midhun C. R, Sanju P. Cherian  
Girls Hostels Dileena Ambatt

**COLLEGE BUS IN CHARGE**

Sanal Jacob

**PTA**

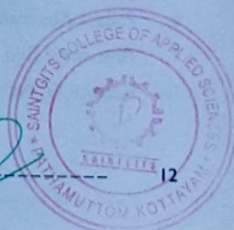
Saparna P / Class Teachers

**CLASS COMMITTEE**

Christy Achu Chandy/Class Teachers

**ALUMINI COORDINATOR**

Juby Thomas & Arun Padmanabhan





**MENTORING & COUNSELLING**

1. Sneha Jacob
2. Juby Thomas
3. Class Teachers
4. Mentors

Convenor

**SECRETARY STAFF COUNCIL**

Vidya R. Nair

**ARTS CLUB**

1. Aleesha P. J
2. Anju Maria Joseph
3. Dileena A P
4. Jisha J. Nair
5. Anu Anna Biju

Convenor

**PUBLICATIONS**

1. Athira S. Kumar
2. Sanal Jacob
3. Anjali Harikumar
4. Chasmi Maria Chacko
5. Jobin Simon

Convenor

**UNIVERSITY & INTERNAL EXAM**

1. Arun Padmanabhan
2. Vidya R. Nair
3. Anju Ann Abraham
4. Aby Alex William
5. Ouseppachan T. S

**TECHNICAL SECTION**

Sherin Mary Andrews

**COMPUTER LAB**

Ashly Mathew



**GITS BLITZ**

Vijitha Vijayan

**COLLEGE UNION ( SCASSA)**

Anju Ann Abraham

**INTERNAL ASSESSMENT COORDINATOR**

Sreeja K. S

**NODAL OFFICER (AISHE)**

Amibily Merlin Kuruvilla

**OPEN COURSE COORDINATOR**

Sreeja K. S

**COORDINATOR TALENT SHOW**

Reshma Shyna Shajan

**MINORITY CELL**

1. Tania Thomas Convenor
2. Reshmi Susan Jacob
3. Amibily Merlin Kuruvilla

**OBC CELL**

1. Neethu Venugopal Convenor
2. SREEJA K S
3. Dileena A P

**GARDENING CLUB**

1. Chasmi Maria Chacko Convenor
2. Anju Maria Joseph

**SPORTS COMMITTEE**

1. Rahul Raveendran
2. Sanal Jacob
3. Sanju P. Cherian

**COLLEGE RECORD KEEPER**

NAAC Criteria Coordinators, IQAC, Department Auditors, HODs





**CLUBS IN CHARGE**

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. Co-ordinator of clubs     | Preetha Thomas                   |
| 2. Women's Club              |                                  |
| 3. YETS                      | Manu Mohan                       |
| 4. He for SHE                | Anu Anna Biju                    |
| 5. English Club              | Anju Ann Abraham                 |
| 6. Photography               | Ouseppachan T. S                 |
| 7. UNAI                      | Sheba Rivy Simon                 |
| 8. Organic Farming           | Midhun C. R, Sherin Mary Andrews |
| 9. Unnat Bharat Abhiyan      | Aby Alex William                 |
| 10. Blood Donation           | Ashley Mathew                    |
| 11. Music                    | Resmi G. Nair                    |
| 12. Dance                    | Anjaki Harikumar                 |
| 13. Nature & Environment     | Jisha J. Nair                    |
| 14. Film                     | Sanal Jacob                      |
| 15. Career Guidance          | Shijin Scaria                    |
| 16. Life Skills/Soft Skills  | Sreeja K.S                       |
| 17. Youth Volunteers         | Sanju P. Cherian                 |
| 18. Youth Parliament/IIMUN   | Juby Thomas                      |
| 19. Health & Yoga Club       | Reshma Shyna Sajan               |
| 20. Public Speaking & Debate | Lida Mariam George               |
| 21. Book Club                | Neenu Ann Sunny, Athira S Kumar  |

**HOUSE IN CHARGE**

- |          |                       |
|----------|-----------------------|
| Ruby     | Aswathy B Pattasseril |
| Sapphire | Sarin Abraham         |
| Emerald  | Dr. Vijitha Vijayan   |
| Topaz    | Emma Joshy            |

**KIOSK IN-CHARGE**

- Ouseppachan T S  
Vidya R. Nair



CLASS	CLASS TEACHERS
<b>BCOM</b>	
S5A & S6A	Anu Anna Biju
S5B & S6B	Jobin Simon
T5 & T6	Christy Achu Chandy
S3A & S4A	Anjaly Harikumar
S3 B & S4 B	Preetha Thomas
T3 & T4	Surabhi Sudhakaran P
S1A & S2A	Jinta Thomas
S1B & S2B	Sruthi Sara Rajan
T1 & T2	Lida Mariam George
<b>M COM</b>	
M3 & M4	Seethu John
M1 & M2	Abey Alex William
<b>BCA</b>	
C1 & C2	Sneha Jacob
C3 & C4	Saparna P
C5 & C6	Ashly Mathew
<b>BBA</b>	
B1 & B2	Pallavi Abraham
B3 & B4	Sanju P Cherian
B5 & B6	Ouseppachan T S
<b>BA Corporate Economics</b>	
E1 & E2	Aadhira Merita Solomon
E3 & E4	Reshma Shyna Shajan
E5 & E6	Manu Mohan
<b>B Sc Psychology</b>	
P1 & P2	Dileena A P
<b>M Sc Artificial Ingtelligence</b>	
M Scl	Johnsymol Joy





LIST OF CLASS REPRESENTATIVES & MENTORS

Class	Class representatives	Mentors
S1A	Anjali Lakshmi, Emil Mathew Varghese	Jinta Thomas, Sheba R. Simon
S1B	Kesiya Maria Lin, Nikhil S	Athira S Kumar, Sruthi Sara Rajan
S3A	Angela Ann Aby, Jestin Mathew Varkey	Anjaly Harikumar, Resmi G Nair
S3B	Mahima Manohar, Pranay Premod	Preetha Thomas, Anju Ann Abraham
S5A	Abel Zachariah, Hasheena Hakkeem	Anu Anna Biju, Juby Thomas
S5B	Priyanka G & Roshan Joe Thomas	Jobin Simon, Dr. Vijitha Vijayan
T1	Merwin Sanil Abraham, Fizza Fathima	Lida Mariam George, Emma Joshy
T3	Tintu Mariam Thomas, Lijo Cherian Abraham	Surabhi Sudhakaran P, Anu Zachariah
T5	Femi Kuruvilla, Johaan Thomas	Christy Achu Chandy, Aby Alex William
M1	Lydia Elizabeth Jestin, Rohit R	Aleesha P.J., Anish B. Bhaskaran
M3	Praveen Kuriakose, Neha Grace Shaji	Seethu John
C1	Mathews Varkey, Aksha Biju	Saparna P, Arun Padmanabhan, Sherin Mary Andrews
C3	Ivin Varghese George, Devika Shaji	Sanal Jacob, Johnsymol Joy, Ashiy Mathew
C5	Archana Krishna Kumar, Jithu Varghese Jacob	Jisha J Nair, Sneha Jacob, Sherin Mary Andrews
MSc AI	Alex babu	Sarin Abraham
B1	Rahul B. Nair, Angela Rebecca George	Pallavi Abraham, Ouseppachan T. S
B3	Adwaith K. Sunil, Sangeetha B	Aswathy B. Pattasseril, Chasmi Maria Chacko, Shijin Scaria
B5	Milan V. Mathew, A.R. Sangeetha Krishna	Rani Tom, Sanju P. Cherian
E1	Lydia Anna George, Milan Sanjay Cherian	Manu Mohan
E3	Abhijith S, Krishnendu P	Aadhira Merita Solomon
E5	Allen Thomas, Sreya Merin	Reshma Shiyana Shajian
PI	Elizabeth Sara Joseph, Aron Mathews	Dileena A.P

FACILITIES @ SCAS

**Courses offered:** M. Com (Finance & Taxation), B.Com Model III (Computer Applications) B. Com Model III (Taxation), BA Corporate Economics, BCA, BBA, M Sc Artificial Intelligence & BA Psychology. The college follows the Choice Based Course Credit and Semester system instead of the grading system from the academic year 2009-10. For details refer to course structure.

**Infrastructure:** SCAS has well-furnished classrooms with modern teaching aids, a library, a seminar hall, store, kiosk, gym etc.

**Computer Lab and Internet:** The college has a well-furnished air- conditioned computer lab with 133 computers, headphones, and 24-hour connectivity with wifi.

**Career Guidance and Placement cell:** In association with the placement cell of Saintgits College of Engineering, the career guidance and ED cell equip the students for career advancement by providing training and personality development.

**Campus Bank & ATM:** A 24 x 7 hour ATM of SIB bank functions near the college. The South Indian Bank extension branch is also available.

**Chapel:** Mar Gregorios Chapel located near the Engineering College entrance is a place for prayer and meditation.

**Water cooler:** Cold water is available for drinking.

**College Store:** It provides stationery items, snacks, cool drinks, etc and students can utilize these facilities.

**Kiosk :** The college has a kiosk that functions inside the campus providing snacks and refreshments.

**College Canteen:** Timings in college canteen is as follows:- Breakfast 8.00 am - 9.30 am, Lunch 12.00 - 2.00 pm.

**Mentoring:** At Saintgits College of Applied Sciences, we have a diligent mentoring programme that helps to develop each of our student's overall personality and competence. Each class has a number of mentoring groups representing the diversity of the class, and each group is led by a faculty member as a mentor. Group mentoring sessions are conducted regularly in addition to individual mentoring sessions. A bright future for our students is the promise of our mentoring programme.

**Personal Counselling :** A professional counselor will interact with students, if required, to solve their personal problems.

**College website – [www.saintgits.org](http://www.saintgits.org) :** The college website is a repository of all information about Saintgits. Current information regarding college, departments,



programmes & events is available on the website.

**Physical education:** The purpose of the Physical Education department is to develop a healthy, cordial environment in the campus and also to develop individual qualities and abilities like leadership, coexistence, sportsmanship etc. and to prepare the students to take part in competitions at various levels. Students can interact with teachers for their sports, games requirements.

**College Gymnasium:** A healthy body keeps one dynamically fit and energizes one in all his academic and co-curricular activities. Students are expected to make use of the facility

**College Bus :** The college has 22 buses running in different routes. The students and staff can use the college bus facility by obtaining bus passes from the college office for a minimum of 6 months. More routes will be added and services are subject to change. Students may contact the PRO (Sri.V V Babu) for further details.

**Residence for Students :** SAINTGITS Campus has a separate and secure residential facility for both boys and girls. The hostel buildings have facilities for a comfortable stay including generators for backup power supply.

Deputy Chief Warden, Resident Wardens, and Faculty Wardens look into and provide necessary guidance to the students in matters relating to their academic and personal problems. Students are strictly forbidden to reside in unapproved lodgings. **Those desiring to reside as paying guests must obtain the permission of the Principal.**

**First AID :** The students and faculties can avail of the first aid facility available in the college. It is supported with the service of a medical nurse (Ms. Mariamma 9947599003)

**Library:** The students can make use of the library facility. The library has an array of latest books and e-resources such as DELNET with sufficient number of volumes under each title. Library timings are from 9.00 am to 4.30 pm on all working days.

#### Digital Sources:

The following E-Resources are available in the library

#### 1. DELNET-Developing Library Network

DELNET is Library Network refers to an interconnected platform of some group of libraries with certain agreements aims to satisfy and fulfill their user's needs. Each library performs by sharing resources to each other on-demand basis.

It provides access to the following facilities:

1. Inter Library Loan - 2,20,00,000 (Books)
2. E-Journals - 5000 full-Text E-Journals
3. Thesis/Dissertations - 1,00,000

#### 4. Digital Library (D-Space)

SCAS Digital Library preserves and enables easy and open access to digital documents like previous year question papers published articles by faculties, e-journals, etc.

5. CDs/DVDs (400+) on Books/Journals.
6. OPAC (Online Public Access Catalogue)

The Library OPAC can be accessed on the internet to search all the bibliographic records available in the Library database through a web-based search interface. The OPAC can be searched by Author, Title, Subject, Member Status accessed, etc.

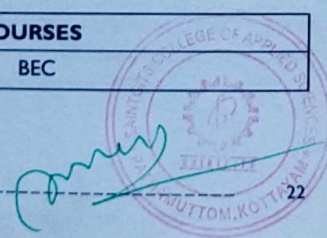
1	DELNET	www.delnet.in
2	Saintgits Digital Library	<a href="http://dl.saintgits.org/">http://dl.saintgits.org/</a>
3	OPAC (Online Public Access Catalog)	<a href="http://scaslib.saintgits.org/">http://scaslib.saintgits.org/</a>



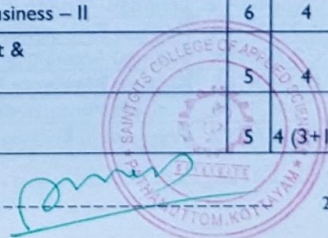
**M.Com (Finance & Taxation)**  
**COURSE STRUCTURE w. e. f. 2019-20**

<b>SEMESTER I</b>			
Code	Course Title	hrs.	Credit
CM010101	Specialised Accounting	5	4
CM010102	Organisational Behaviour	5	3
CM010103	Marketing Management	5	4
CM010104	Management Optimisation Techniques	5	4
CM010105	Methodology for Social Science Research	5	4
<b>SEMESTER II</b>			
CM010201	Advanced Corporate Accounting	5	4
CM010202	Human Resource Management	5	3
CM010203	International Business and Finance	5	4
CM010204	Quantitative Techniques	5	4
CM010205	Strategic Management	5	4
<b>SEMESTER III</b>			
CM010301	Strategic Financial Management	6	5
CM010302	Income Tax- Law and Practice	7	5
CM010303	Security Analysis and Portfolio Management	6	4
CM800301	Indirect Tax Laws (Group I)	6	4
<b>SEMESTER IV (Elective: Finance &amp; Taxation)</b>			
CM010401	Advanced Cost & Management Accounting	6	5
CM010402	Income tax Assessment & Procedure	7	5
CM800401	Derivatives & Risk Management Group - I	6	4
CM800402	Personal investment & Behavioural Finance	6	4
CM010403	Project Report		4
CM010404	Comprehensive Viva voce		

<b>VALUE ADDED COURSES</b>	
First Year	BEC



<b>MODEL III B. COM (COMPUTER APPLICATION)</b>			
<b>SEMESTER I</b>			
Code	Course Title	hrs.	Credit
Common - I	Language - English I	5	4
CO1CMT03	Business Communication & MIS	4	4
CO1CRT01	Dimensions and Methodology of Business	3	2
CO1CRT02	Financial Accounting - I	5	4
CO1CRT03	Corporate Regulations and Administration	4	3
CO1CMT01	Banking and Insurance	4	3
<b>SEMESTER II</b>			
Common - 2	Language - English II	5	4
CO2CMT04	Business Environment	4	4
CO2CRT04	Financial Accounting - II	5	4
CO2CRT05	Business Regulatory Framework	4	3
CO2CRT06	Business Management	3	3
CO2CMT02	Principles of Business Decision	4	3
<b>SEMESTER III</b>			
CO3CMT05	Business Ethics and Corporate Social Responsibility	3	3
CO3CRT07	Corporate Accounting - I	5	4
CO3CRT08	Quantitative Techniques for Business - I	5	4
CO3CRT09	Financial Markets and Operations	4	3
CO3CRT10	Marketing Management	3	3
CO3COCT02	Information Technology for Business (Theory & Practical)	5	4(3+1)
<b>SEMESTER IV</b>			
CO4CMT06	Logistics & Supply Chain Management	3	3
CO4CRT11	Corporate Accounting - II	6	4
CO4CRT12	Quantitative Techniques for Business - II	6	4
CO4CRT13	Entrepreneurship Development & Project Management	5	4
CO4OCT02	Information Technology for Office (Theory & Practical)	5	4(3+1)





**SEMESTER V**

CO5CRT14	Cost Accounting – I	6	4
CO5CRT15	Environment Management & Human Rights	5	4
CO5CMT08	Programming in C (Theory & Practical)	5	4(3 + 1)
CO5OCT02	Computerized Accounting	3	3
	Open Course (Refer Page no. 35)	4	3

**SEMESTER VI**

CO6CRT17	Cost Accounting – II	6	4
CO6CRT18	Advertisement and Sales Management	4	3
CO6CMT10	Data Base Management System (Theory & Practical)	5	4
CO6CRT20	Management Accounting	5	4
CO6OCT02	Software for Business & Research (Theory & Practical)	5	4
CO6PR01	Project and Viva		1

**VALUE ADDED COURSES**

First Year	Foundation in Taxation and BEC
Second Year	Campus Recruitment Training
Third Year	Foundation and Taxation

**MODEL III B. COM (TAXATION)**  
**COURSE STRUCTURE w. e. f. 2017-18**

<b>SEMESTER I</b>			
Code	Course Title	hrs.	Credit
Common – I	Language – English I	5	4
CO1CMT03	Business Communication & MIS	4	4
CO1CRT01	Dimensions and Methodology of Business	3	2
CO1CRT02	Financial Accounting – I	5	4
CO1CRT03	Corporate Regulations and Administration	4	3
CO1CMT01	Banking and Insurance	4	3
<b>SEMESTER II</b>			
Common – 2	Language – English II	5	4
CO2CMT04	Business Environment	4	4
CO2CRT04	Financial Accounting – II	5	4
CO2CRT05	Business Regulatory Framework	4	3
CO2CRT06	Business Management	3	3
CO2CMT02	Principles of Business Decision	4	3

**SEMESTER III**

CO3CMT05	Business Ethics and Corporate Social Responsibility	3	3
CO3CRT07	Corporate Accounting – I	5	4
CO3CRT08	Quantitative Techniques for Business – I	5	4
CO3CRT09	Financial Markets and Operations	4	3
CO3CRT10	Marketing Management	3	3
CO3OCT01	Goods and Services Tax	5	4

**SEMESTER IV**

CO4CMT06	Logistics & Supply Chain Management	3	3
CO4CRT11	Corporate Accounting – II	6	4
CO4CRT12	Quantitative Techniques for Business – II	6	4
CO4CRT13	Entrepreneurship Development & Project Management	5	4
CO4OCT01	Financial Services	5	4

**SEMESTER V**

CO5CRT14	Cost Accounting – I	6	4
CO5CRT15	Environment Management & Human Rights	5	4
CO5CMT07	E – Commerce	5	4
CO5OCT01	Income Tax – I	5	4
	Open Course (Refer Page no. 35)	4	3

**SEMESTER VI**

CO6CRT17	Cost Accounting – II	6	4
CO6CRT18	Advertisement and Sales Management	4	3
CO6CMT09	Income Tax – Assessment and Planning	5	4
CO6CRT20	Management Accounting	5	4
CO6OCT01	Income Tax – II	5	3
CO6PR01	Project and Viva		1

**VALUE ADDED COURSES**

First Year	Information Technology for Office ( Excel), & BEC
Second Year	Campus Recruitment Training
Third Year	Tally ERP 9



**BCA COURSE STRUCTURE w. e. f. 2017-18**

SEMESTER 1			
No	Course title	Hrs	Cre
1	English-I	5	4
2	Mathematics (Complementary)	4	4
3	Basic Statistics (Complementary)	4	4
4	Computer Fundamentals and Digital systems (core)	4	4
5	Methodology of Programming and C Language(core)	4	3
6	Software Lab-I (core)	4	2
SEMESTER 2			
1	English-II(Common)	5	4
2	Discrete mathematics(Complementary)	4	4
3	Data Base Management Systems (core)	4	3
4	Computer organization and Architecture (core)	4	4
5	Object Oriented Programming Using C++ (core)	3	4
6	Software Lab-II (core)	5	2
SEMESTER 3			
1	Advanced Statistical Methods(Complementary)	4	4
2	Computer Graphics (core)	4	4
3	Microprocessor & PC Hardware (core)	3	4
4	Operating systems(core)	4	4
5	Data Structure Using C++(Core)	4	3
6	Software Lab-III (core)	6	2
SEMESTER 4			
1	Operational Research(Complementary)	4	4
2	Design and Analysis of Algorithms (core)	4	4
3	System Analysis & Software engineering(core)	4	4
4	Linux Administration(Core)	4	4
5	Web Programming Using PHP(Core)	3	3
6	Software Lab-IV (core)	6	2
SEMESTER 5			
1	Computer Networks(Core)	3	4
2	IT and Environment(Core)	4	4
3	Java Programming Using Linux(Core)	3	3
4	Open Course(core) (Refer Page no. 35)	4	3
5	Software Lab-V (core)	5	2
6	Software Development Lab-I (Mini Project)(core)	6	2
SEMESTER 6			
1	Cloud Computing(Core)	4	4
2	Mobile Application Development-Android (core)	4	4

3	Elective (Core)	4	4
4	Software Lab VI & Seminar (core)	6	2
5	Software Development Lab-II (Main Project)(core)	7	3
6	Viva Voce (core)		1
Electives			
1	Data Mining		
2	Digital Image Processing		
3	Soft Computing techniques		
Value Added Courses*			
First Year	App development using MIT, Logic Building		
Second Year	Python, Machine Learning, CRT		
Third Year	An introduction to Cyber attack and Security, Internet of Things		

**BBA COURSE STRUCTURE w. e. f. 2017-18**

SEMESTER 1			
Course	Title	Credit	Hrs
BA1CRT01	Principles and Methodology of Management	4	6
BA1CRT02	Business Accounting	4	6
BA1CMT03	Fundamentals of Business Mathematics	4	4
BA1CMT04	Fundamentals of Business Statistics	4	4
BA1CCT05	Common English Paper -I	4	5
SEMESTER 2			
BA2CRT06	Cost and Management Accounting	4	6
BA2CRT07	Business Communication	4	6
BA2CMT08	Mathematics for Management	4	4
BA2CMT09	Statistics for Management	4	4
BA2CCT10	English Paper -II	4	5
SEMESTER 3			
BA3CRT11	Human Resource Management	4	5
BA3CRT12	Marketing Management	4	5
BA3CRT13	Research Methodology	4	5
BA3CMT14	Business Laws	4	5
BA3PRP15	Personality Development and Management Skills (Minor Project)	4	5
SEMESTER 4			
BA4CRT16	Financial Management	4	5
BA4CRT17	Managerial Economics	4	5



BA4CRT18	Entrepreneurship	4	5
BA4CMT19	Basic informatics for Management	4	5
BA4CMT20	Corporate Law	4	5
<b>SEMESTER 5</b>			
BA5CRT21	Organisational Behaviour	4	5
BA5OPT22	Open Course (Refer Page no. 29)	4	3
BA5CRT23	Environment Science and Human Rights	4	5
BA5CMT24	Intellectual Property Rights and Industrial Laws	4	5
BA5CRT25	Operations Management	2	2
BA5CRT26	Industrial Relations	3	3
<b>SEMESTER 6</b>			
BA6OCT27	Optional-I Optional (Core)	4	5
BA6OCT28	Optional-II Optional (Core)	4	5
BA6CRT29	Strategic Management	4	5
BA6CRT30	Communication Skills and Personality development	4	5
BA6PRP31	Management Project	4	5
<b>OPTIONAL COURSES</b>			
1.	Investment and Insurance Management		
2.	Advertisement and Salesmanship		
<b>VALUE ADDED COURSE</b>			
Ist Year	BEC		
IInd Year	Training For Essential Computer Skills		
IIIrd Year	Campus Recruitment Training		

**B.A. CORPORATE ECONOMICS**  
**COURSE STRUCTURE w. e. f. 2017-18**

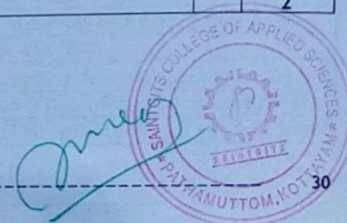
<b>SEMESTER I</b>			
Code	Course Title	Hrs.	Credit
Common-I	Language English-I	5	4
Core-1	Micro Economics-I	4	4
Core-2	Elementary Statistics for Economics I	4	3
Core-3	Mathematics for Economics-I	4	3
Core-4	Financial Accounting-I	4	3
Core-5	Perspectives & Methodology of Economics	4	4

<b>SEMESTER II</b>			
Common-I	Language English-II	5	4
Core-1	Micro Economics-II	4	4
Core-2	Elementary Statistics for Economics II	4	3
Core-3	Mathematics for Economics-II	4	3
Core-4	Financial Accounting-II	4	3
Core-5	Financial Administration	4	4
<b>SEMESTER III</b>			
Core-1	Indian Economy & Reforms-I	5	4
Core-2	Monetary Economics-I	4	3
Core-3	Managerial Economics-I	4	3
Core-4	Cost Accounting	4	3
Core-5	Marketing Management	4	4
Core-6	International Economics-I	4	4
<b>SEMESTER IV</b>			
Core-1	Development Issues of the Indian Economy	4	4
Core-2	Monetary Economics-II	4	3
Core-3	Managerial Economics-II	4	3
Core-4	Economics of Financial Markets	4	3
Core-5	Computer Application in Corporate Environment-I	5	4
Core-6	International Economics-II	4	3
<b>SEMESTER V</b>			
Core-1	Macro Economics-I	4	3
Core-2	Fiscal Economics-I	4	3
Core-3	Principles & Practice of Management	4	3
Core-4	Environmental Economics	4	3
Core-5	Computer Application in Corporate Environment-II	5	4
	Open Course (Refer Page no. 35)	4	3
<b>SEMESTER VI</b>			
Core-1	Macro Economics-II	5	4
Core-2	Fiscal Economics-II	5	4
Core-3	Entrepreneurship Development & Strategic Management	5	4
Core-4	Business Communication	5	3
Core-5	Economics of Human Resource Management	5	3
Core-6	Project & Viva-Voce Examination		1
<b>VALUE ADDED COURSES</b>			
First Year	Foundation in Accounting/ BEC		
Second Year	Soft skills/ Industrial Economics		
Third Year	CRT / Introduction to Econometrics		



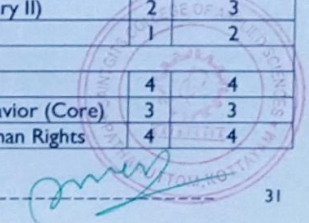
**M.Sc. ARTIFICIAL INTELLIGENCE**  
**COURSE STRUCTURE w. e. f. 2021-22**

SEMESTER I			
Course Code	Course Name	Hrs	Credits
AI 010101	Computer Architecture and Parallel Programming	4	4
AI 010102	Introduction to Artificial Intelligence	4	4
AI 010103	Database technology and NoSql	4	4
AI 010104	Mathematical Foundations of AI	5	4
AI 010105	Software Development Lab- I a) OOP using Java b) Database Technology Lab (Mysql & MongoDB)	8	3
SEMESTER II			
AI 010201	Statistical Computing	4	4
AI 010202	Soft Computing	5	4
AI 010203	Data Mining Techniques	4	4
AI 010204	Data Structures and Algorithm Analysis	4	4
AI 010205	Software Development Lab- II a) Soft Computing using Python b) Statistical Techniques with R	8	3
SEMESTER III			
AI 010301	Machine Learning	4	4
AI 010302	Introduction to Data Analytics	4	4
AI 010303	Pattern Recognition	4	4
AI 8*030#	Elective I	4	4
AI 010304	Software Development Lab- III a) Mini Project b) Data Analytics with R	9	4
SEMESTER IV			
AI 010401	Digital Image Processing	5	4
AI 8*040+	Elective 2	5	4
AI 8*040+	Elective 3	5	4
AI 010402	Main Project	10	8
AI 010403	Viva voce		2



**B Sc PSYCHOLOGY**  
**COURSE STRUCTURE w. e. f. 2021-22**

SEMESTER I			
Code	Course Title	Credit	Hours
Common I	Language English- I	4	5
	Language English- I I	3	4
HN1CCT01	Gadhya or ekanki (Language/Hindi)	4	4
PY1CRT01	Foundations and Methods of Psychology (Core)	4	7
PY1CMT02	Body Systems And Behaviour (Complementary I)	2	2
PY1CMT03	Basic Statistics- Paper I (Complementary II)	2	3
SEMESTER II			
	Paper III English	4	5
	Paper IV English	3	4
HN2CCT02	Kahani or Upanyas (Language / Hindi)	4	4
PY2CRT04	Basic Cognitive Processes (Core)	4	7
PY2CMT05	Biological Basis of Behaviour - Paper II (Complementary I)	2	2
PY2CMT06	Statistical Tools- Paper II (Complementary II)	2	3
SEMESTER III			
	Literature and/as Identity	4	5
HN3CCT03	Kavitha, Vyakaran or Anuvadh(Hindi)	4	5
PY3CRT07	Living in the Social World (Core)	4	7
PY3CMT08	Neurophysiology of Behaviour I- (Complementary I)	2	3
PY3CMT09	Statistical Methods and Elementary Probability- (Complementary II)	2	3
PY3 P01	Psychology Practical		2
SEMESTER IV			
	Illuminations- Paper I	4	5
HN3CCT04	Natak or Lambi Kavitha (Hindi)	4	5
PY3CRT10	Social Interactions and Human Behaviour (Core)	4	7
PY3CMT11	Biophysiology of Behaviour II (Complementary I)	2	3
PY3CMT12	Statistical Inference-(Complementary II)	2	3
PY3 P02	Psychology Practical	1	2
SEMESTER V			
PY5CRT13	Abnormal Psychology (Core)	4	4
PY5CRT14	Foundations of Organizational Behavior (Core)	3	3
PY5CRT15	Environmental Psychology and Human Rights	4	4





-	Open Course (Any one)	4	4
PYS P03	Practical - Experimental Psychology	8	8
PY5 Pr01	Project 1	2	2
<b>SEMESTER VI</b>			
PY5CRT16	Psychology of Maladaptive Behaviour (Core)	4	4
PY5CRT17	Child Development (Core)	4	4
PY5CRT18	Managing Behavior in Organizations (Core)	4	4
-	Choice-based Core course (Any one)		
PY6CB1	1.Theory and Practice of Counselling	3	3
PY6CB2	2 School Psychology		
PY6CB3	3. Human Resource Development		
PY6CB4	4. Health Psychology		
PY5 P02	Practical - Psychological Assessment	8	8
PY5 Pr02	Project 2	2	2

**VALUE ADDED COURSES**

FIRST YEAR	BEC
SECOND YEAR	TRAINING FOR MENTAL HEALTH PROMOTION
THIRD YEAR	MICROSKILLS IN COUNSELLING - TRAINING PROGRAM

**OPEN COURSE**

Students have to select one open course offered in the college during 5th semester except the one offered by the home department. Following are the open courses in the college

Department	Open Course
1. Commerce	Fundamentals of Accounting
2. Computer	Computer fundamentals, Internet & MS Office
3. Management	Brand Management
4. Corporate Economics	Fundamentals of Economics
5. Mathematics	Applicable Mathematics
6. English	English for Careers
7. Psychology	Basics of Counselling Psychology, Life Skill Development

Maximum number of students admitted in a course is Seventy Five and minimum is Fifteen. Test marks will be considered if there is demand for more than one subject. The course offered has 3 credits with 4 hours per week.

**PROJECT REPORT**

- **M.Com** : Students have to do the main project based on current and recent topics under the guidance of a faculty assigned by HOD and submit a project report one month before the end of the 4th semester. Late submission will not be considered. In all matters, including project report contact the guide for details.
- **B.Com/BBA/B. A. Corporate Economics** : Students have to submit a project report on a relevant topic selected by students under the guidance of a faculty one month before the end of the semester.
- **BCA** : Students have to do a mini-project during the fifth semester under the guidance of a faculty and submit a report at the assigned date. They have to do their main project, industry- related software project and submit reports during the 6th semester in the assigned date. Late submission will not be accepted
- All project reports should be signed by the Guide, HOD, and countersigned by the Principal. All reports will be evaluated by a faculty appointed by University

**ON THE JOB TRAINING**

Second-year B.Com Model III students of Mahatma Gandhi University has to undergo OJT for one month during the summer vacation (April/May) in an esteemed industrial/financial/business institutions. Students in a particular concern should not exceed five. Students are not allowed to change the OJT firm without the consent and knowledge of the coordinator. The faculty will make inspections in the firms. Students of other departments can be deputed for OJT if interested.

**GENERAL CODE OF CONDUCT**

- **SCAS, Second Home:** Saintgits College of Applied Sciences is your college. It is your second home. Apart from your parents, your teachers are the most concerned about you and your future.
- **Campus discipline:** Be on time for classes. Be clean and modest in dress, decent and polite in language and courteous in behaviour. Courteous behaviour towards other students, especially to those of the opposite gender makes a true human being. Students should do their best to preserve the peaceful academic atmosphere on the campus. Students are not expected to be present on the



campus after 5.30 pm. Students shall not invite or encourage outsiders to enter the campus. Transact business in the college office in a manner becoming of educated college students, patiently and politely. After classes, students should go their houses/hostels immediately instead of wandering here and there.

- **Give respect and Command respect** : Show respect to elders and teachers. Students should rise from their seats when a teacher enters the class and are expected to greet him/her. They should also greet them while meeting him /her outside the class rooms. Seek permission of the teacher before entering or leaving a class in session. Seek permission before entering the Principal's office and staff room.
- **Blessings from the Almighty**: Every morning, the classes begin with prayer. Students are expected to be in the class room when the prayer bell is rung. Students who happen to be in the college campus when the prayer bell is rung should keep standing till the prayer ends. Observe perfect silence during the prayer.

### COLLEGE UNIFORM

1. Use uniform on all days except Mondays.
2. Wearing of lanyard is compulsory on all days.
3. On non uniform days boys can use shirts and pants and girls can use long shirts, pants, long skirts and churidar.
4. Use of any type of T-shirts, short shirts and low waist pants are not permitted both for boys and girls.
5. Boys should either be clean shaven or maintain a well groomed beard. Proper hair cut is mandatory.
6. On the days of internal assessment exams and university exams, use of uniform and ID card is compulsory.
7. Boys should tuck in their shirts. Shirts should be long enough to be tucked in.
8. Students should buy at least two sets of uniform in the first semester and third semester.
9. Students should buy one set blazer with tie in the first year for use in official functions.
10. Duplicate identity cards can be collected from college office by submitting applications.
11. Loss of ID card must be reported next day to the Principal through class teacher and H.O.D.
12. The student must keep a copy of the request letter for ID card signed by the Principal, with him/her and present it on demand.

### POLITICS

Politics is strictly banned inside the campus and unauthorised meetings, mass demonstrations or collections by students and staff are prohibited inside the campus.

Ragging is a criminal offence

As per the ragging act, any physical or mental harassment to any junior by senior students is termed as ragging. Ragging of any type on other students within or outside the campus is punishable under the police act/prohibition of ragging act, 1998 (Kerala). The following types of punishment can be given:

- Imprisonment up to 2 years
- A fine up to rs.10,000/-
- Dismissal from the college.
- Will not to be permitted to continue studies in any college for a period of 3 years and the case will be handed over to the police.

### VEHICULAR TRAFFIC IN THE CAMPUS

Students are discouraged from using two or four-wheelers for the journey to the college. Students using two-wheelers should compulsorily use standard helmet and should limit their speed to 30-40 kmph as speeding of vehicles is strictly banned in the premises of the college and neighbouring roads. The number of passengers in the two-wheelers should be limited to two. Students without a proper driving license are not allowed to bring vehicles to the college. **During intervals, vehicles should not be taken out of campus.** A copy of the valid license should be submitted to the class teacher.

### DONT'S FOR STUDENTS IN SAINTGITS

- Smoking, use of alcohol and drugs.
- Politics inside the campus
- Mass demonstration inside and outside the campus
- Use of cell phones, MP3 players, iPods, Camera, etc inside the campus
- Ragging inside and outside the campus
- Fund collection without permission
- Use of firecrackers of any kind
- All acts of indiscipline
- **Campus property**: Damage done to college property is a waste and it will be



treated as an offense. Do not disfigure college furniture, walls, doors, or windows with drawings, engravings, or posters. Do not tamper with electrical installations. Strikes, slogan shouting, skipping classes, crowding on the campus, etc. are banned. The loss or damage or disfigurement caused to the college assets will have to be made good by students. No scribbling on the desk/writing boards and walls of the college/campus/hostel is allowed.

- **Complaints & Grievance redressal** : Grievances of students should be brought to the attention of the class teachers in writing or in the class committee. The class teacher in consultation with the HOD/ Principal will take necessary steps to resolve such grievances. Students are encouraged to give their suggestions for the common welfare. Anonymous letters will not be entertained.

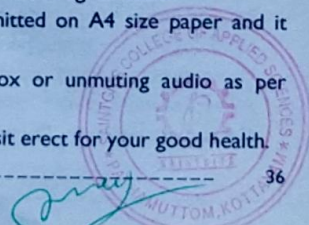
**Grievance mechanism :**

- Tier 1 - Class Teacher/Class Committee
- Tier 2 - HOD
- Tier 3 - Principal

- **Progress Report**: Parents have to sign Progress Reports of Internal Assessment Examination by visiting the college on the dates notified.
- **Mobile Phones** : As per the regulation of govt .of Kerala, mobile phones and other electronic gadgets are banned on the campus. If caught the gadgets will be confiscated and a fine of Rs 2500/- will be imposed and/or the gadgets will be kept in the principal's custody till the end of the academic year. Custody of mobile phone etc will be treated as malpractices in internal and university exams. Cameras are not allowed without permission.

**DO'S FOR ONLINE CLASSES**

1. Students must be well dressed and groomed while taking presentations and interactive sessions.
2. Students must meet deadlines for assignments, presentations and internal exams.
3. Be on time for attending online classes.
4. Inform prior in case of absence or network issues.
5. Teachers have to record the sessions for future reference.
6. Teachers must mark and download attendance list on regular basis.
7. Assignments and answer sheets must be submitted on A4 size paper and it should be legible.
8. Timely response must be given using chat box or unmuting audio as per requirements.
9. While attending online classes, students should sit erect for your good health.

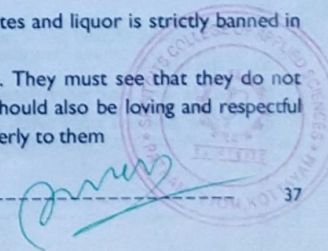


**DONT'S FOR ONLINE CLASSES**

1. No willful disturbances while teacher/student is taking the session.
2. Impolite responses from the students are not desirable.
3. Don't attend online class without taking food and refreshments.
4. Don't be passive in the classroom.
5. Don't move away after joining the session.

**OTHER MATTERS**

- Students must strictly follow the directions given by the principal and teachers from time to time.
- Obedience to teachers, respect for others, honesty, punctuality, politeness, and good manners are expected from every student.
- All students should be neatly dressed. Wearing low waist pants and jeans, coming with an unshaped beard is strictly prohibited.
- Students are directed to stand up and greet the teachers when they enter the class. Passing naughty comments, unparliamentary remarks, abusing words are strictly prohibited in the classrooms.
- All assignments and other works given by the teachers should be done and submitted before the due date.
- Students should not deface or dirty the walls, screens, notice boards, blackboards, desks, benches, or other furniture. Classrooms and surroundings should be kept neat and tidy. Litter should be put in the waste paper baskets only.
- Irregular attendance, habitual negligence of studies, disobedience, malpractices at examinations, or any action not conducive to the moral tone and discipline of the college will be seriously dealt with and students may incur punishment including suspension or dismissal from the college.
- Any serious breach of discipline will be treated seriously.
- Hostels are out of bounds to day scholars. Day scholars are not permitted to enter hostel premises without permission.
- In case of any illness or any other difficulty, students should immediately report it to the class teacher or to any other teacher.
- The use of chewing gum, pan, tobacco, cigarettes and liquor is strictly banned in the college premises.
- Students must love their teachers and friends. They must see that they do not hurt anybody by their words or deeds. They should also be loving and respectful towards the non- teaching staff and behave properly to them





- Courtesy begets courtesy. Students are advised to make it a habit that they use the words please and Thank You in their dealings with others. This is expected from refined persons.
- After entering the campus, no student is allowed to leave the campus, without the permission of the HOD/Principal. Violation of this rule will invite severe punishment like dismissal from the college.
- Students of one class are not allowed to enter another classroom without the permission of the teachers.
- When the students move along the corridors or up and down the staircase, keep right is the accepted rule.
- Every correspondence to students in the college address is subject to inspection by the Principal.
- For any kind of certificate from the college, there should be written application from the parents/students addressed to the Principal.
- For the attestation of various forms, certificate, etc. the students shall submit them along with the originals to the office where it will be verified and forwarded to the Principal.
- Parents are requested to encourage their children to speak English when they are at home. Parents are also requested to encourage their children to join the various clubs and develop their talents.
- Students are responsible for the safekeeping of their belongings
- The change of address of students must be intimated to the college authorities in due time.
- Parents should attend the PTA meeting as and when convened.
- Students are not allowed to participate in any private gettogether meetings, tour programmes arranged by classmates or other students during the tenure of their course.
- If parents have any complaints, they are requested to meet the Principal.
- Inmates of SAINTGITS hostels have to follow the hostel rules.
- Students are requested to behave decently in the college bus; they should follow the directions given by the staff.
- Suspension from college ipso facto leads to suspension from the hostel/ college bus.
- Hostel inmates should get a recommendation from the Principal for taking leave from the hostel.
- **Students are not permitted to take photos inside the campus. (They can take photos only with prior permission.)**

## ROLE OF CLASS TEACHER

1. A friend, philosopher, and advisor to the student.
2. Should maintain the student profile
3. Ensuring the attendance of the students and total behaviour including adherence to dress code.
4. Reporting the activities and progress of the class to the Head of the Department.
5. Intimating the parents about the result of internal examinations, university examinations, PTA meeting, etc
6. Interaction with parents on academic and non-academic matters about the students.
7. Motivating the students for co-curricular and extracurricular activities
8. Class mentoring, getting feedback from the students about the various subjects taught during the semester, etc.
9. Should coordinate the internal grades of the students and submit the same to the general coordinator each semester.
10. Keep leave letters and medical certificates of students.
11. Get a copy of the valid driving license of students and file.
12. Convene class wise PTA meeting.
13. Report to the Principal requirements of the class and see that class is neat & tidy.
14. Conduct class committee, class literary association, talent show, etc.

## ROLE OF CLASS REPRESENTATIVE

1. Should make sure that the classroom, blackboard, notice board, curtains, etc are maintained properly.
2. Should make sure that lights and fans are switched off when it is not required.
3. It's the responsibility of the representative to report the grievances of the students to the respective class teachers.
4. Advise student's friends to deposit waste materials in the dust bin.
5. Help to maintain discipline in the class and advice friends to follow the rules of the college.

## ATTENDANCE AND LEAVE POLICY

As per University rules students having attendance less than 75% will not be allowed to appear for University Examination. Internal assessment marks are awarded based on attendance too.

- If a student fails to attend class on a particular day/days, he/ she has to produce a leave letter on the next working day in the prescribed form countersigned by



- the parent/guardian/hostel warden and recommended by the Class Teacher. Leave taken for more than 4 days should be supported by a Medical certificate. Details of attendance will be published on the Notice Board every month. Errors, if any, in the attendance should be brought to the notice of the Teacher in charge, in writing within a week. No correction will be allowed thereafter.
- A student coming to the class late shall lose half a day's attendance unless otherwise recommended by the teacher in charge of that class. Students coming late to any other period should get permission from the Principal/HOD for entering classes.
  - Attendance register will be taken to the office 10 minutes after the commencement of the class and no further changes will be allowed in the attendance register. A student requiring leave for an hour for valid reasons may apply to the teacher in charge before that class begins.
  - 75% attendance is compulsory for appearing the university exam. If attendance is below 65% in any semester, the student is not allowed to sit for the university exam and has to repeat the course after getting permission from the university. If attendance is between 65% & 75% in any semester, students can apply for condonation through the Principal along with the required certificates at least two weeks before the commencement of exam. Students should meet HOD or Principal along with parents in this connection. Medical certificate should be attached if leave is continued for 5 or more days. The students have to do all these jobs personally.
  - Students bunking classes without permission of college authorities have to pay fine.

### COLLEGE LIBRARY RULES AND REGULATIONS

1. Strict silence should be maintained in the library.
2. Registration should be done to become a library member before using the library resources.
3. No personal belongings allowed inside the library.
4. Enter your name and sign in the gate register kept at the entrance counter before entering the library.
5. Textbooks printed materials and issued books are not allowed to be taken inside the library.
6. Combined study and group discussions are not allowed within the Library.
7. Using cellular phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises. With the permission of

- the librarian, the users can be allowed pen drive for collecting data from the library computers.
8. Show books and other materials which are being taken out of the library to the staff at the entrance counter.
  9. Library borrower cards (College ID Card) are not transferable. The borrower is responsible for the books borrowed on his/her card.
  10. Refreshment of any kind should not be taken anywhere on the library premises.
  11. When books are issued, students must enter the details of the book in the issue register kept in the issue section first, only then the books will be issued, when books are returned the process is the same. At the time of issue, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
  12. Students can reserve books at the circulation counter in case they are already issued. Books in demand may not be renewed.
  13. The Librarian may recall any book from any member at any time and the member shall return the same immediately.
  14. Reference materials (including Reference Books, Periodicals, Magazines, and News Papers) should not be taken outside the library
  15. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages, or spoiling the same in any other way will be viewed very seriously. In such a case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
  16. The college leaving certificate or transfer certificate will be issued to the student only after he/ she has returned all the library books and cleared all library dues.
  17. First-year students should get their library membership only after submitting a membership form.
- **Admission to Library:**  
Students/Staff are allowed to library only on production of their authorized/valid Identity Cards
  - **Working Hours of the Library:**  
Library Working Hours- 8.00 am to 5.00 pm  
Holidays- Public Holidays, Second Saturdays, and Sundays.



## OVERDUE CHARGES

### • Students

Students should collect receipt when dues are paid.

### • Staff

Staff should collect receipts when dues are paid. Dues collected should be paid to the college office at end of each semester and receipt should be produced to the Principal. Dues collected should also be recorded daily in a register with details by the librarian.

2 Books will be issued for 10 days and reissued for 5 days for U.G Students and 3 books for 10 days for P.G Students and reissued for 10 days. If any member fails to return the book on the due date stamped in the date slip pasted in the last page of the book, the fine will be charged @ Rs.2 per day.

6 books will be issued for staff members (including general books and subject books). Subjects books will be issued for 120 days and general books will be issued only for 20 days. If anybody fails to return the books on time, a fine amount of Rs.5 per day per book will be charged.

### Book Lost

If the books are lost, then the borrower shall replace the books of the same edition or latest edition of the book after getting permission from the Librarian.

### Care of Library Books

Library users are required to handle the books/ Journal very carefully; marking with pencil, writing, or highlighting, tearing the pages, or mutilating the same in any other way will be viewed very seriously. In such case, reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

### Reference section

This section has Encyclopedia, Dictionaries, Textbooks, Reference books, Back volumes, etc., which are only available for reference. Users can make use of these resources. In this section, journals, general magazines, and newspapers and newsletters are available. They are arranged alphabetically. The latest issues are displayed on the display rack and other previous issues are arranged in the drawer. Bound volumes of periodicals are arranged in rack alphabetically and are taken only for reference within the library.

**Note:** The above rules and regulations are applicable for all staff and students who is a member of 'SCAS Library'. Violation of these Rules will call for punitive action against the erring library user.

## COMPUTER LAB

- Every week one period will be allotted for internet browsing in addition to normal practice hours. Internet browsing will be allowed for academic affairs only. Loading or installation of any software or programme on the hard drive is prohibited. Besides, alteration of system settings or configuration is not allowed. The display or transmission of threatening, obscene, or harassing materials is strictly prohibited.
- Students should not engage themselves in playing computer games, online bidding, chatting, etc. All personal belongings and footwear should be kept outside the Lab (Bags should be kept outside as well)
- Special sanction is to be obtained from the system administrator for use of removable disks including floppy discs, CDs, USB drives, etc. Any attempt to breach security will result in loss of lab privileges.
- Cost of missing items from the computer lab will be collected from the students by levying group fine.
- Any act of indiscipline will be viewed seriously and will charge fine and or deny lab facilities.
- Students entering the lab should strictly follow the instructions.
- Students have to obey the directions given by lab staff from time to time.
- Lab can be used only in the presence of lab staff or authorized faculty.

## INTERNAL ASSESSMENT COLLEGE EXAMINATIONS & TEST PAPERS

- Follow the lab rules exhibited in the computer lab.
- There will be two internal exams and five module tests in a semester/year, for which no exemption will be allowed.
- In addition to these general examinations, special test papers will be given from time to time at the discretion of the teachers after due notice is given to the students.
- Any malpractice at the university or college level examinations will be dealt with as per university and college rules.



## RETEST

Retest will be allowed only on medical grounds subject to following rules:

1. Medical certificate from qualified doctors from recognised hospitals should be produced.
2. Absence should be intimated before the exam to the class teacher.

## SEMINAR

- Faculty will conduct at least one seminar for each subject. Faculty have the discretion to conduct individual or group seminars, depending on the nature of the subject. An individual seminar report is compulsory.
- Seminar should be on the current development of the subjects collected from newspapers, journals, magazines, the Internet, etc. Students should make extensive use of modern gadgets in presenting seminars.
- The topics of the seminar will be allotted in advance by faculty.
- Faculty members in each subject, with the co-operation of students, will arrange at least one seminar by experts during a semester/year.

## ASSIGNMENTS

The faculty will give a minimum of two assignments for each subject. Assignment should be submitted in the record book distributed from the college.

Late submission of assignments will not be entertained. The faculty will give a minimum of one week for the submission of the assignment. The Assignment/Record book should be signed by respective teachers and kept ready for submission as and when required. One assignment in each semester will be based on the current topic.

## ATTENDANCE AND CONDUCT

In addition to the two internal examinations, seminars and assignments, conduct and attendance in the class too are awarded marks/credits for internal assessment as per the rules of the university.

## NATIONAL SERVICE SCHEME

National Service Scheme, under the Ministry of Youth Affairs & Sports Govt. of India, popularly known as NSS was launched in Gandhiji's Birth Centenary Year 1969, in 37 Universities involving 40,000 students with a primary focus on the development of the personality of students through community service. Today, NSS

has more than 3.2 million student volunteers on its roll spread over 298 universities and 42 (+2) Senior Secondary Councils and Directorate of Vocational Education all over the country. From its inception, more than 3.75 crores students from Universities, Colleges, and Institutions of higher learning have benefited from the NSS activities, as student volunteers. Our College started a self-financing unit under Mahatma Gandhi University Kottayam. Currently, we have 100 NSS volunteers from both the first year and second year. The main objective of NSS is to promote social commitment among students by organizing different social welfare programs.

## ASSOCIATIONS

### COLLEGE ALUMNI ASSOCIATION

The Alumni Association is an active part of the college. Regular follow up is made and the progression of the students is recorded. Annual get-togethers and general meetings are arranged in the month of December-January every year.

### COLLEGE ASSOCIATION(SCASSA)

The Saintgits College of Applied Sciences Students' Association(SCASSA) aims to train the students of the college to be worthy citizens of the country by inculcating in them high moral values and to promote opportunities for the development of character, leadership, efficiency, knowledge, and the spirit of service and thus enable them to be better human beings.

The major posts in the SCASSA Executive are:

Chairman, Vice chairperson, General secretary, Magazine editor, Arts club secretary,

University Union Councillors, Ladyrepresentatives, Sports secretary, PG representatives, First year representative, Second year representative and Third year representative

### PARENT - TEACHER ASSOCIATION

Since the inception of the college in 2004-05, PTA has been very active and vibrant. It is a very effective and supportive forum for the maintenance of discipline and academic excellence. President (Parent), Vice President (Parent), the secretary (Teacher), and the Joint-secretary (Parent) are the office-bearers. The Principal is the **ex-officio** member as well as the working president. Every Year Annual PTA Meetings and Class Wise PTA meetings are conducted.



## CLASS COMMITTEE

The main objective of the class committee is to take feedback on the academic and co-curricular activities of each class. It helps to address the grievances of students if any. It consists of 6-8 students, a class teacher, and a mentor. The class committee should be held twice in a semester.

## RULES FOR CLUBS

1. There will be 20 clubs in the College during 2020-21. Maximum number of members in a club is 60 and minimum number 25. The recommended number of students in each club will be 50. The members should consist of boys and girls and should be from first, second, third and pg classes.
2. Students can take primary membership in one club and if interested, take secondary membership in 3 more clubs with the consent of the teachers in charge of clubs.
3. In club meeting during class hours, students should attend meetings of their primary clubs only, but in meetings outside class hours they can attend meetings of other clubs.
4. Class Teachers should help in enrolling members in different clubs taking not more than 5 students for each club from each class.
5. During online classes, Club coordinators can arrange meetings from 2-2.50pm on first Monday and third Monday.
6. Details of all programs conducted should be forwarded to the General coordinator along with photos, reports, attendance and other details within a week.
7. Register of member-primary and secondary, Minutes book, Notice Book and Attendance Register should be maintained by Club coordinators.
8. Club committee meeting should be convened once in two months with due notice to all members. General Club coordinator may be invited to attend the meeting.
9. Statement of account of club activities may be submitted through General coordinator along with vouchers showing details of fund received and spent.
10. Fund collection from students should be made with the permission of the Principal only.

## LIBRARY COMMITTEE

The library committee provides a forum for open discussion relating to library development.

## TALENT SHOW

A talent show for exhibiting the hidden talents of students is conducted twice in a semester, departmentally. It ensures active participation as well as improves the potential of students.

## LITERARY ASSOCIATION

Literary Association aims to develop analytical and creative thinking skills. It includes a variety of activities aimed at building up the confidence and grooming the talents of students in facing various interpersonal challenges and competition. At least 3 sessions should be conducted in every semester.

## HOSTEL RULES

1. Students who want admission to the hostel must apply for the same in the prescribed admission form (available from the college office) with two passport size photographs.
2. Students are not allowed to stay in the hostel during college working hours.
3. All inmates are expected to maintain at all times personal cleanliness and should be in proper attire befitting the decorum of a future professional.
4. Students have to make necessary entries in the "Movement Register" before leaving the hostel for outing/shopping.
5. All inmates are expected to contact the Faculty Warden or Resident Warden for redressal of any grievance during their stay in the hostel. Inmates are bound to obey the directions of the warden. Violation of rules and directions will compel the authorities to impose the same: punitive steps may be imposed.
6. All inmates are expected to maintain the rooms and common areas always in a presentable, neat, and tidy manner.
7. Smoking, use of alcohol, or any other intoxicant is prohibited.
8. During study time every student, unless he or she has prior permission for absence is to be present in his room.
9. The safety of cash and valuables will be the sole responsibility of the students.
10. Switch off the lights and fans and close the bathroom water taps when not in use.
11. The parents/students should inform the concerned faculty in-charge of hostels in case of any issues related to the hostel.

## DIRECTIONS FOR STUDENTS REPRESENTING COLLEGE

- Strictly follow the directions given by the faculty in charge.
- Meet principal before leaving the college for getting directions.
- Even though the uniform is not compulsory, use only modest dress.
- Any indiscipline on the way or in the venue will be strictly dealt with.



## ISSUE OF CERTIFICATES

A student applying for any certificate in the college shall apply to the Principal in writing stating all relevant details about him/her viz class, no., year of study etc. A student applying for any certificate shall furnish the following details for easy identification.

1. Full name as in Plus Two Certificate
2. Class last studied in
3. Class number
4. University Register No.
5. Course of study
6. Period of study

\* No certificate will be issued to those against whom there are dues to the college.

## REMITTANCE OF FEES

All payments are to be made by way of SIB Challan in any branch of SIB (Download Challan format from [www.saintgits.org](http://www.saintgits.org)) or online using the link <https://saintgits.org/fee-payment/> Late payments after due dates will be accepted with a fine of Rs 250/-. Fees for a year have to be paid within two weeks after the reopening of the new academic year (ie, odd semesters). The cost of consumables and stationery, internet facilities, placement subscription, personality development programme, the fee for student association activities, etc. is collected as yearly payment with the fees to avoid multiplicity.

Note: Fees remitted will not be refunded. If a student leaves the college in the middle of a course, they will have to pay the full fees

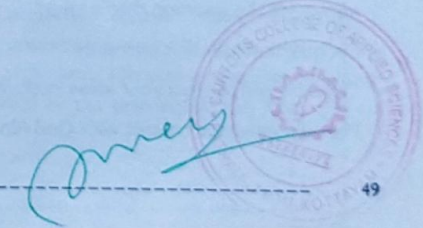
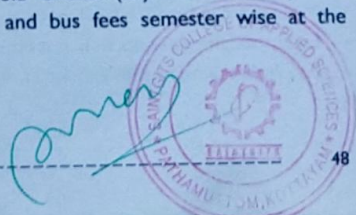
MESS BILL AND HOSTEL/BUS CHARGES RECEIPT OF  
REMITTANCE OF ANY BRANCH OF SIB

The mess bill for a month is calculated based on the dividing system. The mess bill together with the hostel rent for a month should be paid before the 10th of next month. For mess dues fine will be collected. The payment of mess bill, hostel, and college bus charges can be made by way of SIB Challan (any branch of SIB). The hostel charge is to be remitted year wise and bus fees semester wise at the beginning of the semester.

## UNIVERSITY FEES

## FOR VARIOUS CERTIFICATES AND PURPOSES

1) Bachelor Degree Certificate	Rs 225
2) Masters Degree Certificate	Rs 295
3) Revaluation fee for each paper	Rs 370
4) Migration Certificate	Rs 315+ SF*
5) Official transcript of syllabus	Rs 2100
6) Confidential marklist	Rs 210
7) Exemption for shortage of attendance	
a) upto 10 days	Rs 525
b) upto 20 days with medical certificate (max admissible)-	Rs 1050
8) Malpractice enquiry fee	Rs 500
9) Duplicate of degree certificate-	Rs 2100
10) Provisional or rank certificate	Rs 135
11) Detailed marklist of each semester exam	Rs 110+ SF*
12) Fee for inter collegiate transfer including combination of attendance	Rs 525
13) Students affiliation fee : UG-	Rs 550,
PG-	Rs 750
14) Examination fee (CBCS)-	
Application form fee	Rs. 30,
Exam Fee	Rs. 55 perpaper,
Practical	Rs. 55,
Marklist	Rs. 55
15) Examination Fee (PGCSS) Application form fee	Rs. 30,
Exam Fee	Rs. 05 perpaper,
Practical	Rs. 105
Marklist	Rs. 105
*SF- searching fee	





## INSTRUCTIONS TO STUDENTS APPEARING FOR EXAMINATIONS

- Students should follow the prescribed dress code, and carry with them their college ID (also Hall ticket for university exam) on all days of Examinations.
- Students shall occupy their seats in the examination room at least 10 minutes before the commencement of the examination.
- Late comers, reaching the examination room not later than 30 minutes from the commencement of the exam, may be admitted to the examination. However, they are not entitled to any extra time.
- No student shall be allowed to leave the room before the expiry of the duration of the exam.
- Every student shall take with him/her essential articles such as pen, pencil, eraser, and calculator. Exchange by students of any article in the examination room is not allowed
- No student shall take a mobile phone with him/her to the examination hall, even in switched off mode. Only non-programmable calculators and officially approved tables are to be used in the examination.
- Follow all spoken or written instructions carefully.
- Leave all textbooks written materials electronic gadgets outside the exam hall.
- Should sign attendance sheet against your name and register number.
- Sit only in the allotted space, change of seat without permission is not allowed.
- Strict silence should be observed in the examination hall.
- Copying from their scripts, changing the position of desks and benches, writing on hall ticket and question papers, hand signaling, talking to other students creating any disturbance will be treated as malpractice.
- Maximum number of students admitted in a course is seventy five and the minimum is fifteen. Test marks will be considered if there is a demand for more than one subject.
- Read every question and answer the easy questions first.
- Understand the question precisely before you begin writing. Make sure you are answering the question that is asked.
- Put question numbers correctly.
- Organise and present your ideas intelligently.
- Maintain constant contact with God Almighty

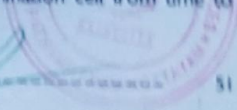


## INSTRUCTIONS TO STUDENTS APPEARING UNIVERSITY EXAMINATIONS

1. Enter exam halls 10 minutes before the exam.
2. Leave all notebooks and all written materials outside the exam hall.
3. Mobile phones, electronic watches, scientific calculators, or other electronic devices are not permitted.
4. Should sign an attendance sheet against your name and register no. correctly.
5. Register number as given in the hall ticket should be written in words and figures in the specified space on the front page of the supplied answer book. Register number should not be written in any other place including additional answer book used.
6. Approved mathematical table without writing on it, ordinary calculators are allowed only for subjects permitted by University.
7. Write your name and register number on the front page of the question paper immediately on receiving.
8. Sit only in the allotted space, change of seat without permission is not allowed.
9. Students reporting after 30 minutes of starting the exam will not be permitted.
10. Strict silence should be observed inside exam hall.
11. Copying from other scripts, moving desks & benches from the original position, helping for copying, writing on hall tickets and question papers, keeping written materials in the pocket or any other place, writing on any part of the body will be considered as malpractice and reported to University for further action. Besides, hand signaling, talking to other students, or creating any other disturbance during exam time will amount to malpractice.
12. After the exam, the answer script should be personally handed over to the invigilator.
13. If caught for malpractice, the candidate has to leave exam hall after surrendering the answer script, question paper, hall ticket, documentary evidence, if any, to the invigilator. Students should meet the Chief Supt. and should give a written statement showing what has happened.

### EXAMINATIONS DURING COVID 19

As the corona virus continue to spread, many colleges have transitioned from in-person to online examinations. Students are confined in their homes and as a result, the traditional examination hall is no more feasible. This led us to conduct internal examinations through online mode using the platform "Microsoft Teams". Along with 2 internal examinations, a course evaluation, presentation and oral exam may also be conducted to assess the subject knowledge of students. Detailed instructions regarding the conduct of online exams may be circulated by the examination cell from time to time.





**COLLEGE ALMANAC 2021 - 2022**

DATE	DAY	June 21
1	TUE	Global Day of Parents, International Children's Day
2	WED	
3	THU	Staff Council Meeting
4	FRI	
5	SAT	World Environment Day
6	SUN	Holiday
7	MON	
8	TUE	
9	WED	
10	THU	Staff Council Meeting
11	FRI	
12	SAT	Holiday - 2nd Saturday
13	SUN	Holiday
14	MON	World Blood Donor Day
15	TUE	
16	WED	
17	THU	Staff Council Meeting
18	FRI	
19	SAT	Holiday
20	SUN	Holiday, World Refugee Day
21	MON	World Music Day, International Day of Yoga
22	TUE	
23	WED	
24	THU	Staff Council Meeting
25	FRI	
26	SAT	Holiday - 4th Saturday
27	SUN	Holiday
28	MON	
29	TUE	
30	WED	
		<b>Total working days - 22 days</b>

DATE	DAY	July 21
1	THU	Semester III and V UG classes begins , World Doctors Day
2	FRI	
3	SAT	St. Thomas Day
4	SUN	Holiday
5	MON	
6	TUE	
7	WED	World Chocolate Day
8	THU	Staff Council Meeting
9	FRI	
10	SAT	Holiday - 2nd Saturday
11	SUN	Holiday
12	MON	
13	TUE	
14	WED	
15	THU	Staff Council Meeting, World Youth Skills Day
16	FRI	
17	SAT	World Day for International Justice
18	SUN	Nelson Mandela International Day
19	MON	
20	TUE	
21	WED	Bakrid
22	THU	Staff Council Meeting
23	FRI	
24	SAT	Holiday - 4th Saturday
25	SUN	Holiday
26	MON	
27	TUE	
28	WED	World Hepatitis Day
29	THU	Staff Council Meeting, International Tiger Day
30	FRI	International Day of Friendship
31	SAT	Holiday
		<b>Total working days - 21 days</b>



DATE	DAY	August 21
1	SUN	
2	MON	PG Illrd Semester classes begins
3	TUE	
4	WED	
5	THU	Staff Council Meeting
6	FRI	Hiroshima Day
7	SAT	Quit India Day- Holiday
8	SUN	Holiday - Nagasaki Day
9	MON	International Day of the World's Indigenous People
10	TUE	
11	WED	
12	THU	Staff Council Meeting, International Youth Day
13	FRI	International Left handers Day
14	SAT	Holiday
15	SUN	Holiday – Independence Day
16	MON	
17	TUE	Farmer's Day
18	WED	College closes for Onam holidays
19	THU	Muharrom
20	FRI	
21	SAT	Holiday
22	SUN	Holiday
23	MON	Sree Narayana Guru Jayanthi
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	Holiday
29	SUN	Holiday
30	MON	Janmashtami
31	TUE	College reopens after Onam Holidays
		<b>Total working days - 18 days</b>

DATE	DAY	September 21
1	WED	
2	THU	Staff Council Meeting
3	FRI	
4	SAT	Holiday
5	SUN	Holiday, Teachers Day International Day of Charity
6	MON	
7	TUE	
8	WED	World Literacy Day
9	THU	Staff Council Meeting
10	FRI	
11	SAT	Holiday- 2nd Saturday
12	SUN	Holiday
13	MON	
14	TUE	
15	WED	International Day of Democracy
16	THU	Staff Council Meeting
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	Sree Narayana Guru Samadhi Day
22	WED	
23	THU	Staff Council Meeting
24	FRI	
25	SAT	Holiday
26	SUN	Holiday, European Day of Languages
27	MON	1st Semester UG classes, World Tourism Day
28	TUE	
29	WED	
30	THU	Staff Council Meeting
		<b>Total working days - 21 days</b>



DATE	DAY	October 21
1	FRI	International Day of Older Persons, World Vegetarian Day
2	SAT	Holiday – Gandhi Jayanthi
3	SUN	Holiday
4	MON	
5	TUE	World Teachers' Day
6	WED	
7	THU	Staff Council Meeting
8	FRI	
9	SAT	Holiday
10	SUN	World Mental Health Day-Holiday
11	MON	International Day of the Girl Child, World Obesity Day
12	TUE	
13	WED	
14	THU	Mahanavami- Holiday
15	FRI	Vijayadasami - Holiday
16	SAT	International Food Day- Holiday
17	SUN	Holiday
18	MON	
19	TUE	Holiday,Eid e Milad (Birthday of Prophet Mohammed)
20	WED	
21	THU	Staff Council Meeting
22	FRI	
23	SAT	Holiday
24	SUN	Holiday,United Nations Day, World Development Information Day
25	MON	
26	TUE	
27	WED	
28	THU	Staff Council Meeting, International Animation Day
29	FRI	
30	SAT	Holiday
31	SUN	Holiday

**Total working days - 18 days**

DATE	DAY	November 21
1	MON	Kerala Piravi
2	TUE	
3	WED	1st Semester PG Classes begins
4	THU	Diwali-Holiday
5	FRI	
6	SAT	Holiday
7	SUN	Holiday
8	MON	
9	TUE	
10	WED	
11	THU	Staff Council Meeting
12	FRI	
13	SAT	2nd Saturday- Holiday,World Kindness Day
14	SUN	Holiday,Children's Day, World Diabetes Day
15	MON	
16	TUE	semester IV abd VI UG classes begins,International Day for Tolerance
17	WED	International Students Day
18	THU	Staff Council Meeting
19	FRI	International Men's Day
20	SAT	Holiday
21	SUN	Holiday,World Television Day, World Hello Day
22	MON	
23	TUE	
24	WED	
25	THU	Staff Council Meeting,International day for elimination of Violence against women
26	FRI	
27	SAT	Fourth Saturday - Holiday
28	SUN	Holiday
29	MON	*SEMESTER I & SEMESTER 3- FIRST INTERNAL EXAM
30	TUE	

**Total working days - 21 days**

\* Tentative dates



DATE	DAY	
<b>December 21</b>		
1	WED	PG IVth semester classes begins, World AIDS Day
2	THU	Staff Council Meeting
3	FRI	
4	SAT	Holiday
5	SUN	Holiday, World Soil Day
6	MON	
7	TUE	
8	WED	
9	THU	Staff Council Meeting
10	FRI	
11	SAT	2nd Saturday- Holiday, International Mountain Day
12	SUN	Holiday
13	MON	
14	TUE	
15	WED	
16	THU	Staff Council Meeting
17	FRI	
18	SAT	Holiday, International Migrants Day
19	SUN	Holiday
20	MON	*PG SEMESTER I & 3 - FIRST INTERNAL EXAMS, International Human Solidarity Day
21	TUE	
22	WED	
23	THU	Staff Council Meeting
24	FRI	College closes for Christmas Holidays
25	SAT	Christmas-Holiday
26	SUN	
27	MON	
28	TUE	Holiday - 4th Saturday
29	WED	Holiday
30	THU	
31	FRI	

Total working days - 17 days

\* Tentative dates



DATE	DAY	
<b>January 22</b>		
1	SAT	Holiday
2	SUN	Holiday- Mannamjyanthi
3	MON	*SEMESTER 1,3& 5- SECOND INTERNAL EXAM BEGINS, PG SEMESTER 1& 3- SECOND INTERNAL EXAMS
4	TUE	World Braille Day
5	WED	
6	THU	Staff Council Meeting
7	FRI	
8	SAT	2nd Saturday- Holiday
9	SUN	Holiday
10	MON	
11	TUE	
12	WED	World Youth Day
13	THU	Staff Council Meeting
14	FRI	
15	SAT	Holiday, Indian Army Day
16	SUN	Holiday
17	MON	II nd Semester UG Classes begins
18	TUE	
19	WED	
20	THU	Staff Council Meeting
21	FRI	
22	SAT	Holiday
23	SUN	Holiday
24	MON	National Girl Child Day
25	TUE	National Voters Day
26	WED	Republic Day- Holiday
27	THU	Staff Council Meeting
28	FRI	
29	SAT	Holiday
30	SUN	Holiday, Martyr Day
31	MON	Street Children's Day

Total working days - 20 days

\* Tentative dates





DATE	DAY	
<b>February 22</b>		
1	TUE	*SEMESTER 1 UNIVERSITY EXAMS
2	WED	*SEMESTER 3 UNIVERSITY EXAMS
3	THU	Staff Council Meeting
4	FRI	World Cancer Day
5	SAT	Holiday
6	SUN	Holiday
7	MON	*SEMESTER 5 UNIVERSITY EXAMS
8	TUE	*PG SEMESTER 1 UNIVERSITY EXAMS
9	WED	
10	THU	Staff Council Meeting, World Pulses Day
11	FRI	International Day of Women and Girls in Science
12	SAT	2nd Saturday- Holiday
13	SUN	Holiday, World Radio day
14	MON	SEMESTER 2, 4 & 6 - FIRST INTERNAL EXAM BEGINS, Congenital Heart Defect Awareness day
15	TUE	*PG SEMESTER 3 UNIVERSITY EXAMS
16	WED	
17	THU	Staff Council Meeting
18	FRI	
19	SAT	Holiday
20	SUN	Holiday, World Day of Social Justice
21	MON	International Mother Language Day
22	TUE	Thinking Day
23	WED	
24	THU	Staff Council Meeting
25	FRI	
26	SAT	4th Saturday- Holiday
27	SUN	Holiday, World NGO Day
28	MON	

Total working days - 20 days

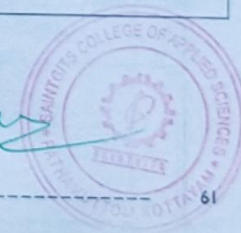
\* Tentative dates



DATE	DAY	
<b>March 22</b>		
1	TUE	Maha Shivaratri- Holiday
2	WED	* SEMESTER 6 UNIVERSITY EXAMS, World Wildlife day, II nd Semester PG Classes
3	THU	Staff Council Meeting
4	FRI	
5	SAT	Holiday
6	SUN	Holiday
7	MON	
8	TUE	International Women's Day
9	WED	
10	THU	
11	FRI	
12	SAT	2nd Saturday- Holiday
13	SUN	Holiday, World Consumer Day
14	MON	*SEMESTER 2, 4 & 6 - SECOND INTERNAL EXAM BEGINS, PG SEMESTER 2 & 4- FIRST INTERNAL EXAMS, World Pi Day
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	Holiday
20	SUN	Holiday, World Water Day, Day of Happiness, World Sparrow Day
21	MON	World Poetry day
22	TUE	
23	WED	World Meteorological Day
24	THU	World Tuberculosis day
25	FRI	
26	SAT	4th Saturday- Holiday
27	SUN	Holiday, World Theatre day
28	MON	
29	TUE	
30	WED	
31	THU	

Total working days - 22 days

\* Tentative dates





DATE	DAY	April 22
1	FRI	World April Fool's Day
2	SAT	Holiday, International Children's Book Day
3	SUN	Holiday
4	MON	*SEMESTER 2 UNIVERSITY EXAMS
5	TUE	*SEMESTER 4 UNIVERSITY EXAMS
6	WED	
7	THU	
8	FRI	
9	SAT	Holiday-Second Saturday
10	SUN	Holiday
11	MON	
12	TUE	
13	WED	
14	THU	Maundy Thursday, Amedkar Jayanthi, Vishu*
15	FRI	Good Friday
16	SAT	Holiday
17	SUN	Holiday
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	Holiday English Language day
24	SUN	Holiday
25	MON	*PG SEMESTER 2 & 4- SECOND INTERNAL EXAMS BEGINS, World Malaria Day
26	TUE	
27	WED	
28	THU	
29	FRI	International Dance day
30	SAT	International Jazz day
<b>Total working days - 21 days</b>		

\* Tentative dates

**COLLEGE BUS FACILITY**

The College has 22 buses running different routes. At 4.50pm, all college buses will leave the campus.

BUS ROUTE-KOTTAYAM SECTOR			BUS ROUTE-THIRUVALLA SECTOR		
BUS ROUTE	STOP	TIME	BUS ROUTE	STOP	TIME
ATHIRAMPUZHA (BUS NO.28) Driver: Suresh P U (9455102311) Bus in Charge: A J JOSE (9446388242)	MEDICAL COLLEGE	7.30	ELANTHOOR (BUS NO.20) Driver: Shajith (9497745730) Bus in Charge: Philip Jacob Perikath (8547113277)	ELANTHOOR	7.15
	MANNANAM KE COLLEGE	7.40		KOZHENCHERY	7.25
	ATHIRAMPUZHA MARKET	7.45		PULLAD	7.30
	ATHIRAMPUZHA CHURCH	7.50		KUMBANAD	7.35
	PAROLKAL JN.	7.52		ERAVIPEROOR	7.40
	CARITHAS HOSPITAL	7.52		NELLAD	7.42
	THELLAKOM	7.53		PADATHUPALAM	7.45
	GANDHINAGAR	7.55		THOTTABHAGOM	7.50
	SANKRANATHI	8.00		KAVITTOOR	7.52
	KUMARANELLOOR	8.05		OLD POST OFFICE	7.58
	CHANNITTYARY	8.08		ANJUTHANAM	8.00
	CHUTTUVELU	8.10		PAIPAD	8.05
	NAGAMPADOM	8.12		NALLUKOY	8.15
	MANORAMMA JN.	8.15		THENGANA	8.20
MARIAPALLY	8.22	KANNANCHIRA COLLEGE	8.25		
FALLOM BORMAKAYALA	8.25	STORE JN.	7.45		
CHINGAYANAM	8.30	PARUPALA	7.50		
COLLEGE	8.45	KADAPPA	7.55		
FALA (BUS NO.17) Driver: Thangai V K (9895233190) Bus in Charge: Sundaraj S (9437702242)	PALA	7.40	TANIHAR (BUS NO.29) Driver: Cherian M C (9458496311) Bus in Charge: Anusaj (9406432932)	ALLUPHURUTHY	7.55
	PUTHOLY	7.48		PODIYADI	8.00
	CHEPPUNKAL	7.50		KAVUMBHAGOM	8.05
	KIDANGOOR Jn.	7.58		AZHAYADATHUCHIRA	8.10
	KIDANGOOR Temple	8.00		IDINJILLAM	8.17
	MANTHALIL JN	8.02		CHANGANACHERY BY PASS	8.23
	PUNNATHURA KURISHU	8.05		CHANGANACHERY	8.27
	KONGANDOOR	8.10		RAJAWAY	8.35
	AYARUKUNNAM	8.12		COLLEGE	8.30
	ORAVACKAL	8.15		MALLAPPALLY	7.25
	MAALAM	8.17		CHENGANDOOR	7.30
	MANARCADU Church	8.20		MANKUZHYPPADY	7.38
	PERUMANOOR JN	8.22		NEDUNGADAPPALLY	7.40
	MANARCADU Jn.	8.25		KOCHUPARAMBU	7.43
COLLEGE	8.50	FATHANDU	8.00		
KURAVILANGAD (BUS NO.12) Driver: Rajesh (9496245110) Bus in Charge: Pully Thomas (9494987798)	KURAVILANGAD	7.25	MALLAPPALLY (BUS NO.16) Driver: Pramod C S (9449521741) Bus in Charge: Nanthu Babu (8281909060)	NEEDUPPANNY	8.10
	THOTTUNA	7.29		NEEDUPPANNAM	8.15
	KANJIRAMATTOM	7.31		KARUKACHAL	8.20
	KURUPPUNTHARA	7.33		KOOTHAPPALLY	8.23
	HANNOOR	7.35		KOCHU ROAD	8.27
	KOTHANALLOOR	7.40		MAMMOODU	8.28
	KANAKKARY	7.45		KURIACHANPADY	8.29
	THAVALAKKUZHY	7.50		ILLMOODU	8.31
	ETTUMANOOR	7.55		PERUPPANNACHY	8.32
	PEROOR	8.00		KANNANCHIRA	8.38
	THIRUVANCHOOR	8.15		COLLEGE	8.50
	MANARCADU	8.25		MULAKKUZHA	7.20
	COLLEGE	8.45		CHENGANNUR	7.30
	NEDUMCHIRA PUMP	7.50		MUNDACAYU	7.35
CHENGALAM	7.55	KALLUSSERY	7.40		
ILLIKKAL	8.00	PRAVINCODOU	7.45		
THAZHATHANGADI	8.05	KUTTOOR	7.50		
ARATHOOTHIL Jn.	8.07	THIRUMOLAPURAM	7.55		
CHALUKUNNU	8.09	THIKALASSERY	7.57		
BAKER Jn. (Idays Medicals)	8.12	THIRUVALLA KSRTC	8.00		
COLLECTORATE	8.15	MUTHOOR	8.02		
KANJIRUZHY	8.18	PERUMTHURUTHY	8.06		
DEVALOKAM	8.20	IDINJILLAM	8.10		
KOLLADU	8.25	LAIKKADU	8.10		
NALKAYALA	8.30	KURUSMOODU	8.20		
PARUTHUPARA	8.40	COLLEGE	8.40		
COLLEGE	8.5				



**IMPORTANT TELEPHONE NUMBERS & WEBSITES**

BUS ROUTE-KOTTAYAM SECTOR			BUS ROUTE-THIRUVALLA SECTOR			
BUS ROUTE	STOP	TIME	BUS ROUTE	STOP	TIME	
KOOROPPADA (BUS NO.11) Driver :Soman Pillai K N (9745669425)	KOOROPPADA	7.50	ALAPPUZHA (BUS NO.14) Driver :Kochumon P Y (9454276478) Bus in Charge:Serul (7012263702)	ALAPPUZHA (K S R T C)	7.00	
	CHENNAMATTOM	7.52		KAITHAVANA	7.05	
	FULMOODU	7.53		PARAVOOR	7.15	
	MAKKALPADY	7.58		PUNNAPRA	7.30	
	PAMPADY	8.00		SN JN	7.35	
	PRIYADARSHINI	8.05		CHAMPAKULAM	7.45	
	RJT	8.10		POORPALLY	7.55	
	8th MILE	8.14		MANCOMBU	7.56	
	7th MILE	8.15		MAMPUZHAKARY	8.00	
	ANGADIVAYAL	8.20		KIDANGARA	8.05	
	6th MILE	8.22		PERUNNA	8.20	
	MANARCADU	8.25		MATHUMoola	8.25	
	YADAVATHOOR	8.27		KURUCHY OUTPOST	8.30	
KALATHIPADY	8.28	COLLEGE	8.50			
KANJIKUZHY	8.30	KAYAMKULAM (BUS NO.23) Driver :Uma K (9542585828) Bus in Charge :Kuruella P Varghese (945331712)	KAYAMKULAM	7.10		
MANGANAM	8.35		RANDAMKUTTY	7.15		
PUTHUPPALLY	8.40		OLAKETTY	7.20		
COLLEGE	8.50		PUNNAMPOD PUMP	7.25		
KANJIRAPPALLY (BUS NO.21) Driver :Renu Balan (807932340) Bus in Charge : Thomaskutty Stephen (9947802481)	KANJIRAPPALLY		7.40	MAVELIKKARA	7.30	
	KUNNEL HOSPITAL		7.45	CHENNITHALA	7.40	
	PONKUNNAM		7.50	KOYIKKAMKKU	7.45	
	KODUNGOOR		8.00	COLLEGE	8.45	
	ALAMPALLY		8.15	PURAMATTOM (BUS NO.13) Driver : Sajan Thomas (9454012908) Bus in Charge: Mathew(9496622504)	PURAMATTOM	7.40
	POTHENPURAM Jn		8.16		ERAVIPEROR	7.42
	ELAKODINJI		8.17		NELLADU	7.45
	KANJIRAKKADU		8.18		VALLAMKULAM	7.48
	NEDUMPOKA		8.20		THOTTABHAGOM	7.50
	MATHOORPPADY	8.22	MANACKACHIRA		7.52	
	CREEP HILL	8.23	KATTODE		7.53	
	MALIKAPPADY	8.25	MANJADI		7.55	
	SBT Jn	8.26	THIRUVALLA		8.00	
PUTHENPURAPPADY	8.27	KUTTAPUZHA	8.10			
PONGAMPARA	8.28	KIZHAKKEN MUTHOOR	8.15			
VETTATHUKAVALA	8.30	BATHHELPADY	8.20			
KAITHEPALAM	8.35	PAIPPADU	8.25			
NJALIAKUZHY	8.40	THENGANA	8.35			
COLLEGE	8.50	COLLEGE	8.50			

**SAINTGITS GROUP OF INSTITUTIONS**

College Principal	:	0481 2433787
Corporate Office, Kottayam	:	0481- 2300365, 2584330
College of Engineering, Pathamuttom	:	0481-2436169/70, 2430349
Institute of Management, Pathamuttom	:	0481-2435960
Men's Hostel, Pathamuttom	:	0481-2430595
Women's Hostel, Pathamuttom	:	0481-3255025

**WEBSITES**

Saintgits	:	www.saintgits.org
MG University	:	www.mguniversity.edu
UGC	:	www.ugc.ac.in

**Mahatma Gandhi University, Kottayam**

MG University Vice Chancellor	:	0481-2731001
MG University Pro Vice Chancellor	:	0481-2731005
MG University Registrar	:	0481-2731007
MG University Controller of Exams	:	0481-2731000
MG University PRO	:	0481-2732650

**Nearby Colleges:**

Assumption College, Changanacherry	:	0481-2420109
Baselius College, Kottayam	:	0481-2563918
BCM College, Kottayam	:	0481-2562171
BKM College, Amalagiri	:	0481-2597384
CMS College, Kottayam	:	0481-2566002
KE College, Mannanam	:	0481-2597374
KG College, Pampady	:	0481-2505212
Nirmala College, Moovatupuzha	:	0485-2832361
NSS College, Changanacherry	:	0481-2420090
SB College Changanacherry	:	0481- 2420025
SD College, Kanjirappally	:	04828-234340
St. Mary's College, Manarcadu	:	0481-2374483
<b>Hospitals</b>		
Medical College, Kottayam	:	0481-2597311, 2592001
Govt. Hospital Changanacherry:	:	0481-2402349
St. Thomas Hospital, Chethipuzha	:	0481-2721595
Pushpagiri Medical College, Thiruvalla	:	0469-2700755
Dist. Hospital, Kottayam	:	0481-2563611





Bharath Hospital, Kottayam	:	0481-2582947
Caritas Hospital, Theilakam	:	0481-2597325
Matha Hospital, Theilakom	:	0481-2791409, 2791410
Holy Cross Hospital, Kottayam	:	0481-2530121
S. H. Medical Centre, Nagampadam	:	0481-2562239, 2562240
Mandhiram Hospital Manganam	:	0481-2578393, 2578793
N. S. S. Hospital, Perunna	:	0481-2420018
C. N. K. Hospital, Madukkammoodu	:	0481-2722888, 2724044
Udayagiri Hospital, Changanacherry	:	0481-2421250
ESI Hospital Vadavathoor	:	0481-2578198
<b>Railway Stations</b>		
Changanacherry	:	0481-2420108
Thiruvalla	:	0469-2601314
Kottayam	:	0481-2563535
<b>KSRTC</b>		
Changanacherry	:	0481-2420245
Kottayam	:	0481-2562908
<b>PRESS:</b>		
Deepika Kottayam	:	0481-2566706
Deshabhimani, Kottayam	:	0481-2583315
Kerala Kaumudi, Kottayam	:	0481-2568899
Malayala Manorama, Kottayam	:	0481-2563646
Mangalam, Kottayam	:	0481-2563024
Mathrubhumi, Kottayam	:	0481-2560485
<b>Public Services</b>		
Janasevan Kendram (Friends)	:	0481 2304341/ 2567741
SBT Kottayam	:	0481 2568321/322/323
SIB Pathamuttom	:	0481 2430225
SIB Chingavanam	:	0481 2430363
Adams Bakery	:	9447390813

### PRIVATE BUS TIMINGS

Towards Kottayam			Towards Changanacherry				
No	Name of Bus	Time at Chry Bus Stand	Time at Saint Gits	No	Name of Bus	Time at KTM Bus Stand	Time at Saint Gits
1	Thandapra	6:40	7:00	1	Crystal		6:00
2	St Mary	6:50	7:15	2	St. Mary	6:35	7:15
3	Crystal	6:50	7:30	3	St. Mary	7:10	7:35
4	Benny	7:40	8:05	4	Thandapra	7:05	8:00
5	Orient	7:55	8:25	5	Bestin	7:30	8:15
6	St. Mary	8:05	8:30	6	Crystal	7:50	8:45
7	St. Mary	8:16	8:45	7	St. Mary	8:00	8:55
8	Rising Sun	8:40	9:05	8	Benny	8:15	9:05
9	Bestin	9:00	9:20	9	Orient	9:00	9:55
10	Thandapra	9:20	9:45	10	St. Mary	9:15	10:20
11	St. Mary	9:30	9:55	11	St. Mary	9:35	10:30
12	Crystal	9:45	10:10	12	Risingsun	9:50	10:45
13	Benny	10:35	11:00	13	Bestin	10:15	11:05
14	Orient	11:00	11:25	14	Thandapra	10:31	11:20
15	St. Mary	10:55	11:30	15	St. Mary	10:40	11:45
16	St. Mary	11:15	11:40	16	Crystal	11:05	12:00
17	Rising Sun	11:30	11:55	17	Benny	11:15	12:10
18	Bestin	11:55	12:25	18	Orient	12:00	1:00
19	Thandapra	12:22	12:45	19	St. Mary	12:15	1:05
20	St. Mary	12:30	1:00	20	St. Mary	12:20	1:15
21	Crystal	1:20	1:45	21	Rising sun	12:35	1:30
22	Benny	1:25	2:05	22	Bestin	1:00	1:50
23	St. Mary	1:55	2:20	23	Thandapra	1:30	2:25
24	Orient	1:58	2:25	24	Crystal	1:50	2:40
25	St. Mary	2:25	2:55	25	St. Mary	2:00	3:00
26	Bestin	2:40	3:05	26	Benny	2:35	3:30
27	Rising Sun	3:05	3:30	27	St. Mary	2:55	3:50
28	Crystal	3:31	3:55	28	Orient	3:20	4:05
29	Thandapra	3:40	4:10	29	St. Mary	3:20	4:15
30	St. Mary	4:00	4:30	30	Bestin	3:40	4:30
31	Benny	4:20	4:45	31	Risingsun	3:58	4:55
32	St. Mary	4:40	5:00	32	Crystal	4:30	5:20
33	Orient	4:55	5:15	33	Thandapra	4:50	5:45
34	St. Mary	5:20	5:45	34	St. Mary	5:20	6:20
35	Bestin	5:40	6:10	35	St. Mary	5:35	6:30
36	Rising Sun	5:50	6:15	36	St. Mary	6:24	6:35
37	Crystal	6:20	6:45	37	Benny	5:50	6:45
38	Thandapra	6:40	7:15	38	Bestin	6:40	7:20
39	St. Mary	7:15	7:40	39	Orient	6:10	7:20
40	Johnson	7:40	8:15	40	Rising Sun	7:30	8:30
41	St. Mary			41	Thandapra	8:05	8:50

St. Mary's (Blue), Benny, Bestin, St. Mary - Via Mandiram  
St. Mary's (Pink), Crystal, Orient, Risingsun, Thandapra - Via Parakkulam



**KOTTAYAM DAILY TRAIN TIMINGS TOWARDS TRIVANDRUM**

No	Name	Source	Dep	Dest	Arrival
16348	TRIVANDRUM EXP	KTYM	00:48	TVM	04:45
16344	AMRITHA EXPRESS	KTYM	02:53	TVM	06:25
16350	RAJYA RANI EXP	KTYM	02:53	TVM	06:25
12777	KOCHUVELI EXP	KTYM	03:08	TVM	06:30
12695	TRIVANDRUM EXP	KTYM	04:20	TVM	07:35
16630	MALABAR EXPRESS	KTYM	04:53	TVM	09:10
16303	VANCHINAD EXP	KTYM	06:25	TVM	09:55
16381	KANYAKUMARI EXP	KTYM	06:38	TVM	10:10
12623	TRIVANDRUM MAIL	KTYM	08:15	TVM	11:45
16526	KANYAKUMARI EXP	KTYM	09:13	TVM	12:45
12081	JAN SHATABDI	KTYM	11:10	TVM	14:00
16347	MANGALORE EXP	KTYM	23:58	ERN	01:30
12626	KERALA EXPRESS	KTYM	11:30	TVM	14:45
17230	SABARI EXP	KTYM	14:45	TVM	18:20
16649	PARASURAM EXP	KTYM	15:30	TVM	19:00
16318	HIMSAGAR EXP	KTYM	15:43	TVM	19:25
16301	VENAD EXPRESS	KTYM	18:45	TVM	22:30
16311	BKN KCVL EXPRESS	KTYM	23:13	TVM	02:50

**KOTTAYAM DAILY TRAIN TIMINGS TOWARDS ERNAKULAM**

16343	AMRITHA EXPRESS	KTYM	01:28	ERN	02:55
16349	RAJYA RANI EXP	KTYM	01:28	ERN	02:55
22114	KCVL LTT SF EXP	KTYM	03:20	ERN	05:05
16302	VENAD EXPRESS	KTYM	08:23	ERN	10:32
22648	KORBA EXPRESS	KTYM	09:10	ERN	10:35
16650	PARASURAM EXP	KTYM	09:43	ERN	11:15
17229	SABARI EXPRESS	KTYM	10:40	ERN	12:05
12202	LTT GARIB RATH	KTYM	11:30	ERN	12:55
16382	CAPE MUMBAI EXP	KTYM	12:28	ERN	13:40
12625	KERALA EXPRESS	KTYM	14:18	ERN	15:45
12778	HUBLI EXP	KTYM	15:40	ERN	17:00
16525	BANGALORE EXP	KTYM	16:30	ERN	18:00
12082	JAN SHATABDI	KTYM	17:25	ERN	18:35
12624	CHENNAI MAIL	KTYM	17:45	ERN	19:20
19259	KCVL BVC EXPRESS	KTYM	18:30	ERN	20:20
12696	TVC CHENNAI EXP	KTYM	20:40	ERN	21:45
16304	VANCHINAD EXP	KTYM	20:58	ERS	22:55
16629	MALABAR EXP	KTYM	22:30	ERN	23:50

**CHINGAVANAM PASSENGER TRAIN TIMINGS - TOWARDS ERNAKULAM**

56392	KOLLAM-EKM PASSENGER	CGV	05:56	EKM	08:35
66300	KOLLAM ERNAKULAM MEMU (Except Saturday)	CGV	09:45	EKM	12:00
66308	KOLLAM ERNAKULAM MEMU (Except Wednesday)	CGV	13:06	EKM	15:25

**CHINGAVANAM PASSENGER TRAIN TIMINGS - TOWARDS KOLLAM**

56305	KTYM KOLAM PASSENGER	CGV	05:45	KLM	08:15
66307	EKM KLM MEMU (Except Wednesday)	CGV	07:55	KLM	09:50
66301	EKM-KLM MEMU (Except Monday)	CGV	16:31	KLM	18:55
56393	KTYM-KLM PASSENGER(Daily)	CGV	18:00	KLM	20:25
56391	EKM-KLM PASSENGER (Daily)	GCV	20:20	KLM	22:50

Kottayam Railway Station:- 0481 - 2563535

Chingavanam Railway Station : - 0481- 2430361





**TIME TABLE-ODD SEMESTER**

SEMESTER.....					
DAYS	1 9.05am-10.05am	2 10:20am-11.20am	3 11.35am-12.35pm	4 1.40 pm-2.40pm	5 2.55pm-3.55pm
Mon	BREAK 10.05am-10:20am			Lunch BREAK 12.35pm-1.40pm	
Tue					
Wed					
Thu					
Fri					
I Sat					
III Sat					

**TIME TABLE-EVEN SEMESTER**

SEMESTER.....					
DAYS	1 9.05am-10.05am	2 10:20am-11.20am	3 11.35am-12.35pm	4 1.40pm-2.40pm	5 2.55pm-3.55pm
Mon	BREAK 10.05am-10:20am			Lunch BREAK 12.35pm-1.40pm	
Tue					
Wed					
Thu					
Fri					
I Sat					
III Sat					

**COLLEGE UNIFORM PATTERN**

**Uniform/Dress code guidelines**

Students are required to wear the full uniform to and from College and during College hours. The uniform is to be worn with pride and respect and parents/guardians are asked to encourage and foster this in students.

**Boys**

1. Shirt & Pant should be neat and ironed properly.
2. The shirt length should be long enough to tuck in.
3. Slim – fit and short shirts & Pants are not allowed
4. Half Sleeve shirts for UG students.
5. Full Sleeve shirts for PG students.

**Girls**

1. Shirt, Pant and waist-coat should be neat and properly ironed.
2. A U-shaped neck low waist coat should wear over shirt.
3. Slim fit shirts are not permitted.

\* Pattern for stitching is mentioned below.



For Boys



For Girls





**RECORD OF HOSTEL BILLS DUE AND PAID**

Name : .....AD No .....

Course:.....Room No.....Hostel Name:.....

No.	Month	Year	Bill Amt	Paid Amt	Paid Date	Mode	Remarks
1.	JUNE	2021					
2.	JULY	2021					
3.	AUGUST	2021					
4.	SEPTEMBER	2021					
5.	OCTOBER	2021					
6.	NOVEMBER	2021					
7.	DECEMBER	2021					
8.	JANUARY	2022					
9.	FEBRUARY	2022					
10.	MARCH	2022					
11.	APRIL	2022					
12.	MAY	2022					

All bills are to be paid on or before 15th of every month. For payments made from 16th - 30th, a fine of Rs. 40/- will be charged. After that readmission fee of Rs. 100/- plus 2% interest will be charged.







**SAINTGITS**  
LEARN.GROW.EXCEL

**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**NAAC Accredited**

**Affiliated to:**

**Mahatma Gandhi University, Kottayam**

**Pathamuttom, Kottayam – 686532**

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