



**SAINTGITS**  
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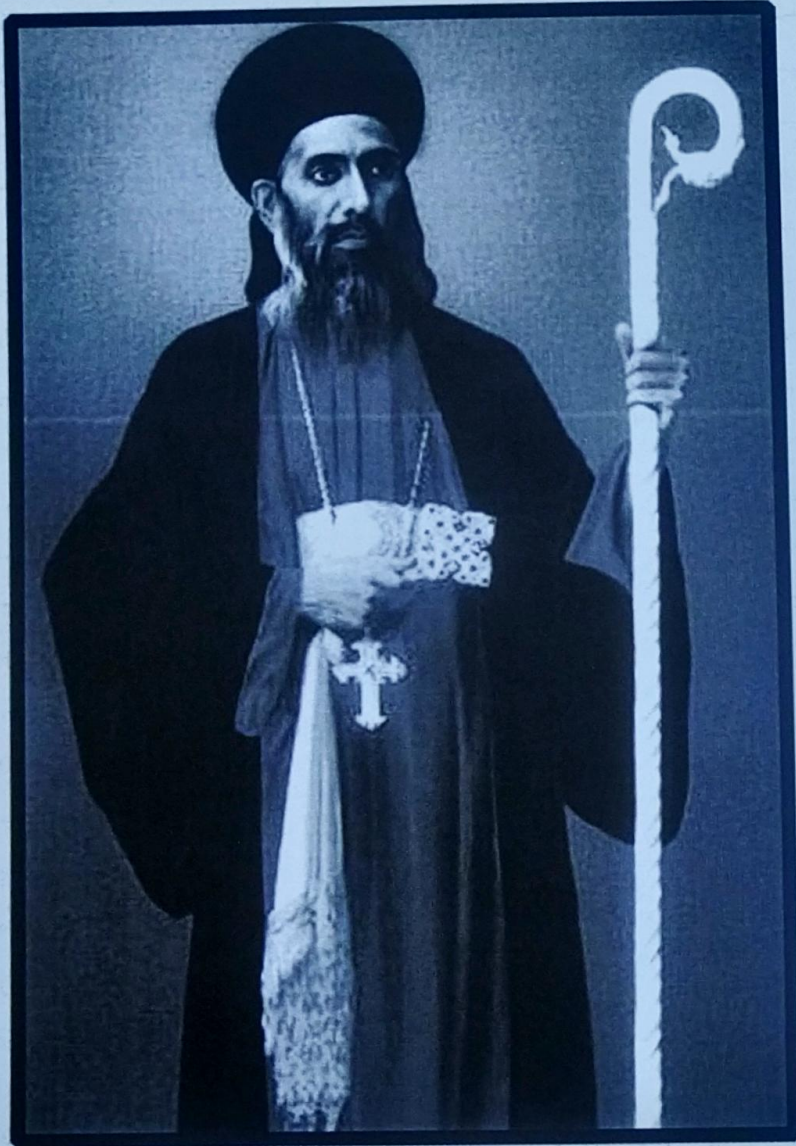
# SAINTGITS COLLEGE OF APPLIED SCIENCES

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**



*[Handwritten signature]*

## 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.

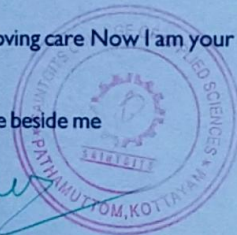
### Prayer Song - 1

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
Dr K K John	Principal	principalscas@saintgits.org	9744142710
Prof. M.C.Joseph	Associate Director	associatedirector.scas@saintgits.org	9995204042
<b>Department of Commerce</b>			
Anish B. Bhaskaran	HOD & Asst Prof	anish.bhaskaran@saintgits.org	9995499715
Seethu John	Asst. Prof.	seethu.john@saintgits.org	9447109856
Juby Thomas	Asst. Prof.	juby.thomas@saintgits.org	8547071295
Preetha Thomas	Asst. Prof.	preetha.thomas@saintgits.org	9747360721
Aby Alex William	Asst. Prof.	aby.alex@saintgits.org	9447767987
Silpa Mary John	Asst. Prof.	silpa.m@saintgits.org	9497811867
Sruthi Sara Rajan	On leave	sruthi.sr@saintgits.org	9496068946
Vineetha P George	Asst. Prof.	vineetha.pg@saintgits.org	8547226436
Jinta Thomas	Asst. Prof.	jinta.t@saintgits.org	9496324509
Anu Anna Biju	Asst. Prof.	anu.ab@saintgits.org	9496307118
Surabhi Sudhakaran P	Asst. Prof.	surabhi.sp@saintgits.org	8281852591
Christy Achu Chandy	Asst. Prof.	christy.ac@saintgits.org	9497064232
Anjaly Harikumar	Asst. Prof.	anjaly.h@saintgits.org	8943120784
Resmi G Nair	Asst.prof	resmi.gn@saintgits.org	8281300082
Lida Mariam George	Asst.Prof	lida.mg@saintgits.org	8281677892
Emma Joshy	Asst.Prof	emma.joshy@saintgits.org	8547795954
Jobin Simon	Asst.Prof	jobin.s@saintgits.org	9633617460
Sheba Rivy Simon	Asst.Prof	sheba.rs@saintgits.org	9744716216
<b>Department of Computer Applications</b>			
Ambily Merlin Kuruvilla	HOD	ambily.merlin@saintgits.org	9447661714
Arun Padmanabhan	Asst. Prof.	arun.padmanabhan@saintgits.org	9746118883
Sneha Jacob	Asst. Prof.	sneha.j@saintgits.org	9847270978
Sherin Mary Andrews	Asst. Prof.	sherin.mary@saintgits.org	9447282100
Saparna P	Asst. Prof.	saparna.parameswaran@saintgits.org	9496414306
Sanal Jacob	Asst. Prof.	sanal.jacob@saintgits.org	8714106336
Jisha J. Nair	Asst.Prof.	jisha.nair@saintgits.org	9544684818
Johnsymol Joy	Asst.Prof.	johnsymol.joy@saintgits.org	8921240480

Ashly Mathew	Asst. Prof.	ashly.mathew@saintgits.org	7592042879
Neenu Ann Sunny	Teaching Assistant	neenu.ann@saintgits.org	9656073077

**Department of Business Administration**

Tania Thomas	HOD & Asst. Prof.	tania.thomas@saintgits.org	9544778007
Rani Tom	Asst.Prof.	rani.tom@saintgits.org	9961055008
Sanju P. Cherian	Asst.Prof.	sanju.p@saintgits.org	9847123543
Pallavi Abraham	Asst. Prof.	pallavi.abraham@saintgits.org	8129589024
Ouseppachan T S	Asst.Prof.	ouseppachan.ts@saintgits.org	8075560588
Shijin Scaria Vattachal	Asst.Prof.	shijin.sv@saintgits.org	9167400176

**Department of Corporate Economics**

Reshmi Susan Jacob	Aca. Coordinator	reshmi.susan@saintgits.org	8281257692
Manu Mohan	Asst. Prof.	manu.mp@saintgits.org	9645678187
Aadhira Merita Solomon	Asst. Prof.	aadhira.ms@saintgits.org	8592033544
Reshma Shyina Shajan	Asst. Prof.	reshma.ss@saintgits.org	9207201048
Anju Maria Joseph	Asst. Prof.	anju.mj@saintgits.org	9495996615

**Department of Mathematics**

Vidya. R. Nair	Asst. Prof.	vidya.nair@saintgits.org	9446257381
Sreeja K. S.	Asst. Prof.	sreeja.ks@saintgits.org	9497667104
Aleesha P J	Asst. Prof.	aleesha.pj@saintgits.org	7736720373

**Department of Languages**

Anu Zacharia	Asst. Prof.	anu.z@saintgits.org	9847039193
Anju Ann Abraham	Asst. Prof.	anju.ann@saintgits.org	9544389379
Athira S. Kumar	Asst. Prof.	athira.sk@saintgits.org	9539993930
Dr. Vijitha Vijayan	Asst. Prof.	vijitha.v@saintgits.org	9400764391
Chasmi Maria Chacko	Asst. Prof.	chasmi.mc@saintgits.org	9207646367

**Department of Psychology**

Dileena Ambat	Asst. Prof	dileena.ap@saintgits.org	8943721657
Aswathy B. Pattasseril	Asst. Prof	aswathy.bp@saintgits.org	8078077892

**Department of Physical Education**

Uttam Kumar	Asst.Prof.	uttam.kumar@saintgits.org	04812430349
Rahul R		rahulraveendran@saintgits.org	9446441024

Students Welfare			
Babalu Sara Koshy	Counsellor	babalu.sara@saintgits.org	9961748652

**Career Guidance & Corporate Relations**

Antony Joseph	General Manager - Corporate Relations	antony.joseph@saintgits.org	9746474288
Arun P.	Officer - Corporate Relations	arun.p.kumar@saintgits.org	8129400674

**Systems & Networking**

Abraham Chacko	System Administrator	abraham.chacko@saintgits.org	
Nijo Mathew Varghese	Network Administrator	nijo.mv@saintgits.org; 0481-243 0349	
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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**Corporate office at Saintgits Campus**

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

**Library**

Midhun C R	Asst. Lib	midhun.cr@saintgits.org	9745135517
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**Office**

Baiju K Samuel	Asst. Manager & Ex.Sec.Principal	baiju.samuel@saintgits.org	9544327772
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  | Principal, Saintgits College of Engineering  |
| 2. Dr. Joseph Kunju Paul C     | Dean, Saintgits Institute of Management      |
| 3. Dr. Roji George             | Financial Advisor, Saintgits                 |
| 4. Mr. Pradeep Cherian         | Project Engineer                             |
| 5. Er. Abraham P. Thomas       | Principal, SCAS                              |
| 6. Dr. K. K. John              | Associate Director, SCAS                     |
| 7. Prof. M. C. Joseph          | General Manger, Placement                    |
| 8. Mr. Antony Joseph           | Convenor, HOD, BCA                           |
| 9. Ms. Ambily Merlin Kuruvilla | HOD, Commerce                                |
| 10. Mr. Anish B. Bhaskaran     | HOD, BBA                                     |
| 11. Ms. Tania Thomas           | Academic Coordinator,<br>Corporate Economics |
| 12. Ms. Reshmi Susan Jacob     | Asst. Manager (SCAS), College Office         |
| 13. Mr. Baiju K. Samuel        | Librarian                                    |
| 14. Mr. Midhun C. R.           | Student representative                       |
| 15. Alumni Association         | College Union                                |
| 16. Chairman                   |  |

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

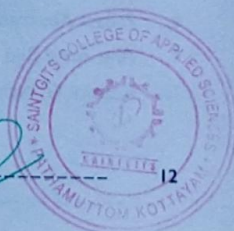
Saparna P / Class Teachers

**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**

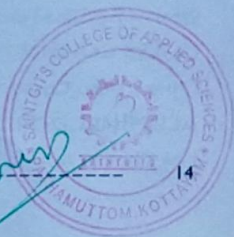
1. Arun Padmanabhan
2. Vidya R. Nair
3. Anju Ann Abraham
4. Aby Alex William
5. Ouseppachan T. S

**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

