



SAINTGITS
LEARN.GROW.EXCEL

SAINTGITS COLLEGE OF APPLIED SCIENCES

HANDBOOK 2019-2020



LEARN . GROW . EXCEL

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
www.saintgits.org

STUDENTS' HAND BOOK 2019 - 2020

COURSES OFFERED

- ❖ B.Com Model III (Computer Applications)[UGC sponsored]
- ❖ B.Com Model III (Taxation)
- ❖ Bachelor of Computer Applications (BCA)
- ❖ Bachelor of Business Administration (BBA)
- ❖ B. A. Corporate Economics
- ❖ M. Com (*Finance & Taxation*)

Ongoing Strive For Holistic Excellence

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

ദിവ്യദർശനമൊന്നിനായ്
നവ്യജീവിത നാളമായ്
ഇന്നു താവക സന്നിധേ
വന്നു നിൽക്കുകയാണിതാ
അന്നു നീ കരുണാർദ്രനായ്
തന്നു ജീവിതമുഴിയിൽ
ഒന്നു കാണുക മാത്രമേ
മന്നിൽ എന്നുടെ നിർവൃതി
നിൻമുഖം മമ സാന്ത്വനം
നിൻസ്പന്ദം മമ മോചനം
നിത്യജീവിത കീർത്തനം
നാതകാ മമ വന്ദനം

Prayer Song - 2

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

Student Profile

Name :
Date of Birth :
Programme & Semester :
Admission No :
Roll No :
University Register No: :
Address :
Contact No (R) :
(M) :
Email ID :
Blood Group :
Name of Father/Guardian :
Contact no. :

Hostler Day Scholar Paying Guest



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Vision

Holistic development of the youth to attain 'Learning for Life'

Mission

Impart quality higher education to equip and empower the youth with life long learning skills 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 in Applied Sciences emphasizing on 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.

Learning Outcomes

Academic proficiency, Leadership, Team work, Social commitment, Environmental insight, Sharp thinking, Ethical & Spiritual values.

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 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 consists of:

Mr. Thomas T. John
[Director]

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

Er. Oommen Varghese
[Treasurer, Governing Board]

Lt Col John Jacob
[Chief Operating Officer & Associate Provost]

Dr. M C Philipose
[Associate Director Academics]



MEMBERS OF FACULTY

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Sneha Grace Thomas	Lecturer	sneha.gt@saintgits.org	9447986445

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Ajesh P S	Network Technician	ajesh.ps@saintgits.org	
Sunil A. Kuriakose	Service Technician	sunil.a@saintgits.org	

Corporate office at Saintgits Campus

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Babu V. V.	PRO & Manager- Facilities	pro@saintgits.org	

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Jabu Thomas	Facility Assistant cum Messenger	jabu.thomas@saintgits.org	9544327772
Rosamma Anthrayose	Attender		9539013923

STAFF IN CHARGE OF VARIOUS ACTIVITIES 2019-20**COLLEGE DEVELOPMENT COUNCIL/ ADVISORY COUNCIL**

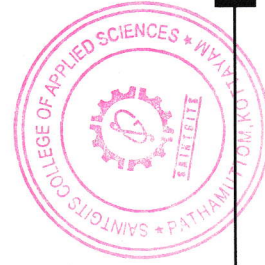
1. Management Representatives
2. Dr. M. C. Philipose Associate Director Academics
3. Dr. M.D Mathew Principal, Saintgits Engineering College
4. Dr. Roji George Dean, Saintgits Institute of Management
5. Mr. Pradeep Cherian Financial Advisor, Saintgits
6. Er. Abraham P. Thomas Project Engineer
7. Er. Antony Joseph General Manger, Placement
8. Prof. M. C. Joseph Principal, SCAS
9. Dr. K. K. John HOD, Corporate Economics
10. Ambily Merlin Kuruville HOD, BCA
11. Anish B. Bhaskaran Coordinator, Commerce Department
12. Tania Thomas Coordinator, BBA - Convenor
13. Baiju K. Samuel Asst. Manager, College Office
14. Midhun C. R. Librarian

INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. Management Representatives
2. Prof. M. C. Joseph Principal
3. Dr. M. C. Philipose Associate Director, Academics
4. Dr. Wilcy Philipose Dean, Saintgits Engineering College.
5. Dr. K. K. John HOD, Corporate Economics
6. Ambily Merlin Kuruville HOD, BCA
7. Anish B Bhaskaran Co-ordinator, PG Dept. of Commerce
8. Tania Thomas Coordinator, BBA
9. Anu Zacharia Convenor
10. Juby Thomas Joint Convenor
11. Seethu John
12. Sneha Jacob
13. Student Rep.
14. PTA Rep
15. Alumni Rep.
16. Local Panchayat Member

SURPRISE INSPECTION SQUAD

1. Vidya R. Nair
2. Sanju P. Cherian Convenor



3. Arun Padmanabhan
4. Sanal Jacob
5. Seethu John
6. Manu Mohan

STUDENT GRIEVANCE / ANTI-RAGGING COMMITTEE

1. Dr. K. K. John (Convenor)
2. Anish B. Bhaskaran
3. Tania Thomas
4. Ambily Merlin Kuruvilla
5. Rahul R
6. David Joseph
7. Anu Zachariah
8. Baiju K. Samuel

SCIST MONITORING / ETHICS COMMITTEE

1. Prof. M. C. Joseph, Principal
2. Dr. K. K. John
3. Ambily Merlin Kuruvilla
4. Tania Thomas
5. Anish B. Bhaskaran (Convenor)

ADMISSION COMMITTEE

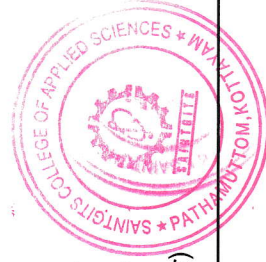
1. Prof. M. C. Joseph, Principal (Convenor)
2. HODs - Economics, Computer, Commerce, Business Administration.
3. Vidya R. Nair
4. Athira S. Kumar
5. Baiju K. Samuel

WOMEN WELFARE

1. Preetha Thomas (Convenor)
2. Sherin Mary Andrews
3. Rani Tom
4. Athira S. Kumar
5. Jency Merin Joy

LIBRARY COMMITTEE

1. Prof. M. C. Joseph, Principal
2. Dr. K. K. John
3. Midun C. R
4. Tania Thomas (Convenor)



5. Seethu John
6. Johnsymol K Joy
7. Timmy George

COLLEGE WEBSITE

1. Sanal Jacob-Convenor
2. Saparna P
3. Ancy Anthrayose
4. David Joseph
5. Pallavi Abraham
6. Philson Philip
7. Jency Merin Joy

NSS UNIT

1. David Joseph- Programme Officer
2. Hima Anni Jose

HOSTELS IN CHARGE

1. Pallavi Abraham / Class Teachers (Ladies Hostel)
2. R. Rahul / Class Teachers (Men's Hostel)

COLLEGE BUS IN CHARGE

- Kottayam Side - Rani Tom / Seethu John
 Thiruvalla Side - Sanal Jacob / Vineetha P. George
 PTA - P. Saparna / Class Teachers

CLASS COMMITTEE

Johnsymol Joy/Class Teachers

MENTORING & COUNSELLING

Sneha Jacob / Class Teachers / Mentors

ISO COORDINATOR

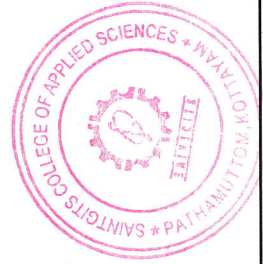
Sreeja K. S./ Dept. ISO coordinators

ALUMNI ASSOCIATION

Lima Lukose
 Arun Padmanabhan
 Rani Tom
 Ancy Anthrayose

SECRETARY STAFF COUNCIL

Sherin Mary Andrews



ARTS CLUB

Pallavi Abraham (Convenor)
 Akhil Ninan Joseph
 Jisha J. Nair
 Manu Mohan

PUBLICATIONS

Ouseppachan T. S (Convenor)
 Silpa Mary John
 Sneha Grace Thomas
 Jisha J. Nair

UNIVERSITY & INTERNAL EXAM

Arun Padmanabhan (Convenor)
 David Joseph
 Vidya R. Nair
 Anju Ann Abraham

DAY OFFICER COORDINATOR

Athira S. Kumar

COMPUTER LAB

Ambily Merlin Kuruvilla (Convenor)
 Neenu Ann Sunny

GITS BLITZ & JUNIOR GITS

Vidya R. Nair

COLLEGE UNION

Anu Zachariah

INTERNAL ASSESSMENT COORDINATOR

Sreeja K. S.

NODAL OFFICER

Ambily Merlin Kuruvilla

OPEN COURSE COORDINATOR

K. S. Sreeja / Open course teachers

COORDINATOR TALENT SHOW

Sneha Grace Thomas / Class Teachers

COORDINATOR LITERARY ASSOCIATION

Anu Mary John/class teachers

TEACHERS IN CHARGE OF FACILITIES

Sanju P. Cherian/Aby Alex William

COLLEGE RECORD KEEPER

Silpa Mary John /HODs / Club Coordinator/ Program Coordinators

CLUBS IN CHARGE

Coordinator of Clubs

1. Quiz & Debate
2. Nature & Film
3. YETS
4. Womens Club
5. He for She
6. Music & Dance
7. Career Guidance & Placement
8. English Club
9. Health & Social Service
10. Sports
11. Games
12. Reading & Book
13. Photography
14. Organic Farming
15. UNAI

HOUSE IN CHARGE

1. RUBY
2. SAFFIRE
3. EMERALD
4. TOPAZ

COLLEGE AUDITORS

1. COMMERCE
2. BCA
3. BBA
4. BA
5. LIBRARY
6. OFFICE

KIOSK IN-CHARGE

Ouseppachan T. S.
 Manu Mohan



CLASS	CLASS TEACHERS
BCOM	
S5A & S6A	Lr. Preetha Thomas, Lr. Akhil Ninan Joseph
S5B & S6B	Lr. Surabhi Sudhakaran.P, Asst. Prof. Anju Ann Abraham
T5 & T6	Lr. David Joseph, Asst. Prof. Anu Zacharia
S3A & S4A	Lr. Sruthi Sara Rajan, Lr. Sneha Grace Thomas
S3 B & S4 B	Lr. Jinta Thomas, Lr. Philson Philip
T3 & T4	Lr. Vineetha P George, Asst. Prof. Juby Thomas
S1 A & S2A	Lr. Anu Mary John, Asst. Prof. Seethu John
S1B & S2B	Lr. Anu Anna Biju, Asst. Prof. Seethu John
S1C & S2C	Lr. Silpa Mary John, Lr. Anu Anna Biju
T1 & T2	Lr. Aby Alex William, Lr. Divya Sajan
M3 & M4	Lr. Reshma R
M1 & M2	Asst. Prof. Lima Lukose
BCA	
C1 & C2	Lr. Saparna. P
C3 & C4	Lr. Arun Padmanabhan
C5 & C6	Lr. Ashley Mathew
BBA	
B1 & B2	Lr. Pallavi/Abraham
B3 & B4	Lr. Jashyja Jose
B5 & B6	Lr. Sanju P. Cherian
BA Corporate Economics	
E1 & E2	Lr. Sreeja K S
E3 & E4	Lr. Ancy Anthrayose
E5 & E6	Lr. Manu Mohan

LIST OF CLASS REPRESENTATIVES & MENTORS

Class	Class representatives	Mentors
S1A	Birin M Kuruvilla, Anjali R	Asst. Prof. Seethu John, Lr. Anu Mary John,
S1 B	Eidho Roy, Liya Sara Aby	Asst. Prof. Seethu John, Lr. Anu Anna Biju.
S1C	Reon Paul Joseph, Nikhitha P. Abraham	Lr. Silpa Mary John, Lr. Anu Anna Biju.
S3A	Bitsin Mathew, Achsah Shaji	Lr. Sruthi Sara Rajan, Lr. Sneha Grace Thomas.
S3B	Richy Varghese Kurakose, Millu Sunny	Lr. Jinta Thomas, Lr. Philson Phillip.
S5A	Jerin P Chacko, Jasmin John	Lr. Preetha Thomas, Lr. Akhil Ninan Joseph
S5B	Kesia Ann Cherian, Shidin Mathew	Lr. Surabhi Sudhakaran P.
T1	Liya Maryam Thomas, Daniel Joy	Lr. Aby Alex William, Lr. Divya Sajan.
T3	Jelita Elizabeth Mathew, Akash Deepu	Asst. prof. Juby Thomas, Lr. Vineetha P George
T5	Shawn Vilavinal Saji, Achsah Babu	Asst. Prof. Anu Zacharia, Babu Sara Koshy, Lr. David Joseph.
C1	Nikhil Jacob Kurian, Neha Seirah Biju	Asst. Prof. Ambily Merlin Kuruvilla, Lr. Sneha Jacob,
C3	Ziyad Nazeer, Niya Nidhikumar	Lr. Sherin Mary Andrews, Lr. Jisha J. Nair.
C5	Alan Cherian Biju, Renu Rachel Johnson	Asst. Prof. Ambily Merlin Kuruvilla, Lr. Arun Padmanabhan
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E3	Rahul Krishna, Ahana Ann Korah	Asst. Prof. Vidya R. Nair, Lr. Athira S. Kumar.
E5	Bovas T. Thomas, Merin Thomas	Lr. Sreeja K. S., Lr. Manu Mohan.
M1	Bijo Babu, Devu Saji	Asst. Prof. Anish B Bhaskaran, Asst. Prof. Lima Lukose.
M3	V. Anandhu, Fenya Elsa Sajev	Asst. Prof. Anish B Bhaskaran, Lr. Reshma R.