



SAINTGITS
LEARN.GROW.EXCEL



SAINTGITS

COLLEGE OF APPLIED SCIENCES

PATHAMUTTOM, KOTTAYAM - 686 532

NAAC Accredited

Affiliated to :
Mahatma Gandhi University, Kottayam

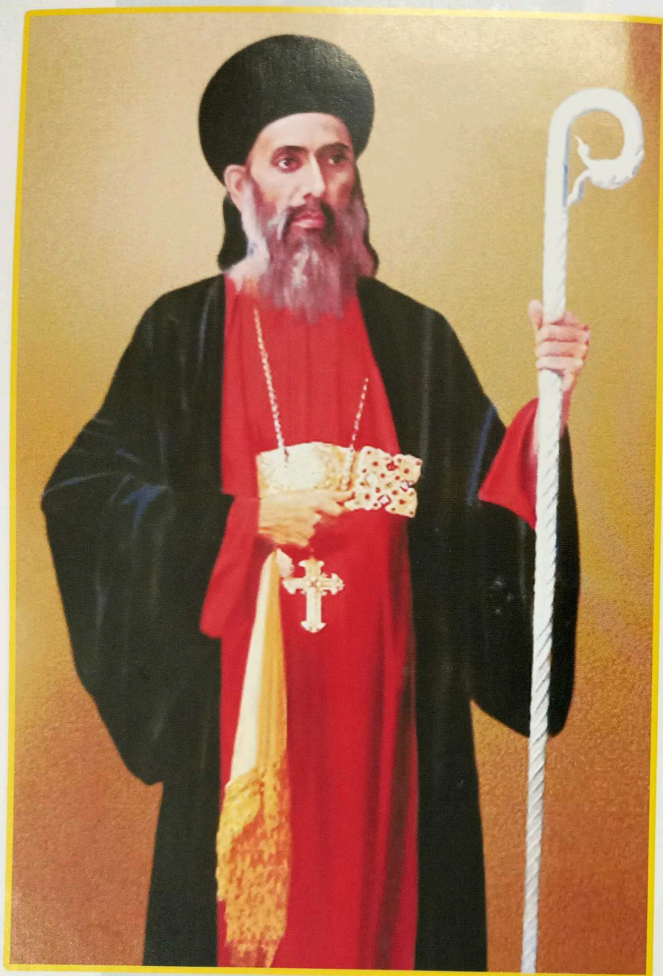
CHRISTIAN MINORITY INSTITUTION

ISO 9001:2008 Certified



STUDENTS' HAND BOOK
2017-2018

Our Patron

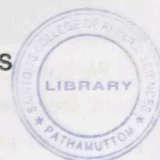


Saint Gregorios of Parumala

SAINTGITS

COLLEGE OF APPLIED SCIENCES

(Christian minority institution)
PATHAMUTTOM, KOTTAYAM - 686 532
Ph: 0481-2433787, 3292445, 9544327772



Estd. in 2004
NAAC Accredited



SAINTGITS
LEARN.GROW.EXCEL

(Affiliated to Mahatma Gandhi University, Kottayam)
Email: scas@saintgits.org
www.saintgits.org

ISO CERTIFIED EDUCATIONAL INSTITUTION
[9001-2008]

IAS-ANZ

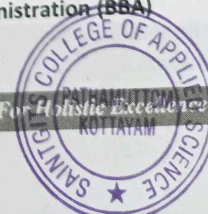


STUDENTS' HAND BOOK 2017 - 2018

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 (E- Commerce)

Ongoing Strive For Holistic Excellence
KOTTAYAM



Muller

The College Prayer

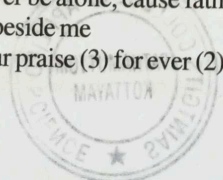
We bow our heads and fold our hands before thee in prayer. We thank thee for all the blessings showered on us. Be our friend, philosopher and guide in all our ways. Help us to perform all duties assigned to us with maximum devotion and efficiency. Strengthen us and protect our campus with thy holy presence. 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 എന്തുടെ നിർവൃതി
നിൻമുഖം മമ സാന്ത്വനം
നിൻസ്വരം മമ മോചനം
നിത്യജീവിത കീർത്തനം
നായകാ 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) :

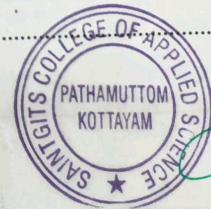
(M) :

Email ID :

Blood Group :

Name of Father/Guardian :

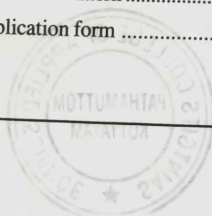
Contact no. :



Praveen

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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

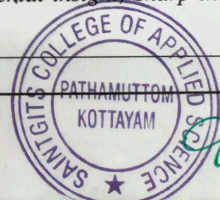
The Saintgits emblem constitutes a toothed wheel encircling an integral sign with an excited electron orbit. Symbolically, the toothed wheel represents the focus of the college on technological excellence, integral sign giving the importance of mathematical and logical thinking, and the electron orbit 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]

MEMBERS OF FACULTY

NAME	DESIGNATION	EMAIL ID	PHONE
Prof. M.C. Joseph	Principal	principalscas@saintgits.org	0481-2572424
P.G Department of Commerce			
Anish B. Bhaskaran	Aca.Co-ordinator	anish.bhaskaran@saintgits.org	9995499715
Seethu John	Asst. Prof.	seethu.john@saintgits.org	9447109856
Krishnakumar,P	Asst. Prof.	krishnakumar.p@saintgits.org	9961154111
Lima Lukose	Asst. Prof.	lima.lukose@saintgits.org	9447570247
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Dept. of Business Administration			
Tania Thomas	Aca.Co-ordinator.	tania.thomas@saintgits.org	9895930665
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Dept. of Physical Education

Uttam Kumar	Asst.Prof.	uttam.kumar@saintgits.org	9995050333
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Dept. of English & Soft Skills

Anu Zacharia	Asst. Prof.	anu.z@saintgits.org	9847039193
Anju Ann Abraham	Asst. Prof.	anju.ann@saintgits.org	9544389379
Athira S. Kumar	Lecturer	athira.sk@saintgits.org	9539993930
Shibymol Babu	Lecturer	shibymol.babu@saintgits.org	9539799622

Students Welfare

Babalu Sara Koshy	Counsellor	babalu.sara@saintgits.org	9961748652
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Career Guidance & Corporate Relations

Antony Joseph	Head	antony.joseph@saintgits.org	9746474288
Arun P.	Officer	arun.pkumar@saintgits.org	8129400674

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Nijo Mathew Varghese	Network Administrator	nijo.mv@saintgits.org	
Anjeev M G	Service Technician	anjeev.mg@saintgits.org	
Ajesh P S	Network Technician	ajesh.ps@saintgits.org	
Sunil A. Kuriakose	Service Technician	sunil.a@@saintgits.org	

Corporate office at Saintgits Campus

Pradeep Cherian	Finance Advisor	pradeep.cherian@saintgits.org	
Babu V. V.	PRO & Manager- Facilities	pro@saintgits.org	
Rajesh Kumar P. U	Liaison Executive	rajesh.kumar@saintgits.org	

Library

Rajesh P. S	Asst. Lib.GII	rajesh.ps@saintgits.org	9446838534
Midhun C R	Asst. Lib	midhun.cr@saintgits.org	9545135517

Office

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Jency Merin Joy	Off. Asst. Gr-I	jency.merin@saintgits.org	9744743223
Timmy George	Ex. Admn. & Procurement	timmy.george@saintgits.org	8281449178
Vinitha Rajan	Off. Trainee	vinitha.rajan@saintgits.org	9656324210
Jabu Thomas	Messenger cum driver	jabu.thomas@saintgits.org	9747931101

STAFF IN CHARGE OF VARIOUS ACTIVITIES 2017-18**COLLEGE DEVELOPMENT COUNCIL**

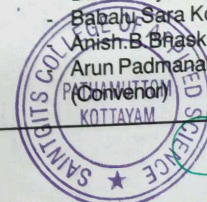
- | | |
|--|---------------------------|
| 1. Management Representatives | - Er. Punnoose George |
| | - Lt. Col. John Jacob |
| 2. Principal | - Prof. M C Joseph |
| 3. Academic Co-ordinator, Commerce | - Anish B Bhaskaran |
| 4. HOD, Corporate Economics | - Dr. K K John |
| 5. HOD, BCA | - Ambily Merlin Kuruvilla |
| 6. Academic Co-ordinator, BBA | - Tania Thomas (Convenor) |
| 7. Principal, Saintgits College of Engineering | - Dr. M C Philipose |
| 8. Dean, SIM | - Dr. Roji George |
| 9. Project Engineer | - Abraham P Thomas |
| 10. Financial Advisor | - Pradeep Cherian |
| 11. Office Supt: | - Shiji Susan Andrews |
| 12. Librarian | - Rajesh P S |

IQAC COMMITTEE

- | | |
|-----------------------------------|---|
| 1. Principal | - Prof. M C Joseph |
| 2. Management Representative | - Lt.Col.John Jacob |
| 3. Academic Coordinator, Commerce | - Anish B Bhaskaran |
| 4. HOD Corporate Economics | - Dr. K K John |
| 5. HOD BCA | - Ambily Merlin Kuruvilla
(Convenor) |
| | - Tania Thomas |
| 6. Academic Co-ordinator, BBA | - Vidya.R.Nair |
| 7. Members | - Anu Zacharia |
| | - Arun Padmanabhan
(Joint Convenor) |
| | - Local Panchayat Member |
| | - Student Representative |
| | - PTA Representative |
| | - Alumni Representative |

QUALITY CIRCLE

- | |
|----------------------------------|
| - Lt.Col.John Jacob |
| - Dr. Wilscy. M |
| - Babalu Sara Koshy |
| - Anish B Bhaskaran |
| - Arun Padmanabhan
(Convenor) |



SURPRISE INSPECTION SQUAD

- Anu Zacharia (Convenor)
- Sanal Jacob
- Krishna Kumar P
- Sanju P Cherian
- Student Representative

ANTI-RAGGING COMMITTEE / STUDENTS GRIEVANCE CELL

- Dr. K. K. John (Convenor)
- Anish.B.Bhaskaran
- Tania Thomas
- Ambily Merlin Kuruvilla
- Vidya R Nair
- Sanal Jacob
- Krishna Kumar P
- Joshyja Jose

SC/ST MONITORING COMMITTEE

- | | |
|------------------------------------|---------------------------|
| 1. Principal | - Prof. M C Joseph |
| 2. Academic Co-ordinator, Commerce | - Anish B Bhaskaran |
| 3. HOD, Corporate Economics | - Dr. K K John |
| 4. HOD, BCA | - Ambily Merlin Kuruvilla |
| 5. Academic Co-ordinator, BBA | - Tania Thomas |
- Ancy Anthrayose (convenor)

ETHICS COMMITTEE

- | | |
|------------------------------------|---------------------------|
| 1. Principal | - Prof. M C Joseph |
| 2. Academic Co-ordinator, Commerce | - Anish B Bhaskaran |
| 3. HOD, Corporate Economics | - Dr. K K John |
| 4. HOD, BCA | - Ambily Merlin Kuruvilla |
| 5. Academic Co-ordinator, BBA | - Tania Thomas |
- Seethu John (convenor)

ADMISSION COMMITTEE

- | | |
|-----------------------------------|-------------------------------|
| 1. Principal | - Prof. M C Joseph (Convenor) |
| 2. Academic Coordinator, Commerce | - Anish B Bhasakaran |
| 3. HOD, Corporate Economics | - Dr. K K John |
| 4. HOD, BCA | - Ambily Merlin Kuruvilla |
| 5. Academic Co-ordinator, BBA | - Tania Thomas |
- K.S.Sreeja
Anju Ann Abraham

WOMEN WELFARE COMMITTEE

- Preetha Thomas
- Sneha Jacob
- Rani Tom
- Reshmi Susan Jacob
- Anju Ann Abraham
- (Convenor)

LIBRARY COMMITTEE

- ✓ Athira.S.Kumar (Convenor)
- ✓ Rajesh.P.S (Secretary)
- ✓ Seethu John
- ✓ Ancy Anthrayose
- ✓ Sneha Jacob
- ✓ Riba K John

COLLEGE WEBSITE COMMITTEE

- Ginsu Jacob Mathew
- (Convenor)
- Sanal Jacob(Joint Convenor)
- Saparna P
- Meera Elza John
- Reshmi Susan Jacob
- Pallavi Abraham

TEACHERS IN CHARGE OF CLUBS

- | | |
|------------------------------|---------------------------|
| 1. Quiz | - Juby Thomas |
| 2. Public Speaking & Debate | - Ancy Anthrayose |
| 3. English | - Shibymol Babu |
| 4. Women Cell | - Riba K John |
| 5. Music | - Anu Mary John |
| 6. Dance | - Leah Anna Thomas |
| 7. Social Activity | - Preetha Thomas |
| 8. Yoga | - Rajesh.P.S. |
| 9. Career Guidance&Placement | - Krishnakumar.P |
| 10. Photography & Film | - Sanal Jacob |
| 11. Book & Innovation | - Athira S Kumar |
| 12. Skill Development | - Sruthi Sara Rajan |
| 13. Walk with Scholar | - Rani Tom |
| 14. He for She | - Ambily Merlin Kuruvilla |
| 15. Blood Donor's Club | - Sanju P Cherian |



TEACHERS IN CHARGE OF NSS

- David Joseph

TEACHERS IN CHARGE OF HOSTELS

1. Ladies Hostel
2. Men's Hostel

- Pallavi Abraham
- Sanju. P. Cherian

COLLEGE BUS IN CHARGE

1. Kottayam Side
2. Thiruvalla Side

- Krishnakumar P/ Rani Tom
- Reshmi Susan Jacob

PTA COMMITTEE

- Preetha Thomas

CLASS COMMITTEE CO-ORDINATOR

- Lima Lukose

MENTORING & COUNSELLING

- Babalu Sara Koshy
- Anish B Bhasakaran

ALUMNI ASSOCIATION

- Lima Lukose (Convenor)
- Arun Padmanabhan
- Ancy Anthrayose
- Sanju.P.Cherian

ARTS CLUB

- Athira S Kumar (Convenor)
- Pallavi Abraham
- Meera Elsa John
- Sherin Mary Andrews

SPORTS & GAMES

- Sanju.P.Cherian
- Aby Alex William

PUBLICATIONS

- Aby Alex William (Convenor)
- Anju Ann Abraham
- Johnsymol Joy
- Joshyja Jose

COLLEGE RECORD KEEPER, DATA BANK, PHOTOS

- Silpa Mary John

SECRETARY STAFF COUNCIL

- Reshmi Susan Jacob

COLLEGE UNION

- Sanju P Cherian

INTERNAL & UNIVERSITY EXAMS

- Arun Padmanabhan (Convenor)
- Krishnakumar P

NODAL OFFICER

- K. S Sreeja
- Ancy Anthrayose
- Riba K. John
- Ambily Merlin Kuruvilla

DAY OFFICER CO-ORDINATOR

- Saparna P

NEWS PAPER SUPPLY

- Vinitha Rajan
- Jabu Thomas
- Neenu

COMPUTER LAB

- Ambily Merlin Kuruvilla

CO-ORDINATOR INTERNAL ASSESSMENT

- K.S.Sreeja

ISO CO-ORDINATOR

- Anu Zacharia

CO-ORDINATOR, CLASS LITERARY ASSOCIATION

- Vidya R Nair

CO-ORDINATOR, TALENT SHOW

- Babalu Sara Koshy

DEPARTMENT ASSIGNMENTS

DEPARTMENT OF COMMERCE

1. Department Secretary - Meera Elsa John
2. Commerce Association-In-Charge - Sruthi Sara Rajan
3. Value Added Courses - Aby Alex William
4. Record Keeping - Seethu John
Meera Elsa John
5. Newspaper - Sruthi Sara Rajan
6. Internal & University Exam - Krishnakumar.P
7. OJT / Tour / NSS - David Joseph
8. Placement & Career Guidance - Krishnakumar.P
9. Project Co-ordinator U.G/ P.G - Lima Lukose
10. National Seminar - Krishnakumar.P
11. Seminar-internal/external - Preetha thomas
Seethu John
12. ISO Co-ordinator - Anu Mary John
13. Internal Assessment

