



SAINTGITS
LEARN.GROW.EXCEL

SAINTGITS

COLLEGE OF APPLIED SCIENCES

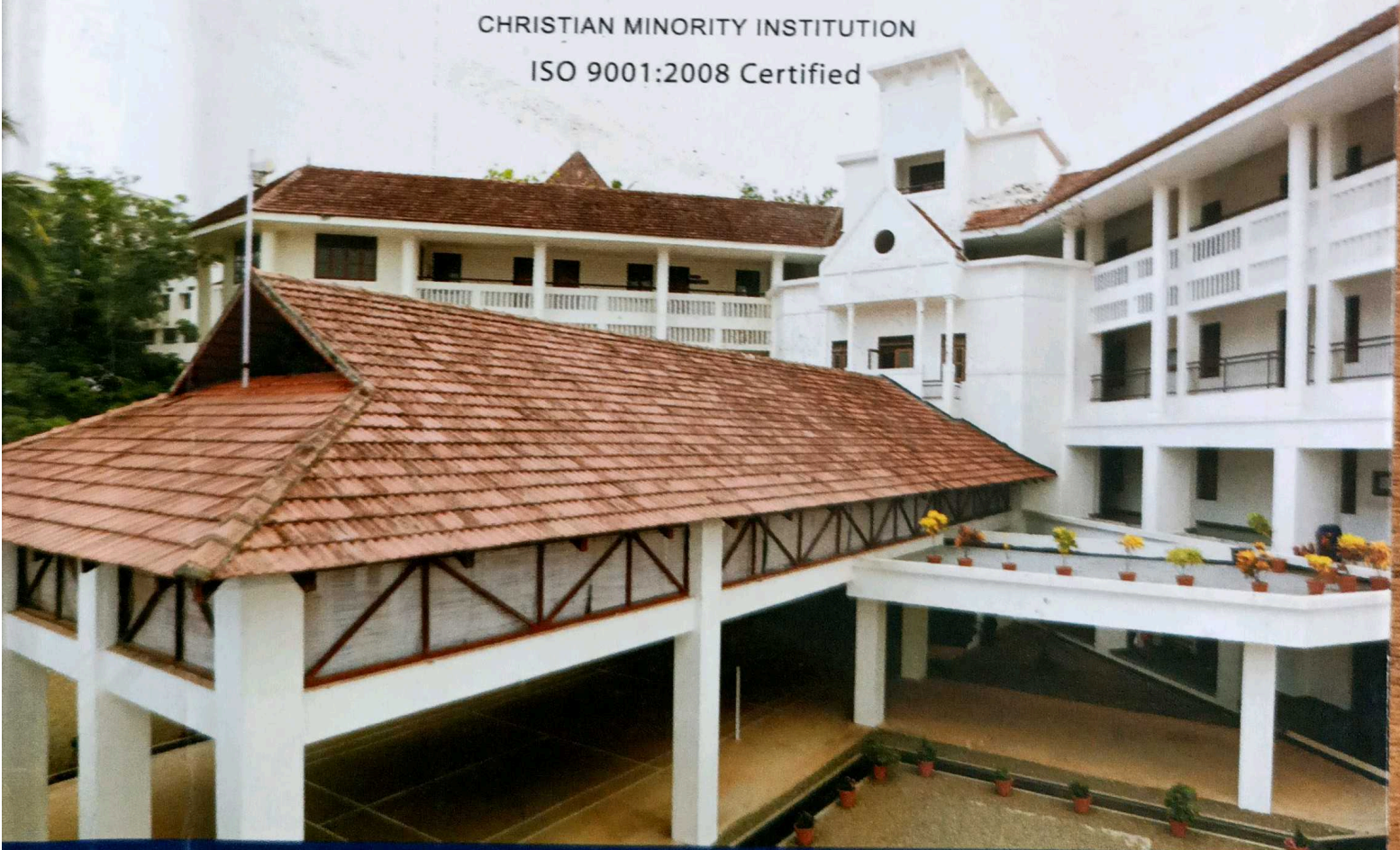
PATHAMUTTOM, KOTTAYAM - 686 532

NAAC Accredited

**Affiliated to :
Mahatma Gandhi University, Kottayam**

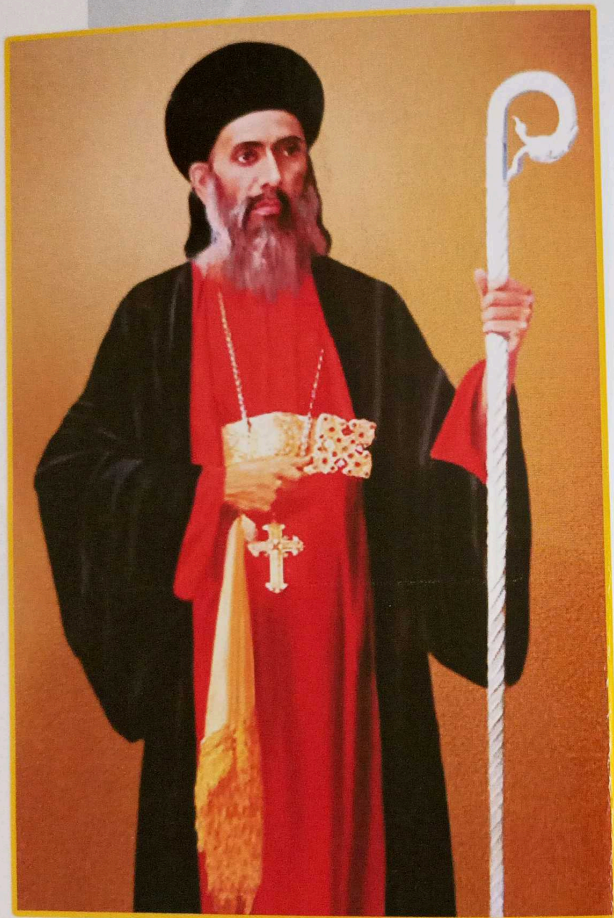
CHRISTIAN MINORITY INSTITUTION

ISO 9001:2008 Certified



STUDENTS' HAND BOOK
2018-2019

Our Patron



Saint Gregorios of Parumala

SAINTGITS COLLEGE OF APPLIED SCIENCES

(Christian minority institution)
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

ISO CERTIFIED EDUCATIONAL INSTITUTION
[9001-2008]

IAS-ANZ

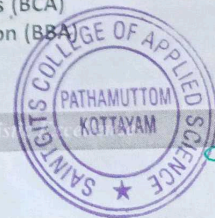


STUDENTS' HAND BOOK 2018 - 2019

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



Success

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
മനീൽ എന്റുടെ നിർവൃതി

നിൻമുഖം മമ സാന്ത്വനം
നിൻസരം 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) :

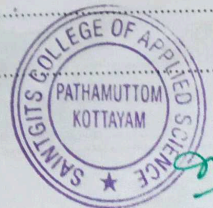
(M) :

Email ID :

Blood Group :

Name of Father/Guardian :

Contact no. :



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Contents

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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

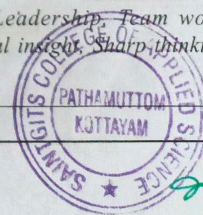
The Saintgits emblem constitutes a toothed wheel encircling an integral sign with an excited electron orbit. Symbolically, the toothed wheel represents the focus of the college on technological excellence, integral sign giving the importance of mathematical and logical thinking, and the electron orbit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

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
Lima Lukose	Asst. Prof.	lima.lukose@saintgits.org	9447570247
Juby Thomas	Asst. Prof.	juby.thomas@saintgits.org	8547071295
Preetha Thomas	Lecturer	preetha.thomas@saintgits.org	9747360721
Aby Alex William	Lecturer	aby.alex@saintgits.org	9447767987
Maria S. Karakkattil	Lecturer	maria.s@saintgits.org	9495843497
Silpa Mary John	Lecturer	silpa.m@saintgits.org	9497811867
Sruthi Sara Rajan	Lecturer	sruthi.sr@saintgits.org	9496068946
Meera Elza John	Lecturer	meera.ej@saintgits.org	9497584936
David Joseph	Lecturer	david.j@saintgits.org	8943130313
Anu Mary John	Lecturer	anu.m@saintgits.org	9496316981
Nikhil Anil	Lecturer	nikhil.anil@saintgits.org	9061660095
Vineetha P George	Lecturer	vineetha.pg@saintgits.org	7902953146
Dayana Sarah Cherian	Lecturer	Dayana.sc@saintgits.org	9496242253
Neethu Anna Koshy	Lecturer	Neethu.ak@saintgits.org	7406449579
Jeena Annie Varghese	Lecturer	jeena.av@saintgits.org	8606542435
Deevika R	Lecturer	devika.r@saintgits.org	8943652294
Dept. of Computer Applications			
Ambily Merlin Kuruvila	HOD	ambily.merlin@saintgits.org	9447661714
Arun Padmanabhan	Asst. Prof.	arun.padmanabhan@saintgits.org	9746118883
Sneha Jacob	Lecturer	sneha.j@saintgits.org	9847270978
Sherin Mary Andrews	Lecturer	sherin.mary@saintgits.org	9447282100
Saparna P.	Lecturer	saparna.pameswaran@saintgits.org	9496414306
Sanal Jacob	Lecturer	sanal.jacob@saintgits.org	8714106336
Jisha J. Nair	Lecturer	jjisha.nair@saintgits.org	9544684818
Johnsymol Joy	Lecturer	johnsymol.joy@saintgits.org	8289851943
Ashly Mathew	Lecturer	ashly.mathew@saintgits.org	7592042879
Neenu Ann Sunny	Teaching Trainee	neenu.ann@saintgits.org	9656073077
Lakshmy G. N	Lab Assistant	laks.gnair@gmail.com	9947939342
Dept. of Business Administration			
Tania Thomas	Aca.Co-ordinator	tania.thomas@saintgits.org	9544778007
Rani Tom	Lecturer	rani.tom@saintgits.org	9961055008
Joshya Jose	Lecturer	joshya.jose@saintgits.org	9497530329
Sanju P. Cherian	Lecturer	sanju.cherian@saintgits.org	9847123543

Pallavi Abraham	Lecturer	pallavi.abraham@saintgits.org	8129589024
Ouseppachan T S	Lecturer	ouseppachan.ts@saintgits.org	9745781231
Shijin Scaria Vattacha	Lecturer	shijin.sv@saintgits.org	9167400176
Dept. of Corporate Economics			
Dr. K. K. John	Prof. & HOD	john.kk@saintgits.org	8281023421
Reshmi Susan Jacob	Lecturer	reshmi.susan@saintgits.org	8281257692
Dr. Keerthan Rose Alexon	Lecturer	keerthan.ra@saintgits.org	9639902924
Manu Mohan	Lecturer	manu.mp@saintgits.org	9447690601
Dept. of Mathematics			
Vidya. R. Nair	Asst Prof	vidya.nair@saintgits.org	9446257381
Sreeja K. S.	Lecturer	sreeja.ks@saintgits.org	9497667104
Hima Anni Jose	Lecturer	hima.aj@saintgits.org	8156965971
Dept. of Physical Education			
Uttam Kumar	Asst.Prof.	uttam.kumar@saintgits.org	9995050333
Rahul R	Lec. Trainee	rahulraveendran@saintgits.org	9446441024
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
Students Welfare			
Babalu Sara Koshy	Counsellor	babalu.sara@saintgits.org	9961748652
Career Guidance & Corporate Relations			
Antony Joseph	Head	antony.joseph@saintgits.org	9746474288
Arun P.	Officer	arun.pkumar@saintgits.org	8129400674
Systems & Networking			
Abraham Chacko	System Administrator	abraham.chacko@saintgits.org	
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	
Library			
Midhun C R	Asst. Lib	midhun.cr@saintgits.org	9545135517
Office			
Baiju K Samuel	Asst. Manager & Ex. Sec. Principal	Office Administration baiju.samuel@saintgits.org	9447289291
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. Asst Trainee	vinitha.rajan@saintgits.org	9656324210
Jabu Thomas	Messenger cum driver	jabu.thomas@saintgits.org	9747931101
Rosamma			9539013923

STAFF IN CHARGE OF VARIOUS ACTIVITIES 2018-19

COLLEGE DEVELOPMENT COUNCIL / ADVISORY COUNCIL

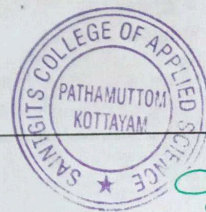
1. Management Representatives
2. Dr. M. C. Philipose Associate Director Academics
3. Dr. M. D. Mathew Principal, Saintgits Engineering College
4. Dr. Roji George Dean Saintgits Institute of Management
5. Pradeep Cherian Financial Advisor, Saintgits
6. Er. Abraham P. Thomas Project Engineer
7. Antony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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

SURPRISE INSPECTION SQUAD

1. Sanal Jacob (Convenor)
2. Vidya.R.Nair
3. Pallavi Abraham
4. Aby Alex William



5. Juby Thomas
6. Sherin Mary John
7. Dr.K.K.John (Chief Coordinator)

ANTI-RAGGING /STUDENT GRIEVANCE

1. Anish B.Bhaskaran (Convenor)
2. Sanal Jacob
3. Pallavi Abraham
4. Reshmi Susan Jacob
5. Rahul.R
6. David Joseph
7. Anu Zacharia

SC/ST MONITORING / ETHICS COMMITTEE

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

ADMISSION COMMITTEE

1. Principal
2. HODs-Economics, Computer, Commerce, Business Admn.
3. Vidya.R.Nair
4. Athira.S.Kumar (Convenor)
5. Timmy George

WOMEN WELFARE

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

LIBRARY COMMITTEE

1. Dr. K. K.John (Convenor)
2. Midun.C.R
3. Anu Mary John
4. Sanju P. Cherian
5. Ashly Mathew
6. Principal

COLLEGE WEBSITE

Sanal Jacob (Convenor), Saparna.P., Sneha Jacob
Pallavi Abraham, Jency Merin Joy, Meera Elza John
Reshmi Susan Jacob, David Joseph

NSS UNIT

David Joseph (Programme Officer)
Jeena Annie Varghese

HOSTELS IN CHARGE

1. Pallavi Abraham / Class Teachers (Ladies Hostel)
2. David Joseph / Class Teachers (Men's Hostel)

COLLEGE BUS IN CHARGE

Kottayam Side	Jisha.J.Nair
Thiruvalla Side	Reshmi Susan Jacob

PTA

Juby Thomas / Class Teachers

CLASS COMMITTEE

Johnsymol Joy/Class Teachers

MENTORING & COUNSELLING

Jisha.J.Nair / Class Teachers & Mentors

ISO CO-ORDINATOR

Sreeja.K.S / Dept. ISO coordinators

ALUMNI ASSOCIATION

Lima Lukose, Arun Padmanabhan, Rani Tom, Dr.K.K.John

ARTS CLUB

Nikhil Anil, Sanju.P.Chерian, Reshmi Susan Jacob (Convenor)
Ashly Mathew

SPORTS & GAMES

Rahul R. (Convenor), Anu Mary John, Sanju P. Cherian
Ashly Mathew , Dr. K. K. John

PUBLICATIONS

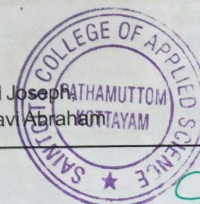
Athira.S.Kumar (Convenor), Rani Tom
Arun Padmanabhan, Silpa Mary John

SECRETARY STAFF COUNCIL

Preetha Thomas

UNIVERSITY & INTERNAL EXAM

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



DAY OFFICER COORDINATOR

Anu Mary John

COMPUTER LABAmbily Merlin Kuruvilla (Convenor), Neenu Ann Sunny
Lakhmi G. Nair**GITS BLITZ & JUNIOR GITS**

Anju Ann Abraham

COLLEGE UNION

Anu Zacharia

INTERNAL ASSESSMENT CO-ORDINATOR

Sreeja K. S.

NODAL OFFICER

Ambily Merlin Kuruvilla

OPEN COURSE COORDINATOR

Sreeja K.S. / Open Course Teachers

COORDINATOR TALENT SHOW

Lima Lukose & Class Teachers

COORDINATOR LITERARY ASSOCIATION

Anu Mary John / Class Teachers

TEACHERS IN CHARGE OF FACILITIES

Sanju.P.Chierian, Aby Alex William

COLLEGE RECORD KEEPERJeena Ann Varghese /HODs /Club Co-ordinator/
Program co-ordinators**CLUBS IN CHARGE**

1. Quiz & Debate - Maria.S. Karakattil
2. Nature, Photography & Film - Sanal Jacob, Joshyja Jose
3. YETS - Dr. K. K. John, Rani Tom
4. Womens club - Preetha Thomas
5. He for She - Nikhil Anil / Hima Anni Jose
6. Music & Dance - Reshmi Susan Jacob
Meera elsa john
7. Career Guidance & Placement - Aby Alex William
8. English Club - Anju Ann Abraham
9. Talent Development - Seethu John, Rani Tom,
Sneha Jacob,
Reshmi Susan Jacob
10. Health & Organic Farm - Sanju P.Chierian

11. Chief Coordinator of Clubs

- Tania Thomas

HOUSE IN CHARGE

1. Ruby - Ouseppachan T. S
2. Saphire - Neethu Anna Koshy
3. Emerald - Dayana Sarah Chierian
4. Topaz - Shijin Scaria Vattachal

COLLEGE AUDITORS

1. Commerce - Seethu John
2. BCA - Arun Padmanabhan
3. BBA - Pallavi Abraham
4. BA - Reshmi Susan Varghese
5. Library - Anish George
6. Office - Timmy George

KIOSK IN-CHARGE

Ouseppachan T. S., Manu Mohan

CLASS TEACHERS	
CLASS	CLASS TEACHERS
BCOM	
S5A & S6A	Asst. Prof. Lima Lukose & Lr. Silpa Mary John
S5B & S6B	Lr. Aby Alex William & Lr. Neethu Anna Koshy
T5 & T6	Asst. Prof. Seethu John & Lr. Anu Mary John
S3A & S4A	Lr. Preetha Thomas & Lr. Maria S Karakattil
S3 B & S4 B	Lr. Nikhil Anil & Asst. Prof. Anju Ann Abraham
T3 & T4	Lr. David Joseph & Asst Prof. Anu Zacharia
S1 A & S2A	Lr. Jeena Annie Varghese
S1B & S2B	Lr. Dayana Sarah Chierian
S1C & S2C	Lr. Devika R.
T1 & T2	Asst. Prof. Juby Thomas & Lr. Vineetha P. George
M3 & M4	Lr. Meera Elza John
M1 & M2	Asst. Prof. Anish B Bhaskaran
BCA	
C1 & C2	Lr. Johncymol Joy
C3 & C4	Lr. Sneha Jacob
C5 & C6	Lr. Sherin Mary Andrews

