



SAINTGITS
LEARN.GROW.EXCEL

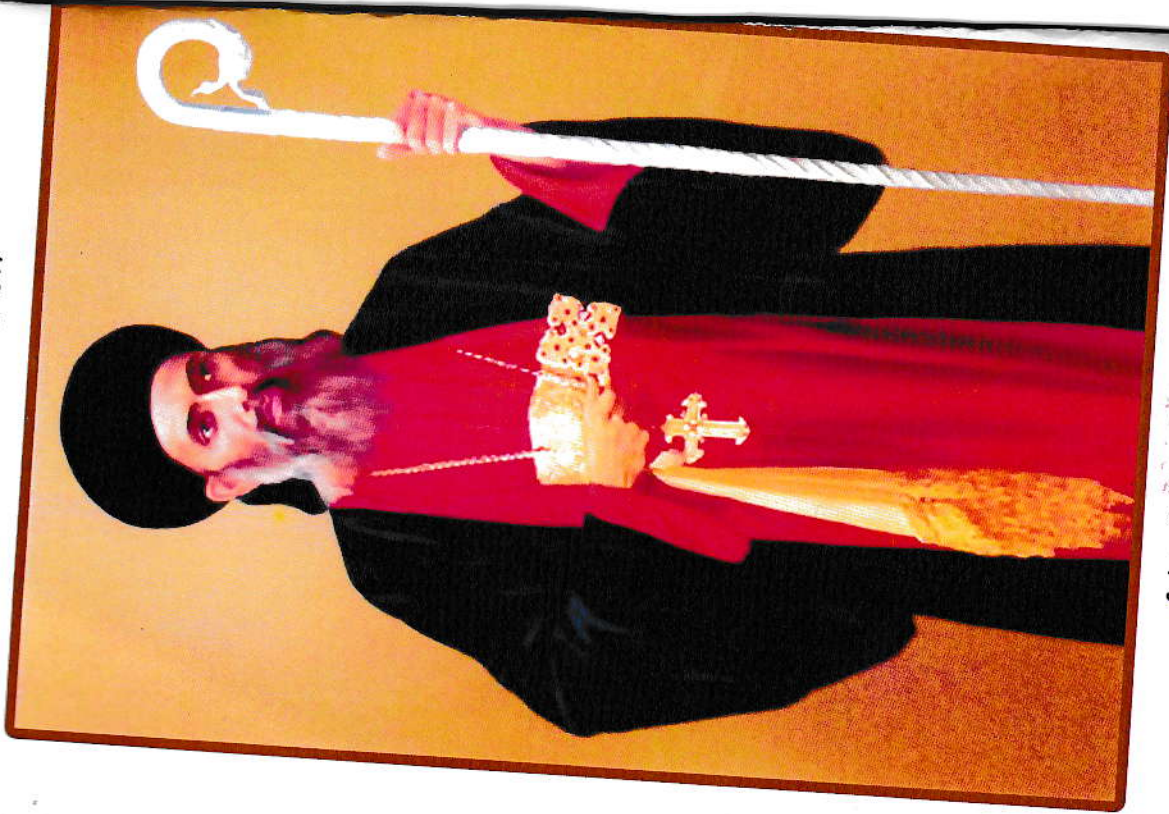
SAINTGITS COLLEGE OF APPLIED SCIENCES

HANDBOOK 2020-2021



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

2020 - 2021

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



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

ഹൃദയരാഗതന്ത്രി മീട്ടി സ്നേഹഗീതമേകിയും
കർമ്മഭൂമി തളിരിടുന്ന വർണ്ണമേകിയും
നമ്മിൽ വാഴും ആദിനാഥം ഇന്നു വാഴ്ത്തിടാം
(ഹൃദയരാഗം)

ഞങ്ങൾ പാടുമീ സ്വരങ്ങൾ കീർത്തനങ്ങളാകണേ
ചോടുവയ്ക്കുമീ പദങ്ങൾ നൃത്തലോലമാകണേ
കുഞ്ഞുവീടിനുകളങ്ങൾ സ്വർഗ്ഗമാകണേ
അമ്മ നൽകും ഉമ്മപോലും അമൃതമാകണേ
പൂർണ്ണമീ ചരാചരങ്ങൾ ഗുരുവരങ്ങളാകണേ
(ഹൃദയരാഗം)

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)

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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 Paying Guest

Day Scholar



Content

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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.

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 Parumal 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. R. John	Principal	principalscas@saintgits.org	9744142710
Prof. M.O. Joseph	Associate Director	associatedirector.scas@saintgits.org	9995204042
P. G DEPARTMENT OF COMMERCE			
Anish B. Bhaakaran	HOD & Asst Prof.	anish.bhaakaran@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	Asst. Prof.	preetha.thomas@saintgits.org	9747360721
Aby Alex William	Asst. Prof.	aby.alex@saintgits.org	9447767987
Blipa Mary John	Asst. Prof.	silpa.m@saintgits.org	9497811867
Bruthi Sara Rajan	On leave	sruthi.sr@saintgits.org	9496068946
David Joseph	On leave	david.j@saintgits.org	8943130313
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Vineetha P. George	Asst. Prof.	vineetha.pg@saintgits.org	8547226436
Philson Phillip	On leave	philson.p@saintgits.org	9901721565
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Resmi G Nair	Asst. prof	resmi.gn@saintgits.org	8281300082
Lida Mariam George	Asst. Prof	lida.mg@saintgits.org	8281677892

DEPT. OF COMPUTER APPLICATIONS

DEPT. OF COMPUTER APPLICATIONS			
DEPT. OF COMPUTER APPLICATIONS			
Ambily Merlin Kuruvilla	HOD	ambily.merlin@saintgits.org	9447661714
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Sneha Jacob	On leave	sneha.j@saintgits.org	9847270978
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Saparna P	Asst. Prof.	separna.parneswarar@saintgits.org	94966414300
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	Asst. Teacher	neenu.ann@saintgits.org	9656073077

DEPT. OF BUSINESS ADMINISTRATION

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Rani Tom	Lecturer	rani.tom@saintgits.org	9961055008
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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

DEPT. OF CORPORATE ECONOMICS

Dr. K. K. John	Prof. & HOD	john.kk@saintgits.org	9744142710
Reshmi Susan Jacob	Aca. Coordinator	reshmi.susan@saintgits.org	8281257692
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Manu Mohan	Asst. Prof.	manu.mp@saintgits.org	9645678187
Priyanka Menon	Asst. Prof.	priyanka.m@saintgits.org	9747280360
Aadhira Merita Solomon	Asst. Prof.	aadhira.ms@saintgits.org	8592033544
Reshma Shyna Shajan	Asst. Prof.	reshma.ss@saintgits.org	9207201048

DEPT. OF MATHEMATICS

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Sreeja K. S.	Asst Prof	sreeja.ks@saintgits.org	9497667104
Hima Anni Jose	Asst Prof	hima.aj@saintgits.org	8156965971

DEPT. OF ENGLISH & SOFT SKILLS

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Anju Ann Abraham	Asst. Prof.	anju.ann@saintgits.org	9544389379
Athira S. Kumar	Asst Prof	athira.sk@saintgits.org	9539993930
Sneha Grace Thomas	Asst Prof	sneha.gt@saintgits.org	8078813793



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DEPT. OF PHYSICAL EDUCATION		
Uttam Kumar	Asst. Prof.	uttam.kumar@saintgits.org
Rahul P		rahulraveendran@saintgits.org

STUDENTS WELFARE

Babalu Bara Koshiy	Counselor	babalu.sara@saintgits.org	9961748652
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CAREER GUIDANCE & CORPORATE RELATIONS

Anthony Joseph	Gen. Manager	antony.joseph@saintgits.org	9746474288
Arun P	Officer	arun.pkumar@saintgits.org	8129400674

SYSTEMS & NETWORKING

Abraham Chacko	System Admin.	abraham.chacko@saintgits.org
Nijo Mathew Varghese	Network Admin.	nijo.mv@saintgits.org
Prasanth T	Deputy System Admin.	prasanth.t@saintgits.org
Anjeav M G	Service Technician	anjeev.mg@saintgits.org
Bunil A. Kuriakose	Service Technician	sunil.a.@saintgits.org
Byam Kumar M P	Network Technician	syam.kumar@saintgits.
Manish K G	Facility Technician	manish.kg@saintgits.org

CORPORATE OFFICE AT SAINTGITS CAMPUS

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

LIBRARY

Midhun C R	Asst. Lib	midhun.cr@saintgits.org	9745135517
Chithra Prasanth	Technical Supporting	Staffchithra.p@saintgits.org	8178886244

OFFICE

Biju K Samuel	Asst. Manager & Ex. Sec. Principal	biju.samuel@saintgits.org	9544327772
Jency Merin Joy	Asst. 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/Messenger	jabu.thomas@saintgits.org	9544327772



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STAFF IN CHARGE OF VARIOUS ACTIVITIES 2020-21

COLLEGE DEVELOPMENT COUNCIL/ ADVISORY COUNCIL

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. Antony Joseph
General Manger, Placement
7. Dr. K. K. John
Principal, SCAS
8. Prof. M. C. Joseph
Associate Director, SCAS
9. Ambily Merlin Kuruvilla
HOD, BCA
10. Anish B. Bhaskaran
HOD, Commerce
11. Tania Thomas
Convener, HOD, BBA
12. Baiju K. Samuel
Asst. Manager, College Office
13. Midhun C. R.
Librarian
14. Alumni Association
Student representative
15. 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. Dr. Anitha Joseph
Professor, Civil Eng. Dept., SCE
5. Anu Zacharia
Convener
6. Ambily Merlin Kuruvilla
HOD, BCA
7. Anish B Bhaskaran
HOD, Commerce
8. Tania Thomas
HOD, BBA
9. Reshmi Susan Jacob
Academic co-ordinator, BA Corp. Economics
10. Juby Thomas
Joint Convener
11. Seethu John
Steering Committee Coordinator
12. Arun Padmanabhan
College Association Chairman
13. Student Representative
PTA President
14. PTA Representative
15. Alumni Representative
16. Local Panchayat Member
17. Circle Inspector
Chingavanam Police Station

18. PTA Representative
19. DAB Representative

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Chingavanam Police Station

SOCIAL DISTANCING MONITORING COMMITTEE

1. Anish B. Bhaskaran
Chief Coordinator
2. ALL HODs
Member
3. Anu Zacharia
Member
4. Seethu John
Member
5. Sanju P. Cherian
Member
6. Philson Philip
Member
7. Manu Mohan
Member
8. Saparna P.
Member
9. Baiju K. Samuel
Member

EQUAL OPPORTUNITY CELL

1. Preetha Thomas
Convener
2. Surabhi Sudhakaran
Member
3. Ashly Mathew
Member
4. Ouseppachan T. S.
Member
5. Babalu Sara Koshy
Member
6. Manu Mohan
Member
7. Timmy George
Member

INTERNAL COMPLAINTS COMMITTEE

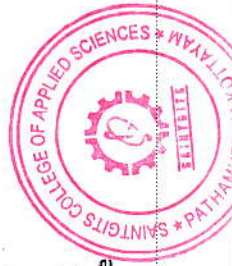
1. Seethu John
Convener
2. Preetha Thomas
Member
3. Sherin Mary Andrews
Member
4. Athira S. Kumar
Member
5. Jency Merin Joy
Member
6. Vidya R. Nair
Member

GRIEVANCE REDRESSAL CELL

1. Tania Thomas
Convener
2. Vidya R. Nair
Member
3. Sherin Mary Andrews
Member
4. Ousepachan T S
Member
5. Seethu John
Member

SURPRISE INSPECTION SQUAD

1. Anju Ann Abraham
Convener
2. Sanal Jacob
Member
3. Joshiya Jose
Member
4. Manu Mohan
Member
5. Baiju K. Samuel
Member
6. Hima Annie Jose
Member



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STUDENT GRIEVANCE / ANTI-RAGGING COMMITTEE

- 1. Tania Thomas Convener
- 2. Anish B. Bhaskaran
- 3. Ambily Merlin Kuruvilla
- 4. Reshmi Susan Jacob
- 5. Anu Zacharia
- 6. Rahul R.
- 7. Shijin Scaria
- 8. Aby Alex William
- 9. Baiju K. Samuel

SC/ST MONITORING / ETHICS COMMITTEE

- 1. Ambily Merlin Kuruvilla Convener
- 2. Anish B. Bhaskaran
- 3. Tania Thomas
- 4. Anu Zacharia
- 5. Manu Mohan

ADMISSION COMMITTEE

- 1. Principal and Associate Director
- 2. HODs - Economics, Computer, Commerce, Business Administration.
- 3. Vidya R. Nair
- 4. Athira S. Kumar
- 5. Baiju K. Samuel
- 6. Sneha Grace Thomas

WOMEN WELFARE

- 1. Vidya R. Nair Convener
- 2. Jency Merin Joy
- 3. Vinitha Rajan
- 4. Anu Anna Biju
- 5. Josmy Mathew

ONLINE COURSE COMMITTEE

- 1. Anish B. Bhaskaran Convener
- 2. Sreeja K S Member
- 3. Rani Tom Member
- 4. David Joseph Member
- 5. Neenu Ann Sunny Member

UNNATH BHARAT ABHIYAN

- 1. Aby Alex William



ENTREPRENEURSHIP AND INNOVATION CELL

- 1. Sneha Jacob (SCIE)
- 2. Sanju P Cherian (YIP)
- 3. Athira S. Kumar (KDIC)

SOCIAL AND RESEARCH PROJECTS COMMITTEE

- 1. Sanju P Cherian Convener
- 2. Sreeja K. S.
- 3. Aby Alex William
- 4. Sneha Jacob

STOCK REGISTERS

(Infrastructure/Project/Housekeeping/Complaints)

- 1. Vinitha P. George

LIBRARY COMMITTEE

- 1. Tania Thomas Convener
- 2. Associate Director
- 3. Midhun C. R.
- 4. Juby Thomas
- 5. Jisha J. Nair
- 6. Ouseppachan T. S.
- 7. Timmy George

COLLEGE WEBSITE

- 1. Sanal Jacob Convener
- 2. Josmy Mathew
- 3. Lida Mariam George
- 4. Jency Merin Joy
- 5. Reshmi Susan Jacob
- 6. Shijin Scaria
- 7. Athira S Kumar

NSS UNIT

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

HOSTELS IN CHARGE

- Boys Hostels Sanju P. Cherian
- Girls Hostels Preetha Thomas

COLLEGE BUS IN CHARGE

- Thiruvalla side Resmi Susan Jacob
- Kottayam Side Sanal Jacob



PTA

1. Saparna P
 2. Class Teachers
- CLASS COMMITTEE**
1. Christy Anna Chandy
 2. Class Teachers

MENTORING & COUNSELLING

1. Juby Thomas
2. Sneha Jacob
3. Class Teachers
4. Mentors
5. Babloo Sara Koshy

WORK REGISTER COORDINATOR

1. Anju Ann Abraham
2. Josmy Mathew
3. Department Coordinators

ALUMNI ASSOCIATION

1. Lima Lukose Convener
2. Arun Padmanabhan
3. Rani Tom
4. Manu Mohan

SECRETARY STAFF COUNCIL

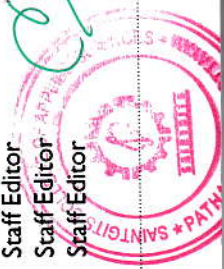
1. Joshya Jose

ARTS CLUB

1. Surabhi Sudhakaran P. Convener
2. Arun Padmanabhan Co-Convener
3. Sherin Mary Andrews BCA Dept.
4. Manu Mohan B.A. Dept.
5. Shijin Scaria BBA Dept.

PUBLICATIONS

1. Rani Tom Convener
2. Ouseppachan T S
3. Baiju K Samuel Co-Convener
4. Sherin Mary Andrews Staff Editor (News Letter)
5. Aby Alex Williams Staff Editor
6. Anu Mary John Staff Editor
7. Anju Ann Abraham Staff Editor
8. Hima Annie Jose Staff Editor



UNIVERSITY & INTERNAL EXAM

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

TECHNICAL SECRETARY

1. Sanal Jacob

DAY OFFICER COORDINATOR

1. Hima Anni Jose

COMPUTER LAB

1. Ambily Merlin Kuruvilla (Convener)
2. Neenu Ann Sunny

GITS BLITZ

1. Athira S. Kumar
2. Vidya R Nair
3. Anu Zacharia (Co-Cordinator)

COLLEGE UNION

1. Anu Zacharia
2. Anju Ann Abraham (Co-Cordinator)

INTERNAL ASSESSMENT COORDINATOR

1. Sreeja K. S
2. Jisha J Nair (Co-Cordinator)

NODAL OFFICER

1. Ambily Merlin Kuruvilla

OPEN COURSE COORDINATOR

1. Sreeja K. S
2. Jisha J Nair (Co-Cordinator)

COORDINATOR TALENT SHOW

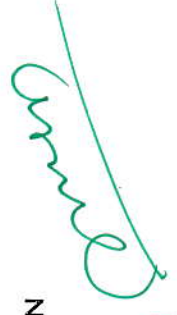
1. Sruthy Sara Rajan
2. Ouseppachan T S
3. Class Teachers

COORDINATOR LITERARY ASSOCIATION

1. Jisha J. Nair
2. Class Teachers

TEACHERS IN CHARGE OF FACILITIES

1. Sanju P. Cherian
2. Sanal Jacob



SPORTS COMMITTEE

Convener

1. Rahul Raveendran
2. Aby Alex William
3. Sanju P Cherian
4. Sanal Jacob
5. Sreeja K S

COLLEGE RECORD KEEPER

1. NAAC Criteria Coordinators
2. IQAC
3. Department Auditors
4. HODs

CLUBS IN CHARGE

1. Co-ordinator of clubs
2. Women's' Club
3. YETS
4. He for She
5. English Club
6. Photography
7. UNAI
8. Organic Farming
9. Blood Donation
10. Music
11. Dance
12. Quiz
13. Nature & Environment
14. Film
15. Career Guidance
16. Social Service
17. Life Skills
18. Youth Volunteers
19. Youth Parliament/IIMUN
20. Health & Well Being
21. Public Speaking & Debate

- Johnsymol Joy
Vidya R. Nair
Preetha Thomas, Manu Mohan
Joshya Jose, Juby Thomas
Anju Ann Abraham
Shijin Scaria/Aby Alex William
Ouseppachan T. S, Shijin Scaria
Silpa Mary John, Jinta Thomas
Reshma R, Divya Sajjan
Anu Anna Biju
Christy Anna Chandy
Anu Mary John
Sanal Jacob, Arun Padmanabhan
Manu Mohan
Manu Mohan
Sherin Mary Andrews
Ashly Mathew
Sanju P. Cherian
Juby Thomas
Sreeja K. S
Seethu John, Athira S Kumar

HOUSE IN CHARGE

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

- Reshma R
Anu Anna Biju
Shijin Scaria Topaz
Hima-Anni Jose

KIOSK IN-CHARGE

1. Ouseppachan T S
2. Vidya R. Nair



DAY OFFICERS - FACULTY IN-CHARGE

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
MON	BN	SSR	HAI	VRN	JMU	AAB	RT	AMJ	JJN	AAA
TUE	AP	KSS	AAW	JJN	JA	SSP	SN	SMA	JA	AAB
WED	RT	VRN	PT	JS	SSV	ASK	DS	JJ	PS	ASM
THU	MM	JT	PS	OTS	AAA	DJ	CAC	RR	HAI	PP
FRI	LL	SMA	PA	AZ	SPC	ASM	SMJ	KSS	VPG	ASK
										CAC

CLASS TEACHERS

BCOM

55A & 56A	Lida Mariam George
55B & 56B	Jinta Thomas
55C & 56C	Vineetha P George
55A & 54A	Anu Anna Biju
55B & 54B	Silpa Mary John
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