



HAND BOOK
2022 - 2024
B A T C H

Saintgits Institute of Management

Under saintgits College of Engineering (Autonomous)

Approved by AICTE, New Delhi

An ISO 9001 - 2008 Certified Institution

LEARN . GROW . EXCEL

PERSONAL PROFILE

Passport size
photo

Name :

Batch : Division

DOB:(DD/MM/YY)

Contact Number: (R):

(M):.....

Identification Mark :

Mailing Address :

.....

.....

Email Id:.....

Blood Group :

Name of Parents/Guardian :

Contact Mob. Number:.....

In case of Emergency, notify

Name :

Relation:.....

Contact Number: (R).....

(M).....

Address: :

.....

Signature

PERSONAL PROFILE

Passport size
photo

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(M).....

Address: :

.....

Signature

(Class Advisor)

PERSONAL PROFILE

Passport size
photo

Name:.....

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(M):.....

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Signature

SAINTGITS - An Introduction

SAINTGITS Group of Institutions, located in Pathamuttom, Kottayam District, Kerala, was established by the Mar Gregorious Educational Society, Kottayam. This non-profit philanthropic society was formed in 2001 and registered under the 1955 Travancore - Cochin Registration Act for Literary, Scientific and Charitable Societies. It is administered as a charitable society with all surplus used for institution development. The group has four institutions namely

- ▶ SAINTGITS College of Engineering
- ▶ SAINTGITS College of Applied Sciences
- ▶ SAINTGITS Institute of Management
- ▶ SAINTGITS Institute of Computer Application

With the motto 'Learn Grow Excel', Saintgits Institute of Management (SIM) is designed to be a cradle to nurture innovative and entrepreneurial business leaders and managers of high integrity. The institute espouses the values of transparency, social responsibility and openness to diverse viewpoints. Since its inception, it has made some significant contribution to the students and society.

Governing Board

SIM, set up under the aegis of Saint Gregorious Institute of Technology and Sciences, is governed by reputed educationalists, management professionals and technocrats. The core group consists of:

HG Joseph Mor Gregorios *Educationalist, Social Worker and Bishop*
(Chairman)

Er. K. George *Industrialist*
(Vice Chairman)

Er. Punnoose George *Engineer and Technocrat*
(Secretary)

Er. Oommen Varghese *NRI Civil Engineer and Technocrat*
(Treasurer)

Er. Varghese Philip	<i>NRI Electrical Engineer and Technocrat</i>
Er. Joseph Varghese	<i>Industrialist and Technocrat</i>
Er. Sinu Philip	<i>Industrialist and Technocrat</i>
Er. Shibu Punnen	<i>Industrialist and Technocrat</i>
Dr. K. Jacob	<i>Medical Practitioner and Administrator</i>
Ms. Anju Elizabeth Cherian	<i>Industrialist</i>
Ms. Mini Susan John	<i>Academician</i>
Er. Baisil Varughese Oommen	<i>Industrialist and Technocrat</i>
Shri. Thomas T. John (Invitee)	<i>Administrator</i>

ACADEMIC ADVISORY COUNCIL

- 1 Dr. Cyriac Thomas**
Former Vice-chancellor, Mahatma Gandhi University, Kottayam
- 2 Shri. A. P. Kurian**, *Former Trustee, Unit Trust of India*
- 3 Shri. Sajan Peter IAS (Retd)**, *Former Additional Chief Secretary*
- 4 Prof. K. T. Chacko IAS (Retd)**, *Former Director, IIFT, New Delhi*
- 5 Shri. C. Balagopal IAS (Retd)**, *Social Entrepreneur & Writer*
- 6 Shri. Reji Joseph**, *Director, Paragon Footwear, Kottayam*
- 7 Shri. Thomas T John**, *Director, SAINTGITS*
- 8 Er. Punnoose George**, *Exe Chairman, SAINTGITS*
- 9 Dr. Thomas Chandy**, *Academic Advisor, SIM*
- 10 Dr. Joseph Kunju Paul**, *Principal, Saintgits College of Engineering*
- 11 Dr. Roji George**, *Dean, Saintgits Institute of Management*

VISION

To be recognized as a leading Indian business school with close links to well known universities in other countries and with our alumni placed in globally competitive organisations.

MISSION

To nurture our students to become creative, confident and effective managers and business leaders of high integrity.

Our Motto: “Learn, Grow, Excel”

Our Values: We believe in transparency, independence of thought, social responsibility and openness to diverse view points.

PROGRAMME EDUCATIONAL OBJECTIVES:

PEO 1: Exhibit the qualities of creativity, initiative and independence of thought and will become competent in knowledge assimilation and transfer which will enable them to excel in their professional career.

PEO 2: Succeed in their careers with globally competitive organizations and at internationally well known universities.

PEO 3: Become socially responsible citizens of the world.

PROGRAMME OUTCOMES

PO 1: Apply knowledge of management theories and practices to assess business environment and solve business problems.

PO 2: Foster Analytical and critical thinking abilities for data based decision making.

PO 3: Ability to develop Value based Leadership ability.

PO 4: Ability to work in teams to achieve organisational goals.

PO 5: Express willingness and enthusiasm to accept responsibilities, learn from mistakes and take on challenges with confidence.

PO 6: Discuss ideas effectively and persuasively in different settings, using modern technologies.

PO 7: Think creatively and be open to diverse views and acting in ways that benefit society.

PO 8: Be trustworthy and fair in all their interactions.

GRADUATE ATTRIBUTES

1. Knowledge
2. Decision Making
3. Leadership
4. Team Player
5. Confidence
6. Communication
7. Creativity
8. Integrity

SAINTGITS EMBLEM



The **SAINTGITS** Emblem constitutes a toothed wheel encircling an integral sign with an excited electron orbit. Symbolically the toothed wheel represents the forces 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.

Communication Address:

DEPARTMENT OF BUSINESS ADMINISTRATION
SAINTGITS COLLEGE OF ENGINEERING (Autonomous)
Kottukulam Hills, Pathamuttom P O Kottayam - 686 532,
Kerala. Tel. No. 0481 - 2435960
e-mail: dean.sim@saintgits.org

Corporate Office:

3rd Floor, Unity Buildings K K Road, Kottayam - 2,
e-mail: corporateoffice@saintgits.org

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Tel. No. 0481 - 2435960

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A Christian Minority Educational Institution

Director

Shri. Thomas T. John

Executive Chairman

Er. Punnoose George

Principal

Dr. Josephkunju Paul C

Dean

Dr. Roji George

Head of the Department

Dr. Elgin Alexander

BATCH 2022 - 24

HEAD OF THE DEPARTMENT

Dr. Elgin Alexander, *Associate Professor*

CLASS ADVISORS

Batch A

Dr. Deepthi Sankar

Associate Professor

Batch B

Ms. Shino Abraham

Assistant Professor (Sr.)

MENTORS

- 1 Dr. Deepthi Sankar
- 2 Ms. Shino Abraham
- 3 Dr. Preetha G Panickar
- 4 Mr. Siby M Yohannan
- 5 Mr. Muhammed Ismail N
- 6 Ms. Pushpam T Davis

CAMPUS INFRASTRUCTURE

The Institute is equipped with all modern amenities and infrastructure that match the best educational environment. The facilities include lush green campus, spacious class rooms, modern teaching aids, state of the art computer facilities with internet connectivity, well stocked library, seminar hall with multi-media facilities, amphi-theatre with seating capacity for one thousand students, bank facility, medical facility and twenty four hours ATM counter in the campus. SIM has two unique theatre class rooms of world class standards. These are air conditioned multi level classes with revolving ergonomically designed cushioned chairs, and plug and play facility for each student (wi fi based Internet, LAN and plug point at each seat). It is equipped with LCD, audio systems and all other modern teaching facilities. In addition to these, there is a seminar hall which can accommodate 140 students and four additional class rooms, all equipped with Wi fi, LCDs and other modern equipment. A special resting room for women, a student counselling room and a recreation cum dining room is also provided. There is ground and courts for Cricket, Foot Ball, Basket Ball, Volley Ball, Badminton, etc. Besides these, there is an excellent gymnasium with state of the art facilities.

FACULTY

SIM faculty is drawn from the corporate and academic world across India and have been carefully chosen for their varied exposure and innovative pedagogy. The core faculty of 16 includes 9 Ph.D. holders, 3 M.Phil. holder and 09 with corporate experience. All faculty are engaged in Teaching and Research.

LINWAYS

Linways AMS is a complete college management software for managing the entire academic activities from attendance to online quizzes. All students will be provided a username and password for accessing academic resources available in LINWAYS.

SIM LIBRARY

About SIM Library

The Library of the SAINTGITS Institute of Management (SIM) was established in 2006 and it is one of the first three department libraries started in the college. The primary mission of SIM library is to support the educational and research programs of the institute by providing physical and intellectual access to information, consistent with the present and the anticipated academic needs of the institute. In accordance with the objectives of the institute, the library aims to develop a comprehensive collection of documents useful for the teaching and research community of the institute. The Library uses Automation Software for its operations and offers OPAC (Online Public Access Catalogue) for searching documents available in the library.

Collection

The collection of the library includes books, journals and reports and is regarded as one of the richest collections in the state of Kerala, in the field of management. Library subscribes to 36 national and foreign journals of international standard. Library has a bound books collection of 9564 volumes. In addition, over 754 full text Journals are accessible online through EBSCO and Capital Line.

Working days and Working hours

Library will ordinarily remain open from 9 am to 7 pm on all working days from Monday to Saturday every week. The library is normally closed on public holidays, but will be open to cater to student requirements. Every person who enters the library will sign the visitor register. In general, library services are provided to members only.

Membership

Library membership is open to teachers, research scholars, students, and the non teaching staff of this Institute. Membership to any other category of users can be given only with the approval of the Dean.

Loan Privileges

Students are eligible for borrowing 3 books from the library at a time.

Loan of books - Rules

1. The borrowing facility is restricted to the members only and they must borrow books personally from the library.
2. Period of loan for all categories of members will be 14 days. Books on loan can be renewed twice for the period of loan specified. The request for renewal should be received in the library before the due date of return. Renewal will not be done if the book is under reservation. The loan period can be extended if students have to carry some books for projects, for which special permission should be sought.
3. Librarian reserves the right to recall any book from any member at any time and also to cut short the loan period if a book is on special demand.
4. An overdue charge of Rs 10 per book shall be collected per week if the book is kept beyond the loan period specified.
5. Journals and periodicals are not issued out.
6. No book kept in the Reference section shall be issued out of the library.
7. Members should return all the books borrowed from book bank scheme during the previous semester at the beginning of each Semester. A grace period of 7 days from the opening date of the new Semester will be given after which they will be fined for late return as per the existing norms.
8. "No Dues certificate" will be issued at the time of completion of course only after returning all the borrowed books and also on paying any dues outstanding against him / her.
9. Members are required to maintain the sanctity of copyright rules and membership will be summarily cancelled if violation of copy rights is detected.

Loss / Damage of Books

In case of a loss of book, the borrower shall either replace the book or bear

twice the cost. If the replacement is not done within 30 days, the defaulter will be charged two times the cost of the book if the book is on print or three times if the book is out of print or such other costs required to procuring the book. However, the Dean has the discretionary power to take the final decision. If a multi-volume set is damaged or lost the member concerned shall be liable to replace the whole set or pay the cost of the entire set in that series. If a book is found mutilated, damaged or overwritten, the borrower should bear the responsibility and he / she is liable to be fined or may be instructed to replace the book according to the discretion of the librarian.

Special Services

In addition to the usual services, library provides the following specialized services.

1. Reprographic and printing services

Photocopy facility is available at a charge of Rs. 1 per copy. Library also provides printing at a cost of Rs 2.5 per page.

2. CD-ROM based services

The library possesses a good collection of CD-ROM databases in all areas of Management. Students and members of the staff can loan these CDs for a period of 14 days and all the rules allocable for the loan of books are applicable for the loan of CDs also.

3. Internet service

The library provides internet services, which is open to all members free of charge. Four computer systems have been arranged for this purpose. The use of internet to download unauthorized/ undesirable sites is strictly prohibited. Librarian's on-the-spot decision will be final.

4. E – Journals

Library subscribes to online journals through EBSCO which provides students with access to 700 plus e-journals. Students and members of the staff can access them using ip based access on the Saintgits network.

5. Prowess IQ of CMIE

The corporate database of Centre for Monitoring Indian Economy (CMIE)

PROWESS is installed in library systems, which is a comprehensive collection of corporate data in India.

General rules

1. The privilege of borrowing books from the library is restricted to members only.
2. Members shall observe strict silence inside the library. Members shall not engage in any kind of conversation in any part of the library so as to cause disturbance to other readers.
3. Members shall not bring personal belongings and library books issued to them inside the library. Only notebooks and writing sheets are allowed to be brought into the library. Eating and drinking are not allowed in the library premises.
4. Every person who enters the library shall sign the visitor register.
5. Members shall not deface or damage any book or journal belonging to the library.
6. Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon them by the Librarian.
7. Members leaving the library should stop at the exit so that the material borrowed or taken out of the library by them may be checked
8. Upon infringement of the library rules members shall forfeit the privileges of admission and membership of the library.
9. The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner
10. The members caught tearing pages/stealing books will be suspended forthwith from using the library facilities and further disciplinary action will be initiated against them by the institute.
11. Non-members are not allowed to use the library except when specifically permitted.

MAJOR FEATURES OF THE MBA PROGRAMME

- 1. Orientation & Induction Programme.** SAINTGITS Institute of Management takes keen interest in student development. The institute has designed a variety of programmes to serve the continuous development of its students. Prior to the start of every batch, new students are expected to participate in the induction programme which is of one week duration. This programme enables the students to adjust to change and cope with stress they may face during the first few months due to the demands of the MBA course. Students who participate in these with diligence and conscientiousness find it easier to adjust to the course. The Induction Programme consists of a Boot camp, Inhouse training sessions and Industrial visits.
- 2. Value Added Programme.** In addition to the orientation program, a number of additional programs such as Quantitative Skills, MS Excel, Aptitude Training, SPSS, Leadership Training, Creativity and Team spirit, etc. will be conducted on a need basis. All courses are assessed and a certificate will be issued at the end of the courses.
- 3. Mentoring and the Introduction of Counseling Support.** A batch is divided into smaller groups and a faculty mentor is assigned for each group. The Counseling Services by the mentors has a lot to offer to help the students meet challenges they may be facing, whether they are personal or career-related in nature. Student can approach their mentors and discuss any academic or non academic concerns. By talking through their concerns with the mentor, they may deepen their understanding of what is happening and develop alternate ways of dealing with the situation. Personal counseling is an opportunity to resolve problems, improve understanding and learn new skills. It provides a supportive and confidential environment where one can openly talk about their concerns and feelings. The process of personal counseling is generally enhanced by the identification of specific goals for personal change. Progress towards these goals is usually facilitated by discussions during the personal counseling session and by actively working on the issues between sessions. We believe in a collaborative process in which the mentor and the student are both actively involved in identifying goals, selecting strategies for change and evaluating progress. For setting

one's own goals, and checking the progress, the institute is advising the students to keep a personal diary on counseling.

4. **Events.** The institute organizes special events throughout the year to promote intellectual discussion and the exchange of ideas across disciplines. These include institute sponsored exchange programmes, national and international conferences and seminars, distinguished guest lectures, career events, welcome events (funded and organized by seniors to the juniors), send off party to seniors (funded and organized by juniors to seniors), convocation day and other cultural events, like SIMthesis the management fest, Onam, Christmas celebrations, Carnival, SIMfest etc. Important days like International Labour Day, Women's Day, World Water Day, Environment Day etc are observed. The events have a social as well as academic benefit and offers you the opportunity to interact with students from different B-schools. Most of the events will be conducted by the students and supervised by the faculty members.
5. **Intervention Counseling.** If a student is greatly depressed or has some serious psychological problem or stressed beyond a limit, he/she is advised to contact the dean to seek intervention while being assured of complete confidentiality and support. While one should take responsibility for one's life, it is perfectly normal to seek support and help when needed and this is an indication of an assertive person and NOT a weak person. It is the weak person who shies away from seeking such support.
6. **Class Advisors:** SIM has class advisors for each division of each batch who will be responsible for the smooth execution of all activities concerning the batch. The Class Advisor will help the students quickly resolve any academic and non-academic issues concerning the whole batch and specific issues that does not get resolved at the mentor level. The Class Advisor will inform the student development coordinator and the academic coordinator of any difficulty in the conduct of the student development and academic activities, teaching quality, session progress and all such matters. He/she will also be responsible for approving additional leaves if the students have exhausted the eligible leaves that could be sanctioned by mentors.

7. **Student Development Coordinator:** SIM has a Student Development Coordinator who will be responsible for the planning and evaluation of all student development activities for both batches of the programme. He/ she will take inputs from the class advisors, mentors, and academics coordinator to plan batch wide and specific interventions required for the wholesome development of the students in line with the graduate attributes and fulfilling the programme objectives of the MBA programme. He/She will coordinate with the academic coordinator to seamlessly plan the student development and academic activities. He/she will support the class advisors in resolving any student related issues that are not getting resolved at the class advisor level.
8. **Business Newspaper Reading.** For updating oneself with knowledge of business and competition, SIM provides students with business dailies. The institute instructs the students to process the newspapers and prepare short notes as well as PPT presentations on the basis of their readings.
9. **Academic Programme:** The academic programme is defined by the syllabus approved by Saintgits College of Autonomus The list of electives offered are:
 1. Marketing Management
 2. Corporate Finance, Accounting and Control Electives
 3. Banking and Financial Services Electives
 4. Human Resource Management
 5. Operations Management
 6. Systems
 7. Business Analytics
 8. General ManagementCriteria for opting electives is as per the regulations
10. **Foundation Course (Non-Credit):** The purpose of the Foundation Course is to bring all students who are admitted to MBA programmes from various streams at par in terms of knowledge in Economics, Quantitative Technique, History of Business, Basic Accounting Principles & Business Communication.

CURRICULUM FOR MBA, 2022

SEMESTER I

Exam Slot	Course No.	Course Name	L-T-P	Internal Marks	End Semester Marks	Exam Duration (Hours)	Credits	
A	21MBA101	Introduction to Business	3-0-0	40	60	3	3	
B	21MBA103	Quantitative Techniques for Managers	4-0-0	40	60	3	4	
C	21MBA105	Organizational Behaviour	3-0-0	40	60	3	3	
D	21MBA107	Business Economics	4-0-0	40	60	3	4	
E	21MBA109	Information Systems for Managers	3-0-0	40	60	3	3	
F	21MBA111	Accounting for Managers	4-0-0	40	60	3	4	
G	21MBA113	Ethics, Governance and Corporate Responsibility	3-0-0	40	60	3	3	
H	21MBA115	Legal Systems for Business	3-0-0	40	60	3	3	
I	21MBANC1	Employability Enhancement Programme	0-0-2	20	30	2	P/F	
*not part of the overall mark			TOTAL	27-0-2	320	480	29	27

SEMESTER II

Exam Slot	Course No.	Course Name	L-T-P	Internal Marks	End Semester Marks	Exam Duration (Hours)	Credits	
A	21MBA102	Marketing Management	4-0-0	40	60	3	4	
B	21MBA104	Financial Management	4-0-0	40	60	3	4	
C	21MBA106	Human Resource Management	3-0-0	40	60	3	3	
D	21MBA108	Operations Management	3-0-0	40	60	3	3	
E	21MBA110	Operations Research	4-0-0	40	60	3	4	
F	21MBA112	Research for Managerial Decisions	3-0-0	40	60	3	3	
G	21MBA114	Business Analytics	4-0-0	40	60	3	4	
H	21MBANC2	Integrated Disaster Management	1-0-1	20	30	2	P/F	
*not part of the overall mark			TOTAL	25-0-4	280	420	27	25

MBA SUMMER INTERNSHIP OUTSIDE THE COLLEGE: (6 WEEKS to 8 WEEKS) SEMESTER III

SEMESTER III

Exam Slot	Course No.	Course Name	L-T-P	Internal Marks	End Semester Marks	Exam Duration (Hours)	Credits
A	21MBA201	International Business	4-0-0	40	60	3	4
B	21MBA203	Strategic Management	4-0-0	40	60	3	4
	21MBA---	Elective I	3-0-0	40	60	3	3
	21MBA---	Elective II	3-0-0	40	60	3	3
	21MBA---	Elective III	3-0-0	40	60	3	3
	21MBA---	Elective IV	3-0-0	40	60	3	3
	21MBA---	Elective V	3-0-0	40	60	3	3
	21MBA351	Internship	0-0-6	40	60	6	3
TOTAL			23-0-6	320	480	29	26

SEMESTER IV

Exam Slot	Course No.	Course Name	L-T-P	Internal Marks	End Semester Marks	Exam Duration (Hours)	Credits
A	21MBA202	Entrepreneurship Development	4-0-0	40	60	3	3
B	21MBA204	Industry 4.0	2-0-0	40	60	2	2
	21MBA---	Elective VI	3-0-0	40	60	3	3
	21MBA---	Elective VII	3-0-0	40	60	3	3
	21MBA---	Elective VIII	3-0-0	40	60	3	3
	21MBA---	Elective IX	3-0-0	40	60	3	3
	21MMOOC	Open Online Course in Management	-	-	-	-	3
	21MBA352	Project & Comprehensive Viva Voce	0-0-10	80	120	10	5
TOTAL			320	480	27	25	26
G. TOTAL			1240	1830		103	26

11. SIM Awards and Scholarships

Sl No	Title	Value	Minimum Eligibility Criteria
1	Merit Scholarship	20% of tuition fee	Semester I: For a student to be eligible for getting the merit scholarship in the first semester, he / she should have a 60% score in SIM selection process, and Consistent academic performance of 80 % or above marks for the 10th standard, 12th standard and in graduation level. Maximum number of scholarship offered is 18
2	Merit cum Means Scholarship	20% of tuition fee	Value of Scholarship: SIM offers merit cum means scholarship for the purpose of offering a Scholarship for the meritorious, but economically backward students, with a maximum of 20% of tuition fee per semester. The student's total annual family income should be less than Rs. 4 lakhs. Specific Conditions: Semester I: For a student to be eligible for getting the Scholarship in the first semester, he/she should have 60% score in SIM selection process. and consistent academic performance of 75 % or above marks for the 10th standard, 12th standard and graduation. Maximum number of scholarships offered is 06
3	Scholarship for Saintgits students	15% of tuition fee)	Applicant must have completed their graduation from Saintgits College of Engineering (Autonomous) (SCE) or Saintgits College of Applied Sciences (SCAS) by studying at least two years at SCE or SCAS. and consistent academic performance of 70 % or above marks for the 10th standard, 12th standard and graduation. Maximum number of scholarships offered is 06

4	Scholarship for Engineering Graduates	20% of tuition fee	For a student to be eligible for getting the merit scholarship in the first semester, he / She should have a 60% score in SIM selection process and graduation in Engineering (B. Tech/ BE) with consistent academic performance of 80 % or above marks for the 10th standard, 12th standard and 70 % and above in graduation level. Maximum number of scholarships offered is 06
5	*Director's Special Scholarship	25% of tuition fee	At the discretion of Director/case by case: Expected to perform well in academics and non academic activities Maximum number of scholarship offered is 01
6	*Saintgits Trustee Scholarship	50% of tuition fee	For a student to be eligible for getting the Saintgits Trustee Scholarship he / she should have a - 60% score in SIM selection process and Consistent academic performance of 90 % or above marks for the 10th standard, 12th standard and 80% and above in graduation level. Must be a holder of University Rank number 1 to 10 or a first rank holder in an Autonomous Institution. A testimonial from Head of the Institution, where the students studied for degree course. Maximum number of scholarship offered is 01

GENERAL CONDITIONS FOR ALL SCHOLARSHIPS:

1. A student is not eligible to receive more than one scholarship during his study period including that from government.
2. Failure in a course (subject) in the first attempt leads to cancellation of offered/sanctioned scholarship
3. A student who undergone a disciplinary action amounting to suspension during his/her course of study at SIM will be disqualified from the Scholarship Scheme with immediate effect.

4. Non-payment of fees before the scheduled/intimated date automatically cancels the offered/ sanctioned scholarship
5. Active involvement in internal and external activities is a prerequisite for extension of scholarships
6. *Purely on the discretion of the Director/Management.

AWARDS

Title	Value	Explanation
Best Outgoing Student Award	Rs. 7000 & a commendation Certificate	Awarded on the basis of a student's exemplary performance in both academic and non academic areas. Instituted by SIM's pioneer batch of 2006-2008
Best Project Award	Rs. 3000 & a commendation certificate	For innovative and insightful research projects Instituted by Dr.Thomas Chandy,Academic Advisor of SIM

For details contact SIM office

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CODE OF CONDUCT, RULES AND REGULATIONS

1. Academic Honesty and Ethical Behavior. SIM requires academic honesty as part of its general emphasis on ethical behavior. Students may use outside resources (eg., other students, lecture notes, textbooks, articles, internet resources) to form a basis for discussion of how to approach assignments. However, simply replicating another source's work is not appropriate. Assignments submitted to faculty should consist of original work created by the student. If a student is unsure of how to approach an assignment / projects/ he should be proactive in discussing the assignment/project with the faculty members. SIM policies regarding breach of academic honesty (which include plagiarism, cheating, and the unauthorized possession of examination, papers, or other class materials) are presented below. Nothing contained herein shall be construed as superseding the discipline orders of Saintgits College of Engineering, whether within the ambit of academic honesty or other areas.

a. Plagiarism is the improper use of another person's ideas or words without acknowledgment. Examples of plagiarism include failing to use quotation marks when quoting from a source; failing to document the source of distinctive

ideas, or fabricating or inventing sources. SIM students are required to submit only their original work, or the properly cited work of others. Whenever the ideas, writing, or work of others are used, proper and timely acknowledgment is required. In written work, proper and timely acknowledgment includes a comment in the text, a footnote, or both, and includes listing the source in the bibliography. In oral presentations, an explicit statement about the work's source is required. Students found to have committed plagiarism will receive a zero (0%) mark for the specific examination, test, paper, assignment, or project in question for their first offense. "Found to have committed plagiarism" means the student's written work has been traced back to the original source or there is sufficient reason to believe that the material is substantially from another source, which has not been duly revealed.

b. Cheating is using unauthorized materials or giving or receiving unauthorized assistance during an examination or other academic exercise. Specific examples of cheating include: copying the work of another student or permitting another student to copy your work during an examination or other academic exercise; taking an examination for another student or allowing another to take your examination; possessing unauthorized notes, study sheets, slips, chits or other materials during an examination; collaborating with another student during an examination or other academic exercise without the instructor's consent and falsifying examination results. It also includes skipping a class after falsely procuring attendance. Students found to have committed cheating will receive a zero (0%) mark for the specific examination, test paper, assignment or project in question for their first offense and more serious punishments for subsequent offenses. "Found to have committed cheating" means the student was caught in the act of obtaining information (in any way whatsoever) from another student, giving information to another student, or using any kind of unauthorized materials, during the test or examination in question or there is sufficient evidence to show the intent of doing so.

c. Unauthorized possession or disposition of academic materials includes selling or purchasing academic work; taking another student's academic work without permission; or, submitting the same paper for two different classes without specific authorization. Students found to have committed unauthorized possession or disposition of academic materials will receive a zero (0%) grade for the specific examination, test, paper, assignment, or project in question for their first offense and harsher punishment thereafter.

- 2. English Speaking Rules** The official language for the business world is English and therefore the medium for communication at SIM is strictly English. If any of the students are communicating in other languages within the campus, they will be penalized as per the decision of the Institute, which is intended to be correctional.
- 3. Classroom Expectations** (Class room expectations are given below.)
- i. Students are expected to be punctual in class attendance and remain in the classroom for the entire class session, as they would in any business appointment, unless an urgent need arises or prior arrangements have been made with the instructor.
 - ii. Students are expected to arrive for class prepared to meet classroom obligations and to devote full attention and commitment to the work of that class.
 - iii. Laptops and other electronic devices should be used with discretion and only as permitted by the instructor for work directly related to the class session. Emailing, accessing the internet, and working on matters unrelated to the work at hand are inappropriate behaviors because they are disrespectful and distracting to the class and to the instructor. In the rare but urgent situation, the student should take from the instructor, in advance, permission for an anticipated phone call or message. Mobile phones are not permitted in regular classes, however, when there are extra curricular activities and outside the normal academic activities, they may be used with prior permission since these activities often go late into the evening.
 - iv. Classroom discussion is an important part of the pedagogy of our MBA course. Students in the classes should be fully prepared to engage in class discussion, and they should use the opportunity to develop positive and professional communication skills. This includes according respect for differing perspectives and contributions to discussion, as well as building on the base for discussion laid by student colleagues and the instructor.
 - v. Faculty members are encouraged to hold students accountable through “cold calling” and in-class assessment of preparation and learning. We believe that these principles, in conjunction with our

high expectations, will result in stimulating and creating productive MBA experience for students and for faculty.

4. **Classroom Etiquette for Seminars and Conferences.** Divergent points of views will be presented during seminars and conferences. Lively debate is anticipated after the expert's presentation and is encouraged. Please allow your colleagues to present their position fully before presenting yours. Additionally, as a courtesy to the Executive Speaker and other students, cellular phones must be turned off prior to entering the classroom.
5. **Behavior with Teaching & Non-Teaching Staff and Colleagues.** The students are expected to exhibit proper and decent behavior in their interactions with every staff and student of the Institute. The following manners should be expected from the students when they are interacting with others.
 - i. Always wish your teachers and rise when a senior or elders enter the class; however this is not to be done when a class is in progress.
 - ii. Don't insult people or make fun of them and don't mock or tease others.
 - iii. Listen to others when they speak and value other people's opinion.
 - iv. Don't talk about people behind their backs.
 - v. Don't pressure someone to do something he or she doesn't want to do.
 - vi. Never stereotype people and don't go along with prejudices and racist attitudes.
 - vii. Show interest and appreciation for other people's culture and background.
6. **Norms for interacting in the Engineering College premises.** Please appreciate that Engineering College is an undergraduate college unlike M.B.A which is a professional post graduate college. The norms differ. However, when you are in their premises, you should follow their norms and wish the faculty of the Engineering College.

7. **Students Internal Assessment Policy.** As per approved regulation of MBA program.
8. **Participation in Competitions and Programmes.** All the students are expected to participate in 3 or 4 external programmes in a year, which includes management meets, external competitions, professional training, professional association meetings.
9. **End Semester Examinations.** Students should watch for notification of the end semester examinations of Controller of Examinations of Saintgits College of Engineering. They should procure the application form and pay the necessary fee on their own; however, this is usually coordinated by the SIM office. Guidelines of the Controller of examinations shall prevail for the examinations; however some general rules are
 - i. **Student I.D. Card & Hall ticket** are must for attending the examination.
 - ii. **Exam Dress Code** – Uniform / Formal dress
 - iii. Students should report at the examination venue at least 10 minutes before the commencement of the examination and are not allowed to leave within the first thirty minutes of the examination period.
 - iv. Students are expected to equip themselves with pen, pencil, ruler, calculator etc. Borrowing of statistical tables, calculators etc. are strictly prohibited in the examination venue.
 - v. On entering the examination venue, each student should be seated in the assigned place and collect the answer booklet from the invigilator. Answer booklets are not exchangeable.
 - vi. Students are not allowed to loiter on the hallway or corridor while the examination is in progress.
 - vii. Communication devices of any nature such as smart watch, mobile phones are not allowed inside the examination hall even if in a switched off mode.
 - viii. Students must fill the particulars on the cover page of the answer sheets before proceeding to attempt any question.

- ix. Except for open-book examinations, all study materials and books should be left outside the examination venue.
- x. A student is not permitted to communicate in any form with anyone else during the examination except for essential communication with the invigilator.
- xi. Students must stop writing as soon as the invigilator signals the end of the time allotted for the examination.
- xii. Students are not allowed to leave the examination hall during the examination, without the permission of the invigilator.
- xiii. Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his/her answer book is promptly handed over to the invigilator.
- xiv. Any violation of the norms of the examination will be considered a serious offence and an act of misconduct. In such a situation the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once.
- xv. If the student is not in a position to take the examination he/she should inform the institute well in advance.
- xvi. Eligibility for appearing examination is subject to the following:
 - a) The student should have successfully completed the course work for the year/ semester as per the regulations
 - b) The student should have required attendance for each subject in particular semester.
- xvii. **Condonation of attendance:** A student is eligible for condonation of attendance as per the regulations.
- xviii. **Syllabus and Content of End semester Examinations.** Students will be given a copy of syllabus for their guidance; however the syllabus is only a guideline for a post graduate program and one should read well beyond it as the end semester examinations may contain questions well beyond the syllabus.

10. **Internal Examinations.** The rules given for the end semester examinations shall be followed for the internal examinations also with the exception of filling up of application forms and payment of the examination fees.
11. **MBA Dress Code.** The SIM MBA Program is a professional business program; therefore an image of professionalism and leadership is as important within the program as it is to the businesses in which students will eventually work. The students shall be neatly attired and well manicured. Men shall get their hair cut and be clean shaven or keep a moustache or a beard which is well trimmed. Women shall comb the hair and keep it braided, in ponytail or in a bun. The following guidelines will assist you in having a better understanding of the various types of business attire.
- i. Formal
 - ii. Uniform
 - iii. Casual

Days	Dress Code	Men	Women
Mon	Formal	Light coloured shirt, Dark formal trousers and formal shoes	Salwar with dupatta / Saree with Sandal / Formal trousers and shirt with the shoe.
Tue	Full Uniform	Uniform shirt and trousers with Blazer and formal shoes	Full suit with Blazer / Saree & formal black shoes
Wed	Formal	Light coloured shirt, Dark formal trousers and formal shoes	Salwar with dupatta / Saree with Sandal/Formal trousers and shirt with shoe.
Thu	Uniform	Uniform shirt and trousers with formal shoes	Uniform shirt and trousers with vest and formal black shoes
Fri & Sat	Casual	Casual wear (T-shirt with collar, Shirt with jeans or other casual type of trousers, shoes, etc)	Casual wear* (Jeans, salwar, shirt and top, casual shoes.) No miniskirts are permitted

- ▶ Formal Shoes for women pertains to only covered black shoes, with or without heels.
- ▶ Leggings are not considered as formal wear for ladies.
- ▶ Men should wear socks that match their pant color and belt that match their shoes.
- ▶ Full Uniform dress code is not applicable in the month of March, April and May. In these months the students are supposed to follow formal dress code.
- ▶ During university exams the students must follow the uniform dress code/ formal dress compulsorily.
- ▶ For all formal events like conferences, management fest, seminars, corporate talks, Full Uniform dress code will be followed for both men and women.
- ▶ Saree worn by women is to be plain, single coloured saree with border and professional in appearance. No designer sarees and designer blouses are allowed.
- ▶ Slippers are NOT allowed on any day, including Friday & Saturday.

12. Policy Regarding Student Leave. Students should submit a signed request for a leave of absence to the mentor in duplicate and get it approved for availing the leave. The mentor in consultation with the class Advisor will decide whether to grant the leave, and will notify the student by handing over a copy of the approved leave application form. The leave application form shall be retained by the student for accounting for the attendance at the end of the trimester. Students who abstain from the class without approval should submit the leave application. In special situations/cases the mentor shall direct the student to the class advisor who may consult student development coordinator for approval of leave.

13. Medical Leave. Students who avail medical leave have to attach a copy of medical certificate along with their leave application. The certificate must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery. The Principal reserves the right to reject the medical certificate and seek a confirmation from a Govt. doctor if required.

14. Mobile Phones. Mobile phones should be kept in your college locker

during class hours and, except in emergencies, students may not leave classes to take or make phone calls. If any of the students have been found using mobile phones in the college premise, they will be fined an amount of Rs.200 for their misconduct and the phone will be forfeited till the end of the trimester.

15. **Visit of Friends and Relatives.** Friends and relatives of students are discouraged from visiting during the class hours. However, in case of emergency they may contact the Office. Visitors are not allowed to enter classrooms, the library or the computer labs without permission.
16. **Class Timings and College Attendance Register.** The students are expected to put signature in the college attendance register before 8:55 am and after their class hours in the evening. This is an official record for the attendance. The class timings will be intimated later.
17. **Seating Arrangement.** MBA students have assigned seats in their class rooms. Initially, all students will be assigned seats with their study teams. Instructors may then determine alternate seating arrangements for their courses. Unless told otherwise, you should sit in your assigned seat for all classes.
18. **Photography Session.** There are 3 common photography sessions during the course i.e., ID Card photo session, Placement photo session and Group photo session. All the students are expected to be present.
19. **University Certificates Related to Registration.** Students are required to hand over the original degree certificates, all mark sheets even if a consolidated mark sheet exists, secondary school leaving certificate, and migration certificate. These should be handed over in original along with a photocopy in a plastic folder and scanned copies via e-mail. The student can seek receipt for each certificate from the office staff. It is informed that non submission of certificates in prescribed time will lead to cancellation of admission.
20. **Grievance Handling.** SIM encourages students to resolve any genuine grievance quickly through their mentors. They may use the suggestion and complaint box maintained near the library, or represent to the grievances cell / the class advisor directly without any fear of prejudicial treatment. However, SIM encourages every student to attempt to resolve issues themselves with the concerned party as this would give an insight into conflict resolution at managerial level.

- 21. Student ID Cards.** Student I.D. cards are issued during first semester. This card is worn and retained throughout the time spent at SIM. The ID card can be collected from the college office. Loss should be reported forthwith and a duplicate identity card procured after paying a fine cum cost of card of Rs. 500.
- 22. Bank Account.** All students are advised to have a bank account in their name preferably with South Indian Bank. Tuition and hostel fees can be paid through this account. SIM account details are South Indian Bank, Saintgits College of Engineering Branch, Pathamuttom A/c No 084805300000150, IFS Code. SIBL 0000848.
- 23. Lockers.** Saintgits Institute of Management students can avail the locker facility by paying a marginal rent.
- 24. Bank Loan Document.** On selection and payment of the commitment fee, you will get all documents related to bank loan. The AICTE approval letter will be of the previous year. The current year approval is published on the web site of AICTE in the month of June/July and the formal letter comes to the institute later. If you make a payment and the loan amount reaches the institute later, a refund or adjustment in the subsequent semester fee can be done. A single letter showing the semester fee and the due dates of payment of these will be given along with the letter to the bank to seek loan. This letter may be used as a document for seeking subsequent installments of the fee. Usually, no other letter would be given; however, if the bankers insist, a letter can be given in each semester.
- 25. Norms for hostel – in and out and use of cell phones and computers.** You should adhere to the hostel timings and other hostel rules which will be issued to you separately. However, as an M.B.A student you are permitted to reach hostel late or visit the library after dinner provided you have an authorization for the same with prior information of hostel authorities. You can procure it from the office. The use of cell phone in the hostel follows a relaxed rule for the M.B.A students. This is intended to enable them to clarify doubts without delay and coordinate group projects. You are expected to use it only for these purposes after 8:00 p.m. When you are using a laptop, or surfing the net kindly do not play music from your laptop. The liberty may be withdrawn if complaints come up.

26. Hostel Rules.

1. Students who want admission to hostel must apply for the same in the prescribed form (available from college office) with two passport size photographs and remit the caution deposit in the college office.
2. Students are not allowed to stay at the hostel during college working hours.
3. All inmates are expected to maintain at all times personal cleanliness befitting the decorum of a future professional and should be properly attired.
4. Students have to make necessary entries in the 'Movement Register' before leaving the hostel for outing/shopping.
5. All inmates are expected to contact the Faculty Warden / Resident Warden for redressal of any grievance during their stay in the hostel.
6. All inmates are expected to maintain the rooms and common areas always in a presentable, neat and tidy manner.
7. Smoking, use of alcohol or any other intoxicant is totally prohibited.
8. During study time every student unless he or she has prior permission for absence is to be present in his room.
9. Safety of cash and valuables will be the sole responsibility of the student.
10. Switch off the lights/fans and close the bathroom water taps when not in use.

27. Payment of college fee. This should be done through DD (or par cheque) or local cheque of Kottayam drawn in favour of Saintgits Institute of Management payable at Kottayam or directly credit to Saintgits Institute of Management account.

28. Payment of Semester fees. Deadlines for the payment of semester fee have been notified in the fee structure (Please refer to the Orientation Intimation Letter). Candidates availing loan facility from the banks are advised to obtain relevant loan approval documents from the office.

29. Securing documents and certificates. For collecting the certificates

you may contact the executive secretary to Dean who is authorized to give you the certificates after due approval of the Dean. However, if the students need any special certificate, they should personally contact the Dean and seek permission.

- 30. Reporting of Diseases, Disabilities and Concessions for Disability by the Controller of Examinations.** The students who have physical or mental health problems and disabilities especially of a chronic nature should inform the severity of their problems to the Dean and faculty members. They are advised to keep a copy of their medical record for reference during emergency situations. If the differently abled students require any relaxation in examination time, they should procure orders from the Controller of Examinations well in advance. A concession given in the under graduate level is NOT sufficient and a fresh order should be procured for MBA. Obtaining of the same is the individual responsibility of the student.
- 31. Holidays.** The students of SIM will get all Government declared holidays.
- 32. Returning from Home After Holidays.** The students are expected to report on right time after their vacation. If any of the students fail to report on the scheduled day in time, they may be asked to bring their parents along and made to undertake responsibility for the lapse prior to permission to attend the classes.
- 33. SIMthesis.** SIMthesis, the management fest will be organized and conducted by the students under the supervision and support of faculty members. This exercise trains the students to face the market and sell their product and is considered a key event in the overall training. Excellence in these will be duly rewarded.
- 34. Notice Board.** All important information for the students will be exhibited on the notice board. These include academic, career/placement related and non-academic matters. Hence for updates on SIM activities, the students are expected to check general notice board in the first floor near faculty room and Placement notice board, near Library regularly and at least twice a day, once in the morning and once in the evening.
- 35. Alumni.** The Alumni association of SIM creates a common platform for its students to come and interact with every student even after their course. The alumni meeting is conducted annually during the month of December. Alumni Chapters are also functioning in Kottayam, Trivandrum,

Ernakulam, Bangalore and Dubai where periodic meetings are organised. All students are expected to become members of the Alumni association after the completion of the course for which there will be a one time fee of Rs. 1000 charged towards the end of the course.

36. College Gymnasium Rules*.

General Instructions

1. ID Card is a must.
2. Enter your details in the prescribed format when you enter and exit the gym.
3. No mobile phones are allowed inside.
4. Keep your footwear outside.
5. Wash your leg before you come to the gym area.
6. Do not experiment on yourself.
7. Keep the equipments back to its place.
8. Silence should be maintained.
9. Bring your own drinking water.
10. Staff members include teaching and non teaching faculty.

**Subject to change during pandemic*

- 37. Conduct and Discipline.** Functioning and administration of SIM is founded on discipline. Students are required to distinguish themselves by maintaining exemplary conduct towards the institution, other institutions in and outside the campus, the environment, neighborhood, other fellow students, faculty and other staff. A student found lacking in disciplined behavior would be warned and expected to improve for which every opportunity will be provided by SIM but if he/she still does not improve or if the offence or default is of a serious nature, even if for the first time, especially if they pertain to the 'prohibited conduct' mentioned herein, in the interest of overall discipline, he/she will be dealt with suspension/loss of trimester/withdrawal depending on the seriousness of the offence.

PROHIBITED CONDUCT

Though most of the rules on conduct and offenses are covered and may be repeated here, prohibited conduct mentioned herein are conduct of a serious nature and they would invite exemplary and severe punishment the very first

time without any warning. Any student or student organization or teams, associations etc whether formal or otherwise found to have committed misconduct may be subject to disciplinary action and to the sanctions outlined in this Hand book.

DON'TS FOR SAINTGITS

- ▶ Mass demonstration inside and outside the campus
- ▶ Mass petitions to the Principal/ Dean

The following are examples of misconduct subject to disciplinary action:

- 1. Dangerous Conduct:** Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person in or outside the premises, including the violator / violators.
 - Placing a person in fear of imminent physical danger or bodily harm.
 - Causing bodily harm to a person, or engaging in aggressive physical contact that is likely to have caused bodily harm even if no measurable harm was actually caused.
- 2. Harassment.** Any actions, threats, gestures and/or words directed toward another person which have the purpose or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing and/or alarming nature of the conduct. It frequently, but not necessarily involves a pattern of conduct.
- 3. Sexual Harassment:** Any unsolicited, offensive behavior that inappropriately asserts sexuality; unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature, whether to a person of opposite or same sex, will be observed by the institute with utmost seriousness.
- 4. Use of alcohol, drugs or substance abuse.** Any student possessing or found to have possessed / used, facilitated use or acted as an accomplice to the user in any way or at any time, any form of illicit drugs, alcoholic beverages of any type, tobacco in any form, or other unlawful materials, including those explicitly prohibited by the institute or the local cultural and social norms will be subject to the maximum penalty, which normally will be expulsion or prolonged suspension. If the violation is in the college

hostel, along with other punishments, the person will be expelled from the hostel as a mandatory administrative action notwithstanding other forms of punishment that may accompany the offence. Those who enter the institute premises in a drunk or inebriated state including in a state of having taken a drug or substance that creates such effect, will also be deemed to have violated the rules of the institute under this clause.

5. **Damage to Misuse of Institutional / Individual Property.** Intentionally or carelessly destroying or damaging institute's property or the property of others, unauthorized entry into college facilities or property and unauthorized use or misuse of college property or the property of others by the students will be charged double the amount of the actual cost along with other punishment such as warning, suspension, expulsion, etc.
6. **Ragging.** The institute does not permit ragging within and outside the campus. As per the Anti-Ragging Act, any physical or mental harassment to any junior student by senior student (need not be first year alone) is termed as ragging. To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence and to promptly deal with the incidents of ragging a committee is working in the college as per the direction of the Supreme Court. If any of the students are experiencing any form of unpleasant activity as a part of ragging, they should voice their grievance to the institute authorities. If any person is involved in ragging, he will be expelled from the institution, which shall be the minimum punishment in addition to any civil or criminal action that may be taken against the person. Ragging of any nature including asking another person to do things which he does not like to even if the person does not explicitly refuse to do or object to it at the time the incident will be considered ragging. Being part of a group or being present at the time of ragging will also be considered as ragging even if the person does not directly indulge in the activity unless such person was present there to protect the victim and report the incident in full along with the accomplices who were indulging in the activity immediately after the incident by phone or other means, in which case, the case of the person in question will be considered in the light of the reporting and the degree of assistance given to the victim. The matter will be reported to the police as per the provisions of the **Prohibition of Ragging Act, 1998** (Kerala)

For taking action Principal need not get a complaint from any student. If he feels that ragging has taken place, he can take action.

The Punishment is Rs. 10,000/- fine and 2 years of rigorous imprisonment and will not be permitted to continue studies in any college for a period of 3 years.

7. Theft. Involving in theft of any nature.

If any of the students engage in the above said activities, he/she will be expelled from the course or subjected to long suspension and/or making financial compensation for the damage / loss.

Nothing contained herein or punishment meted out within the ambit of the institute rules and regulations, prevents university / legal authorities of the country from taking any action or awarding additional punishments.

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BUS TIMINGS							
Towards Kottayam				Towards Changanacherry			
Starting from Changanacherry				Starting from Kottayam			
SL No.	Name of the Bus	Chry	Ptm	SL No.	Name of the Bus	Ktm	Ptm
1	Thandapra	-	06.15	1	CRYSTAL	-	06.10
2	ST : MARY	06.40	07.05	2	KBC	-	07.25
3	CRYSTAL	06.45	07.10	3	KBC	-	07.35
4	BENNY	06.55	07.25	4	Thandapra	07.05	08.05
5	ORIENT	07.40	08.00	5	BESTIN	07.25	08.15
6	KBC	07.55	08.25	6	CRYSTAL	07.50	08.45
7	KBC	08.05	08.30	7	ST : MARY	08.00	08.55
8	RISINGSUN	08.15	08.45	8	BENNY	08.15	09.10
9	BESTIN	08.40	09.05	9	ORIENT	09.00	09.55
10	Thandapra	09.00	09.25	10	KBC	09.15	10.20
11	ST : MARY	09.20	09.45	11	KBC	09.35	10.30
12	CRYSTAL	09.30	09.55	12	RISINGSUN	09.50	10.45
13	BENNY	09.45	10.15	13	BESTIN	10.15	11.05
14	ORIENT	10.35	11.00	14	Thandapra	10.31	11.20
15	KBC	10.55	11.25	15	ST : MARY	10.40	11.40
16	KBC	11.00	11.30	16	CRYSTAL	11.05	12.00
17	RISINGSUN	11.15	11.40	17	BENNY	11.15	12.10
18	BESTIN	11.30	11.55	18	ORIENT	12.00	13.00
19	Thandapra	11.55	12.25	19	KBC	12.15	13.05
20	ST : MARY	12.20	12.45	20	KBC	12.20	13.15
21	CRYSTAL	12.30	12.55	21	RISINGSUN	13.35	13.30
22	BENNY	13.20	13.45	22	BESTIN	13.00	13.50
23	KBC	13.35	14.05	23	Thandapra	13.30	14.25
24	ORIENT	13.55	14.20	24	CRYSTAL	13.50	14.40
25	KBC	02.00	14.25	25	ST : MARY	14.00	14.55
26	BESTIN	14.25	14.45	26	BENNY	14.35	15.30
27	RISINGSUN	14.40	15.05	27	KBC	14.55	15.50
28	CRYSTAL	15.05	15.30	28	ORIENT	15.20	16.05
29	Thandapra	15.30	15.55	29	KBC	15.20	16.15
30	ST : MARY	15.40	16.05	30	BESTIN	15.40	16.30
31	BENNY	03.55	16.25	31	RISINGSUN	15.58	16.55
32	KBC	16.20	16.45	32	CRYSTAL	16.30	17.25
33	ORIENT	16.40	17.00	33	Thandapra	16.50	17.45
34	KBC	16.55	17.15	34	ST : MARY	17.20	18.20
35	BESTIN	17.20	17.45	35	KBC	17.35	18.30
36	RISINGSUN	17.40	18.05	36	BENNY	17.50	18.45
37	CRYSTAL	17.50	18.15	37	KBC	18.24	19.35
38	Thandapra	18.20	18.45	38	Benny	17.50	18.45
39	ST : MARY	18.50	19.20	39	BESTIN	18.40	19.20
40	BENNY	19.15	19.40	40	ORIENT	18.10	19.00
41	KBC	19.40	20.10	41	RISING SUN	19.30	20.30
				42	Thandapra	20.05	20.50

NOTES

Hand Book
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NOTES

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