



# **SANJO COLLEGE**

## **OF MANAGEMENT & ADVANCED STUDIES**

**AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM**

An undertaking of the St. Joseph's Province of CST Fathers

ISO 9001-2015 Accredited College

# About Us

Sanjo College of Management & Advanced Studies (SCMAS) is an institution for education and excellence with global appeal. All programmes at this college are based on the scientific and innovative research of its management and staff. A SCMAS education aims to prepare students as responsible citizens for successful entrepreneurial endeavours and other careers with professional bearings. SCMAS commits itself to foster study and research with high academic impact, well-disciplined atmosphere and important societal influence for an international visibility. This institution is affiliated to M.G. University, Kottayam, and works closely with its domain-wide research centers. SCMAS provides a stimulating home for all types of management and advanced studies, from fundamental to applied, with national and international study and research consortia.



# Our Vision

The vision of Sanjo College is to excel in the field of Higher Education. To become a premier rural college of transformative education and advanced studies recognized for its diversity, integration and outreach and known for excellence in teaching, learning and research. It prepares professionals, leaders and innovators who provide exemplary educational and related services to improve the quality of life in a complex and globally moving society. The college is committed to its mission and vision in all its endeavours. The holistic development of an individual is attained through academic excellence and professional competence, personal, inter-personal and societal skills.

We impart quality education to the youth, especially to the less fortunate, and equip them with the most modern scientific and technical knowledge which would help them take part in the progressive scientific development. We prepare the young minds for profitable employment in different fields of technology, education and research. We enable the students to have a better standard of living by acquiring sound moral principles, discipline and life skills so as to face the realities of life. The holistic development involves our participation in our national dreams and aspirations and our dedication to promote national integration, religious harmony and secularism.

# Our Mission

Our Mission is to help the migrant population of the High Ranges to realize their dreams of excellence in higher education. To be an inspiration for learning and human development in rural communities to enable expanded knowledge with the establishment of human capabilities and transform students to understand the needs of the society. Through proper talent nurturing, SCMAS thrives to be a platform where leaders and innovators of tomorrow emerge and excel. We impart value based quality education to the young minds so that they 'learn to serve' humanity in today's global village.





# Courses Offered

## UNIVERSITY UG PROGRAMMES

BCA, BBA, BSW

BA English

B.Com (Computer Application)

## UNIVERSITY PG PROGRAMME

M. Com Finance & Taxation

## ADD-ON COURSES (DIPLOMA COURSES)

DCAT - Diploma in Computerized Accounting & Taxation

DGST - Diploma in Goods & Services Tax

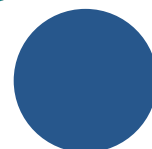
Tally with GST

Certificate course on video editing and movie making

Language studies (German, English Fluency Classes)

Academic Writing

Soft Skill Training/Career Guidance





## *Department of English*

Department of English at Sanjo College of Management and Advanced Studies (SCMAS), Rajakkad, offers subjects ranging from Contemporary British Literature to Indian Writing in English, from World Literatures to Contemporary Critical Approaches. Sanjo College has taken conscientious efforts to strengthen the curriculum by retaining all the fundamental stipulations of the University/Higher Education Council, to ensure a well-balanced Curriculum. Within the constraints of a prescribed syllabus, it has resolved to take a collective effort to create an inspiring academic culture in the institution, essential for teachers and students to access deeper knowledge and participate in its expansion and transmission. It is also to re-articulate the almost lost or forgotten fact that production and transmission of Quality Knowledge, essential for the development of students in particular and society in general, are the primary functions of any Educational Institution. Sanjo college acknowledges the efforts taken by the teachers in developing Programme and Course outcomes that focus on cognitive and intellectual skills of the learners, confidence to carry out independent and scholarly research in area of professional interest to them and to position themselves globally effective cross- cultural educators.

## *Department of Commerce*

The Department of Commerce at Sanjo College envisages being a centre of academic excellence with total commitment to quality education in commerce management and related fields with holistic concern for better life environment and society. With the functioning motto of learning through doing, Sanjo College empowers students with all the knowledge and guidance that they need to become worthy management professionals and thus produces commerce graduates who possess the skills problem solving tools and professionalism essential for being successful. This department also tries to create a sense of civic responsibility, social commitment and moral accountability among the students through social activities to with the exposure to human rights, value system, culture heritage, scientific temper and environment.





## *Department of Management*

The Department of Management at Sanjo College offers a competent academic environment with adequately build- up labs and library resources to support management students in their pursuit of excellence in all their endeavors every sector of life. Teaching and learning processes at management department are to develop the talent competency turned up to the real time requirement of working environment. Management education is becoming promising demanding and fruitful for getting into MNC's consultancy services, foreign trade, hospitality and service industries. Students of BBA can pursue higher education reading to in MBA, PG Diplomas in Business Administration, HRM, International trade, finance and FOREX management. The college aims at imparting quality of education in management by providing exposure through industrial visits, conducting guest lectures, seminars etc... for the benefit of students so that they equip themselves to be a part of the society and make contributions.

## *Department of Computer Applications*

Computer Application is one of the driving forces within the area of research and development in Science and Technology. Underlying its growing importance in today's world of business and the industry, Sanjo College established a Department of Computer Applications to facilitate research and development in the subject. The Department of Computer Applications at Sanjo College aims to make a place globally by producing high quality ethically rich computer application engineers with the ability to cope with the rapid development and upcoming challenges in information technologies and their applications to gratify the industrial and societal needs. It prepares students to design, develop and implement software applications emphasizing the training on the latest programming languages and cutting edge technologies and make the students ready for the IT Industry.

## *Department of Social Work*

The Department of Social Work was started with a Bachelor Programme in 2020. The department aspires to become a centre of excellence in developing social work professionals for promoting justice and empowerment. With a judicious mix of theory and practice and the deep rooted field works, the department has geared itself to be strong in teaching, research and learning.





# Why Sanjo College?

**Emphasis on Character, Learning and Service:** All activities of Sanjo College of Management and Advanced Studies are oriented towards “Learn to Serve”.

**Emphasis on English:** Great emphasis is given to the use of English on campus. Special remedial classes are provided for those students who are weak in English.

**Zero Strike Campus:** From the moment of its inception, no classes have been disrupted due to strikes or demonstrations.

**Politics free Campus:** Student Politics is not encouraged on campus. Sanjo College elections are held in a democratic but non-political manner.

**Eco-friendly Campus:** Sanjo College is an eco-friendly - cleaner & greener - campus with lot of trees and flowering plants.

**Easy Reach:** To improve students' comfort and safety and to reach the college on time, Sanjo College provides regular bus services, to and fro, having several pickup points and stations.

**Broadened Educational Arenas:** Along with internal supporting systems, Sanjo College enhances additional engagements with wider society – various educational institutions, industries, corporations, etc. – for further collaborative ventures and partnerships.

**Social and Ethical Responsible Citizens:** Zero compromise and tolerance for values of respect, honesty, fairness, compassion, and personal and professional ethics among departments, staff and students.



## *Quality Policy*

The purpose of Sanjo College's quality policy is to announce to Staff, Students and others the current guiding principles of the college's quality strategies and systems known collectively as the "Sanjo Quality Model Process – SQMP". Sanjo College is committed to tireless striving towards perfection in all aspects of Higher Education. Our commitment to continuous improvement in our efforts and activities towards transforming students and community for bringing social change and well being that is facilitating the Gospel message "Life in Abundance".



## *ISO 9001-2015 Accredited College*

Sanjo College of Management and Advanced Studies (SCMAS) is Accredited with ISO 9001-2015 for its Commendable Quality Education and Standardization.

## *Library and Reading Room*

Sanjo College has a good reference library consisting of modern books on Arts and Science, Literature, computer science, information technology and general knowledge including latest additions. Students are encouraged to make, use of the library and the reading room with Reference Magazines and the News Papers. All Members on the staff and students are also members of the college library.

## Computer Lab and Internet Centre

Sanjo College has an impeccably furnished computer lab that houses close to 50 computers. The primary purpose of computer lab is to provide IT infrastructure services to all students at Sanjo College. It supports regular lab activities for BCOM and BCA Batches, academic research, study, and class assignments.

## Sanjo Placement Cell (SPC)

Sanjo College (SCMAS) has a very efficient and active placement cell, named "Sanjo Placement Cell" (SPC) throughout the year for the placement training, assistance and selection process for the students to join in most of the MNCs' across the country and abroad. It plays a crucial role in locating job opportunities for Under Graduates and Post Graduates passing out from the college by keeping in touch with reputed firms and industrial establishments. The number of students placed through the campus interviews is continuously rising.

The Sanjo Placement Cell (SPC) organizes career guidance programmes for all the students starting from first year. The cell arranges training programmes like Mock Interviews, Group Discussions, Communication Skills

Workshop etc and it also

organizes Public Sector Exam

Training for students who are interested to join Government Sectors. It also

invites HR Managers from different industries to conduct training programmes for final year students.





## *Remedial Teaching*

A student who scores less than D Grade in internal examinations shall go in for remedial teaching programme for that course. Remedial teaching shall be offered only after the first internal examination of every semester. A student who does not attend the remedial programme without genuine reasons shall lose attendance of one working day. Further, absence would be intimated to the parents of the student.

## *Grievance Redressal*

Individual grievances of the students can be redressed by meeting the Principal/Vice Principal individually. General grievances if any can be brought to the notice of the management/principal by the students' representatives. Crowding in front of the Principal's office or room is strictly prohibited. For matters of less importance and general, the complaint/suggestion box fixed in the college can be used. Complaints of students will be looked into if they are presented through the proper channel. Collective petitions however will not be allowed. Students and staff members can make use of the grievance redressal mechanism available in the college.

## *Hostel and Transport*

Hostel facility is arranged in SCMAS for students from distance. Students who are not staying with the parents shall reside in the college hostel as per college rules and norms of the college management. It has adequate high security and good discipline. We follow the dormitory system with shared toilet and bathroom.

Sanjo College is providing efficient public transportation facilities for the staffs and students to the nearby places/towns.





## *Sanjo Alumni*

We are proud to present Sanjo Alumni, the energetic members of Sanjo Family who are former students either attended or graduated in some fashion from Sanjo College. Remember, Reunite and Celebrate (RRC) is the motto of all our Alumni gatherings. Sanjo Alumni members cherish their fond memories at Sanjo College through their annual meetings. All Programmes for Alumni at Sanjo are developed to enhance student-to-alumni and alumni-to-alumni relationships. The outreach programmes make this vision actualized every year.

## *Campus Life*

Campus life at Sanjo College is an enriching and exciting experience. It provides for social interaction, exchange of ideas, views and news. At Sanjo College you do not learn; you become learned. You have but one goal, one desire - to be enkindled by the divine spark of wisdom. Strict discipline and an atmosphere of study will help the alumni to pursue their goal with zeal and enthusiasm. All facilities and assistance will be provided to the students to develop their skills and talents in cultural, literary and artistic fields.

# *SCHEMES AND CELLS*

- Internal Quality Assurance Cell (IQAC)
- National Service Scheme (NSS)
- Sanjo Placement Cell (SPC)
- Faculty Development Forum (FDF)
- Sports and Games
- Women's Development Cell (WDC)
- Value Education (VE)
- C.S.M/Jesus Youth
- N.C.S.M
- E.D. Club
- Red Ribbon Club (RRC)
- Camps and Excursions (C&E)
- Subject Associations (SA)
- Sanjo Alumni
- PTA





**Change does not necessarily assure progress, but progress implacably requires change. Education is essential to change, for education creates both new wants and the ability to satisfy them.**

*- Henry Steele Commager.*



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