SAINTGITS COLLEGE OF APPLIED SCIENCES

(AFFILIATED TO M.G. UNIVERSITY)

ANNUAL QUALITY ASSURANCE REPORT

JUNE 2016 TO MAY 2017
AQAR

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is intended to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Saintgits College of Applied Sciences

1.2 Address Line 1

> KOTTUKULAM HILLS

Address Line 2

> PATHAMUTTOM P.O

City/Town

> KOTTAYAM

State

> KERALA

Pin Code

> 686532

Institution e-mail address

> scas@saintgits.org

Contact Nos.

> 0481-2433787

Name of the Head of the Institution:

> Prof. M.C. Joseph

Tel. No. with STD Code:

> 0481-2433787

Mobile: 9544327772

Name of the IQAC Co-ordinator: AMBILY MERLIN KURUVILLA

Mobile: 9447661714

IQAC e-mail address: scasiqac@saintgits.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   KLCOGN18452

1.4 **NAAC Executive Committee No. & Date:**   Ec(SC)/05/A&A/028
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.saintgits.org

Web-link of the AQAR: Saintgits.org/main/sas/AQAR2016-17.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1stCycle	C	1.86	2015	5 YEARS

1.7 Date of Establishment of IQAC : DD/MM/YYYY   05/03/2013

1.8 AQAR for the year   2016 - 17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR 2015 -2016_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University	State [ ] Central [ ] Deemed [ ] Private [✓]		

Affiliated College   Yes [✓] No [ ]

Constituent College   Yes [ ] No [✓]

Autonomous college of UGC   Yes [ ] No [✓]

Regulatory Agency approved Institution Yes [ ] No [✓]

Type of Institution Co-education [✓] Men [ ] Women [ ]

      Urban [ ] Rural [✓] Tribal [ ]

Financial Status Grant-in-aid [ ] UGC 2(f) [ ] UGC 12B [ ]

    Grant-in-aid + Self Financing [ ] Totally Self-financing [✓]

1.11 Type of Faculty/Programme

Arts [✓] Science [✓] Commerce [✓] Law [ ] PEI (Phys Edu) [✓]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [✓]

Others (Specify)
> .   ECONOMICS / MATHAMETICS /ENGLISH

1.12 Name of the Affiliating University *(for the Colleges)*
> Mahatma Gandhi University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

  Autonomy by State/Central Govt. / University [NA]

University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (*Specify*)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers   9

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   3

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and
      community representatives   1

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   17

2.10 No. of IQAC meetings held   3

2.11 No. of meetings with various stakeholders: 0   Faculty   3

Non-Teaching Staff /Students   0   Alumni   0   Others   0

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   NO [✓]

　　If yes, mention the amount [NA]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. [0]   International [0]   National [0]   State [0]

Institution Level [5]

(ii) Themes

1. How to conduct individual mentoring.
2. Narcotics
3. GST
4. Demonetisation
5. Union Budget

2.14 Significant Activities and contributions made by IQAC

IQAC aims to facilitate process and opportunities for all faculty members, administrative staff and students to enhance the performance and develop skill at all levels there by making quality assurance an integral part of functioning on campus. The main contributions of IQAC are listed below:

- Three faculty members joined for the Ph.D programme.
- Five Faculty development programmes are organised.
- To enrich the curriculum Add-on Courses were organised.
- Student mentoring programmes were conducted.
- As part of research activities faculty published papers in national/international seminars.
- Books published by the faculty members.
- Campus Recruitment conducted through placement cell.
- Community extension programmes are organised
- Alumini annual meet and other activities conducted.
- Consultancy services were organised.
- BLOOD donation camp was organised.

- Feedback from the student representatives on various courses were collected.
- Invocation, orientation and induction was conducted.

- Best outgoing student for the year 2016-17 was scrutinized.
- Manuscript Magazine released.

- Study tour and Industrial visits are organised.

- Social activities and orphanage visits are conducted.

- Various co-curricular activities such as Arts Fest, Sports day, Talent show, Onam and Christmas celebration, Food Fest etc.. were organised.

Plan of Action	Achievements
To improve the teaching effectiveness Programmes organized for faculty members.	Five Programmes organized for faculty to enhance effective teaching and learning.
To enhance Research output	No of Faculty joined for Ph.D-3 Paper Presentation – 5 Publication-2 Books-2
To consolidate and strengthen Outreach	1. Orphanage Visits were organised. 2. A session on "Cashless socity/Online banking "- with live examples was conducted to the Manna Kudumbasree,Pathamuttom. 3. A charity venture "A rupee for Hope" was introduced. 4. Cancer awareness program was conducted.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☐ ✓ No ☐

Management ☐ ✓ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR report is placed before the management for review, appraisal and getting necessary suggestions.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	4			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	5			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	0
Annual	0

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☑
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual ☑

Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	11	0	2	29

2.2 No. of permanent faculty with Ph.D.   2

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
11	0	0	0	2	0	19	0	32	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	3	2	1
Presented papers	3	2	0
Resource Persons	0	0	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of traditional and modern methods of teaching: The blackboard is still used as an effective means as it gives ample scope for more student interaction, allows for exposition of skills of Blackboard writing, and innovations in representation.
- Technology enabled teaching & learning. All the Departments are provided with LCD projectors for teaching.
- Industrial Visits are conducted to enhance learning process.
- On regular interval basis student seminars are organized in department wise.
- Module test were conducted.
- Faculty development programmes are organized.
- Orientation programmes for students are arranged.
- Internal faculty development programmes were organized.
- Books were published by the faculty members.
- Well equipped language lab enhances the communication skill of the students.
- Peer teaching was promoted
- Remedial Classes Conducted.

2.7 Total No. of actual teaching days during this academic year

158

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- ❖ Answer booklet were introduced for internal assessment examination par with university examination
- ❖ Module wise test paper was conducting internally.

2.9 No. of faculty members involved in curriculum   NA
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   90%

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Com E-Commerce	20	3	2	0	0	25%
B.Com Computer Applications	109	28	52	2	3	88.9%
BCA(2013-16)	48	6	10	2	0	45%
BBA	40	1	10	15	11	92.5%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

        The internal quality assurance cell conducts interdepartmental audit to verify the records related to teaching, learning methods, usage of e-learning materials, work plan, conduct of remedial classes, achievement of staff members and students, result analysis, feedback and placement records.

Quality of Teaching.

Teachers performance is monitored through written feedback obtained from the studenta every semester. The Principal and the Head of the Departments use result analysis, formal and informal feed back to monitor the teaching methodology and performance of the teachers and corrective measures are taken to improve the standards of teaching.

Student Performance

 The performance of the students is evaluated through class room interactions, class test, assignments and seminars. The subject teachers and the Head of the Departments keep track of the students with poor academic record in the term test and end semester examination and they were counselled and guided to improve their standards. The mentors monitor the academic progress of their wards through student personal record and the progress reports are send to the

parents / guardians. Students are nurtured effectively so that there is a continual improvement in the performance right from the level.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	✓
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	✓

2.14 **Details of Administrative and Technical staff**

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6	0	1	0
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Two of our faculty members joined for Ph.D under M.G.University.
- Research Magazine was published by commerce department.
- EYE ON TECHNOLOGY: Digital Technical Magazine released by B.C.A department.
- Research Papers published by the faculty members.
- Book Published.
- Faculty development programmes were organized.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	0	1
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	1	0	0

3.5 Details on Impact factor of publications:

Range ☐   Average ☑   hi-index ☐   Nos. in scopus ☐

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects *(other than compulsory by the University)*	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published   i) With ISBN No. [0]   Chapters in Edited Books [0]

ii) Without ISBN No. [3]

3.8 No. of University Departments receiving funds from

UGC-SAP [0]   CAS [0]   DST-FIST [0]

DPE [0]   DBT Scheme/funds [0]

3.9 For colleges   Autonomy [0]   CPE [0]   DBT Star Scheme [0]

INSPIRE [0]   CE [0]   Any Other (specify) [0]

3.10 Revenue generated through consultancy [NIL]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons [0]

3.13 No. of collaborations [0]   International [0]   National [0]   Any other [0]

3.14 No. of linkages created during this year [0]

3.15 Total budget for research for current year in lakhs : [0]

From funding agency [0]   From Management of University/College [0]

Total [0]

3.16 No. of patents received this year

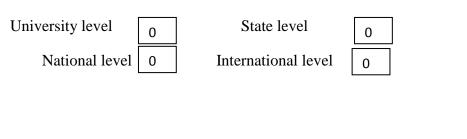| Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

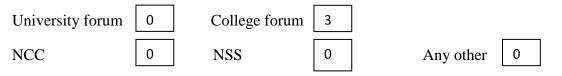| Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides   `1`
and students registered under them   `0`

3.19 No. of Ph.D. awarded by faculty from the Institution   `0`

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF `0`   SRF `0`   Project Fellows `0`   Any other `0`

3.21 **No. of students Participated in NSS events:**

University level   `0`   State level   `0`

International level   `0`   National level   `0`

3.22 No. of students participated in NCC events:

University level `0`   State level `0`

National level `0`   International level `0`

3.23 No. of Awards won in NSS:

University level `0`   State level `0`

National level `0`

International level `0`

3.24 No. of Awards won in NCC:

University level [0]   State level [0]

National level [0]   International level [0]

3.25 No. of Extension activities organized

University forum [0]   College forum [3]

NCC [0]   NSS [0]   Any other [0]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

EXTENSION ACTIVITY

❖ As a part of the consultancy services, B.C.A department is developing a website for an orphanage "Emmanuel Children Home" paruthumpara.

❖ An interactive session and class on "cashless society/online banking– with live examples" by second year BBA students for *Manna Kudumbasree,* Pathamuttom.

❖ Tech Meridian was organised by B.C.A students.

SOCIAL SERVICE ACTIVITY

❖ Students of Commerce Department visited **SAMRAKSHA** , home for the Mentally and Physically Challenged Women; **House Of Providence,** Little Servants Of Divine Providence Charitable Society and **Theeram ,** India Centre for Social Change.

❖ Students of B.C.A department have visited Emmanuel Child Home along with faculty members.

❖ Students of BBA department has visited Little Flower, Orphanage, Kunnumthanam.

❖ The department of B.B.A initiated a new charity venture **'A Rupee for Hope'.** The students themselves collect Rupee 1 on regular basis and the entire amount received at the end of semester will be used for charity purpose.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.15acres			5.15acres
Class rooms	15742.84sq.ft			15742.84sq.ft

Laboratories	4296.67sq.ft.			4296.67sq.ft.
Seminar Halls	981.09sq.ft.			981.09sq.ft.
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	63			
Value of the equipment purchased during the year (Rs. in Lakhs)	12,93,448.63			
Others				

4.2 Computerization of administration and library

> All books in the library are bar code enabled. The transactions of the library are fully computerized with the help of a software named "SOUL" (INFLIBNET) .

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3775	745880	221	78029	3996	823903
Reference Books	2209	552250	50	13420	2259	565670
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	39	75960	1	3840	40	79800
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	1		NIL	NIL	1	
CD & Video	201	complimentary copies	16	complimentary copies	217	
Others (NEWS PAPER)	3		6		9	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	146	127	127	0	0	4	9	6
Added	6	6	6	0	0	0	0	0
Total	152	133	133	0	0	4	9	6

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

| NIL |

4.6 Amount spent on maintenance in lakhs :

| 12,93,448.63 |

  i) ICT

| 12,93,448.63 |

  ii) Campus Infrastructure and facilities

| NIL |

  iii) Equipments

| NIL |

  iv) Others

| NIL |

Total :

| 12,93,448.63 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation for first year students on the day of commencement of classes.

- Distribution of Handbook containing academic calendar and details of all student support services.

- Short Orientation classes are arranged through tutors on choosing suitable open courses.

- Class committee system to make awareness among students about various support services and also to have a strong and frequent interactions between teachers ,mentors and students.1

- Remedial Coaching classes for slow learners and alsofor weaker students: The time for the same is scheduled beyond the class hours.

- Mentoring actively practiced to streamline disoriented students.
- Ensures the service of various clubs to support students.

5.2 Efforts made by the institution for tracking the progression

- Performance of students in internal examination, their attendance, and participation in co curricular activities are monitored and encouraged by class teachers and HOD.

- The PTA general body meeting is held on yearly basis. Student, teacher and parent interactions are arranged to discuss the progression of students after every internal examinations. The academic progression and results of internal assessments are discussed with parents.

- Class Committees: Necessary steps are taken based on class committee meetings.

- The Placement Cell conducts training programmes for students and arranges job fair in collaboration with employers.

- Add-on courses are provided to help students in attaining employment opportunities.

- Annual Alumni Meetings are conducted.

- Mentors maintain bio data and performance details of their wards and update the document regularly. After analysing the data, proper guidance is given to students.

- Necessary steps are taken based on students feedback.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
858	39	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

No	%	Men
517	58%	

No	%	Women
380	42%	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
282	1	0	74	0	316	220	4	0	57	0	281

5.4 **Details of student support mechanism for coaching for competitive examinations (If any)**

FOR B.Com
- Professional Accounting
- CMAT
- Bank P.O
- DBF
- NISM
- CAT
- Oracle
- BEC
- Foundation in accounting
- Computer fundamentals and multimedia
- Life skills

For BBA
- Foundation to Accounting.
- BEC
- CMAT
- Bank P.O

FOR B.C.A
- ASP.NET
- Campus Recruitment Training(CRT)
- Softskills

FOR CORPORATE ECONOMICS
- BEC
- Fundamentals of Accounting.
- Fundamentals of Mathematics
- Fundamentals of Computer
- CAT
- BANK P.O
- Professional Accounting

5.5 No. of students qualified in these examinations

NET [0]   SET/SLET [0]   GATE [0]   CAT [0]

IAS/IPS etc [0]   State PSC [0]   UPSC [0]   Others [0]

5.6 Details of student counselling and career guidance

Students benefitted through counseling for Problems under the category:

☐ Personal Problem

☐ Issue of self-esteem

☐ Depression, Anxiety, Confusion or Stress

☐ Loneliness, love affairs, unhealthy relationship

☐ Anger, Relationship issues, grief and loss

☐ Difficulty in making decisions

☐ Uncertainty about the future, suicidal thoughts

No. of students benefited   [228]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	166	21	13

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [0]   National level [0]   International level [0]

No. of students participated in cultural events

State/ University level [0]   National level [0]   International level [0]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 0 | National level | 0 | International level | 0 |

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	32	6,79,790
Financial support from government	0	0
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level | 3 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 2 |

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision**
> Holistic development of the youth to attain 'Learning for Life'
>
> **Mission**
> Impart quality higher education to equip and empower the youth with lifelong learning skills by Inculcating a sprite of enquiry, integrity and compassion

6.2 Does the Institution has a management Information System

> **NIL**

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

> All departments developed the syllabus for their value added courses.

6.3.2 Teaching and Learning

- ❖ Apart from classroom interaction, the following methods are used.

- ❖ Meaningful learning is initiated through guided teaching and guided library assignments, group discussions, seminars, Industrial Visits, debates, quiz, viva, etc.
- ❖ Peer learning is promoted within and outside the class hours.
- ❖ Co-operative learning is facilitated through project work, tutorial

6.3.3 Examination and Evaluation

Examination and evaluation of Add on courses was conducted in the college, under the supervision of each department.

6.3.4 Research and Development

Three Faculty members are doing Ph.D Course in M.G. University.

Research Papers were published by the faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The students and staff members of the college are provided with the free un interrupted internet service and the facility is extended in their respective departments.

6.3.6 Human Resource Management

NIL

6.3.7 Faculty and Staff recruitment

The college has a HR policy which streamlines the human resource development and management activities. The policy guides the recruitment, training and development of faculty and administrative staff, and appraisal, welfare and compensation aspects of the employees. For instance, all faculty appointments are based on merit and the management follows a liberal approach in sending teachers for faculty improvement programmes. There is also a separate policy regarding faculty development.

6.3.8 Industry Interaction / Collaboration

- ❖ The one month OJT undergone by the students of B.Com and BBA provides them exposure and orientation about the organization.
- ❖ Industrial Visits are organized from various departments.

6.3.9 Admission of Students

> Student admissions are strictly done on the basis of University and Government rules. We admit students from different socio-economic factions of the society. The government quota admissions are done from the university through Centralized Allotment Programme (CAP).

6.4 Welfare schemes for

Teaching	Contributed pension plan was introduced, Accommodation facilities for staff also provided in the respective hostels as per the demand from the staff.
Non teaching	Provident fund.
Students	Scholar ships were provided.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes ✓   No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	NO	YES	College Apex Body
Administrative	YES	NO	YES	College Apex Body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

> ❖ 23 december2017: Annual General Body Meeting of Alumni Association was held.
> ❖ Alumni students who are currently placed in various MNC's, conducted several sessions for the students for website development on the platform PHP.

6.12 Activities and support from the Parent – Teacher Association

> NIL

6.13 Development programmes for support staff

> ❖ Faculty Development Programmes:
>
> ❖ A two day faculty development programme was conducted on 30 &31 May 2016.
> ❖ A session on Mentoring titled 'How to conduct Individual Mentoring' was arranged for all the faculty members on 3rd August 2016.
> ❖ Internal Faculty Development Programmes **:** A system of conducting a series of internal FDPs as part of Faculty Enrichment was introduced.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> The college has initiated the following energy conservation activities:
> ☐ **Water harvesting:** The Saintgits Group of Institutions has more than four wells and maintain a rain water harvesting project (of 90000 ltr) to meet daily requirements. In addition, there is a sewage treatment plant for purifying waste water and this purified water is used for gardening the plants in college hostels.
> **Energy conservation:** The institution has done away with the orthodox lighting system and has
> installed electronic chokes for the tube light in the classrooms. This has helped a lot in conservation of electricity. The college classrooms are airy and well lighted that they hardly need any artificial lighting. In non reading and non working areas, reduced lighting is used. Lights are switched off immediately when not required. Computers, printers etc. which are not
> in use are closed down and disconnected at the end of a day. Boards are displayed in every class rooms reminding students to switch off electrical appliances when not in use and making them aware of the importance of energy conservation.
> ☐ *Efforts for Carbon neutrality:* The college ensures that the vehicles owned by it regularly conducts carbon emission test. Use of tobacco and cigarettes are also strictly prohibited inside the campus.

□ **Waste management:** solid waste management facility and sewage treatment plant is installed in the campus. Whenever programmes are arranged in the college, authorities ensure that the waste materials are taken away from the campus for safe disposal.

□ **E-waste management:** As the e-waste cannot be recycled the following steps are taken.
- A letter would be forwarded to the management regarding the scrap computers.
- Management will ask the technicians to check the computers condition.
- If recommended, computers in working conditions are repaired and used again, if not the scrap components are given to vendors.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- ❖ Orientation Programmes: Programmes are conducted at the time of the commencement of classes for the newly admitted fresher's in order to orient them to the inclusive vision and mission of the institution.
- ❖ Tech meridian – hardware training for nearby school students.

- ❖ Add on courses: The special coaching classes are given to the students to train them for various competitive exams.
- ❖ Remedial Coaching classes for weaker students: Remedial coaching is provided for the slow learners beyond the class hours.
- ❖ Youth Enrichment through Scholars : Youth Enrichment through Scholars is an innovative initiative by Saintgits to nurture the talents and give wings to the dreams and aspirations of the promising students by helping them to identify their potentials and explore the opportunities ahead of them. This initiative provides a platform to these students to interact with and learn from the experiences of well placed diplomats, bureaucrats and civil servants.

- ❖ Commerce Journal Released: First edition of a commerce journal that is a compilation of research papers presented in various National Seminars during the year 2015-2016 named ' ScasEon' was released.

- ❖ EOT (EYE ON TECHNOLOGY) : Digital Technical magazine was released from B.C.A department.

- ❖ External Seminars conducted by Alumini.

- ❖ Career Guidance cell: The College has an Equal Opportunity Centre which conducts personality development programmes and classes for improving communications skills.

- ❖ Coaching classes are conducted for students for various competitive examinations.
- ❖ Feedback on teaching by Students created a positive impact on teaching-learning.

- ❖ Workshops and training programmes are conducted for faculty and students. Industrial Visits

- ❖ Initiation of 'Technical Magazine Magazine': EOT (Eye on Technology)

- ❖ News Paper reading

- ❖ Contributions and donations to various orphanages.

- ❖ Mentoring Scheme:- Under this scheme, a mentor who is a member of the college staff is assigned with 20-30 students' and guides students in his or her academic and non-academic needs.
- ❖ Induction was conducted for the first year students and their parents.

- ❖ Internal Faculty Development Programmes : A system of conducting a series of internal FDPs as part of Faculty Enrichment was introduced.

- ❖ Talent Day **:** As suggested by students, talent day was organised in the open auditorium two times . Students of different departments were given chance to perform cultural programs for 30 minutes after the class.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

PLAN	ACTION TAKEN
Organization of workshop seminar and faulty development programme	Five Faculty development programmes are organised.
Extension and Social Service Activities	Orphanage Visits were organised. A session on "Cashless socity/Online banking "-with live examples was conducted to the Manna Kudumbasree,Pathamuttom. A charity venture "A rupee for Hope" was introduced. Cancer awareness program was conducted.
Placement Cell	Career Guidance cell has conducted personality development programmes and classes for improving communications skills.
Mentoring system	Under this scheme, a mentor who is a member of the college staff is assigned with 20-30 students' and guides students in his or her academic and non-academic needs.
Youth Enrichment through Scholars	Youth Enrichment through Scholars is an innovative initiative by Saintgits to nurture the talents and give wings to the dreams and aspirations of the promising students by helping them to identify their potentials and explore the opportunities ahead of them. This initiative provides a platform to these students to interact with and learn from the experiences of well placed diplomats, bureaucrats and civil servants.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

❖ LEARNING FOR LIFE

❖ ISO CERTIFIED

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

NIL

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

Excellent teaching learning process.

Excellent university results.

Good infrastructure.

Weakness

Minimum number of PH.D's.

No NSS / NCC units.

Opportunities

Young talented teachers.

Studious students.

More opportunities for socially committed programme as the college is located in a remote area.

Challenges

Lack of UGC and Government funding.

8. Plans of institution for next year.

> ❖ WiFi Enabled Campus.
>
> ❖ New Books for library.
>
> ❖ Tutorial system.
>
> ❖ Strengthening the infrastructure of the institution.
>
> ❖ Introduce more community projects.
>
> ❖ Starting NSS.
>
> ❖ Give more focus to sports activities.
>
> ❖ Community uplifting activities.

Name _____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I