



**SAINTGITS COLLEGE OF APPLIED SCIENCES
(AFFILIATED TO M.G. UNIVERSITY)**

ANNUAL QUALITY ASSURANCE REPORT

JUNE 2018 TO MAY 2019

AQAR



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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 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:	9447289291

Name of the IQAC Co-ordinator:

Anu Zacharia

Mobile:

9847039193

IQAC e-mail address:

iqacscas@saintgits.org

1.3 NAAC Track ID (For ex. MHCogn 18879)

KLCOGN18452

1.4 NAAC Executive Committee No. & Date:

(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)

EC (SC)/05/A&A/028

1.5 Website address:

www.saintgits.org

Web-link of the AQAR:

<https://saintgits.org/college-of-applied-sciences/naac-iqac/>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

05/03/2013

1.8 AQAR for the year (for example 2010-11)

2018 - 19

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

- i. AQAR 2015 -2016 - 22/01/2018
- ii. AQAR 2016-2017 - 26/06/2018
- iii. AQAR 2017-2018 - 17/12/2018

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)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

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 (<i>Specify</i>) Minority Status	✓
UGC-COP Programmes	NA		

2. IOAC Composition and Activities

2.1 No. of Teachers	8
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
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	15
2.10 No. of IQAC meetings held	3

No. of meetings with various stakeholders:

Faculty

3

Non-Teaching Staff, Students

2

Alumni

2

Others (parents)

2

2.11 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

NA

2.12 Seminars and Conferences (only quality related)

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

Total Nos.

International

0

National

1

State

0

Institution Level

4

(ii) Themes

1. Research methodology and data analysis through SPSS
2. Practical Aspects of GST in Tally ERP 9.0
3. AIDS Awareness Seminar
4. National seminar on Petroleum Conservation
5. "R" for Research

2.13 Significant Activities and contributions made by IQAC

- To enrich the curriculum, new add-on courses were implemented.
- Student mentoring programs were conducted on regular basis.
- As part of research activities, faculty published research papers in national/international journals
- In order to promote research culture among faculty, internal seminars on research were organized
- As part of curriculum and faculty enrichment, students and faculty undertook various MOOC courses
- Various co-curricular activities such as Arts Fest, Sports day, Talent show, Onam, Christmas celebration, Inter-collegiate Fest etc. were organized
- Campus recruitment was conducted through placement cell.
- Community extension programmes were organised
- Alumni annual meet was conducted.
- Feedback from the students, teachers, parents, alumni and stakeholders were taken

- Invocation, orientation, induction and merit day were conducted.
- College handbook, newsletter, and magazine were published
- Study tour and industrial visits were organized
- MOUs were signed with various organizations and institutions
- College website was modified and updated
- Use of ICT methods in teaching was encouraged and implemented
- Training program for administrative staff was conducted
- NAAC reaccreditation preparations were started
- QR code was included in the question paper to provide answer key to students
- New clubs were started in the college

2.14 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
To conduct Internal IQAC Audit to ensure proper functioning of all systems- academic and non-academic	<ul style="list-style-type: none"> • Internal audit was conducted by an audit team and recommendations and suggestions were given
To improve teaching – learning effectiveness	<ul style="list-style-type: none"> • More ICT methods were implemented • Teachers and students undertook MOOC courses • Remedial and tutorial classes were conducted to improve learning effectiveness • FDPs were conducted • Answer keys to question papers were provided through QR codes
Strengthen research activities	<ul style="list-style-type: none"> • Research papers were published/presented by faculty members • Six more faculty member enrolled for PhD/MPhil programs

To strengthen clubs functioning in the college	<ul style="list-style-type: none"> • Club hours were allotted to improve the functioning of clubs in the college • The functioning of YETS club was strengthened • Two more clubs with international affiliation-UNAI and IIMUN- were started in the college
To strengthen extension activities	<ul style="list-style-type: none"> • More than twenty extension activities were conducted by various departments
Ensure effective mentoring	<ul style="list-style-type: none"> • Mentoring done by teachers were systematically recorded and monitored • Monthly reports of mentoring were submitted by teachers • Individual mentee books were maintained by the mentors
Conduct programs of Alumni interactions with current students	<ul style="list-style-type: none"> • Alumni holding excellent positions were invited to hold interactions with current students in order to orient, guide and motivate them for successful careers.
Provide browsing facility for students	<ul style="list-style-type: none"> • Students were given access to college lab during breaks and after college hours for effectively using internet for teaching learning purpose.
Update and improve website	<ul style="list-style-type: none"> • The college website was updated and made more informative and user friendly

To strengthen feedback mechanism	<ul style="list-style-type: none"> Feedback was taken in online format Feedback from students, parents, alumni, stakeholders and teachers were taken, analysed, graded and necessary actions were taken
Improving the resources in the library and its use	<ul style="list-style-type: none"> More books were purchased DELNET was introduced Library day was celebrated

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

Management ☒ Syndicate ☐ Any other body ☐

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	0	0	0	0
PG	1	0	1	1
UG	5	0	5	21
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	6	0	0	22

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

CBCS/Core/Elective option / Open options are available for all programmes

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	0
Annual	0

1.3 Feedback from stakeholders*:

Alumni ☒

Parents ☒

Employers ☒

Students ☒

Teachers ☐

Mode of feedback : Online ☒ Manual ☒ Co-operating schools (for PEI) ☐

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

The Goods and Services Tax was revised by the university to accommodate the tax reforms of the country and the dynamic nature of the subject.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	8	0	2	28

2.2 No. of permanent faculty with Ph.D.

1

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
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	24	5
Presented papers	2	1	0
Resource Persons	0	1	0

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

Peer to peer teaching
Tutorials
Google classroom
ICT methods in teaching
Moodle
Module test
Micro presentations
MOOC courses undertaken by teachers and students
Subject enrichment for M.Com students

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

156

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

Module tests, use of moodle for quizzes/test papers, providing answer key to question papers through QR codes

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

0

0

0

2.10 Average percentage of attendance of students

85.36%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (Computer Application)	113	26.54%	60.17%	1.76%	0%	88.47%
B.Com (Taxation)	57	56%	37%	0%	0%	93%
BBA	42	12%	26.19%	30.95%	28.57%	79.24%
BCA	61	39%	48%	0%	0%	87%
BA	38	18%	24%	16%	37%	95%
M.Com E-Commerce	Results awaiting					

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

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

Quality of Teaching

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

Student Performance

The performances of students are evaluated through class room interactions, class test, module test assignments, seminars and internal exam. The subject teachers and the Head of the Departments keep track of the students with poor academic record in the internal test and end semester examination and they are counselled and guided to improve their standards through remedial classes. The mentors monitor the academic progress of their wards through student personal record and 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 beginning. Systematic and regular remedial classes are also conducted.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	11
Faculty exchange programme	0
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	11
Others	0

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	0	0
Technical Staff	2	0	0	0

Criterion – III

3 Research, Consultancy and Extension

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

<ul style="list-style-type: none">○ Conducted the following internal seminars/workshops on research to motivate faculty and students<ul style="list-style-type: none">● Research methodology and data analysis through SPSS● ‘R for Research○ Faculty development programs were organized○ Faculty members were encouraged to publish research papers and the best research paper was awarded a cash prize○ Internal FDP’s were organised.○ Faculty members were encouraged to take MOOC courses to keep themselves updated and respective subject area
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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	9	1	0
Non-Peer Review Journals	0	2	2
e-journals	17	0	0
Conference proceedings	0	1	5

3.5 Details on Impact factor of publications:

Range 3.022-6.97

Average 5.257

h-index 0

Nos in SCOPUS

0

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. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	0	0	0	0	0

3.10 No. of faculty served as experts, chairpersons or resource persons

3.11 No. of collaborations International National Any other

3.12 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	<input type="text" value="0"/>	From Management of University/College	<input type="text" value="3000"/>
Total	<input type="text" value="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	District	College
0	0	0	0	0	0	1

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

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

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

JRF	<input type="text" value="0"/>	SRF	<input type="text" value="0"/>	Project Fellows	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="4"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="11"/>	
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="8"/>	Any other <input type="text" value="0"/>

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

1. B.C.A students conducted hands on workshop on “Hardware and PC Assembling”, “Techmeridian” for the students of Jerusalem Mount School, Vakathanam.
2. An awareness class on “Lifestyle Diseases” for Ayalkoottam members of Panachikad Panchayath by the department of BCA.
3. “Hour of Code” – a program to enhance the logical thinking and reasoning ability of school students in Jerusalem Mount, Higher Secondary School, Vakathanam was organised by the department of BCA
4. NSS volunteers of Saintgits College of Applied Sciences went for a visit to the government school in Pathamuttom and gifted them with kit of study items.
5. NSS volunteers collected and distributed grocery items and clothes for the victims of flood
6. NSS organised a flood relief campaign in association with Malayala Manaorama and the NSS unit of Saintgits College of Engineering on 28th July 2018.
7. NSS conducted flood relief programmes at various flood affected areas of Panachikad and Puthupally Panchayath and distributed kits.
8. NSS volunteers went to two Government LP Schools in Pathamuttom and Kuzhimattom and cleaned their premises on October 2nd as part of “Swachhta Hi Seva” mission
9. As part of World Aids Day, a seminar on AIDS awareness was conducted and a flash mob was organized at Njyaiakuzhy bus stand. It was also followed by a film show by the Film Club.
10. Final year students of the B.A. Department were taken for an old age home visit at Hanna Bhavan, Ayamanam on 20/12/2018 and financial aid was distributed to inmates.
11. During the One day National Seminar on Petroleum Conservation in association with PCRA , Indian Oil Corporation and Ashok Leyland, 46 Auto rickshaw drivers were given an awareness class on fuel conservation.
12. “Knowledge for Life” – Libraries were created for 20 government schools
13. “Kuttik Oru Kutti”- was program initiated by Dr. B. S Thirumeni, District collector of Kottayam. Under this program the students collected 5400 notebooks and handed it over to the Collector as part of their effort to help children affected by floods
14. “Donate your voice”- An initiative to support “Kootu” Charitable trust by supporting blind candidates to prepare PSC exams
15. First year BBA students with two faculty members visited Little Servants of Divine providence

16. P G department of Commerce conducted awareness programme on “Digital Banking Awareness” program for SHG
17. Christmas gifts were given to the inmates of Infant Jesus Orphanage, Vakathanam
18. P.G Department of Commerce organised an awareness session on “Digital payment” to Janasree Puthenchantha and Kripa Kudumbasree, Kurichy
19. P.G Department of commerce organised a session on “Drug Awareness “ for the students of BMM SCHOOL, Pampady
20. P.G Department of commerce organised a Blood Donation Camp

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	5.92 Acres			5.92 Acres
Class rooms	16423.74Sq.ft			16423.74Sq.ft
Laboratories	2917.25 Sq.ft			2917.25 Sq.ft
Seminar Halls	981.09Sq.ft			981.09Sq.ft
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	6	9	Surplus from operations	15
Value of the equipment purchased during the year (Rs. in Lakhs)	2.60	3.19		5.80
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 software named “SOUL” (INFLIBNET).

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4551	913860.7	561	254283	5112	1168143.7
Reference Books	1794	573914	98	67762.05	1892	641676.05
e-Books			1613 (DELNET)			
Journals	21	32983	9	24230	30	69164
e-Journals			5000 (DELNET)			
Digital Database			DELNET	19470		19470
CD & Video	230 (Complementary)	1000	191	1910	421	2910
Others (News Paper)	9		4		13	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	152	133	133	0	0	4	9	6
Added	3	0	0	0	0	1	0	2
Total	155	133	133	0	0	5	9	8

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

Training was given to teachers on the use of Moodle .Office staff received training in the use of Excel.

4.6 Amount spent on maintenance in lakhs:

i) ICT	3,19,550
ii) Campus Infrastructure and facilities	17,460
iii) Equipment	4,13,395
iv) Others	2,36,815
Total:	9,87,220

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 class.
- ☐ Library orientation is organized for all first year students to make them aware of the facilities offered by the college library.
- ☐ SC/ST/OBC/Minority cells functions in the college to support students from these classes
- ☐ Internet facility with Wi-Fi connectivity is made available throughout the campus to support the students in enhancing their knowledge with easy digital access.
- ☐ Distribution of Handbook containing academic calendar and details of all student support services.
- ☐ Short orientation classes are arranged through tutors for choosing suitable open courses.
- ☐ Class committees are conducted to create awareness among students about various support services. The IQAC also encourages strong and frequent interactions between teachers, mentors and students.
- ☐ IQAC ensures remedial classes for slow learners and weak students.
- ☐ Mentoring is actively practiced to give proper guidance to students
- ☐ Ensures that each student is a member of the clubs functioning in the college
- ☐ For showcasing the talents of the students “Talents days” are arranged.
- ☐ To understand the industry culture and to provide exposure industrial visits and OJT (On the Job Training) was arranged in the departments.
- ☐ Updates are given on notice boards and college website to ensure active participation of students in various activities.
- ☐ Announcements are given daily after the Morning Prayer.
- ☐ Under the auspices of IQAC, the placement cell offers add on courses, training programs, mock interviews etc to support the students in securing proper placements.
- ☐ Feedback is taken from students regularly and essential measures are taken to support their needs
- ☐ Associations in each department are encouraged to undertake/organize various programs to improve the talents of students and widen their exposure
- ☐ National Service Scheme (NSS), and other clubs encourage the students to take part in community development activities.
- ☐ Systematic efforts are made by the IQAC through the departments for tracking the progression of students.
- ☐ Conduct of tutorials supports and strengthens the students.
- ☐ Students are encouraged to participate in various Seminars, Symposiums, Workshops and Conferences. They are given duty leave for participation.
- ☐ Students participate in various inter collegiate competitions and has won numerous prizes

5.2 a) Total Number of students

UG	PG	Ph. D.	Others
985	49	0	0

(b) No. of students outside the state

2

(c) No. of international students

60

Men

No	%
556	54

Women

No	%
478	46

Last Year							This Year						
General	SC	ST	OBC	OEC	Physically Challenged	Total	General	SC	ST	OBC	OEC	Physically Challenged	Total
786	8	0	202	13	0	1009	797	5	0	220	12	1	1034

Demand ratio 1:4.67

Dropout % 1.06 %

5.2 (d) Efforts made by the institution for tracking the progression

- ☐ Performance of students in internal examination, their attendance, and participation in co-curricular activities are closely monitored by class teachers, mentors and HOD. Timely remedial actions are also taken
- ☐ Necessary guidelines are given to students by the class teacher and mentors through class committee meetings regarding academic and non-academic matters
- ☐ Based on student's feedback on teaching-learning process necessary actions are taken to ensure proper progression
- ☐ 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 examination. The academic progression and results of internal assessments are discussed with parents and necessary steps like remedial classes are taken.
- ☐ 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.
- ☐ Interactions with well-placed Alumni are conducted to motivate students
- ☐ Mentors maintain performance details of their wards and update the document regularly. After analysing the data, proper guidance is given to students.

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

BBA (Bachelor of Business Administration)

Foundations to Accounting

BEC

CMAT Coaching

BANK P.O Coaching

Foundations to Computer Multimedia

BCA (Bachelor of Computer Applications)

CRT (Campus Recruitment Training)

Web designing using ASP.NET

B. Com

Foundation in Computer & Maths

BEC

MS Excel

Bank P.O

Professional Accounting

CMAT

BA Corporate Economics

Fundamentals of Accounting

BEC

Competitive Exam Training

No. of student's beneficiaries

206

5.3 No. of students qualified in these examinations

NET

01

SET/SLET

0

CAT

0

IELTS

9

IAS/IPS etc

0

State PSC

0

UPSC

0

Others

0

5.4 Details of student counselling.

Student Counseling Service is a free confidential professional service offered to all students of SAINTGITS College of Applied Sciences throughout the academic year on all Mondays and Wednesdays from 10.00 to 2.00 pm and from 4.30pm to 6.00pm for day scholars and hostel inmates respectively. The aim of this service is to assist students in developing healthy, fulfilling relationships and increasing enjoyment in productive working and learning. Counseling interventions were provided to students who had issues like loneliness, physical image worries, lack of self-confidence, abuse issues, peer issues, family problems, problems in intimate relationships, cultural concerns, achievement conflicts, sibling rivalry, queries about gender preferences, depression, anxiety, panic, bereavement, post-traumatic stress, assault, dependency on alcohol or drugs, academic-related problems such as exam phobia, procrastination, inability to concentrate and many others. Individual sessions were provided to first year students to get acquainted with their personal profile. Students who required further sessions were provided with contact to approach counseling clinic. 124 students attended regular counseling sessions during the year 2018-2019

No. of students benefitted

124

Details of student career guidance

Value added courses were provided to enhance the employability of our students. The college has a career guidance / placement cell which systematically trains and interacts with students to prepare them for placements.

No. of students benefitted

85

5.4 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
7	210	83	2

5.5 Details of gender sensitization programmes

Womens club conducted Slogan writing competition on women's day and Group discussion: 'section 497 of IPC –Decriminalising Adultery'. It also arranged a session on "Adolescent Gynaecology": by Dr. Sherine Joseph. In addition to this this club organized a class on self defence

"He for She" club conducted a film show titled "HOW OLD ARE YOU" to inspire women to dream again. It also organized a Talent show competition named "INNOVATA".

Commerce department organized Flower making class and craft making competition for girls.

5.6 Students Activities

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

State/ University level

55

National level

0

International level

0

No. of students participated in cultural events

State/ University level

11

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

5.7 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	34	731,009
Financial support from government	4	153,250
Financial support from other sources		
Number of students who received International/ National recognitions		

5.8 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition: State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.9 No. of social initiatives undertaken by the students

5.10 Major grievances of students (if any) redressed:

1. Requirement for Snack bar in the college campus
2. Additional books in the library
3. More time for Club activities
4. More ICT methods in taking the classes
5. Increase in the supply of drinking water supply in the college
6. Permission to use college lab for internet browsing
7. Increase in the number of events in the inter collegiate fest

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 spirit of enquiry, integrity and compassion.

6.2 Does the Institution have a management Information System

Yes, the college has an academic management system which takes care of various activities like admissions details, attendance and internal assessment, student dealing and accounts.

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

6.3.1 Curriculum Development.

Development of the curriculum is mainly done by the University. The syllabus for the value added courses was designed and developed by the concerned departments.

6.3.2 Teaching and Learning

- By providing adequate infrastructural facilities.
- Providing adequate ICT facilities
- Conducting module tests at regular intervals along with internal exams
- Encouraging students and teachers to do MOOC courses
- Appointing well qualified and experienced faculty members.
- Providing laboratories with latest software
- Special care to the slow learners through mentoring and remedial classes.
- Facilitating faculty members to upgrade their skill and knowledge in the emerging trends through enrichment courses
- Motivating faculty members to pursue higher studies.
- Encouraging faculty members to use innovative teaching methodologies.
- Providing Wi-Fi facility to utilize the online resources.
- Resourceful Library facility for referring books, journals, etc.

6.3.3 Examination and Evaluation

The college has an exam cell which coordinates all exam related activities. The college has designed an internal exam booklet which has a facing sheet showing mark allotment, various sections etc. Examination and evaluation of add on courses are conducted by concerned departments in collaboration with associated bodies. Semester exams are conducted as per the guidelines issued by the University. The college conducts two internal exams and module tests for every subject. Assignments, seminars and projects are also given to evaluate the performance of students. PTA meetings are also conducted twice every semester to discuss the performance of students with their parents. Marks of students are recorded in the profile book and progression register in order closely monitor their performance. Internal exam marks are published to be verified by the students before it is send to the University.

6.3.4 Research and Development

Six faculty members have additionally registered for PhD course during this year. All faculty members were encouraged to publish research articles and attend seminars/conferences/workshops. Additional books, periodicals and journals were purchased in the library to keep the faculty and students abreast with recent developments and for promotion of research. Students also undertake projects and utilize the facilities at the college to complete the same.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The students and staff members of the college are provided with the free uninterrupted internet service and the facility is extended in their respective departments and class rooms. Most of the class rooms are fitted with CCTV cameras. All the departments have projectors and speakers to facilitate ICT methods in teaching.

The management ensures that books/periodicals/journals/textbooks are purchased for the library every year. Issue, return and search facilities in the library are automated. The library also has OPAC facility where students can search the books themselves.

The college has adequate infrastructure such as classrooms, labs, library, seminar hall etc. for the smooth conduct of day to day activities. They are properly maintained and necessary changes are made from time to time. Adequate number of computers are available in the labs, staff rooms etc.

6.3.6 Human Resource Management

A well-established HR team manages human resource of the College. It is responsible for the attraction, selection, training, assessment, and rewarding of employees, while also overseeing organizational leadership and culture. Faculty and staff are encouraged to participate in self-development programmes. Administration supports faculty, staff and students with necessary and relevant support to optimize their work. 24x7 supports for infrastructural requirements especially electricity, water supply, routine maintenance and IT support are provided by the management. Regular staff meetings, staff counsel meetings and development counsel meetings are conducted for the smooth functioning of the institution. Group mails and group SMS are used for the efficient flow of information. In order to motivate the staff, the management provides sabbatical leaves for perusing higher studies and paid maternity leaves. “Pension Fund” for senior staff and “Provident Fund” for non-teaching staff are also provided.

6.3.5 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, 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.

6.3.6 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 also organized by all departments. BBA department conducted an Industrial Visit to Wonderla and Kannandevan tea factory. BCA department conducted Industrial Visit to UST Global Cochin. PG department of Commerce conducted Industrial Visits to KITEX, ANNA ALUMINIUM, Munnar Tea Factory and Wonderla. The college also organizes interactions with prominent personalities in order to provide students with insights and guide them. This year two such interactions were organized with the following personalities:

- 1.Mr. Ajas Ashraf, Founder, Gebacken Cibo Pvt Ltd.
2. Mr. Kochouseph Chittillappilly, Founder Chairman and Chief Executive Officer of V. Guard Industries Ltd.

Departments have entered into MOUs with leading organisations /institutions on matters of mutual benefit

6.3.6 Admission of Students

The selection process ensures that 50 percent of the total seats are filled on merit from the eligible community through the Mahatma Gandhi University single-window scheme. For the remaining 50% of the seats, the college announces its cut off lists depending on the applications received and guidelines issued by the university

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> Contributed pension plan was introduced Accommodation facilities for staff are also provided in the respective hostels as per the demand from the staff. Saintgits Staff are provided with group medical insurance at a maximum of Rs one lakh per head Staff can use the college bus facility at a discounted rate (50%) Children of staff members who study in the college only have to pay 50% of the fees
Non-teaching	Provident fund and ESI
Students	Scholarships are provided.

6.5 Total corpus fund generated

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	NO	-	YES	IQAC
Administrative	NO	-	YES	College Apex Body

6.8 Does the University/ Autonomous College declare 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?

NIL

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

NIL

6.11 Activities and support from the Alumni Association

Annual Alumni meeting was conducted. Interactive sessions were conducted for the students by the Alumni. Alumni Whatsapp groups are maintained in all departments and they are regularly updated about the activities in the college. Alumni fund is utilized for giving prizes to meritorious students, charity purposes, infrastructural support, social causes etc.

6.12 Activities and support from the Parent – Teacher Association

The college prizes its relationship with the parent community. PTA general body meetings are conducted regularly. Interactions with parents are arranged after every internal exam to keep them updated about the performance of their wards. Formal and informal feedback from parents helps the institution to grow and flourish. PTA fund is utilized to give awards, prizes and for infrastructural support.

6.13 Development programmes for support staff

All the staff members are provided with medical insurance. Office staff members were given training programs. PF is provided to non-teaching staff members.

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

As part of the activities of NSS, an organic farm is maintained in the college. Students are given opportunity to familiarize themselves with farming methods and techniques. The campus also has waste water recycling facility. All classrooms are sufficiently ventilated and natural lighting flows in plentifully.

Criterion – VII

7 Innovations and Best Practices

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

- A Systematic Automated SMS system was adopted to inform the parents about students absenteeism and other important information
- Clubs with international affiliation such as UNAI, IIMUN started functioning in the college
- As part of student's academic enrichment, answer keys to question papers were provided through QR code system by the college Exam cell.

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

1	Improve ICT methods in teaching learning	<ul style="list-style-type: none"> • ICT methods were extensively used in teaching • Students and teachers completed MOOC
2	Tutorial/remedial classes	<ul style="list-style-type: none"> • Remedial and tutorial classes were provided systematically by all departments
3	Improve research activities	<ul style="list-style-type: none"> • Teachers published more research papers in journals • More teachers registered for PhD
4	Conduct more extension activities	<p>BBA Department</p> <ul style="list-style-type: none"> • “Knowledge to life” : Library creation for Govt.Schools in three district (Kottayam, Alapuzha, pathanamthitta) • ‘Kuttykoru Kutty’ –providing study materials to students who were affected by flood • Letters were written to eminent personality as part of postal day • “Donate your Voice”-a question bank for psc exams was created in the audio format for blind aspirants <p>BA Corporate Economics</p> <ul style="list-style-type: none"> • Quiz Programme, for the students of

		<p>St.Jude public School,Puthupally , was organized on the topic ‘Environment’</p> <ul style="list-style-type: none"> • Volunteering and contribution to flood relief camps at Kottayam,Changanassery and Pathanamthitta • Old age visits to ‘Hannah Bhavan ‘Ayamanam. • Flash mob on ‘AIDS Awareness’, at Njaliyakuzhy bus stand, Kottayam • A technical session to ‘Auto rickshaw drivers’ from nearby areas on ‘Petroleum conservation’ was conducted as part of one-day national seminar. • Orphanage visit to ‘House of divine Providence, Kunnamthanam. <p>BCA</p> <ul style="list-style-type: none"> • Techmeridian : B.C.A Students conducted a hands-on workshop on” Hardware and PC Assembling” for the students of Jerusalem Mount Higher Secondary School, Vakathanam. • An awareness program was conducted on ‘Life Style Diseases’ for people of the local community of Pathamuttam. • First year BCA students with two faculty members visited Infant Jesus Orphanage. • IT Consultant Service – Department of BCA continued maintenance work on the website developed for a charitable trust EmmanuelChildrens Home. <p>Department of Commerce</p> <ul style="list-style-type: none"> • Students Participated in Blood Donation as part of Blood Donation Day. • ‘Sammanapothi’, food collection and distribution during Christmas to Infant Jesus orphanage, Vakathanam • Awareness class at St.Marys LPS Peroor as part of children’s day celebration • Awareness class at Govt.School Paruthumpara for children’s day. • A session on drug awareness at BMM School Pampady.
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		General programs Seed distribution based on the theme ‘Tribute to farmers’ to the participants of GITS BLITZ.
5	Start NAAC preparation	<ul style="list-style-type: none"> • NAAC preparation work started • Internal audits were conducted to evaluate the progress
6	Convert all feedback into online mode	<ul style="list-style-type: none"> • Initiatives were taken to convert feedback taken into online format
7	Organize a national seminar	<ul style="list-style-type: none"> • National seminar on petroleum conservation was organized by department of BA Corporate Economics • In association with PCRA, Ashok Leyland and IOC
8	Improve and update the website	<ul style="list-style-type: none"> • Website was updated and made more attractive
9	Provide internet browsing facility in college	<ul style="list-style-type: none"> • College lab was made available to students to browse internet during lunch breaks and after college hours
10	Start international clubs in the college	<ul style="list-style-type: none"> • UNAI and IIMUN started functioning in the college
11	Improve facilities in the library	<ul style="list-style-type: none"> • It was decided to purchase DELNET, D-Space and other electronic resources for the library
12	Provide answer key to question papers	<ul style="list-style-type: none"> • The exam cell started the practice of providing answer keys to question papers through QR codes
13	Gain professional body membership	<ul style="list-style-type: none"> • Teachers have gained membership in professional bodies

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

He for She:

HeForShe is a solidarity campaign for the advancement of gender equality, initiated by UN. Its goal is to achieve equality by encouraging all genders to partake as agents of change and take action against negative stereotypes and behaviors. HeForShe@SCAS aims to provide vibrant opportunities for the students to stand for equality in all curricular and co-curricular activities. It also aims at changing the stereotypical mindset of the people. The club organises events, awareness campaigns and activities towards the achievement of these goals.

YETS:

Youth Enrichment Through Scholars(YETS) is a club that was started in college during the academic year 2016-17. The major objective of the program is to train the potentially talented students through interactions with scholars and experts from various fields. Talented students are selected to the club through a screening process that involves various stages. Over the years students have interacted with CEOs, Entrepreneurs, technocrats, leaders etc. They were also given training in etiquettes, group discussion etc. They were also taken to prominent institutions of importance to gain hands on experience.

7.17 Contribution to environmental awareness / protection

- An organic farm is maintained in the college by NSS
- Nature club conducted an activity based class on environment on Tuesday 27th November 2018. The resource person for the programme was Professor (MES Nedungandam) C.P. Roy who is an environmentalist and winner of Kerala State Award - Vana Mithra.
- Nature club conducted a class on “VEGETABLE GARDENING” on Wednesday 23th March 2019. The chief guest of the day was Mr.Sijulal, Assistant Agricultural officer, Panachikadu, Kottayam. All the participants received a packet of vegetable seeds.
- Adopted the theme ‘Tribute to farmers’ for GITS BLITZ 1, the annual inter collegiate fest for promoting organic farming culture among the stakeholders of the college namely students, teachers, parents and the local community. The college in association with the agricultural department distributed vegetable seeds to participant to promote organic farming.
- A technical session on petroleum conservation was held on 12/02/2019 for auto rickshaw drivers belonging to local community was organized in the college campus in association with PCRA, Indian oil Corporation and Ashok Leyland.
- All classrooms contain boards displaying instructions to switch off fans and lights after use.

7.18 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Strength

Excellent teaching learning process

Excellent university results

Good infrastructure

Weakness

Research activities

Opportunities

Young talented teachers

Studious students

More opportunities for outreach programme as the college is located in a rural area.

Challenges

Lack of UGC and government funding

8 Plans of institution for next year

1. Sign more MOUs with organisations and institutions

2. Introduce more certificate courses

3. Improve outreach/extension programs

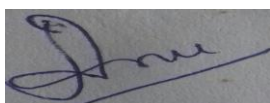
4. Registration of alumni association

5. More teachers to enrol in PhD programs

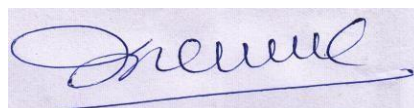
6. Increase the number of classrooms and improve student amenities

Name: Asst. Prof. Anu Zacharia

Name: Prof. M. C. Joseph



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
