YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SAINTGITS COLLEGE OF APPLIED SCIENCES
• Name of the Head of the institution	Dr. K K John
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04812433787
• Mobile no	9744142710
• Registered e-mail	scas@saintgits.org
• Alternate e-mail	principalscas@saintgits.org
• Address	Kottukulam Hills,Pathamuttom
• City/Town	Kottayam
• State/UT	Kerala
• Pin Code	686532
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**Mahatma Gandhi University**
• Name of the IQAC Coordinator	**Asst. Prof. Anu Zacharia**
• Phone No.	**6282046285**
• Alternate phone No.	**04812433787**
• Mobile	**9847039193**
• IQAC e-mail address	**iqacscas@saintgits.org**
• Alternate Email address	**anu.z@saintgits.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://drive.google.com/file/d/1Mfj7nRqvUMAYF-eGPnkdluZWoERsuCmK/view
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://saintgits.org/college-of-applied-sciences/iqac-naac/iqac/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.86**	**2015**	**03/03/2015**	**02/03/2020**

6.Date of Establishment of IQAC	**05/03/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Conducted IQAC meetings Timely submission of AQAR Conducted life skills classes in association with life skills club Important days related to environment,gender sensitization,sustainability, and national integration were celebrated Orientation and Induction programs were conducted Orientation program for newly appointed faculty members was conducted Bridge course for first year students was organised Introduction of value education Youth Icon competition was organized Hindi Fortnight celebrations organized Increase in the number of teachers who enrolled for PhD Feedback was taken and evaluated from various stakeholders Initiatives were taken to strengthen the various clubs functioning in the college National webinar organized on the 60th Anniversary of India's Economic Reforms along with Department of Corporate Economics Faculty Development Program was conducted Reading week celebration organized along with library committee Buddy system for newly appointed faculty members Human Race Program conducted along withPG Departent of Artificial Intelligence and Computer Applications and United Nations Short film completion organized along with UNAI Club on sustainable development in Campus Reading week celebrations organized along with Library Committee Farmers day celebrations and World Heart Day Celebration organised along with Organic farming club and Health Club National Mathematics Day Celebration held along with Department of Mathematics Faculty development program was organized Celebration of Important days such as women's day,Environment day,Yoga Day FDP was organised Profession body membership attained by various departments Webinar series Inroduction of value education Competitions for students under the

`aegis of various clubs Hindi Fortnight competitions Bridge course Orientation program for newly appointed faculty`

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Inculcate life skills in students	Life skills classes were organised
Provide proper orienation to newly appointed staff	Orientation program for newly appointed staff conducted and buddy system implemented
Promote national pride among staff and students	Programs such as Hindi fortnight celebrations,Bharat Ka Amruth Mahotsav,Independence day,Republic Day etc celebrated
Improve social consciousness among students	Students participated in UN initiative (Human Race) and Social Service Club was created
Sensitize students towards the needs of the environment	Various programs such as short film contest,paper bag making and webinar conducted
Inculcate ethics and values in students	Value education syllabus created and teachers given training to take value education classes
Faculty empowerment	FDP conducted
Improve research culture	More faculty registered for PhD and research articles were published by staff and students
Compliment syllabus through MOOC courses,value added courses,internships etc.	Students completed MOOC Courses and internships,new value added courses were introduced

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff council meeting	**28/01/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	**01/11/2021**

Extended Profile

1.Programme

1.1	**176**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**1017**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	**262**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**345**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**48**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**55**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**21**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**278.43**
4.3 Total number of computers on campus for academic purposes	**156**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

SCAS lays emphasis on the all-round development of students by incorporating curricular and extra-curricular activities. Being an affiliated self-financing college, its role in the design of the syllabusis minimal. Nevertheless, paramount effort is taken in designing its delivery through a well-planned and documented process described below:

- **Planning begins before the commencement of the academic year, when the university releases its Academic Calendar based on**

which the college designs its own Almanac incorporating academic and non-academic activities.

- Decisions regarding subject allocation, modes of delivery, topics for experiential learning, plan of syllabus completion, are taken in Stream Committees, approved by Programme Assessment Committees and Department Advisory Boards. Curriculum gaps are bridged by value added courses.
- During the last two academic years there was a paradigm shift in the mode of content delivery owing to the pandemic situation when online classes were conducted using Google Meet and Microsoft teams owing to its features and convenience.
- Content delivery is quantified by conducting Course Outcome Analysis.
- Feedback is also collected from various stakeholders and consolidated report is analysed for curriculum improvement

The entire process is recorded in the course file. This process, monitored by IQAC has ensured excellent results over the past years.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://saintgits.org/college-of-applied-sciences

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Continuous Internal Evaluation (CIE) is an integral part of the academic activity at the college. CIE is achieved through the conduct of internal examinations, module tests conducted after the completion of each module and assignments for which internal marks are provided. The internal exams are normally scheduled in such a manner that the first internal exam is conducted after the completion of at least 40% of the syllabus and the second internal exam after the completion of the entire syllabus in the form of a model exam based on the university pattern of examination. The tentative dates of the exam are intimated to the students at the beginning of the semester through the College Almanac that is provided in the handbook. The conduct of the internal exams are monitored by the Exam Cell of the college. The exam cell is also responsible for various reforms introduced in the college with regard to the conduct of the internal exams. Moreover, the internal exam question papers, answer schemes and university question papers

of the previous years are made accessible to the students online by uploading them in DSpace – an open access repository of digital data in the college digital library.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://dl.saintgits.org/jspui/handle/123456789/1767

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

12

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

777

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Courses relating to Gender, Environment and Sustainability, Human Values and Professional Ethics form part of the formal curriculum for many programmes that are offered by the college. Subjects such as Environment Management and Human Rights, Business Ethics and Corporate Social Responsibility are incorporated into the syllabus by the University itself.

Nevertheless, taking into consideration the importance of imparting such cross cutting issues, the college organises talks, sessions, seminars and programmes under the auspices of various departments, clubs and associations. It is mandatory for every student to join any one of the 15 clubs operating in the college.

The various clubs - Social activity club, HeforShe club, Women's club, and the department associations of Commerce (Yashus), Management (Magnum) ,Computer Applications (Ignite), Economics (Artha) regularly organise programmes that integrate the cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics.

The NSS unit of the college plays a remarkable role in inculcating human values of love, compassion and selflessness among the student community by involving them in various social service activities.

World Nature Conservation Day, Wildlife week Celebration, World Humanitarian Day, World Heart Day, Independence Day, Teacher's Day were all celebrated with the active participation from students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

64

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

481

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://saintgits.org/college-of-applied-sciences/iqac-naac/iqac
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	[https://saintgits.org/college-of-applied-sciences/iqac-naac/iqac](#)

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

334

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

34

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

GENERAL PROGRAMME FOR LEARNERS

Induction

Add on courses

Result analysis

Module tests

Massive Open Online Course (MOOC)

Mentoring

Parent Teacher Association (PTA)

GITSBLITZ

Merit Day

Graduation Day

National Webinar

PROGRAMS FOR DEVIATED STUDENTS

Remedial

Test paper

Tutorials

PROGRAMS FOR ADVANCED LEARNERS

Youth Enrichment Through Scholars (YETS)

Promoting Credentials for high performance students

Best Outgoing Student

Best Promising Student Award

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1NAmGzg7rVfQN47k8ZvNyV22M_EzzjOe0?usp=sharing
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1018	48

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

EXPERIENTIAL LEARNING:

To develop experiential learning among student's various programs are offered including national webinars, analysis of Union and state budgets, workshops and training, Youth Enrichment Through Scholars (YETS), On the Job Training (OJT) and research publications for students.

Budget Analysis-The department of Corporate Economics organizes Budget Analysis competition among students to create awareness about the budgets presented by the Central and State Governments.

Organisational Study - Yearly projects and organisational study's are worked out for students to build team spirit and to improve their participative learning and provide them industrial experience.

Workshops and training- Students are given training sessions in computer based skill development.

Youth Enrichment Through Scholars (YETS) -YETS offers frequent interactions with industrial and academic experts. Through this, the club aims to develop interactive and entrepreneurial skills among

the students.

PARTICIPATIVE LEARNING

The participative learning includes Massive Open Online Course (MOOC), budget analysis competition, national webinars and Campus Recruitment Trainings (CRT).

Webinars- Various departments have been conducting national webinars on relevant and emerging topics. The aim behind conducting such sessions are to create a space for knowledge sharing and research publications.

Massive Open Online Courses (MOOC) - The students and faculty have been instructed to complete at least one online certification program to enhance lifelong learning.

Campus Recruitment Training Programme (CRT) - Campus Recruitment Training provided to the students enable them to succeed in various competitive examinations and to excel in campus recruitment drives.

PROBLEM SOLVING METHODS

The problem solving methods includes the following:

Case Study- Case studies help the students to engage in research and reflective discussion. It facilitates creative problem-solving.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/1NAmG zg7rVfQN47k8ZvNyV22M_EzzjOe0?usp=sharing

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT approaches will be helping students to improve their level of understandings. By using the following ICT tools , faculty are empowering the students:

Wi-Fi enabled class rooms with audio visual facilities- The entire campus is Wi-Fi enabled.

Software Lab-The labs in the college are well equipped with latest software which are required.

Language Lab- This helps the students to get trained with various communication techniques and enable them to use correct pronunciation and phonetics.

Resource Packages like DELNET-College library is well linked to the library database DELNET

Massive Open Online Courses (MOOC)- The members of faculty and students are enrolled in MOOC through various online platforms

Google Classroom and Microsoft Teams – In order to execute the day to day academic activities the members of Faculty make use of Google classrooms and Microsoft Teams.

Power point presentations-. To make the concepts easy to understand, the members of faculty prepare power point presentations

DSpace-The students can access previous year question papers, question banks, E-Books and E-journals through DSpace from anywhere all-time.

Thus, the Information and communication techniques enrich the learning-teaching by enhancing the effectiveness of teaching-learning process by more interesting, interactive, participatory, experiential and leading to empowered problem solving.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

55

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

276

File Description	Documents
Any additional information	[View File]()
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File]()

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

College conducts 2 examinations in each semester per course. First internal assessment examination will be conducted for 50 marks of 120 minutes and second examination will be for 80 marks of 180 minutes. The syllabus for the examination is notified in the lesson plan itself at the beginning of the semester and is communicated in advance. The timetable will be fixed by the examination cell and are communicated to the students.

Detailed instructions to students about internal and university examinations are given during induction program and also included in the students' handbook. Question papers are prepared based on university regulations and norms.

The assessed answer sheets are distributed in the class room. Retest exams are conducted, upon producing a medical certificate from qualified medical doctors and their absence should be intimated to the class teacher.

Answer key and scheme of valuation can be accessed from the department blog using QR code after the exam. The mark list is prepared and reported during PTA meeting.

Dspace is used to upload previous year question papers. The students can view their marks of the end semester examinations which are displayed in the college.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://drive.google.com/drive/folders/1nL7XXf5R3N2ZJMWpb6huK5a7WMmNA4Wi?usp=sharing]()

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

During the commencement of the semester, students are informed about the various components in the internal assessment process. Internal examination schedules are prepared based on the regulations and norms of the university and communicated to the students well in advance. In order to ensure the smooth conduct of examination, invigilators are assigned to each hall with detailed checklist containing instructions to be followed. Valuation of the answer scripts are done by the course faculty within one week from the date of the examination. The valued answer scripts at random are then verified by HOD to ensure the standard of valuation process. They are then distributed to students in the class room for further verification and doubt clarification and any grievance is redressed immediately. The marks obtained by the students in internal examinations are uploaded periodically on the university web portal along with their attendance.

For lab courses, the marks/grade scored by the student for each experiment / program is indicated in the observation/record book. For the quality of the projects / program, the evaluation is done by Project Review Committee along with the project guides. To ensure the transparency and curb the mall practices, CCTV has been installed and the students are being monitored.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/drive/folders/1nL7X Xf5R3N2ZJMWpb6huK5a7WMmNA4Wi?usp=sharing

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Our college is affiliated to Mahatma Gandhi University, Kottayam and all our undergraduate level programmes are under choice based credit and semester system. The University has given guidelines for outcome-based education only for post-graduate-level programmes recently. Therefore, our college took an initiative to incorporate outcome-based education in our undergraduate level programmes for improving the quality of imparting higher education. Programme outcome (PO) and Program-specific outcomes (PSO) are defined based on college

council discussion which is in lined with the vision and mission of the college and department as well as the graduate attributes given by NAAC. The Course Outcomes (COs) for each subject are defined by each department in consultation with concerned faculty members, stream meeting members and HOD.

The POs, PSOs and COs are clearly stated and displayed on the college website and are also well communicated to both students and teachers. It is communicated to the students during the introductory lecture given by each course faculty. The same is communicated to the teachers at the beginning of the semster when the courses are allotted to each faculty.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://saintgits.org/college-of-applied-sciences/academics/outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of learning outcomes are assessed by each course faculty from time to time during the semester. The process of measuring the attainment of the Programme outcome, programme specific outcome and course outcome is done through direct and indirect methods in 80:20 ratio. The direct method is done through continuous internal evaluations(CIE) and semester end-examinations indirect method is done through Course end feedback which is taken at the end of the semester to monitor how far they could attain each course outcome. Remedial classes, enriching activities, peer learning etc are arranged based on the analysis to improve their performance.

Teachers also discuss various teaching and learning activities addressing the learning outcome in the stream meeting as well as the programme assessment committee meeting. The complete process is recorded in class wise course file prepared by each faculty. Thus we make an effort to take a systematic approach to bring a proper alignment of teaching and learning activities to its respective COs and POs. Finally, program outcomes are assessed and Program Assessment Committee concludes the PO attainment level.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://saintgits.org/college-of-applied-sciences/academics/outcomes/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

263

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://drive.google.com/file/d/1RV416qKOP-3e0vRSjOZ2org-kmDJ6Eab/view?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://saintgits.org/college-of-applied-sciences/iqac-naac/student-satisfaction-survey

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.3

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

INNOVATION ECOSYSTEM

QUESTION BANK

The faculty of the college has prepared a question bank that contains questions from various fields of study such as general knowledge, Mathematics, English, IT etc. The same is shared with the students in the form of quizzes by the Quiz Club in order to enrich the students and help them crack various competitive examinations.

Alumni interaction programs

Various departments of the college regularly conducts alumni interaction programs wherein alumni placed at reputed organizations share their experience in order to familiarize students with the demands of the various work environments, scope of technologies, courses etc.

Central Budget Evaluation

A program to interpret the central budget, before or after the central budget is conducted every year in order to familiarize the students with the various aspects of the same.

Organic Farming Club

The club aims at making its members aware of various organicfarming concepts and principles that they could use during farming. The club targets to spread this awareness to others by being a medium through which the people around us come to realize the importance of organic farming.

Women's Club

This club of the college organizes various programs for the empowerment of the girl students of the college. They are made aware of their rights and are motivated to be independent women capable of raising voices against discrimination of any kind.

Youth Enrichment through Scholars(YETS)

YETS is an innovative initiative of the college to nurture the talents and give wings to the dreams and aspirations of the promising students. It provides a platform to the students to interact with diplomats, bureaucrats, civil servants and renowned achievers. Exceptionally talented students trained through presentations, one-to-one interviews and focused projects get a more

competitive venue to hone their skills and fine tune their intellect.

NSS

The college NSS unit conducted camp named 'Punarjani'. Programs such as training in yoga, recording PSC questions for the blind people, making paper bags ,origami parrots, sanitizers, hand-wash and masks were conducted during the same.

Quiz Programs

The college, through different departments and clubs, takes the initiative in organizing quiz programs for knowledge sharing and enrichment on various significant occasions.

Webinars

Webinars were organized by different departments and clubs in order improve the knowledge of students on various topics of relevance to them. The webinars also gave students an opportunity to interact with resource persons of eminence.

The Human Race Campaign

The department of Computer Applications in association with IQAC conducted an international campaign on World Humanitarian Day on August 19, 2021 associating with United Nations. It aimed at putting the needs of climate-vulnerable people as a crucial point if discussion at the UN climate summit (COP26).

YUVA

The Department of Commerce has initiated an MOU with YUVA which a sister concern of CII. Through the programs and competitions conducted by YUVA, students of the college receive training and opportunities to sharpen their skills, enrich knowledge, get exposure to various new concepts, meet with eminent people etc.

Others

Students of the college participated in the Young Innovators Program competition and presented their ideas. They have also attended camps on entreprenuership.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1AhaVSAVNJWf SAXwxcPETfaFCpf0xnYlv/view?usp=sharing

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

20

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0.145

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0.35

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension Activities

A community extension activity is a voluntary action taken by the college with the goal of providing assistance and support to a community in order to improve the people's status. It takes the form of raising awareness among the general public as well as among students.

Webinar on "Forests and Livelihood sustaining people and planet"

Nature and environment club in association with PG department of AI and computer applications conducted a webinar on the topic "Forests and Livelihood sustaining people and planet " on 6/10/2021 at 2.30

pm.The resource person was M.P Sanjayan, ACF, SIP, Kottayam.

The Human Race Campaign

The department of Computer Applications in association with IQAC conducted an international campaign on world humanitarian day on August 19, 2021 with United Nations

The Human Race, which is the global challenge for climate action in solidarity with people who need it the most; and to put the needs of climate-vulnerable people front and centre at the UN climate summit (COP26).

With most climate campaigns focused on slowing climate change and securing the planet's future, World Humanitarian Day 2021, will highlight the immediate consequences of the climate emergency for the world's most vulnerable people and ensure that their voices are heard, and their needs top the agenda at the UN Climate Change Conference (COP26) in November.

Website Development for Emmanuel Hope Centre

During the academic year 2016-19, selected students of BCA under the guidance of Asst. Prof Johnsy Mol Joy developed and hosted a website for the charitable trust Emmanuel Hope Center. The site is currently updated and maintained by (2019-22) batch of BCA along with the faculty member. Athul Biju Abraham, Jithu Varghese, and Revathy P are currently the students in charge of the website and its maintenance.

Day Against Drug Abuse - Cartoon Drawing Competition

As part of International Day Against Drug Abuse, Department of commerce conducted a Cartoon Drawing Competition on 26/06/2021. The theme of the competition was "Share facts on drugs; save lives". Students were asked to upload the cartoon along with the video on its preparation through a Google form. A total of 6 students were participated in the competition. The competition was successful.

NSS PUNARJANI- "Mazhavillu"

Due to the pandemic situation of COVID 19, the NSS camp scheduled from February 8th to February 14th was started on the online mode. The inauguration program started on Sunday at 1:30 pm through the online zoom platform, presidential address delivered by Principal of Saintgits College of Applied Sciences Dr K.K. John. The inauguration

was done by honourable MLA K.S. Sabarinathan, the Associate Director of SCAS Prof. M.C Joseph gave the keynote address, Dr Rekha Raj (asst. prof- school of Gandhian thought and development studies) and honourable MLA Mr Thiruvanchoor Radhakrishnan facilitate the program.

Student Enrichment program- 'E-Learning Hub'

As part of the social activity initiative named " E learning hub" by final year BBA students of Saintgits College of Applied Sciences, conducted 2 days' session for St. Thomas UP School Eravinalloor Puthuppally, Kottayam. 50 students of upper primary participated. The program focuses on imparting skill-based education to students of the upper primary level.

Environment Day Celebration

The Department conducted a National Level Online Quiz programme for the World Environment Day on 5 June 2021. It is the United Nation's principal vehicle for encouraging awareness and action for the protection of the environment. The competition was open to the students of other colleges and also for Saintgits College of Applied Sciences. A total of 224 registrations were received for the event. Twenty students scored 90 percent and above and were also given special appreciation certificates.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1y1SMio5m2WcI-NpJDIQMtDwsEa-ivngQ/view?usp=sharing,https://docs.google.com/document/d/1MvaXO-2mw-aJpfHubN_WPyQzmZDgf234yu8ivbuIV98/edit?usp=sharing
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

416

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

5

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

There are adequate well-arranged classrooms with proper seating capacity in addition to computer labs with sufficient computers, having internet facility. The college has a well-constructed administrative block with the Principal's office, which has easy

access at the entrance to ensure effective leadership and management. Adjacent to the Principal's office is the college office with efficient staff to overlook the academic administration.

There are staff rooms for; P.G. Department of Commerce, Department of Computer Applications and Department of Corporate Economics along with supporting departments located in the main building, and the Department of Business Administration located at the Chanakya block. Infrastructural support system for better teaching-learning process available in the college campus includes:

- Air-conditioned seminar hall equipped with audio and visual systems.
- Semi-open auditorium to facilitate co-curricular activities and academic programs.
- Wi-Fi facility for all.
- Availability of ICT facilities like portable projectors and speakers in all departments.

The library is equipped with SOUL-2 software. Availability of e-books is also ensured. For the improvement of communicative skills and confidence in articulation, a Language lab is functioning on the campus. There is a facility of the snack bar and stationery store for the students which they can access on all working days.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1qjKTA1HCAHFxEQVKaeVHsbu6KaO6cA47?usp=sharing

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Cultural Activities:

The purpose of the celebration of arts day is to highlight our students' creative ambitions and drive, to give them a chance to showcase their hard work and inspiration. Students get an opportunity to show their hidden potential from a diverse range of cultural events on Arts Day. The best performers are honoured with Kalaprathibha and Kalathilakam titles.

Sports and Games

The students are selected for the different outdoor and indoor games based on their interests and earlier performance at the school level. The selected students are given continuous training and coaching. We conduct various sports and games events every year in the college.

Gymnasium

Under the supervision of the Physical Education Department, the Health and Fitness centre conducts activities for students and staff in the Multigym from time to time. Separate timings are provided for girls, boys and faculty.

Yoga

Students actively participate in yoga sessions held in college as well as hostels. Mindfulness is imbibed through sessions for meditation and pranayama. Training for the same is also given during NSS Camp and Orientation programs. International yoga day is observed on 21st June of every year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1WqWy QYaBGlkKi8sUH47Omu5C69cZe4gg?usp=sharing

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

22

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1j4L7sZ7EvNOwN1Tc6FMkE7Z0z3aakTPt?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

278.43

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College library provides specialized collections of books, journals, magazines & non-book materials. The library has access to e-resources such as DELNET (library networking) and DSpace-Digital Library Software.

The library is automated with SOUL- Software for University Libraries (INFLIBNET Library Software version 2.0.0.9). SOUL software is an integrated multi-user management software that supports all in-house operations of the library. Users can check availability and reserve books or journals online.

Name of the ILMS Software: SOUL 2.0.0.9 Version

Nature of Automation: Library is fully automated

Version : SOUL 2.0.0.9

The library has membership in DELNET-Developing Library Network. It refers to an interconnected platform of some group of libraries in India and other countries with certain agreements which aim to satisfy our needs.

The College library provides digital documents through DSpace-Digital Library Software to the users. DSpace- preserves and enables easy and open access to all types of digital content, including text, image, pdf, etc.

DSpace

Name of the Digital Software: DSpace

Nature of the Software: Free open software

The library has CheckerX-Plagiarism detection software is used for detecting plagiarism in research papers, assignments, dissertations etc.

Name of Plagiarism Software- Plagiarism Checker X

Version- 6.0.11

Bar-coding used: Yes

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://drive.google.com/drive/folders/1g7IQcQ3NwMeroHeRIUoDkbys21op9oZD?usp=sharing

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.10081

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

16

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There are 156 computers and 268 legal application software as well as 6 legal software installed at different locations in the institution. The campus is having 1324 Mbps of high-speed internet facility. The institute has a 24X7 WiFi facility in the college campus for the student and faculty members to avail internet

connection at any place in the college.

The college takes the help of experts for maintenance and repairs of computers and also for up-gradation of its website. Computer labs are well connected to the internet to help students and faculty to carry out their academic and other work. Lab assistants are available to support students and faculty in their queries. Departments have their own portable LCD projectors for teaching and training and other programmes.

CCTV surveillance systems installed in the campus serve as an excellent deterrent against any incidents occurring on campus like unauthorized access, bullying, or vandalism. Apart from keeping student safety at the forefront, security cameras also identify bottleneck areas on the campus. These cameras also provide teachers with protection against false threats of misconduct, as well as provide evidence for liaisons between students, teachers, and their parents.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1Q6mH5m2A5NkQvvtTDlowLvskWKG6Ai-D?usp=sharing

4.3.2 - Number of Computers

156

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

276.77

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

1. Computer Labs

Centralized computer laboratories, set up through college funds are used to maintain computers within the college. Computer maintenance is carried out regularly and non-repairable structures are disposed of.

2. Library

At the beginning of every academic year, students are stimulated to check by themselves in the library to apply through DELNET. To ensure the return of books on time, a 'no dues certificate from the library is made obligatory for students to appear for the final examinations.

3. Sports:

Regarding the maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym, the faculty in charge of sports takes the decision in consultation with the Principal.

4. Classrooms

At the departmental level, HODs submit their necessities to the

Principal regarding lecture room furnishings and others. The approved budget allocates funds for college maintenance and improvement /restoration of the required items. The class committee meeting is conducted twice in a semester where students, can raise their difficulties which are resolved.

5. Hostel Facilities

The college has separate residential facilities for girls and boys. These have excellent centers and infrastructure which makes the students feel comfortable and at home. Being away from the city, the hostel has a serene and calm atmosphere.

In addition, the college also has sufficient water coolers, sanitizers, and rooms such as ladies' waiting room which are well maintained.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/10k1p-FKAbOkpYAgAoRdldl_7Hagww3hj?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

23

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

24

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to Institutional website	https://saintgits.org/college-of-applied-sciences/academics/value-added-courses/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

211

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

211

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

150

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

29

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college promotes student representation and engagement at various levels in order to ensure that a democratic environment prevails in the campus. Students' opinion and feedback are given due importance and acknowledgment wherever possible. The college follows directions from UGC, Mahatma Gandhi University, State and Central governments to ensure student representation at all levels such as administrative, academic, co-curricular and extracurricular activities.

Administrative Level representation includes bodies such as college union (SCASSA), IQAC, Anti Ragging Cell,Class committees.

- SCASSA(College Union)

The Saintgits College of Applied Sciences Students Association, (SCASSA) is a body elected annually as per the guidelines provided by Mahatma Gandhi University.The election to the college union isconducted in the parliamentary model. The college union will have a students' general council and an executive.All students are members of the students' general council.A meeting of all class representatives is convened to elect the members of SCASSA/College

Union Executive. Students contesting in the election should have a minimum of 75% attendance and should not have any backlogs. Students who have faced any kind of disciplinary action are not eligible to contest the elections. Asan active student body in the college, SCASSA organises all the cultural, sports, and social activities in the college.

The union holds frequent meetings in the presence of the teacher- in-charge and discusses issues related to students and the functioning of the college. The meeting gives the students an opportunity to put forward suggestions and report matters of concern. The SCASSA members are kept well informed about the developments, initiatives and activities in the college. The discussions and suggestions of the meetings are recorded and submitted to the Principal and reported in the staff council meetings.

- Class committees

Class committees are representative bodies of individual classes that consist of representatives from hostellers, college bus users and day scholars. These committees serve as platform for students to give their feedback on teaching /learning process, support required, facilities offered and voice grievances. The meetings of class committees are systematically conducted and suggestions / feedback given by students are recorded, reviewed and followed up.

- Class representatives

The classes have two student representatives (female and male) who are elected at the beginning of the academic year. They represent the batch in important meetings such as union election.

Student representatives are part of the constitution of committees like IQAC, Anti-ragging Committee, Internal complaints cell, Publication Committee and Library Committee.They are lead the association activities of all departments.

With a view to ensuring overall development of students, the college has constituted various clubs for catering to co-curricular and extracurricular needs. All these clubs have students- in-charge who plan and organize activities /programs. The co-curricular activities are administered through clubs such as Library Committee, Career and Guidance Cell, Quiz Club and English Club.

Numerous extra -curricular activities are organised in the college through Nature and Photography Club, YETS, HeForShe, NSS, Women's

Club, Organic farming, Music and Dance Club, Quiz and Debate club, Sports Club, UNAI and Model UN.

File Description	Documents
Paste link for additional information	https://saintgits.org/college-of-applied-sciences/activities/alumni/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

22

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Saintgits College of Applied Sciences is active and it facilitates relationship between former students and the almamater. It aims at promoting frequent interactions among the former students of the college. The college organises programmes with the help of former students in order to benefit the students studying in the college. The college encourages the formation of chapters as a means to increase the participation of alumni. The alumni forum provides a link between the alumni, staff and students of the institute. These regular visits and interactions with alumni involve them to participate in activities, which contribute to the general development of the institute. All the departments conduct

alumni interactivesessions with the current students. The alumni holding dignified positions in reputed organisations are invited for the same and this makes the students aware about the employability, skill development opportunities of the Value added Courses organised by the college.

In 2020- 21 Academic year department wise virtual Alumni meet havebeen organized and alumniacross the world has participated. The students are given opportunity to interact with each other and their teachers and staffs. Sharing of experience, interactive sessions and gaming are the other highlights of the programme.

File Description	Documents
Paste link for additional information	https://saintgits.org/college-of-applied-sciences/activities/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Saintgits cluster of educational institutions is set up under the aegis of Saint gregorios Institutes of Technology and Sciences as an eternal befitting monument to Saint gregorios of Parumala with the committed motive of fulfilling the professional aspirations of a new generation of learners who are on the lookout for ambitious career prospects and challenging opportunities.

Saintgits College of Applied Sciences, one of the four pillars of the Saintgits Group of Institutions, is a college offering studies and programmes, that are planned to develop the mind, body and soul leading to balanced development of the students. Discipline,

decorum, courtesy and honesty are valued and students are equipped to face the challenges that they would face in the future.

Vision

"To be an institution for 'Holistic development' of the individual thereby attaining 'Learning for Life' aiming at self-actualization and societal concern"

Mission

"Impart quality higher education to equip and empower the youth with problem solving ability and skillful communication along with imaginative thinking by inculcating a spirit of enquiry, integrity and compassion."

The institution has followed its vision and mission statements through decentralized governance. The institution creates a unified culture of learning, caring and attainment of results.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1CVhWEczi6937YRybOP4HA6hz-sKL5ujn?usp=sharing
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The management of the college is welcome to new ideas from all the stake holders to facilitate learning for life which is the vision of the college. This is done through systematic decentralization at all levels. The management give directions and receive advice through various bodies such as college development council, staff council and department advisory board. The Principal is authorized by the management to execute activities to enhance the quality of education. The decentralized model is evident in the functioning of departments, library, exam cell, IQAC. Clubs and committees function as a sub unit, in conceiving and implementing student-centric programs under the authority of principal. The principal delegates the authority to the head of the department to ensure the smooth functioning of the department. In each department, there are stream committees which proposes various suggestions to promote quality teaching. The suggestions are considered in the programme assessment

committee and are forwarded to department advisory board for approval. Faculty members take leading role in various committees formed at the department and institutional level. Students are given freedom to express their ideas and suggestions with the head of the department through class committee. The student grievances are addressed at various levels.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1ytMs_wYAFpjB3ircaj38V-P-Wq99uple/edit?usp=sharing&ouid=107002007129176308946&rtpof=true&sd=true
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a well thought out strategic plan -short term, medium-term and long term. The Principal, staff council,HODs, IQAC coordinator, and other staff are well aware of the same. The decisions and plans made in the institution are in line with the same. The major area of focus in the strategic plan has been academic improvement, strengthening of the research environment in the college, empowerment of staff, implementation of extension programs, infrastructural improvement etc.The institution strives hard for the achievement of these goals. An example of the effective deployment of the strategic plan is the introduction ofNSS in the college. The overall aim of the National Service Scheme is to give an extension dimension to the higher education system and orient the student youth to community service while they are studying in an educational institution.

Role of NSS

(i) Making education more relevant to the present situation to meet the felt needs of the community

(ii) Providing opportunities to the students to play their role in planning and executing development projects

(iv) Developing qualities of leadership by discovering the latent potential among the campers

(v) Emphasizing dignity of labour and self-help and the need for combining physical work with intellectual pursuits

(vi) Encouraging youth to participate enthusiastically in the process of national development and promote national integration

The main activities conducted under the N.S.S. unit are;

1. Awarness on blood donation
2. Swachh Bharat Mission
3. Awarness on drug abuse and illicit trafiicking
4. Organic farming
5. Suchitwa Kerala Mission
6. Skip a Meal- Meals to homeless people.
7. Survey on organic farming
8. Distrubution of study materilas to studnts of Govt. LP School.
9. Flood relief activites.
10. Swachhta Hi Seva
11. Voter's ID enrolment program
12. Yoga Session
13. Awarness on Waste management.
14. Railway Suchita Mission
15. Paper bag making
16. Training in making handwash and sanitisers

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1kKdI9i7E4qClIIfYaFnmc7MvX2ytDKTd?usp=sharing
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Governing board is the top management which frames the policies and procedures.

The Principal is the full-time officer in the College to provide requisite leadership in accordance with the policy of the institution.

The institution has a development council for formulating perspective plan for development in every aspect of working of the institution.

The Staff Council is an advisory and consultative body consisting of the Principal and Heads of Departments to review the internal affairs of the college and offers suggestions for improvement.

The Internal Quality Assurance Cell is the quality monitoring body of the college which meets often.

Department Advisory Board is constituted for scrutinizing the proposals of the department with regard to programme of study, curriculum, syllabi, action plan, co-curricular activities and policies for the development of the department and college.

Program Assessment Committee comprising the head of the department and the faculties of the department to assess about the program and its outcome

Stream Committee is the grass root level committee of the department consisting of HOD and other faculty members of the department. It frames the agenda for PAC meeting.

PTA,Alumni association,Examination cell,The SCAS Students Association,various committees and associations completes the administrative setup of the institution.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/141ZEUy2NwLIWx1R0Wgrowj6eUG0Llm6h?usp=sharing
Link to Organogram of the institution webpage	https://saintgits.org/college-of-applied-sciences/iqac-naac/iqachttps://saintgits.org/college-of-applied-sciences/iqac-naac/iqachttps://saintgits.org/college-of-applied-sciences/iqac-naac/iqac
Upload any additional information	View File

6.2.3 - Implementation of e-governance in	A. All of the above

areas of operation Administration Finance and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Welfare measures for teaching and non-teaching staff

Our Institution gives much importance to the welfare of teaching as well as non-teaching staffs. The perseverance of employee benefit is to improve and develop the fraternity to make them happy and to create a good working atmosphere.

STATUTORY BENEFITS

- **Employees Provident Fund: The Management has made provisions for Provident fund for the eligible staff as per the norms of government.**
- **Employees State Insurance scheme: ESI scheme available to the non-teaching staff.**

INSTITUTIONAL BENEFITS

- **Medical Insurance: College Staff are provided with group medical insurance at a maximum of Rupees one lakh per head.**
- **Institutional Accommodation: Staff is provided with hostel accommodation with a subsidized fee.**
- **Incentives for research publication: Incentives are provided for best research publications done by the faculties.**

- **Leave policy**

  - **Casual Leave**
  - **Medical Leave**
  - **Maternity Leave**
  - **Special Casual Leave for Research**
  - **Privilege Leave**
  - **Sabbatical Leave/Academic Leave**
  - **Vacation Leave**
  - **Study Leave**
  - **On Duty Leave**

- **Fee concession to the wards of staff**
- **Financial assistance for staff tour**
- **Family day**
- **Loans for the needy employee**
- **Reimbursement for STTP/seminar/conference and membership in professional society**
- **Subsidized canteen and conveyance**
- **Financial assistance for critical diseases**

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1gHPqQ5M2Qv3ZlsU0XIYLWZXUgPA_cwWS?usp=sharing
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

28

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Saintgits College of applied sciences has a permanent system of appreciating and evaluating the performance of the teachers and non-teaching staff.

We have devised a 10-point performance appraisal system giving the weightage to excellent results, research publication, use of library resources, including e-journals, club activities, additional qualifications secured after joining services, completed online classes, Seminars, Webinars, workshops organized and seminars and workshops attended, FDPs organized and attended. At the end of May, the management, principal and staff sit together appraising the performance of departments and faculty. Such performance evaluation have been found effective for enhancing the capabilities of the faculty and thereby the students. We continue with the evaluation system with slight modifications periodically.

As regards non-teaching staff, they are dealing with admission works, enrollment of students in university, payment of all fees to university through online. Preparing, forwarding and disbursing of all scholarships and all communication with management, university, government, local bodies, PTA and transport department, fee collection, preparation and disbursal of salaries and other payments are made by the non-teaching staff.

Their performance and activities are well appraised by the office Assistant Manager, and Principal as monthly basis.Periodical trainings and instructions are given by the principal and management.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/122if wkP2B-MfT5egCEFme24rlLhdceqz/edit?usp=sharin g&ouid=107002007129176308946&rtpof=true&sd=t rue
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Financial accounts of Saintgits college of Applied Sciences are subjected to internal and external audit by qualified and experienced chartered accountants. Incomes and expenses are checked and verified by principal regularly. There exists a well-defined internal check system also. The work is so divided that work of one clerk is checked by another clerk to avoid any type of misappropriations.

Payment of expenses are being made after thorough checking of the voucher. Amount exceeding five hundred rupees are paid through cheques only. After payment, Principal will check all vouchers and receipts along with accounting records every fortnight. Errors detected will be clarified and corrected by accountant. Frauds if any will be reported to financial advisor. Financial advisor, who is chartered accountant will check all vouchers, receipts and entries in the accounting books. Accounting records are maintained through Tally software.

The financial audit is done by the Finance Department of the Mar Gregorios Educational Society every year. External audit is done for all the institution under Saintgits Group as a whole every year. At the end of the accounting year, final auditing will be done and audited account statements are submitted along with audit report.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/16oNTnCWiwJQmUaTzW3sNtCxCInwuxoq4?usp=sharing
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The only source of institutional fund is fee receipts from students. The entire amount collected in the college is transferred to the bank account maintained by the Mar Gregorios Educational Society. As of now ,all the expenditure relating to salary and allowances of the staff, maintenance of building and infrastructural facilities,celeberations of all types including induction program, merit day, arts day, talent show, parents meet, Gitsblitz, stationery, annual affiliation fees to the university, sports day, industrial visit, T.A and registration fees to the teachers for attending FDP/Workshops/national and international seminars, membership to professional organisation, travelling facilities to teachers and students in intercollegiate fest are met by the management. We have many clubs functioning in the college. These clubs undertake large number of activities both inside and outside the college. All such activities are funded by the college. All the clubs are banned from collecting any number of contributions from among the members or outside.

Realising the importance given by the UGC to the colleges which are included in 2(f) and 12(6) of the UGC Act ,1956 we have submitted applications to the MG University for annual submission to the UGC.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1mn1YO3WQToIBAAXtm9EoUNQCWObLJq-G?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The internal quality assurance cell (IQAC)of the college plays an active role both in the academic and non-academic mattersof the college. The IQAC coordinator works alongside the Principal and the HODs/ academic Coordinators in order to formulate and implementquality assurance strategies. The IQAC coordinator is a permanent member of the staff council which meets every week on Thursdays to evaluate the teaching-learning process, plan the organization of various programs for the benefit of students and staff, and make strategic decisions for the betterment of the institution. Sheprovides suggestions/advice to the council to plan and execute various programs at the academic and nonacademic levels. The coordinator also works alongwith the overall club coordinator to ensure quality programs/competitions are organized by the various clubs of the college to contribute to the holistic development of students. In order to improve the quality of the teaching-learning process, value-added courses are introduced and revised according to the needs of the industry. Departments and faculty members are also advised to undertake MOOC courses provided by qualitycourse providers to give them an edge over their counterparts. Important days are celebrated with events and competitions by the IQAC along with clubs/associations to sensitize students and faculty on several cross-cutting issues such as nationalism, gender sensitization, environment protection etc. In order to ensure quality in education provided, course outcomes /program outcomes are measured, module tests/ internal tests are conducted, remedial/tutorial sessions are systematically implemented and various teaching methodologies are adopted. In order to boost the quality of teachers orientation programs and faculty development programs were organized.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1a3BPTjA-r8MSBAEIXM0C8kHyUtMqXhCL/view?usp=sharing
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution gives the highest priority to the teaching-learning process, constantly monitoring and reviewing it to ensure that quality education is provided. At the beginning of the semester, teachers prepare the lesson plan in accordance with the syllabus provided by the University. Course outcomes and program outcomes are communicated to the student in the introductory session itself. Various teaching methodologies like experiential learning, peer learning, etc. are adopted to ensure effective learning. Upon completion of each module, tests are conducted and evaluate the progress of students. Two internal exams are also conducted to familiarise students with the exam pattern. The performance of students is duly communicated to the parents through PTA. Assignments and seminars are also given to students to measure their knowledge in concerned subjects. To supplement the syllabus and meet the needs of the industry, value-added courses are provided systematically in all semesters. Performance of students is diligently tracked by the class teachers/mentors and corrective measures like remedial classes, tutorials are adopted if necessary. Result analysis of internal exams and university exams are systematically done under the supervision of HODs and Principal. Attainment of Course outcomes is also measured at the end of each semester by concerned subject teachers and feedback is given and discussed in department-wise meetings. The IQAC ensures that the above-mentioned process is systematically done in all departments of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/12kVgRoTZ6O4e0lGyuIy0QYDiDnL0Kl4Q?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://saintgits.org/college-of-applied-sciences/iqac-naac/iqac
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is committed for gender equity in the campus by ensuring safe environment for all genders. The institution has rest rooms for ladies and mentoring sessions by the faculties that help the students to stay focused. Apart from this there is exclusive counsellor for the college lead by Ms. Bablu Koshy for providing counselling session for the needy. For ensuring safe environment for the student community there are various committees functioning in the college such as Grievance committee, Anti-Ragging committee, Students welfare committee etc. The college ensures equal participation of all genders in the Students council and Staff council as well. The college provides opportunities for the student community to exhibit their talents by organising Literary association and arts day celebrations. Also, there is sports hours were students are encouraged to maintain a healthy lifestyle. The Women's club of the college organises session that are helpful for the women community. There is also HeForShe club functioning in the campus that empowers the women community and encourages the gents to

help and respect women.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/spreadsheets/d/1nqX7tXth4AfiRmxeYCfuIn-UOsxrS_Q9/edit?usp=sharing&ouid=107631174493508318430&rtpof=true&sd=true
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/10S7FaZ-LaHq-G1P1R3Vq4eMFsZXEssRJ/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Realizing the importance of sustainable and holistic waste management to provide a healthy environment on campus, various facilities are arranged in the institution for disposing degradable and non-degradable waste. To overcome the problem of solid waste, the college has incorporated an incinerator in the campus where the solid waste materials are disposed of and cleared daily. Similarly, special garbage disposal bins have been placed in the campus for disposing of solid waste like food waste, papers, used paper plates, glasses and wrappers. The wastewater generated in Canteen, Hostels and other buildings in the campus are treated separately through a water treatment plant. The treated water is used to irrigate the plants and shrubs in the campus to portray the importance of conserving water. There is also periodic monitoring and maintenance.

The E-waste generated is collected and segregated in an e-waste bin which is later taken by an external agency for recycling purposes. We maintain an agreement with the agency, thus the camps are kept free of e-waste accumulation. The institution takes measures to reuse the waste water in an efficient manner through STP. The recycled water is used for gardening. Sewage treatment generally involves three stages, called primary, secondary and tertiary treatment.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The motive of Saintigits College of Applied Sciences is to uphold tolerance and harmony towards cultural, regional, linguistic, communal and socio-economic diversities. The institution has organised various events that cater to the same. The dance club of the college organised International Dance Day and the music club, as part of the Onam celebration conducted a 'Ponnonnapattu', a music competition for the students of the college to exhibit their talent and gave the audience a feel of the folk songs. Organic Farming Club of the college to initiative to appraise the efforts of farmers by celebrating the "Chingam 1" embarking the first day of Malayalam calendar year. Life skills club of the college organised a cyber security webinar providing insightabout the cyber related issues and how one should stay away from it. The Department of Languages conducted Hindi Fortnight competitions to encourage the use of the Hindi among the students and staff of the college.On the occasion of Campus Sustainability Day (October 27, 2021), the United Nations Academic Impact (UNAI) Club in association with the Commerce Association and the Internal Quality Assurance Cell (IQAC) conducted a short film contest on the theme,'Campus Sustainability', for all students studying in any of the Saintgits Group of Institutions.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college is committed to sensitize the students and staff on our constitutional rights, values, duties and responsibilities through various means. This is done through done through curriculum as well as through extra-curricular activities offered to the members of the college. The curriculum offers courses on laws, ethics inculcate the importance of being responsible citizens of the country.

In addition to this many regular programs are conducted by institution educate the students and staffs about their rights, duties and responsibilities. The institution has celebrated the national days like Republic Day, Independence Day in pride that induces a sense of unity among the members of the organisation. The music club members have created a video on National Anthem which was played in the campus and shared through social media platforms.

As part of the Azadi Ka Amrit Mahotsav is an initiative of the Government of India to celebrate and commemorate 75 years of progressive India and the glorious history of its people, culture and achievements, the College has initiated various programs that encourage students and staff to have a feeling of nationalism. The members of the staff and students participated in the initiative of taking the Preamble and received certificates for the same. The department of Corporate Economics has initiated the celebration of Constitution day by organising poster design competition on the topic "Unity and integrity through democratic process". The Department of language of the college conducted a Hindi fortnight competition for the students and staff on the importance of National language.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://docs.google.com/document/d/13Pw86IT7sFyRd_yIqPbVMZyZ_9UjViEg/edit?usp=sharing&ouid=107631174493508318430&rtpof=true&sd=true
Any other relevant information	https://drive.google.com/file/d/1sfvYlix98RHiAn2pY4kxaHzYYiMf_khK/view?usp=sharing

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code	A. All of the above

of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Celebrating Commemorative days plays an important role in building the character of an individual. Saintgits College of Applied Sciences is committed for upbringing the students as the perfect citizens of the country. During this academic year, the institution has organised various programs on this basis. It includes celebrating national days like Republic Day, Independence Day, Gandhi Jayanthi in a joyous manner.

The international days of importance such as International Day against Drug Abuse, Nature Conservation Day, Environment day, Humanitarian Day, Mother's Day, Human Rights Day, World Photography Day, Yoga Day, Friendship day, Teachers day, Tourism day, World Heart Day, Book lover's day, World Mental health day.

The national days of importance such as Constitution day, Azadi Ka Amrit Mahotsav, commemorating the 75th year of Indian Independence, National Mathematics day, Coconut Day, Children's Day and so on. The College also celebrated festivals like Onam, Diwali and Christmas in the campus. Also, there were celebrations on "Navakeralam", commemorating the formation of the State of Kerala.

The UNAI club of the college organised a Campus Sustainability program and the department of Corporate Economics organised a

National Seminar celebrating the 30th anniversary of implementing New Economic Policy. The HeforShe club of the college conducted a pledge taking ceremony against dowry.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of practice

Fostering Values for life

1. Goal

- To help the student fraternity build up moral and humanitarian values for life.
- To help the students develop social concern thereby moulding them to behave ethically and modest.

1. The context

A person who imbibes good values grows on to become a responsible individual and he is capable of demarcating right and wrong. Also, he is able to make wiser decisions in life. We at Saintgits realized this and made similar efforts to inculcate good value systems to our students which helps in giving not only directions to their life but also help build character along with building the society.

1. The Practice

- Donate your voice

An initiative for developing a 10,000 question bank for visually challenged people was undertaken on June 26, 2018. The students recorded about 10,000 questions and answers to PSC examinations

under the leadership of Lr. Sanju P Cherian, faculty, BBA department. The recorded question bank was transferred to a CD and handed over to officials of KOTTU Charitable Trust. This practice is continued every year as a means to support and develops a good future for the disabled community.

- Knowledgetolife -Library creation for Government Schools.

Through the 'KnowledgetoLife' program, Saintgits College of Applied Sciences has set a new path by creating libraries for schools nearby. UNESCOappreciated our work through a certificate of meritand news about it has been published on its official website. The students of Saintgits college coordinated by faculty Sanju P. Cherian collected a total of 10,000 books in a short span of 4 months. It helped to set libraries for 20 governmentschools that didn't have libraries, across the districts of Kottayam, Pathanamthitta and Alappuzha. This initiative has helped to participate in knowledge sharing with the less fortunate community.

- Support to social calamity

Kerala faced the greatest flood in 2018 and 2019 which was considered as the greatest havoc in the 21st century by the Government of India & the Government of Kerala. Students of the college along with the faculties were involved in various rescue activities and provided all support to the affected community through distributing necessary supplies to various relief camps at Kottayam, Changanacherry and Pathanamthitta. Students also handed over notebooks to flood-hit areas through a programme"KUTTIK ORU KUTTY. Through this, a total of 5400 notebooks were collected and was handed over to the district collector.

- Canon of prayer

Every day the college starts with a morning prayer where the college choir leads a hymn and all students irrespective of religion are encouraged to participate in order to seek blessings of the almighty thereby building a healthy spiritual life.

1. Evidence of Success

- One of the activities got acceptance from UNESCOwho appreciated our work through a certificate of merit.
- A large number of students came forward and gave full support

- to the activities and we observe a collective increase of student participation year by year.
- The parents have testified during PTA's that these activities helped their children to improve their values such as honesty, compassion, empathy thereby helping them to attain self-growth and has shown interest in local community development activities near hometowns.
- Students who participated in the activities commented during mentoring sessions that these practices have led them to realise self-worth and self-actualization.
- These activities played a major positive role in keeping up the reputation and goodwill of the college.

1. Problem Encountered and resource required

- Making the whole student community realise the importance of actively participating in such activities is found difficult.
- To mould students mentally towards such activities was a challenging task.
- Coordinating and organising such tasks was very stressful.
- Moreover, the identification of the deserving population and making sure they were benefitted was the biggest challenge.

File Description	Documents
Best practices in the Institutional website	https://saintgits.org/college-of-applied-sciences/activities/yets
Any other relevant information	https://saintgits.org/college-of-applied-sciences/activities/he-for-she

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

A person who imbibes good values grow to become a responsible individual and he is capable of demarcating right and wrong. Also, he is able to make wiser decisions in life. We at Saintgits realized this and made similar efforts to inculcate good value systems to our students which helps in giving not only directions to their life but also help build character along with building the society. As a

means to arrive at this mission, the college organizes various programs to help the fraternal community imbibe a good value system. Considering this fact, we focus on the holistic development of the youth towards 'Building values for life' which is one key area of our institutional distinctiveness.

In order to achieve this, it was decided to provide value education classes to all students. A committee was constituted with Ms. Pallavi Abraham as the Chief Coordinator. A team of faculty members developed a syllabus which was evaluated and approved by the staff council. Teachers and mentors were given an orientation regarding the same. Value education lessons are imparted during allotted periods and mentoring sessions.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

? Conduct programs in association with professional bodies for the benefit of students and faculty. ? Promote life skills among students ? Conduct programs to increase environmental consciousness among staff and students ? Organise gender sensitisation programs ? Improve critical thinking, problem solving and communication skills among students ? Utilize LMS effectively for academic purposes ? Strengthen value system and spiritual well-being among students ? Encourage faculty to be resource persons in seminars and conferences ? Increase student research publication especially among PG students ? Conduct social surveys in local Panchayats ? Promote eco-friendly products ,tree plantation and water conservation ? Introduce new value added courses ? Encourage internship opportunities in Industries.