



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution

SAINTGITS COLLEGE OF APLLIED SCIENCES

- Name of the Head of the institution **Dr Mathew Jacob**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04812433787**
- Mobile No: **9447359699**
- 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 / Constitution Colleges **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 **Dr Anu Zacharia**
- Phone No. **6282046285**
- Alternate phone No. **04812433787**
- Mobile **9847039193**
- IQAC e-mail address **iqacscas@saintgits.org**
- Alternate e-mail address **anu.z@saintgits.org**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://saintgits.org/wp-content/uploads/2022/12/AQAR-FINAL-REPORT-SUBMITTED.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://saintgits.in/scas/naac/wp-content/uploads/2025/01/2023-24-final-1.pdf>

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
Cycle 2	A	3.14	2023	08/07/2023	07/07/2028

6. Date of Establishment of IQAC

02/07/2014

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 2

- 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 [View File](#)

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)

#Introduction of IEDC in campus #Orientation for newly appointed faculty #Orientation program for Four year Undergraduate Program # Building new block and library #Conduct of industry integration programs

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
Create a culture of exploration, continuous discovery with an open mind-set	Various academic and non-academic programmes like bridge course, interaction with eminent personalities, talent show, street play, literary competitions etc. were conducted
Provide transformative learning experiences to students	Students participate in various programmes conducted under student chapters, clubs, NSS camp
Encourage faculty and students to do research and publications	Orientation organised for non-P.hD faculty, students and faculty published and presented papers in various journals and conferences, and many faculty members have been awarded their Ph.D. degrees.
Promote online certification, internship and placement programmes	Several MOOC Courses were taken by students, Placement training sessions were arranged, one-day career guidance class was organised by NYKS
Acquire capability for accessing various databases through relevant training	Orientation classes for newly admitted students and faculty were conducted, alumni interactions for industry insights
Ensure and create a culture of caring and nurturing through positive interactions among stakeholders and also motivate students to resolve the pressing social needs	Effective mentoring sessions, Workshop on stress management and interpersonal relationship was conducted, mental health week was celebrated

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff council	16/01/2025

14. Whether institutional data submitted to AISHE

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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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			2		

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Staff council	16/01/2025

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	23/02/2024

15. Multidisciplinary / interdisciplinary

The vision and mission of the college is to provide a platform for holistic development of youth by acquiring multidisciplinary skills. The University to which the college is affiliated has designed the programs in such a way so that students are provided exposure to multiple disciplines along with their area of specialization. In addition to this, they receive opportunities to learn from other disciplines through open courses, electives and add-on courses. The students are also encouraged to take up MOOC courses from various reputable platforms which provide multitudes of interdisciplinary courses. The different curricular and co-curricular seminars, expert talks and workshops that encourage interdepartmental participation enable inter/multidisciplinary approaches. Students are also encouraged to participate in competitions organized by various departments at the inter college and intra college level which enable them to acquire multi-disciplinary knowledge. The affiliating University is actively striving to put the recommendations made in the NEP into practice. Community engagement and environmental education is promoted through extension activities and awareness programs organized by the institution. Values are inculcated through the strong mentoring system that exist in the institution.

16. Academic bank of credits (ABC):

As an affiliated college, the possibility of the institution to implement Academic Bank of Credits is subject to the decision of the affiliating university and the Department Higher Education. Efforts have been taken by the college to provide exposure students regarding the system and its benefits. They are also encouraged to register in NAD (National Academic Depository). The institution has made efforts to collaborate with foreign institutions by signing MoUs. In future, it plans to offer joint degrees. Faculties are given the freedom to experiment and adopt various pedagogical approaches within the approved framework provided by the affiliating University. Appropriate text books

for the given syllabus are chosen by the faculty and students are given additional reading materials for enhancing the learning process. They are also given the freedom to provide various kinds of assignments and adopt different assessment methods

17.Skill development:

Skill development is a key aspect in today's educational scenario. As the institution does not have a say in the designing the curriculum, the college offers add-on courses, certificate programmes, and seminars in addition to the normal programmes, in order to improve the employability of the students and make them meet the needs of the industry. The institution also offers skill development programmes that include soft skill development and life skill enrichment activities. Skill development also takes place through extracurricular activities, club and association activities, participation in inter collegiate fests etc. Mentors and class teachers identify talents in students and ensure adequate opportunities to improve their skills. The college also conducts regular alumni interaction programs through which students are oriented regarding the skills requirement of the industry.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Students of the institution are given proper orientation in order to take pride in the heritage of the nation and its knowledge system. Since most of the courses in the college belong to Model III, students do not have to learn additional Indian languages. However, B.Sc Psychology students learn Hindi/ Arabic/Malayalam languages as second languages. The main goal of these competitions was to raise general awareness about the official language of India, Hindi, among students and faculty. The programme provided a venue for students to demonstrate their knowledge of the official language of India, Hindi. As a way to promote Hindi, new words are introduced every day on the college notice board. The SCASian community celebrates important national festivals and commemorates important days of national importance in order to preserve Indian culture and tradition. Curricular and extracurricular activities are used to integrate the Indian knowledge system and tradition. Events such as Arts Day and Talents Day provide students with an opportunity to practice and showcase Indian art forms. The institution has made it a habit to take visits to culturally significant locations during study tours which are conducted annually. Courses such as Development Issues of Indian Economy and Indian Economy are taught to instil

a sense of national integration, passion for art, culture, and civic consciousness among the student body. Faculty area also encouraged to take classes in bilingual mode in order to promote better understanding of concepts and to retain familiarity with mother tongue. The institution also proposes to introduce online courses for promoting Indian traditional knowledge system and culture.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Although OBE was only implemented by MG University in 2024, the college had taken steps towards transition to an outcome-based education system within the constraints. A training program in OBE was organised for all the faculty in order to orient them about the concept. Program outcomes, course outcomes, and program-specific outcomes have all been incorporated into the teaching-learning process and are made known to students through orientation as well as by publishing on the website. Through certain approaches, efforts are undertaken to determine the learning results. The system created by the college is used to track the achievement of the goal. Work registers are systematically maintained by all faculty in order to ensure proper delivery of courses. The work register elaborates the lesson plan, teaching methodology, ICT tools used, learning category (experiential, problem solving & participatory), assessment methods etc. Bloom's taxonomy provides framework for the framing of CO's, internal question papers as well as lesson planning. At the end of each semester, a detailed mapping and analysis is done. Efforts are being taken by the institution in order to integrate the analysis

20.Distance education/online education:

The institution was able to immensely promote the online education and its opportunities since the pandemic. Platforms such as Coursera agreed to provide its online content free of cost to the faculty and students of the institution during this period. This opportunity was adequately exploited and they successfully completed numerous online courses from various disciplines. After the pandemic, the faculty regularly encourage students to take up online courses as assignments or for gaining additional qualifications. Platforms such as Swayam, Google, Udemy, NPTEL etc are utilised for the purpose. The library has been digitalized, providing access to E-books and E-journals. Faculty also attended many webinars, workshops and faculty development programs online during this period. The college intends to create its own MOOC courses and offer them via the LMS

platform. National seminars have been held online, allowing for broad knowledge exchange. Considering the convenience of students and professors, the institute obtained Linways workspace accounts that could manage Virtual Classrooms, Live courses, assignment. The institution further plans to exploit the internet effectively in order to meet the challenges of the changing educational sector.

Extended Profile

1.Programme

1.1	216
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	952
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	240
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	314
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	50
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	50
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	35
Total number of Classrooms and Seminar halls	
4.2	230.81
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	143
Total number of computers on campus for academic purposes	

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

College gives importance to both curricular and extracurricular activities. Being an affiliated self-financing college, its role in the design of the syllabus is minimal. Nevertheless, paramount effort is taken in designing its delivery through a well-planned and documented process described below:

- Planning commences prior to the start of the academic year, initiated by the release of the university's Academic Calendar. Subsequently, the college formulates its own Almanac, integrating both academic and non-academic events.

- LINWAYS, an LMS software has been adopted by the college which records the planning for the academic year. Students' records such as attendance and marks are recorded and presented using this platform.
- Stream Committees, approved by Programme Assessment Committees and Department Advisory Boards, are organised and conducted. Decisions regarding subject allocation, modes of delivery, topics for experiential learning, and plan of syllabus completion, are taken.
- Course file is prepared by the concerned staff representative toward the completion of the semester. The audit team including the Principal, IQAC and NAAC coordinator and HODs of different departments verify the files and help in the smooth functioning.
- Any gaps in the curriculum are bridged through Value Added Courses proposed by different departments.
- During the academic year, MOOC courses were attended by the students in offline and online modes.
- Course Outcome Analysis is conducted and collected from students towards the end of the semester.
- Feedback is also collected from various stakeholders and a consolidated report is analysed for curriculum improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://saintgits.in/scas/naac/criteria-1-1-1/

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

College Almanac provides tentative dates of internal examination to the students at the beginning of the semester. Exam cell conducts the internal as well as University examinations in the college. The first internal examination covers the first 2 modules

of the syllabus. The second internal examination covers the whole syllabus. It will be in the form of an end-semester examination. Module test after every module is given in class by the concerned teacher and assignments are also given. Internal marks are provided for the same. Total internal mark evaluation will be based on all these tests and assignments conducted during the semester. 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 to DSpace – an open-access repository of digital data in the college digital library.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://saintgits.in/scas/naac/criteria-1-1-1/

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

C. Any 2 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)****16**

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**842****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****842**

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 prescribed curriculum for many programmes. The POs of both UG and PG programmes outline the College's commitment to ethical values and environment and sustainability.

Many courses deal with the professional ethics and concerning human values are inculcated in the syllabi. The institution has a prescribed code of conduct for students and staff which is inculcated through Orientation programmes, Induction programmes, FDPs, Website, handbook etc.

Courses in the prescribed syllabi of the various programmes deal with gender and gender related affairs. Apart from this, the college observes important days related to gender. Talk by women entrepreneurs are conducted to instil confidence in the girls and to show case the entrepreneurial skills of the women entrepreneurs.

The institution observes many important days related to environment such as World Environment Day, World Water Day, World Tourism Day, World Nature conservation Day etc. The institution also conducts Environment Audit, Green Audit and Energy Audit. Plastic free campaigns, cleaning initiatives, efficient solid and liquid waste management and the use of alternative energy methods are initiatives in this regard

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

4

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

508

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://saintgits.org/saintgits-college-of-applied-sciences/igac/feedback-reports/

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 sanctioned seats during the year

480

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

116

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

FOR SLOW LEARNERS

Remedial- Remedial classes are offered to students who have poor academic performance so that the teacher can focus on them.

Test paper- Test papers are conducted to evaluate the improvement of the slow learners and proper feedback is provided to the students

Tutorials- Tutorials are offered to the students to enrich the students learning, by providing hand-outs and other academic support, for better understanding of the topic.

Mentoring-The mentoring programme aims to resolve the various issues of the students so that the students will have good atmosphere to learn and excel.

Bridge Course- A bridge course for newly admitted students is conducted every year before the commencement of the first semester classes.

FOR ADVANCED LEARNERS

Paper Presentations and research publications - Students with high potential are given opportunities to present and publish research papers

Youth Enrichment Through Scholars (YETS) - The YETS programme aims to enrich the students through interactions with experts from various fields.

Promoting credentials for high performance students - Students with potentials are streamlined and encouraged to participate in various intercollegiate fest and similar competitions.

Best Outgoing Student – Each department awards the best outgoing student award at the end of every academic year.

File Description	Documents
Link for additional Information	https://saintgits.org/saintgits-college-of-applied-sciences/scas-press/
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
952	50

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:

.Elayne- Psychology department organised an expo showcasing knowledge about psychology.

A-EYE - E-cell of the Department of BBA organised a talk on AI.

Visit to Kerala Legislative Assembly- Department of Corporate Economics visited the Legislative Assembly of Kerala to witness the presentation of Kerala state Budget.

Digital Poster making contest- PG Department of Computer Applications and Artificial Intelligence conducted the contest in connection with Digital Literacy Day .

On the Job Training (OJT)- Yearly projects and OJT's are organized to build team spirit.

Industrial visits-Industrial visits are conducted department wise to promote the experiential and participative learning once in a year.

PARTICIPATIVE LEARNING

Massive Open Online Courses (MOOC) -The students are encouraged to enrol in atleast 1online certification program

Alumni Interaction Modules -AIM given by Department of Commerce provides students with the opportunities.

Cyber Jakrukta Diwas- Talk sessions were conducted by PG Department of Computer Applications and AI

SPARK 2.0 -The E-cell of the college has initiated business plan competitions to enrich the students with evaluation of entrepreneurial skills.

SUITS : HR Game: Department of Business Administration conducted the event to discover and nurture future HR professionals.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/scas-press/

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

ICT ENABLED TOOLS:

Wi-Fi enabled class rooms with audio visual facilities- The entire campus is Wi-Fi enabled. All the class rooms and labs are well equipped with LCD projectors and speakers.

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

facilities.

Resource Packages like DELNET-College library is well linked to the library database DELNET. All the staff and students are provided access to DELNET.

Linways- As a LMS, Linways acts as a centralised platform where all course materials, assignments, and resources are available in one place, making it easy for students to access what they need.

Videos-With the help of videos shared by industry and higher education academia, the concepts are more effectively delivered to the students.

Power point presentations-. To make the concepts easy to understand, the teachers prepare power point presentations and share the same with students.

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

QR code in question papers. The internal assessment question papers are embedded with QR code and students can access the answer key.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://scas.linways.com/

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

47

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

50

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

7

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

234

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.

As per university regulations, only one internal exam per semester is required, but we conduct two to enhance students' learning and writing skills. Evaluation components are communicated to stakeholders, and all internal assessment documents are available for verification. Appeals can be made at the department or college level. Course instructors are responsible for evaluating internal assessments.

Examination schedules follow university COE orders, and the internal exam timetable is set by the Examination cell and communicated to the Principal. During induction and orientation, students receive guidelines for internal and university exams, detailed in the student handbook. The syllabus is outlined in the lesson plan at the beginning of the semester.

Assessed answer sheets are returned to students for review, and clarifications can be sought from teachers. Students who are unable to attend internal exams due to medical reasons are given retests. Answer keys are accessible via QR codes on question papers. Internal marks are shared during Parent-Teacher interactions.

Previous years' question papers are available in the library D Space, and departments maintain blogs for answer schemes. Internal marks and attendance are recorded in the University Web Portal, where students can view their end-semester marks.

File Description	Documents
Any additional information	View File
Link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/grievance-redressal-system/

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

The college has a 'Student Grievance Redressal Committee' led by senior faculty and representatives from all departments to address student complaints. The internal assessment coordinator ensures evaluation integrity. Appeals can be made at both the department and college levels.

The faculty explains the assessment procedures and university norms at the beginning of each semester. Internal exams, modelled like university exams, are supervised by faculty. Question papers with QR codes are prepared by faculty and approved by the HOD/Academic Coordinator. The examination cell of the college organizes two internal exams per semester. Valuations are completed within three days, and results are analysed by class teachers and discussed in staff council meetings.

Parent-teacher interactions are regularly held to discuss student performance. Student performance is periodically evaluated to ensure consistency and timely execution. In lab courses, grades for each experiment are recorded, and viva-voce exams assess subject knowledge. To enhance project quality, students are assigned project guides who provide regular guidance.

University examinations for projects and viva-voce are conducted at the end of the semester with external invigilators appointed by the Controller of Examinations. CCTV monitoring is implemented to prevent malpractice and to ensure transparency.

File Description	Documents
Any additional information	View File
Link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/grievance-redressal-system/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Our college is affiliated to Mahatma Gandhi University, Kottayam and most of 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 and it is proposed that UG programs will come under the realm from 2024 onwards. 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 line 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 the faculty of each course. The same is communicated to the teachers at the beginning of the semester 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/saintgits-college-of-applied-sciences/pos-psos-and-cos-of-all-programmes/
Upload COs for all courses (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 and 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/saintgits-college-of-applied-sciences/pos-psos-and-cos-of-all-programmes/

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

260

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://saintgits.org/wp-content/uploads/2025/01/ANNUAL-REPORT-2023-updated.pdf

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/saintgits-college-of-applied-sciences/igac/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

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - 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)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

7

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

31

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

3.3 - Extension Activities

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

- In a bid to reduce the use of plastic, the college started an initiative to make paper bags and gave them to nearby stores.
- In order to promote knowledge sharing and creativity, a National Conclave with concept presentations on a range of research issues was organized.
- Visited Pathamuttom Government School for the AI Animation YUVA event and poster-making competition, igniting creativity and acquainting children with the realm of animation, particularly inspired by the iconic animator Walt Disney.
- Conducted Thejomaya, an extension activity for school students that aimed at providing valuable computer software and application skills.
- Organized a Civil Service Orientation session at SB High School, Changanassery, providing students with valuable insights on preparing for UPSC exams.
- Arranged a visit to Maria Sadhanam Pala, an old age home, to cultivate empathy among students towards its residents and instill a sense of social responsibility.
- Delivered attention techniques classes to school students as part of life skill development, emphasizing awareness of

attention span and strategies for improvement.

- Facilitated a workshop for school students, teaching diverse memory improvement techniques aimed at enhancing cognitive abilities.
- During Gandhi week, NSS organized a cleaning drive encompassing the campus, nearby bus stop, ATM, and canteen.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/criteria-3-4-extension-activity/extension-activity/extension-activity-2023-2024/
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - 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

3.3.3.1 - 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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

129

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

152

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

5

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.

The college is located in an eco-friendly campus with modern buildings ICT enabled classrooms, seminar hall, examination hall and computer Labs. The college has a well-constructed administrative Block with the principal's office which has easy access to ensure effective leadership and Management, PG department of Commerce, Department of Corporate economics along with supporting departments located in Saint Gregorios Block and the department of Business Administration, Department of computer application and department of psychology located at the Decennial Block. Linways uses for marking attendance as well as student data. The library is equipped with SOUL-2 software. The college also provides adequate reprographic facilities. Unlimited internet connectivity is provided in the campus with the support of generator and solar panels. We also have CCTV cameras installed in our campus. There is a 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://saintgits.in/scas/naac/wp-content/uploads/2025/01/39-Floor-Plan-Proof.pdf

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

Cultural activities

The college encourages a variety of cultural activities for the students to showcase their artistic talents. The various skill development clubs help them to improve their talents. The Arts Day program gives students the chance to take part in a number of cultural events as a way of demonstrating their hidden potential. Talents day is also organised every semester to provide opportunities for students to showcase their talents. Celebration are also organised with cultural events during Christmas and Onam.

Sports and Games

The college provides adequate space for sports and games. A continuous training and coaching program is provided to the selected students. To improve their performance, we conduct a sports day for them each year.

Gymnasium

The health and fitness centre, which is overseen by the physical education department, coordinates activities for students and staff in the multi-gym. Occasionally, different times are set aside for girls, boys, and faculty.

Yoga

Students really take part in yoga classes hosted in the college yoga room. Mindfulness is encouraged through mediation sessions, and instruction in pranayama is also provided at NSS camps and orientation programmes. Every year on June 21st, there is an observation of International Yoga Day.

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

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

35

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

35

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saintgits.in/scas/naac/wp-content/uploads/2025/01/39-Floor-Plan-Proof.pdf
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)**

97.89

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)****Automation using Integrated Library Management System (ILMS)**

The college library is automated with SOUL library software 2.0.0.9 (Software for University Libraries) - An Integrated Library Management Software (ILMS) designed and developed by the INFLIBNET Center. SOUL software is an integrated multi-user management software that supports all in-house operations of the

library.

E-Resources

1. NLIST

N-LIST is the college component of the e-Shod Sindhu consortium with access to 6000+ journals, 1,99,500+ e-books under N-LIST & 6,00,000 e-books through NDL.

2. NDLI

SCAS Library has NDLI Club Membership. It is a project of the Ministry of Education, Government of India through NME-ICT. It is a virtual collection of e-learning resources for all levels of education. It provides textbooks, articles, audiobooks, lectures, simulations, etc. to the learning community.

3. DELNET

SCAS has institutional membership in DELNET - a library network that is an interconnected platform of a group of libraries. Each library performs sharing of resources with each other on-demand basis. Its facilities include:

- Inter Library Loan-4,00,00,000+ (books)
- List of Journals - 1,12,000+
- E-Journals-5,000 Full-Text E-Journals
- Thesis/Dissertations-1,45,000

DSpace- Digital Library Software, Checker X-Plagiarism Detection Software, Online Public Access Catalogue (OPAC) are also used here.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://saintgits.in/scas/naac/criteria-4-2-1-library-as-a-learning-resource/

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

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)

2.69

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

71

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

The institution has 171 PCs with 5 legal application software and 3 legal system software programmes loaded at various places. There is 500Mbps high-speed internet available on campus. The college campus features a continuous Wi-Fi service that allows students and faculty members to access the internet from anywhere in the building. The college hires professionals to handle computer upkeep and repairs as well as website upgrades. Teachers and students can complete their academic and other tasks more easily in computer labs since they are well-connected to the internet. Lab assistants are on hand to assist instructors and students with their questions. Installed CCTV surveillance systems on campus act as a great deterrent against any events that may arise, such as vandalism, bullying, or unauthorised entryway. Security cameras not only prioritise student safety but also help locate campus bottlenecks. These cameras assist with protecting teachers from unfounded allegations of misconduct and provide recordings of interactions between parents, teachers, and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saintgits.in/scas/naac/criteria-4-3-1-it-infrastructure/

4.3.2 - Number of Computers

143

File Description	Documents
Upload any additional information	View File
Student – computer ratio	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)

230.81

File Description	Documents
Upload any additional information	No File Uploaded
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

The college maintains its computers through centrally located computer laboratories funded by college funds. Regular computer maintenance is performed, and non-repairable structures are disposed of.

2. Library

Every academic year, students are encouraged to check the library on their own and apply through DELNET to guarantee that books are returned on time. Completing a no-due certificate from the library is required in order for students to sit for final exams.

3.Sports

The physical education department in charge of sports makes the decision on maintenance of the indoor badminton/ volleyball court / TT courts/gym after consulting with the Principal.

4. Classrooms

Department heads submit their needs for the lecture room's furnishings and other items to the Principal. Funds are allotted for college upkeep, enhancement, and restoration of the necessary goods in the approved budget. Students can bring forward any issues they have that are resolved at the twice-weekly class committee meetings.

5. Hostel Facilities

There are separate accommodations for boys and girls at the college. These offer excellent facilities and infrastructure, helping students feel at home. Since it is located outside of the city, the hostel has a quiet and peaceful atmosphere. The college also includes enough water coolers and well-maintained rooms, including a waiting area for women.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/?gad_source=1&gclid=Cj0KCQiAhbi8BhDIARIsAJLOluc56yUZN5MUdlDLMSUt872k6mDJeJjXZsYtCtHvYRYf87tCioUXMASaAkJzEALw__wCB

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

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

34

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

A. All of the above

File Description	Documents
Link to institutional website	https://saintgits.in/scas/naac/5-1-3-capacity-building-programmes/
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

450

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

450

File Description	Documents
Any additional information	View File
Number of students benefitted 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

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

71

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

245

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Saintgits College of Applied Sciences (SCAS) provides a variety of administrative, co-curricular, and extracurricular programmes to engage and represent students. These initiatives improve instruction, cultivate leadership, and encourage student engagement. Class, department, sports, culture, quality assurance, anti-harassment, and grievance redressal committees are established at the institution to facilitate personal development and facilitate learning. In order to assimilate into the campus culture and operations, students engage in athletics, cultural activities, competitions, and tree planting. College publications provide students with the opportunity to articulate their ideas and creativity. SCASSA, the Students Union, offers a democratic platform for student input, suggestions for development, and decisions regarding campus life. Leadership and communication are enhanced by union membership. Through the National Service Scheme, students acquire empathy and responsibility by engaging in environmental conservation, health, and literacy initiatives. In order to advance sustainability and environmental consciousness, students engage in tree planting and organic agricultural activities in collaboration with the Nature & Organic Club. SCAS organisations and initiatives provide a comprehensive framework for students to participate in meaningful activities beyond their academic studies, thereby fostering personal development, leadership, and social and professional contributions.

File Description	Documents
Paste link for additional information	https://saintgits.org/wp-content/uploads/2025/01/SCASSA_Executive-Members_PosterV2.pdf
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

772

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 the college is registered under the Travancore-Cochin Literary, Scientific, and Charitable Societies Registration Act 1955. The association adheres to the objectives, rules, and regulations outlined in the bylaws when conducting activities.

The college frequently coordinates programmes with the assistance of former students to benefit the current students.

Alumni Interaction Programmes (AIP); On a regular basis, all departments organise Alumni Interaction Programmes (AIP) that feature accomplished alumni who offer career guidance to the

current students.

Financial Support: The college's infrastructure and other utilities are developed with the assistance of an alumni fee that is collected from all final-year students.

Committee membership; Alumni representatives who are members of committees such as the IQAC play an active role in advising the institution on matters such as add-on courses, skills development, and employability skills. Participation in events organised in the college; The alumni also serve as judges and resource persons in our intercollegiate fest, arts fest, cultural fest, and other student empowerment activities.

Alumni meetings ; Alumni meetings are typically held in December or January of each academic year. This event offers alumni the chance to engage with the institution's personnel and their fellow classmates.

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

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

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

Vision

Holistic development of the Youth to attain 'Learning for Life'

Mission

Impart quality higher education to equip and empower the youth with lifelong learning skills by inculcating a spirit of enquiry, integrity and compassion.

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. In addition to the syllabus, the institution always caters to the all-round growth of the youth and with this objective in mind we offer value-added programmes.

The institution has followed its vision and mission statements through decentralized governance.

File Description	Documents
Paste link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/vision-mission/
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 Governing Board of the institution comprises of eminent educationists, technocrats and professionals. The board welcomes new ideas from all the stake holders to facilitate learning for life, which is our vision. This is done through systematic decentralization and participation of stakeholders at all levels. The management gives directions and advices which are formulated by various bodies such as College Development Council, IQAC, Staff Council and Department Advisory Board. The Principal is authorized by the management to execute activities to enhance the quality of education. The College Development Council puts forth suggestions for the attainment of strategic goals and evaluates the

performance of the institution. The IQAC plans, guides and monitors quality assurance and quality enhancement activities of the college. The Staff council, makes decisions regarding day to day activities of the institution. Decisions regarding departmental activities are made at the Department meetings. The decentralized model is evident in the functioning of departments, library, exam cell, clubs and committees under a designated faculty coordinator. Students are given freedom to express their ideas and suggestions to the Head of the Department through class committees and student union SCASSA.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-1-2-decentralization-and-teacher-participation/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

All the activities of the college are streamlined as per the strategic plan goals. Webinars and seminars are conducted on relevant topics for faculty and students. Value added courses are offered in order to bridge gaps in curriculum and make the students industry ready. Students and teachers also undertake MOOC courses from various reputed platforms to keep themselves updated. Faculty are encouraged to undertake research and publish/ present research papers. Faculty Development programs are conducted regularly in the college. Clubs and forums like NSS play an active role in shaping a well rounded personality of students. Gender equality is ensured in through clubs like heforshe, women's club etc and through the conduct of gender audit. Merit day is organised to appreciate achievers among students and faculty. Scholarship is provided to meritorious students. Mentoring system in the college ensure personal attention to students and their systematic development. Faculty are provided with financial assistance to attend conferences, workshops and seminars.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://saintgits.in/scas/naac/6-2-1-deployment-of-strategic-plan/
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.

The 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 Management and the institution.

The institution has a development council for formulating perspective plan based on strategic goals for development of the institution.

The Staff Council acts as an advisory and consultative body.

The IQAC is the quality monitoring body of the college which acts as the pivot of quality sustenance in the institution.

The Students Union (SCASSA), Department Associations, Clubs, Class Committees and class representatives form the collective voice of the student body. The PTA and Alumni association contribute tremendously by supporting the staff of the institution to achieve holistic development of students. The Exam cell of the college conducts internal examinations and manage end-semester examinations as per the regulations of university. Other statutory committees are functioning in the college to implement various norms from the Government, UGC etc.

The institution abides by the appointment /service rules of Government, UGC and MG university.

A well-defined code of conduct exist for all members of the institution.

The strategic plan serves as the pivot of institutional activities.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-2-2-functioning-of-institutional-bodies/
Link to Organogram of the Institution webpage	https://saintgits.in/scas/naac/wp-content/uploads/2023/03/ORGANOGRAM-pdf-new-2-1.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	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

Our Institution gives much importance for the welfare of teaching as well as non-teaching staff in order to ensure goodwill towards the organization and to prevail camaraderie in the campus.

Statutory Benefits

- Employees Provident Fund for the eligible staff.
- Employees State Insurance scheme for eligible non-teaching staff

Institutional Benefits

- Group medical insurance at a maximum of Rs. One Lakh per head.
- Personal loans are provided by the institution
- Institutional Accommodation for staff is provided in the hostel on request
- Increment

Welfare measures include:

- Financial Assistance for attending Conferences, Seminars,
- Financial Assistance for taking Professional Body Membership
- Research leave
- Privilege leave
- Duty leave for attending professional development programs
- Medical leave
- Canteen facility to provide healthy food
- Annual Faculty Development programs
- 50% of the fees reduction for Children of staff members who study in the college
- Financial assistance for conducting staff tour
- Members of the staff are eligible for TA/DA for the travel while accompanying students in University/Government level programmes

Additionally, the institution has established an association of staff members called EKTHA. This association aims to benefit both teaching and non-teaching staff by organizing various programs, facilitating knowledge sharing, and providing activities designed to reduce stress and enhance overall well-being.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-3-1-welfare-measures-for-teaching-and-non-teaching-staff/
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

18

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

45

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 comprehensive system for appreciating and evaluating the performance of both teaching and non-teaching staff. Teachers are required to submit their work records monthly, before the 10th of the following month. These

records, which include details on teaching methods and the use of ICT tools, are reviewed by the Head of Department and the Principal. This review process ensures that various aspects of teaching performance are thoroughly evaluated. Additionally, the college systematically analyses the results of internal and university examinations to assess the effectiveness of the faculty's teaching methods.

The management and Principal appreciate the excellent results achieved by the faculty and seek explanations from those teachers whose students score low marks. The institution has devised a performance appraisal system that assigns weight to various factors, including results, research publications, contributions to the institution, mentoring, administrative responsibilities undertaken, additional qualifications secured after joining, seminars/webinars/workshops organized, and seminars/workshops/FDPs attended. At the end of the academic year, the management and Principal evaluate the performance of the faculty and provide constructive feedback. The performance of the non-teaching staff is also evaluated based on a separate appraisal form, which is reviewed by the Principal and management.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/wp-content/uploads/2023/03/PA-FULL.pdf
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

Institution conducts internal and external audits at regular intervals. Financial accounts of the institution are audited by professional and experienced chartered accountants.

Internal Audit

The Principal of the Institution regularly audits the income and expenditure. The college has a well-defined internal audit system in place. The work is so divided that one clerk's work is checked by another, preventing any type of misappropriations.

Expenses in the college are paid after thorough voucher checks. Amounts exceeding ten thousand rupees are paid by cheque only. The Principal reviews all vouchers, receipts, and accounting records every fortnight for errors, which are then clarified and corrected by the accountant. Any frauds will be reported to the Financial advisor, who, as the chartered accountant, will personally review all vouchers, receipts, and accounting entries. The Tally software manages all the accounting records.

External Audit

The Finance Department of the Mar Gregorios Educational Society carries out a financial audit every year. External audit is conducted for all the institutions under the Saintgits Group annually. At the end of the accounting year, final auditing is performed and audited financial statements, along with the audit report are submitted.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-4-1-internal-and-external-financial-audits/
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)

NIL

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

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

The college follows a well-defined process for fund mobilization and resource usage. The tuition fees collected from the students is the only source of income of the institute. The entire fee collected in the college is deposited in the bank account maintained by the Mar Gregorios Educational Society. The following expenses are met by management:

- All the expenditure relating to salary and allowances of the staff.
- Maintenance of building and infrastructural facilities.
- Celebrations of all types including induction program, merit day, arts day, talent show, parents meet, inter-collegiate etc.
- Annual affiliation fees to the university.
- Industrial visit, T.A and registration fees to the teachers for attending FDP/Workshops/national and international seminars.
- Membership to a professional organization.
- Traveling facilities to teachers and students in intercollegiate fest.

Many clubs are functioning in the college. They do a large number of activities, inside and outside. All such activities are funded by the college. All the clubs are banned from collecting any kind of contributions among the members or from outside.

Realizing the importance given by the UGC to the colleges, our college is recognized under 2(f) of UGC act 1956. We have submitted an application to get approval by UGC under 12(b) through MG University.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-4-2-mobilization-of-funds/
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 IQAC has played a pivotal role in embedding a culture of quality across all academic and administrative activities. By systematically planning and implementing quality enhancement strategies, it ensures that institutional processes align with the highest standards. Regular meetings, feedback mechanisms, and monitoring systems have been institutionalized to assess and enhance the effectiveness of teaching-learning methodologies, research output, and student support systems. These efforts foster continuous improvement and ensure a learner-centric approach. IQAC has been instrumental in facilitating the development and adoption of best practices. The cell organizes orientation programs, and training sessions, focusing on innovative pedagogy, use of ICT tools, and outcome-based education (OBE). It also spearheads the preparation of detailed academic and administrative audits, ensuring transparency and accountability. The integration of feedback from stakeholders has enabled the institution to address areas of improvement effectively and proactively. It monitors the implementation of institutional policies to enhance research, consultancy, and community engagement. By promoting collaborations and linkages with external organizations, it strengthens the institution's academic and industry interface. The cell has also overseen the establishment of systems for data documentation and analysis, ensuring informed decision-making. These efforts have contributed to institutionalizing a robust quality assurance framework.

File Description	Documents
Paste link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/scas-press/
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 reviews its teaching-learning processes, operational structures, and methodologies through the Internal Academic Audit. This committee plays a critical role in evaluating the effectiveness of academic delivery, aligning learning outcomes with institutional goals, and ensuring adherence to quality standards. Regular reviews are conducted to assess curriculum delivery, faculty performance, student engagement, and the integration of innovative teaching practices. These evaluations are documented and form the basis for introducing reforms and addressing gaps to enhance the educational experience. IQAC conducts periodic meetings to review feedback from students, faculty, and other stakeholders, focusing on improving learning outcomes. The committee monitors the implementation of innovative pedagogical techniques, the use of ICT tools, and experiential learning approaches, such as project-based learning and industry interactions. Based on these reviews, faculty members are provided with targeted training, and teaching methodologies are updated to meet evolving academic and industry requirements. The recommendations have resulted in several notable enhancements, including revised assessment patterns, the integration of skill-based and value-added courses, and the introduction of student-centric learning methodologies. The committee also ensures that learning outcomes are regularly measured and analyzed through internal and external audits. These efforts have led to a culture of continuous improvement within the institution.

File Description	Documents
Paste link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/programme-outcomes/
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

C. Any 2 of the above

agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://saintgits.org/wp-content/uploads/2025/01/ANNUAL-REPORT-2023-updated.pdf
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**

Through the support of various clubs, committees, general practices, and activities, the institution aims to eliminate the disparities and restrictions caused by gender inequality.

1. Committees and Clubs

To promote the principles of equality and eliminate gender-based discrimination, the college has established clubs such as the Women's Club and the HeforShe Club. These clubs frequently organize awareness programs, talks, and competitions. Additionally, the college has formed committees like the Internal Complaints Committee, the Equal Opportunity Cell, and the Grievance Redressal and Anti-Ragging Committee to address specific cases of harassment and handle lodged complaints.

Events are organized to emphasize the expanding role of women in society and to empower them to make pivotal life decisions.

2. General Practices

The college ensures that opportunities and resources are allocated to everyone without any discrimination. It ensures equal participation and representation in all bodies, committees, initiatives, admission activities.

The college ensures safety and security for women through measures like 24/7 campus surveillance, well-lit pathways, and emergency response systems. Additionally, counseling services are readily available, providing professional support, while dedicated common rooms offer women a comfortable private space for relaxation and interaction.

3. Curriculum

There are courses in the curriculum promoting concepts of gender equity & sensitization.

File Description	Documents
Annual gender sensitization action plan	https://saintgits.in/scas/naac/wp-content/uploads/2025/01/gender-sensitisation-plan-final.pdf
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://saintgits.in/scas/naac/wp-content/uploads/2025/01/women-safety.pdf

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

C. Any 2 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

The institution is committed to sustainable waste management practices and has established comprehensive systems to manage both degradable and non-degradable waste efficiently. These facilities are designed to minimize environmental impact while promoting

awareness and responsibility among stakeholders.

Degradable Waste Management:

The institution employs a robust system for managing organic waste generated from canteens, hostels, and gardens. Biodegradable waste is collected separately and processed in composting units or organic waste converters installed on campus. The compost produced is used as manure for maintaining the campus greenery. Regular awareness drives and segregation-at-source initiatives are conducted to ensure proper disposal of degradable waste.

Non-Degradable Waste Management:

Non-degradable waste, including plastic, glass, and metal, is segregated at source using color-coded bins placed across the campus. Recyclable materials are handed over to authorized recycling agencies, while non-recyclable waste is disposed of responsibly through municipal waste management systems. E-waste, such as obsolete electronic equipment, is collected separately and sent to certified e-waste disposal agencies to ensure environmentally friendly processing.

By implementing these practices, the institution not only maintains a clean and sustainable campus environment but also instills a culture of environmental responsibility among students and staff.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://saintgits.in/scas/naac/wp-content/uploads/2025/01/Cr.7-Geotagged-photos-updated_compressed.pdf
Any other relevant information	No File Uploaded

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

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:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

E. None of the above

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

7.1.7 - The Institution has disabled-friendly,

B. Any 3 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

CULTURAL

- Various cultural activities are organized to celebrate Onam
- Arts Fest is organized with the aim of raising students' awareness about the traditional art forms of our nation.
- Christmas and Deepavali are celebrated on campus with immense enthusiasm and joy

Regional

- Kerala Piravi, celebrated on November 1st,

- Patron's Day

Communal and socio economic

- A paper bag-making project and distributed them to local shops
- Organized a National Conclave fostering knowledge exchange and innovation.
- Awareness session on basic life support
- Poster-making competition, igniting creativity and acquainting children with the realm of animation
- Conducted Thejomaya, an extension activity for school students
- Organized a Civil Service Orientation session at SB High School on preparing for UPSC exams.
- Arranged a visit to Maria Sadhanam Pala, an old age home
- Delivered attention techniques classes to school students as part of life skill development,
- A workshop for school students, teaching diverse memory improvement techniques
- NSS organized a cleaning drive

Lingustic

- 14th August 2023, the eve of India's 77th Independence Day. Fancy dress competition, Patriotic song competition and a screening of a documentary was done as part of the event.
- Library Literary Competition was conducted on international Literary day

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

Students and employees are encouraged to adhere to general ethics and conduct, fostering loyalty to the country and helping them fulfill their assigned duties and responsibilities.

- Civil Service Orientation and Civil Service Orientation as an Extension Activity motivated students to be a civil servant who plays a crucial role in upholding the Constitution of India.
- Live Streaming of Union Budget and Visit to Kerala Legislative Assembly - To witness the State Budget Presentation helped to be informed and to be active citizens who are capable of contributing meaningfully to society.
- Poster-making competition- International Day against Drug Abuse and illicit trafficking aligns with the constitutional obligation to promote the health and welfare of citizens.
- Celebrating Independence Day creates gratitude, unity and patriotism.
- Poster Making - Independence Day spreads awareness about the universal human rights
- Quiz competition -Rashtriya Ekatha Divas highlighted the importance of unity, integrity, and security
- NSS Day- Orientation created awareness about the NSS and its role in fostering social responsibility and student community engagement.
- Observing Gandhi Week promoted the values of nonviolence, justice and human rights that can have a positive impact on individuals.

- A talk was organized to make students aware on the patent registration process in India

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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 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

A. All of the above

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	View File
Any other relevant information	View File

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

- As part of International girl child day the He/for She club organized a street play to raise awareness about the challenges girls face globally and to advocate for their

rights and empowerment.

- World environment day was celebrated by Yuva Student Chapter of Saintgits College of Applied Sciences along with Yi Kochi under the vertical Climate Change has Planted, Fruit Saplings in the college.
- World paper bag day, The Yuva chapter organized program on international yoga day, Organized a poster making to commemorate food safety day on the topic "Food standard save life" .
- In accordance to digital literacy day the college conducted digital poster making contest.
- World Mental Health Day was celebrated and World Mental Health Week was conducted to create an awareness among students.
- The college celebrated Independence Day by showing students a documentary and a fashion show portraying the country's history, along with organizing a group patriotic song performance.
- The college conducted poster making competition as part of International Day against Drug Abuse and Illicit Trafficking on the theme "Drug free- We Dare to Say No".
- The students from Saintgits College of Applied Sciences honoured the teacher's by celebrating Teacher's Day.

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	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

BEST PRACTICE I

Title of the Practice : Scholastic Competency Development Programme (SCDP)

Objective of the practice

Bridge knowledge gaps in the curriculum and improve employability
Expose students to the curriculum of other institutions Enable students to gain additional qualification to attain strategic plan goals Adapt students to new methods of learning such as e-learning

The Context'

The globalThe Government has also made it their mission to promote such courses through initiatives such as the NMEICT and through the establishment of MOOC platforms such as Swayam, NPTEL etc.

The Practice

VAC All the students are provided with value added courses every semester based on the feedback received from alumni, industry experts and academicians.

. Evidence of success

MOOC and add-on courses aid the students in securing admissions and getting jobs in reputable institutopons.

Best Practice II

Title of the Practice Youth Enrichment through Holistic Development

Objective of the practice

Identify and nurture talents in students beyond academics Mold students as confident individuals capable of facing challenges Provide exposure beyond the campus to exhibit and polish talents

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

Over the years, our alumni has been placed in reputed companies. The knowledge gained by the alumni through their work experience in these companies were shared by them through Alumni Interaction Modules (AIM),

All departments have regularly conducted AIM to provide exposure to their students regarding the following : Current trends in the industry Job opportunities, Qualifications required for specific jobs, Skill sets required for each job Institutions providing specialised courses .

The practice

All the departments of the institution have taken conscious efforts to utilise their alumni through the conduct of AIM. Alumni placed in reputed organisations/Entrepreneurs are identified through updation of progression by the concerned faculty-in-charge and HOD. They are then contacted and a convenient date is scheduled for the interaction. The topic for the interaction is finalised based on their area of expertise and the benefit to the students. The interaction takes place in the college in a formal or informal manner based on the preference of the alumni and students. The interaction is followed by Q& A session. These gatherings are intended to be intimate networking opportunities that provide students a chance to ask their most urgent concerns about a particular career sector.

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

College gives importance to both curricular and extracurricular activities. Being an affiliated self-financing college, its role in the design of the syllabus is minimal. Nevertheless, paramount effort is taken in designing its delivery through a well-planned and documented process described below:

- Planning commences prior to the start of the academic year, initiated by the release of the university's Academic Calendar. Subsequently, the college formulates its own Almanac, integrating both academic and non-academic events.
- LINWAYS, an LMS software has been adopted by the college which records the planning for the academic year. Students' records such as attendance and marks are recorded and presented using this platform.
- Stream Committees, approved by Programme Assessment Committees and Department Advisory Boards, are organised and conducted. Decisions regarding subject allocation, modes of delivery, topics for experiential learning, and plan of syllabus completion, are taken.
- Course file is prepared by the concerned staff representative toward the completion of the semester. The audit team including the Principal, IQAC and NAAC coordinator and HODs of different departments verify the files and help in the smooth functioning.
- Any gaps in the curriculum are bridged through Value Added Courses proposed by different departments.
- During the academic year, MOOC courses were attended by the students in offline and online modes.
- Course Outcome Analysis is conducted and collected from students towards the end of the semester.

- Feedback is also collected from various stakeholders and a consolidated report is analysed for curriculum improvement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://saintgits.in/scas/naac/criteria-1-1-1/

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

College Almanac provides tentative dates of internal examination to the students at the beginning of the semester. Exam cell conducts the internal as well as University examinations in the college. The first internal examination covers the first 2 modules of the syllabus. The second internal examination covers the whole syllabus. It will be in the form of an end-semester examination. Module test after every module is given in class by the concerned teacher and assignments are also given. Internal marks are provided for the same. Total internal mark evaluation will be based on all these tests and assignments conducted during the semester. 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 to DSpace - an open-access repository of digital data in the college digital library.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://saintgits.in/scas/naac/criteria-1-1-1/

1.1.3 - Teachers of the Institution participate in following activities related to

C. Any 2 of the above

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

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)

16

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

842

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

842

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 prescribed curriculum for many programmes. The POs of both UG and PG programmes outline the College's commitment to ethical values and environment and sustainability.

Manycourses deal with the professional ethics and concerning human values are inculcated in the syllabi. The institution has a prescribed code of conduct for students and staff which is inculcated through Orientation programmes, Induction programmes, FDPs,Website, handbook etc.

Courses in the prescribed syllabi of the various programmes deal with gender and gender related affairs.Apart from this, the college observes important days related to gender . Talk by women entrepreneurs are conducted to instil confidence in the

girls and to show case the entrepreneurial skills of the women entrepreneurs.

The institution observes many important days related to environment such as World Environment Day, World Water Day, World Tourism Day, World Nature conservation Day etc. The institution also conducts Environment Audit, Green Audit and Energy Audit. Plastic free campaigns, cleaning initiatives, efficient solid and liquid waste management and the use of alternative energy methods are initiatives in this regard

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

4

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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**508**

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://saintgits.org/saintgits-college-of-applied-sciences/iqac/feedback-reports/

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 sanctioned seats during the year****480**

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****116**

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

FOR SLOW LEARNERS

Remedial- Remedial classes are offered to students who have poor academic performance so that the teacher can focus on them.

Test paper- Test papers are conducted to evaluate the improvement of the slow learners and proper feedback is provided to the students

Tutorials- Tutorials are offered to the students to enrich the students learning, by providing hand-outs and other academic support, for better understanding of the topic.

Mentoring-The mentoring programme aims to resolve the various

issues of the students so that the students will have good atmosphere to learn and excel.

Bridge Course- A bridge course for newly admitted students is conducted every year before the commencement of the first semester classes.

FOR ADVANCED LEARNERS

Paper Presentations and research publications - Students with high potential are given opportunities to present and publish research papers

Youth Enrichment Through Scholars (YETS) - The YETS programme aims to enrich the students through interactions with experts from various fields.

Promoting credentials for high performance students - Students with potentials are streamlined and encouraged to participate in various intercollegiate fest and similar competitions.

Best Outgoing Student - Each department awards the best outgoing student award at the end of every academic year.

File Description	Documents
Link for additional Information	https://saintgits.org/saintgits-college-of-applied-sciences/scas-press/
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
952	50

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:

.Elayne- Psychology department organised an expo showcasing knowledge about psychology.

A-EYE - E-cell of the Department of BBA organised a talk on AI.

Visit to Kerala Legislative Assembly- Department of Corporate Economics visited the Legislative Assembly of Kerala to witness the presentation of Kerala state Budget.

Digital Poster making contest- PG Department of Computer Applications and Artificial Intelligence conducted the contest in connection with Digital Literacy Day .

On the Job Training (OJT)- Yearly projects and OJT's are organized to build team spirit.

Industrial visits-Industrial visits are conducted department wise to promote the experiential and participative learning once in a year.

PARTICIPATIVE LEARNING

Massive Open Online Courses (MOOC) -The students are encouraged to enrol in atleast 1online certification program

Alumni Interaction Modules -AIM given by Department of Commerce provides students with the opportunities.

Cyber Jakrukta Diwas- Talk sessions were conducted by PG Department of Computer Applications and AI

SPARK 2.0 -The E-cell of the college has initiated business plan competitions to enrich the students with evaluation of entrepreneurial skills.

SUITS : HR Game: Department of Business Administration

conducted the event to discover and nurture future HR professionals.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/scas-press/

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

ICT ENABLED TOOLS:

Wi-Fi enabled class rooms with audio visual facilities- The entire campus is Wi-Fi enabled. All the class rooms and labs are well equipped with LCD projectors and speakers.

Software Lab-The labs in the college are well equipped with latest software which are required. The labs also provide wired internet facilities.

Resource Packages like DELNET-College library is well linked to the library database DELNET. All the staff and students are provided access to DELNET.

Linways- As a LMS, Linways acts as a centralised platform where all course materials, assignments, and resources are available in one place, making it easy for students to access what they need.

Videos-With the help of videos shared by industry and higher education academia, the concepts are more effectively delivered to the students.

Power point presentations-. To make the concepts easy to understand, the teachers prepare power point presentations and share the same with students.

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

QR code in question papers. The internal assessment question papers are embedded with QR code and students can access the answer key.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://scas.linways.com/

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

47

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

50

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**7**

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****234**

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.

As per university regulations, only one internal exam per semester is required, but we conduct two to enhance students' learning and writing skills. Evaluation components are communicated to stakeholders, and all internal assessment documents are available for verification. Appeals can be made at the department or college level. Course instructors are responsible for evaluating internal assessments.

Examination schedules follow university COE orders, and the internal exam timetable is set by the Examination cell and communicated to the Principal. During induction and orientation, students receive guidelines for internal and university exams, detailed in the student handbook. The syllabus

is outlined in the lesson plan at the beginning of the semester.

Assessed answer sheets are returned to students for review, and clarifications can be sought from teachers. Students who are unable to attend internal exams due to medical reasons are given retests. Answer keys are accessible via QR codes on question papers. Internal marks are shared during Parent-Teacher interactions.

Previous years' question papers are available in the library D Space, and departments maintain blogs for answer schemes. Internal marks and attendance are recorded in the University Web Portal, where students can view their end-semester marks.

File Description	Documents
Any additional information	View File
Link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/grievance-redressal-system/

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

The college has a 'Student Grievance Redressal Committee' led by senior faculty and representatives from all departments to address student complaints. The internal assessment coordinator ensures evaluation integrity. Appeals can be made at both the department and college levels.

The faculty explains the assessment procedures and university norms at the beginning of each semester. Internal exams, modelled like university exams, are supervised by faculty. Question papers with QR codes are prepared by faculty and approved by the HOD/Academic Coordinator. The examination cell of the college organizes two internal exams per semester. Valuations are completed within three days, and results are analysed by class teachers and discussed in staff council meetings.

Parent-teacher interactions are regularly held to discuss student performance. Student performance is periodically evaluated to ensure consistency and timely execution. In lab courses, grades for each experiment are recorded, and viva-voce

exams assess subject knowledge. To enhance project quality, students are assigned project guides who provide regular guidance.

University examinations for projects and viva-voce are conducted at the end of the semester with external invigilators appointed by the Controller of Examinations. CCTV monitoring is implemented to prevent malpractice and to ensure transparency.

File Description	Documents
Any additional information	View File
Link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/grievance-redressal-system/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Our college is affiliated to Mahatma Gandhi University, Kottayam and most of 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 and it is proposed that UG programs will come under the realm from 2024 onwards. 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 line 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 the faculty of each course. The same is communicated to the teachers at the beginning of the semester 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/saintgits-college-of-applied-sciences/pos-psos-and-cos-of-all-programmes/
Upload COs for all courses (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 and 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/saintgits-college-of-applied-sciences/pos-psos-and-cos-of-all-programmes/

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

260

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://saintgits.org/wp-content/uploads/2025/01/ANNUAL-REPORT-2023-updated.pdf

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/saintgits-college-of-applied-sciences/igac/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

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - 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)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

7

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

31

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

3.3 - Extension Activities**3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

- In a bid to reduce the use of plastic, the college started an initiative to make paper bags and gave them to nearby stores.
- In order to promote knowledge sharing and creativity, a National Conclave with concept presentations on a range of research issues was organized.
- Visited Pathamuttom Government School for the AI Animation YUVA event and poster-making competition,

igniting creativity and acquainting children with the realm of animation, particularly inspired by the iconic animator Walt Disney.

- Conducted Thejomaya, an extension activity for school students that aimed at providing valuable computer software and application skills.
- Organized a Civil Service Orientation session at SB High School, Changanassery, providing students with valuable insights on preparing for UPSC exams.
- Arranged a visit to Maria Sadhanam Pala, an old age home, to cultivate empathy among students towards its residents and instill a sense of social responsibility.
- Delivered attention techniques classes to school students as part of life skill development, emphasizing awareness of attention span and strategies for improvement.
- Facilitated a workshop for school students, teaching diverse memory improvement techniques aimed at enhancing cognitive abilities.
- During Gandhi week, NSS organized a cleaning drive encompassing the campus, nearby bus stop, ATM, and canteen.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/criteria-3-4-extension-activity/extension-activity/extension-activity-2023-2024/
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - 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

3.3.3.1 - 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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

129

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

152

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

5

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.

The college is located in an eco-friendly campus with modern buildings ICT enabled classrooms, seminar hall, examination hall and computer Labs. The college has a well-constructed administrative Block with the principal's office which has easy access to ensure effective leadership and Management, PG department of Commerce, Department of Corporate economics along

with supporting departments located in Saint Gregorios Block and the department of Business Administration, Department of computer application and department of psychology located at the Decennial Block. Linways uses for marking attendance as well as student data. The library is equipped with SOUL-2 software. The college also provides adequate reprographic facilities. Unlimited internet connectivity is provided in the campus with the support of generator and solar panels. We also have CCTV cameras installed in our campus. There is a 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://saintgits.in/scas/naac/wp-content/uploads/2025/01/39-Floor-Plan-Proof.pdf

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

Cultural activities

The college encourages a variety of cultural activities for the students to showcase their artistic talents. The various skill development clubs help them to improve their talents. The Arts Day program gives students the chance to take part in a number of cultural events as a way of demonstrating their hidden potential. Talents day is also organised every semester to provide opportunities for students to showcase their talents. Celebration are also organised with cultural events during Christmas and Onam.

Sports and Games

The college provides adequate space for sports and games. A continuous training and coaching program is provided to the selected students. To improve their performance, we conduct a sports day for them each year.

Gymnasium

The health and fitness centre, which is overseen by the physical education department, coordinates activities for

students and staff in the multi-gym. Occasionally, different times are set aside for girls, boys, and faculty.

Yoga

Students really take part in yoga classes hosted in the college yoga room. Mindfulness is encouraged through mediation sessions, and instruction in pranayama is also provided at NSS camps and orientation programmes. Every year on June 21st, there is an observation of International Yoga Day.

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

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

35

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

35

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saintgits.in/scas/naac/wp-content/uploads/2025/01/39-Floor-Plan-Proof.pdf
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)

97.89

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)

Automation using Integrated Library Management System (ILMS)

The college library is automated with SOUL library software 2.0.0.9 (Software for University Libraries) - An Integrated Library Management Software (ILMS) designed and developed by the INFLIBNET Center. SOUL software is an integrated multi-user management software that supports all in-house operations of the library.

E-Resources

1. NLIST

N-LIST is the college component of the e-Shod Sindhu consortium with access to 6000+ journals, 1,99,500+ e-books under N-LIST & 6,00,000 e-books through NDL.

2. NDLI

SCAS Library has NDLI Club Membership. It is a project of the Ministry of Education, Government of India through NME-ICT. It is a virtual collection of e-learning resources for all levels of education. It provides textbooks, articles, audiobooks, lectures, simulations, etc. to the learning community.

3. DELNET

SCAS has institutional membership in DELNET - a library network that is an interconnected platform of a group of libraries. Each library performs sharing of resources with each other on-demand basis. Its facilities include:

- Inter Library Loan-4,00,00,000+ (books)
- List of Journals - 1,12,000+
- E-Journals-5,000 Full-Text E-Journals
- Thesis/Dissertations-1,45,000

Dspace- Digital Library Software,Checker X-Plagiarism Detection Software,Online Public Access Catalogue (OPAC)are also used here.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://saintgits.in/scas/naac/criteria-4-2-1-library-as-a-learning-resource/

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)

2.69

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

71

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

The institution has 171 PCs with 5 legal application software and 3 legal system software programmes loaded at various places. There is 500Mbps high-speed internet available on campus. The college campus features a continuous Wi-Fi service that allows students and faculty members to access the internet from anywhere in the building. The college hires professionals to handle computer upkeep and repairs as well as website upgrades. Teachers and students can complete their academic and other tasks more easily in computer labs since they are well-connected to the internet. Lab assistants are on hand to assist instructors and students with their questions. Installed CCTV surveillance systems on campus act as a great deterrent against any events that may arise, such as vandalism, bullying, or unauthorised entryway. Security cameras not only prioritise student safety but also help locate campus bottlenecks. These cameras assist with protecting teachers from unfounded allegations of misconduct and provide recordings of interactions between parents, teachers, and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saintgits.in/scas/naac/criteria-4-3-1-it-infrastructure/

4.3.2 - Number of Computers**143**

File Description	Documents
Upload any additional information	View File
Student – computer ratio	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)****230.81**

File Description	Documents
Upload any additional information	No File Uploaded
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

The college maintains its computers through centrally located computer laboratories funded by college funds. Regular computer maintenance is performed, and non-repairable structures are disposed of.

2. Library

Every academic year, students are encouraged to check the library on their own and apply through DELNET to guarantee that books are returned on time. Completing a no-due certificate from the library is required in order for students to sit for final exams.

3.Sports

The physical education department in charge of sports makes the decision on maintenance of the indoor badminton/ volleyball court / TT courts/gym after consulting with the Principal.

4.Classrooms

Department heads submit their needs for the lecture room's furnishings and other items to the Principal. Funds are allotted for college upkeep, enhancement, and restoration of the necessary goods in the approved budget. Students can bring forward any issues they have that are resolved at the twice-weekly class committee meetings.

5. Hostel Facilities

There are separate accommodations for boys and girls at the college. These offer excellent facilities and infrastructure, helping students feel at home. Since it is located outside of the city, the hostel has a quiet and peaceful atmosphere. The college also includes enough water coolers and well-maintained rooms, including a waiting area for women.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/?gad_source=1&gclid=Cj0KCQiAhbi8BhDIARIsAJLOluc56yUZn5MUdlDLMSUt872k6mDJeJjXZsYtCtHvYRYf87tCioUXMASaAkJzEALw_wCB

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

3

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**34**

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

A. All of the above

File Description	Documents
Link to institutional website	https://saintgits.in/scas/naac/5-1-3-capacity-building-programmes/
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**450****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****450**

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

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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**

71

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**

245

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.**

7

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Saintgits College of Applied Sciences (SCAS) provides a variety of administrative, co-curricular, and extracurricular programmes to engage and represent students. These initiatives improve instruction, cultivate leadership, and encourage student engagement. Class, department, sports, culture, quality assurance, anti-harassment, and grievance redressal committees are established at the institution to facilitate personal development and facilitate learning. In order to assimilate into the campus culture and operations, students engage in athletics, cultural activities, competitions, and tree planting. College publications provide students with the opportunity to articulate their ideas and creativity. SCASSA, the Students Union, offers a democratic platform for student input, suggestions for development, and decisions regarding campus life. Leadership and communication are enhanced by union membership. Through the National Service Scheme, students acquire empathy and responsibility by engaging in environmental conservation, health, and literacy initiatives. In order to advance sustainability and environmental consciousness, students engage in tree planting and organic agricultural activities in collaboration with the Nature & Organic Club. SCAS organisations and initiatives provide a comprehensive framework for students to participate in meaningful activities beyond their academic studies, thereby fostering personal development, leadership, and social and professional contributions.

File Description	Documents
Paste link for additional information	https://saintgits.org/wp-content/uploads/2025/01/SCASSA_Executive-Members_PosterV2.pdf
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

772

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 the college is registered under the Travancore-Cochin Literary, Scientific, and Charitable Societies Registration Act 1955. The association adheres to the objectives, rules, and regulations outlined in the bylaws when conducting activities.

The college frequently coordinates programmes with the assistance of former students to benefit the current students.

Alumni Interaction Programmes (AIP); On a regular basis, all departments organise Alumni Interaction Programmes (AIP) that feature accomplished alumni who offer career guidance to the

current students.

Financial Support: The college's infrastructure and other utilities are developed with the assistance of an alumni fee that is collected from all final-year students.

Committee membership; Alumni representatives who are members of committees such as the IQAC play an active role in advising the institution on matters such as add-on courses, skills development, and employability skills. Participation in events organised in the college; The alumni also serve as judges and resource persons in our intercollegiate fest, arts fest, cultural fest, and other student empowerment activities.

Alumni meetings ; Alumni meetings are typically held in December or January of each academic year. This event offers alumni the chance to engage with the institution's personnel and their fellow classmates.

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

Vision

Holistic development of the Youth to attain 'Learning for Life'

Mission

Impart quality higher education to equip and empower the youth with lifelong learning skills by inculcating a spirit of enquiry, integrity and compassion.

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. In addition to the syllabus, the institution always caters to the all-round growth of the youth and with this objective in mind we offer value-added programmes.

The institution has followed its vision and mission statements through decentralized governance.

File Description	Documents
Paste link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/vision-mission/
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 Governing Board of the institution comprises of eminent educationists, technocrats and professionals. The board welcomes new ideas from all the stake holders to facilitate learning for life, which is our vision. This is done through systematic decentralization and participation of stakeholders at all levels. The management gives directions and advices which are formulated by various bodies such as College Development Council, IQAC, Staff Council and Department Advisory Board. The Principal is authorized by the management to execute activities to enhance the quality of education. The

College Development Council puts forth suggestions for the attainment of strategic goals and evaluates the performance of the institution. The IQAC plans, guides and monitors quality assurance and quality enhancement activities of the college. The Staff council, makes decisions regarding day to day activities of the institution. Decisions regarding departmental activities are made at the Department meetings. The decentralized model is evident in the functioning of departments, library, exam cell, clubs and committees under a designated faculty coordinator. Students are given freedom to express their ideas and suggestions to the Head of the Department through class committees and student union SCASSA.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-1-2-decentralization-and-teacher-participation/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

All the activities of the college are streamlined as per the strategic plan goals. Webinars and seminars are conducted on relevant topics for faculty and students. Value added courses are offered in order to bridge gaps in curriculum and make the students industry ready. Students and teachers also undertake MOOC courses from various reputed platforms to keep themselves updated. Faculty are encouraged to undertake research and publish/ present research papers. Faculty Development programs are conducted regularly in the college. Clubs and forums like NSS play an active role in shaping a well rounded personality of students. Gender equality is ensured in through clubs like heforshe, women's club etc and through the conduct of gender audit. Merit day is organised to appreciate achievers among students and faculty. Scholarship is provided to meritorious students. Mentoring system in the college ensure personal attention to students and their systematic development. Faculty are provided with financial assistance to attend conferences, workshops and seminars.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://saintgits.in/scas/naac/6-2-1-deployment-of-strategic-plan/
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.

The 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 Management and the institution.

The institution has a development council for formulating perspective plan based on strategic goals for development of the institution.

The Staff Council acts as an advisory and consultative body.

The IQAC is the quality monitoring body of the college which acts as the pivot of quality sustenance in the institution.

The Students Union (SCASSA), Department Associations, Clubs, Class Committees and class representatives form the collective voice of the student body. The PTA and Alumni association contribute tremendously by supporting the staff of the institution to achieve holistic development of students. The Exam cell of the college conducts internal examinations and manage end-semester examinations as per the regulations of university. Other statutory committees are functioning in the college to implement various norms from the Government, UGC etc.

The institution abides by the appointment /service rules of Government, UGC and MG university.

A well-defined code of conduct exists for all members of the institution.

The strategic plan serves as the pivot of institutional activities.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-2-2-functioning-of-institutional-bodies/
Link to Organogram of the Institution webpage	https://saintgits.in/scas/naac/wp-content/uploads/2023/03/ORGANOGRAM-pdf-new-2-1.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	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

Our Institution gives much importance for the welfare of teaching as well as non-teaching staff in order to ensure goodwill towards the organization and to prevail camaraderie in the campus.

Statutory Benefits

- Employees Provident Fund for the eligible staff.
- Employees State Insurance scheme for eligible non-teaching

staff

Institutional Benefits

- Group medical insurance at a maximum of Rs. One Lakh per head.
- Personal loans are provided by the institution
- Institutional Accommodation for staff is provided in the hostel on request
- Increment

Welfare measures include:

- Financial Assistance for attending Conferences, Seminars,
- Financial Assistance for taking Professional Body Membership
- Research leave
- Privilege leave
- Duty leave for attending professional development programs
- Medical leave
- Canteen facility to provide healthy food
- Annual Faculty Development programs
- 50% of the fees reduction for Children of staff members who study in the college
- Financial assistance for conducting staff tour
- Members of the staff are eligible for TA/DA for the travel while accompanying students in University/Government level programmes

Additionally, the institution has established an association of staff members called EKTHA. This association aims to benefit both teaching and non-teaching staff by organizing various programs, facilitating knowledge sharing, and providing activities designed to reduce stress and enhance overall well-being.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-3-1-welfare-measures-for-teaching-and-non-teaching-staff/
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

18

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
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

45

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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 comprehensive system for appreciating and evaluating the performance of both teaching and non-teaching staff. Teachers are required to

submit their work records monthly, before the 10th of the following month. These records, which include details on teaching methods and the use of ICT tools, are reviewed by the Head of Department and the Principal. This review process ensures that various aspects of teaching performance are thoroughly evaluated. Additionally, the college systematically analyses the results of internal and university examinations to assess the effectiveness of the faculty's teaching methods.

The management and Principal appreciate the excellent results achieved by the faculty and seek explanations from those teachers whose students score low marks. The institution has devised a performance appraisal system that assigns weight to various factors, including results, research publications, contributions to the institution, mentoring, administrative responsibilities undertaken, additional qualifications secured after joining, seminars/webinars/workshops organized, and seminars/workshops/FDPs attended. At the end of the academic year, the management and Principal evaluate the performance of the faculty and provide constructive feedback. The performance of the non-teaching staff is also evaluated based on a separate appraisal form, which is reviewed by the Principal and management.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/wp-content/uploads/2023/03/PA-FULL.pdf
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

Institution conducts internal and external audits at regular intervals. Financial accounts of the institution are audited by professional and experienced chartered accountants.

Internal Audit

The Principal of the Institution regularly audits the income and expenditure. The college has a well-defined internal audit system in place. The work is so divided that one clerk's work

is checked by another, preventing any type of misappropriations.

Expenses in the college are paid after thorough voucher checks. Amounts exceeding ten thousand rupees are paid by cheque only. The Principal reviews all vouchers, receipts, and accounting records every fortnight for errors, which are then clarified and corrected by the accountant. Any frauds will be reported to the Financial advisor, who, as the chartered accountant, will personally review all vouchers, receipts, and accounting entries. The Tally software manages all the accounting records.

External Audit

The Finance Department of the Mar Gregorios Educational Society carries out a financial audit every year. External audit is conducted for all the institutions under the Saintgits Group annually. At the end of the accounting year, final auditing is performed and audited financial statements, along with the audit report are submitted.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-4-1-internal-and-external-financial-audits/
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)

NIL

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

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

The college follows a well-defined process for fund mobilization and resource usage. The tuition fees collected from the students is the only source of income of the institute. The entire fee collected in the college is deposited in the bank account maintained by the Mar Gregorios Educational Society. The following expenses are met by management:

- All the expenditure relating to salary and allowances of the staff.
- Maintenance of building and infrastructural facilities.
- Celebrations of all types including induction program, merit day, arts day, talent show, parents meet, inter-collegiate etc.
- Annual affiliation fees to the university.
- Industrial visit, T.A and registration fees to the teachers for attending FDP/Workshops/national and international seminars.
- Membership to a professional organization.
- Traveling facilities to teachers and students in intercollegiate fest.

Many clubs are functioning in the college. They do a large number of activities, inside and outside. All such activities are funded by the college. All the clubs are banned from collecting any kind of contributions among the members or from

outside.

Realizing the importance given by the UGC to the colleges, our college is recognized under 2(f) of UGC act 1956. We have submitted an application to get approval by UGC under 12(b) through MG University.

File Description	Documents
Paste link for additional information	https://saintgits.in/scas/naac/6-4-2-mobilization-of-funds/
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 IQAC has played a pivotal role in embedding a culture of quality across all academic and administrative activities. By systematically planning and implementing quality enhancement strategies, it ensures that institutional processes align with the highest standards. Regular meetings, feedback mechanisms, and monitoring systems have been institutionalized to assess and enhance the effectiveness of teaching-learning methodologies, research output, and student support systems. These efforts foster continuous improvement and ensure a learner-centric approach. IQAC has been instrumental in facilitating the development and adoption of best practices. The cell organizes orientation programs, and training sessions, focusing on innovative pedagogy, use of ICT tools, and outcome-based education (OBE). It also spearheads the preparation of detailed academic and administrative audits, ensuring transparency and accountability. The integration of feedback from stakeholders has enabled the institution to address areas of improvement effectively and proactively. It monitors the implementation of institutional policies to enhance research, consultancy, and community engagement. By promoting collaborations and linkages with external organizations, it strengthens the institution's academic and industry interface. The cell has also overseen the establishment of systems for data documentation and analysis, ensuring informed decision-making. These efforts have contributed to institutionalizing a robust quality assurance framework.

File Description	Documents
Paste link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/scas-press/
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 reviews its teaching-learning processes, operational structures, and methodologies through the Internal Academic Audit. This committee plays a critical role in evaluating the effectiveness of academic delivery, aligning learning outcomes with institutional goals, and ensuring adherence to quality standards. Regular reviews are conducted to assess curriculum delivery, faculty performance, student engagement, and the integration of innovative teaching practices. These evaluations are documented and form the basis for introducing reforms and addressing gaps to enhance the educational experience. IQAC conducts periodic meetings to review feedback from students, faculty, and other stakeholders, focusing on improving learning outcomes. The committee monitors the implementation of innovative pedagogical techniques, the use of ICT tools, and experiential learning approaches, such as project-based learning and industry interactions. Based on these reviews, faculty members are provided with targeted training, and teaching methodologies are updated to meet evolving academic and industry requirements. The recommendations have resulted in several notable enhancements, including revised assessment patterns, the integration of skill-based and value-added courses, and the introduction of student-centric learning methodologies. The committee also ensures that learning outcomes are regularly measured and analyzed through internal and external audits. These efforts have led to a culture of continuous improvement within the institution.

File Description	Documents
Paste link for additional information	https://saintgits.org/saintgits-college-of-applied-sciences/programme-outcomes/
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
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File Description	Documents
Paste web link of Annual reports of Institution	https://saintgits.org/wp-content/uploads/2025/01/ANNUAL-REPORT-2023-updated.pdf
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

Through the support of various clubs, committees, general practices, and activities, the institution aims to eliminate the disparities and restrictions caused by gender inequality.

1. Committees and Clubs

To promote the principles of equality and eliminate gender-based discrimination, the college has established clubs such as the Women's Club and the HeforShe Club. These clubs frequently organize awareness programs, talks, and competitions.

Additionally, the college has formed committees like the Internal Complaints Committee, the Equal Opportunity Cell, and the Grievance Redressal and Anti-Ragging Committee to address specific cases of harassment and handle lodged complaints.

Events are organized to emphasize the expanding role of women in society and to empower them to make pivotal life decisions.

2.General Practices

The college ensures that opportunities and resources are allocated to everyone without any discrimination. It ensures equal participation and representation in all bodies, committees, initiatives, admission activities.

The college ensures safety and security for women through measures like 24/7 campus surveillance, well-lit pathways, and emergency response systems. Additionally, counseling services are readily available, providing professional support, while dedicated common rooms offer women a comfortable private space for relaxation and interaction.

3. Curriculum

There are courses in the curriculum promoting concepts of gender equity & sensitization.

File Description	Documents
Annual gender sensitization action plan	https://saintgits.in/scas/naac/wp-content/uploads/2025/01/gender-sensitisation-plan-final.pdf
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://saintgits.in/scas/naac/wp-content/uploads/2025/01/women-safety.pdf

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

C. Any 2 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

The institution is committed to sustainable waste management practices and has established comprehensive systems to manage both degradable and non-degradable waste efficiently. These facilities are designed to minimize environmental impact while promoting awareness and responsibility among stakeholders.

Degradable Waste Management:

The institution employs a robust system for managing organic waste generated from canteens, hostels, and gardens. Biodegradable waste is collected separately and processed in composting units or organic waste converters installed on campus. The compost produced is used as manure for maintaining the campus greenery. Regular awareness drives and segregation-at-source initiatives are conducted to ensure proper disposal of degradable waste.

Non-Degradable Waste Management:

Non-degradable waste, including plastic, glass, and metal, is segregated at source using color-coded bins placed across the campus. Recyclable materials are handed over to authorized recycling agencies, while non-recyclable waste is disposed of responsibly through municipal waste management systems. E-waste, such as obsolete electronic equipment, is collected separately and sent to certified e-waste disposal agencies to ensure environmentally friendly processing.

By implementing these practices, the institution not only maintains a clean and sustainable campus environment but also instills a culture of environmental responsibility among students and staff.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://saintgits.in/scas/naac/wp-content/uploads/2025/01/Cr.7-Geotagged-photos-updated_compressed.pdf
Any other relevant information	No File Uploaded

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 with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	E. None of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

CULTURAL

- Various cultural activities are organized to celebrate Onam
- Arts Fest is organized with the aim of raising students' awareness about the traditional art forms of our nation.
- Christmas and Deepavali are celebrated on campus with immense enthusiasm and joy

Regional

- Kerala Piravi, celebrated on November 1st,
- Patron's Day

Communal and socio economic

- A paper bag-making project and distributed them to local shops
- Organized a National Conclave fostering knowledge exchange and innovation.
- Awareness session on basic life support
- Poster-making competition, igniting creativity and acquainting children with the realm of animation
- Conducted Thejomaya, an extension activity for school students
- Organized a Civil Service Orientation session at SB High School on preparing for UPSC exams.
- Arranged a visit to Maria Sadhanam Pala, an old age home

- Delivered attention techniques classes to school students as part of life skill development,
- A workshop for school students, teaching diverse memory improvement techniques
- NSS organized a cleaning drive

Linguistic

- 14th August 2023, the eve of India's 77th Independence Day. Fancy dress competition, Patriotic song competition and a screening of a documentary was done as part of the event.
- Library Literary Competition was conducted on international Literary day

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

Students and employees are encouraged to adhere to general ethics and conduct, fostering loyalty to the country and helping them fulfill their assigned duties and responsibilities.

- Civil Service Orientation and Civil Service Orientation as an Extension Activity motivated students to be a civil servant who plays a crucial role in upholding the Constitution of India.
- Live Streaming of Union Budget and Visit to Kerala Legislative Assembly - To witness the State Budget Presentation helped to be informed and to be active

citizens who are capable of contributing meaningfully to society.

- Poster-making competition- International Day against Drug Abuse and illicit trafficking aligns with the constitutional obligation to promote the health and welfare of citizens.
- Celebrating Independence Day creates gratitude, unity and patriotism.
- Poster Making - Independence Day spreads awareness about the universal human rights
- Quiz competition -Rashtriya Ekatha Divas highlighted the importance of unity, integrity, and security
- NSS Day- Orientation created awareness about the NSS and its role in fostering social responsibility and student community engagement.
- ObservingGandhiWeek promoted the values of nonviolence, justice and human rights that can have a positive impact on individuals.
- A talk was organized to make students aware on the patent registration process in India

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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 of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics

A. All of the above

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	View File
Any other relevant information	View File

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

- As part of International girl child day the He/for She club organized a street play to raise awareness about the challenges girls face globally and to advocate for their rights and empowerment.
- World environment day was celebrated by Yuva Student Chapter of Saintgits College of Applied Sciences along with Yi Kochi under the vertical Climate Change has Planted, Fruit Saplings in the college.
- World paper bag day, The Yuva chapter organized program on international yoga day, Organized a poster making to commemorate food safety day on the topic "Food standard save life" .
- In accordance to digital literacy day the college conducted digital poster making contest.
- World Mental Health Day was celebrated and World Mental Health Week was conducted to create an awareness among students.
- The college celebrated Independence Day by showing

students a documentary and a fashion show portraying the country's history, along with organizing a group patriotic song performance.

- The college conducted poster making competition as part of International Day against Drug Abuse and Illicit Trafficking on the theme "Drug free- We Dare to Say No".
- The students from Saintgits College of Applied Sciences honoured the teacher's by celebrating Teacher's Day.

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	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE I

Title of the Practice : Scholastic Competency Development Programme (SCDP)

Objective of the practice

Bridge knowledge gaps in the curriculum and improve employability Expose students to the curriculum of other institutions Enable students to gain additional qualification to attain strategic plan goals Adapt students to new methods of learning such as e-learning

The Context '

The globalThe Government has also made it their mission to promote such courses through initiatives such as the NMEICT and through the establishment of MOOC platforms such as Swayam,

NPTEL etc.

The Practice

VAC All the students are provided with value added courses every semester based on the feedback received from alumni, industry experts and academicians.

. Evidence of success

MOOC and add-on courses aid the students in securing admissions and getting jobs in reputable institutopons.

Best Practice II

Title of the Practice Youth Enrichment through Holistic Development

Objective of the practice

Identify and nurture talents in students beyond academics Mold students as confident individuals capable of facing challenges Provide exposure beyond the campus to exhibit and polish talents

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

Over the years, our alumni has been placed in reputed companies. The knowledge gained by the alumni through their work experience in these companies were shared by them through Alumni Interaction Modules (AIM),

All departments have regularly conducted AIM to provide exposure to their students regarding the following : Current trends in the industry Job opportunities,Qualifications required for specific jobs, Skill sets required for each job

Institutions providing specialised courses .

The practice

All the departments of the institution have taken conscious efforts to utilise their alumni through the conduct of AIM. Alumni placed in reputed organisations/Entrepreneurs are identified through updation of progression by the concerned faculty-in-charge and HOD. They are then contacted and a convenient date is scheduled for the interaction. The topic for the interaction is finalised based on their area of expertise and the benefit to the students. The interaction takes place in the college in a formal or informal manner based on the preference of the alumni and students. The interaction is followed by Q& A session. These gatherings are intended to be intimate networking opportunities that provide students a chance to ask their most urgent concerns about a particular career sector.

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

Increase the number of PhD holders in the institution

Increase the number of research publications

#Improve industry academia interface

Improve academic performance of students

#Empower IQAC

#Introduce new FYUGP programs