

Annual Quality Assurance Report

2015-16

Submitted to

National Assessment and Accreditation Council



Affiliated to Mahatma Gandhi University

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The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

SAINTGITS COLLEGE OF APPLIED SCIENCES

1.2 Address Line 1

KOTTUKULAM HILLS

Address Line 2

PATHAMUTTOM P.O

City/Town

KOTTAYAM

State

KERALA

Pin Code

686532

Institution e-mail address

scas@saintgits.org

Contact Nos.

0481-2433787

Name of the Head of the Institution:

Prof. M.C. Joseph

Tel. No. with STD Code:

0481-2433787

Mobile:

9544327772

Name of the IQAC Co-ordinator:

Dr. K.K John

Mobile:

9744142710

IQAC e-mail address:

scasiqac@saintgits.org

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN18452

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

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

1.5 Website address:

www.saintgits.org

Web-link of the AQAR:

Saintgits.org/main/sas/NAAC.asp

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05/03/2013

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

2015-16

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

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University,
Kottavam- Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="Nil"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	2
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text" value="2"/>
Non-Teaching Staff	<input type="text"/>
Students	<input type="text"/>
Alumni	<input type="text"/>
Others	<input type="text"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. FDP on;
 - a. Effective communication
 - b. Students discipline
 - c. Transparent internal assessment procedures

2.14 Significant Activities and contributions made by IQAC

1. Two meeting of the IQAC was held during the year and issues relating to the quality enhancement and maintenance were discussed among various other issues.
2. AQAR 2015-16 was prepared and uploaded.
3. Monthly ISO work register verification

2.15 Plan of Action by IQAC/Outcome

Sl..No	Plan of Action	Achievements
1	NSS	Apply for an unit under self financing basis
2	Library modification	Additional books purchased
3	Library usage among staff and students- Library week celebrated, conduct various competitions among staff and students	Good progress in library usage by staff and students
4	Environment activities	Planted saplings in nearby area to nurture eco system
5	Module wise test paper	Improved confidence among students to appear in internal and university

		examination
6	Talent show	Improved artistic skills of the students
7	Social services and outreach program	Build an ethical value among the students.
8	Peer teaching learning process	High motivation to Weak students
9.	Introduction of Answer booklet were introduced for internal assessment examination	Helped the students to effectively write the university examination in the booklet

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR is submitted to the IQAC Steering Committee for approval

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			1
UG	4			8
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				

Others				
Total	5			9
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	5
Trimester	
Annual	

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

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

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

Not Applicable

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

Not Applicable

Criterion – II

2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	8	Nil	3	26

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

2

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	Nil	Nil	Nil	Nil	Nil				

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

NA NA NA

- 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	8	Nil
Presented papers	1	7	Nil
Resource Persons	1	3	Nil

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

- | |
|---|
| <ol style="list-style-type: none"> 1. Peer teaching 2. Outstanding students teach weak students |
|---|

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

205

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

- a. Answer booklet were introduced for internal assessment examination par with university examination
- b. A test paper book was introduced to have a module wise test paper.

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

NIL	NIL	NIL
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2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M Com E-Commerce	14	-	12	-	-	86%
B.Com Computer Applications	109	28	54	5	7	86%
BCA(2013-16) 2012-2015		6	10	2	0	45%

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

IQAC insists quality teaching –learning process

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC advised the teachers to participate and present research papers in various national seminars and conferences.
- Faculty is advised to publish the research articles in the journals having ISSN No

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		2			
Sponsoring agencies		Management			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

1

3

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- School fest, orphanage visit by students.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.15 acres			
Class rooms	5577.98sq.ft	10164.86sq.ft	MGES	
Laboratories	1642.83sq.ft	2653.84sq.ft	MGES	
Seminar Halls	981.09sq.ft			
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.	8			
Value of the equipment purchased during the year (Rs. in Lakhs)	45,53,650			
Others				

4.2 Computerization of administration and library

Computer Lab + Academicblock= Nil

Library= Nil

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3057	663176	1040	82704	4097	745880
Reference Books	1685	536250	29	16000	1774	552250
e-Books	Nil					
Journals	29	74460	10	3600	39	78060
e-Journals	Nil			DELNET		
Digital Database	1					
CD & Video	200		10	850	210	850
Others (specify)	3		6		9	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	128	4	51 mbps	Nil		1	4	1
Added	-		49 mbps					
Total			100 mbps					

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text" value="45,53,650"/>
iii) Equipments	<input type="text"/>
iv) Others	<input type="text"/>
Total :	<input type="text" value="45,53,650"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The Induction and orientation programme for the first year students
- Refresher programmes are arranged for second year

5.2 Efforts made by the institution for tracking the progression

Class teachers and mentors of each class is keeping the class records of the students. The overall performance of the students is communicated to the parents during class wise PTA meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
877	42		

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	517	56		402	44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
247	5	0	64	-	316	282	1	0	74	-	357

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

- Coaching is provided for, PO Bank Test, MAT, C-MAT and CAT. As part of this, the college has initiated tie-ups with training institutes such as TIME Kottayam, Career Launcher Kottayam. These institutes are given trainings lots which are in corporate into the class schedule of various departments.

No. of students beneficiaries

800

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

877

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
7	124	67	7

5.8 Details of gender sensitization programmes

- Women empowerment programmes
- Soap making

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	19	376770
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- BCA department introduced a concept “Tech Meridian” is a programme of hardware training for the nearby schools.
- Orphanage visit by the social club

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISSION

Holistic development of the youth to attain ‘Learning for Life’

MISSION

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

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Provides Value added courses

6.3.2 Teaching and Learning

Maintaining subject work register

Course plan is prepared and submitted by the faculty to the HOD/coordinator before the commencement of the session. The Course Plan contains information on the outcomes and number of sessions allotted to each module ,methods of transaction of each topic, details of the materials to be referred and assessment /evaluation methods .The course related assignments and submission deadlines are also detailed in the Course Plan. Compliance to the course plan is monitored during the department level meetings. Feedback on faculty and curriculum delivery is collected through an automated process. The consolidated feedback is communicated to the individual faculty by the Principal. When required, performance counseling is also given. The internal exam coordinator, who schedules the internal exams and sets standards for valuation and submission of results.

6.3.3 Examination and Evaluation

Dissemination of Evaluation Procedures

The Principal and HOD provide information regarding the processes of evaluation to the students during the Induction programme and Class teacher's opening address to the class. The Course Plan presented to the students precisely communicates the detailed schemes of course evaluation.

6.3.4 Research and Development

Publishing Research Articles

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college development council proposes the requirement of physical infrastructure of the college .the council comprises of Management representatives, Principal, HOD's of various departments, finance manager, project manager, selected faculty etc.
- The institution has a Library Advisory committee which comprises of a representative from the Management, Principal, HOD's of various departments and representatives from all departments, and the Librarian. The college library organized essay writing competition and book review competition among staff and students on library day to increase the library habits among all. The college recognized both students and faculty who have taken more books from the library
- The college has two computer labs with 128 numbers of computers for student' s access. Every year, the college ensures that additional IT facilities are made available as per the requirements. The software is also upgraded from time to time to meet the demand. College created a common folder called „SCAS“ to share files by staff and students. It encourages webmail to share the information thereby encouraging paperless communication.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

The college has an HR policy which streamlines the human resource development and management activities. The policy guides the recruitment, training and development of faculty and administrative staff, and appraisal, welfare and compensation aspects of the employees.

6.3.8 Industry Interaction / Collaboration

The one month OJT undergone by the students of B.Com and BBA provides them exposure and orientation about the organization.

6.3.9 Admission of Students

Student admissions are strictly done on the basis of University and Government rules. We admit students from different socio-economic factions of the society. The government quota admissions are done from the university through Centralized Allotment Programme(CAP). The college also provides equal opportunity for SC/ST/OBC students and a significant number of students belonging to this community got admission this year.

6.4 Welfare schemes for

The Management has made provisions for Provident fund for the eligible staff as per the norms of government. Accommodation facilities for staff also provided in the respective hostels as per the demand from the staff. Maternity leave, sabbatical leave, recreation facility like badminton, table tennis, basketball, multi-gym, staff family get-together and picnics are also among the welfare measures.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

A website was developed by the alumni students.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

The college has initiated the following energy conservation activities:

- **Water harvesting:** The Saintgits Group of Institutions has more than four wells and maintain a rain water harvesting project (of 90000 ltr) to meet daily requirements. In addition, there is a sewage treatment plant for purifying waste water and this purified water is used for gardening the plants in college hostels.
- **Energy conservation:** The institution has done away with the orthodox lighting system and has installed electronic chokes for the tube light in the classrooms. This has helped a lot in conservation of electricity. The college classrooms are airy and well lighted that they hardly need any artificial lighting. In non reading and non working areas, reduced lighting is used. Lights are switched off immediately when not required. Computers, printers etc. which are not in use are closed down and disconnected at the end of a day. Boards are displayed in every class rooms reminding students to switch off electrical appliances when not in use and making them aware of the importance of energy conservation.
- **Efforts for Carbon neutrality:** The college ensures that the vehicles owned by it regularly conducts carbon emission test. Use of tobacco and cigarettes are also strictly prohibited inside the campus.
- **Waste management:** solid waste management facility and sewage treatment plant is installed in the campus. Whenever programmes are arranged in the college, authorities ensure that the waste materials are taken away from the campus for safe disposal.
- **E-waste management:** As the e-waste cannot be recycled the following steps are taken.
 - A letter would be forwarded to the management regarding the scrap computers.
 - Management will ask the technicians to check the computers condition.
 - If recommended, computers in working conditions are repaired and used again, if not the scrap components are given to vendors.

Criterion – VII

7. Innovations and Best Practices

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

- Tech meridian – hardware training for nearby school students.
- Department of corporate economics has been preparing model question paper in association with the staff of the commerce, BBA and BCA department.
- Union budget analysis for the entire staff and students were started
- One internal FDP by each department.
- One assignment to the students has to be prepared from the news paper and journals to strengthen the library use habit
- A news paper for each student per day
- A library committee is formed to advise the effective utilization of library among staff and students

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

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

1. **Learning for life**
2. **Each one teach one**

7.4 Contribution to environmental awareness / protection

Dustbin is placed in different places in the college campus

7.5 Whether environmental audit was conducted? No

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

Strengths-

- Excellent teaching learning process
- Excellent university results
- Good infrastructure facilities

Weaknesses-

- Minimum number of PhD's
- No NCC/NSS units

Opportunities-

- Young talented teachers
- Studious students
- More socially committed programme as the college is located in a remote area

Challenges-

- Lack of UGC and Government funding

8. Plans of institution for next year

- Strengthening of Academic Performance of students
- Need of revision of BA Corporate Economics syllabus was identified by the IQAC.

Dr K K JOHN

Signature of the Coordinator, IQAC

Prof M C JOSEPH

Signature of the Chairperson, IQAC
