

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

ANNUAL QUALITY ASSURANCE REPORT
JUNE 2017 TO MAY 2018
AQAR



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

Saintgits College of Applied Sciences

1.2 Address Line 1

KOTTUKULAM HILLS

Address Line 2

PATHAMUTTOM P.O

City/Town

KOTTAYAM

State

KERALA

Pin Code

686532

Institution e-mail address

scas@saintgits.org

Contact Nos.

0481-2433787

Name of the Head of the Institution

Prof. M.C. Joseph

Tel. No. with STD Code:

0481-2433787

Mobile:

9544327772

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No Faculty

Non-Teaching Staff Students Alumni Others

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. Web development using PHP
2. Research
3. Demonetization.
4. Cashless Mobile Payment.
5. Practical Auditing.
6. GST-Cloud Computing.

2.14 Significant Activities and contributions made by IQAC

- To enrich the curriculum, Add-on Courses were implemented.
- Student mentoring programmes were conducted on regular basis.
- As part of research activities, faculty published papers in national/international journals and papers were presented in national and international seminars.
- Manuscript magazine was released.
- Study tour and industrial visits were organised.
- Social activities and orphanage visits were conducted.

- Various co-curricular activities such as Arts Fest, Sports day, Talent show, Onam and Christmas celebration, Food Fest etc. were organised
- Campus recruitment was conducted through placement cell.
- Community extension programmes were organised
- Alumina annual meet was conducted.
- Consultancy services were organised.
- Feedback from the student representatives on various courses were collected.
- Invocation, orientation and induction program were conducted.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To conduct Internal IQAC Audit and Internal Academic Audit for all the departments and other Cells and Clubs for the effective functioning	Systematic examination of a quality system was carried out for all departments by an internal quality auditor and an audit team.
To improve the teaching effectiveness Programmes organized for faculty members.	Five FDP's were organized for faculty to enhance effective teaching and learning.
Sports	A new faculty was recruited to improve sports activities in the college. An inter school chess competition was hosted by the college. Intercollegiate basket ball competition was also conducted in the college. A friendly Cricket and Football match between staff and students were also organised. The staff members also participated in intercollegiate staff cricket tournament.

To enhance research output	<p>Paper Presentation – 5</p> <p>Publication-4</p> <p>Books-1</p>
To consolidate and strengthen outreach activities.	<p>1.Orphanage visits were organised.</p> <p>2.As part of community development activities, we have conducted:</p> <p>2.1 Digital payment class at Janasree Puthenchantha and Kripa Kudumbasree, Kurichy</p> <p>2.2Students made audio- CD for visually impaired students on PSC exam questions with answers.</p> <p>2.3 Business model for Adams Bakery, Pathamuttom was prepared.</p> <p>2.4 A session on “Leading methodologies and training” was provided in Govt. L P School Pathamuttom.</p> <p>2.5 Tech Meridian- A workshop on “Hardware and PC Assembling” was organised for the students of St.Paul’s English Medium School, Pallom.</p> <p>2.6 “Hour of Code” A workshop for developing coding skill among school children at Mar Baseliouse Public School Devalokam.</p> <p>2.7 ” Digital Marketing” training session was arranged for the Kudumbasree members of, Vadavathoor.</p> <p>2.8Digital Awareness program was conducted for the women Employees of “Angel Polymers”,Manarcadu.</p> <p>2.9 An awareness session about “The need for conservation of Rain water” were conducted for the members of Kudumbasree unit Manarcadu.</p>

A common and specific format may be designed to collect the feedback from different sectors of people associated with the institution.	Measures were taken to frame a common template to acquire the feedback of -Students - Parents
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2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	1	0	0	2
UG	4	0	0	19
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	5	0	0	21

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	0
Annual	0

1.3 Feedback from stakeholders* (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.

University updated the Syllabus.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	10	0	2	27

2.2 No. of permanent faculty with Ph.D.

1

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	5	5
Presented papers	4	3	
Resource Persons		2	1

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

Peer to Peer Teaching, Tutorial Teaching, and Subject enrichment for M.Com Students.

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

155

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

As per the directions from University.

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

6

0

1

2.10 Average percentage of attendance of students

86%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com Taxation	46	33%	57%	2%	NIL	88%
B.Com CA	116	33%	52%	1%	NIL	91%
BBA	48	29%	58%	21%	NIL	90%
BCA	57	18%	72%	4%	0	93%
BA	28	25%	68%			93%
M.Com E-Commerce	16	0	44%	0	0	44%

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

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

Quality of Teaching.

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

Student Performance

The performance of the students is evaluated through class room interactions, class test, assignments, seminars and internal exam. The subject teachers and the Head of the Departments keep track of the students with poor academic record in the term test and end semester examination and they are counselled and guided to improve their standards through remedial classes. The mentors monitor the academic progress of their wards through student personal record and the progress reports are send to the parents / guardians. Students are nurtured effectively so that there is a continual improvement in the performance right from the beginning. Systematic and regular remedial classes are also conducted.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	2
HRD programmes	0
Orientation programmes	35
Faculty exchange programme	2
Staff training conducted by the university	2
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	0	0	0
Technical Staff	2	2	1	0

Criterion – III

3. Research, Consultancy and Extension

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

- A research magazine, “SCASION” was published by Commerce Department.
- EYE ON TECHNOLOGY: Digital Technical Magazine released by B.C.A department.
- Research Papers were published by the faculty members.
- Faculty development programmes were organized.
- Internal FDP’s were organised.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	1	0
Outlay in Rs. Lakhs	0	NA	Rs. 10,000/-	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	1	
Non-Peer Review Journals	6	1	
e-Journals	1		
Conference proceedings	7	2	

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	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	3yrs.	BIIC	10,000	10,000
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

3.12 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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

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

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

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

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

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="18"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text" value="0"/>

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

1. "Knowledge to life" : An initiative to support "Kootu" Charitable trust by supporting blind candidates to prepare PSC exams.
- 2."A rupee for a day": An initiative organised by the BBA department to support poor people in the society.
- 3.BBA department organised an interaction with students of L.P School, Pathamuttom to know about their studying atmosphere and teaching methodologies.
4. Techmeridian : B.C.A students conducted "A Hands-On Workshop" on " Hardware And Pc Assembling" for the students Of St.Pauls English Medium School ,Pallom on November 11,2017.
5. BCA department organized an awareness class on digital marketing for the Kudumbasree members of Vadavathoor panchayath.
- 6 BCA department organized a digital awareness program for the women employees of "Angel Polymers" Manarcadu on 18th December 2017 in the program on topics like pros and cons of digital world, how to safely use the mobiles and how to protect children from unwanted mobile usage were covered .
7. Need for Rain water Harvesting and its implementation: 10 students of BCA 2016-2019 batch along with the faculty took an awareness class about the need for conservation of rainwater for the women members of Kudumbasree unit, Manarcadu. A video was presented for demonstrating the procedure of rainwater harvesting.
8. First year BCA students with two faculty members visited Asha Bhavan, Thottakkadu, on 16/12/2017. The department donated Rs. 25,000 and food items for the orphanage.
9. Second year BCA students with two faculty members visited Little Servants of Divine providence,

Kunnamthanam, on 4/8/2017. The department donated Rs. 11,000 and food items for the orphanage

10. IT Consultant Service – Department of BCA commenced a new venture on software development and IT consultant service. As part of this, we have developed and hosted a website for a charitable trust Emmanuel Childrens Home.

11. Book and Innovation Club conducted Literacy Quiz on Sydney Sheldon, Book Reading competition on “Girl Online by Zoella”. Also they have conducted a motivational talk to the students of Govt. L.P. School, Choorachira and organised a book donation campaign.

12. English club organised an interactive session to the children of St. Johns Govt. LP School.

13. Social Activity Club members visited “Asraya Charitable Trust”.

14. As part of the activities of “National Blood Donation Day” Blood Donation camp was organized, BY NSS, also a “students blood group database” was started.

15. P G department of Commerce conducted a seminar on GST at St. Josephs School , Changanacherry.

16. On Anti Poverty Day commerce students visited Mercy Home, Changanachery and contributed grocery items.

17. First year Commerce students visited “House of Providence” , Kunnamthanam and donated Rs.18310.

18. Christmas gifts were given to the inmates of Infant Jesus Orphanage, Vakathanam.

19. P.G Department of commerce organised an awareness session on “Digital payment” to Janasree Puthenchantha and Kripa Kudumbasree, Kurichy.

20. SKIP A MEAL :NSS volunteers of Saintgits college of Applied Science had organised a programme called "Skip a Meal" on 17th October 2017, where they served one-time meal to the homeless people who have been staying in the road sides.

21. NSS Volunteers visited Navajeevan Trust Kottayam and had an interaction with the inmates and help them in their routine activities like cooking.

22. ‘JAIVAM 2017’ :NSS volunteers were allotted Vakathanam Panchayat for conducting survey on organic farming as part of MG university initiative to promote Organic Farming “ Jaivam 2017”. They conducted a 7-day camp in our college from August 31 to September 6, 2017. Our volunteers covered 2500 households in the panchayat.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.15acres	0		5.15acres
Class rooms	15742.84sq.ft	0		15742.84sq.ft
Laboratories	4296.67sq.ft.	0		4296.67sq.ft.
Seminar Halls	981.09sq.ft.	0		981.09sq.ft.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		6		
Value of the equipment purchased during the year (Rs. in Lakhs)		2,60,500		
Others				

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4349	811314.7	202	102546	4551	913860.7
Reference Books	1785	564895	9	9019	1794	573914
e-Books	Nil					
Journals	40	79800			21	32983
e-Journals		DELNET		DELNET		
Digital Database						
CD & Video	220	950	10		230 (Complementary)	1000
Others (News Paper)	9		9		9	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	152	133	133	0	0	4	9	6
Added	0	0	0	0	0	0	0	0
Total	152	133	133	0	0	4	9	6

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

NIL

4.6 Amount spent on maintenance in lakhs:

i) ICT	1,68,000
ii) Campus Infrastructure and facilities	462000
iii) Equipments	92,500
iv) Others	73893
Total:	7,96,393

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation for first year students on the day of commencement of class.
- Internet facility with Wi-Fi connectivity is made available throughout the campus to support the students in enhancing their knowledge with easy digital access.
- Distribution of Handbook containing academic calendar and details of all student support services.
- Short orientation classes are arranged through tutors for choosing suitable open courses.
- Class committee system are conducted to create awareness among students about various support services. The college also has a strong and frequent interactions between teachers, mentors and students.1
- Remedial classes for slow learners and weak students: The time for the same is scheduled after the class hours/holidays/study leave etc...
- Mentoring actively practiced to streamline disoriented students.
- Ensures the service of various clubs to support students.
- For showcasing the talents of the students “Talent day” was arranged.
- To understand the industry culture Industrial visits and OJT (On the Job Training) was arranged in the departments.
- Updates are given on notice boards and college website to ensure active participation by students in various activities.
- Announcements are given daily after morning prayer sessions .
- Separate placement training department is established for the better placements
- Student association in each department organizes various programmes to widen their exposure in their respective field.
- National Service Scheme (NSS), and other clubs encourage the students to take part in community development activities.
- Systematic efforts are made by the institution for tracking the progression of students.
- “Tutorial system” supports and strengthens the students.
- Students are encouraged to participate in various Seminars, Symposiums, Workshops and Conferences in India. Students are given on- duty leave for participation.

5.2 Efforts made by the institution for tracking the progression

- Performance of students in internal examination, their attendance, and participation in co curricular activities are monitored and encouraged by class teachers, mentors and HOD. Remedial activities are also taken wherever necessary.
- Class Committees: Necessary steps are taken based on suggestions / requests from students during the class committee meetings.
- Necessary steps are taken based on student's feedback.
- The PTA general body meeting is held on yearly basis. Student, teacher and parent interactions are arranged to discuss the progression of students after every internal examination. The academic progression and results of internal assessments are discussed with parents and necessary steps like remedial classes are taken.
- The Placement Cell conducts training programmes for students and arranges job fair in collaboration with employers.
- Add-on courses are provided to help students in attaining employment opportunities.
- Annual Alumni meetings are conducted.
- Mentors maintain biodata and performance details of their wards and update the document regularly. After analysing the data, proper guidance is given to students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
345	24	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%
	578	56%

Women

No	%
458	44%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
220	4	0	57	0	281	277	1	0	73	0	354

Demand ratio 1:4

Dropout % 1.59%

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

<p><u>BBA (Bachelor of Business Administration)</u></p> <p>Foundations to Accounting</p> <p>BEC</p> <p>CMAT Coaching</p> <p>BANK P.O Coaching</p> <p>Certified course on Professional Accounting.</p> <p>Foundations to Computer Multimedia.</p> <p><u>BCA (Bachelor of Computer Applications)</u></p> <p>CRT (Campus Recruitment Training).</p> <p>Web Designing using ASP.NET.</p> <p><u>B. Com</u></p> <p>Foundation in Computer & Maths</p> <p>BEC</p> <p>MS Excel</p> <p>Bank P.O</p> <p>Professional Accounting</p> <p>CMAT</p> <p>Professional Accounting</p> <p>CAT</p> <p><u>BA Corporate Economics</u></p> <p>Fundamentals of Accounting</p> <p>BEC</p> <p>Competitive Exam Training.</p>

No. of student's beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	ET/SLET	<input type="text" value="0"/>	TE	<input type="text" value="0"/>	<input type="text"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others <input type="text"/>

5.6 Details of student counselling.

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

No. of students benefitted

72

Details of student career guidance

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

No. of students benefitted

305

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
1	72	9	18

5.8 Details of gender sensitization programmes

Womens club conducted a class on “Women’s safety” by MsTulasi C S, Vanitha Police Wing , Vaikom Police station.

“He for She” club conducted a flash mob on occasion of International Women’s Day at Kalathipady Junction on the theme “Issues faced by Women”.

As part of GITSBLITZ a flash mob was arranged at kottayam and a video was made by the students on the topic “Let her Be”.

Online Digital payment class at Janasree Kudumbasree Pathamuttom and Kripa Kudumbasree Kurichy.

Digital Awareness to empower women A digital awareness program was conducted for the women employees of Angel Polymers, Manarcadu on 18th December 2017 on pros and cons of digital world, how to safely use the mobiles and how to protect children from unwanted mobile usage .

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	32	598239
Financial support from government	2	77858
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

5.13 Major grievances of students (if any) redressed:

1. DJ Programme was organized on request of students.
2. An additional water cooler was installed in the BBA Department.
3. Frequency of Talent Show was increased.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p>Vision Holistic development of the youth to attain ‘learning for life’.</p> <p>Mission Impart quality higher education to equip and empower the youth with lifelong learning skills by inculcating a spirit of enquiry, integrity and compassion.</p>
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6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development.

All departments developed the syllabus for their value added courses.

6.3.2 Teaching and Learning

- By providing adequate infrastructural facilities.
- Appointing well qualified and experienced faculty members.
- Providing laboratories with latest softwares.
- Special care to the slow learners through mentoring and remedial classes.
- Facilitating faculty members to upgrade their skill and knowledge in the emerging trends through enrichment courses.
- Motivating faculty members to pursue higher studies.
- Encouraging faculty members to use innovative teaching methodologies.
- Providing Wi-Fi facility to utilize the online resources.
- Resourceful Library facility for referring books, journals, etc.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

Three faculty members are doing Ph.D Course in M.G. University.
Research Papers and books were published by the faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The students and staff members of the college are provided with the free uninterrupted internet service and the facility is extended in their respective departments and class rooms. The management ensures that books are purchased for the library every year. Most of the class rooms were fitted with CCTV cameras. All the departments have projectors to facilitate ICT methods in teaching.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

Industrial visits are organized from various departments.

BBA department conducted an Industrial Visit to MerriBuoy Ice Cream.

BCA department conducted Industrial Visit to UST Global Cochin.

PG department of Commerce conducted Industrial Visit to KITEX , ANNA ALUMINIUM , CONNEMARI TEA Factory and KELTRON.

Interaction with MD of STIRLIN groups.

Students got an opportunity to attend TIECON Entrepreneurs Meet.

BA Corporate Economics department visited Kannan Devan Tea Museum.

YETS (Youth Enrichment Through Scholars) club organized the following activities:

Interaction with Sri V.J. Kurien ,MD of CIAL.

Interaction with Sri Sabu M Jacob, M D Of KITEX garments.

Interaction with Ms.Beena Kannan, M.D. of Seematti.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes	NIL	Yes/No	Authority
Academic	YES	ISO	YES	College Apex Body
Administrative	NO	NIL	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?

NIL

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

NIL

6.11 Activities and support from the Alumni Association

Annual Alumni Meeting was conducted. Interactive sessions were conducted for the students by the Alumni students. One Almarah was donated by the BCA 2012-15 batch.

6.12 Activities and support from the Parent – Teacher Association

Dr. Jyotis Pothara delivered a talk on “How to handle new generation students” on the general body meeting of PTA.

6.13 Development programmes for support staff

Medical Insurance for all the staff members.
PF Provided.

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

As part of the activities of NSS, an organic farm is maintained in the college.

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.

1. Inter departmental FDP's were organized.
2. To improve the general awareness of student's newspaper reading was made compulsory during the first period.
3. Class Committee meetings were conducted on a regular basis where students given opportunities to express their grievance, to make them aware of student services and to evaluate teaching learning process, club activities etc...

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

WiFi Enabled Campus.	WiFi implemented
Tutorial system.	Tutorial system was introduced.
Starting NSS.	NSS started
Community uplifting activities	1. “Knowledge to life” : An initiative to support “Kootu” Charitable trust to support blind candidates to prepare PSC exams. 2.”A rupee for a day” :An initiative organised by the BBA department to support poor people in the society. 3.BBA organised an interaction with students of L.P school

	<p>pathamuttom to know about their studying atmosphere and teaching methodologies.</p> <p>4. Techmeridian :B.C.A Students Conducted A Hands-On Workshop On Hardware And Pc Assembling For The Students Of St.Pauls English Medium School ,Pallom on Nov 11,2017.</p> <p>5. Digital Marketing “ for Kudumbasree Members-An awreness class on digital marketing for the Kudumbasree members of Vadavathoor panchayath.</p> <p>6. Digital Awareness to empower the women A digital awareness program was conducted for the women employees of angel polymers Manarcadu on 18th dec <u>2017.in</u> the program topics like pros and cons of digital world, how to safely use the mobiles and how to protect children from unwanted mobile usage were covered .</p> <p>7. Need for Rain water Harvesting and its Implementation: 10 students of BCA 2016-2019 batch along with Lr. Sneha Jacob took an awareness class about the need for conservation of rainwater for the women members of Kudumbasree unit, Manarcadu. We presented a video for demonstrating the procedure of rainwater harvesting. We also collected their feedback regarding the program.</p> <p>8. First year BCA students with two faculty members visited Asha Bhavan, Thottakkadu, on 16/12/2017. The department donated Rs. 25,000 and food items for the orphanage.</p> <p>9. Second year BCA students with two faculty members visited Little Servants of Divine providence, Kunnamthanam, on 4/8/2017. The department donated Rs. 11,000 and food items for the orphanage</p> <p>10. IT Consultant Service – Department of BCA commenced a new venture on software development and IT consultant service. As part of this, we have developed and hosted a website for a charitable trust EmmanuelChildrens Home.</p> <p>11. Book and innovation club conducted a motivational talk to the students of Govt. L.P. School , Choorachira and a book donation campaign.</p> <p>12.English club conducted an interactive session to the children of St.Johns Govt.LP School.</p> <p>13. Social Activity Club members visited “Asraya Charitable</p>
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	<p>Trust”.</p> <p>14.As part of the activities of “National Blood Donation Day” Blood Donation camp was organized, in the college also a “students blood group database” was started.</p> <p>15.P G department of Commerce conducted a seminar on GST at St.Josephs School , Changanacherry.</p> <p>16.On Anti Poverty Day commerce students visited Mercy Home, Changanachery and contributions were given.</p> <p>17.First year commerce students visited Little Flower Orphanage, Kannamthanam and monetary contributions were given .</p> <p>18. Christmas gifts were given to Infant Jesus Orphanage, Kunnamthanam.</p> <p>19.Digital payment class was conducted to Janasree Puthenchantha and Kripa kudumbasree, Kurichy.</p>
Sports Activities	Sports Day was conducted successfully.

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

<p>❖ LEARNING FOR LIFE</p> <p>❖ ISO CERTIFIED</p>

7.4 Contribution to environmental awareness / protection

<p>Nature club conducted a three days nature camp at “ERAVIKULAM NATIONAL PARK” Munnar. The camp was sponsored by the department of Forest and Welfare Govt. of Kerala. The main objective of this camp was to increase the environment awareness among students through direct learning from the nature. Social Activity Club celebrated “Environmental Day “ on 5th June 2017.</p> <p>Need for Rain water Harvesting and its Implementation: 10 students of BCA 2016-2019 batch along with Lr. Sneha Jacob took an awareness class about the need for conservation of rainwater for the women members of Kudumbasree unit, Manarcadu. We presented a video for demonstrating the procedure of rainwater harvesting. We also collected their feedback regarding the program.</p> <p>As part of declaring “JACKFRUIT” as the state official fruit by the state agricultural minister,M.Com students of Saintgits College of Applied Sciences organized a recipe competition “Fenne Fest” for the students of commerce department.</p>
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7.5 Whether environmental audit was conducted? Yes No

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

Strength

Excellent teaching learning process.
Excellent university results.
Good infrastructure.

Weakness

Minimum number of faculty members with Ph.D.

Opportunities

Young talented teachers.

Studious students.

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

Challenges

Lack of UGC and Government funding.

8. Plans of institution for next year

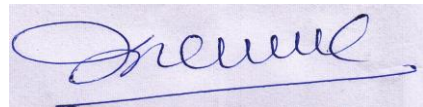
1. Publish more research papers.
2. More community development activities.
3. Implementation of more ICT methods in teaching.
4. Conducting more environmental awareness programs and gender sensitisation programs.

Name Asst.Prof.Ambily Merlin Kuruvilla



Signature of the Coordinator, IQAC

Name Prof.M.C.Joseph



Signature of the Chairperson, IQAC

Abbreviations:

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