



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SAINTGITS COLLEGE OF APPLIED SCIENCES
Name of the head of the Institution		Dr. K K John
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0481-2433787
Mobile no.		9744142710
Registered Email		scas@saintgits.org
Alternate Email		iqacscas@saintgits.org
Address		Kottukulam Hills, Pathamutom PO, Kottayam District, Kerala, India -686532
City/Town		Kottayam
State/UT		Kerala
Pincode		686532

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>Self financed</b>
Name of the IQAC co-ordinator/Director	<b>Anu Zacharia</b>
Phone no/Alternate Phone no.	<b>04812436169</b>
Mobile no.	<b>9847039193</b>
Registered Email	<b>scas@saintgits.org</b>
Alternate Email	<b>iqacscas@saintgits.org</b>

**3. Website Address**

Web-link of the AQAR: (Previous Academic Year)	<a href="https://drive.google.com/file/d/0B6TpcV4y_dTGcEU2eGFENWRwcU5SZ1N4U2hzUW43VzVCRTn/view?resourcekey=0-OnGZpH9RUeKA9sgKTWOvSA">https://drive.google.com/file/d/0B6TpcV4y_dTGcEU2eGFENWRwcU5SZ1N4U2hzUW43VzVCRTn/view?resourcekey=0-OnGZpH9RUeKA9sgKTWOvSA</a>
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<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
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if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://saintgits.org/college-of-applied-sciences/iqac-naac/iqac/">https://saintgits.org/college-of-applied-sciences/iqac-naac/iqac/</a>
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**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>C</b>	<b>1.86</b>	<b>2015</b>	<b>03-Mar-2015</b>	<b>02-Mar-2020</b>

<b>6. Date of Establishment of IQAC</b>	<b>05-Mar-2013</b>
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Webinar on Young Innovator's Program	25-Jul-2020 1	125
Training Program for faculty in Outcome Based Education	15-Jun-2020 1	40
Training Program for Faculty in Teams	16-Jun-2020 1	45
Seminar on NAAC Evaluation	05-Nov-2019 1	30
Workshop on Moodle	08-Nov-2019 1	40
FDP on Delnet	24-Jul-2019 1	33
Orientation Program	11-Jul-2019 1	430
Induction Program(UG)	20-Jun-2019 1	240
Induction Program(M.Com)	17-Jun-2021 1	35
Merit Day	03-Jun-2019 1	135
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities**

No

during the year?

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

- Webinars on current and innovative topics were conducted by all departments, clubs etc.
- Faculty attended numerous online webinars, conferences, workshops, FDPs etc.
- Various MOOC courses were undertaken and completed by faculty and students.
- Organization of online activities by various clubs/associations/departments for students and staff
- Registration in UNNATH BHARATH and young innovators program(YIP)

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Increase the research output by faculty members	Faculty published research articles and presented papers in various conferences.
Celebrate important days and occasions to create awareness regarding gender equality, social responsibility, environment consciousness	Important days such as international Yoga day,Plastic free day,Independence day,Ozone Day,International day of Peace etc were celebrated
Create awareness regrading digilocker facility	All faculty members and many students have availed the digilocker facility
Improve alumni engagement	Alumni interaction programs were conducted
Encourage faculty to register for Phd programs	18 faculty enrolled for PhD
Provide oppotunities to faculty and students to interact with experts from relevant fields	Webinars on current and innovative topics were conducted by all departments, clubs etc.
Encourage knowledge advancement and updation	Faculty attended numerous online webinars, conferences, workshops, FDPs etc.
Achieve knowledge enhancement of faculty and students by undertaking MOOC courses from quality course providers	Faculty and students completed numerous MOOC courses from course providers such as Coursera

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
STAFF COUNCIL MEETING	01-Jan-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	03-Dec-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has a Management Information System (MIS) through which with the admission procedure of the college is administered. The software, Linways, provides the following facilities: 1) Prospective students can apply for desired courses in the college. 2) Payment for the application form can be done via the system. 3) Administrative staff can generate a comprehensive list of students who have applied for various courses in the college. 4) The college can admit students who have applied for various courses through the system. 5) Rank list of students who have applied for various courses can be generated via the system. 6) Group SMS and emails can be sent to students to keep them informed at all times through the admission procedure. The academic module version of the software is currently in the development stage.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

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

- Planning begins before the commencement of the new academic year, when the university releases its academic calendar for the upcoming year.
- Based on the guidelines of the university academic calendar, the college designs its own Almanac in such a manner as to incorporate all

academic activities such as internal and university examinations, as well as non-academic activities such as Arts Day, Sports Day, inter college fest etc. • Decisions regarding subject allocation, modes of delivery of the subject, topics in which experiential learning could be provided in each subject and detailed plan of completion of syllabus, are taken in the Stream Committees which is approved by the Programme Assessment Committees and finalised in the Department Advisory Boards. • Curriculum gaps identified by the Stream committees are bridged by value added courses designed by the Programme Assessment Committee and Department Advisory Board after obtaining the approval of the Staff Council and College Council. • Having obtained the allocated subject and the allocated hours, the faculty then prepares the lesson plan. The lesson plan is prepared in such a manner that a teacher decides- the hours required for each topic, the mode of content delivery to be adopted thus helping the teacher to analyse whether completion of syllabus is possible in time or if extra classes would have to be arranged. • Content delivery is achieved by Chalk and board, Power Point Presentation, Project based learning, Group Discussion, Blended learning, Social media, Industrial visits, Internships, assignments and various novel experiential learning techniques. • During the end of the academic year 2019-2020 and the academic year 2020-2021 there was a paradigm shift in the mode of content delivery owing to the Covid 19 pandemic situation. • During the months of March and April 2019 online classes were conducted using Google classroom and Google Meet platforms which was later shifted to Microsoft teams which was understood to have more features and convenience. • Quantifying the curriculum delivery is done on a monthly basis through reports submitted by each staff for each allotted subject indicating the number of hours allotted, number of hours actually taken, number of hours lost/ taken additionally, number of assignments given, seminars conducted and test papers conducted. • Content delivery is quantified by the Programme Assessment Committee by conducting Course End Survey, Internal Marks Analysis, Course End Examination Analysis and Course Outcome Analysis. • At the end of each semester, feedback is collected from the students' subject wise, to understand the effectiveness of the curriculum delivery. The feedback analysis is communicated to the respective faculty to enable them to take necessary corrective measures if any. • Feedback is also collected from alumni, parents, teachers

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	Diploma in Logistics Supply Chain Management	01/07/2019	30	Employability	NA
Block Chain Technology and Artificial Intelligence	NA	18/09/2020	30	Employability	NA
Cerification Program in Financial Instrument Interpretation and	NA	18/09/2020	30	Employability	NA

## Analysis

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Finance & Taxation	17/06/2019
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Computer Applications	06/06/2019
BCom	Taxation	06/06/2019
BBA	NA	06/06/2019
BCA	NA	06/06/2019
BA	Corporate Economics	06/06/2019
MCom	Finance & Taxation	17/06/2019

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	172	74

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Information Technology for Office	24/06/2019	59
Information Technology for Office	22/10/2020	56
Computer Fundamentals Multimedia	24/06/2019	128
Hardware PC Assembling and Android App Development Using MIT App Inventor	26/06/2019	67
Python Machine learning	13/06/2019	60
Android App Development Using MIT App Inventor	30/09/2019	66
Soft Skills	24/06/2019	60
Training for Essential Computer Skills	01/06/2020	57
Entrepreneurship and Start ups	08/07/2020	58
Python Machine learning	14/08/2020	66
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Model III( Computer Applications)	129
BCom	Model III(Taxation)	70
BCA	NA	117
BBA	NA	121
BA	Corporate Economics	5
MCom	Finance & Taxation	26
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>1. Feedback Collection Process from the Stakeholders: The college maintains an institutional level feedback report. Feedback is collected from different stakeholders like students, teachers, parents, employers and alumni. Every year feedback on curriculum is collected mostly from final year students as they have an overall idea of the curriculum. Feedback is collected from parents during PTA meetings, from alumni during the annual alumni meet and departmental alumni meet, from all the students on the completion of each semester on curriculum and curriculum delivery, and from the teachers. The feedback collected is to evaluate the effectiveness of the curriculum and the curriculum delivery and other matters related to infrastructure, extra-curricular activities and the like. The course content, its depth, coverage, learning outcome, clarity and relevance are all thus evaluated. 2. Feedback Analysis: The data collected by the IQAC was sorted and consolidated for drafting the analysis report. The data entered in the selected format was then converted into chart form and decoded for the proper comprehension of the matter. The aspects pointed out by the stakeholders were discussed at the department level and institution level. The recommendations were discussed and evaluated and the suggestions received regarding the curriculum are taken as guidelines for identifying curriculum gaps and thereby bridging it. Proper suggestions were formulated to ensure the proper redressal of the grievances. 3. Action Taken Report : The suggestions received through the feedback are promptly discussed in various committees and communicated to the faculty so that they can improvise methods in improving the effectiveness of content delivery. Since the institution is an affiliated college it has to follow the syllabus formulated by the university. Hence emphasis is given to curriculum delivery rather than curriculum modification. Nevertheless, any gaps in the curriculum formulated by the University, as pointed out by the stake holders is bridged by value added courses designed by the college and by organising talks, seminars and other</p>



activities under the auspices of various departments, associations and clubs. Based on the feedback received and analysed, the actions taken are as follows: It was suggested to increase exposure to entrepreneurial skills. Hence, Entrepreneurial Club was strengthened and a one day work shop on 'Business Plan Development' was organised. 2. It was suggested to give more emphasis to sports, as a result of which Sports hour was introduced 3. It was suggested to use of new technology/methods in teaching -learning, as a result of which use of ICT methods were strengthened and experiential learning was extended to more number of courses 4. Similarly, it was suggested to strengthen alumni-alma mater bond. Hence, Alumni interactions were arranged wherein successful alumni were invited to address and motivate students. 5 Also, alumni suggested to conduct Department Alumni meet. As per the suggestion, department wise alumni meet was conducted this year. 6. It was also suggested to strengthen research initiatives of faculty, hence faculty were encouraged to publish research papers, attend conferences and seminars and register for PhD.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Finance	26	33	22
BA	Corporate Economics	64	36	33
BBA	NA	70	132	60
BCA	NA	70	158	67
BCom	Computer Applications	140	211	128
BCom	Taxation	64	181	59

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	347	22	37	Nil	14

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
51	51	12	23	1	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Saintgits College of Applied Sciences, consider mentoring as an important tool for making students vibrant, socially interactive and dynamic in their ways. Mentor and mentee interaction enable students to ventilate their views, problems and find solutions to their burning issues. Every teacher is allotted a maximum of 28 students. They will be their mentees till the end of their course. The mentor should interact with their mentee through individual and group sessions. The guidelines given for the same are as follows: **GROUP MENTORING**

- Mentors should introduce themselves in detail, so as to build a rapport between students and mentor.
- Then mentees should introduce one by one.
- Mentees should give their name, class, family background, educational background, all personal details, short term and long term objective and how they are going to achieve their goal.
- When introduction is completed, the mentor advises the mentees on various aspects for their holistic development such as academics, extracurricular activities, personality development, time management, additional qualification attainment etc.

**INDIVIDUAL MENTORING**

- The personal interaction with mentees can be done anytime which is convenient for mentor and mentee without affecting classes.
- Time for interaction can be a maximum of half an hour in each case
- After personal introduction the mentor enquires about the following about their mentees: Mark details (10th, 12th) Hosteller or day scholar Family background Details of parents/local guardians, siblings Ambition and Future plans Talents and Hobbies Achievements Learning pattern Weakness and assistance required

**MENTOR'S DUTY**

- Record the details of each mentee in the mentoring book.
- Conduct at least two group mentoring and two individual mentoring interactions with your mentees in a semester. Online interaction is also recommended.
- Keep record of interactions and submit monthly reports
- Keep regular touch with mentees and their parents.
- Appreciate the mentee if he is improving in his exam and other academic and co-curricular activities
- Motivate the mentee to improve his academic and non-academic performance
- Identify and provide opportunities to utilise their talents and assist them where ever necessary from the first semesters onwards
- Do not unnecessarily reveal details of mentees with any other person.
- Monitor all activities of mentees inside and outside college.
- Correct their actions as and when required
- Give them guidance to succeed in life.
- If he is weak in some subjects, interact with the concerned teacher to give him special attention. Advise them-
- To attend all classes.
- Come to class in time. Do not take unnecessary leaves and bunk classes.
- Seek permission from the class teacher prior to taking leave
- Join a club in the college which will enrich their campus experience
- To participate in arts, sports or games
- Write all test papers, assignments/seminar, internal exams and University exams
- Visit library at least once a week and read newspapers regularly
- Complete online courses, value added courses for curricular enrichment

The Principal appoints an overall co-ordinator and department coordinators to ensure the smooth conduct of mentoring. All mentors submit monthly reports of mentoring done to the overall co-ordinator via the department coordinators which are audited systematically.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1046	52	1 : 20

**2.4 – Teacher Profile and Quality**

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
Nil	Nil	Nil	11	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Sanju P Cherian	Assistant Professor	Teacher Innovation Award
2020	Sanju P Cherian	Assistant Professor	Global Teacher Award
2020	Anish B Bhaskaran	Assistant Professor	Best E-lecture Award

2020	Seethu John	Assistant Professor	Best E-lecture Award
2020	Anish B Bhaskaran	Assistant Professor	Best Paper Presenter
2020	Seethu John	Assistant Professor	Best Paper Presenter
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	NA	6	03/06/2020	13/08/2020
BBA	NA	6	06/06/2020	13/08/2020
BCA	NA	6	03/06/2020	13/08/2020
BCom	NA	6	05/06/2020	13/08/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute is affiliated to Mahatma Gandhi University and follows the Examination guidelines of the university. Two internal examinations are conducted every semester. Apart from the internal exam, students are also given assignments, seminars, projects etc. to evaluate their progress. The schedules of the examination are communicated to students and faculty in the beginning of the semester through academic calendar which is prepared based on the university academic calendar. Accordingly, the following measures were adopted:

- Internal examination time table, student seating arrangement and invigilation duty list of teachers are prepared for every examination.
- Question paper for the internal examination are prepared in the prescribed pattern using Bloom's taxonomy. The question papers also contain QR codes to provide answer key to the students.
- Head of the department / Subject expert does scrutiny of the prepared question paper to ensure quality.
- After completion of the internal examination, the faculty evaluate the answer scripts and distribute to the students and grievances if any are addressed.
- The marks are recorded systematically, reviewed through result analysis, communicated to the parents through PTA meetings and remedial actions are taken.
- Topic wise question banks are provided for all subjects.
- Students are encouraged to solve previous years University Exam question papers.
- During the pandemic period, online quizzes, test papers and assignments were conducted via google classrooms, Microsoft Teams etc. to assess students. Performance of the students in Internal Assessment is used to identify slow and advanced learners. Slow Learners are encouraged to improve their performance through remedial classes.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of the academic year, the Institution prepares and publishes 'Academic calendar' containing the relevant information regarding the teaching learning schedule, curricular as well as non-curricular activities, holidays, dates of internal examination, university examination dates etc. based on the

same published by the university. The academic calendar is prepared so that teachers should know all the activities regarding continuous internal evaluation process and it is also published on website of the college and displayed in the college notice board. Tentative dates of university examinations are also given in academic calendar. Faculty prepare the lesson plan before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students. Timetable in-charge of each department prepares the timetable as per the guidelines of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the semester. The schedule of external examination is fixed by the University and the same is displayed on notice board for students. In case of any change in the University schedule, some changes are required to be made in internal evaluation as well. These changes are communicated to the students well in advance. However, all efforts are made by the Institute to adhere to the academic calendar for CIE.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://saintgits.org/college-of-applied-sciences/academics/outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NA	BA	NA	30	28	93
NA	BBA	NA	62	53	85
NA	BCA	NA	58	57	98
NA	BCom	Taxation	61	54	86
NA	BCom	Computer Applications	114	84	74

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://saintgits.org/college-of-applied-sciences/igac-naac/student-satisfaction-survey/>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
PYTHON WORKSHOP	DEPARTMENT OF COMPUTER APPLICATIONS	06/01/2020
INDUSTRY INTEGRATED PROGRAMME	DEPARTMENT OF COMPUTER APPLICATIONS	17/01/2020
INDUSTRY INTEGRATED PROGRAMME	DEPARTMENT OF COMPUTER APPLICATIONS	17/02/2020
DATA ANALYTICS- THE BACKBONE OF MODERN BUSINESS	DEPARTMENT OF COMPUTER APPLICATIONS	18/05/2020
INDUSTRY INTEGRATED PROGRAMME	DEPARTMENT OF COMPUTER APPLICATIONS	22/08/2020
INDUSTRY INTEGRATED PROGRAMME	DEPARTMENT OF COMPUTER APPLICATIONS	26/09/2020
CLOUD COMPUTING	DEPARTMENT OF COMPUTER APPLICATIONS	17/10/2020
INDUSTRY INTEGRATED PROGRAMME	DEPARTMENT OF COMPUTER APPLICATIONS	17/10/2020
INSIGHT INTO RESEARCH AVENUES IN HIGHER EDUCATION	DEPARTMENT OF COMMERCE	14/08/2020
IPR PROSPECTS IN THE WORLD OF ENTREPRENEURSHIP	DEPARTMENT OF COMMERCE	19/08/2020
UNLEASH ENTREPRENEURSHIP IN TRADE AND COMMERCE	DEPARTMENT OF BUSINESS ADMINISTRATION	11/12/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
BEST E-LEARNING AWARD	ANISH B BHASKARAN	REST SOCIETY FOR RESEARCH INTEGRATION	11/10/2020	ACADEMIC
BEST E-LEARNING AWARD	SEETHU JOHN	REST SOCIETY FOR RESEARCH INTEGRATION	11/10/2020	ACADEMIC
GLOBAL TEACHER AWARD	SANJU P. CHERIAN	AKS EDUCATIONAL INSTITUTION	15/11/2020	ACADEMIC
INNOVATIVE TEACHER AWARD	SANJU P CHERIAN	AUROBINDO SOCIETY	27/02/2020	ACADEMIC
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nil	Nil	Nil	Nil	Nil
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
DEPARTMENT OF CORPORATE ECONOMICS	1

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	DEPARTMENT OF COMMERCE	13	5.78
National	ENGLISH	1	6.3
National	DEPARTMENT OF BUSINESS ADMINISTRATION	4	5.21

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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
DEPARTMENT OF COMMERCE	4
DEPARTMENT OF COMPUTER APPLICATIONS	5
ENGLISH	2

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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
CRASH OF EMPLOYEE MOBILITY ON ORGANISATIONAL PERFORMANCE	JUBY THOMAS	JOURNAL OF CRITICAL REVIEW	2020	Nil	VISTAS	Nil
A STUDY ON BRAND TRUST AND BRAND LOYALTY ON CONSUMER PREFERENCE OF ORGANIC FOOD PRODUCTS BRANDS IN	JOSHYJA JOSE	JOURNAL OF XIDIAN UNIVERSITY	2020	Nil	MAHATMA GANDHI UNIVERSITY	Nil

KERALA STATE.						
REVERBERATION OF ADHAR ENABLED PUBLIC DISTRIBUTION SYSTEM ON THE EFFECTIVENESS OF OPERATIONS - A STUDY WITH SPECIAL REFERENCE TO KOTTAYAM DISTRICT	JUBY THOMAS	JOURNAL OF XIDIAN UNIVERSITY	2020	Nil	SAINTGITS COLLEGE OF APPLIED SCIENCES	Nil
REVERBERATION OF ADHAR ENABLED PUBLIC DISTRIBUTION SYSTEM ON THE EFFECTIVENESS OF OPERATIONS - A STUDY WITH SPECIAL REFERENCE TO KOTTAYAM DISTRICT	PREETHA THOMAS	JOURNAL OF XIDIAN UNIVERSITY	2020	Nil	SAINTGITS COLLEGE OF APPLIED SCIENCES	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	71	274	66	Nil
Presented papers	5	6	Nil	Nil
No file uploaded.				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
SCHOOL CLEANING	GOVT.UP SCHOOL, PATHAMUTTOM	1	35
SUVARNNAM	GOVT LP SCHOOL KUZHIMMATOM	1	35
SCHOOLINU ORU PACHAKKARI THOOTTAM	GOVT LP SCHOOL KUZHIMMATOM	1	35
RAILWAY STATION CLEANING	CHINGAVANAM, RAILWAY STATION1	1	30
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	Nil	Nil	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
CALLIGRAPHY BOTTLE ART	HE FOR SHE	CALLIGRAPHY BOTTLE ART	1	27
WEBSITE FOR EMMANUEL CHILDRENS HOME	EMMANUEL CHILDRENS HOME, KUZHIMMATOM, KOTTAYAM	CHARITY	1	2
CHILDRENS DAY CELEBRATION - ENRICHING SCHOOLS	ST. MARYS LP SCHOOL, VEROOR	CHILDRENS DAY	1	10
CHILDRENS DAY CELEBRATION - ENRICHING SCHOOLS	GOVERNMENT LP SCHOOL , PATHAMUTTOM	CHILDRENS DAY	1	10
TECHMERDIAN 2019-2020	GOVERNMENT LP SCHOOL , PATHAMUTTOM	HANDS ON WORKSHOP FOR HARDWARE AND PC ASSEMBLING	1	10
HOUR OF CODE 2019-2020	GOVERNMENT LP SCHOOL , PATHAMUTTOM	HANDS ON WORKSHOP FOR SCHOOL STUDENTS TO IMPROVE LOGICAL AND	1	12



		REASONING ABILITY		
INTERACTION WITH TRANSWOMEN	HE FOR SHE	INTERACTION WITH TRANSWOMEN	1	17
COMMITMENT DRIVE	HE FOR SHE	COMMITMENT DRIVE	1	152
INTERACTION WITH POLICE ACADEMY OFFICIALS	HE FOR SHE	INTERACTION WITH POLICE ACADEMY OFFICIALS	1	45
SELF DEFENCE WORKSHOP	WOMENS CLUB	SELF DEFENCE	1	190
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	Nil	Nil	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
SAINTGITS INSTITUTE OF MANAGEMENT	06/07/2020	ACADEMIC	104
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
52.9	48.09

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Campus Area	Newly Added
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Fully	SOUL 2.0.0.9	2015

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5112	1168143	158	110981	5270	1279124
Reference Books	1892	641676	75	60331	1967	702007
e-Books	1613	19470	Nill	Nill	1613	19470
Journals	30	69614	1	600	31	70214
e-Journals	5000	19470	Nill	Nill	5000	19470
Digital Database	1	19470	Nill	Nill	1	19470
CD & Video	421	2910	100	1000	521	3910
Others (specify)	13	29307	Nill	Nill	13	29307

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##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Anish B Bhaskaran	Cash Flow Statement	YouTube	07/09/2020
Seethu John	Group Dynamic	YouTube	12/09/2020
Christy Achu Chandy	Accounting for shares	YouTube	11/08/2020
Joshyja Jose	Cost and Management Accounting Introduction to P/V Ratio	Youtube	21/04/2020

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	153	133	153	0	4	9	6	1324	0
Added	3	0	3	0	0	1	0	0	2
Total	156	133	156	0	4	10	6	1324	2

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

1324 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
265.94	229.37	20.34	19.73

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and support facilities There is a systematic procedure and policy for the acquisition as well as protection of infrastructural facilities of the college. First, a proposal is submitted after which, its evaluation is performed with the help of the college administrative staff. Then, with the approval of the head of the institution quotations are invited by the purchasing department. After getting consent from the management, the required object is bought and details are entered in the stock register. At the end of the financial year, inventory verification is completed in the college office. The calibration, repairing, and preservation of sophisticated lab gadgets are accomplished with the aid of technicians. 1. Computer Labs A well-trained and equipped IT team caters and systematically monitors the computer labs in the college. Computer maintenance is carried out regularly and non-repairable structures are disposed of. All departments and administrative office have separate computer systems with internet facilities. 2. Library The requirement and listing of books are taken from each department with the approval of the concerned HODs. The final list of required books is duly approved and signed by the Principal. Students are encouraged to utilize library facilities and are given assignments based on the resources in the library. To ensure the return of books on time, 'no dues' certificate from the library is made obligatory for students to appear in the final examinations. Statistics of visitors (students and faculty) on an everyday basis is maintained by the librarian. Other works including removing of old titles, schedule of issue/ return of books, etc. are chalked out and resolved by the library staff in a systematic manner. 3. Sports Maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym is monitored by the faculty in charge of sports and timely decisions are taken in consultation with the Principal. 4. Classrooms At the departmental level, HODs submit their requirements to the Principal regarding furnishings and facilities. The

approved budget allocates funds for college maintenance and improvement /restoration of the required items. With the help of the full-time sweepers, the cleanliness of class rooms is maintained. Class committee meeting is conducted twice in a semester where students, can raise their difficulties which are resolved. Students are sensitized regarding cleanliness and prompted for power conservation via cautious use of electricity in lecture rooms. There are technicians, masons, plumbers, carpenters deputed by way of control who make sure of the preservation of classrooms and related infrastructure. 5. Hostel Facilities The college provides excellent hostel facilities. It has separate residential facilities for girls and boys. These have well maintained infrastructure which makes the students feel comfortable and at home. Being away from the city, the hostel has a serene and calm atmosphere. The hostel rooms have facilities for a cushy stay with a generator for backup electricity. Resident Wardens and Faculty Wardens ensure the welfare of the students and provide important guidance in matters related to their academic and personal problems.

<https://saintgits.org/college-of-applied-sciences/mandatory-disclosures-and-policies/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Meritcum Means	23	510428
Financial Support from Other Sources			
a) National	Post Metric Minority, Post Metric Central Sector, E-Grantz	22	251519
b) International	0	Nil	0
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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Soft skill development	24/06/2019	60	Asst.Prof. Sanju P Cheran, Department of Business Administration, 919847123543
Remedial coaching	10/07/2019	188	Subject Teachers, Saintgits College of Applied Sciences
Language lab	02/08/2019	22	Asst. Prof. Anu Zacharia, Asst. Prof. Anju Ann Abraham, 919847039193
Bridge courses	23/09/2020	250	Subject Teachers,

			Saintgits College of Applied Sciences
Yoga	22/12/2019	45	Asst.Prof. David Joseph, 918943130313
Personal Counseling	24/07/2019	291	Ms.Babalu Sara Koshy, 919961748652
Mentoring	24/06/2019	1444	Mentors, Saintgits College of Applied Sciences
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Competitive Exam Coaching-BCOM	355	355	39	Nil
2019	Campus Recruitment Training-BCA	Nil	118	Nil	40
2019	Coaching for Competitive Exams-BBA	58	58	10	Nil
2020	Campus Recruitment Training-BBA	63	63	Nil	4
2019	Campus Recruitment Training-BA	30	30	Nil	3
2019	Business English Certificate	129	Nil	127	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	45

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Cognizant Technology, Zolo stays Property Solutions Private Limited, Sleco, Byjus, ESAF Bank, Wipro Limited, Deloitte Consulting India Private Limited, Tata Consultancy Services, Infosys Limited, SAP, Envestnet Yodlee Infotech Private Limited	90	59	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	5	BA Corporate Economics	Department of Corporate Economics	Conestoga College Canada, SB College Changanassery, Kerala Law Academy, Law College TVM, Christ University Pune	MBA, MA Economics, LLB, MA Business Economics
2020	22	BBA	Department of Business Administration	IMK Kerala University, MG University, SCMS, DCSSMAT, Manipal	MBA
2020	12	BCA	Department of Computer Applications	Rajagiri College of Social Sciences, Saintgits College of	MCA

				Engineering, Rajagiri College of Social Sciences, Marian College Kuttikanm, Kristujyothi College of Management Technology, MACFAST College Thiruvalla	
2020	19	B Com Taxation	PG Department of Commerce	M S Ramaiah College Banglore, Marian College kuttikkanam Kristhu Jyothi College Banglore	M Com,CMA, ACCA,LLB
2020	41	B Com Computer Applications	PG Department of Commerce	Reva University B anglore,Logi c Institute of Management, S B College Changanacher ry, Lakshya Kottayam, IMS Proscool Kochi, Hertfordhire UK	M Com,CMA, ACCA,LLB
<a href="#">View File</a>					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	4
Any Other	176
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
X mas Celebration online	Institution	22

Onam Celebration online	Institution	61
Cake Competition Online	Institution	8
Deepavali Celebration	Institution	32
International Day Of Peace Competition	Institution	32
National Dance Day Competition	Institution	6
Public Speaking and Debate Club Competition	Institution	12
Teachers day	Institution	55
Independence Day Competition	Institution	108
Most Promising Student Competition Online	Institution	27
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Photography competition	National	Nil	1	18002108 9059 Christo Mathew	Christo Mathew
2020	LENS (online photography)	National	Nil	1	18002108 9059	Christo Mathew
2020	Best manager	National	Nil	1	18002108 9042	Akhil Harikumar
2020	Theme Based Photography	National	Nil	1	18002108 9059	Christo Mathew
2020	Business Plan	National	Nil	1	18002108 9061	Dhanis Thomas
2019	Talkshow	National	Nil	1	17002108 3233	Arun Alex Ummen
2019	Choreo Dance	National	Nil	1	18002106 7562	Swetha Saji
2019	Finance Game	National	Nil	1	18002106 7526	Neha Thankam Thomas
2019	Choreo Dance	National	Nil	1	18002106 7525	Navya Jose Thomas
2019	District Youth Parliament	National	Nil	1	17002108 4393	Akhil Varughese Mathew



5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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

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

- SCASSA (College Union) The Saintgits College of Applied Sciences Students Association, (SCASSA) is a body elected annually as per the guidelines provided by Mahatma Gandhi University. The election to the college union is conducted in the parliamentary model. The college union will have a students' general council and an executive. All students are members of the students' general council. A meeting of all class representatives is convened to elect the members of SCASSA/College Union Executive. Students contesting in the election should have a minimum of 75 attendance and should not have any backlogs. Students who have faced any kind of disciplinary actions are not eligible to contest the elections. As an active student body in the college, SCASSA organises all the cultural, sports and social activities in the college. The union holds frequent meetings in the presence of the teacher-in-charge and discusses issues related to students and the functioning of the college. The meeting gives the students an opportunity to put forward suggestions and report matters of concern. The SCASSA members are kept well informed about the developments, initiatives and activities in the college. The discussions and suggestions of the meetings are recorded and submitted to the college Principal and mentioned in the staff council meetings.
- Class committees Class committees are representative bodies of individual classes that consist of representatives from hostellers, college bus users and day scholars. These committees serve as platform for students to give their feedback on teaching/learning process, support required, facilities offered and voice grievances. The meetings of class committees are systematically conducted and suggestions/feedback given by students are recorded, reviewed and followed up.
- Class representatives The classes have two student representatives (female and male) who are elected at the beginning of the academic year. They represent the batch in important meetings such as union election. Student representatives are part of the constitution of committees like IQAC, Anti-ragging Committee, Internal complaints cell, Publication Committee and Library Committee. With a view to ensuring over all development of students, the college has constituted various clubs for catering to co-curricular and extra-curricular needs. All these clubs have students-in-charge who plan and organise activities/programs. The co-curricular activities are administered through clubs such as Library Committee, Career and Guidance Cell, Quiz Club and English Club. Numerous extra-curricular activities are organised in the college through Nature and Photography Club, YETS, HeForShe, NSS, Women's Club, Organic farming, Music and Dance Club, Quiz and Debate club, Sports Club, UNAI and Model UN.

**5.4 – Alumni Engagement**

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

4000

5.4.4 – Meetings/activities organized by Alumni Association :

Various departments of the college organized Alumni Interaction modules which had well-placed alumni as a resource person. Alumni meets were also organized by departments to ensure constant connection. The institution makes efforts to keep the alumni well informed with regard to the activities organised in the college. Alumni Whatsapp groups are maintained by all departments. Meet

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The management of the college practices decentralization and participative management for the effective conduct of various activities at the college- both academic and non academic. They are effectively supported by the Principal, Associate Director, HODs, and the staff council for the effective planning, implementation and execution various events and policies. Two practices of decentralization and participative management undertaken during the last year were as follows: a) Budget preparation for activities to be conducted At the beginning of the academic year, the HODs prepared a budget for various activities and events to be conducted during the academic year in consultation with the other faculty of their department. The budget was then submitted to the Principal and Associate Director who reviewed the same and made necessary changes. The budget was then submitted to the management who discussed the proposals in detail with the HODs and approved the same. b) Conduct of online webinars and other activities As the country was hit by the corona virus pandemic, the college remained closed and the activities of the college were conducted via the online platform. The pandemic opened up new opportunities and possibilities for academic and non academic enrichment which was effectively utilized by the college. The possibilities of conducting online webinars for staff and students (both internal and external) was one of them. All the departments and IQAC of the college conducted numerous webinars on trending topics which helped the faculty and students to remain updated about the latest developments in their fields. They also got an opportunity to interact with many experts in the fields which would otherwise have been very difficult. The HODs of the departments, along with the faculty members, identified various experts who were capable of delivering lectures on latest and relevant topics and submitted proposal for the same to the Principal. The same was reviewed by the Principal and then forwarded to the management for approval.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	Interactive sessions with personnel from reputed companies were organized.
Research and Development	Faculty were encouraged to register

	for PhD and publish research papers in reputed journals.
Admission of Students	Linways admission software was introduced and used for the smooth conduct of admission process.
Research and Development	Faculty participated in FDPs, Workshops, conferences and seminars on current, trending and innovative topics.
Curriculum Development	Online Courses were undertaken by faculty and students which aided knowledge enrichment.
Teaching and Learning	ICT methods and module tests were conducted for effective teaching learning. New LMS- Microsoft teams was purchased and utilised for online teaching.
Library, ICT and Physical Infrastructure / Instrumentation	New books were purchased

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	Application to courses and communication regarding admission procedures were communicated via Linways software.
Examination	Internal exams and assessments were conducted via Microsoft Teams
Finance and Accounts	Tally software is used for accounting purposes and financial transactions are done via online banking

### 6.3 – Faculty Empowerment Strategies

#### 6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Sneha Jacob	International Conference	NA	2255
2020	Seethu John	NA	Indian Accounting association	1800
2020	Anish Bhaskaran	NA	Indian Accounting association	1800
2020	Hima Annie Jose	NA	Indian Mathematical Society	1250
2020	Sreeja K.S	NA	Indian	1250

			Mathematical Society	
2020	Vidya R Nair	NA	Indian Mathematical Society	11250
2019	Preetha Thomas	Women Enterpr eneurship devel opmentGender Eq uality2st.Grego rios college,Ko ttarakkara	NA	875
2019	Juby Thomas	Women Enterpr eneurship devel opmentGender Eq uality2st.Grego rios college,Ko ttarakkara	NA	875
2019	Athira S Kumar	NA	ELTAI	500
2019	Anju ann abraham	NA	ELTAI	500

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Entrepreneurs in Kerala-ChallengesProspects	NA	24/08/2020	24/08/2020	15	Nil
2020	Data Analytics-The Backbone of Modern business	NA	18/05/2020	18/05/2020	15	Nil
2020	Cloud computing	NA	17/10/2020	17/10/2020	16	Nil
2020	IPR Prospects in the World of Entrepreneurship	NA	19/08/2020	19/08/2020	21	Nil
2020	Insight into	NA	14/08/2020	14/08/2020	21	Nil

	research avenues in Higher education					
2020	NA	Administrative Support to educational Institution	05/12/2020	05/12/2020	Nil	7
2020	''New Education Policy and its Impact on Affiliated Colleges'	NA	18/08/2020	18/08/2020	96	Nil
2020	''Financial System in the post covid scenario in India with special reference to Banking system''	NA	29/09/2020	29/09/2020	14	Nil
2020	''Orientation to Civil Service Examination''	NA	20/11/2020	20/11/2020	5	Nil
2020	Blockchain for Management	NA	30/07/2020	30/07/2020	10	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Recent Advances in Business Studies	1	07/08/2020	13/08/2020	7
Innovations in Management Education and Research	2	17/08/2020	30/08/2020	14
FDP on Direct	7	16/10/2020	08/11/2020	7

Tax and GST				
FDP on effective online teaching strategies	3	06/06/2020	06/12/2020	1
Managing Online classes Co-creating MOOCs	4	20/04/2020	06/05/2020	14
Cyber Security-AICTE	2	05/09/2020	09/09/2020	5
Soft computing-NPTEL	1	18/01/2020	04/03/2020	56
INTERNET OF THINGS	3	05/10/2020	09/10/2020	5
Five-Day Faculty Development Programme in Behavioural Economics	2	22/08/2020	26/08/2020	5
Literary criticism	3	30/07/2020	05/08/2020	7
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	11	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Medical Insurance and Pension to senior staff	PF, ESI and medical insurance	Merit cum means scholarship

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial accounts of Saintgits College of Applied Sciences are subjected to internal and external audits by qualified and experienced chartered accountants. Incomes and expenses are checked and verified by the Principal regularly. There exist a well-defined internal clerk system also. The work is so divided that the work of one clerk is checked by another clerk to avoid any type of misappropriation. The college collects all types of fees through the South Indian Bank challan system. Fees will be directly credited to the college account. The caution deposit refund to students is credited with their parent's account through the Bank. Fees to the MG University are being transmitted through the net banking system of State Bank of India, Chingavanam. Payment of expenses are being made after thorough checking of the voucher. The voucher should be recommended by the coordinators of the program which are paid after verification by the Principal. Amount exceeding rupees 500 are paid through cheque only. After payment Principal will check all vouchers and receipts along

with accounting records every fortnight. Errors detected will be clarified and corrected by accountant. Frauds if any will be reported to financial advisor. Financial advisor, who is chartered accountant, will check all vouchers thoroughly and enters in the accounting book. Accounting records are maintained through Tally system. The external auditor will visit the college to check accounts regularly. At the end of the accounting year final auditing will be done and audited account statements are submitted along with audit report.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Management	43700000	day to day administration of the college
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

87400000
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	Yes	Mr. Sony Mathew	Yes	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. PTA president is a member of covid-protocol monitoring committee and he actively supports the activities of the committee. 2. PTA president is a guest in the merit day celebration, rank holder's felicitation program, induction program for the first year students. He addresses and felicitates the students. 3. As per the suggestion of the PTA executive, we conduct departmental PTA meetings in every semester in addition to the annual general body meeting.

6.5.3 – Development programmes for support staff (at least three)

Covid 19 preventives were distributed to all staff including support staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1) Increase in the number of faculty who registered for Ph.D 2) Increase in the number of research paper publications 3) MOOC courses were undertaken by faculty and students to enrich curriculum 4) New clubs were introduced to improve the talents and skills of students. 5) New add on course was introduced to meet industry requirements. 6) Important days were observed to sensitize students to various issues such as environment, gender equality, human values, sustainability etc. 7) Alumni interaction modules were conducted in order to create awareness among students regarding industry/job requirements 8) Interaction with experts were arranged by all departments to keep the students and faculty updated with the latest information in corresponding subject area

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
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b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Webinars on relevant and innovtaive topics	15/06/2020	25/07/2020	20/11/2020	1000
2020	MOOC courses undertaken by fcaulty and students	15/06/2020	18/06/2020	04/12/2020	300
2020	Workshop on effective use of Teams Software	15/06/2020	16/06/2020	16/06/2020	45
2019	Induction program for first year students	05/06/2019	17/06/2019	20/06/2019	270
2019	FDP on Delnet	05/06/2019	24/07/2019	24/07/2019	35
2019	Workshop on Moodle	05/06/2019	08/11/2019	08/08/2021	30
2019	Women Empowerment programs	04/12/2019	10/02/2020	17/02/2020	250
2020	Celebration of important days	15/06/2020	16/06/2020	31/12/2020	400

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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Class On Women's Safety App	12/02/2020	12/02/2020	23	43
Walk Alone	11/07/2019	11/07/2019	21	7
Meet (Meet	05/08/2019	05/08/2019	34	11



Exclusives Exchange Thoughts)				
Men's Day	29/11/2019	29/11/2019	2	2
Self Defence Class	10/02/2020	11/02/2020	43	Nil
Stay For Her-Commitment Drive	18/02/2020	18/02/2020	97	55
Interaction With Transwomen Organisation, Mudra Charitable Society & Ruchimudra	25/02/2020	25/02/2020	7	7
Meet2.0	12/10/2020	12/10/2020	65	25
International day for Elimination of violence against women- Humanitarian day	25/11/2020	25/11/2020	5	2
Light It Up	07/12/2020	07/12/2020	73	24

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college encourages judicious use of energy resources within the campus. Notices to remind students and staff to switch off fans and lights when not in use are placed in all classrooms. Days and programs promoting environmental consciousness and cleanliness are undertaken to promote civic responsibility towards the environment. The college also uses LED lights and has installed a solar-powered water motor.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Provision for lift	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	5	Nil	31/07/2019	1	Swatchp akhwada-	Cleaning	35

					School cleaning	program at Govt LP School	
2019	Nill	1	06/09/2019	6	SUVARNNAM	Waste management, Awareness on water borne diseases	55
2019	Nill	1	02/10/2019	1	Railway Suchitwa mission	Cleaning Chingavanam Railway station	47
2019	Nill	1	14/11/2019	1	Childrensday celebration	Awareness session on child protection	7
2019	Nill	1	20/11/2019	1	Free Eye Camp	Eye medical camp	103
2020	3	Nill	17/02/2020	1	TechMeridian	PC Assembling session for school students	10
Nill	Nill	1	17/02/2020	1	Hour of code	Coding session for school students	12
Nill	Nill	1	30/06/2020	1	Emmanuel Children's Home Website	Website created for a charitable trust as part of community development program	3
2020	Nill	1	Nill	Nill	College hostels as covid centre	To associate with Government in fighting pandemic	5

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook 2019-20	03/06/2019	The college published the hand book for the academic year 2019-20 on 3rd June 2019. The hand book provides insight on the general code of conduct of the Saintgits family. It enriches the students on the vision, mission and learning outcomes of the institution. The handbook briefs about the discipline to be followed in the campus. The detailed course structure of all programs, college Almanac for the current year, guidelines on college uniform pattern, details of all clubs and committees in the campus, internal assessment procedure and all the facilities provided is publicized in the handbook.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Onam Celebration	06/09/2019	06/09/2019	700
Aids day-Poster making, Flashmob and Seminar	29/11/2019	29/11/2019	56
Christmas Celebration	20/12/2019	20/12/2019	625
Republic day Celebration	26/01/2020	26/01/2020	75
Inter Institutional Budget Competition	29/01/2020	29/01/2020	56
Cyber awareness day	28/01/2020	28/01/2020	13
Yoga Day celebration-Participated In Yoga Certified Board, Ministry of Aayush	21/06/2020	21/06/2020	10
Mask Making Session	06/08/2020	06/08/2020	45
Independence Day Competitions	15/08/2020	15/08/2020	125

ONAM 2020-Onam Sandesham	25/08/2020	25/08/2020	18
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Organic farming activity-14/8/2020 2.Ozone day Observance-16/9/2020 3.Webinar on Man and Nature-6/10/2020 4.Observing national energy conservation day-14/12/2020 5.Swatchpakhwada- Organic Farming Programme-8/3/2019 6.Nature Camp-16/12/2019-18/12/2019 7.Use of Led Bulbs 8.Encouraging Public transport facility 9.Plastic free campus 10.Organic farming activity 11.Saintgits green policy/Green auditing 12.Making of notepads from recycled paper-16/9/2020

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Best Practice-1 - Youth Enrichment Programmes Goal • To identify the potentially talented students and train them for professional excellence. • To develop leadership qualities and personality traits and help them discover a career roadmap. The context The promising and budding talents should be sharpened and enriched by exposing them to the outside world through interaction with experts and scholars of different fields. The college has realized that proficient students can be made real achievers in the leading fronts like policymakers, corporate heads, judicial officers, academic heads, researchers, and government departments. It is with this intention we coined a crystal program called YOUTH ENRICHMENT. The Practice a) Youth Enrichment Through Scholars (YETS) YETS is the platform through which exceptionally talented students get training through presentations, one-to-one interviews, and focused projects to climb a more competitive venue to prove their skills and fine-tune their intellect. One of the supreme and salient practices through which we nurture the students is through the YETS club. In YETS, students interact with many eminent personalities belonging to high merit in society. During the academic year 2019-2020 the students had the opportunity to interact with the CEO and lead designer of Seematti, Smt. Beena Kannan . • They were also given a training in Table Etiquettes by Mr. Jose Dominic John, Professor at Amal Jyothi College of Engineering, Kanjirappally who is a Life Skills and Soft Skills Trainer. During the academic year 2020-2021, due to the covid 19 pandemic situation, the club took all efforts to organise online interactions that would benefit the students. • Webinar on "How I can get IAS?: Strategies for Preparing Civil Services Examination" was conducted by the YETS Club and Career Guidance Club on 25th September 2020 with Dr. Shaijumn C S, Associate Professor, Indian Institute of Space Science and Technology (IIIST) as the resource person. • A one-hour webinar on the "Orientation to Civil Service Examination" was conducted jointly by the YETS Club and the Department of Corporate Economics on Friday 20th November 2020 from 12:00 PM to 1.00PM. Sri T.J Abraham, Director, iLearn IAS was the resource person . • The Youth Enrichment through Scholars club of the College along with the Career Guidance Club and Women's Club hosted a 4 day Webinar series conducted by the Indian Women Network of the Confederation of Indian Industries as part of their Campus to Career initiative from 24th to 27th November at 2.PM. b) India's International Movement to Unite Nations (IIMUN) IIMUN is another practice that replicates the workings of the United Nations. Model United Nations, also known as Model UN or MUN, is an educational simulation in which students can learn about diplomacy, international relations, and the United Nations. The practice improves their teamwork and leadership qualities. The students get to engage in discussions about international relations, current affairs, and world politics. Every year the club hosts an assembly session chaired by one of the students, where student delegates from various departments represented 18 countries and

took part in the conversation. In the 2020, 6 students were elected as the Campus Ambassadors in International Model United Nation. c) Etiquettes: -Etiquettes are vital as it is a part of the value system and life skills. Dining etiquette classes help to familiarize the students with proper etiquette at the table. Different cultures observe different rules for table manners. The basics of table manners help students tame their impulsivity in public and learn self-restraint in life. Table etiquette sessions by Sub. Lt. Saran Kumar, Naval base Cochin, Sub. Lt Rishikesh.V. and Mr Jose Dominic John Professor at Amal Jyothi College of Engineering Kanjirappally in three consecutive years. In 2019-20 a session was given by Mr. Jose Dominic John, Professor at Amal Jyothi College of Engineering, Kanjirappally who is a Life Skills and Soft Skills Trainer. Evidence of Success • The practice helps to build teamwork and interdepartmental unity among the students. • The students got motivated and secured placements and admissions at globally relevant higher education learning centers. • The communication skills and coordinating skills of the students have improved along with developing inquisitive learning. • It has led to active student participation and helps them in personality development. • Good bonding is formed among the students and faculties as there are continuous interaction and meeting sessions. Problem Encountered and resource required • Time rigidity in scheduling programs as we follow the university calendar. • Getting a convenient schedule for interaction with eminent personalities was a difficult task. • Sensitizing the students to the concept was found difficult. • Lack of financial support from UGC/HRD ministry. Best Practice -2 Title of practice- HeForShe Goal ? To achieve equality by encouraging all gender to partake as agents of change and action against negative stereotypes and behaviours. ? To provide vibrant opportunities to stand for equality in all ventures The context The college realizes that the typical mindset of the people in the society needs to change and equal opportunities for all genders will reduce discrimination. Grounded in the idea that gender inequality is an issue that affects all people, it seeks to actively involve men and boys in a movement that was originally conceived as "A Struggle for Women by Women. The Practice During the year 2019-20 various programs were initiated by the club. 1. Walkalone -A hands on workshop on calligraphy and bottle art was held on 11th July 2019 to have an interaction with the social entrepreneur Aparna.S and along with that a workshop on calligraphy was also held and students made bottle arts. 2. Meet- An interaction was organised with Kerala Police Academy officials on 05th August 2019 and students had an interaction with Ajith Kumar IAS, Assistant Director, KPA and other departments. Evidence of Success ? Helped in making campus and community more gender-equal. ? The organization got registered under the United Nations ambit. ? It has reflected a positive understanding of the talents, characteristics, and behaviour appropriate between the roles of girls and boys of the college. ? The practice has strengthened the legitimacy of gender equality values by addressing gender disparities and gaps in areas such as the division of labour, access to information and opportunities, and distribution of power and decision-making among men and women. ? There has been significant representation among the students to take part in this and students have created a website on the college webpage. Problem Encountered and resource required ? We have found difficulty in communicating the purpose and importance of the organization to students. ? Many students hesitated to join due to the fear of society and people.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and

7.3 Institutional Distinctiveness Building Values for Life

a. Organic Farming Club This club aims to develop empathy among the student community towards farming and foster the link between man and earth which has been lost in the present era. Report of Organic Farming during 2019-20 ? An online course on ' Growing Fruit Trees with Ease, An organic gardener's guide to keeping our fruit trees healthy and productive' was given to the students in January 2020 by an urban orchardist and fruit tree care educator Susan Poizne. ?A farming activity was conducted on 14th August 2020 and October 2, 2020 as part of Gandhi Jayanti, where seeds of various vegetables were sown. The program was inaugurated by Principal Dr. K K John and all the teaching and non teaching staff actively participated in the program.

b. Sports Hour To empower the life skills and improve the physical and mental health of the students, the college has allotted an hour for physical education. An hour is allotted to each class every week where the students carry out activity under the guidance of a physical trainer which will make sports education complementary to academic learning.

c. Uniform The students are required to wear the uniform during college hours and a uniform pattern is maintained to bring unity among socioeconomic classes. This helps to maintain a disciplined environment. With help of this, college can identify intruders and can take safety measures to keep students safe.

d. Class Committee Class committee was formed with an objective to identify the student problems and grievances and improve teaching learning process. The practice includes ?The class performance and achievements of the students are reviewed and analyzed to find the progression of performance in the committee. ?Students with different levels of learning capacity are made into groups to encourage peer learning along with remedial classes. ?We ensure that all curricular and co-/ extra-curricular activities of the class are carried out smoothly through this practice. ?Students provide feedback regarding the teaching-learning process, internal assessments, co-/ extra-curricular activities, student support services and infrastructure, mentoring and express their concerns and suggestions to improve the learning system.

e) Enriching Academic Programs

i) In order to enrich the academic programs , value added courses are provided for UG and PG programs in all semesters.

ii) Course Outcome-Program Outcome Evaluation(CO-PO) (CO-PO) mapping is undertaken to find out whether the students have actually gained the desired objectives of the specific course and programs.

iii) MOOC courses The college provides the opportunity for the students and faculty members for doing MOOC courses to enrich their knowledge free of cost. The various platforms include SWYAM, UDEMY, EDEX and Coursera. Around 500 students and 45 faculty members had availed the opportunity to have at least 2 certificate programmes in different areas during the academic year 2019-20.

iii) PHD and paper presentation 60 of the college staff have registered for the Phd program. Staff and students have also published papers in leading journals.

Provide the weblink of the institution

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

## 8. Future Plans of Actions for Next Academic Year

Introduce new certificate and diploma value (added) courses to bridge the gap in the curriculum and to increase the employability of students.

- 1) Conduct bridge course for newly admitted students
- 2) Introduce new UG and PG programs
- 3) Develop infrastructural facilities
- 4) Increase the societal outreach programs focusing on the development of the local community
- 5) Increase industry linkage to improve exposure of students and faculty
- 6) Increase research publication of staff and students in approved journals
- 7) Provide opportunity for faculty to attend international conferences
- 8) Increase the number of internal faculty development programs

