SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SAINTGITS COLLEGE OF APPLIED SCIENCES

SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM PO, 686532

www.saintgits.org/saintgits-college-of-applied-sciences/

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Saintgits College of Applied Sciences (SCAS) is a self financing college affiliated to MG University situated in the Kottayam District of Kerala. It was established in 2004 and is part of Saintgits Group of Professional Institutions, owned and managed by Mar Gregorios Educational Society. The society consist of a team of dedicated educationalist, philanthropist, visionaries and engineers. It was granted the status of a minority institution in August 2007 by the National Commission for Minority Educational Institution, Government of India. It is also recognized by the University Grants Commission under 2(f).

Since its inception, the institution has strived to impart quality higher education to equip and empower the youth. In order to meet the challenges of the current world, holistic development is aimed at through the implementation of balanced curricular and extra- curricular activities. SCAS aims at integrated development of the young irrespective of caste, creed and religion.

The college is spread over 5.94 acres in the rural community of Pathamuttom, Kottayam. Situated in the tranquil and scenic Kottukulom Hills, the campus offers an ideal space for knowledge dissemination and attainment. It is easily accessible by rail and road from the nearest towns of Kottayam and Changanacherry. The College offers adequate residential facilities for both boys and girls with a total of five hostels and one international hostel. Spacious and ICT enabled classrooms ensure an ideal environment for teaching-learning. In addition to this, gymnasium, playgrounds, seminar hall, media room and open auditorium provides adequate infrastructure to host extra-curricular activities.

At present, the institution has 2 PG and 6 UG programmes in Commerce, Computer Applications, Business Administration, Economics, Psychology and Artificial Intelligence. In order to meet the needs of the industry, value added programmes are provided in every semester to rectify the gaps in the curriculum. Clubs such as Unnath Bharath Abhiyan, NSS, Nehru Yuva Kendra, UNAI, MUN etc. actively function in the college ensuring proper community engagement of the students. Our alumni adorn important designations in reputed companies around the world. They have also secured admission in top educational institutions in India and abroad.

Vision

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

Mission

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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Serene and peaceful campus in rural locality which provides the right ambience for learning.
- Effective management along with diligent administrative staff who work hand in hand with the teaching faculty in attainment of institutional goals.
- Qualified, motivated and dedicated faculty who plays a crucial role in the realization of institutional vision and mission.
- Excellent infrastructure and supporting facilities such as state of the art labs, library, ICT enabled classrooms, sports facilities, etc
- Job oriented courses which ensures excellent placements and progression to higher studies.
- Value added courses and MOOC courses to compliment prescribed syllabus.
- Excellent results in University examinations with students consistently attaining top positions.
- Recognized by University Grants Commission with 2(f).
- Wi-Fi enabled campus which ensures optimal use of ICT methods in teaching learning process.
- Placement training and placements through the support of placement cell.
- Active functioning of associations and clubs such as YETS, HeForShe, NYKS,UNAI, NSS,MUN etc.
- Talented students who consistently win numerous prizes in various inter collegiate cultural and educational fests including overall championships
- Faculty engaged in research and publishing research articles, presenting papers/participating in conferences, seminars, workshops etc.
- Student chapters such as YUVA, PMI and CSI which ensures industry-academia exposure
- Support in terms of knowledge sharing received from sister institutions.
- Adequate student support facilities like hostels, transportation, canteen, gymnasium, placement cell, mentoring/counselling etc.
- Round the clock service received from IT Cell and project department for assistance related to IT support and maintenance
- FDPs and training programs regularly conducted for teaching and non-teaching staff.
- Welfare measures for staff including contributory pension scheme, PF and group medical insurance, research leave, privilege leave, sabbatical leave, preferential fee structure for children etc.
- Safe and secure environment for women
- Disciplined approach in academics and non-academic matters at all levels attained through consistent monitoring by Principal and management.
- 100 percent ICT enabled classrooms, seminar halls and media room with high speed internet facility of 400mbps
- Eco friendly practices through organic farming, composting, solar panels, waste segregation etc.
- Effective support from PTA and alumni.
- The college has been identified by the Kottayam District Planning department as a resource center for decentralised planning.

Institutional Weakness

- Lack of autonomy in the curriculum designing/restructuring and examination system as we are an affiliated college.

- The number of faculty who have completed Ph.D is still very low although many of them are about to submit their Ph. D thesis.
- The performance of our students in the University level sports competitions needs more attention.
- Although our students have received many prizes at inter collegiate and university level, their participation at national level competitions are minimal.
- The number of national/international seminars and conferences organized by the college is needs to be increased.
- Even though there are improvements in the independent projects by the faculty and students, more projects are to be undertaken.
- Minimal representation of faculty in University Curriculam Designing Bodies.

Institutional Opportunity

- Attaining more autonomy under NEP 2020 leads to collaboration with various institutions/government departments for mutual benefit.
- Attain grants and financial assistance from relevant bodies for undertaking projects/research.
- Starting new certificate and diploma courses in collaboration with institutes of repute.
- Expertise of faculty may be used in designing online courses.
- Participation in sports, games and arts events at the university, state and national level.
- Student exchange/faculty exchange programmes with international institutions.
- Start new generation programmes to meet the needs of the industry.
- Increase the use of e-learning in the teaching-learning process.
- Arrange more national and international conferences on current and trending topics.
- Possession of adequate land for future expansion of campus.
- Potential from more alumni placed globally.

Institutional Challenge

- Increasing preference of students to study and migrate to European countries.
- The college does not receive funds from UGC as we do not have 12(B) status, due to permanent affiliation not granted by the Univerisity.
- Non availability of institutional finance under RUSA etc. for laboratory, library expansion and for undertaking research projects.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Paramount effort is taken in designing the delivery of prescribed curriculum through a well-planned and documented process :

- Based on the guidelines of the university Academic Calendar, the college designs its Almanac
- Prior to the commencement of the semester, the workload of the teachers is prepared and timetable is set
- The faculty then prepare the lesson plan, indicating number of hours required for each topic, teaching aid to be used etc.
- At the end of each semester feedback is collected from the students to understand the effectiveness of the curriculum delivery.

Academic Flexibility and Curriculum Enrichment:

- Career oriented value added courses and bridge courses were introduced for all programmes to develop sensitivity and skills necessary to tackle the contemporary issues and equip them with necessary competencies.

- Courses relating to Gender, Environment and Sustainability, Human Values and Professional Ethics form part of the formal curriculum for many programmes offered by the college.

- Programmes on cross cutting issues are also organised under the auspices of various departments, clubs and associations. Distribution of saplings to students on Environment Day by Social Activity club, Class on Adolescent Gynaecology by Women's Club, Flash mob by HeforShe Club are all efforts in this direction. This apart, the college observes important days such as World Aids Day, World Water Day etc.

- Students also undertake projects, internships and field work in order to gain practical knowledge in their field of study.

- Continuous Internal Evaluation is achieved through the conduct of internal examinations, module tests and assignments for which internal marks are provided.

- Module tests are conducted after the completion of each module and model examination is conducted at the end of each semester. The tentative dates of the exam are intimated though the Almanac.

Feedback System:

The institution has taken feedback from all stakeholders for continuous improvement of the system. The objective of this system is to provide a framework for acquiring, summarizing and documenting information on all stakeholder feedbacks.

Syllabus, curriculum and the facilities offered by the college for the proper implementation of the syllabus form prominent parts of the feedback form.

Teaching-learning and Evaluation

The teaching learning process in this college is carried out in a significant and organised manner.

- The College ensures a transparent admission process complying to the norms and reservation policy of the affiliating university along with the admission policies of the College. The enrolment percentage for past five years is 79.3%.

- Teaching learning process is aided with modern technologies in teaching, numerous enrichment courses, OJT, MOOC, workshops, webinars, Industrial visit, training sessions, case study, Industry Integrated programs and other extra-curricular activities.
- ICT has also become integral to the teaching-learning interaction, through such approaches, concepts can be taught in an interactive manner. When teachers are digitally literate and trained to use ICT, these approaches can lead to higher order thinking skills, provide creative and individualized options for students.
- The college has sufficient Student Teacher Ratio which is 17.82
- The College has a set of highly qualified teachers with hovering research aptitude.
- Each department of this institution ensures the progress of students through various assessment measures. The regular assessment of students is mainly done through its basic components- Internal examinations, Module tests, Assignments, and Seminars.
- COs and POs of all programmes have been stated and are evaluated.
- The college conducts Model Examination, which will be for 80 marks. After writing an exam, the student can scan the QR code given in the question paper to view the answer schemes.
- The evaluated answer sheets will be issued to students in class room. The student can approach the teachers in case they need a clarification on the award of marks based on the scheme of valuation discussed in the class. The mark list for Internal Assessment will be prepared and later conduct Parent Teacher Interaction. Also, marks scored are evaluated for the attainment of course outcomes.
- University Result Analysis is done every year and the average pass percentage of the last five years is 91%

Teaching learning process which is basically student centric aims at the holistic development of students. The excellent results and ranks in the University examinations reflect the excellent teaching – learning and evaluation process pursued in the college.

Research, Innovations and Extension

Research culture prevails in SCAS and aims at establishing and fostering the faculty and postgraduate students. Every faculty is encouraged to do research in various forms like joining for Ph.D,doing mini projects and publishing papers in national/international journals. At present, more than forty percent of the faculty members are enrolled as research scholars in various universities.

The college offers financial support and duty leave for faculty members to attend seminars and workshops. Students, especially those pursuing post-graduation, are also guided to publish research papers and make paper presentations.

As Saintgits College of Applied Sciences is a self- financing institution without 12(b), the college has no provision for any kind of fund from central/ state government. However, SCAS got a grant from Unnat Bharat Abhiyan(UBA) for conducting survey in nearby Panchayats.

SCAS has also illuminated the way for innovation. Many workshops, webinars, and seminars have been arranged with emphasis on current, pertinent subjects. Students of the college actively participated in Young Innovators Program by providing second highest number of ideas in the state. The campus also offers initiatives like interactions with aspiring, successful entrepreneurs, Business Plan competitions, workshops on IPR , modern data analysis technology, awareness events on novel concepts, etc. Through Delnet and N-list , faculty and students have access for reference materials.

The college extends its hands to improve the local community through various extension activities. Over the years, the NSS unit has implemented programs like SWACHHTA PAKHWADA, SWATCH BHARAT, Swachhta Hi Seva, Clean Day, and Organic Farming to instill values in students. Classes on GST, AIDS and outreach programmes such as visits to old age homes and orphanages are undertaken. During flood relief efforts, food supplies, sanitary products and other essentials were delivered to the residents of the rehabilitation centers**.** College has initiated programs like development of website for Emmanuel Hope Centre, programs that intend to develop coding skill in school children under the head Hour of code etc.

.

The college has reached out to partner with many institutions for carrying out on the job training,project work, conduct of value added courses etc.

Infrastructure and Learning Resources

The Management has developed adequate infrastructure and learning resources on the campus to achieve its objective of excellent education. Spread across 5.94 acres the institution has a built-up area of 7395.06 sq.m which includes the Principal's office, Administrative office, Associate Director's office, IQAC room, 26 ICT-enabled classrooms, staffrooms, seminar hall of 91.33 sq. cm, an open auditorium of 312.16 sq. cm, 2 Computer Laboratories, 1 Psychology Lab, Exam Cell, Library, Media room, Snack bar, Stationery store, NSS room, guest room and media room, visitors' launge. The college ground is used for sports like cricket, football,

and Kho - Kho to name a few. The campus has sufficient infrastructure facilities for hosting cultural and sport events. The Yoga Centre and Gymnasium in the campus guarantees physical and mental well-being of the students. Separate staff rooms with Wi-Fi facilities are given exclusively for each department. All the classrooms are equipped with ICT facilities, Wifi and LAN facility, black/green boards, notice boards, lights, and fans. Library management software SOUL 2.0.0.9 is maintained and running effectively in the college. The library is equipped with 7000+ textbooks and 3000 reference books to cater to the needs of the students. E-books and E-journals/ Online Journals are also available. The college is equipped with 159 computers of which all have internet connectivity. A Civil engineer, System Administrator, and technician have been appointed for the purpose of maintenance of the building, computers, and equipment. An electrician is also appointed to supervise the electrical fixtures and electrical connections in the college. As part of the safety measure and monitoring purpose, the college has installed CCTV surveillance cameras inside and outside the campus. It helps in monitoring and keeping track of activities taking place on the college premises. There is hassle-free parking for 50 cars and 300 two-wheelers. The IT policy addresses the installation and configuration of hardware /software in the institution and access to these systems.

Student Support and Progression

The institution has a robust structure set up for supporting students that can help with funds, academics, and emotional wellbeing. The institution consistently has a good impact on students' academic and non-academic qualities to achieve total welfare as they make the transition from high school to college. Students are advised to submit applications for both government and non-government scholarships. Over the time period, students have received financial assistance in the form of scholarships and free ships from both public and private sources. Government and non Goverment grants have helped 4.55% of students on average. The college has made mentoring and counseling for students a top priority. From the moment of enrollment until the end of their programme, the students get mentoring at various levels. A teacher is tasked with mentoring of 25-28 students. A counsellor is available at the college to assist and stimulate the students. Capacity-building activities are organized by departments, committees, and clubs for students to display their abilities and skills. Vocational counselling and competitive test preparation steer students down the right road in their particular fields of study. Competitive test coaching benefited about 69.88% of students, and majority of students who appeared for NET/SLET/C-MAT/IIT-JAM/ GATE/ CAT have qualified. Students' progression and placement is regularly monitored, with an average of 63.27% of undergraduate program students proceeding to further education and career. Campus recruitment campaigns and employment fairs are also arranged. The college promotes student participation in competitive sports and cultural events both on and off campus. The level of student involvement in activities is extremely high and active. There are several clubs and associations that provide a forum for talent development and ability enhancement. Students have won several awards and accolades in athletic, cultural, and artistic events at various area. The college has established all statutory committees, such as Internal Compliance Committee/ Prevention of Sexual Harassment Committee, Anti-Ragging Committee and the Grievance Redressal Cell, in addition to having a very transparent grievance redressal process.

Governance, Leadership and Management

Saintgits College of Applied Sciences, setup in 2004 and affiliated to MG University Kottayam, is part of the Saintgits Group of Professional Institutions owned and managed by Mar Gregorios Educational Society. The

major objective of Saintgits College of Applied Sciences is integrated development of the young irrespective of caste, creed and region. Since the inception this institution has been providing quality education as per the curriculum framed by MG University. In addition to the syllabi, the institution caters to the all-round growth of the youth and with this objective in mind we offer value added programmes.

The Governing Board includes eminent educationists, technocrats and professionals. The institution has followed its vision and mission statements through decentralized governance. The institution creates a unified culture of learning, caring and attainment of results. The Principal is authorized by the management to execute activities to enhance the quality of education. The decentralized model is evident in the functioning of departments, library, exam cell, IQAC. Clubs and committees function as a sub unit, in conceiving and implementing student-centric programs under the authority of Principal. The Principal delegates the authority to the head of the department to ensure the smooth functioning of the department. In each department, there are stream committees which are formed on the basis of the courses offered by the department. The stream committee proposes various suggestions to promote quality teaching. The suggestions are considered in the Programme Assessment Committee and are forwarded to Department Advisory Board for approval. Faculty members and students take leading role in various committees formed at the department level and institutional level.

The only source of institutional fund is fee receipts from students. The entire amount collected in the college is transferred to the bank account maintained by the Mar Gregorios Educational Society. As of now, all the expenditure relating to salary and allowances of the staff, maintenance of building and infrastructural facility, stationery, annual affiliation fees to the university etc are met by the management. All activities are funded by the management. Now the college is included in the 2(f) of the UGC Act ,1956

Institutional Values and Best Practices

This criteria thrusts upon the values and social responsibilities of the institution, Best practices adopted and Institutional distinctiveness. For emphasizing gender equity the college have initiated various measures in the past years with special mention to activities for women safety and security. To build values among the stakeholders of the institution, various National and International commemorative days were celebrated.

To promote environmental consciousness and sustainability, Energy audit, Environment audit and Green audit were conducted. Apart from this, as part of conservation of alternative sources of energy, solar panels have been installed in the campus. Proper waste management policies are adopted by the college in which degradable and non-degradable waste are segregated and disposed in an eco-friendly manner. Divyangjan friendly initiatives include the ramps, disabled friendly toilet and parking lot for the disabled.

The institution focus on promoting inclusive environment in which socio-economic and cultural activities are promoted. The college takes measures to sensitize students on constitutional obligations and code of conduct. Various committees are formulated to ensure discipline, to celebrate festivals and to commemorate important days.

For the extensive development of the students as part of academic enrichment, the college adopts certain best practices like Value Added Course and MOOC. The non academic best practice is themed "Youth Enrichment" which correlate the vision of the institution to unleash the potential of the student community. For this, various department associations are functioning in the campus which ensure that students get equal opportunity to showcase their abilities. Moreover, the student chapters such as YUVA, Computers Society of

India (CSI) and National Institute of Personnel Management (NIPM) are functioning in the college. Our institution envisages empowering of youth with lifelong skills by inculcating a spirit of enquiry and integrity. As a means to arrive at this mission, college organises various programmes through various clubs to help them imbibe a good value system.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SAINTGITS COLLEGE OF APPLIED SCIENCES
Address	Saintgits College of Applied Sciences Pathamuttom PO,
City	KOTTAYAM
State	Kerala
Pin	686532
Website	www.saintgits.org/saintgits-college-of-applied-sciences/

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	K K John	0481-2433787	9744142710	0481-2430349	principalscas@saintgits.org
IQAC / CIQA coordinator	Anu Zacharia	0481-2436169	6282046285	0481-2436170	anu.z@saintgits.org

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes MINORITY CERTIFICATE-SCAS.pdf
If Yes, Specify minority status	
Religious	YES
Linguistic	
Any Other	

Establishment Details		

State	University name	Document
Kerala	Mahatma Gandhi University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	15-05-2022	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Saintgits College of Applied Sciences Pathamuttom PO,	Rural	5.94	7395.06

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	PLUS TWO	English	70	49
UG	BCom,Commerce	36	PLUS TWO	English	140	107
UG	BCA,Computer Application	36	PLUS TWO	English	70	69
UG	BBA,Business Administration	36	PLUS TWO	English	70	56
UG	BA,Economics	36	PLUS TWO	English	64	27
UG	BSc,Psychology	36	PLUS TWO	English	30	25
PG	MCom,Commerce	24	UNDER GRADUATION	English	26	15
PG	MSc,Computer Application	24	UNDER GRADUATION	English	16	7

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				2				1				49
Recruited	2	0	0	2	0	1	0	1	9	40	0	49
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	0	1	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	1	0	0	2	0	4
M.Phil.	1	0	0	0	0	0	1	3	0	5
PG	0	0	0	0	0	0	8	35	0	43
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	1	0	2

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	476	7	102	1	586
	Female	293	3	61	0	357
	Others	0	0	0	0	0
PG	Male	14	1	0	0	15
	Female	23	0	0	0	23
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	1	2	3	4
	Female	2	0	0	1
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	60	45	54	56
	Female	31	32	30	40
	Others	0	0	0	0
General	Male	162	156	140	153
	Female	113	99	91	103
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		369	334	318	357

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The vision and mission of the college is to provide a platform for holistic development of youth by acquiring multidisciplinary skills. The University to which the college is affiliated has designed the programs in such a way so that students are provided exposure to multiple disciplines along with their area of specialization. In addition to this, they receive opportunities to learn from other disciplines through open courses, electives and add-on courses. The students are also encouraged to take up MOOC courses from various reputable platforms which provide multitudes of interdisciplinary courses . The different curricular and co-curricular seminars, expert talks and workshops that encourage interdepartmental participation enable inter/multidisciplinary approaches. Students are also encouraged to participate in competitions organized by various departments at the inter college and intra college level which enable them to acquire multi-disciplinary knowledge. The affiliating University is actively striving to put the recommendations made in the NEP into practice. Community engagement and environmental education is promoted through extension activities and awareness programs organized by the institution. Values are inculcated through the strong mentoring system that exist in the institution.
2. Academic bank of credits (ABC):	As an affiliated college, the possibility of the institution to implement Academic Bank of Credits is subject to the decision of the affiliating university and the Department Higher Education. Efforts have been taken by the college to provide exposure to students regarding the system and its benefits. They are also encouraged to register in NAD (National Academic Depository). The institution has made efforts to collaborate with foreign institutions by signing MoUs. In future, it plans to offer joint degrees. Faculties are given the freedom to experiment and adopt various pedagogical approaches within the approved framework provided by the affiliating University. Appropriate textbooks for the given syllabus are chosen by the faculty and students are given additional reading materials for enhancing the learning process. They are also given the freedom to provide various kinds of assignments and adopt different assessment methods.

3. Skill development:	Skill development is a key aspect in today's educational scenario. As the institution does not have a say in the designing the curriculum, the college offers add-on courses, certificate programmes, and seminars in addition to the normal programmes, in order to improve the employability of the students and make them meet the needs of the industry. The institution also offers skill development programmes that include soft skill development and life skill enrichment activities. Skill development also takes place through extracurricular activities, club and association activities, participation in inter collegiate fests etc. Mentors and class teachers identify talents in students and ensure adequate opportunities to improve their skills. The college also conducts regular alumni interaction programs through which students are oriented regarding the skills requirement of the industry.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Students of the institution are given proper orientation in order to take pride in the heritage of the nation and its knowledge system. Since most of the courses in the college belong to Model III, students do not have to learn additional Indian languages. However, B.Sc Psychology students learn Hindi/ Arabic/Malayalam languages as second languages. The college organised events as part of Hindi fortnight celebrations. The main goal of these competitions was to raise general awareness about the official language of India, Hindi, among students and faculty. The programme provided a venue for students to demonstrate their knowledge of the official language of India, Hindi. As a way to promote Hindi, new words are introduced every day on the college notice board. A webinar was also organised to promote Hindi language among the staff and students. The SCASian community celebrates important national festivals and commemorates important days of national importance in order to preserve Indian culture and tradition. Curricular and extracurricular activities are used to integrate the Indian knowledge system and tradition. Events such as Arts Day and Talents Day provide students with an opportunity to practice and showcase Indian art forms. The institution has made it a habit to take visits to culturally significant locations during study tours which are conducted annually. Courses such as Development Issues of Indian Economy and Indian

	Economy are taught to instil a sense of national integration, passion for art, culture, and civic consciousness among the student body. Faculty are also encouraged to take classes in bilingual mode in order to promote better understanding of concepts and to retain familiarity with mother tongue. The institution also proposes to introduce online courses for promoting Indian traditional knowledge system and culture.
5. Focus on Outcome based education (OBE):	Although OBE has not been implemented by MG University, the college has taken steps towards transition to an outcome-based education system within the constraints. A training program in OBE was organised for all the faculty in order to orient them about the concept. Program outcomes, course outcomes, and program-specific outcomes have all been incorporated into the teaching-learning process and are made known to students through orientation as well as by publishing on the website. Through certain approaches, efforts are undertaken to determine the learning results. The system created by the college is used to track the achievement of the goal. Work registers are systematically maintained by all faculty in order to ensure proper delivery of courses. The work register elaborates the lesson plan, teaching methodology, ICT tools used, learning category (experiential, problem solving & participatory), assessment methods etc. Bloom's taxonomy provides framework for the framing of CO's, internal question papers as well as lesson planning. At the end of each semester, a detailed mapping and analysis is done. Efforts are being taken by the institution in order to integrate the analysis into the LMS.
6. Distance education/online education:	The institution was able to immensely promote the online education and its opportunities since the pandemic. Platforms such as Coursera agreed to provide its online content free of cost to the faculty and students of the institution during this period. This opportunity was adequately exploited and they successfully completed numerous online courses from various disciplines. After the pandemic, the faculty regularly encourage students to take up online courses as assignments or for gaining additional qualifications. Platforms such as Swayam, Google, Udemy, NPTEL etc are utilised for the purpose. The library has been digitalized, providing access to E-

books and E-journals. Faculty also attended many webinars, workshops and faculty development programs online during this period. The college intends to create its own MOOC courses and offer them via the LMS platform. National seminars have been held online, allowing for broad knowledge exchange. Considering the convenience of students and professors, the institute obtained TEAMS workspace accounts that could manage Virtual Classrooms, Live courses, assignment. A full-fledged cultural fiesta including various departmental activities and competitions as well as traditional festivals like Onam and Christmas programs were also held on the virtual platform. The institution further plans to exploit the internet effectively inorder to meet the challenges of the changing educational sector.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	YES
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	YES
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Electoral Literacy Club began functioning in the college from December 1,2022 as per the notification from the MG University dated 25.11.2022. A committee consisting of students and faculty was appointed to ensure the active functioning of the club in the campus.Since there were no local or legislative assembly elections following the club formation, it was impossible for the club to involve in activities such as assisting district administration in conduct of poll or enhancing participation. However,prior to the formation of the club, the college has organized awareness programs in the campus to mold our students and staff as responsible citizens. They are as follows: 1. An educational session on constitutional rights and duties was held for the students in conjunction with the Nehru Yuva Kendra as part of National Constitutional Day. 2. Dr. K. K. John, Principal, Saintgits College of Applied Sciences,

	engaged a session on constitutional changes, amendments, and the decentralization process. 3. Youth Parliament-A mock parliament session was held in collaboration with the YETS Club to educate and foster widespread understanding of the parliamentary processes in our nation.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The following initiatives were taken by the college to in order to promote democratic values and participation in electoral process 1. As part of the National Voters Day, a poster was created and circulated by the Corporate Economics Department among the staff and students to raise awareness and disseminate knowledge about the importance of voting. 2. Members of SCASSA,the college students union,is elected following parliamentarian procedures. In order to maintain a democratic environment in the campus, the college union members/students are given an important role in the decision making process of the institutions. The SCASSA members adequately represent the needs and opinions of the students wherever necessary.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The institution has always encouraged students to become responsible citizens and actively participate in the nation building process. ELC created an awareness poster encouraging students to participate in the election process by enrolling as voters.The club also plans to conduct a survey to identify the number of students enrolled as voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
980	1014	1047	1035	1000

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 79

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
57	50	47	47	41

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
665.69	278.43	291.94	284.89	291.56

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The college is affiliated to MG university and hence adheres to the curriculum, syllabus and academic calendar provided by the University.

Curriculum planning

- Planning is based on the academic calendar released by the University. At the beginning of every academic year, the college designs its own **Almanac,** incorporating all academic and non-academic activities, a process overseen **by the staff council and IQAC.** Tentative dates of the examinations are included for the information of faculty and students.

- **A general staff** meeting is held at the beginning of the year during which academic and non-academic duties are allotted. The action plan for the year is also discussed. This is then followed by a departmental meeting where ways to implement the plan is further discussed in detail.

- Decisions regarding subject allocation, modes of delivery of the subject, topics in which experiential learning could be provided and detailed plan of completion of syllabus, are taken in the **Stream Committees** which is approved by **Programme Assessment Committee** and finalised in the **Department Advisory Board.** Curriculum gaps identified by the Stream committees are bridged through value-added courses.
- **Bridge courses** are also conducted the beginning of every academic year
- **Timetables** are then prepared in the concerned departments by the HODs/ Academic Coordinators
- Having obtained the allotted subject, the faculty then prepares the **work register** which contains lesson plan, hours required for each topic, the mode of content delivery, assessments methods, activities for slow and fast learners, assignment/seminar topics etc.
- Academic activities are planned in the **department meetings** which are held systematically at regular intervals. Relevant matters are brought to the attention of the staff council and IQAC.

Curriculum Delivery

Content delivery is achieved through the following methods:

- chalk and board methods
- lectures

- PowerPoint presentations
- project based/ blended/ experiential learning techniques
- ICT methods
- Google Meet, Google Classrooms and Microsoft teams (during pandemic)

Quantifying the curriculum delivery is done every month based on the analysis of the work register and by conducting **course end survey, internal marks analysis, course end examination analysis and course outcome analysis**. Feedback is collected to understand the effectiveness of the curriculum delivery. The entire process is recorded in **course file**s.

Continuous Internal Assessment.

CIE is achieved through the conduct of internal examinations, five module tests and five assignments for all courses. **Module test** are conducted systematically at the end of each module to evaluate the progress of students. Faculty also allot **assignments** to evaluate the internalisation of concepts.

The **centralised internal exam** is conducted after the completion of the entire syllabus. The question papers of each course comes with a **QR code** which when scanned provides the students with access to the answer schemes.

Performances of students are evaluated by the class teacher, mentor and Head of the Department and corrective measures such as **remedial classes** are implemented. **Result analysis** of exams are systematically conducted and presented in staff council meetings. **PTA meetings** are also held regularly to inform the parents about the progress of their wards.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 36

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the

total number of students during the last five years

Response: 95.02

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
776	1013	1044	1004	986

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

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

As many as **134 courses** in the prescribed syllabus deals with such topics. The POs of both UG and PG programmes outline the College's commitment to ethical values and environment and sustainability.

This apart, the institution organises **talks, sessions, seminars and competitions** under the auspices of various departments, clubs and associations. It is mandatory for every student to join any one of the clubs operating in the college. Social activity club, HeforShe club, Women's club and the department associations of the various departments regularly organise programmes of this nature.

Professional Ethics and Human values

- A total number of **96 courses** deal with the professional ethics and **37 courses** concerning human values are inculcated in the syllabi.
- The institution has a prescribed **code of conduct** for students and staff which is inculcated through **Orientation programmes, Induction programmes, FDPs,Website, handbook** etc.
- **Plagiarism check report** is made mandatory for the submission of dissertations by PG students.
- The active participation of students in **social service activities, NSS activities, orphanage visits and other outreach activities** are evidences of the integration of human values in addition to the

prescribed syllabi.
* **Flash mobs, awareness campaigns and talks** are also organised

Gender

* **14 c**ourses in the prescribed syllabi of the various programmes deal with gender and gender related affairs.
* The syllabi provide subjects like focus on gender and matters related to gender equity.
* The institution has conducted **Gender Audit.**
* Apart from this, the college observes important days related to gender such as **Women's Day, Men's Day, National Girl Child Day etc**.
* **Talk by women entrepreneurs** are conducted to instil confidence in the girls and to show case the entrepreneurial skills of the women entrepreneurs.
* The institution has clubs such as **HeforShe, Womens Club and UNAI** which regularly organises programmes for awareness and sensitivity.
* Class on **Adolescent Gynaecology, webinar on Cervical Cancer Awareness, Self Defense class for girls, interaction with transgender community** were organised.

Many girl students who were encouraged to begin their own business such as baking, gift making within the campus are **successful entrepreneurs** now.

Environment and Sustainability

* About **56** courses across the various programmes emphasise the importance of environment and sustainability in the syllabi.
* The institution observes many important days related to environment such as **World Environment Day, World Water Day, World Tourism Day, World Nature conservation Day etc.**
* The institution also conducts **Environment Audit, Green Audit and Energy Audit.**
* **Plastic free campaigns**, **cleaning initiatives**, **efficient solid and liquid waste management** and the **use of alternative energy methods** are initiatives in this regard
* **Distribution of saplings to students, Donate a plant initiative, Paper bag making** were also undertaken
* **Environment Awareness webinars** keep the students abreast with cross cutting issues.

.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)	

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 37.55

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 368

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 79.76

2.1.1.1 **Number of students admitted year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
318	334	369	360	369

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
494	444	434	398	424

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

Response: 35.26

2.1.2.1 *Number of actual students admitted from the reserved categories year - wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
33	33	33	34	38

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
138	128	74	69	76

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 17.19

2.3 Teaching- Learning Process

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

Response:

EXPERIENTIAL LEARNING:

For enhancing the experiential learning, college adopts various methods. Some of them include:

Budget Analysis- The department of Corporate Economics organised union and state budget analysis and budget prediction competitions to create awareness about the budgets presented by the Central and State governments.

On the Job Training (OJT) - Yearly projects and OJT's are organized to build team spirit among the students and to improve their participative learning. Through this student get industrial experience.

Online website creation- Beyond the prescribed syllabus**,** students initiated personal website creation.

Industrial visits- Every department organise industrial visits to provide the students opportunities to explore the industry and realise the emerging trends.

Workshops and departmental competitions- To enhance technical skill of students, workshops/training programmes focusing on recent trends in IT and inter departmental competitions are organised.

Interaction with industry/academic experts - Frequent interactions with industry and academic experts are organised by clubs, student chapters and alumni association. This helps to develop interactive and

entrepreneurial skills among the students.

Hour of Code -This program is intended to develop coding skills in school children. The sessions are taken by select few students of the college.

Peer Virtual Trading-The program was conducted to give students a basic knowledge about stock market investment and trading.

Young Innovators Programme is a specially designed programme under Kerala Development and Innovation Strategic Council (K-DISC). The programme aims to empower young talents to innovate new products using familiar concepts.

PARTICIPATIVE LEARNING

Some of the participative learning methodologies adopted includes:

Techmeridian - The PG Department of Computer Applications and AI conducted hands-on sessions on Hardware and PC Assembling for school students.

National Seminar/Conferences- All the departments encourage students to participate in national seminars and Conferences on relevant and emerging topics. The aim of these seminars is to develop a culture to identify the latest developments in the specific area.

Massive Open Online Courses (MOOC) – To enhance lifelong learning **students are encouraged to attend online certification courses.**

Budget and Capital Market Competitions- Competition on Alternate Budget Presentation 'Arthavicharana' and capital market was organised and cash prizes were awarded to the winners.

 IIP(Industry Integrated Programs)-These programs help students to be updated with the latest industry requirement.

PROBLEM SOLVING METHODS

The problem solving methods includes the following:

Business Plan Presentation - The Department of BBA has initiated business plan competitions to enrich students with evaluation of entrepreneurial skills.

Creative Ad making competition. The Department of Commerce organized a program to create an innovative product and present it with a short video and poster.

Case Study-Case studies are given to students of various departgnts to analyse problems and to sharpen their problem-solving skills.

Journal Publications-Students are encouraged to publish papers in various journals

Quiz Competitions -To enhance student's general knowledge departments organize quiz competitions.

All the above mentioned teaching strategies enhance the learning experiences which is mostly ICT based. Teachers use **videos, blogs, online quizzes, audio lectures etc** to deliver lessons effectively. This is materialised using **ICT enabled classrooms**.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

2021-22	2020-21	2019-20	2018-19	2017-18
57	50	47	47	41

File Description	Document
Upload supporting document	[View Document](#)

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 25.62

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
17	13	12	11	9

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The students are well informed during the orientation program itself regarding the university norms for the award of internal assessment marks as well as the rules and regulations pertaining to the internal assessment tests and university examinations.

As per the COE (Controller of examination, M.G University) notifications, Academic activity plan and

Internal Assessment Examination Schedule is prepared. Based on the Academic Calendar, the Internal Assessment Examination will be conducted at regular intervals of time. The timetable for the assessment test will be prepared by the Exam cell, displayed on the Class Notice Boards, and circulated to students.

The college conducts a model examination of 80 marks for 3 hours as per the university's latest question paper pattern. Students are well informed regarding their seating arrangement by publishing the details on the college notice board. Invigilation duty is also assigned and published well in advance for the smooth conduct of the examination. An Invigilator checklist is also maintained and provided to them to routinely follow the procedures of conducting the examination. Examination Time Planner prepared and shared with students helps as a time management aid during the examination. Attendance is taken during the exam day by collecting their signatures in the attendance sheet prepared and sent to their respective examination rooms. A Surprise Inspection Squad under the governance of the Principal makes sure that the examination invigilation procedures are conducted as per the rules and regulations of the institution. It also makes sure that students are not engaged in any form of malpractice. After the end of the examinations, answer booklets are collected, verified, and sent to the respective course teachers for evaluation. The evaluated answer sheets will be issued to students in the classroom. The student can approach the respective course faculties in case they need clarification on the award of marks based on the scheme of valuation discussed in the class. The mark list for Internal Assessment will be prepared and later conduct Parent-Teacher Interaction. Remedial classes are conducted to improve the academic performance of slow learners. The college conducts Internal Assessment re-exam for the absentees. The Internal Assessment marks and attendance percentage obtained by the students are entered periodically in the University Portal once the portal is opened at the end of the semester. The students can view/ access the attendance percentage and their web portal marks through the University Student login.

Grievance Redressal System is properly functioning in our college. An internal Grievance Redressal Form is available on the college website which can be downloaded by the students and used the same for their grievances. The downloaded form then may be duly filled and submitted to the exam cell for immediate action. After a detailed scrutiny of the grievance form received, the exam cell in consultation with the Principal will take effective measures/solutions to address the grievance and the same will be informed to

the concerned student

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

Our college is affiliated to Mahatma Gandhi University, Kottayam and all our undergraduate level programmes and post graduate programmes are designed by the University. The University has given guidelines for outcome-based education only for post-graduate-level programmes recently. Therefore, our college took an initiative to incorporate outcome-based education in our undergraduate level programmes for improving the quality of imparting higher education. Programme outcome (PO) and Program-specific outcomes (PSO) are defined based on core council members discussions which is in line with the vision and mission of the college and department, as well as the graduate attributes given by NAAC. The Course Outcomes (COs) for each subject are defined by each department by HOD in consultation with concerned course teachers.

The POs, PSOs and COs are clearly stated and displayed on the college website and are also well communicated to both students and teachers so as make it easily accessible. It is communicated to the students during the introductory lecture given by each course faculty so they are made aware of attributes to be attained at the end of their study. The same is communicated to the teachers at the beginning of the semester when the courses are allotted to each faculty. The IQAC organised orientation program on Outcome Based Education to understand its significance and procedures.

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

Teachers frequently take initiates to improve the learning outcomes through discussions in staff council meetings and department meetings. These aspects are discussed with the students during interactive sessions to evaluate their perspective. The complete process is recorded in class wise course file prepared by each faculty. Thus we make an effort to take a systematic approach to bring a proper alignment of teaching and learning activities to its respective Cos PSOs and POs. Finally, program outcomes are assessed and Program Assessment Committee concludes the PO attainment level.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2 Pass percentage of Students during last five years

Response: 90.76

2.6.2.1 **Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
280	324	321	325	302

2.6.2.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
361	346	351	344	308

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.95

File Description	Document
Upload database of all students on roll	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0.9

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0.8	0	0	0.1	0

File Description	Document
Upload supporting document	[View Document]
Institutional data in the prescribed format	[View Document]

3.2 Innovation Ecosystem

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

Response:

The institution has a conducive atmosphere for innovation, creation and transfer of knowledge. It ensures that opportunities are provided for students to identify their talents and explore opportunities over a wide range of subjects through events organized such as seminars, workshops, club/association activities, student chapter initiatives etc.

Initiatives towards the same include:

Ecosystem for Innovation

- The college actively participated in **Young Innovators Program** which is an initiative under K-DISC (Kerala Development and Innovation Strategic Council) and achieved first position in overall idea submission in the state of Kerala and second position in the Kottayam District.

- The ED cell of the college in association with department associations conducts activities to foster the entrepreneurship skills in students. **Interactions with successful entrepreneurs** are arranged and it encourages students to participate in competitions such as **My Big Idea Competition**

- Magnum, The BBA Department Association of the college conducted **"Business Plan Competition"** to encourage innovative thinking.

- Workshops on **Intellectual Property Rights (IPR)** were organised in the college

- The institution has **DELNET and N-List facilities** in order to provide appropriate reference materials. The college also provides plagiarism tool- **Checker X** - in the library for ensuring research ethics.

Creation and transfer of knowledge

The institution takes efforts to enhance the knowledge spectrum of students by providing exposure to students beyond the syllabus.

- . The club also organised competitions and celebrated important days such as World Coconut Day in order to spread awareness.

- In order empower students with knowledge about **life skills,** the college organised **awareness sessions on topics such as Basic electrical skills, Cyber Security, Effective use of Waste Materials, Soap Powder Making etc.**

- **Alumni Interaction Modules (AIM)** are organised by all departments regularly in order to provide students with **the exposure regarding trends and innovations** in the industry.

- Students and teachers **presented papers in conferences and published articles** in reputed research journals.

- Students undertook **on the job training and internships** in order to gain knowledge beyond the

curriculum

- Faculty have published **Books** on specialised area so as to improve their spectrum of knowledge

- The college has **organised Seminars** on current and relevant area inorder to expose students to **the modernizations in their area of study** and encourage further research/innovations

- **Thirty percent** of the faculty members signed up for PhD

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 50

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
22	9	9	8	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years*

Response: 0.06

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the**

last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	2	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.29

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
19	1	1	0	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.4 Extension Activities

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

Response:

The institution conducts extension activities in the neighborhood in order to sensitize students about their societal responsibilities and to develop empathy for the underprivileged. The college is fully aware of the responsibility it has, to mould the students as responsible citizens through holistic development and hence plans extension activities likewise.

 Extension Activities for Holistic development:

Some of the major extension activities undertaken by the college was as follows:

- **Swachhta Pakhwada, Swatch Bharat, Swachhta Hi Seva, Clean Day and Organic Farming activities** have been undertaken by the NSS in the neighboring community in order to build value systems among students.
- **"Knowledge to Life"** was an initiate to create libraries in Government schools. Students contributed books which helped to create libraries in more than 20 schools.

- **"Donate Your Voice"** initiate was conducted to support the blind candidates in preparing for PSC exams in association with Kootu charitable trust. The students of the Institution volunteered to record previous years' PSC question papers with solutions.
- **Food materials, sanitary items and other essentials** were distributed among the affected people at the rehabilitation centers during the flood.
- **5400 notebooks** were handed over to the District Collector, Kottayam as contribution to the children in the flood-hit areas.
- Sukrutham was **a waste management awareness drive** taken up by the NSS unit of the college in association with Neelamperoor Panchayat.
- Jaivam initiative by NSS helped **create awareness about organic farming** in the local community
- Students of the college maintains the website **of Emmanuel Childrens Home**
- **"Techmeridian"** was organized in nearby schools to create awareness among students about the functioning of a computer system and its assembling
- **"Hour of Code"** is intended to increase logical thinking and reasoning skills among school children in neighboring schools.
- **GST, Digital Banking and Rainwater Harvesting awareness classes** were organized for Kududmbasree members.
- Awareness session on **"Life Style Diseases"** was organized for senior citizens to encourage a healthier life style
- **AIDS and Drug Addiction awareness** classes were held in nearby schools
- **Service to old age homes and orphanages** has been a practice of the students of our college. It provides opportunity to recognize the importance of empathy to the needy.
- **Children's Day Celebrations** were conducted in schools to promote respect for children and human values.
- Students **made papers bags and distributed it to the local shopkeepers** in order to reduce the use of plastic carrybags
- Students of St.George School were taught to **make useful materials from waste products.**
- **Digital Empowerment Classes** were taken for the staff of Paragon company.
- **Skip a Meal** was an initiative by the NSS volunteers to provide meals to the needy.

Impact of extension activities

The institution has formulated a policy for extension activities. The major objectives of extension activities are the following:

- Promote a concern towards society
- Inculcate human values
- Generate concern towards environment
- Initiate upliftment of neighboring society
- Empower children and women of the locality

- Support lesser privileged
- Develop skills through knowledge sharing

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The college has taken initiatives to undertake extension activities in order to contribute to the well fare of the society and to ensure wholistic development of students. The recognitions received for the same include:

- **Knowledge to Life**

UNESCO has recognized the initiative taken by the college – "Knowledge to life". This was an initiative by the college **to strengthen the libraries in Government School** in the districts of Kottayam, Alappuzha and Pathanamthitta. More than 10,000 children and teachers from 20 government schools in Kottayam, Alappuzha, and Pathanamthitta have benefited from the initiative. The initiative has **encouraged reading habits in children**. The initiative sprung from the realization that the libraries in the Government School could provide more impact among the children with an increased number of books. Students from the college under the leadership of Asst. Prof Sanju P Cherian collected **10,000 books from faculty and students of the college**. The collected books were distributed to **20 Governments schools**. The aim of the initiative was to promote reading habits among children and to instill empathy among our students towards the less fortunate.

- **The Human Race**

The college undertook initiate to be part of **#TheHumanRace campaign was a campaign of United Nations is towards climate action** "in solidarity with the people who need it most." Participants had to download the STRAVA app and register for the human race challenge in order to participate in the campaign. Each person has a 15-day period to finish a 100-minute workout. A total of 250 people from all over the world took part in the campaign. The college received an **appreciation from the UN** for the

same. The programme received a great response from the participants, who also pledged to live in a way that doesn't harm the environment.

- **Eye check-up camp**

The Department of Corporate Economics organized an Eye check-up camp for the people of the neighborhood. The activity was done in collaboration with **Eye Micro Surgeries and Laser Centre,** Thiruvalla. The team consisted of five members from Eye Microsurgery and Laser Centre, Thiruvalla, which included a doctor and four optometricians. Sixty five people from the general public attended the event. **The centre appreciated the initiate of the college.**

- **Canara Bank**

Canara bank appreciated the college for upholding the importance of Hindi language by organizing a webinar on "Various Dimensions of Hindi Language" under the aegis of IQAC and Life Skills Club. The program was aimed at creating awareness regarding the official language of the country-Hindi. The Resource person for the same was Shojo Lobo, Sr. Official Langauge Manager of Canara Bank.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 58

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

wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
9	1	10	18	20

File Description	Document
Upload supporting document	[View Document]
Institutional data in the prescribed format	[View Document]

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 24

File Description	Document
Upload supporting document	[View Document]
Institutional data in the prescribed format	[View Document]

11-07-2023 06:46:13

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college – 'Holistic development of the youth to attain learning for life'.Spread across 5.94 acres the institution has a built up area of 7395.06 sq.mts which includes Principal's office, Administrative office, Associate Director's office, IQAC room, classrooms, staffrooms, seminar halls, open auditorium, laboratories, exam cell, library, media room, snack bar, stationary store, NSS room and guest room.

Classrooms

The college has **26** spacious classrooms that are sufficiently ventilated and equipped with adequate furniture. All the classrooms are equipped with **ICT facilities, Wifi and LAN facility, black/green boards, notice boards, lights and fans**. **Comfortable seating arrangements** for students are also ensured.

Laboratories

College maintains **two computer labs and 1 psychology lab**. The computer labs are equipped with computers with the most **up-to-date hi-tech configuration of hardware and software.** They are located in two **spacious, completely air-conditioned**, and thoughtfully designed labs to support academic endeavours.

The psychology lab is built with **sufficient apparatus** that allows psychology students to collect data from human participants using the same resources as professional psychologists.

ICT facilities

- **Wifi and LAN** facility is available in all classrooms and staffrooms of the college
- All classrooms have **projectors** and all departments have **portable speakers**
- **139 computers** are available exclusively for student usage in the laboratories and library
- All staffrooms have Wifi and LAN facility and have **computers with printers** which helps teachers to prepare lessons in the ICT mode

Cultural Activities

The facilities for organizing cultural activities include:

- **An open auditorium** with sufficient seating capacity

- An **air conditioned seminar hall** that is well equipped and has ICT facility, Wifi and LAN facility
- A modern state of the art **media room with** ICT facility, Wifi and LAN facility
- **Sound system**
- **Generator facility** to organise events without interruption
- **LED screens** are arranged for all major events

S/N	Facility	Area/Size	Usage	
1.	Open auditorium	312.16 sq.cm	Conduct of cultural events & meetings	
1.	Seminar Hall	91.33 sq.cm	Conduct of Seminars / competitions etc.	
1.	Media Room	83.07 sq. cm	Organising formal events such as Parliament,conferences etc.	Youth

Gymnasium

The institution provides **a modern and well equipped** gymnasium facility to the students and faculty accessible at convenient timings under the supervision of the Physical Education Faculty.

Yoga Centre

The college has a yoga centre in the Decennial block which provides an ideal space for the students to practice yoga under the supervision of faculty from the physical education department.

Other facilities

- **UPS and generator facility** is available to provide uninterrupted facilty.
- **5 hostels and 1 international hostel**
- A Football ground,Volleyball court of 18M x 9M and Basketball court of 28M X 15M dimensions
- **Public address system** to disseminate information quickly through announcements
- **Intercom to** enable easy communication between various sections
- **Purified drinking water** available through coolers placed at every floor
- **Rest room** for girls
- **Pedestal sanitizer dispenser**
- An **extention counter of South Indian Bank**
- **Vehicles** on call for medical assistance

File Description	Document	
Upload Additional information	[View Document](#)	
Provide Link for Additional information	[View Document](#)	

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 23.24

4.1.2.1 **Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
330.35	49.73	12.16	16.05	13.00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

Automation using Integrated Library Management System (ILMS)

The college library is automated with SOUL library software 2.0.0.9. It is an ILMS designed and developed by the INFLIBNET Center based on the requirements of college and university libraries. SOUL software is an integrated multi-user management software that supports all in-house operations of the library. Bibliographic records of books available in the library can be accessed through the SOUL WEB OPAC. Users can check availability and reserve books online (through SOUL Web OPAC).

E-Resources

• **NLIST (National Library and Information Services Infrastructure for Scholarly Content)**
N-LIST is the college component of the e-Shod Sindhu consortium with access to 6000+ journals,1,99,500+ e-books under N-LIST & 6,00,000 e-books through NDL.NLIST provides access to e-books and e-journals for academic people. Members from authorized educational institutions can access the facility of NLIST online.

• **NDLI (National Digital Library of India)**
SCAS Library has NDLI Club Membership. It provides textbooks, articles, audiobooks, lectures, simulations, etc. to the learning community. The learning community can access all these resources free of cost. NDLI collects metadata from National and International digital libraries and other relevant sources. This collected data provides full-text index to all levels of learning communities in India.

• **DELNET (Developing Library Network)**

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

? Inter Library Loan – 3,50,00,000+ (books)
? List of Journals - 1,00,000+
? E-Journals – 5,000 Full-Text E-Journals
? Thesis/Dissertations – 1,00,000

Amount Spent on Purchase of Books & Journals (Last 5 years)

Item	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
Books	11226	16362	124346	238741.56	107092.77
Periodicals (Journals & Magazines)	49885	60299	71386	69614	33815
E-Resources (DELNET & NLIST)	48970	13570	13570	19470	NIL
Total	**110081**	**90231**	**209302**	**327825.56**	**140907.77**

Per Day Usage of Library (Staff & Students)

It is calculated on the basis of the physical visit of students and staff to the library, issue and return of the books as well as online usage. Students/staff can access the current status of the library documents from elsewhere and can reserve books they wish to borrow.

Library per-day usage Calculation 2021-2022

Step 1- Total number of users of the Library (5 Months)
	November 2021 to March 2022
Step 2 – Total number of working days (5 Months)
	 November 2021 to March 2022
Step 3 – Divided the calculated total number of users of the Library obtained in Step 1 by the Total number of working days obtained in Step 2.

Results Obtained
Step 1 – 4886
Step 2 – 110
Step 3 – 44.42
Results
Average per–day usage of library = 44.42
Total number of students = 980
Total number of teachers = 55
Percentage per day usage = Number of teachers and students using library per day *100/ Total number of teachers and students used the library

$$= 44.42 \quad * 100/\ 980 + 55 \quad = 4.29 \ \%$$

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

IT Facilities

Adequate number of computers with printers and high-speed internet are available in offices, departments, exam cell, and library. There are 159 computers and 24 paid application software as well as 6 paid system software installed at different locations in the institution. Software and hardware updations are done from time to time. The college website is monitored and updations are done by website committee under the guidance of the IQAC cell of the college. The college takes the help of experts for the maintenance and repairs of computers and also for the upgradation of its website. All the departments of the college have their own computers and printers which are used for computational and printing purposes.

Our students are extended with the complete support of the IT department as and when required. It is made available by setting and installing the Wi-Fi zones at various locations on the campus. Staff and Students can access this facility on their Laptops using their college mail provided. The College took a lead role in automating the students' records using MS Excel sheets. Taking a step towards Learning Management System (LMS), the institution has now implemented a web-based application- Linways for handling the academic activities of the college.

With the help of CCTV surveillance installed on the campus, any incidents occurring like unauthorized access, bullying, vandalism, etc. can be controlled and prevented. It helps in monitoring and keeping track of activities taking place on college premises. These cameras also provide teachers with protection against false threats of misconduct, as well as provide evidence for liaisons between students, teachers, and their parents. CCTV cameras keep a record of unauthorized individuals entering and exiting the campus without permission, which alerts the security staff in case of suspicious activity.

Bandwidth for Internet connection

The college provides high-speed internet facilities to students and faculty members. A state-of-the-art campus network with 400 Mbps Internet Leased Line (ILL) internet connection offers unlimited access to

the internet for the students and staff round the clock, for their educational and research needs. The institute has a 24X7 Wi-Fi facility in the college campus for the student and faculty members to avail the facilities of e-mail, internet surfing, uploading and downloading of web applications. At UG and PG levels, the teachers use the Internet for providing notes to the students wherever required and necessary. Computer labs are well connected to the internet to help students and faculty to carry out their academic and other work. In order to support faculty and students, lab assistants are also available for their queries.

Wifi Facility

The major portions of campus including hostels are wi-fi enabled with a high-speed internet connection to allow the students to access the internet no matter wherever they are. Staff and students are provided with institutional mail id which is used for inter and intra commmunication

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 7.05

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 139

File Description	Document
Upload supporting document	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 24.77

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
335.54	51.38	19.73	25.75	16.51

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 4.55

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
45	52	38	45	51

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Capacity building and skills enhancement initiatives taken by the institution include the following*

    1. *Soft skills*
    2. *Language and communication skills*
    3. *Life skills (Yoga, physical fitness, health and hygiene)*
    4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 67.93

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
980	767	780	544	377

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 69.72

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
187	241	217	221	216

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
280	324	321	325	302

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 *Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
463	98	159	135	95

5.2.2.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
463	98	159	135	95

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

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

Response: 72

5.3.1.1 *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 wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
22	1	30	14	5

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 2.6

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	6	2	2	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

The institution has **a registered Alumni Association** that is active and facilitates an amicable relationship between former students and their alma mater through frequent interactions. The alumni association of the college is registered under **Travancore- Cochin Literary, Scientific and Charitable Societies, Registration Act 1955**. The association conducts activities by following the objectives and rules and regulations specified in the bye- law. Besides this each department also has its own alumni forum. The association is taking abiding interest in the work and progress of the institute. The current alumni strength

of the college is 3301 from 5 UG programs and 1 PG program.

 Alumni Support services

The college regularly organises programmes with the help of former students in order to benefit the students studying in the college.

- **Alumni Interaction Programmes (AIP)**

All departments regularly organise Alumni Interaction Programmes (AIP) featuring well placed alumni to provide **career guidance** to the current students. These programs orient the students regarding the expectations of the industry in terms of skills, qualifications, opportunities, etiquettes etc.

- **Financial Support**

All final year students of the college pay an **alumni fee** which is utilised for the development of the college especially infrastructure and other utilities. Apart from this the alumni of various departments support the events organised by them such as **charity initiatives and competitions**.

- **Membership in committees**

Alumni representatives who are **members of committees** like the IQAC plays an active role in advising the institution regarding matters such as add on courses, skills development, employability skills etc.

- **Participation in events organised in the college**

The alumni also **serve as judges and resource persons** in our intercollegiate fest, arts fest, cultural fest and other student empowerment activities. They invite and inform our students to the events conducted in the colleges where they pursue higher studies and establish cordial relationship with their juniors.

- **Alumni meetings**

Alumni meet is conducted once in a year usually in the month of December or January of every academic year. This event provides an opportunity for the alumni to interact with their batch mates and the staff of the institution. As part of organising alumni chapters in different parts of the world, an alumni meet was organised in Dubai and Canada.

The institution values its alumni as our brand ambassadors and takes efforts to keep in touch with them. **Alumni WhatsApp groups** are maintained by all departments and they are utilised to keep the Alumni updated about all important events happening in the institution and to utilise their expertise for the betterment of the current students. Departments also track the status of its alumni on a regular basis. The faculty are also regularly invited to the important family functions of alumni such as marriages. They also visit alumni homes in case of deaths in their family. To sum up, the Alumni Association is a pillar of strength for the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Vision

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

Mission

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

Decentralization and participation in the institutional governance

The Governing Board of the institution comprises of eminent educationists, technocrats and professionals. It is the highest decision-making authority. The board welcomes new ideas from all the stake holders to facilitate learning for life, which is our vision. This is done through systematic decentralization and participation of stakeholders at all levels. The management gives directions and advices which are formulated by various bodies such as College Development Council, Internal Quality Assurance Cell (IQAC), Staff Council and Department Advisory Board. The **Principal** is authorized by the management to execute activities to enhance the quality of education. The **College Development Council** from time to time, puts forth suggestions for the attainment of strategic goals and evaluates the performance of the institution. **The Internal Quality Assurance Cell** plans, guides and monitors quality assurance and quality enhancement activities of the college. The **Staff council,** which meets every week, makes decisions regarding day to day activities of the institutions. Decisions regarding departmental activities are made at the **Department meetings**.

The decentralized model is evident in the functioning of departments, library, exam cell, clubs and committees under a designated faculty coordinator. **The Principal** delegates the authority to the **Head of the Department (HOD)/ Academic Coordinator** to ensure the smooth functioning of the department. In each department, there are **Stream Committees (SC)** which are formed on the basis of the courses offered by the department. The Stream Committee (SC) proposes suggestions to promote quality teaching. The suggestions are considered in the **Program Assessment Committee (PAC)** and are forwarded to **Department Advisory Board (DAB)** for approval. The committee prepares progress assessment reports of the department. **The Department Advisory Board** consist of Management representatives, Principal, HOD, subject experts from higher educational institution, industrial representatives, parent representatives and alumni representatives. Faculty members thus take a leading role in various committees formed at the department level and institutional level.

The decisions and opinions of various committee members play crucial role in formulating the larger institution policy. Students are given freedom to express their ideas and suggestions to the Head of the

Department through **class committees** and student union **SCASSA.** Each student in the department has a **faculty mentor** for providing guidance and motivation.

The Principal delegates the authority to concerned section head of important bodies such as administrative office, library, exam cell, IQAC, student association, committees and clubs. He convenes **committee-level meetings** and delegates responsibilities to carry out the assigned task.

The **PTA** and **Alumni Association** support the activities of the college and give constructive suggestions during the meetings that are convened regularly.

All the above-mentioned bodies work hand in hand to attain the strategic goals in a well-planned and systematic manner. Major decisions are taken keeping in mind the vision and mission of the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

Administrative setup

Governing board: The governing board is the top management which frames the policies and procedures which are implemented by the Principal, Head of the Departments, Academic Coordinators, faculty and administrative staff.

The Principal: The Principal is the full-time officer in the College to provide requisite leadership in accordance with the policy of the Management and the institution. All the important decisions taken are implemented in consultation with the Governing Board, Staff Council and IQAC.

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

The Staff Council: This is an advisory and consultative body consisting of the Principal, Heads of Departments, IQAC Coordinator, faculty and office representatives. The council meets once in a week (every Thursday) to review the internal affairs of the college and to manage day to day academic/non academic matters of the college

The Internal Quality Assurance Cell (IQAC): This is the quality monitoring body of the college which acts as the pivot of quality sustenance in the institution.

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

Program Assessment Committee (PAC): PAC comprising the head of the department and the faculties of the department assess the program and its outcome. It discusses the functioning of the program and suggests effective measures for the progress.

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

Students Committee: The Students Union (SCASSA), Department Associations, Clubs, Class Committees and class representatives form the collective voice of the student body. These are the spaces where students voice their opinions, suggestions and grievances.

Parent Teachers Association: The PTA contribute tremendously by supporting the staff of the institution to achieve holistic development of students. PTA meetings are held every semester.

Alumni Association: Alumni association of the college support the college in all endeavors. Alumni holding excellent positions are invited to interact with current students in order to orient, guide and motivate them for successful careers.

Examination Cell: The Exam cell of the college conducts internal examinations and manage end-semester examinations as per the regulations of university.

Other statutory committees and cells like **Grievance Cell / Anti-ragging committee, SC/ST Monitoring, OBC Cell, Internal Compliance Cell etc** are functioning in the college to implement various norms from the Government, UGC etc.

The institution abides by the **appointment and service rules** put forth my Government, UGC and MG university. The HR manual clearly states the rules of appointment and service rules and policies such as leave policy, research policy etc.

A well defined **code of conduct** exist for all members of the institution including Management, Principal, staff and students.

A well thought out **strategic plan** serves as the pivot of institutional initiatives and activities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Welfare measures

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

The following are the welfare schemes for the **non – teaching staff:**

Statutory Benefits

- **Employees Provident Fund**: PF for the eligible staff as per the norms of government.
- **Employees State Insurance scheme** for eligible staff

Institutional Benefits

- **Insurance:** Group medical insurance at a maximum of Rs. One Lakh per head.
- **Personal loan:** Loans are provided by the institution as per the request of the employees
- **Institutional Accommodation** for staff is provided in the hostel on their request
- **Increment subject to performance**

Welfare measure adopted for **Teaching Staff** include:

- **Insurance:** Group medical insurance at a maximum of Rs. One Lakh per head
- **Financial Assistance** for attending Conferences, Seminars, Faculty Development Programs, Workshops at other institutions
- **Financial Assistance** for taking Professional Body Membership
- **Research leave** is granted in order to pursue PhD
- **Prilvilege leave** is granted to faculty who completed one year of service after confirmation.
- **Increment** subject to performance
- **Duty leave** for attending professional development programs
- **Medical leave**
- **Canteen facility -** canteen facility to provide healthy food for the staff and students
- **Annual Faculty Development programs** are conducted in order to empower faculty
- **50% of the fees reduction** for Children of staff members who study in the college
- **Financial assistance** for conducting staff tour
- **Members of the staff are eligible for TA/DA** for the travel while accompanying students in University/Government level programmes

Performance Appraisal System

SCAS has a permanent system of appreciating and evaluating the performance of the teachers and non-teaching staff. For teachers, they have to submit their work record monthly before 10th of next month. The HOD and the Principal will verify the work register including the method of teaching and ICT methods adopted. The result analysis of internal examination and university examinations are systematically evaluated to appraise the performance of faculty. The management and Principal appreciate the excellent results made by the faculty and explanations are sought from those teachers whose papers score low marks.

The institution has devised a performance appraisal system giving the weightage to results, research publication, contribution to the institution, mentoring, administrative responsibilities undertaken, additional qualifications secured after joining services, seminars/webinars/workshops organized and seminars/workshops/ FDPs attended. At the end of the academic year the Management and Principal evaluate the performance of the faculty and provide constructive feedback.

The performance of the non-teaching staff is also evaluated based on a separate appraisal form which is evaluated by the Principal and Management.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 16.53

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	12	9	8	6

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 80.9

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
48	47	48	35	38

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
5	5	5	5	5

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The only source of institutional fund is fee receipts from students and contributions from our management, namely Mar Gregorios Educational Society .The entire amount collected in the college is transferred to the bank account maintained by the Mar Gregorios Educational Society.

All the aided and government colleges are included in 2(f) and 12(b) of the UGC Act 1956.As such these colleges are eligible for large amount of funds to library, laboratory and other enumerative projects.

As suggested by the NAAC Peer Team which visited our college in December 2014, we applied to M.G University for recommending this college to the UGC for including in 2(f). Now, our institution is included in the 2(f) of UGC Act 1956. However, as we were not granted 12(B).

As of now, all the expenditure relating to salary and allowances of the staff, maintenance of building and infrastructural facilities, celebrations of all types, T.A and registration fees to the teachers for attending FDP/Workshops/national and international seminars, membership to professional organisation, travelling facilities to teachers and students in intercollegiate fest are met by the management. We have many clubs functioning in the college. These clubs undertake large number of activities both inside and outside the college. All such activities are funded by the college. All the clubs are banned from collecting any number of contributions from among the members or outside.

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

The college collects all types of fees through South Indian Bank challan system. Fees will be directly credited to the college account.

Fees to the M.G University is being remitted through 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 co-ordinator of the program which will be paid after verification by Principal. Amount exceeding five hundred rupees are paid through cheques only. After payment, Principal will check all vouchers and receipts along with accounting records every fortnight. Errors detected will be clarified and corrected by accountant. Frauds if any will be reported to financial advisor. Financial advisor, who is chartered accountant will check all vouchers, receipts and entries in the accounting books. Accounting records are maintained through Tally software.

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

File Description	Document
Upload Additional information	**View Document**
Provide Link for Additional information	**View Document**

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The IQAC of the institution systematically reviews the teaching-learning process by adopting strategies and processes from time to time in order to ensure the provision of quality in education. The major initiatives are outlined below:

Teaching learning process

- **Induction/Orientation programs and FDPs** are organized
- **Bridge courses** are organized before the commencement of the first semester
- **Value Added Courses (VAC)** are conducted every semester to bridge the gaps in the curriculum
- **The Exam Cell** of the college ensures timely assessments and results publication
- Teachers **maintain a work register** containing lesson plan, topic delivery methods, assessment procedures etc.

- **Mentoring** is systematically conducted and reviewed through monthly reports and guidelines in the mentoring manual
- **Seminars, workshops and Interactions** with experts are arranged for faculty and students.
- Students undertake **MOOC courses** recommended by faculty to gain additional knowledge and qualification
- **Module tests** are systematically conducted at the end of each module and feedback given
- **Feedback** is taken about teaching-learning process in class committees, course end surveys
- **Library orientation** is given to every new students in order to ensure effective use of library
- **Result analysis** is conducted after every internal/University exam and remedial measures are taken.
- **Profile books and progression registers** are maintained in order to track the progress of students

Structures & methodologies of operations

- **Learning Management system (LMS)- Linways**- has been introduced to digitalize teaching-learning
- Admission is also carried out through the **Linways Admission Module**
- The campus has sufficient **ICT facilities and high-speed internet** in order to ease operations
- **Online fee payment** has been introduced
- The **website of the college** is frequently updated in order to provide relevant and current information by the website committee
- **Whatsapp groups** are maintained for students, parents, PTA, teachers and alumni
- All students and staff have **institutional email ID**

Learning outcomes

- Outcomes are reviewed based on **feedback received on teaching-learning** at the end of each semester.
- **Attainment of COs, POs** are evaluated at the end of each semester
- **Feedback is also taken from other stake holders** to improve the overall learning experience

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks
3. Participation in NIRF
4. any other quality audit/accreditation recognized by state, national or international agencies

such as NAAC, NBA, ISO Certification etc

Response: C. Any 2 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

- **Gender Equity**

To promote the need for gender equity among students, the college has taken appropriate measures. The college aims to eradicate the imbalance and curtailment of freedom that originates from gender inequality with the support of various clubs, committees, general practices, and activities.

1. **Committees and Clubs**

- To promote the values of equality and to eradicate discriminatory practices based on gender, the college has constituted clubs like **Women's club, HeforShe Club** (a subsidiary of United Nations) and **UNAI** (an initiative that engages HEIs with UN) which have regularly conducted **awareness programs, talks and competitions**. Besides, there are committees such as **Internal Complaints Committee, Equal Opportunity Cell, Grievance Redressal** and **Anti Ragging Committee** to look into specific cases of harassment and complaints lodged.

Activities are conducted to emphasize the increasing role of women in society and equip them to make life-determining decisions.

- In the institution, both **Men's Day and Women's day** are celebrated to sensitize students on the importance of gender equality.
- To make girl students self-equipped and promote entrepreneurship**, sessions on stitching, flower making, craft making, soap powder-making, bottle art** were organised.
- In order to promote **respect towards transgender community** an interaction was organised with the Ruchimudra, a transgender organisation
- Programs were organised by UNAI and Women's club to sensitise students **about the rights of women and the laws constituted by the Government for their protection**
- Awareness programs were arranged by the women's club with doctors to **promote menstrual hygiene and sexual awareness**.
- The institution also conducted **Gender Audit** to look into the wellbeing of its members
- The staff and students of the institution pledged their alliance with the **UN initiative to end**

violence against women.

- **Self Defence** classes were organised in association with Pink Police to develop confidence in female students.

1. **General Practices**

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

1. **Curriculum**

There are **11** courses in the curriculum promoting concepts of gender equity.

- **Celebration of national and international commemorative days, events and festivals**

In order to embrace diversity and to create an inclusive environment, the institution organizes various events through the students Union (SCASSA), clubs and department associations on the occasion of national, international commemorative days, events and festivals. At the beginning of every academic year, they along with IQAC identify such occasions and plan events to be organized. The institution aims to create an **environment of oneness and harmony through the celebration of such events**. Such occasions include :

Festivals: Onam, Keralapiravi, Christmas, Deepavali, Holi

International Commemorative Days

International Men's Day, International Women's Day, International Yoga Day, International day of Peace, Humanitarian Day, International Plastic Free Day, Environment Day, Ozone day, World photography day, International Dance day, International Day of Older Persons, European Day of Languages, International Day of Tolerance etc.

National Commemorative Days

Independence Day, Republic Day, Constitution Day, Gandhi Jayanthi, National Unity Day, Teachers Day, Childrens day, Navakeralam Yuva Keralam,

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

    1. **Alternate sources of energy and energy conservation measures**
    2. **Management of the various types of degradable and nondegradable waste**
    3. **Water conservation**
    4. **Green campus initiatives**
    5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

    1. **Green audit / Environment audit**
    2. **Energy audit**
    3. **Clean and green campus initiatives**
    4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Upload supporting document	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college takes meticulous efforts to create a sense of tolerance and harmony towards the community. Cultural, regional, linguistic, communal, and socioeconomic activities are carried out on a regular basis.

Cultural Activities

- Various cultural activities are organized during **Onam** (the harvest festival of Kerala) and **Holi** (the festival of colours) every year
- **Arts Fest** is conducted every year to build consciousness among the students regarding traditional art forms of our country.
- **Christmas and Deepavali** is commemorated on the campus with great zeal and joy. Also Ramadan messages are spread on the campus during prayer time.

Regional Activities

- **'Kerala Piravi'** is celebrated on November 1st commemorating the momentous union that led to the formation of modern-day Kerala.
- **Patron's Day** to commemorate the Patron Saint Mar Gregorios of Parulma, to bring in a sense of oneness among the Saintgits family.

Communal Activities

- **Creation of libraries for 20 government schools in Kerala.**
- **Distribution of tree saplings to the members of the community**
- **Regular visit to orphanages and old age homes**
- **Volunteering in flood relief activities**
- **"Donate your Voice",** an audio recording for PSC examination to help the visually impaired candidates.
- **Language enhancement and communication skill development sessions for the students of the nearby Government schools.**
- **Eye camp and Blood donation campaigns**
- **Health Awareness Programs**

Socio- economic Activities

- The College observe **energy conservation day** with great vigor. The faculty and students switch off lights and fans and reduce petroleum consumption as part of energy conservation.
- A **seminar on Petroleum Conservation** was conducted in association with Petroleum Conservation Research Association (PCRA), to convey the importance of energy conservation along with a technical session for the auto drivers.
- Hands-on workshop on **Digital Awareness** to educate society on technological advancement in digital banking and **GST awareness session** to train the nearby community on recent reforms in tax were organized.
- **Flash mob on AIDS awareness and drug awareness** was organised by the students to spread awareness.

Sensitization towards Constitutional obligations

Students are sensitized to follow general ethics and conduct to enable them to be loyal to the country and help them to observe duties and responsibilities entrusted to them.

- The members of NSS participate in the **Clean India mission (Swatch Bharat Mission),** a countrywide campaign initiated by the Government of India.
- The NSS volunteers took part in the **'Swachhta Pakhwada'** campaign to sensitise the public about the issues of waste management
- As part of the clean campaign, we initiated **Railway Suchitwa Mission** wherein the nearby railway station was cleaned
- We celebrate **Independence Day and Republic Day** to pay tribute to the nation and honor all freedom fighters that battled for India's freedom.
- As part of **the Digital India movement**, the college initiated programs such as Go cashless go digital, online banking sessions, digital marketing.
- **The alternate Union budget competition** conducted by the college sensitized the students on the importance of preparation and presentation of the budget.
- **The Model UN (MUN)** club functioning in the college enable the students to learn about international relations and diplomacy.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

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

Response:

BEST PRACTICE I

Title of the Practice :

Scholastic Competency Development Programme (SCDP)

Objective of the practice

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

The Context

The global education sector is witnessing a massive revolution with the advent of MOOC courses. People around the world are using it for **improving job prospects, career advancement, skill development, multidisciplinary learning, lifelong learning etc.** The Government has also made it their mission to promote such courses through initiatives such as the NMEICT and through the establishment of MOOC platforms such as Swayam, NPTEL etc. The management and the faculty of the college has made conscious efforts to equip students to **meet the requirements of industry and bridge the gap in the curriculum** by providing value added courses every semester.

The Practice

VAC

All the students are provided with value added courses every semester based on the feedback received from alumni, industry experts and academicians. Suitable add on courses are finalized by the Head of the Department and forwarded to the Principal. After discussion in the staff council meeting it is forwarded to the management for approval. Upon receiving the approval, the syllabus is framed by concerned faculty and add on coordinator. If necessary, an external agency is approached for the rendering course. In such cases, an agreement/MoU is made between the external agency and the college. Periodic assessments are conducted and the performance of the students are evaluated.

MOOC

Faculty encourage students to take up MOOC courses from various reputed course providers. During the pandemic period, all the faculty and students of our institution effectively utilized the time to complete multiple courses from various national/ international Universities. The institution was able to avail an offer from Coursera during this period and offered various courses free of cost to the faculty and students. This resulted in students gaining additional certifications along with their regular courses. The class teachers ensured that the students register and complete such courses on a regular basis. At present, the students and faculty are doing courses from Coursera, Edex, Google, Swayam, NPTEL etc. The certification of faculty is one of the components of the faculty appraisal system.

Evidence of success

MOOC and add-on courses aid the students in **securing admissions and getting jobs** in reputable institutions in India and abroad. The **additional qualification** provides an edge to the students over their counterparts in **job interviews**. Students **explore other genres** encouraging **multi-disciplinary learning**. Completing MOOC courses via the online platform have exposed the students and faculty to **varied pedagogical methods** making them adaptable in their learning experiences.

Problems encountered and resources required

- Identifying apt courses for each batch according to the altering demands of the job industry
- Allotting slots for add-on courses in the regular timetable without hindering the ongoing classes and motivating students to dedicate their time.
- Uncertainty in the University examinations hinders the progress of the courses
- MOOC courses are sometimes expensive and thus discourages students from registering for these

courses
- Identifying quality external resource persons for delivering VAC courses.

Best Practice II

Title of the Practice

Youth Enrichment through Holistic Development

Objective of the practice

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

The Context

The vision and mission of the institutions aims at holistic development of students. They are as follows:

Vision

Holistic development of the youth to attain 'Learning for Life'.

Mission

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

Survival in the competitive arena requires not only academic brilliance, but also skills, confidence and personality to overcome challenges at every phase of life. The institution understands the scenario, designs and practices various programs in order to complement the curriculum and attain holistic development. These include **mentoring, conduct of various activities through clubs, department associations, student chapters, participation in intercollegiate fests, Talents day etc.**

The Practice

At the beginning of every academic year duties are entrusted to faculty by the Principal in consultation with the management. Faculties are assigned duties of managing clubs, associations, student chapters etc. Student representatives and faculty prepare a plan about the various programs that may be organized in that academic year.

Apart from class teacher,each class is assigned with a mentor to monitor the progress of 25-28 students. The mentors regularly interact with their mentees through group and individual mentoring sessions. Talents of mentees are identified and the mentors take the initiative to provide them with opportunity to discover/polish their talents. Care is taken to incorporate additional activities into the curriculum every month to ensure enrichment.

Evidence of success

- **Association activities and participation in inter collegiate fest** enabled students to win prizes and overall championships consistently.
- Observation of important days by various clubs and associations has mad**e students more socially responsible citizens**.
- Various clubs like HeForShe, YETS, UNAI, MUN **created awareness among the students about the culturally sensitive issues**.
- Literary activities of the clubs **encouraged creativity** in students.
- Programs organized by the Student chapters **sensitized students about the requirements of the industry and promoted entrepreneurship**
- Talents Day gives a platform to students to **exhibit their various talents** which in turn **improves their personality**.
- Trivia Saturday Quiz **enhanced the knowledge domain of the students**.
- Activities organized by NSS, UBA and NYKS has **improved societal commitment among students.**

Problems encountered and resources required

- It is difficult to incorporate club/association activities into the regular curriculum
- Finding funding for various events can be challenging
- Mentoring becomes difficult when certain students are unwilling to open up

File Description	Document
Any other relevant information	[View Document](#)
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Institutional Distinctiveness: Alumni Interaction Module (AIM)

- **About the college**

Saintgits College of Applied Sciences, founded in 2004, is a new generation Arts and Science college. Since its inception, it has maintained excellent standards in both academics and extracurricular activities. The institute has set a standard in graduate studies by combining a scientifically designed teaching techniques with some of the brightest and most experienced teachers and cutting-edge facilities. In addition to the curriculum, the institution is always concerned with the holistic development of the young. This organisation is well-known for providing campus placement and ensuring further education at prestigious national and international universities / institutes.

The institution's mission statement calls for the development of leadership skills while aspiring the benefit of society via excellence in science, the arts, and technology. By incorporating traits like honesty, delegation, confidence, dedication, optimism, creativity, and persistence, the institution continually inspires the students by offering a platform for their social and mental growth. The institution's ability to motivate its pupils to pursue knowledge, moral principles, and social duty has never wavered.

- **Alumni**

Many alumni have graduated and left the doors of this college since 2004. Alumni cherishes vivid memories of their time at the institution. The staff of the college takes meticulous care in maintaining a healthy relationship with its alumni. Their **progression** is systematically tracked. The **faculty make efforts to maintain cordial realtions with the alumni even after they graduate from the institution.**

The **registered Alumni Association** of the college is pivotal in maintaining a constant connect between the college and alumni. Our aim is to **promote and encourage alumni engagement and commitment towards the institution**. The alumni association of the college is working to develop a global network by bringing all of our alumni together in one platform. The college conducts alumni meetings on a regular basis every year. It has also now initiated alumni meeting abroad in locations such as Dubai and Canada. These meetings provides an opportunity for the alumni to be in contact with their alma mater.

- **Alumni Interaction Module**

Over the years, **our alumni has been placed in reputed companies** like TCS, Infosys, Wipro, UST Global, Deloitte, Cognizant, Federal Bank, South Indian Bank, LTI Mindtree, Accenture, ESAF, KPMG, Hexaware, Investment, Orion Innovation etc. The **knowledge gained by the alumni through their work experience in these companies were shared by them through Alumni Interaction Modules (AIM) with the current students.**

Objectives

All departments have regularly conducted AIM to provide exposure to their students regarding

the following :

- **Current trends in the industry**
- **Job opportunities**

- **Qualifications required for specific jobs**
- **Skill sets required for each job**
- **Institutions providing specialised courses**

The practice

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

The interactive sessions with the alumni have given students an insight into different realms of careers. Alumni of the BCA department gave **insights about the latest tools and programmes in the IT field**. The sessions in Commerce department gave an opportunity to their students to understand the scope of **CA, ACCA, job opportunities in banks etc** through alumni interaction. The alumni of the Department of Business Administration enlightened on **how to crack competitive exams and excel in various careers**. Knowledge about **stock exchange and higher studies opportunities were** the theme of alumni interactions in BA .

Advantages:

- **Empowerment** of current students through the exposure gained from AIM
- **Foster entrepreneurship** and innovative thinking among students
- **Increase employment opportunities** of students through interactions with alumni working in reputable organisation
- **Promote knowledge sharing** in relevant area
- **Provide apt career guidance**
- Allow the alumni to **stay in touch** with the students, teachers, and staff of their alma mater
- Provides **opportunities for the alumni to participate in the activities of the college** and thereby **contribute to the upliftment of the institution**
- **Offer opportunities for the faculty to be updated** about trends in their area of specialisations

- Aid **faculty in identifying gaps in the curriculum** and rectify them through Value Added Courses

Conclusion

In today's competitive scenario, building an active and loyal alumni network is crucial to an institution's success. Alumni of the college has played an emphatic role in establishment of the institution's reputation/ brand through word-of-mouth. Many alumni have shown the faith in the institution by taking admission for their siblings and close of kin at SCAS. The institution also relies on them to offer mentorship and thus aid the faculty in moulding the current students to meet the requirements of the job industry. As a result, both the institution and the alumni recognise the value of alumni association and benefit from them.

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

5. CONCLUSION

Additional Information :

Ever since its foundation in 2004,Saintgits College of Applied Sciences(SCAS), Pathamuttom, Kottayam is one among the prestigious institutions of the Saintgits Group of Institutions, first grade multi –faculty co-educational institution who has been true to its vision and mission aimed at the holistic developments of the students with a concern for the society. The management is very dynamic and vibrant catering to the growth and development of the students and takes meticulous care in selecting the most efficient faculty irrespective of caste, creed and region. A recognized Christian minority Institution, SCAS is open to all and is a highly sought after Centre of Higher Learning by the NRI's. The college has 90% pass for all the programmes and university ranks ever since its establishment. The numerous Add-On-Courses offered in the college provides an edge for SCASIANS over their counterparts.

This institution is aware of the developments in the New Educational Policy of the Government of India and is ready to offer four year U.G programs as and when M. G University revises the curriculum. The Principal was a member of the Kerala State Expenditure Review Committee and an expert member of the Government of Kerala for the XIV Finance Commission. He is a resource person for Union and State budget analysis. Unnat Bharat Abhiyan, Nehru Yuva Kendra Sangathan and National Service Scheme Units of the College offer many community development programs. The MUN unit has been successful in creating a number of student ambassadors. The college has student chapters like YUVA, CSI and NIPM which fosters industry – academia interaction and as well as social commitment.

Future plans of actions

- National and foreign collaboration, students and faculty exchange program.
- Increase academic linkages and research initiatives
- Serving as resource centre for the Panchayat Raj, institution and the state government.
- Launching multi-disciplinary UG and PG programs as per NEP
- Attain degree awarding status
- Offer online short term courses in lieu of NEP
- Increase the number of operational MOUs
- Devise projects of social impact for the neighboring community

Concluding Remarks :

Saintgits College of Applied Sciences from 2004 is consistently taking forward the objectives of the sponsoring agency Mar Gregorios Educational Society. Since the inception, this institution has been providing quality education as per the curriculum framed by MG University. Over the last 19 years, Saintgits College of Applied Sciences has taken quality initiatives both in the curricular and co-curricular activities. The institution aims on equipping the SCAS fraternity with *"Learning for Life"*, aiming at self-actualization and societal concern.

The vibrant vision of the management and the expertise of the Principal and dedicated members of faculty are being used optimally. Devoted administrative staff, talented students, well placed alumni and proactive P.T.A are the strong pillars of this centre of learning. The best practices - *Scholastic Competency Development Programme (SCDP) and Youth Enrichment through Holistic Development (YEHD)* of the institution are meant for the all-inclusive development of the student community. During the academic year 2021-22, we got as many as 14 University ranks. In the University youth festival also our students continue to bring laurels to the college. This institution is well known for campus placement and ensures higher education in esteemed national and international universities and institutes. The college bagged the following awards which are proof to its continuous commitment towards excellence:

- First position at the state level in Young Innovators Program 4.0(2021-22) for maximum idea generation
- Cambridge Emerging Star of the Year Award
- The YUVA best Chapter of CII Young Indians

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

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.1.1	**Enrolment percentage** 2.1.1.1. **Number of students admitted year wise during last five years** Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
318	334	369	360	369 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
318	334	369	360	369 | 2.1.1.2. **Number of sanctioned seats year wise during last five years** Answer before DVV Verification: | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
494	456	434	398	424 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
494	444	434	398	424	 Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.
2.1.2	**Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)** 2.1.2.1. *Number of actual students admitted from the reserved categories year - wise during the last five years* Answer before DVV Verification: 	2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
116	124	163	160	170 | Answer After DVV Verification : | 2021-22	2020-21	2019-20	2018-19	2017-18
---	---	---	---	---
33	33	33	34	38	 2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year**

wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
294	267	217	199	212

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
138	128	74	69	76

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

| 2.4.1 | **Percentage of full-time teachers against sanctioned posts during the last five years** |

2.4.1.1. **Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
55	50	47	47	41

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
57	50	47	47	41

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

| 2.4.2 | **Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** |

2.4.2.1. **Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
20	17	16	15	12

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
17	13	12	11	9

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

| 3.1.1 | *Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)* |

3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0.3	0.5	0	0.1	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0.8	0	0	0.1	0

Remark : As per the documents provided, DVV input is recommended.

| 3.2.2 | *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years* |

3.2.2.1. **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
22	10	9	9	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
22	9	9	8	2

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

| 3.3.1 | *Number of research papers published per teacher in the Journals notified on UGC care list during the last five years* |

3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3	0	2	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	2	0	0	0

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years** Answer before DVV Verification: _see table below_

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
16	5	2	0	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
19	1	1	0	2

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years** 3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
10	1	11	20	19

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
9	1	10	18	20

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1106	740	784	439	478

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
980	767	780	544	377

Remark : As per the revised data and clarification received from HEI, based on that no. of benefitted students should not be more than no. of enrolled students in extended id 1.1 so DVV input is recommended accordingly.

5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
187	241	217	221	216

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
187	241	217	221	216

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
361	346	351	344	308

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

| 280 | 324 | 321 | 325 | 302 |

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

5.3.1.1. *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 wise during the last five years*

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
22	1	30	14	9

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
22	1	30	14	5

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
767	318	743	752	385

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	6	2	2	2

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

6.3.2	**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
20	25	9	8	6

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5	12	9	8	6

Remark : As per the documents provided by HEI, DVV input is recommended.

6.3.3	**Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
43	42	43	30	33

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
48	47	48	35	38

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
5	5	5	5	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
5	5	5	5	5

Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 76 Answer after DVV Verification : 79
1.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification: {table1} Answer After DVV Verification: {table2}
2.1	**Expenditure excluding salary component year wise during the last five years (INR in lakhs)** Answer before DVV Verification: {table3} Answer After DVV Verification: {table4}

Table 1.2 — Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
55	50	47	47	41

Table 1.2 — Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
57	50	47	47	41

Table 2.1 — Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
244.22	278.43	291.94	284.89	291.56

Table 2.1 — Answer After DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
665.69	278.43	291.94	284.89	291.56