



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SIENA COLLEGE OF PROFESSIONAL STUDIES

SIENA COLLEGE OF PROFESSIONAL STUDIES, EDAKOCHI
682010

www.sienacollege.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Siena College of Professional Studies, Edakochi started functioning in 2002 as a self-financing institution, affiliated to Mahatma Gandhi University, Kottayam, Kerala, and holds the distinction of being a minority institution. With an unwavering commitment to quality education, the college has earned ISO 9001:2015 certification.

The college is owned and administered by the Dioceses of Cochin, one of the oldest Catholic Dioceses in India. Currently, Siena College of Professional Studies have 1559 students, 49 teaching staff and 13 non-teaching staff. The faculty, comprised of experienced tutors with a wealth of experience in their respective fields, employs innovative teaching methodologies to engage and inspire students.

The college prides itself on its robust infrastructure, which includes state-of-the-art laboratory facilities, cutting-edge ICT resources, and ample sports facilities. These facilities are designed to provide students with a well-rounded educational experience, fostering both academic and extra-curricular development. The campus has a vibrant energy, conducive to learning and exploration, while the lush greenery surrounding the premises adds to the peaceful atmosphere.

The curriculum is designed to encompass a wide range of cross-cutting issues, including human values, environmental sustainability, entrepreneurship development, professional ethics, gender equality, and constitutional obligations. The college ensures the successful transition of its students into the professional realm through many functional MoUs.

The college encompasses various clubs and committees dedicated to promote student welfare and societal well-being. The College hosts an Entrepreneurship Development Club which is registered with the Directorate of Industries and Commerce, Government of Kerala. Moreover, the college's Institutions Innovation Council, registered under the Ministry of Human Resource Development, is dedicated to promoting entrepreneurship and innovation among students. The College is deeply committed to environmental sustainability and social upliftment. The college's Nature Club actively promotes environmental awareness and conservation efforts among students, instilling a sense of responsibility towards the planet.

The college stands as a shining example of academic excellence, social commitment, and holistic development. With its diverse academic offerings, state-of-the-art facilities, dedicated faculty, and unwavering commitment to social responsibility, the college provides students with a nurturing environment where they can thrive academically, professionally, and personally.

Vision

To provide excellent educational opportunities that are responsive to the needs of the marginalised sections of society especially to the backward Latin Catholic Community and to work for the social, educational, economic and moral uplift of the society through education and professional training.

Mission

- To adapt innovative approaches in education.
- To provide student support services that help students to meet economic, social and environmental challenges and thus, actively participate in shaping the future generation.
- To develop the college into an institution of excellence in holistic and multidisciplinary studies.
- To provide the facilities available for study and research at the highest level.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The institution benefits from unwavering support and dedication from its management, fostering an environment conducive to growth and development.
- Ample academic space and infrastructure provide a solid foundation for educational excellence.
- The college boasts a team of dedicated and proficient staff, complemented by enthusiastic students, contributing effectively to fulfill the vision and mission of the institution.
- The college boasts a very high enrollment percentage every year.
- The college has a state of art library facility.
- Safe and secured campus with CCTV surveillance.
- Drawing admissions from the Union Territory of Lakshadweep enhances the institution's visibility beyond state boundaries.
- Active participation of the Parent-Teacher Association (PTA) enriches various institutional activities and initiatives.
- Registered Alumni Association.
- Reduction in electricity consumption by implementation of 40KW Solar Panel
- A diverse student demographic presents opportunities for catering to marginalized sections of society.
- Holding ISO 9001:2015 certification underscores the institution's commitment to quality education.
- The Entrepreneurship Development Club and Institutions Innovation Council foster innovation and entrepreneurship among students.
- Establishment of active Memoranda of Understanding (MoUs) with esteemed agencies encourages collaborative initiatives.
- Certificate courses are provided to enrich the curriculum.
- The Siena Social Battalion, a vibrant student community engaged in social services and outreach programs including blood donation and medical camp, amplifies the college's social impact.
- Effective IQAC team to ensure quality sustenance for holistic development.
- Recognised as Peace League Institution for promoting sustainable development goals in the Youth Summit 2023.
- Awarded "Gold Zone" in recognition of voluntary contribution for the empowerment of persons with visually challenged, by Indian Association for the Blind 2023.
- Recognised by "Precious Drops, blood donation association", for conducting blood donation camps in the institution 2023-2024.
- Received "Greater Kochi Best College Award" for exemplary green initiatives by Greater Kochi Development Forum 2023-2024
- Received recognition for saving lives through blood donation camps by Amrita Hospital 2024.

Institutional Weakness

- The rigidity of University-mandated curriculum limits flexibility in course content modification.
- Faculty participation in research activities remains constrained.
- Dependency on tuition fees as the primary funding source poses financial challenges.
- Lack of external funding.
- Limited number of publications by faculty members.

Institutional Opportunity

- Extending higher education to marginalized and underserved communities present a significant opportunity for societal upliftment.
- Nurturing artistic and cultural talents can be a focal point for holistic student development.
- Introduction of new courses tailored to meet educational demands in coastal areas can expand academic offerings.
- Various extra-curricular activities, including sports and cultural events, alongside NSS and women's cell initiatives, foster overall student growth.
- Available additional built-up space allows for expansion of academic programs.
- The placement cell can offer enhanced career and skill development programs to prepare students for the corporate world.
- Potential exists for launching new job-oriented programs to align with industry demands.
- Interdisciplinary academic activities, in line with the National Education Policy (NEP) 2020, provide avenues for comprehensive learning experiences.

Institutional Challenge

- Delays in university admission processes and examination scheduling lead high-performing students to prefer autonomous colleges.
- Postponement of examinations adversely affects academic calendar and instructional days.
- Establishing a robust research and consultancy culture poses significant challenges.
- Securing funds for infrastructure development remains a critical obstacle.
- Bridging the academic gap between students of varying proficiency levels is a persistent challenge.
- Addressing lack of self-motivation among a subset of students is imperative for holistic student development.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Siena College of Professional Studies, a self-financing institution affiliated with Mahatma Gandhi University, has demonstrated a commitment to provide high-quality education through effective curriculum planning and delivery methods.

The college ensures the effectiveness of its curriculum through a well-structured and documented process. This includes the preparation of an Academic Calendar at the beginning of every academic year and the conduct of

two internal assessments every semester. These measures ensure that the curriculum is delivered systematically and that student progression is consistently monitored. The college offers 58 Certificate/Value Added courses including online MOOC course with a notable number of 3816 students successfully completed these courses during the assessment period. The College integrates crosscutting issues relevant to professional ethics, gender, human values, environment, and sustainability within its curriculum. This is evident in the 90 courses specifically designed to address these crucial areas. The institution places a strong emphasis on experiential learning, encouraging students to participate in project work, fieldwork, and internships. A significant number of students, totaling 778, have benefited from these practical experiences. These activities are designed to enhance students' understanding of real-world applications of their academic knowledge and prepare them for professional careers. The college also promotes student involvement in various activities through the National Service Scheme (NSS) and various clubs. To ensure continuous improvement, the college has established a robust feedback mechanism. Feedback on the academic performance and ambience of the institution is regularly obtained from a diverse range of stakeholders, including students, teachers, parents, employers, and alumni. The institution not only collects this feedback but also takes actionable steps based on the insights gained. The action taken report on this feedback is made available on the institution's website, ensuring transparency and accountability.

Siena College of Professional Studies exemplifies excellence in curriculum planning and delivery. Through its comprehensive approach to education, the institution effectively integrates important crosscutting issues into its curriculum, engages students in meaningful experiential learning opportunities, and maintains a proactive feedback system.

Teaching-learning and Evaluation

Siena College of Professional Studies places a strong emphasis on teaching, learning, and evaluation process for ensuring quality education. The college employs innovative strategies in these areas, adhering to the key indicators including Student Enrolment and Profile, Student-Teacher ratio, Teaching-Learning process, Teacher Profile and Quality, Evaluation Process and Reforms, Student Performance and Learning Outcomes, and Student Satisfaction Survey.

The college maintains complete transparency in its admissions process, admitting students through the Centralized Allotment Process (CAP) in compliance with the regulations of Mahatma Gandhi University, Kottayam. Over the past five years, the average enrollment percentage stands at 91.24%, with a significant 60.74% of seats filled against reserved categories such as SC, ST, OBC and others, reflecting the institution's commitment to inclusive education.

The Student-Teacher Ratio of the college is 31.82%, which supports personalized attention and better learning experiences. The college adopts student-centric methods like experiential learning, participative learning, and problem-solving strategies. Teachers effectively integrate ICT-enabled tools, including online resources, which ensures active participation of students in teaching-learning process.

The College boasts a high percentage of full-time teachers, with 96.7% of sanctioned posts filled. Of these, 42.19% of the faculty hold advanced qualifications underscoring the institution's dedication to quality teaching. The college ensures a transparent evaluation system which includes both formative and summative assessments to foster continuous learning. The examination committee and department-wise grievance redressal mechanisms ensure that the assessment process is fair and efficient. Programme Outcomes (POs) and Course Outcomes (COs) are clearly stated and displayed in the premises of the college and also in the website, and

their attainment is regularly evaluated.

The average pass percentage of the students over the past five years is 74.65. The college conducts post-admission tests, bridge courses, mentoring programmes and remedial teaching to help the students in enhancing their academic performance. The students' feedback is also collected, analysed and suitable action is taken to enhance the teaching learning process. The institution's commitment to continuous improvement and adherence to NAAC's key indicators makes it a model for quality education.

Research, Innovations and Extension

This Criterion focuses on the policies, practices and outcomes of the institution on research, innovations and extension. Being a self-financing institution, the college has limitation in acquiring sufficient funds for executing research activities. The college's ED Club, IIC, Research Cell, and IPR Cell play crucial roles in promoting research and innovation. Over the past five years, the college has organized 50 workshops, seminars, and conferences focusing on Research Methodology, Intellectual Property Rights and Entrepreneurship.

Research, being a crucial component of the academia, faculty are promoted in attending research-oriented sessions and research publications. The effectiveness of these initiatives is reflected in the outcomes achieved during the assessment period, which include 33 research publications, 10 chapters/articles in edited books with ISBN numbers, and the filing of one patent.

The college is deeply committed to extension activities and community outreach, which have a significant impact on the local community and sensitize students to societal issues contributing to the holistic development of the students. The institution received several awards and recognitions from governmental and non-governmental organisations for its extension activities as a part of community service. National Service Scheme unit actively engages students in community development projects. The college has conducted 51 extension and outreach activities including digital literacy, green initiatives, cancer awareness, medical camps, and blood donation drives. Additional outreach efforts include visits to orphanages, old-age homes and the distribution of food packets, which further demonstrate the college's commitment to community service. The impact of these activities is evident in the positive feedback from the community and the enhanced social awareness among the students.

To broaden the scope of academic and research activities, Siena College has established 22 functional Memoranda of Understanding (MoUs) with various institutions including industries. These MoUs facilitate faculty and student exchanges, internships, and project works, to enrich the educational experience and to provide valuable practical exposure.

These efforts collectively contribute to the comprehensive development of students and the betterment of society at large.

Infrastructure and Learning Resources

Siena College of Professional Studies is located in a calm and quiet campus providing a fitting academic ambience and is committed to provide its students with high-quality education and for their overall development. It offers eight undergraduate programmes and one postgraduate programme for which the college has equipped with adequate infrastructure facilities. For the maintenance of physical facilities and academic

support facilities the management spends 78.23% and for infrastructure 16.88 % of the total expenditure excluding salary during the assessment period.

ICT FACILITIES

- 3 Well equipped computer laboratories to meet the requirements of the students.
- 4 classrooms, 1 seminar hall and a Lab is ICT-enabled.
- Wi-Fi enabled campus with 300 Mbps speed.
- 106 computers. (The Student Computer ratio is 14.71 : 1)
- 8 Printers/Scanners/Copiers.

ACADEMIC SOFTWARE

- KOHA enabled College Library with partially automated features.
- E-College solution for students' attendance.

LIBRARY FACILITIES

The college has a well equipped library with over 6000 Text Books, Reference Books, Dictionaries, Encyclopedias, Journals, Yearbooks, Periodicals, Newspapers, Magazines etc. The library is partially automated with an Integrated Library Management Software KOHA. Online Public Access Catalogue (OPAC) is also available in the library.

INTERFACE/SECURITY SERVICES

- CCTV Surveillance facility in the classrooms, examination halls, seminar halls, laboratories and campus.

DIVYANGJAN FRIENDLY CAMPUS FACILITIES

- Divyangjan Toilet (Ladies and Gents)
- Divyangjan Parking
- Ramp
- Wheel Chair

CULTURAL FACILITIES

- 1 Auditorium
- 1 Seminar Hall
- 2 Porticos

SPORTS FACILITIES

Siena College has several facilities to enhance physical activities and sports.

- Yoga Centre
- Sports Room
- Basketball Court

- Football Ground
- Gymnasium
- Indoor Games

OTHER FACILITIES

- IQAC Room
- Examination Cell
- Idea Lab/Incubation Center
- First Aid Room
- Counselling Room
- NSS Room
- Solar Panels
- Water Filter/ Cooler
- Parking Ground
- Generator
- Neat and Hygienic Wash Areas
- Waste Disposal Plant.
- Fire & Safety
- UPS
- Cafeteria
- Eco friendly Campus

Student Support and Progression

The college has demonstrated a significant commitment to student support and progression through a variety of initiatives and programs. The college has organized several capacity development and skills enhancement activities aimed at improving student capabilities. Our college supports students in their academic as well as co-curricular activities and also organized career counseling programmes, guidance for competitive examinations, capacity building and skill enhancement activities aiming overall development of the students. Students are financially supported by various scholarship schemes including government and non-government agencies. Their academic excellence is honoured by the endowments offered by faculty members and former principal, Dr. Jose P Abraham as well as excellence in sports activities are honoured by Prof. K J Paul Memorial Ever-rolling Trophy. The students are benefitted from scholarships and freeships provided by Government, Nongovernment agencies and funded endowments. During the assessment period, 113 capacity development and skill enhancement programmes were organized on Soft Skills, Language and Communication Skills, Life Skills and ICT/Computing Skills aimed at preparing them to make excellence in career. During the assessment period, more than 50% of students have benefitted from guidance for competitive examinations and career counseling offered by the institution. About 33% of the passed-out students progressed to higher studies or secured placement. Students participated in 108 sports and cultural programmes organized by the College or other Institutions and also, they have won medals in sports and cultural activities at the University/State/National level. Grievances received from students were resolved without delay by various statutory committees such as Anti-ragging Committee and Grievance Redressal Committee through a transparent mechanism employing offline and online modes. The registered Alumni Association (Reg. number: EKM/TC/174/2024) has significantly contributed to the development of the institution through financial support and other services.

Governance, Leadership and Management

In line with the institution's vision and mission, Siena College of Professional Studies governance and leadership are evident in a number of institutional practices, including the implementation of the NEP, sustained institutional growth, decentralization, participation in institutional governance, and their short and long-term Institutional Perspective Plan.

By efficiently utilising a variety of administrative entities, such as the Management Committee, IQAC, Staff Council, PTA and the Students Union the institution aims to realise its mission

The Principal, who serves as the institution's leader, directs the College. The decentralised system of the institution includes the management committee, the staff council, the PTA and the student union.

E-governance is implemented by the institution in its operations mainly Administration, Finance and Accounts, Student Admission, Support and Examination. As a self-financing college, the management trust administers the college based on the regulations and guidelines of the Ministry of Higher Education, Higher Education Department and Directorate of Collegiate Education.

The Internal Quality Assurance Cell (IQAC) also ensures the identification of quality improvement initiatives and their implementation, Academic and Administrative Audit (AAA) and follow-up action.

The IQAC establishes a well-structured action plan at the start of each academic year, which serves as the framework for all academic activities.

Seminars, training, and workshops are held by the college IQAC for the benefit of both staff and students.

In accordance with, government and university standards, the college has a functioning performance appraisal system, effective welfare programmes for teaching and non-teaching personnel, and opportunities for career growth and advancement. All of the stocks in the departments, labs, library, and office are verified annually

Institutional Values and Best Practices

Siena College epitomizes a holistic approach to education, prioritizing gender equity, social responsibility, environmental stewardship, inclusiveness, and entrepreneurial spirit. The institution's commitment to these values is evident in its comprehensive initiatives designed to foster an inclusive and sustainable environment. Gender equity programs ensure that both male and female students receive equal opportunities and support, fostering an environment of respect and equality. The institution ensures an inclusive environment that celebrates cultural, regional, linguistic, and socioeconomic diversity. Sensitization programs are conducted to educate students about their constitutional obligations, including values, rights, duties, and responsibilities as citizens.

Siena College's commitment to environmental stewardship is demonstrated through its initiatives on alternative energy, waste management, and water conservation. The institution has installed solar panels, and implemented pipe composting measures to promote sustainability. Regular quality audits, including green audits and energy audits, are conducted to ensure the efficacy of these initiatives. The college engages in green campus initiatives and beyond-the-campus environmental promotion activities. These efforts underscore the institution's dedication to sustainability and aiming to foster a greener campus and community. The institution has

established support systems and facilities designed to create a safe and conducive learning environment. This includes a disabled-friendly, barrier-free environment to accommodate students with special needs. Two best practices at Siena College are: Inculcating entrepreneurial aspirations among students and the Siena Social Battalion. The ED Club cultivates a culture of innovation and enterprise. It provides students with numerous opportunities to explore their entrepreneurial potential through workshops, industrial visits, and hands-on projects. Registered under the District Industries Centre (DIC) of Kerala, the club plays a crucial role in preparing students for entrepreneurial ventures. Siena Social Battalion exemplifies college's dedication to community services. Through various outreach programs, healthcare initiatives, and disaster management efforts, students actively contribute to societal betterment. A distinctive feature of Siena College is its focus on uplifting students from coastal regions. The institution provides tailored support and opportunities to these students, facilitating their academic and personal growth. This targeted approach helps in addressing the unique challenges faced by coastal communities, ensuring that these students can thrive in their educational pursuits.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SIENA COLLEGE OF PROFESSIONAL STUDIES
Address	SIENA COLLEGE OF PROFESSIONAL STUDIES, EDAKOCHI
City	Kochi
State	Kerala
Pin	682010
Website	www.sienacollege.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dr. M A Solomon	0484-2972720	9400838289	-	sienacollegemail@gmail.com
IQAC / CIQA coordinator	Vrunda S	0484-2977771	8921440040	-	vrundask@gmail.com

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 minority institution	Yes MINORITY HEI PORTAL_compressed.pdf
If Yes, Specify minority status	
Religious	CHRISTIAN LATIN CATHOLIC
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				
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	SIENA COLLEGE OF PROFESSIONAL STUDIES, EDAKOCHI	Urban	5	4620

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,Model II Travel and Tourism	36	PLUS TWO	English	70	70
UG	BCom,Commerce,Model I Finance and Taxation	36	PLUS TWO	English	70	70
UG	BCom,Commerce,Model II Marketing	36	PLUS TWO	English	70	70
UG	BCom,Commerce,Model II Finance and Taxation	36	PLUS TWO	English	70	70
UG	BCA,Computer Science,	36	PLUS TWO	English	70	70
UG	BSc,Computer Science,Information Technology	36	PLUS TWO	English	70	58
UG	BBA,Management Studies,	36	PLUS TWO	English	70	70
UG	BA,English, English Language and Literature Model I	36	PLUS TWO	English	70	65
PG	MCom,Commerce,Finance and Taxation	24	UNDER GRADUATE	English	26	15

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	1				0				49			
Recruited	1	0	0	1	0	0	0	0	5	44	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						13
Recruited	3		10		0	13
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	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	1	1	0	3
M.Phil.	0	0	0	0	0	0	0	4	0	4
PG	0	0	0	0	0	0	3	36	0	39
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	3	0	3
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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

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

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	809	3	0	0	812
	Female	707	5	0	0	712
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	35	0	0	0	35
	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	5	3	3	9
	Female	1	2	1	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	1	0	0
	Others	0	0	0	0
OBC	Male	39	26	36	40
	Female	30	26	36	30
	Others	0	0	0	0
General	Male	272	236	195	209
	Female	207	218	223	268
	Others	0	0	0	0
Others	Male	4	2	0	0
	Female	0	2	1	0
	Others	0	0	0	0
Total		558	516	495	556

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Multidisciplinary education at Siena College of Professional Studies promotes holistic education which encourages community engagements and finally leads to value based education. The College is offering 8 under graduate programs and 1 post graduate program. The college follows the curriculum set forth by Mahatma Gandhi University. The curriculum of all UG programs follows the Choice Based Credit System (CBCS) and PG program follows Credit and Semester System (CSS). Under CBCS, all the students from first to four semesters will undergo different courses offered by other departments as common course I & II and complementary course. In the fifth semester, students have the option of selecting an open course from a variety of disciplines across science, commerce and humanities. There shall be one Choice Based course (Elective Course) in the sixth semester, in the case of B.Com Program there shall be an elective stream from third semester onwards. All PG programs follow the Credit and Semester System with electives in the third and fourth semesters. A number of skill based certificate courses are introduced into the curriculum. There is a MOOC course -Organic farming implemented by affiliated University is a mandatory course for all students. A number of inter departmental competitions and activities are carried out throughout the academic year, all the above promotes holistic education.</p>
2. Academic bank of credits (ABC):	<p>Siena College of Professional Studies, Edakochi is affiliated to the Mahatma Gandhi University, Kottayam, so it follows the curriculum developed by the affiliated university. According to the CBCS Regulation 2017 of university's Credit Transfer and Accumulation system is adopted in the programme. Transfer of Credit consists of acknowledging, recognizing and accepting credits by an institution for programmes or courses completed at another institution. The Credit Transfer Scheme shall allow students pursuing a programme in one University to continue their education in another University without break. Academic bank of credit in its full-fledged version as per the New Economic policy of 2020 is not implemented in the university as well as its affiliated colleges.</p>
3. Skill development:	<p>The college has made tremendous efforts to develop</p>

	<p>the skills of the students. Various clubs of the college conducts various activities for developing hard and soft skills to the students. Communicative skills, ICT skills, Life skills, Yoga skills are being provided.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Language education has been considered to be integral part of the education system. In the context of Indian Knowledge System based education, Indian Languages play a very crucial role. College has three language departments, out of these three; two of them are dealing with Indian languages, ie, Department of Malayalam & Department of Hindi. all the UG students have second language course ie Malayalam/Hindi in two semesters. Students are taught Indian history, culture, literature, heritage, patriotism and nationalism through common, complementary, and core courses. Despite the restriction in the syllabus, the college always try to incorporate the Indian knowledge system into co-curricular activities in the best possible manner. College celebrate various days related to Indian languages and culture through conducting quiz competition, reading competitions, essay competition, cultural fest, conducting seminars etc. National anthem is sung every day in the morning after the college anthem to inculcate patriotism among the students.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels. Students are given clear objectives and regular evaluations of progress, and they receive personalized feedback on how well they have achieved those goals. The college follows the syllabus framed by the affiliating University. The syllabus of the program itself explains the Course Outcome (CO). The college and departments formulate Program Outcome (PO), and Program Specific Outcome (PSO), and the same is shared with students and posted in the college website. The assessment and evaluation system determines the success of outcome-based education. College implemented OBE based evaluation during the academic year 2022-2023. IQAC organised Faculty Training Programme on “Moving towards NEP Implementation of OBE in Higher Education” for the</p>

	smooth implementation of OBE in college. The sessions helped to Understand what is Outcome Based Education, Bloom's Taxonomy, Question Paper setting based on OBE, Understand to write Course Outcome to meet the selected subset of the programme, Outcome and programme Specific outcome, Compute the attainment of POs, PSOs & COs. The assessment is designed to check whether the student attained learning outcome not merely memorising facts but also to achieve competencies and desired outcome.
6. Distance education/online education:	Due to covid-19 pandemic situation, the institution mostly preferred online learning platforms to meet the requirements for graduation. A large number of online webinars and online classes were conducted during the period and still following, when the situation demand.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, an Electoral Literacy Club (ELC) has been established in the College.
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?	ELC established to sensitise students on electoral literacy consists of a faculty coordinator and a student coordinator under the stewardship of the Principal of the college. The objectives of ELC are: (a) To train voters to be part of democratic process. (b) To make aware of electoral process. (c) To endorse voter literacy among students and eligible persons outside campus.
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 club conducts awareness programmes to encourage students to get enrolled in voters list particularly through digital mode using Voter Helpline app of Election Commission of India. Demonstration of Electronic Voting Machine (EVM) was demonstrated to students as part of this programme. Other innovative programs include commemoration of Independence Day, National Day and Ambedker Jayanthi, was celebrated to spread awareness among the students and faculty members to uphold constitutional principles.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research	Members of electoral club, with the support of National Service Scheme (NSS) volunteers provided

<p>projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>physical assistance to aged and physically disabled voters of Edakochi to reach polling booth and return to their residence in Lok Sabha election 2019. This was well appreciated by Government authorities.</p>
<p>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.</p>	<p>Assistance to voter's registration to students who completed 18 years will continue in forthcoming academic years.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1559	1526	1474	1454	1353

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

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

Response: 58

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
46	44	49	49	49

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
266.15176	177.52385	71.62431	97.11716	48.80841

File Description	Document
Upload Supporting Document	View Document

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:

Siena College of Professional Studies has a clear planning and execution procedure for curriculum implementation. The college combines its vision and mission with the university's curriculum. The mechanisms mentioned hereunder are implemented to achieve the objectives of the college.

Curriculum Delivery Planning

- **University Academic Calendar**

Every academic year, the university publishes an academic calendar that outlines the course of study for that year.

- **College Academic Calendar**

Every academic year, the college prepares an academic calendar that details the courses and programs offered and provides an understanding of the vision, mission and rules of the college.

- **Department Academic Calendar**

Each department sets forth a calendar that details the plan of events and activities for the current academic year.

- **Syllabus of Various Programs**

The college adheres to the syllabus prescribed by the University.

- **Internal and Model Examinations**

The college schedules two internal examinations in each semester.

- **Certificate Courses/ MOOC**

Each department conducts Certificate Courses intended for skill development. As part of MG University curriculum MOOC organic farming is mandatory for all UG students.

- **Bridge Course** is offered to newly admitted students to fill the knowledge gap.
- **Orientation programs** are conducted to newly admitted students in order to introduce the rules and regulation and college atmosphere.
- **Master – Department Time Table:** For proper implementation of class work, all departments generate time table at the beginning of the semester and all the faculty adhere to that.

Classroom Management

- The college conducts a screening test for the first-year students to identify advanced and slow learners.
- Personal motivation is given to advanced learners.
- Peer teaching sessions are done by advanced learners to support slow learners.
- Special remedial classes are arranged for both advanced and slow learners.

Curriculum Delivery process

- Orientation programs for first-year students are conducted at the commencement of the academic year.
- Classical Lecture system is basically followed along with innovative methods.
- Curriculum transactions through offline and online modes (as and when required).
- Members of the faculty use ICT platforms, namely, Google Meet, Zoom and Google Classroom.
- All programs include projects as a component of their curriculum.
- Industrial visits and study tours are conducted as per syllabus of certain programs.
- The successful execution of certificate course and internships.
- Remedial courses, academic and mentor support program and counselling facilities are offered.
- Stakeholders’ feedback on the curriculum is communicated to the Academic Council and Governing Body for any appropriate follow-up. It is also made accessible on the college website.

Ensuring Continuous Internal Evaluation (CIE):

- Continuous internal evaluation as part of formative assessment.
- Conduct of two internal examinations in each semester.
- Time-bound completion of seminars, assignments, projects, internships and industrial visits.
- Class-wise PTA meetings.

Activities of various Cells, Clubs and Departments, extension activities and outreach programs are conducted to ensure skill development and integrated personal progression.

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

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 58

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files	
1	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 51.81

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1497	980	444	440	455

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 in transacting the Curriculum

Response:

The Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum in three different ways.

- The college gives top priority in delivering the courses related to these themes. The syllabus of both UG and PG Programs includes topics related to cross-cutting issues which help the students to be socially responsible to the society.

Cross cutting issue addressed	No. of UG Courses addressing the issues	No. of PG courses addressing the issues
Gender	26	nil
Human values	36	4
Environment and sustainability	26	2
Professional ethics	39	15

- The college offers certificate courses like business ethics, overview and perspectives of human values, sustainable agriculture and food system, effective communication skills for professional success etc. The students undertake projects and field visit in connection with these cross-cutting issues.
- Different clubs and departments of the college engage in various programs related to these cross-cutting issues.

GENDER:

- The women's cell of the college provides gender awareness sessions like women empowerment talk, seminar on gender equality and workshops on LED bulb making etc.
- The institution guarantees equal opportunities for all the students without considering their gender in student's union election, departmental activities and various clubs.
- The college conducts workshops, webinars and seminars to empower the female students.

ENVIRONMENT AND SUSTAINABILITY

- College conducts various programs like beach cleaning, seminars on environmental issues and planting of saplings etc.
- The college has conducted a program named My Tree Project for Sustainability in association with State Bank of India.
- The college has pipe composting and other waste management system.
- The college provides certificate courses on environmental studies.
- The Department of Computer Science conducted various programs on E-Waste removal, No plastic campaign, Environmental Awareness Program etc.
- Departments and clubs conducted various activities for recycling of waste materials like Trash to treasure, wonder from waste, Best from the waste etc.

HUMAN VALUES

- The college offers a value education course to all the students in the college.
- The college conducts seminars, debates, essay writing competitions, drug awareness and road safety classes etc., on human values.
- College in association with NSS, departments and clubs conducts, beach cleaning, house cleaning, Govt. hospital cleaning, blood donation drive, orphanage visits, old age home visits, flood relief collection, food packet distributions etc.

PROFESSIONAL ETHICS

- To support the students professional development the college hosts several workshops, webinars and seminars and also encourages their involvement in projects, internships and other training initiatives.

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: 49.9

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

Response: 778

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

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 91.24

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
558	516	495	556	470

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
586	586	586	582	504

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 21.15

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
78	61	73	74	75

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

2022-23	2021-22	2020-21	2019-20	2018-19
352	352	352	349	302

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

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

Response: 33.89

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Siena College of Professional Studies, Edakochi is committed to facilitate integral development of human personality which can be ensured only with active participation and involvement of students in the teaching- learning process. A teacher performs the role of a facilitator and mentor. The faculty members make learning process interactive by encouraging students to take part in group discussions, subject quizzes, and learning through innovative methods and question - answer sessions on related subjects.

Experiential Learning

- **Computer Lab** provides students to enhance professional skills in operations and programming and helps to attain software development skill by solving real time problems through their project.
- **Internships, training and workshops** allow participants to fetch new skills through testing out the practical aspects of what you know and focus on how to do a particular job.
- **Industrial visits** open many doors for corporate training and internships, which in turn increase the students' employability.
- **MOOC course** on organic farming encourage the youngsters to understand and conceive an organic way of life with a strong message “Back to Nature”
- **Study tours and field trips** offer students an opportunity to reinforce experiential and contextual learning.

Participative Learning

- **Peer teaching** is a valuable approach where students learn from and teach each other. It encourages collaboration, deepens understanding, and fosters a sense of community within the classroom. It's an effective way to reinforce learning and build a supportive learning environment.
- **Community Engagement** Programs play a vital role in fostering connections, promoting social well-being, and enhancing the overall quality of life.
- **Discussions, Debates, Seminars;** are platforms not only to learn new aspects but a collaborative, cooperative, multiple sides work toward a shared understanding.
- **E- Content development** a process of creating content in a digital form that lives in a digital space that the learners can access through digital means.
- **Student Projects** are valuable learning experiences that allow students to apply theoretical knowledge to practical scenarios. These projects enhance creativity, problem-solving skills, and domain-specific expertise.
- **Quiz Programs** help improve one's general knowledge.

ICT-enabled tools are used for effective teaching and learning process. ICT enabled education is facilitated through Wi-Fi enabled class rooms with projector, E-learning materials. A well-equipped and ICT-enabled seminar hall with all modern amenities are available for conducting seminar, workshops, debates etc.

Problem Solving

To enhance the problem solving skill of the students the institution has conducted several programmes

like debates, quiz programmes etc. It boost the reflective thinking of the student. Student projects provide opportunities for the students to explore new strata of knowledge. Quiz programmes cater to the inquisitive minds of the students. Surveys develop a sense of inquiry, capability for asking relevant questions and to recognise cause effect relationships. Paper presentations help in disseminating knowledge in various fields of their study.

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: 96.73

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
49	49	49	49	49

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2

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

Response: 42.19

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
22	20	21	20	17

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	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:

Continuous Internal Evaluation System (CIE) at the institutional level assesses the academic performance of the students by frequent and consistent analytical processes. The institution imparts Formative and Summative Assessments to ensure transparency and the grievance Redressal mechanism is very prompt and effective. Various pedagogical approaches were employed to achieve the core objectives of the learning process, including exposure to real-life experiences, hands-on learning, value-based learning through stories and narratives, problem-solving through explorations, role plays, memorization, and dissemination through debates and discussions.

Mechanism and procedure for Internal and External Examination.

Internal Examination Committee under the Principal, Vice-Principal, Head of Departments and the Convener conducts internal examinations. Continuous Internal Evaluation with two examinations are conducted in a semester which carries 40 marks for each course and external evaluation of 80 marks on the basis of university examination in each semester. Examinations are conducted twice in a semester. The examination is conducted under the supervision of respective Head of the Department, internal examination coordinators and the members of the committee. Students seating arrangement are published in advance. Teachers are assigned with invigilation duty. CCTV's are installed to ensure fair conduct of examinations. Answer scripts are evaluated, distributed to students within a stipulated time. Internal examinations results are published in the notice board and the students are given ample time to address

the grievances regarding internal marks. Internal marks are then uploaded in the University portal after verification by the tutors and internal examination coordinator to ensure correctness. Attendance is entered daily in the E-College Solution. Internal marks for attendance are given based on the percentage of attendance prescribed by the university. Strict action is taken against malpractices.

Grievance Redressal Mechanism

The students are given chance to raise grievance about the internal marks in the form of written complaint to the Head of Department, Principal and University. Retest will be conducted for eligible students as and when necessary.

Result Analysis and Reviews

Result analysis is done at the department level and open day is conducted to inform the parents/guardians about the progress of the students in the internal examination and internal marks are revealed to the parents, so as to give chance for the betterment of the student. It helps to understand how students are learning and assess their performance in different areas of a program or curriculum.

Academic result analysis include, identifying Strengths and Weaknesses: By analysing results, teachers can pinpoint areas where students excel and areas where improvement is needed.

Assignments and Seminars

Assignments are given to the students to assess their understanding of course material, critical thinking abilities, and application of knowledge. Seminars help to improve their presentation skills through interactive sessions where students, experts, or professionals discuss specific topics related to a course or field of study. Assessment on Seminar done based on class management, content quality, communication and the quality of the material.

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

Response:

The program's mission and objectives have been taken into consideration by the college while developing its PO and CO. The PO and CO are created for each undergraduate and postgraduate programme after

having various brain storming session with the involvement of all stakeholders. College extracurricular activities contribute to personal growth, skill development, and a well-rounded college experience. They allow to explore, connect, and thrive beyond the confines of formal education. Instilling information and skills is the main goal of the programme and course results, since it is essential to develop students' competency and personality. The learning outcomes emphasize teaching values, ethics and improving students' interpersonal and communication skills, with a focus on the holistic development of the students.

Before the academic year begins, departments create a course file that includes information on the learning objectives, learning outcomes, modules, assessment, teaching instruments, reference materials, total number of teaching hours and credits. A meeting is organised in the presence of the Principal, Vice-Principal, Heads of Department and faculty members where COs of the various courses are presented and after approval the course file is shared with students and put up on the department notice boards.

Syllabus of every department together with the programme outcomes for all UG and PG programme and the course outcomes for every single course that each department offers is provided through the college website.

Communication of the PO/CO to the teaching faculty

To finalise the programme outcomes and course outcomes, internal brainstorming sessions are conducted by all departments. The departments then submitted the finalised course outcomes as per the university syllabus for approval by the Principal.

In the Academic Council Meetings, the heads of the corresponding departments presented the POs and COs. The PO and COs are included in the syllabus file and made available online. At the conclusion of the semester, every department reviews the PO and CO accomplishment. All the UG and PG programme PO data are available on the college website.

In the department page of the main website, the COs of every course that the department offers are made available. Parents and students are given an orientation on the POs during the first few weeks of the academic year. Each department's concerned faculty members brief their students in their respective classes on the PO and CO.

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

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The Course outcomes, Programme outcomes, and Program-Specific outcomes have all been created by the college. The university has created a Programme outcome for few Post Graduate Programmes with outcome-based syllabus, but for other programmes, it is up to the departments and academic committees to determine the outcomes after multilevel talks. Based on conversations at many levels, the OBE system was started in 2022-23.

Additionally, estimating the scope of the learning activity is included in the course plan. Through tests, learning activities, and tasks, each PSO and CO are completed using a planning lattice technique. The matrix is created by calculating how much a CO contributes to a PSO. The assignments and evaluations' questions are written in accordance with the course's objectives, and the achievement is evaluated using the relevant response materials. Every CO's success is assessed based on their performance in the exercises and tests that are given to them. The overall course outcome is calculated using the normal rate of task and evaluation achievement. The evaluation of CO fulfilment is strengthened by registering every CO achievement.

The two assessments—Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE)—are used to measure the outcomes attained. The results of the students' performance in their assignments, viva, seminars, and internal tests serve as the basis for the on-going evaluation method known as internal assessment. End-of-Semester evaluations are summative assessments in which grades are given following university review.

Department OBE Committee (DOC) constituted in each department monitors the process:

- The direct attainment of POs is calculated as the average sum product of the CO-PO correlation
- Direct attainment calculated from the internal assessment with 20% weightage and ESE with 80% weightage

Evaluation of Course Outcome Attainment:

- Each CO attainment of a course is calculated based on internal examination scores.
- Each score of internal examination is mapped to the corresponding CO.

Attainment Analysis

- The target attainment level of POs is set at 3.
- The levels of attainment of POs/PSOs/COs are defined for assessment as follows:

LEVEL	OUTCOME ATTAINMENT %	OUTCOME ATTAINMENT %
	(INTERNAL)	(EXTERNAL)
0	0-40	0-40
1	40-60	40-60
2	60-80	60-80
3	80-100	80-100

- Analysing the target level and the attainment level, Gap analysis is done to plan corrective measures.

Corrective Measures:

- Remedial Classes are offered to supplement the regular courses to enhance the outcome.
- Peer Teaching was organized, where students teach and learn from one another, sharing knowledge, skills and experiences.
- Participative Learning were held which help students to learn at their own pace and promotes and collaboration.
- Mentoring session were included which helped students identify specific goals or needs and directs them toward achieving those goals.
- Counselling were provided to assist and guide students in solving problems that decrease their outcome and prevent the occurrence of problems in future.

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

2.6.3**Pass percentage of Students during last five years (excluding backlog students)****Response:** 74.66**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
279	396	371	357	338

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

2022-23	2021-22	2020-21	2019-20	2018-19
487	509	449	443	444

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

<p>2.7.1</p> <p>Online student satisfaction survey regarding teaching learning process</p> <p>Response: 3.8</p>	
File Description	Document
Upload database of all students on roll as per data template	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

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The institution provides a conducive environment for the promotion of innovation and entrepreneurship. The students are encouraged to be actively involved in various activities like workshops, and seminars on Research Methodology, Intellectual Property Rights, and Entrepreneurship.

The college has been very progressive and genuine in developing scientific temperament among its stakeholders and forming an innovative atmosphere. The following are the key initiatives taken by the college for the creation and transfer of knowledge.

- 1. Workshop on Robotics, Network technologies:** Department of Computer Science in association with IQAC frequently conducts various workshops on Robotics Building Network Technologies and PC Hardware assembling.
- 2. Exhibition:** Exhibitions are organized by the various departments and cells of the college. The Entrepreneurship Development Club organized an Exhibition cum Sale in association with Department of Management Studies.

3. **Entrepreneurship Development Club (EDC):** The club (Reg No: EDC/EKM/58/2018) was established and functioning in association with Directorate of Industries & Commerce, Government of Kerala with an aim to develop entrepreneurial spirit and equip them with the skills, techniques and confidence to act as torch-bearers of enterprise for the new generation.
4. **Research Cell:** The College has a well-documented research promotion policy to encourage faculties and postgraduate students to pursue research and publish papers.
5. **Faculty Publications:** Faculties published 33 research articles in UGC CARE listed and peer reviewed National & International Journals.
6. **Students Publications:** M.com Students of Siena College published 3 research articles in UGC Care Approved, Peer Reviewed and Referred Journals.
7. **Book Chapter Publication:** Faculties published 10 book chapters in various subjects.
8. **IPR Cell:** IPR Cell of the college actively conducts seminars on Intellectual Property Rights.
9. **MoU & Collaborations:** Institution has initiated MoUs and collaborations with other educational institution for research and academic purposes.
10. **Internships:** Students actively participate in internships and training programs in industry. The college has an active mechanism to recognize and promote talented students through various Academic Fests and programs.
11. **Patent:** One faculty filed patent on Configuration of an Online Market Business Model.
12. **Institution's Innovation Council:** To inculcate entrepreneurial aspirations among students IIC has been registered under MHRD.
13. **Industrial Visit:** Students are encouraged to do frequent Industrial Visits for keeping them updated with the current industry requirements. Being a part of interactive learning, such educational visits give students major exposure to real working environments along with a practical perspective of a theoretical concept relevant to their domain.
14. **Workshop on Book Binding:** To equip the students with self-learning and earning and to make them self-sufficient college conducts book binding classes.
15. **Workshop LED Bulb Making:** The students gained hands-on experience with the LED bulb production process.
16. **Interactive Sessions eminent personalities:** Interactive Sessions with notable personalities like Mr. Sanju P Cheriyan, Mrs. Sheela Kochousep Chittilappalli (MD-V-Star), Mr. Vipulkumar N M and Mr. Muhammedkutty (Falcon group) have been conducted; in order to motivate and inspire students to pursue entrepreneurship.

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

2022-23	2021-22	2020-21	2019-20	2018-19
30	10	03	02	05

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: 0.57

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

2022-23	2021-22	2020-21	2019-20	2018-19
03	12	12	6	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	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: 0.17

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	3	1	2	2

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities**3.4.1**

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The extension activities of various departments and clubs of the college focus on inculcating human values among the students by incorporating the UNAI principles and Sustainable Development Goals, to sensitize them on the social issues, which has contributed to the holistic development of the students.

Key extension activities conducted over the last five years given hereunder.

SDG 1 : No poverty	<ul style="list-style-type: none"> • Distribution of Food Packets 2022 • Food Packet Distribution 2023
--------------------	--

SDG 2 : Zero hunger	<ul style="list-style-type: none"> • Oru Pothi Niravu 2023 • Food Packet Distribution 2019 • Meal for the Needy 2019
UNAI Principle: Addressing Poverty	
Impact: Over 500 food packets were distributed to orphanages, old age homes and to the poor in streets.	
SDG 3 : Good Health and Well Being	<ul style="list-style-type: none"> • Blood Donation Drive 2019 • Blood Donation Drive 2019 • Blood Donation Drive 2022 • Placard Rally against Drug Abuse • 2023 • Street Play 2023 • Dialysis Block Cleaning 2022 • House Cleaning 2022 • Eye Testing Camp 2023 • Say no to Tobacco, Have Chocolate 2023 • Govt. Hospital Cleaning 2019
Impact: Over 200 units of blood were collected. Anti-drug awareness programmes and hospital cleaning sessions were conducted. An Eye Test Camp for the students and public was organized.	
SDG 4 : Quality Education	<ul style="list-style-type: none"> • ELEP at GUPS, Palluruthy 2023 • Build Library Project 2023 • Digital Literacy 2023
UNAI Principal: Education for all	
Impact: English enrichment programmes were conducted at Govt. UP School. Library was built up at St.Lawrence School, Digital Literacy programmes for the aged was also conducted.	
SDG 6 : Clean Water and Sanitation	<ul style="list-style-type: none"> • Beach Cleaning 2022 • Beach Cleaning 2022
Impact: Arranged Beach Cleaning sessions at Mahatma Gandhi Beach, Fortkochi and awareness given to visitors of the same to make the beach pollution free, clean and beautiful.	
SDG 10 : Reduced Inequalities	<ul style="list-style-type: none"> • Cottelengo- Old Age Home Visit 2022 • DMS Home Visit 2023 • Orphanage Home Visit 2019 • Orphanage Home Visit 2018
Impact: students and teachers visited several old age homes and homes of their classmates to eradicate the feeling of inequality. Charity works were organized in those institutions.	
SDG 15 : Life on Land	<ul style="list-style-type: none"> • My Tree Project with SBI 2022 • Vegetable Garden at GUPS, Palluruthy 2022 • Mangalavanam Visit 2023 • Butterfly Garden 2023 • Bird Bath 2023 • Thanneer Panthal 2023
UNAI Principle: Sustainability	
Impact: Promoted organic farming activities, planted and distributed saplings, set up a buttermilk distribution counter during the hot summer, set up bird bath and butterfly garden in the college. These initiatives help to inculcate the notion of sustainability among the student community.	

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:

Extension activities are vital in providing comprehensive support for the holistic development of student's character. The Institution strongly encourages every student and staff member to realize their potential through community-oriented extension activities. The functional bodies of the college, such as NSS, Clubs, Cells, and Associations facilitate students' participation in social activities. The dedication shown by the staff and students towards these activities resulted in individual and institutional recognitions and awards. These accolades are a testament to the college's tireless efforts towards promoting community development.

The institution received several recognitions from various governmental and non-governmental organizations for its extension activities as a part of community service.

- NSS unit of the college has received a Certificate of Appreciation from Palluruthy ward councilor for the active involvement of the volunteers and Programme Officer in different programmes as a part of the special Camp.
- A letter of appreciation addressed to the NSS team was received from the Headmistress, GUPS, Palluruthy for setting up a Vegetable Garden at the school premises during the special camp.
- The NSS Volunteers of the college was given a letter of appreciation by the Headmistress, GUPS, Palluruthy for setting up a Class Room Modification venture by drawing pictures on the class room walls.
- Amrita Hospital, Edappally has given a certificate of appreciation to National Service Scheme of Siena College, for conducting a Blood Donation Drive in association with HDFC Bank.
- Mrs. Remya K T, Faculty, Department of English has received a certificate of appreciation by the District Institute of Education and Training, Ernakulam for her service as a resource teacher at GUPS, Palluruthy as part of a three months English Learning Enrichment Programme.
- An experience certificate was provided by Additional Skill Acquisition Programme (ASAP) for the service provided by Mrs. Remya K T, Assistant Professor of Department of English as a Communicative English and IT Trainer from 2016 onwards.
- Adv. Antony Kureethara, Division 1 Councillor , Kochi Municipal Corporation, has given a Letter of Appreciation for the efforts made by the NSS Volunteers to clean the Mahatma Gandhi Beach, Fortkochi as part of Gandhi Jayanti Celebrations.
- A certificate of appreciation was received by the Department of Mangement Studies for the efforts made by the students and staff of Siena College to set up a Library at St. Lawrence LPS & UP School, Edakochi.
- The Department of Computer Science and National Service Scheme were given a letter of appreciation for organizing a Digital Literacy Programme at Kumbalanghi Grama Panchayath for

the senior citizens.

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 organized forums including NSS/NCC with involvement of community during the last five years.

Response: 51

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
38	0	0	8	5

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	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: 09

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

PHYSICAL FACILITIES

The college is located in a calm and quiet campus providing a fitting academic ambience. The strategic location facilitates ease of access alongside bucolic comfort. It offers eight undergraduate programmes and one postgraduate programme.

At the beginning of each academic year need-assessment for replacement / upgradation / addition of the existing infrastructure is carried out based on the suggestions from IQAC, and Head of the departments after reviewing course requirements, computer-student ratio, budget constraints, working condition of the existing equipment and student grievances.

CLASSROOM FACILITIES

The college has adequate infrastructure facilities to support the teaching-learning needs of 8 UG Programmes and 1 PG Programme. The academic facilities include the following structures:

- Classrooms are well ventilated, spacious and provided with Green board/ black board, adequate furniture.
- Seminar hall and One Lab is ICT enabled.

LABORATORIES FACILITIES

- 3 Well equipped computer laboratories to meet the requirements of the students.

ICT FACILITIES

- 3 Well equipped computer laboratories to meet the requirements of the students.
- 4 classrooms, 1 seminar hall and a Lab is ICT-enabled.
- Wi-Fi enabled campus with 300 Mbps speed.
- 106 computers.
- 8 Printers/Scanners/Copiers.

ACADEMIC SOFTWARE

- KOHA enabled College Library with partially automated features.
- E-College solution for students' attendance.

LIBRARY FACILITIES

The college has a well equipped library with over 6000 Text Books, Reference Books, Dictionaries, Encyclopedias, Journals, Yearbooks, Periodicals, Newspapers, Magazines etc. The library is partially automated with an Integrated Library Management Software KOHA. Online Public Access Catalogue (OPAC) is also available in the library.

INTERFACE/SECURITY SERVICES

- CCTV Surveillance facility in the classrooms, examination halls, seminar halls, laboratories and campus.

DIVYANGJAN FRIENDLY CAMPUS FACILITIES

- Divyangjan Toilet (Ladies and Gents)
- Divyangjan Parking
- Ramp
- Wheel Chair

CULTURAL FACILITIES

- 1 Auditorium
- 1 Seminar Hall
- 2 Porticos

SPORTS FACILITIES

Siena College has several facilities to enhance physical activities and sports.

- Yoga Centre
- Sports Room
- Basketball Court
- Football Ground
- Gymnasium
- Indoor Games

OTHER FACILITIES

- IQAC Room
- Examination Cell
- Idea Lab/Incubation Center
- First Aid Room
- Counselling Room

- NSS Room
- Solar Panels
- Water Filter/ Cooler
- Parking Ground
- Generator
- Neat and Hygienic Wash Areas
- Waste Disposal Plant.
- Fire & Safety
- UPS
- Cafeteria
- Eco friendly Campus

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

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 7.27

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
8.45	9.34	4.72	22.29	3.29

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The College Library established in the year 2002, is well equipped with Textbooks, Reference Books, Dictionaries, Encyclopedias Journals, Yearbooks, Periodicals, Newspapers, Magazines, etc. The College Library is partially automated with an Integrated Library Management Software KOHA.

Name of ILMS Software: KOHA

Nature of Automation : Partially

Version : 3.12.00

Year of Automation : 2014

Year of Updating : 2024

Current Version : 23.11.04.000

KOHA is the software used for library automation. It is a full featured Open-Source ILMS. Online Public Access Catalogue (OPAC) is also available in the library.

The library is open from 8.30 am to 4.00 pm, on all working days. A portion of the library is arranged as a reading area. The library has a seating capacity of 50 users at a time.

One system is provided to the students for search facility.

Library Resources

- Books - 6244
- Reference Books - 175
- Journals - 23
- Magazines - 07
- Newspapers - 03
- Student Projects (UG) - 465
- Student Projects (PG) - 35

Books are arranged on the shelves according to Dewy Decimal Classification (DDC), a Scientific Scheme of Classification. The library follows the Open Access System. The library is furnished with sign boards for locating the books easily.

The library provides services such as Circulation Services, Reference Services, Journals, Newspapers and Periodicals Reading Services, OPAC Services, projects for reference etc.

The question papers of previous university examinations are available to the students in the library.

The library has a collection of 6244 books. The library subscribes 7 periodicals, 3 newspapers and 23 journals.

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

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The Campus is Wi-Fi enabled campus with FTTH connection provided by BSNL (300 Mbps). All the departments can access the internet which is helpful for teachers and students to enhance their knowledge at their convenience. The college has 29 classrooms. The Seminar Hall with LCD projector and audio equipment with a seating capacity of 126 persons and is air conditioned.

- The Campus is equipped with CCTV surveillance and the campus contains 34 IP cameras ensuring vigilance and personal safety of students, teachers, and other stakeholders.
- There are 3 computer labs with 100 computers.
- LAN connectivity.
- 1 X 24 port Switch Dlink (Lab 3)
- 1 X 16 port Switch Dlink (Lab 3)
- 1 X 24 port Switch Netgear (Lab 2)
- The internet connections have a speed of 100 Mbps.
- Provides all standard computational and scientific packages such as Python, PHP, JSP, Linux, Java, MySQL, GNU C and C++, Visual studio Code, Ubuntu and Windows
- Generator with a capacity of with 10 KVA with 0.8 power Factor at 50 Hz.

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:** 14.71**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 106

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1**

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

Response: 62.6**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)**

2022-23	2021-22	2020-21	2019-20	2018-19
189.5	143.3	23.78	39.96	17.41

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	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 institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 8.53

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
67	217	138	98	108

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 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
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	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: 74.88

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

2022-23	2021-22	2020-21	2019-20	2018-19
1923	3216	377	0	0

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

5.1.4

The institution adopts the following for 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: B. 3 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	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: 33.79

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

2022-23	2021-22	2020-21	2019-20	2018-19
159	212	132	159	126

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

2022-23	2021-22	2020-21	2019-20	2018-19
487	509	449	443	444

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 2.07

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
8	15	5	3	1

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	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: 17

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	0	0	11	0

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[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: 21.6

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

2022-23	2021-22	2020-21	2019-20	2018-19
69	2	1	31	05

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 Alumni Association of Siena College of Professional Studies, Edakochi strives to promote an endearing relationship between former students and the Alma- Mater. The association instils in its members a spirit of loyalty to the college in which they studied. It is officially registered under the Travancore- Cochin Cultural, Literary, Scientific and Charitable Societies Act 1955 (Reg. No. EKM/TC/174/2024) on 19th April 2024. Every year, the Alumni are convened at the college during summer vacation. Such gatherings witness the active participation of not only the Alumni members but also the current and former faculty of the college. The achievements of alumni members are acknowledged and appreciated on such occasions. Vivid cultural programmes are conducted in connection with the annual meetings. Alumni engagement is a crucial aspect of fostering a strong and vibrant community within educational institutions. These gatherings serve as platforms for alumni to reminisce about their college experiences, share success stories, and network with each other. Mr. Viswam Kumar, the Alumni President have generously sponsored resources for the college, such as colour printer and wheelchair. The members have generously contributed towards the alumni fund. Through the leadership and support of Alumni Executive Committee, the college continues to foster meaningful connections with its alumni, ensuring a strong sense of belonging and collaboration among past and present members. Moving forward, Siena College remains committed to furthering its alumni engagement initiatives and strengthening its relationship with alumni worldwide.

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 institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Siena College of Professional Studies is a Minority Christian Institution that comes under Aquinas Educational and Charitable Trust. The College has two sister concerns in its vicinity, Aquinas College and Avila College of Education that come under the same management. Through this cluster of colleges, the trust aims to convert the campus into an educational hub that serves the various demands of the modern competitive world.

In tune with the vision and mission, the college tries to create an atmosphere congenial to the holistic development of the economically and socially backward communities, especially to the Latin Catholic Minority Community.

Motto

“Wisdom of God for the welfare of the people”

Vision

To provide excellent educational opportunities that are responsive to the needs of the marginalised sections especially to the backward Latin Catholic Community and to work for the social, educational, economic and moral uplift of the society through education and professional training.

Mission

- To adapt innovative approaches in education.
- To provide student support services that help students to meet economic, social and environmental challenges and thus, actively participate in moulding the future generation.
- To develop the college into an institution of excellence in holistic and multidisciplinary studies.
- To provide the facilities available for study and research at the highest level.

The Governance of the institution attempts to provide ample space for innovations and research to raise the institution into a centre of excellence. The managing and deciding bodies like the Management Committee, IQAC, Staff Council, PTA and the Students Union always aspire to inculcate in the student community, an inclination to good and a sense of duty towards oneself and others irrespective of race, caste and gender.

In the context of NEP implementation, changes in the present education system followed as an affiliated

institution is limited such as curriculum revision, credit transfer etc. unless the university makes such amendments to the existing system. But certain core areas of NEP such as teacher training, infrastructure development, technology integration, and inclusive practices are already been taken up creating an environment that fosters holistic and quality education for all.

A democratic style of administration and governance is adopted through interactions and discussions with various stakeholders. Envisioning the optimal output, the Principal oversees the construction of the master plan by the various departments and plans the activities of the college accordingly. The major decisions are made by the Principal through a decentralized, participative and democratic approach involving the Staff Council and IQAC. Incorporating staff council, IQAC, different committees and clubs, the Principal ensures the execution and smooth functioning of the various activities of the college.

All academic and administrative units are governed by the Principle of participative management with transparency. Necessary modern technological amenities like ICT facility and excellent physical infrastructure are provided. Green Campus Drive initiated by IQAC is intended to promote sustainable development. It includes green initiatives like green audit, energy audit, environment audit, tri- colour bins, biodegradable waste compost pipe, incinerator, vermi compost and e-waste management.

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 institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Siena College of Professional Studies has a well – defined operational structure that adheres to the guidelines established by the managing committee and the affiliating university in accord with the vision and mission of the college.

Policies and Procedures

The college has exclusive policies and procedures for its functioning which are displayed on the college website. The policy documents form the bench mark and principles of the institution.

Appointment Procedure

The college follows the rules and regulations (norms) of the management with regard to the selection and appointment of teaching and non – teaching staff. The appointment is made as per the criteria framed by the Government and Institution.

Strategic Plan Deployment

The managing committee drafts strategic plans for the institution that covers the goals and future strategies. The institution currently follows the Strategic Plan 2021-2030.

Among the envisioned proposals in Strategic Plan 2021-2030 Siena College of Professional Studies has achieved the following

- Impart new skills to student through online learning platforms.
- Increased the academic space.
- Strengthened IT infrastructure.
- Strengthened students support facilities
- Organized pre-placement coaching and placement drives.
- Organized training and awareness camps on yoga, self-defense and gender equality
- Signed MoU's and established collaborations with Industries and Institutes for research purpose.
- Conducted 58 Certificate Courses including MOOC Course (Organic farming).
- Established social commitments among students through community services.
- Organized 6 Faculty Development Programmes.
- Members of the faculty published 33 papers during 2018-2023
- Conducted annual Academic and Administrative Audit to ensure that different bodies are functioning as per norms.
- Conducted Green Audit, Energy Audit and Environment Audit to keep track of the adequacy of resources, future requirements and required corrections
- Drafted policy documents.
- Achieved ISO 9001:2015 Certification
- Developing green and plastic free campus.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

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

4. Examination**Response:** B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies**6.3.1**

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institution gives due weightage to employee satisfaction and has instituted welfare measures for teaching and non-teaching staff. In-house training, FDPs and performance appraisal systems help to escalate professional proficiency. Welfare measures for teaching and non-teaching staff include the following.

Statutory Welfare Schemes

- Gratuity
- House Rent Allowance (HRA)
- Provident Fund
- Insurance through Employee State Insurance Corporation (ESIC)

Non-Statutory Welfare Schemes**Medical:**

Maternity Leave for women employees for a period of 6 months.

Financial:

- Salary increments on annual basis.
- Vacation salary for all staff members.
- Festival allowance.
- Financial assistance for participating, publishing and presenting papers in National/International seminars/webinars/Workshops to enhance the skills and create opportunities for career development.

Other Benefits

- Refreshments during examination duty
- Cafeteria facility
- Staff tour
- Computer with Wi-Fi Facility in all staff rooms
- Surveillance system for campus security
- Gathering and celebrating festivals such as Onam and Christmas.
- Promoting teachers to attend various training Programmes/Orientation/Refresher Courses/Workshops and Seminars to improve their academic excellence.
- Faculties are granted special leave to participate in professional development programmes.
- Special leave for teachers who are pursuing reserach

Redressal Mechanism

Intermittent corrective measures are taken by the Principal and Manager to channel the performance of the faculty and staff to the expected line of action through need-based professional and soft skill training and Faculty Development Programmes.

Performance Appraisal System

- **Teaching Staff**
 1. **Faculty Member's Dairy** – Details about the teaching-learning process and co-curricular obligations are recorded and regularly reviewed by the HoDs and Principal.
 2. **Students Feedback** – The feedback from students on each teacher is collected and a report of the feedback received and submitted to the principal via IQAC
 3. **Annual Self-Assessment Report** – The self–assessment proforma is verified by the respective HoDs, followed by the principal.
 4. **HoD Evaluation Report** – A confidential report evaluating the teachers in general, is prepared and forwarded to the principal.
 5. **Principal Evaluation Report** – The Principal prepares a confidential report about the teachers, including HoDs based on various criteria.
- **Non-Teaching Staff**

The appraisal system of administrative and non-teaching staff evaluates their performance in tune with the institution's vision and mission. The criteria of appraisal range from professional competence to personal potentialities that come under the purview of the Superintendent who appraises the same with the Principal.

The Academic and Administrative Audit (AAA) evaluates the institutions' overall performance under the supervision of the IQAC.

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: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshops and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative

*training programs during the last five years***Response:** 101.66**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
88	58	61	55	45

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

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	13	13	13

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	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:

Siena College of Professional Studies has a transparent and well-planned financial management system. As a self-financing institution centrally managed by a non-profit organisation, Aquinas Education Trust ensures that the income generated is spent optimally in the institution.

Sources of Fund:

- Tuition Fees
- Financial support from management
- PTA Fund

The optimal use of resources is ensured through the proper mobilization strategies managed centrally.

- The fees collected from students are mainly used for the staff's salary requirement.
- Funds are also mobilized for the staff's economic welfare measures like the Employee State Insurance (ESI) and Provident Fund (PF). These are provided to the staff to ensure financial security.

Internal Audit

Internal audit is conducted annually by administrative staff who maintains accounts of the institution, followed by the direction of an external auditor.

The internal audit process is completed by the verification of the Principal and the Manager.

External Audit

A Chartered Accountant also does an external audit of the college's accounts. The audit includes information on the utilization of all the resources mobilized. In addition to the accounts, the auditor also checks the assets, compliance with rules and regulations, and other things. The trust receives an audit report from the auditor. It also ensures tax compliance.

These methods ensure that financial records are maintained up to date and that money is utilized most openly and transparently as possible.

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 Internal Quality Assurance Cell (IQAC) was established in the college on 6th March, 2020. Ever since it has worked tirelessly to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. It plays a pivotal role in ensuring quality enhancement and sustenance in academic and administrative affairs.

1. IQAC's Quality Assurance Initiatives:

- Maintain proper record of students, teachers, and non-teaching staff
- Teaching and learning process
- Academic plan by each department/club/cell
- Entrepreneurial Development Activities
- Certificate courses
- Internship
- Soft skill training
- Mentor- Mentee practice
- Extra-curricular activities for students
- Outreach & Extension programmes
- Stakeholders' participation in feedback
- Two Best practices
- Workshops, seminars and MoU's and collaborations
- Academic and Administrative Audit
- Faculty development programmes
- Internal and external audit for ISO certification

2. IQAC'S INCREMENTAL IMPROVEMENT INITIATIVES

- 10 Books /chapters in books were published by faculty members.
- 22 functional MoUs / collaborations for various academic activities.
- 50 Workshops, seminars and conferences
- ISO Certification (ISO 9001:2015) awarded in 2024
- Impart new skills to student through online learning platforms.
- Increased the academic space.
- Strengthened IT infrastructure.
- Strengthened students support facilities
- Organized pre-placement coaching and placement drives.
- Organized training and awareness camps on yoga, self-defense and gender equality
- Signed MoU's and established collaborations with Industries and institutes for research purpose.
- Conducted 58 Certificate Courses including MOOC Course (Organic farming).
- Established social commitments among students through community services.
- Organized 6 Faculty Development Programmes.
- Members of the faculty published 33 papers during 2018-2023
- Conducted annual academic and administrative audit to ensure that different bodies are functioning as per norms.

- Conducted Green Audit, Energy Audit and Environment Audit to keep track of the adequacy of resources, future requirements and required corrections
- Drafted policy documents.
- Achieved ISO 9001:2015 Certification
- Developing green and plastic free campus

3. INFRASTRUCTURE GROWTH:

- Well-equipped IQAC Room.
- New staffrooms for Department of English were constructed.
- Solar panels were built up.
- The college library was digitalized.
- Wheelchair and ramp facilities for Divyangjan.
- New seminar hall with modern facilities was built.
- First-Aid room was setup.
- Divyangjan parking and Divyangjan toilets for boys and girls were constructed.
- Idea lab/Incubation center was introduced.

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); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Siena College of Professional Studies is committed to promote gender equity and sensitization across all aspects of its academic and extracurricular endeavors. Through variety of programs and facilities, the college aims to create an inclusive and supportive environment where women can thrive and excel. This report provides an overview of the college's efforts in advancing gender equity and sensitization.

Curricular Activities:

Workshops and Seminars: The college organizes workshops, seminars, and webinars addressing gender equality, women's rights, and social issues affecting women. These sessions provide students with valuable insights and perspectives on gender-related topics, fostering awareness and understanding. The curriculum and syllabus also highlight elements of gender equity. Departmental discussions, talk shows, and group discussions led by faculty members and external experts encourage students to engage in meaningful dialogue about gender issues, discrimination and empowerment. Competitions focusing on themes like Right to Equality empower students to articulate their views on gender equity and advocate for social change through the written word. Sessions on visual media representation and gender sensitivity promote critical thinking about gender stereotypes and biases in media and creative industries.

Co-Curricular Activities:

Events like flash mobs and mime show, film shows, webinar on unstoppable women provided creative platforms for students to raise awareness about gender discrimination. Cultural events like Thiruvathira performances and symbolic events like Pandora's Box, Veerya, Zero Discrimination Day, International women's Day, National Girl Child Day celebrate gender equality and challenge societal norms and stereotypes. Talk shows like empowering women from domestic violence and Karuthu, Yoga sessions, Value Yourself, cancer awareness programs organized by the Women's Cell provide spaces for women to share their experiences, foster solidarity among female students.

Facilities for Women on Campus:

Well-structured sick rooms for students ensure their comfort in campus, reflecting the college's commitment to promoting gender equality and student well-being. The installation of CCTV cameras, appointment of security personnel, enhance safety and security for students, faculty, and staff.

Different clubs like Women's cell, Students Grievance cell, and Internal Complaints Committee are

functioning for ensuring safety and security of the students and to look into specific matters of harassment and complaints lodged by them. To ensure an equity in gender and related issues the college has constituted a Women's Cell which is functioning effectively by conducting several programs related to gender equity. The establishment of a Grievance and Internal Complaints Committee underscores the college's dedication to addressing and prevent gender-based discrimination and harassment and to provide support and redressal mechanisms for students. The Mentoring Cell offers guidance, support, and mentorship to female students, facilitating their holistic development and success in academic and personal endeavors.

The college is actively engaged in promoting gender equity, sensitization, and empowerment to curricular and co-curricular activities. These initiatives underscore the college's commitment in fostering an inclusive and supportive environment where all students can thrive and achieve their full potential, regardless of gender.

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
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	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: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document
Provide Links for any other relevant document to support the claim (if any)	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 and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Siena College has made significant strides in fostering an inclusive environment that celebrates cultural, linguistic, and socioeconomic diversity. Through an array of programs and events, the institution has sensitized students to their constitutional obligations, rights, duties, and responsibilities, fostering a sense of civic responsibility and social awareness.

The college organized a Heritage Walk to honour the nation's rich cultural history. This initiative allowed students to engage with and appreciate the region's diverse cultural heritage, promoting inclusivity within the student body. Onam as well as Christmas is celebrated highlighting the cultural and traditional significance of these festivals. These events offer students a platform for cultural exchange, fostering understanding and respect for different traditions. Thiruvathira Fest highlighted Kerala's cultural heritage

through traditional dance forms like Thiruvathirakali. This event not only showcased the region's cultural richness but also facilitated social interaction among students. The college hosts annual Arts Fests, Keeraleeyam, and Aarohi musical competitions. These events provide students with opportunities to showcase their talents and engage with diverse cultural expressions, fostering a vibrant and inclusive campus atmosphere.

Language and Literature Seminars are hosted by the college focusing on language aesthetics and literature. Sessions like speaking English Fluently are aimed to enhance the linguistic proficiency and to encourage an appreciation for diverse literary traditions, including regional languages among students, thus promoting their cultural literacy.

In collaboration with the NSS, the college organized a Walkathon to raise awareness about drug abuse and illicit trafficking. This event underscored the importance of addressing social issues inclusively and supported vulnerable individuals, to promote a spirit of community and mutual support. Siena College regularly conducts seminars on human rights, focusing on topics such as gender equity, women empowerment, and child rights. These seminars facilitate discussions on legal protections and remedies, enhancing students' awareness about their constitutional obligations towards ensuring human dignity and equality. Aligned with the "Azaadi Ka Amrut Mahotsav," the college organized a poster designing competition on the Right to Equality. This event encouraged students to creatively express their understanding of constitutional principles, reinforcing the importance of equality and justice. The Department of Management Studies hosted a debate competition on constitutional reservations. This event provided a platform for students to engage critically with issues of social justice and equity, deepening their understanding of constitutional rights and responsibilities through thoughtful discourse. The college celebrates Independence Day and Republic Day with various activities, including Thiranga and Freedom Wall Art by the Cultural Club. Additionally, anti-ragging awareness campaigns, street plays on drug abuse, and placard rallies further sensitized students to their duties as responsible citizens.

Siena College's commitment to nurturing an inclusive environment is evident through its wide range of programs and events. By celebrating cultural, linguistic, and socioeconomic diversity and sensitizing students to their constitutional obligations, the college has successfully cultivated a culture of tolerance, respect, and social responsibility. These efforts not only enrich the student experience but also prepare them to be conscientious and engaged citizens.

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 1

Title: Inculcating Entrepreneurial Aspiration among Students

Siena College of Professional Studies, Edakochi, boasts a rich tradition of nurturing entrepreneurship, with its flagship practice centered on instilling entrepreneurial aspirations within its student body. At the heart of this endeavor lies the Entrepreneurship Development (ED) Club, a cornerstone initiative that has successfully brought up an environment conducive to cultivating entrepreneurial talent and mindset among students.

Aims and Objectives:

The objectives of the Entrepreneurship Development Club are multifaceted:

- Cultivating entrepreneurial aspirations among students.
- Facilitating interactive sessions with successful entrepreneurs.
- Arranging engagements with Industrial Extension Officers to highlight the state's development potential.
- Organizing industrial visits to expose students to business enterprises.
- Hosting exhibitions to showcase student talents.
- Conducting workshops and motivational sessions.
- Providing platforms for students to exhibit innovative ideas.
- Recognizing and promoting student and alumni entrepreneurs.

Context:

The inception of the Entrepreneurship Development Clubs in colleges across Kerala, spearheaded by the Department of Industries and Commerce in collaboration with the Education Department, laid the foundation for fostering an "Entrepreneurship Culture" among students. Registered with the District Industries Centre under the Entrepreneurship Development Programme, the ED Club at Siena College has been instrumental since 2018 in equipping students with the necessary knowledge, skills, and confidence to embark on entrepreneurial ventures.

The Practice:

The ED Club has executed a range of initiatives to achieve its objectives:

Interactive Sessions and webinars: Notable personalities like Mr. Sanju P Cheriyan and Mrs. Sheela Kochousep Chittilappalli (MD-V-Star) , Mr. Vipulkumar N M, Mr. Muhammedkutty (Falcon group) have conducted motivational talks, inspiring students to pursue entrepreneurship. The college has also conducted several workshops to inculcate entrepreneurial aspirations among students including book binding, robot building, flower making, cake baking, LED bulb making etc.

Exhibitions: The club has organized exhibitions showcasing various products crafted by its members, ranging from paper goods to artisan items, providing students with practical exposure.

Fests: Annual events such as Christmas Sales and Food Fests have been organized to nurture entrepreneurial zeal among students.

Industrial Visits: These visits have envisaged students' understanding of business operations and industry dynamics.

Evidence of Success:

The success of the ED Club initiative is evident in the number of alumni who have ventured into successful entrepreneurial endeavors. Through a holistic approach encompassing practical engagement, seminars, interactive sessions, exhibitions, and industrial exposure, the club continues to inspire and empower the next generation of entrepreneurs within the college community.

Problems Encountered and Resources Required:

Challenges encountered include limited financial resources and inadequate infrastructure and technology. Addressing these issues necessitates increased funding and infrastructural support to sustain and enhance the ED Club's activities effectively.

The Entrepreneurship Development Club at Siena College serves as a beacon for fostering entrepreneurial spirit among students, contributing to the creation of a vibrant culture of entrepreneurship within the institution. Despite challenges, the club's unwavering dedication and innovative initiatives continue to shape aspiring entrepreneurs, paving the way for a brighter future in the realm of business and innovation.

BEST PRACTICE 2

1. Title of the Practice

SIENA SOCIAL BATTALION

Siena College of Professional Studies, Edakochi, epitomizes a commitment to social transformation and communal harmony, placing the betterment of society at the forefront of its mission. Embracing the ethos that individual success is intertwined with community welfare, the college has established the "Siena Social Battalion" as a collective movement dedicated to social work and community upliftment.

Objectives:

- Contribute to the holistic development of the community.
- Cultivate a sense of social responsibility among students.
- Foster an understanding of societal issues and empower students to address them.
- Equip students with skills to respond to emergencies and natural disasters.

Context:

The roots of social outreach at Siena College can be traced back to its founding principles, emphasizing

the integral connection between individual growth and community welfare. Unified under the banner of the Siena Social Battalion, the college's diverse initiatives reflect its steadfast commitment to social responsibility and community empowerment.

The Practice:

The Siena Social Battalion engages students in various community service initiatives, fostering a culture of active involvement and compassion. Key practices include:

"Snehapoorvam Siena" Initiative: Under this banner, the college organizes programs aimed at educating and assisting the community, such as the Mid-Day Meals Programme. Every Tuesday, students and staff contribute packed meals, distributed to the needy in nearby areas by NSS volunteers.

Healthcare Initiatives: Free medical camps provide essential healthcare services to both students and local residents, emphasizing preventive care and early disease detection. Blood donation drives and eye testing camps further contribute to community well-being.

Engagement with the Elderly: Regular visits to old age homes facilitate inter-generational bonding and cultural exchange, enriching the lives of both students and elderly residents.

Educational Empowerment: The establishment of libraries in local schools underscores the college's commitment to educational advancement, with students actively involved in sharing knowledge and fostering a love for learning.

Disaster Management: During natural disasters like floods, students mobilize as a paramilitary force, participating in rescue operations, providing medical aid, and distributing relief materials.

Evidence of Success:

The impact of the Siena Social Battalion is evident in various achievements:

- Collection of 5000+ food packets from 2018 to 2023.
- Noteworthy student participation in blood donation drives.
- Visits to old age homes and orphanages, demonstrating active student involvement.
- Flagship programs like "Snehapoorvam Siena" and "Orupothi Niravu" contribute significantly to community support.
- Successfully conducted free eye testing and medical camps, as well as NSS programs focused on community cleaning and assistance.

Problems Encountered and Resources Required:

Lack of time and academic credit for student involvement.

Need for additional faculty to supervise activities.

Financial constraints hindering the expansion of initiatives.

Siena Social Battalion exemplifies Siena College's commitment to social responsibility and community

engagement. Through a diverse array of initiatives, the college continues to inspire positive change and upliftment within its community, despite challenges. With sustained support and resources, the Siena Social Battalion will undoubtedly continue to make a meaningful difference in the lives of those it serves.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	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:

Upliftment of Students from Coastal Regions

Introduction:

Siena College of Professional Studies, located in Edakochi, Kochi, stands out for its unwavering commitment to the upliftment of students hailing from coastal regions. This distinctive focus on serving students from lower middle class families in coastal communities sets the college apart in its mission and vision. The coastal regions of Kochi, including Chellanam, Kannamaly and Fort Kochi, are home to many families engaged in traditional livelihoods such as fishing. Despite the rich cultural heritage of these communities, they often face socio-economic challenges, including limited access to educational opportunities. Recognizing this reality, Siena College of Professional Studies has prioritized serving students from these coastal areas, aiming to provide them with quality education and support to overcome barriers to success, thereby empowering them to overcome barriers and pursue their academic and professional aspirations. This targeted approach aligns with the college's mission and vision of fostering inclusive and equitable access to education, thereby contributing to the holistic development and upliftment of coastal communities in Kochi.

Siena College predominantly enrolls students from rural areas, particularly from socially and economically disadvantaged backgrounds. Recognizing the unique challenges faced by these students, the institution has adopted a multifaceted approach for upliftment of students by focusing on Quality academics, Financial well being, and psychological well-being,

Quality Academics

Quality Education and Faculty:

Siena College is committed to providing top-notch education facilitated by experienced and dedicated faculty members. The college invests in hiring and retaining the best faculty to ensure that students receive excellent academic instruction and support throughout their academic journey.

Many students entering Siena College lack adequate communication skills, confidence, and awareness of social issues due to their rural upbringing. To address this, the college offers specialized English courses aimed at improving communication skills, thereby boosting students' confidence and readiness for their careers. Additionally, the institution emphasizes rigorous academic training to equip students with the knowledge and skills necessary for success in their chosen fields. Beyond academics, the college offers various programs aimed at the holistic upliftment of its students. These include motivational sessions, workshops, and skill development programs designed to enhance students' personal and professional growth.

Placement Assistance: Recognizing the importance of securing employment after graduation, the college goes the extra mile to provide placement assistance to its students. The college collaborates with industry partners to facilitate internships, job placements, and career counseling, ensuring that students are well-equipped for success in the professional world.

Hands-on Training and Industry Exposure: The college understands the importance of practical experience in shaping students' careers. To this end, the institution has forged Memoranda of Understanding (MOUs) with top companies, enabling students to undergo hands-on training during internships. This exposure not only enhances students' technical skills but also provides valuable insights into real-world work environments.

Financial well being

Affordable Fees Structure: Unlike many other colleges in the region, Siena College maintains a fee structure that is accessible to students from below-average families. The college has consciously kept its fees low since its inception in 2002, ensuring that financial constraints do not hinder students' access to quality education.

Fisherman Scholarship: One of the notable initiatives undertaken by Siena College is the provision of Fisherman Scholarships to students from fishermen communities. These scholarships aim to alleviate financial burdens and enable deserving students to pursue higher education without the worry of exorbitant fees.

Psychological well-being

Counseling and Mentoring: Recognizing that many students face economic challenges, family issues, and feelings of inferiority, the college has implemented a robust counseling and mentoring system. Each faculty member is assigned a small group of students to provide personalized guidance and support. Through regular interactions, faculty members offer advice, guidance, and corrective measures to help students overcome obstacles and realize their full potential.

Holistic Development through Co-curricular Activities: The institution believes in the holistic development of its students and encourages participation in co-curricular and extracurricular activities such as sports, arts, literature, and cultural events. These activities not only foster psychological and emotional strength but also cultivate leadership qualities and interpersonal skills essential for success in

both personal and professional life.

Entrepreneurship Activities: The college also organizes entrepreneurship activities to instill an entrepreneurial mindset among students. By providing opportunities for students to explore and develop their business acumen, the institution empowers them to pursue entrepreneurial ventures and excel in their chosen professions.

Impact and Success Stories:

The impact of Siena College's initiatives for the upliftment of students from coastal regions is evident in the success stories of its alumni. Many students who benefited from Fisherman Scholarships and affordable education at Siena College have gone on to achieve remarkable academic and professional success. By providing a supportive and nurturing environment, the college has empowered students to break barriers and pursue their dreams, regardless of their socio-economic background. Many students who initially struggled with communication and confidence have transformed into effective managers and professionals.

The success of Siena College's initiatives is evident in its consistent enrollment numbers. With approximately 500 students admitted each year, the college maintains full batch strength, with each batch comprising upto 71 students. This high enrollment rate highlights the effectiveness of the college's efforts in attracting and retaining students from coastal regions.

Conclusion:

Through its unwavering commitment to providing affordable education, scholarships, quality faculty, and placement assistance, the college has transformed the lives of countless students and empowered them to achieve their aspirations. Siena College of Professional Studies stands as a beacon of hope and opportunity for students hailing from coastal regions, particularly those from lower middle class families. Through its comprehensive approach encompassing academic excellence, Financial support and psychological support the institution has empowered countless students to overcome obstacles and achieve their goals. As it continues on its journey of service and excellence, Siena College remains steadfast in its mission to uplift and empower students from coastal communities, thereby making a significant and lasting impact on society.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Siena College of Professional studies, Edakochi caters to diverse learners especially from marginalised sections of the society. Value additions are given through invited lectures, seminars, workshops paper presentations, discussions and through the conduct of skill enhancement and certificate programmes. ICT enabled teaching learning strategies are incorporated in all programmes to unleash the maximum potential of the students. Earnest efforts are taken by the college for enhancing the research quality and aptitude among students. Holistic development is ensured by providing programmes for academic development at the same time giving value-based sessions, life guidance and personality development programmes.

Concluding Remarks :

Established in 2002, Siena College of Professional Studies has played a pivotal role in the higher education sector in the West Kochi. True to its vision, "To provide excellent educational opportunities that are responsive to the needs of marginalised sections of the society especially to the Backward Latin Catholic Community and to work for the social, educational, economic and moral uplift of the society through education and professional training", the institution has taken quality initiatives for bringing up the students from coastal areas with an all-encompassing approach, and it is constantly looking for sustainable progress. Thousands have graduated from Siena College of Professional Studies and have occupied places of prominence worldwide. The College, with visionary management, talented faculty members and dedicated administrative staff, stand as a strong pillar for consistent advancement. The institution is resourceful in collaborating and sharing information with nearby institutions. The College has several healthy and best practices like inculcating Entrepreneurial Aspiration among Students and Siena Social Battalion, which actively contribute to enhance entrepreneurial aspiration among students and societal betterment. Uplifting Students from the Coastal Regions is the distinctiveness of the institution which addresses the unique challenges faced by students from these areas. The College aspires to be a beacon of academic excellence through the holistic development of the students.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.4.1	<p><i>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</i></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: C. Feedback collected and analysed Remark : DVV has considered the supporting document and made changes accordingly.</p>																																								
2.1.2	<p><i>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</i></p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats) Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>79</td> <td>62</td> <td>77</td> <td>79</td> <td>79</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>78</td> <td>61</td> <td>73</td> <td>74</td> <td>75</td> </tr> </tbody> </table> <p>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:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>141</td> <td>141</td> <td>141</td> <td>103</td> <td>93</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>352</td> <td>352</td> <td>352</td> <td>349</td> <td>302</td> </tr> </tbody> </table> <p>Remark : DVV has considered the supporting document and made changes accordingly.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	79	62	77	79	79	2022-23	2021-22	2020-21	2019-20	2018-19	78	61	73	74	75	2022-23	2021-22	2020-21	2019-20	2018-19	141	141	141	103	93	2022-23	2021-22	2020-21	2019-20	2018-19	352	352	352	349	302
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3.5.1	<p><i>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.</i></p> <p>Answer before DVV Verification :</p>																																								

Answer After DVV Verification :09
Remark : DVV has considered the supporting document and made changes accordingly.

4.1.2 ***Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years***

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
45.45266	9.48456	12.87099	22.28501	3.35920

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
8.45	9.34	4.72	22.29	3.29

Remark : DVV has considered the supporting document and made changes accordingly.

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

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)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
213.42501	161.58833	40.68543	65.29735	36.28523

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
189.5	143.3	23.78	39.96	17.41

Remark : DVV has considered the supporting document and made changes accordingly.

5.1.4 ***The institution adopts the following for 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**

Answer before DVV Verification : A. All of the above
 Answer After DVV Verification: B. 3 of the above
 Remark : DVV has considered the supporting document and made changes accordingly.

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:

2022-23	2021-22	2020-21	2019-20	2018-19
5	0	0	11	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
6	0	0	11	0

Remark : DVV has considered the supporting document and made changes accordingly.

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:

2022-23	2021-22	2020-21	2019-20	2018-19
38	1	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

Remark : DVV has considered the supporting document and made changes accordingly and has taken into consideration only those teachers to whom the financial assistance of 2000 or more hence value has been taken as 0, as no teacher has been provided the financial assistance of 2000 or more.

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
53	56	55	52	45

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
88	58	61	55	45

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	13	13	13

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	13	13	13

Remark : DVV has considered the supporting document and made changes accordingly.

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : DVV has considered the supporting document and made changes accordingly.

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**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: C. Any 2 of the above
Remark : DVV has considered the supporting document and made changes accordingly.

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations
