ACADEMIC & ADMINISTRATIVE AUDIT
(AAA)

2022-2023

About Siena College

Siena College of Professional Studies is owned and administered by the Diocese of Cochin, one of the oldest Catholic dioceses in India. The College started functioning in 2002 with 58 students affiliated to Mahatma Gandhi University, Kottayam, India. At present, there are 1559 students for the undergraduate and postgraduate programmes. The impressive growth of the college is due to the effective running of new-generation courses in IT, Business Management, Commerce, English and Travel and Tourism. Talented and career-oriented students from all parts of Kerala and also from other states seek admission in this College.

The students have proved their excellence by obtaining 24 university ranks, prizes in cultural festivals, sports events, campus recruitment and extension activities within the short span of its existence. With committed management, the effective and dedicated faculties of the College are poised to achieve greater growth and excellence in the coming years. The college aims to attain holistic growth of the students as successful and humane professionals with a commitment to the values of life. Our students have found successful careers in reputed firms in India and abroad. The college pays special attention to the higher education needs of marginalised sections of society.

The Audit Committee

1.	Chairman	Dr. Benny Varghese, Principal, AVILA College of Education, Edakochi
2.	Member	Lt. Dr. Joseph John, HoD Dept. of Physics , Aquinas College, Edakochi
3.	Member	Dr. Josen George, IQAC Coordinator, AVILA College of Education, Edakochi
4.	Member	Dr. Tharanath R., IQAC Coordinator, Aquinas College, Edakochi
5.	Member	Prof. (Dr) M.A. Solomon, Principal, Siena College of Professional Studies
6.	Member	Vrunda S., IQAC Coordinator, Siena College of Professional Studies, Edakochi

ACADEMIC AND ADMINISTRATIVE AUDIT 2022-2023

COLLEGE PROFILE

1	Name of the College	Siena College of Professional Studies,Edakochi
2	Email	sienacollegemail@gmail.com
3	Phone Number	0484-2972720
4	Year of college Establishment	2002
5	Name of the Principal, Email	Prof. (Dr.) M.A. Solomon, solomonmalex@gmail.com
6	Name of the IQAC Coordinator Email Mobile Number	Vrunda s., vrundasrk@gmail.com 9400838289
7	Affiliating University	Mahatma Gandhi University, Kottayam
8	AISHE code	C-11764
9	UGC Recognition(2f&12B)	No
10	Number of Programme	8 UG & 1 PG
11	Total number of faculty	49
12	Courses introduced during last 5 years	0
13	Examination system: Annual/Semester /CBCS/Credit And Grading/Any other system, specify.	Semester system with CBCS in UG and CSS in PG.

14. Student-Teacher Ratio

Year	Student strength	Teachers	Ratio
2022-2023	1559	49	31.81: 1

15. Number of Students Admitted in 2022-23 UG & PG Programmes

Number of Students Admitted in 2022-23 UG & PG Programmes

Programme	No of seats sanctioned	No of the students admitted
B.A English Language and Literature Model I	70	65
Bachelor of Computer Application	70	70
B. Sc. Information Technology	70	58
Bachelor of Business Administration	70	70
B.com Model I Finance and Taxation	70	70
B.Com Model II Finance and Taxation	70	70
B.Com Model II Travel and Tourism	70	70
B.Com Model II Marketing	70	70
M.Com Finance and Taxation	26	15

16. Faculty Qualifications

	No. of Faculties
Ph.D /D.Sc / D.Lit	3
M.Phil	4
NET	9
SET	10

17. Certificate courses started during the academic year 2022-2023

Sl.No	Code	Certificate Course	Department
1	SCPS/COM/IA/2022-23	Innovative Approach to Start-Up	PG Department of Commerce
2	SCPS/COM/PM/2022-23	Portfolio Management	PG Department of Commerce
3	SCPS/COM/DB/2022-23	Digitalization of Banking	PG Department of Commerce
4	SCPS/COM/OHV/2022-23	Overview & Perspectives of Human Value	PG Department of Commerce
5	SCPS/COM/HCM/2022-23	Health Care Management	PG Department of Commerce
6	SCPS/COM/SA/2022-23	Sustainable Agriculture and Food System	PG Department of Commerce
7	SCPS/COM/CRS/2022-23	Computerised Reservation System	PG Department of Commerce
8	SCPS/COM/NDM/2022-23	Natural Disaster Management	PG Department of Commerce
9	SCPS/COM/CTC/2022-23	Campus to Corporate	PG Department of Commerce
10	SCPS/BBA/IB/2022 - 23	International Business	Department of Management
11	SCPS/BBA/CC/2022 - 23	Corporate Communication	Department of Management
12	SCPS/CS/AICC/2022 - 23	AI and Cloud Computing	Department of Computer Science
13	SCPS/CS/NLP/2022 - 23	Natural and Language Processing	Department of Computer Science
14	SCPS/CS/NSC/2022 - 23	Network Security and Cryptography	Department of Computer Science
15	SCPS/CS/SS/2022 - 23	System Software	Department of Computer Science
16	SCPS/BA/TS/2022 - 23	Translation Studies	Department of English
17	SCPS/BA/PEP/2022 - 23	Practical English Preparation	Department of English
18	MGU/SCPS/MOOC/2020-23	MOOC Course	MG University

18. Details of Faculty Development programmes conducted by the college during the academic year

Sl.No	Faculty Development Programme
1	Preparations for NAAC Assessment and Accreditation
2	NAAC Assessment and Accreditation Process
3	OBE: Outcome Based Education

19. Activities of ED Club (2022-23)

Sl.No	Activities Conducted
1	Invited Talk and Interactive Session, Mr Muhammed Kutty (Managing Director Falcon Group)
2	Industrial Visit at KINFRA, Magic Planet
3	Industrial Visit at Pallivasal Hydro Electric Project, Munnar chocolate & Tea factory

20. Activities of NSS (2022-23)

Sl. No	Name Of The Activity
1.	Environment Day
2.	Awareness Drama
3.	Meal For The Needy
4.	Blood Donation Drive
5.	Orphanage Home Visit
6.	Environment Day
7.	ESI Dispensary Cleaning
8.	Orphanage Home Visit
9.	Food Packet Distribution
10.	NSS Special Camp
11.	Visit To Good Hope Old Age Home, Fortkochi
12.	Blood Donation Drive
13.	Govt. Hospital Cleaning
14.	Environment Day
15.	Heritage Walk

16.	Memory Walk Against Drug Abuse
17.	Distribution Of Food Packets
18.	Beach Cleaning
19.	Maritime Museum Visit
20.	Placard Rally
21.	Placard Rally Against Drug Abuse
22.	Street Play
23.	Food Packet Distribution
24.	Beach Cleaning
25.	Out Door Service
26.	Blood Donation Drive
27.	My Tree Project With SBI
28.	NSS Special Camp Oruma At GUPS,Palluruthy
29.	Data Collection
30.	Seminar On Career Guidance At GUPS, Palluruthy
31.	Cottelengo- Old Age Home Visit
32.	Dialysis Block Cleaning
33.	House Cleaning
34.	Candle Light Procession Against Drug Abuse
35.	Classroom Modification At GUPS,Palluruthy
36.	Vegeable Garden At GUPS, Palluruthy
37.	Seminar On Personality Development At GUPS,Palluruthy
38.	Vegetable Garden At College
39.	DMS Home Visit
40.	Build Library Project
41.	Digital Literacy
42.	Mangalavanam Visit
43.	Oru Pothi Niravu
44.	Butterfly Garden
45.	Bird Bath
46.	Rays Of Smile
47.	Heritage Day Photography
48.	Thanneer Panthal
49.	Eye Testing Camp
50.	Say No To Tobacco, Have Chocolate
51.	ELEP At GUPS, Palluruthy

21. Result Analysis

Sl.No	Programme	Appeared	Passed programme	Course Pass Percentage
1	B.A. English Language and Literature Model I	55	27	49.09
2	B.Com Model I Finance & Taxation	65	41	63.08
3	B.Com Model II Finance & Taxation	65	47	72.30
4	B.Com Model II Marketing	68	38	55.88
5	B.Com Model II Travel and Tourism	57	15	26.62
6	B.Sc Information Technology Model III	44	24	54.54
7	Bachelor of Business Administration	55	43	78.18
8	Bachelor of Computer Application	59	42	71.19
9	M.Com Finance and Taxation	19	2	10.52
TOTAL		487	279	57.28

22. Library as Learning Resource (2022-23)

Sl. No	List	Number
1	Number of Books	6244
2	Number of Journals	23
3	Number of computers in the library	2
4	Whether college has a Digital Library, If yes, give details.	No

23. IT Infrastructure

Sl .No	List	Number
1	Special software's	3
2	LCD Projectors	6
3	Smart classroom	-
4	Virtual classrooms	Yes
5	Wi-fi Facility with bandwidth	300 Mbps
6	Number of computers in the college Desktop/Laptop	115

24. Department Evaluation

a) Department of English and Oriental Language

- Offering one UG Programme
- Out of 12 faculty members 1 faculty doing Ph.D.
- The Department has been giving utmost importance to the aesthetic, artistic and Literary development of the students.
- Well-defined POs and PSOs.
- Departments focused on student-centric approaches include role play, movie simulation, public speaking sessions etc.
- 2 certificate programmes have been introduced.
- One MoU has been signed.
- Guidance should be given to progression to higher studies.
- Bridge courses and remedial courses are recommended.
- Regular PTA and alumni meetings should be conducted.
- No enrolment in SWAYAM, or other online courses.
- Recommended to make collaborations and linkages.
- No research publications and books by faculty members.
- The pass percentage should be improved.

b) Department of Commerce

- Offering 1 PG and 4 UG programmes.
- Offering 9 Certificate courses.
- Out of 20 faculty members, 6 are NET qualified, 1 faculty secured Ph.D. degree and 2 faculties are pursuing Ph.D.
- Well-defined POs and PSOs.
- The Department has 7 ISBN edited books.
- The department has 9 MoUs with various organizations.
- B.com Model I Finance and Taxation, Bcom Model II Finance and Taxation and Bcom Marketing stream got good results in the university exams.
- B.Com Model II Travel and Tourism should improve results.
- Industry-Academic collaborations suggested.
- Career orientation programmes are conducted.
- Bridge courses and remedial classes are conducted.
- Various programmes arranged for slow learners and advanced learners.
- Various student-centric and innovative teaching methods are suggested.
- Class PTA conducted.
- Good number of students going for higher studies.
- Number of NET/SET qualifiers to be improved.
- Organised seminars, and workshops.
- Student feedback mechanism is in place for further improvement.
- Students' involvement in sports and other extra-curricular activities needs attention.
- Publication of journals and books by faculty and students is to be encouraged.
- Recommended for NET/SET coaching for M.com Students.
- Alumni meetings should be conducted.
- More extension/outreach programmes should be organized.
- Students should be motivated to enrol for Swayam and NTPL Courses.

c. Department of Management Studies

- Offering one UG Programme.
- The pass percentage is good.
- Well-defined POs and PSOs.
- The department has two MoUs.
- Out of 5 faculty members, 2 members are pursuing Ph.D.
- Offering two Certificate Courses.
- Remedial classes are conducted.
- Bridge course conducted.
- No enrolment in SWAYAM, NPTEL online courses.
- Departmental Alumni meet conducted.
- Recommended to make industry collaborations and linkages.

- The department organises various programmes including career guidance, counselling classes, soft skill training and awareness programmes.
- Inaugurated Department Library.
- Student – Teacher competition held to identify the potential of students as a teacher.
- 2 Students were awarded with Best Research Paper award organized by M.E.S College Marambilly.
- Industrial Visits at renowned Organizations enable the students to know the real-life situation in the industry.

d) Department of Computer Science

- Offering 2 UG Programmes. BCA and B.Sc. IT.
- Regularly conducts PTA meetings.
- Signed 7 MoUs with various institutions.
- 2 community services organized.
- Well-defined POs and PSOs.
- 3 Computer labs with 100 computers.
- Career guidance programmes conducted.
- 4 Certificate courses were introduced and 218 students completed.
- Students are placed in renowned companies like TCS, Wipro, and Infosys.
- Out of 9 faculty members, 3 faculties are pursuing PhD.
- 5 students got University ranks.
- Overall result should be improved.
- Recommended Industry-integrated certificate/short-term courses.
- Programmes for advanced learners and slow learners are recommended.
- Alumni meetings should be conducted.
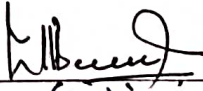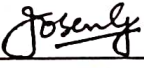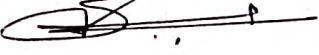- Number of NET/SET qualifiers to be improved.

25. Audit Report of the Library

- Adequate facilities are provided in the library.
- The overall ambience of the college library is appreciable and provides a better atmosphere for reading.
- Digital remote access with digital repositories can be introduced to cater to the needs of online references.
- The implementation of library policy should be monitored.
- Usage of the library by the faculty members and students can be improved.
- Library policy is displayed in front of the library.
- An information display system can be set up inside the library.
- The good support from the library staff was remarkable.
- Exhibition of books should be conducted.
- Purchase more e-books and subscriptions to more journals are recommended.
- Plagiarism software should be purchased.

Recommendations For Improvement

1. The institutional development plan can be amended to meet the requirements for implementing NEP.
2. There should be an overall enhancement of quality in administration and student outcomes.
3. Ensure insurance coverage for all students.
4. Specific training programmes should be arranged for faculty members on implementing OBE and familiarising ICT tools.
5. Strengthen the Innovation Ecosystem and recommend registering the Institution Innovation Council (IIC).
6. Publication and research must be invariably taken up by all the faculty members.
7. Due importance should be given to the patent.
8. Introduce more student-centric innovative teaching methods.
9. PTA and Alumni Associations need to be strengthened.
10. More interdisciplinary programmes need to be introduced.
11. Increase participation in MOOC, SWAYAM, NPTEL and other online courses.
12. Functional MoUs, collaborations and consultancy with industries have to be strengthened.
13. Career guidance and placement activities need to be strengthened.
14. Slow learners' and advanced learners' data should be categorized and arrange programmes for them.

Audit Team Signature

Name	Signature
Dr. Benny Varghese	
Dr. Joseph John	
Dr. Josen George	
Dr. Tharanath R	
Dr. M. A. Solomon	
Ms. Vrunda .S .	