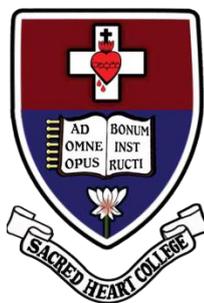


# **ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2013-2014**

**Submitted to**

**National Assessment and Accreditation Council (NAAC)**

**by**



## **SACRED HEART COLLEGE**

**(Autonomous Since 1987)**

**TIRUPATTUR – 635 601, Vellore Dist, Tamil Nadu**

**A Don Bosco Institution of Higher Education, founded in 1951**

**(Affiliated to Thiruvalluvar University, Vellore)**

**Accredited by NAAC (3<sup>rd</sup> Cycle) with CGPA of 3.43 on the 4 point scale at A grade**

**28<sup>th</sup> January 2016**

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# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

SACRED HEART COLLEGE (Autonomous)

1.2 Address Line 1

TIRUPATTUR

Address Line 2

VANIYAMBADI ROAD

City/Town

VELLORE

State

TAMILNADU

Pin Code

635601

Institution e-mail address

office@shcpt.edu

Contact Nos.

04179-220553

Name of the Head of the Institution:

Rev. Dr. C. M. VARGHESE

Tel. No. with STD Code:

04179-220553

Mobile:

+91 9443963934

Name of the IQAC Co-ordinator:

Dr. L. RAVI

Mobile:

+91 9443280319

IQAC e-mail address:

iqac@shcpt.edu

**1.3 NAAC Track ID**

TNCOGN10044 dated 14.12.2012

**1.4 NAAC Executive Committee No. & Date**

NAAC/MSS-SR/PTV/2012-13 dated 01.04.2013

**1.5 Website address:**

www.shcpt.edu

**Web-link of the AQAR:**

<http://www.shcpt.edu/IQAC/aqar.htm>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	FOUR STAR	-	NOVEMBER 1999	1999-2004
2	2 <sup>nd</sup> Cycle	A	-	NOVEMBER 2006	2006-2011
3	3 <sup>rd</sup> Cycle	A	3.43/4	APRIL 2013	2013-2018

**1.7 Date of Establishment of IQAC:**

28 - 06 - 2004

**1.8 AQAR for the year**

**2013-2014**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2012-2013 submitted to NAAC on 11.04.2015

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

. MSW, MCA, MSc SOFTWARE TECHNOLOGY, MSc PSYCHOLOGY

1.12 Name of the Affiliating University

THIRUVALLUVAR UNIVERSITY,  
VELLORE, TAMILNADU.

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

Yes

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

DEEDS -  
Outreach

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

-

2.4 No. of Management representatives

3

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

-

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Student Feedback on Teachers was conducted on 21.10.2013 and 25.03.2014
- 168 papers were published in National and International Journals by the motivation provided by the IQAC.
- 1 International conference, 10 National seminars, and 14 State-level seminars / competitions were organized
- Orientation Programme for Faculty of the self-financing section was conducted on the first Wednesday of every month
- 13 villages have been adopted for improving their social status

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• To cater to the needs of slow learners through remedial classes</li> <li>• Admission – All the seats are to be filled up.</li> <li>• To renovate the infrastructure in APRC (Abraham Panambara Research Centre)</li> <li>• To release two issues of Sacred Heart Journal of Science and Humanities</li> <li>• To increase and make the Diplomas and Certificates courses available to students</li> </ul>	<ul style="list-style-type: none"> <li>• Remedial classes were conducted to help the slow learners improve their academic performance</li> <li>• All the Seats in the aided stream and self-financing stream were filled up</li> <li>• APRC was renovated</li> <li>• Two issues of the Sacred Heart Journal of Science and Humanities were released</li> <li>• Certificates courses were offered through IGNOU</li> </ul>

2.15 Whether the AQAR was placed in statutory body      Yes       No   
    Management       Syndicate       Any other body

Provide the details of the action taken

<ul style="list-style-type: none"> <li>• New courses (M.Sc. Software Technology &amp; M.Sc. Counselling Psychology) were introduced</li> <li>• Organized Staff Student exchange programmes in collaboration with Rajiv Gandhi National Institute of Youth Development in March 2013 by the Dept. of Social work</li> <li>• CQC Leaders were trained in Leadership skills, Group dynamics and emotional maturity</li> <li>• The assessment and accreditation exercise of our institution had been processed and approved by the Executive Committee of NAAC and our institution has been Re-accredited up to 7<sup>th</sup> July 2018 with a CGPA of 3.43 on a 4 point scale</li> <li>• The Autonomous review committee agreed to grant extension status for a period of six years 2013-2014 to 2018-2019</li> </ul>
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## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes (Refer Peer Team Report)

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	7	1		
PG	11			
UG	10			
PG Diploma	2			
Advanced Diploma				
Diploma				
Certificate				
Others(M.Phil)	8	1		
<b>Total</b>	38	2		

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10 UG, 11 PG, 9 M.Phil, 8 Ph.D and 2 PG Diploma. Total 40 Programmes.

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision was made in the UG and PG syllabus in order to include current trends

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

M.Phil English, Ph.D Computer Science

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	158	134	24	-	-

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	26						6			

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	26	18
Presented papers	2	24	15
Resource Persons	-	2	7

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

- Communicative English has been made compulsory involving internal assessment and semester examination
- Foundation courses were made an essential aspect of the college, which takes care of the holistic development of the individual students
- ICT-enabled teaching learning process was followed
- Student centred teaching strategies were introduced

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

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

- External examiners were used for central valuation
- Shuffling of papers for valuation (between Shift - I & II) with dummy numbers.
- The college follows 25:75 ratios for Continuous Assessment and Semester Examination.
- Answer scripts were made available to students for revaluation.
- Bar coding system is in place to maintain confidentiality.

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

9

31

10

2.10 Average percentage of attendance of students

91

2.11 Details of semester results (pass percentage):

UG	Pass%	PG	Pass%	M. Phil	Pass%
B.A Economics	75.00	M.A Economics	77.78	M.Phil Economics	100.00
B.Com	87.10	M.Sc Mathematics	82.86	M.Phil Commerce	100.00
B.Sc Mathematics	79.41	MSW	97.44	M.Phil Mathematics	100.00
B.Sc Physics	83.33	M.Com	97.37	M.Phil Physics	95.00
B.Sc Chemistry	91.67	M.Sc Physics	88.46	M.Phil Chemistry	100.00
B.Sc Computer Science	76.00	M.Sc Chemistry	100.00	M.Phil Computer Science	100.00
BBA	66.67	M.Sc Computer Science	100.00	M.Phil Social Work	100.00
B.Sc Bio Chemistry	69.44	MBA	67.80	M.Phil Tamil	100.00
BCA	47.83	MA Tamil	83.33	M.Phil English	100.00
B.A. English	82.81	MA English	94.12		
		MCA	100.00		

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

- IQAC calendar was prepared for every semester and the members met every month to monitor the teaching and learning process and took measures for the enhancement of quality
- IQAC monitored the performance of each department and CQC (Class Quality Circle) monitored the class performance of the students
- By suggesting the conduct of remedial programmes
- Through interaction with Departments

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12		6	64
Technical Staff				10

## Criterion – III

### 3. Research, Consultancy and Extension

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

- During this academic year 4 research scholars had obtained their Ph. D from the research centres of our college
- In order to promote quality research, we published two issues of the college research journals
- International conference – ‘International Business Scenario in Indian Context’ was organized by the centre from 9<sup>th</sup> to 10<sup>th</sup> January 2014

#### 3.2 Details regarding major projects

S.No	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	Dr. J. Henry Rozario	Skill Development Training Needs Assessment – A Cross Sectional Study of Indian Youth	DB Tech India	Rs. 29,01,110/-

#### 3.3 Details regarding minor projects

S.No	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	Dr. K. Parthibaraja	War Ethics in Sangam Literature – Script Making	CICT Chennai	Rs.2,50,000/-
2.	Dr. T. Jayabalan	Recent Trends in Chemistry	UGC	Rs.1,00,000/-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	66	84	
Non-Peer Review Journals			
e-Journals	3	1	
Conference proceedings	1	4	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

S.No	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	Dr. A. Xavier Susairaj	10 Days Research Methodology Course for Research Students	ICSSR New Delhi	Rs.5,50,000/-
2.	Dr. K. Parthibaraja	Poets and Emperors in Sangam Literature	CICT Chennai	Rs.2,50,000/-
3.	Dr. J. Henry Rozario	Academic Performance of Students – Result Analysis	ELGI Equipment Ltd, Coimbatore	Rs.96,300/-
4.	Dr. J. Henry Rozario	Survey on Religion & Human Rights	Wurzburg University, Germany & Salesian Pontifical University, Rome	Rs.66,360/-
5.	Rev. Fr. D. Maria Antony Raj	Emerging Trends in Finance and Accounting	Institute of Chartered Accounts of India	Rs.1,20,000/-
6.	Dr. K. Ravi	National Conference on Mathematical Applications 2013	UGC	Rs.50,000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of Conferences	Level	International	National	State	University	College
Organized by the Institution	Number	1	10	14		
	Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
			1			

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

University level	<input type="text" value="43"/>	State level	<input type="text" value="49"/>
National level	<input type="text" value="12"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="01"/>	State level	<input type="text" value="03"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="11"/>	Any other	<input type="text" value="-"/>

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

- 13 villages had been adopted for the outreach programme
- Self Help Groups: Loan amount of Rs.10,40,35,000 was processed for 299 groups
- SHG Training, A&R Training, PLF Office Bearers Training, EDP Trainings, COIR Handicraft Training, Laptop Servicing Training, Mobile Servicing Training, DCS Production Training, CBO Training, Fashion Jewellery Training, Pickle Making Training, Street Theatre Training, Fashion Designing and Mushroom Cultivation Training was offered to the members for Rs.7,00,000

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

The campus area is 25.1 acre. The buildings, furniture and equipments are put to optimum use and are available for teaching-learning process and evaluation, co-curricular, extra-curricular, research and extension activities.

Name of the Block	Classrooms	Departmental Laboratories	Staff Room	Examination Halls/ Seminar Halls
Main Block	11	6	4	Seminar Hall – 2 Office Room – 3
Silver Jubilee Block	8	1	13	-
Golden Jubilee Block	14	-	5	COE office – 1
Diamond Jubilee Block	18	2	12	Conference Hall – 6
APRC Block (Research Centre)	15	3	12	Seminar Hall – 1 Admin Office – 1 Research Director Office – 1 IQAC Office – 1 AKRC Hall – 1
Com. Sci. Block	3	1	3	
MSW Block	6	1	8	Conference Hall – 3
Library Block	2	Language Lab, Internet Centre		
Auditorium Hall				Seminar Hall – 1
DBIS Block				Examination Hall – 1
DB Centre	6		3	Seminar Hall – 1
Others	OASIS - 1, Gym -1, MT Hall – 1, Guest Rooms – 15 , Residential Block – 1			
Hostels	Men's – 3, Women's -1			

#### 4.2 Computerization of administration and library

- College Office is automated completely
- Attendance of the students and Admission process are Automated
- All works in the college office are attended to through computer services. Additional computers are added in the office
- Application process and Admissions are done through computer assistance
- Examination results are published in the college website
- CC TV has been established

#### 4.3 Library services:

Our Cybrary is equipped with 16 computers and a printer. Wi-Fi is enabled to our library. We have added 3662 books and 171 journals. We have added newspapers to the total of 8. Now we have 72835 books in the library.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	540	250	30	20	84	15	150	6
Added	16	4		3		2	4	3
Total	556	254	30	23	84	17	154	9

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

- Every department has been provided with computers, LCD and internet system. Expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research.
- Students are encouraged to make use of computers for Power Point Presentation of their seminars and projects.
- Broadband internet connectivity is given to all the departments. Internet browsing is available for teachers and students at the Internet Centre free of cost during the working hours of the library

4.6 Amount spent on maintenance in lakhs :

i) ICT	11 lakhs
ii) Campus Infrastructure and facilities	40 lakhs
iii) Equipments	10 lakhs
<b>Total :</b>	<b>61 lakhs</b>

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Health check-up for all first years
- Blood Donation camps and Counselling services for all students
- First Aid and hospitalization of sick students - during working hours
- Women Health Centre
- Remedial classes and other issues related to students are brought to common forum by the Class Quality Circle
- Financial assistance extended to economically weaker students and personal counselling given by Counsellors and Teachers minimize the dropout rate in the college
- Add-on courses for development of soft skills are offered

5.2 Efforts made by the institution for tracking the progression

- The Placement Cell conducts training programmes for students and arranges job fair in collaboration with the employers
- Counselling Centre monitors the integral development of the students
- Students Guidance Programme(SGP) tracks the intellectual progression of the students
- The Department of Foundation Courses helps students in personality development
- Marks of the Internal exams of the students are sent to the parents

5.3 (a) Total Number of Students

Programme	Male Students	Female Students	Total
UG	1353	1162	2515
PG	387	457	844
M.Phil	59	80	139
Ph.D	22	3	25
Total	1821	1702	3523

5.4 Details of student support mechanism for coaching for competitive examinations:

- Coaching classes for competitive examinations were organized

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

Activities of the Guidance and Counselling unit:

- Student Guidance Programme for first year students
- Full time trained counsellor appointed and is available for counselling students throughout the working hours of the college
- Proper data of the beneficiaries is maintained
- 22 Faculty members who volunteered to be counsellors were given training in counselling.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	132	22	36

### 5.8 Details of gender sensitization programmes

- The Youth Red Cross organized a special programme on 'Health Tips' on 23.09.2013
- The NSS organized AIDS awareness programme on 30.01.2014
- International Women's Day was celebrated in a grand manner on 7<sup>th</sup> March 2014.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	634	Rs.59,02,625.00
Financial support from government	1128	Rs.40,44,950.00

#### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision Statement**

“We, the community of Sacred Heart College, inspired by the love of the Sacred Heart of Jesus and fundamental human values, following the educative system of Don Bosco, are committed to the creation of an educated, ethical and prosperous society, where equality, freedom and fraternity reign by imparting higher education to poor and rural youth enabling them towards integral human development.”

##### **Mission Statement**

###### **In the field of Higher Education,**

We are committed to

academic excellence,  
socially relevant research,  
courses leading to employment and  
entrepreneurship  
healthy standards in extra-curricular practices  
and continuous progress of the institution.

###### **Socially, we work towards**

serving preferentially the underprivileged and  
rural youth,  
educating them to social consciousness of  
rights and responsibilities,  
rooting out social evils, building communities  
and promoting total literacy, education and  
development of the neighbourhood.

###### **Spiritually, we aim at**

integrating ethical, cultural and political values,  
developing a sense of the divine presence in  
nature and in the human person,  
by means of group activities and personal  
guidance, in a family atmosphere.

6.2 Does the Institution has a management Information System: Yes

- College Website ( www.shctpt.edu)
- Notice Board
- Individual log in system for all the staff and students

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

6.3.1 Curriculum Development

- Communicative English has been made compulsory involving internal assessment & semester exam
- Non-Major Elective offered
- General Elective offered
- Environmental Sciences subject included
- Human Rights subject included
- Ethics and Religion classes are organized for all
- Skill Electives are offered for all
- The Choice Based Credit System followed

6.3.2 Teaching and Learning

- ICT-enabled teaching learning process has been made possible
- Enquiry based learning is provided
- Assessments, Group discussion, seminars, debates, quiz, viva etc are included
- Co-operative learning is facilitated through project work

6.3.3 Examination and Evaluation

- Semester with choice based credit system (Internal 25 marks and External 75 marks)
- External examiners are used for central valuation
- Shuffling of papers for valuation (between Shift - I & II) with dummy numbers.
- Photocopy of the answer scripts can be obtained
- There will be revaluation of the answer scripts with/ without photocopy on payment of prescribed fee

#### 6.3.4 Research and Development

- Faculty members have published 66 research publications in international journals & 84 research publications in national journals
- Totally 12 books have been published
- 25 Students are pursuing Ph.D
- Major and Minor Research Project carried out.
- Two issues of Sacred Heart Journal have been published

#### 6.3.5 Admission of Students

- The admission process is transparent
- Selection is purely on merit basis for UG Courses and for PG courses by conducting Entrance Test
- A minimum of 33% seats are reserved for girls students
- Government reservation Policy is followed for SC/ST, OBC, women and differently abled students

#### 6.4 Welfare schemes for

Teaching	Aided staff welfare fund
Non teaching	Aided staff welfare fund
Students	Management scholarships and Mid-Day Meals

#### 6.5 Total corpus fund generated

-

#### 6.6 Whether annual financial audit has been done

Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			yes	Province

#### 6.8 Does the Autonomous College declares results within 30 days?

For UG Programmes      Yes  No

For PG Programmes      Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Central valuation with dummy number system
- Revaluation applicable

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

The University provides all the necessary support to the college

6.11 Activities and support from the Alumni Association

- Core Group of Alumni provides support in contacting organizations for linkages, MoUs, industrial visits and placement opportunities
- Alumni association scholarships are established
- Annual General Body Meeting of Alumni Association was held on 2<sup>nd</sup> February 2014

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Meetings help to communicate to parents the areas their children are excelling in and the academic progress their children have made. Keeping this goal in mind, we organized Parent-Teacher Meetings on 29.06.2013 and 06.07.2013

6.13 Development programmes for support staff

- Orientation Programme was conducted

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

- Go green- go green initiative, uninterrupted power supply, drinking water purifier, all- weather roads, granite benches and green recycles in campus has enhanced the eco-friendly ambience of the college
- Use of plastic materials is prohibited in the college

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Conducting Communicative English classes for all students
- The students and the faculty undertake extension activities in the neighbouring areas, which is compulsory for all second year UG students
- Value education has been introduced systematically for all students
- Scholarships, fee concessions and mid-day meals for economically backward students
- Counselling services are offered to students and their parents

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

- The College has applied for ‘**College with Potential for Excellence**’ status
- Established linkages with institutes of prominence within the country
- Video conferencing, teleconferencing and web conferencing technology used
- Two new courses introduced
- Alumni network and linkages increased
- Entrepreneurship Development Cell and Incubator Cell to promote entrepreneurship have been established.
- Outreach programmes were inaugurated on 19.07.2013
- Remedial classes were conducted to help the slow learners

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

- Mid-Day Meal scheme
- Students Guidance Programme (SGP)
- Helping Self Help Groups(SHG)

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Tree Plantation
- Recycling of waste material in the campus

7.5 Whether environmental audit was conducted?

Yes

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

- IQAC has been recommended to conduct the academic audit to facilitate SWOT analysis, to help the department document quality enhancement and to implement quality measures in the forthcoming years.

## **8. Plans of institution for next year**

- To obtain action plan of the Departments based on the NAAC criteria
- To obtain Personal Annual Plan of the faculty
- To introduce Personal Annual Plan, EPP and Department Diary for the students
- To create a separate web link for IQAC
- To review CQC activities once in a semester
- To make Course Teacher Evaluation by the Principal
- To prepare the CPE Document and submit the Report to UGC through the Thiruvalluvar University.
- To prepare the database – An initiative by the Ministry of Human Resource Development – All India Survey on Higher Education (AISHE) (<http://aishe.gov.in>).
- To initiate the renovation of the college office
- To construct the new PG lab for the department of Bio-Chemistry

**Dr. L. RAVI**

**Coordinator of IQAC**

**Dr. C. M. VARGHESE**

**Chairperson of IQAC & Principal**