

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2015 - 2016

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 (3rd Cycle) with CGPA of 3.43 on the 4 point scale at A grade

19th January 2017

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. 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:	TAMIL NADU
Pin Code:	635 601
Institution e-mail address:	office@shcpt.edu
Contact Nos. :	04179-220553
Name of the Head of the Institution:	Rev. Dr. D. Maria Antony Raj
Tel. No. with STD Code:	04179-220553
Mobile:	+91 9443438658
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.php

1.6 Accreditation Details:

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

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year:

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
- ii. AQAR 2013 - 2014 submitted to NAAC on 28.01.2016
- iii. AQAR 2014 - 2015 submitted to NAAC on 07.04.2016

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)

1.12 Name of the Affiliating University

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

Autonomy by State/Central Govt./University	<input type="text" value="Yes"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="14"/>			
2.2 No. of Administrative/Technical Staff	<input type="text" value="2"/>			
2.3 No. of Students	<input type="text" value="1"/>			
2.4 No. of Management Representatives	<input type="text" value="3"/>			
2.5 No. of Alumni	<input type="text" value="1"/>			
2.6 No. of any other Stakeholder and Community Representatives	<input type="text" value="1"/>			
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>			
2.8 No. of other External Experts	<input type="text" value="-"/>			
2.9 Total No. of members	<input type="text" value="23"/>			
2.10 No. of IQAC meetings held	<input type="text" value="6"/>			
2.11 No. of meetings with various stakeholders:	No. <input type="text"/>	Faculty <input type="text" value="10"/>		
	Non-Teaching Staff <input type="text" value="4"/>	Student <input type="text" value="8"/>	Alumni <input type="text" value="1"/>	Others <input type="text" value="3"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/>	No <input checked="" type="text" value="√"/>		
If yes, mention the amount	<input type="text"/>			

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	<input type="text" value="-"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text"/>	Institution Level	<input type="text"/>
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2.14 Significant Activities and Contributions made by IQAC

- ERP Software was introduced for online entries of Students daily attendance, CA marks entry, Staff leave form, Staff profile and Department profile. The students and staff were given access through individual logins.
- Personal Annual Development Plan for Faculty is added in their profiles through the college website.
- Students Personal Annual Development Plan is obtained and followed through Student Guidance Programme (SGP).
- IQAC Web link is periodically updated by IQAC with mandatory forms and information to the faculty and students.
- All the UG and PG departments were motivated and guided for the Academic audit and completed successfully by December 2015.
- Faculty members and Research scholars have published 327 papers in National and International Journals and 12 books were published.
- 1 International Conference, 6 National Seminars and 6 State-Level Seminars and Competitions were organized by different departments.
- Institutional Social Responsibility (ISR) was ably co-ordinated by the ISR team. An amount of ₹ 4 lakhs in cash and assistance in kind were collected. With this the college has supported the flood affected communities at Cuddalore District, Tamil Nadu.
- Students Research Forum actively engaged in releasing Student's Magazines, conducted seminars, invited talks and poster presentations in their respective departments under the guidelines provided by IQAC.
- Students were motivated and sent for Summer Internship Programme and Certificate Courses by their respective departments.

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	Outcomes
<p>Drafting Annual Plans of the College and the Departments. To provide the Educative Pastoral Plan (EPP) for the college.</p>	<p>College Calendar with Diary of activities was printed and distributed to students and staff by June 2016. Every Student has an Annual plan and aware of the Departmental Plans. The schedule of examinations and other programmes are given for their advanced preparations.</p>
<p>Individual Annual Development Plan for staff members</p>	<p>Individual staff members drafted their annual developmental plan and updated their personal profile in the college website. The HOD and Principal can access the annual development plan through web and review it.</p>
<p>Introduction of College and campus life for the I Year Students</p>	<p>Orientation programme for the I UG Students was organized to initiate them to college life. Rules and regulations were explained for better campus life. I Year Students are made aware of facilities in the college, the formalities for accessing various resources and responsible persons to seek permissions.</p>
<p>Staff annual orientation programme was planned and organized in the month of June, 2015</p>	<p>Faculty members were oriented on the theme of the year and thrust areas of focus of the college in this academic year</p>
<p>IQAC organized evaluation for the activities of the Non Academic Associations</p>	<p>Non Academic Associations such as NCC, NSS, AICUF, Red Ribbon Club, Media Forum, JRF, MNI, RORA, Rotract Club, Fine Arts and DEEDS presented the reports of their activities. A review was organized and feedback was provided by the IQAC with appreciations and corrections.</p>
<p>Review and submission of AQAR report for 2013-2014</p>	<p>IQAC reviewed the report of AQAR 2013-14 and with corrections uploaded the same in the college website under IQAC web link http://shctpt.edu/IQAC/aqar.php</p>
<p>Review and Submission of AQAR report for 2014-2015</p>	<p>IQAC reviewed the report of AQAR 2014-15 and with corrections uploaded the same in the college website under IQAC web link http://shctpt.edu/IQAC/aqar.php</p>
<p>IQAC has planned to apply for NAAC sponsored conferences</p>	<p>IQAC of SHC has sent proposals for NAAC towards the organization of conferences.</p>
<p>IQAC plan to bring out a booklet on the funding agencies for research grants</p>	<p>IQAC published two booklets entitled "Let us do Research with Grants" and "Academic Audit" and released during the College Annual Day – 29th January, 2016.</p>

PTA meetings are proposed at college level as well as at department level.	PTA meetings were organized for Shift I and Shift II separately. An orientation for the parents was organized by the college and parents participated actively. Their feedback and suggestions were well received. Parent's had an opportunity to meet the HOD's and Faculty members and had feedback about the performance of their wards.
Coordination of remedial class for the slow learners.	Each department identified slow learners and academically weak students and designed remedial programme. A thrust was given for peer education with the guidance of course teachers.
Semester end evaluation of the Departmental activities	IQAC Conducted Evaluations of the Departments at the end of odd and even semesters. The Departmental Association programmes, achievements, remedial programmes, student discipline, results of the students, faculty cooperation and future plans of the department were evaluated with the help of SWOC frame work.
Semester end Faculty evaluation by students	IQAC organized Faculty Evaluation by the Students at the end of each semester. The results of the feedback were shared to the respective faculty member by the Principal with appreciations and the need for development.

2.15.1 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

- IQAC
- Governing body

Provide the details of the action taken

- Verified the AQAR and approved for the submission
- Organized Staff Student exchange programmes in collaboration with Rajiv Gandhi National Institute of Youth Development in March 2015 by the Dept. of Social work
- CQC Leaders were trained in leadership skills, group dynamics and emotional maturity
- Applied for NAAC conference
- Academic Audit was conducted
- Software for online entries of Students daily attendance, CA marks entry, Staff leave form, Staff profile and Department profile was introduced

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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	8			
PG	11	1(Additional Section)		
UG	11	1(Additional Section)		
PG Diploma	2			
Advanced Diploma				
Diploma				
Certificate				
Others(M.Phil)	11			
Total	43	2		

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11 UG, 11 PG, 11 M.Phil, 8 Ph.D and 2 PG Diploma. Total 43 Programmes.

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

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.

<p>Revision of Syllabus is carried out in the following department for UG Programme</p> <ul style="list-style-type: none"> • Department of Tamil <p>Revision of Syllabus is carried out in the following department for PG Programme</p> <ul style="list-style-type: none"> • MBA • MSW • M.Sc Counselling Psychology • College introduced for the first time “Add on courses for Inter-disciplinary” offered by various departments

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

<ul style="list-style-type: none"> • Introduced new Programmes (B.A. English, M.Sc. Mathematics)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others
184	160	24	-	-

2.2 No. of permanent Faculty with Ph.D.

49

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
45						3			

2.4 No. of Guest and Visiting Faculty and Temporary Faculty

6

45

2.5 Faculty participation in Conferences and Symposia:

No. of Faculty	International level	National level	State level
Attended	72	95	12
Presented papers	68	91	10
Resource Persons	2	6	5

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

- Communicative English has been made compulsory, involves internal assessment and semester examination
- Foundation courses are the essential aspect of the college, which take care of the holistic development of the students
- ICT-enabled teaching learning process was followed
- Student - centred teaching strategies were introduced
- Certificate courses were conducted by the Department of Computer Science
- CQC acts as a medium for peer learning of the Students.

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

180

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

- Centralized valuation is carried out by external examiners.
- Shuffling of papers for valuation (between Shift - I & II) with dummy numbers.
- The college follows 25:75 ratio for Continuous Assessment and Semester Examination.
- Answer scripts were made available to students for revaluation.
- Bar coding system is in place to maintain confidentiality.
- Introduced Online Process of applying for all semester examinations.
- Hall Tickets were published Online and Students were allowed to download using their login.

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

184

184

184

2.10 Average percentage of attendance of students

91.5

2.11 Details of semester results (pass percentage):

UG	Pass%	PG	Pass%	M. Phil	Pass%
B.A Economics	76.82	M.A Economics	100.00	M.Phil Economics	100.00
B.Com	82.12	M.Sc Mathematics	84.21	M.Phil Commerce	100.00
B.Sc Mathematics	88.24	MSW	95.12	M.Phil Mathematics	100.00
B.Sc Physics	75.61	M.Com	75.00	M.Phil Physics	100.00
B.Sc Chemistry	77.55	M.Sc Physics	60.87	M.Phil Chemistry	100.00
B.Sc Computer Science	86.67	M.Sc Chemistry	80.00	M.Phil Computer Science	100.00
BBA	65.16	M.Sc Computer Science	100.00	M.Phil Social Work	100.00
B.Sc Bio Chemistry	65.22	MBA	85.19	M.Phil Tamil	100.00
BCA	75.93	MA Tamil	100.00	M.Phil English	95.00
B.A. English	80.12	MA English	63.89	M.Phil Management	100.00
B.Com (CA)	78.63	MCA	100.00	M.Phil Computer Applications	100.00
B.A. Tamil	82.12	M.Sc Counselling Psychology	96.45		
		M.Sc Software Technology	91.26		
		M.Sc Bio Chemistry	89.38		

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

- IQAC calendar was prepared for every semester and the members met periodically to evaluate the teaching and learning process and took measures for the enhancement of quality.
- CQC (Class Quality Circle) helps the students to support each other and provide feedback to the IQAC in monitoring the performance of the students. [Class wise]
- IQAC periodically monitors the department remedial programmes.
- IQAC members made an informal visit to the departments and suggested quality measurement on Teaching and Learning Process.

2.13 Initiatives undertaken towards Faculty Development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher Courses	1
UGC – Faculty Improvement Programme	
HRD Programmes	1
Orientation Programmes	
Faculty Exchange Programme	
Staff training conducted by the university	
Staff training conducted by other institutions	4
Summer/Winter schools, Workshops, etc.	3
Others (4 day training and planning programme)	129

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	-	73
Technical Staff	-	-	-	8

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

S.No	Name of the Teacher	Title of the Project	Funding Agency	Amount (Rs)
1.	Dr. K. Parthibaraja	Socio-Cultural Status of the Music Drama Female Artists of Tamilnadu	UGC	11,22,400
1.	Dr. I. Nyas Ahamed	Safety Evaluation of Nanoscale Zero-Valent Iron (NZVI) towards Soil and Aquatic Organism with Special Orientation to Indian Scenario (Young Scientist Award)	SERB	30,10,000

3.3 Details regarding minor projects

S.No	Name of the Teacher	Title of the Project	Funding Agency	Amount
-	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	161	128	
Non-Peer Review Journals			
e-Journals	2	2	
Conference Proceedings	2	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

Dr. Henry Rozario	Entrepreneurship and Skill Development	RGNIYD	₹ 1,58,800/-
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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	2	11	10		
Sponsoring agencies	1	4			

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	1
	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
		2				

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

18

8

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

4

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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- DEEDs serve as a coordinating and facilitating agency to all other departments and the college to reach out to the neighbourhood. Through DEEDs programme College covers 18 villages in the neighbourhood.
- 825 self groups were animated with financial management and managerial skills.
- The Self Help Groups have processed Rs. 17.5 Crores as Loan for 825 Self Help groups.
- 22 EDP training programmes were conducted for the Self Help Groups.
- Family Counselling Centre (Sponsored by Central Social Welfare Board (CSWB)) addressed 264 family cases. The local Women Police Station was also supported as and when an intervention was required.
- CSWB sponsored Crèche supports in the early childhood development of 60 children in two slum centres in the neighbourhood of Tirupattur.
- School Counselling services are provided to 400 children from 3 different schools.
- Two Blood Donation Camps were organised by the department of Social Work & NSS for Government Hospital, Tirupattur and Christian Medical College (CMC), Vellore.
- UG & PG Students were trained in Street Play by Alternative Theatre Association (MNI - மாற்று நாடக இயக்கம்).
- Social Awareness programmes through cultural items were organised in the neighbourhood by Alternative Theatre Association (MNI) in the following themes of alcohol and drug abuse, issues of mental health and importance of Organ Donation.
- Sacred Heart College organised a Rally to create awareness on road safety and स्वच्छ भारत (Swachh Bharat) at Tirupattur.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

- ✓ Physics Lab and Staff room extension
- ✓ Computer Lab extension
- ✓ Administrative office extension
- ✓ Renovation of students rest room
- ✓ Gallery for the play ground
- ✓ New parking lot for both two and four wheelers
- ✓ PG Bio-Chemistry lab was established
- ✓ Three study halls for UG hostels
- ✓ 250 cots for hostel students
- ✓ Renovation of Guest rooms at St.Joseph's block 1st floor
- ✓ Incubation lab has been constructed

4.2 Computerization of administration and library

A System Manager is appointed for the maintenance of the computers and its accessories. If any problem arises in any of the computers, it is entered in a complaint slip and handed over to the Director of Computer Centre. Every day the System Engineer goes through the complaint slip and takes necessary steps to maintain the instruments in good condition.

The automation software and offline software have been used in the office to manage students attendance, personal data, details of fee collected, internal marks, etc. this year we have subscribed the service of one of the most reputed online softwares. The modules are the following:

- Admission: this module facilitates online application, storing basic data of students.
- Attendance: This module helps in real time entry of attendance by respective teachers, review of attendance by parents, students and teachers, and also preparation of final report of attendance.
- Examination: The internal and external marks of students and publication of score sheets and storage of the same are possible with the help of this module.
- Teachers Evaluation: This module enables the students to evaluate the performance of the teachers and institution online.
- Students' Portal: This is a very useful module that facilitates the students as well as the parents to view the performance and progress of the students online.
- Principal's View: With the help of this module academic administrators can view all the data pertaining to each student and teacher.
- The library provides open access to staff and students.
- Periodical pest control measures are taken to maintain books and journals in the library.
- At the beginning of every semester, the librarian addresses the students, explaining the methods of using the library resources.
- Auto Lib software facilitates the borrowing and issue of books quickly.
- Journals and magazines are kept in open racks.
- The librarian and five library assistants ensure the use and security of resources in the library.
- CC TV has been established in the library for security purpose.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value	No.	Value(Rs)
Text Books	74462	-	3944	7,57,699	78406	1,50,62,918
Reference Books	18895	-	342	63,658	19237	25,74,463
e-Books (Open Access)	19608	-	-	-	550	-
Journals and Magazines	136	-	-	-	136	-
e-Journals (Open Access)	15218	-	-	-	5	-
Digital Database	-	-	7	-	7	-
CD & Video	1321	-	170	-	1491	-
Thesis / Projects	3886	-	294	-	4180	-

Apart from increasing the number of volumes in the library, the video conferencing facility was added at the cost of Rs. 4,30,250/-

1. Conducted series of lectures with practicals of INFLIBNET to M.Phil & Ph.D. scholars of various disciplines.
2. Conducted series of lectures on open sources to student of various research forums.
3. Cybrary is actively used by M.Phil & Ph.D. scholars of various disciplines.
4. Scholarly journals were added to Social Sciences.
5. About 550 books, 225 journals were bound and kept for reference.
6. 552 books and 170 journals were added to the library in this academic year
7. 25,000 plus e-journals, 85000 plus e-books. 150 plus repositories were identified and shown to students.
8. Conducted video conference for teaching staff with American Library, Chennai on 10th December 2014.
9. Conducted 1 Day Workshop on NPTEL e-learning web courses & video courses on 09th January 2015.
10. NPTEL video lectures on various disciplines were shown in the virtual class room.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet Lab	Browsing Centres	Computer Centres	Office	Departments
Existing	576	4	30	1	2	3	15
Added	30						2
Total	606	4	30	1	2	3	17

4.5 Computer, Internet access, training to teachers and students and any other programme for Technology upgradation (Networking, e-Governance etc.)

- In 2015 – 16, 30 computers were added to various departments and computer lab. We increased the number of computers available for the students in various departments and computer lab. Majority of the departments have mini computer labs which is open for the students. Apart from that, all the computers in the college are connected through LAN with internet connectivity.
- Under the initiative of IQAC a one day animation program was arranged for junior faculty members.
- College updated its official website by adding more content and enhanced its capacity
- 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 their seminar and project Presentation
- Broadband internet connectivity is given to all the departments. Internet browsing is available for teachers and students at the Internet Centre for free of cost during the working hours of the library

4.6 Amount spent on maintenance in lakhs:

i) ICT	₹9.3 lakhs
ii) Campus Infrastructure and facilities	₹72 lakhs
iii) Equipments	₹29 lakhs
Total:	₹1.13 crores

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Class Quality Circles were formed in each class and the leaders and all students were given orientation on the functioning of CQC in the month of June 2015.
- Students Guidance Programme (SGP) was initiated at department level with the allocation of faculty in-charge for group of students for all first year students.
- Parent's meetings were organised for all UG students in July 2015 to have feedback and suggestions.
- Health Camp was organised for all first year students for identification of blood groups and major health problems.
- Industrial Visits were arranged for all departments with the relevance to their subjects.
- SC, ST, OBC and minority students were counselled and helped for admission in the Government Hostels with free of cost.
- The poor students opted for Work Scholarship was shortlisted and offered with relevant activities within the Campus.
- Government Scholarship under various categories were facilitated through announcements and enrolled with due care.
- RAMP facility for physically challenged Persons was erected in all needed places.

5.2 Efforts made by the institution for tracking the progression

- The performance and progression of students in academic and co-curricular activities are properly recorded by the respective tutor.
- The mentors of Student Guidance Program (SGP) with Students Support Programmes closely monitor the performance of the students and provide them timely guidance
- Annual Alumni meeting held at the last Sunday of January provides a platform to interact with teachers and alumni to improve the progression of the institution.
- The progress of students in academics and career are tracked and documented by the respective departments with the support of departmental alumni associations.
- The counselling centre has been functioning dynamically. The details are
 - (a) Students Counselling in 2015 – 16 : 1377
 - (b) Parents and care takers of SHC students counselled : 44
 - (c) Past pupil of SHC : 30
 - (d) Others (Community): 24
 - (e) Students trained in Counselling: 7
 - (f) Counselling Lab for Counselling Psychology Students: 1
 - (g) Programs conducted at SHC : 8
 - (h) Out-reach programs : 6

5.3 (a) Total Number of Students

Programme	Male Students		Female Students		Total	
	Shift I	Shift II	Shift I	Shift II	Shift I	Shift II
UG	580	1042	457	910	1037	1952
PG	99	291	93	445	192	736
M.Phil		59		106		165
Ph.D	23		13		36	
Total	702	1392	563	1461	1265	2853
Overall Total	2094		2024		4118	

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

- Conducted Civil Service coaching (organized by Placement cell)
- UGC, NET/SLET coaching (organized by Department of Computer science)

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="4"/>

5.6 Details of student counselling and career guidance

- Question Bank was prepared and made available for the aspirants of various competitive examinations including IIT, JAM, GATE and UGC - NET.
- Books and magazines were purchased and subscribed for competitive exams (CAT, MAT, APTITUDE, NET, UPSC, Banking) and on Career Opportunities.
- Books for personal growth were made available (Self-Confidence, Choosing Career) at Career Guidance Cell.
- One-day Personality Development Programme for women students was organized by the Career Guidance Cell.

The activities and achievements of the cell for the plan period are summarized as follows:

1. Placement Oriented Training

- Motivational Class/Interview Tips
- Soft Skills Training
- CV Preparation
- Body language Training

2. Career seminar

3. Skill Development Programmes - Life Skills, Soft Skills, Learning Skills, Communication Skills

4. Interactive Sessions, Facing Interviews, Group Discussions, CV writing etc.

5. Disseminated information about registration and facilitated students to attend placement drives at various avenues in Bangalore and Chennai.

No. of students benefitted

315

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
20	1300	250	125

5.8 Details of gender sensitization programmes

- A counseling and awareness programme was organized by Women Counseling Cell on 06/03/2015.
- Distressed women are provided services like crisis intervention, investigation in dowry death cases, counselling in cases of marital, family maladjustment, efforts for reconciliation in cases of separation, out of court settlement in marital cases or referral services like short stay, legal aid, police assistance etc, by trained counsellors and social workers.
- Women Economic Empowerment through Tailoring is a programme where young women are trained to earn their livelihood. They are also prepared for Government Exams in Tailoring. Ms.Violet Mary conducts the tailoring classes. So far 83 trainees and 415 indirect beneficiaries have profited through this programme this year.
- Self-Help Groups functioning in the campus provide loans for education of children, medical camps, women empowerment programmes and trainings towards holistic health; Income generation activities are offered to the members and their families. This programme is supported by NABFIN and has provided loans to 345 groups so far. Total amount of loan dispersed to 4140 members is ₹ 14.7 crores with funds from NABARD Financial Services Ltd and the total number of beneficiaries are 20,700.

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	1587	₹ 95,76,684.00
Financial support from government	850	₹ 31,92,228.00

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:

1. Relationship problems (Infatuation, issues arising out of misunderstanding between friends)
2. Family problems (Parents addicted to alcohol, financial problems, quarrels between Parents)
3. Academic difficulties (English Language, Forced to take-up a course, problems with teachers, learning difficulty)
4. Misconduct
5. Suicidal tendency
6. Psychological problems (Stress, Anger, Anxiety, Low Self Esteem, complex, Phobia, Social Anxiety)

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

All the departments and the administrative office are connected through LAN & Wi-Fi which enable centralised storage and efficient retrieval of data. The newly installed office automation system of the College MIS (Management Information System) has different modules such as admission, attendance, examination, teachers’ evaluation, students’ portal and Principal’s view. These modules extend support to the college administration in all its activities from receiving online application for admission to publication of results and issue of transfer certificate.

- 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

College constituted different Board of Studies with reputed academicians from leading institutions and representatives for industry. College framed its own syllabus for different courses with due regard to the requirements of the industry and current development in the concerned subjects. Taking into account the feedback from students and alumni, efforts have been made to fine tune the syllabus to enable the students to appear for competitive exams like NET/SLET/SET.

6.3.2 Teaching and Learning

- ICT-enabled teaching learning process has been made possible
- Enquiry based learning is provided
- Assignments, 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
- Revaluation of the answer scripts with/ without photocopy on payment of prescribed fee is made available

6.3.4 Research and Development

The IQAC and Research Advisory Committee are committed to ensure quality in the research activities of the college. The relevance of the research topics are critically scrutinised at the time of synopsis presentation before expert committee. With a view to promote publications by faculty members and research scholars, college has decided to launch two international science journals, two International Journal for Social Sciences, two Journals for Languages. All the preliminary works for its publication have been completed. Research & Publication Committee motivates the faculty and extends them all support to apply for Minor and Major projects sponsored by UGC and other agencies.

- Faculty members have published 327 research papers in national and international journals
- Totally 12 books have been published
- 36 Students are pursuing Ph.D
- Major and Minor Research Projects are carried out.
- Two issues of existing Sacred Heart Journal have been published

6.3.5 Admission of Students

Admission to academic programmes is strictly followed according to the norms of the State Government, Thiruvalluvar University and reservation policies. Since we received the order from UGC granting academic autonomy to our college only after UG admission, we initiated the admission process for Post Graduate courses independent of the University Single Window admission process. In view of the transparency and efficiency of the admission process to be ensured under autonomous status, College hired the service of College Automation Software which provides an Admission module that facilitates a foolproof admission process. To ensure maximum number of applicants for different programmes offered by the college, we published the details of admission in college website, college prospectus and social media.

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

₹ 15,66,00,000

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 internal coding (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 31st January 2016

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Meetings help to communicate growth and the academic progress of their children. Keeping this goal in mind, we organized Parent-Teacher Meetings on 26.06.2015 and 29.08.2015

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, granite benches and green recycles in campus have enhanced the eco-friendly ambience of the college
- Use of plastic materials is prohibited in the college
- Campus plants were labeled scientifically.
- Efforts were made to reduce carbon emission by maintaining campus clean and green. Entry of students' vehicles into the campus is restricted.

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.

- Introduction of College Automation Software: The newly installed office automation system of the College has different modules such as admission, attendance, examination, teachers' evaluation, students' portal and Principal's view. These modules extend support to the college administration in all its activities from receiving online application for admission to publication of results and issue of transfer certificate. This has enhanced the efficiency and transparency of the academic and administrative activities. Parents as well as students are better informed of the performance level of the students with the help of Students' Portal.
- Student support programme: Our college also introduced the student support programme which aims at improving the standard of the academically weaker students in the Campus.
- Monthly publication of attendance: College publishes the attendance details on a monthly basis on the notice board of each department. Students having shortage of attendance has declined drastically as a result of this practice.
- Conducting Communicative English classes for all students
- The students along with a 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 are given 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

- Admission to UG and PG programmes completed as per schedule
- Action plan of the Departments based on the NAAC criteria was obtained
- Personal Annual Plan of the faculty was obtained
- Personal Annual Plan, EPP and Department Diary for the students was introduced
- A separate web link for IQAC was created
- CQC activities once in a semester was reviewed
- Course Teacher Evaluation by the Principal was obtained
- The CPE Document was prepared and the Report submitted to UGC through Thiruvalluvar University
- The database – An initiative by the Ministry of Human Resource Development – All India Survey on Higher Education (AISHE) (<http://aishe.gov.in>) was prepared
- The college office was renovated
- The new PG lab for the department of Bio-Chemistry was established.

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)
- Blood Donation Forum

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 departments to maintain quality documentation and to implement quality measures in Teaching and Learning Process in the forthcoming years.

8. Plans of institution for next year

- Orientation Program for Heads of the Departments
- Orientation Programme for all the faculty members
- Annual Plan of the Faculty
- Department Action Plan for the academic Year 2016-17 based on NAAC criterion
- Orientation for Non Academic Associations
- Orientation for CQC Leaders
- Uploading and sending AQAR of 2016-17
- Applying for UGC sponsored conferences
- Evaluation of the departments at the end of Odd Semesters
- COE's Office Auditing
- A Workshop to analyze NAAC Recommendations
- Green Auditing
- Orientation programme for all the administrative and support staff
- Annual Newsletter
- UG & PG Syllabus revision based on UGC Model
- Faculty evaluation of students after Even Semesters
- Evaluation of Academic Associations
- Evaluation of Non Academic Associations
- Evaluation of the departments at the end of Even Semester
- To construct a new Block for class rooms, faculty offices, seminar halls, etc.,
- New Construction of College Main Gates
- To renovate the physics lab and provide cabins for the faculty of the department
- To improve the infrastructure of the research centre

Dr. L. RAVI
Coordinator of IQAC

Rev. Dr. D. Maria Antony Raj
Chairperson of IQAC & Principal