

**Sacred Heart College (Autonomous), Tirupattur, Vellore Dist.**  
**AQAR (Annual Quality Assurance Report)**  
**April – 2009 - 2010**

**Part – A**

What is the plan of action chalked out by the IQAC with the HODs and the Management Council in the beginning of the year towards quality enhancement and what is the outcome by the end of the year?

**Plan of action**

What is contained in the College Calendar, EPP, Association Activities etc... are the plan of action.

1. Decided to establish feedback mechanism about the activities and performance of each department.
2. Resolved to get feedback from students as well as from staff of each department.

**Carried out**

Depends upon what each sector / Department has done.

1. A group of members were asked to prepare a questionnaire to evaluate the activities of the year.
2. IQAC members discussed the questionnaire and simplified. It is based on positive, negative aspects about each department and suggestions for the development of each department.
3. IQAC members visited various departments and explained to the staff and students the importance and reason for getting feedbacks and collected the data.
4. IQAC members analyzed the data received and decided that the IQAC team could meet each department.
5. IQAC team met all the departments of Shift – I & Shift – II on various days and discussed their positive and negative points and suggestions for developments.
6. IQAC has given direction to each department (Shift – I & Shift – II) to prepare action plan based on the development of the department.
7. IQAC has formulated a questionnaire for the faculty members to document their achievements in academic and non-academic fields.
8. Every faculty member was asked to prepare a road map for his / her career advancement.
9. IQAC has initiated SLET/NET coaching for the staff members.
10. 80% pass in each subject was initiated.

## Part – B

1. Activities reflecting the goals and objectives of the institution.
  - ❖ College functions and programmes were well carried out
  - ❖ Staff were encouraged to pursue their higher studies and carry out research
  - ❖ Systematic teaching and coaching are given to provide quality activities education at all levels.
2. New academic programmes initiated (UG and PG):
  - ❖ I BA English
3. Innovations in curricular design and transaction:
  - ❖ Audio visuals are used in teaching. More LCD Projectors are used in teaching methods. Organized Quiz, debate over current issues.
4. Inter-disciplinary programmes started:
  - ❖ Nil
5. Examination reforms implemented:
  - ❖ New Controller of Examinations office was created with individual cabin facility
  - ❖ Software and equipment's were up-graded (Copier, Xerox and IBM Server)
  - ❖ External question paper setting introduced for both UG and PG.
  - ❖ Scrutinizing of question papers introduced instead of board of examiner
  - ❖ Revaluation and photo copy of the answer scripts facility were introduced.
6. Number of candidates qualified: NET / SLET
  - ❖ Shift – I: Nil
  - ❖ Shift – II: Mrs. M. Parimala Devi (Dept. of Tamil) December 2008
7. Total number of National / State Level seminars / workshops conducted:
  - ❖ National Level Seminar conducted – 3
  - ❖ State Level Seminar conducted – 2
  - ❖ Workshops conducted – 6
  - ❖ Association Activities Seminars / Inter collegiate Competitions / Seminars held
    - (i) Academic – 125
    - (ii) Non-Academic – 96 (Co-curricular Activities)
  - Total Activities – 221

8. Research projects implemented:

- ❖ Minor UGC Project carried out by Rev. Dr. A.T. Thomas on the topic "An Explorative study on Income and Expenditure Pattern of Narikoravas of Vellore District, Tamil Nadu.
- ❖ Dr. A. Xavier Susairaj from the Department of Economics has completed the Major Research Programme Sponsored by ICSSR – New Delhi.

9. Patents generated, if any:

- ❖ Nil

10. New collaborative research programmes:

- ❖ Nil

11. Total research grants received from various agencies:

- ❖ Minor Research Project pending amount from UGC Rs.7,500/-

12. Number of research scholars: (Ph. D)

- ❖ Mr. M. Arun Kumar - Dept. of Mathematics
- ❖ M. Phil - 35 candidates
- ❖ Mr. C. Maria Joseph Bosco has successfully defended his thesis under the able guide of Dr. A. J. Christopher from the Dept. of Social Work.
- ❖ Ph. D. Thesis submitted by
  - (i) Rev. Fr. A.T. Thomas
  - (ii) Rev. Fr. D. Maria Antony Raj
  - (iii) Mr. R. Kuppan
- ❖ Four of our staff members have been deputed to complete their research under faculty development programme of UGC

13. Citation index of faculty members and impact factor:

- ❖ No. of papers presented by faculty members – 21
- ❖ No. of papers published by faculty members - 35

14. Honors / Awards to the faculty:

- ❖ Dr. A. Xavier Susairaj, Dept. of Economics obtained.

- (a) Fulbright Nehru Environmental Leadership Program, Council for International Exchange of Scholars (CIES), Washington. D.C., USA. August 2010 to December 2010.
- (b) A YOUNG ECONOMICS Award, Association of Economists of Tamil Nadu, Presented at the 30<sup>th</sup> Annual Conference at National College Tiruchirapalli on 9 & 10 January 2010, presented by Hon. S.S. Palanimaikam, Minister of State for Finance, Govt. of India.

15. Internal resources generated:

- ❖ Nil

16. Details of departments getting SAP, COSIST / DST, FIST, etc assistance / recognition:

- ❖ Nil

17. Community services:

- ❖ Blood Donation Camp held through Red Ribbon, NSS – 5 times
- ❖ Red Ribbon

<b>Date</b>	<b>Events</b>
06,13 & 27.07.2009	Manual Work
31.07.2009 & 14.12.2009	Blood Donation Camp
03.08. 2009	Seminar on Right to Information
24.08.2009	AIDS Awareness programme – Celebrity Life
14.09. 2009	NSS Day
07.12. 2009	World AIDS Day and Rally
25.01.2010	Consumer Awareness Day
08.02.2010	Lucoderma Awareness Movement

- ❖ NSS

<b>Date</b>	<b>Events</b>
22.07.2009	Association Inauguration
06,13 & 27.07.2009	Manual Work
14.08.2009 & 31.08.2009	Blood Donation Camp
03.08.2009	Seminar on Right to Information
24.08.2009	AIDS Awareness Programme
11.09.2009	Re-Republic Day Camp
14.09.2009	NSS Day
12.11.2009 to 18.11.2009	NSS Special Camp
07.12.2009	World AIDS Day Rally
25.01.2010	Consumer Awareness Day

18. Number of teachers and officers newly recruited:

- Aided: Nil
- Management:
  - Teaching - 28
  - Non-Teaching - 8

19. Teaching – Non-Teaching staff ratio:

- ❖ 2:1 (Aided)
- ❖ 3:1 (unaided)

20. Improvements in the library services:

- ❖ More new books added to the benefit of research scholars, students and the staff.

21. Number of new books / journals subscribed and their value:

- ❖ New books : 1197 worth Rs. 3,66, 612.25
- ❖ Journals : 8 worth Rs.11,300.00

22. Number of courses for which student assessment of teachers is introduced and the action taken on student feedback:

- ❖ In all the classes by all the students
- ❖ Feedback communicated to staff, HODs, IQAC, Management as a department

23. Unit cost of education:

- ❖ Rs.55,550/ per student, per year

24. Computerization of administration and the process of admissions and examination results, issue of certificates:

- ❖ In the administration process, admission, examination results, issue of certificates, computers are very well used.

25. Increase in the infrastructural facilities:

- ❖ Physics Research lab inaugurated
- ❖ More Desktops, Laptops and LCD Projectors were added to the departments.

26. Technology upgradation:

- ❖ Cary – 50 UV-VIS Spectro Photo Meter with Peltier sample holder was purchased for Chemistry Department.
- ❖ Sacred Heart Analytical Instrumentation Lab (SHAIL) was inaugurated in November 2009
- ❖ Optical Research Microscope, Ultracryostate and Constant Temperature bath were added to the Physics Lab.

27. Computer and internet access and training to teachers and students.

- ❖ Latex Training Programme held for staff and students
- ❖ Virtual online course for staff of Don Bosco institution

28. Financial aid to students:

<b>S.No</b>	<b>Scholarship</b>	<b>No. of Students</b>	<b>Amount</b>
1	BC Scholarship	359	4,03,463
2	MBC Scholarship	296	6,23,436
3	Special Scholarship (Loan)	92	6,03,500
4	SC Scholarship	177	8,25,985
5	Free Education	6	12,180
6	Farmer Scholarship	8	14,250
7	ADC Scholarship	147	3,45,715
8	ST Scholarship	11	48,180
9	Beedi Wokers	33	99,000

29. Activities and support from the Alumni Association:

- ❖ Attended Don Bosco – Regular Past Pupils Association Meeting, Annual General Body Meeting, Executive Committee Meetings were held

30. Activities and support from Parent – Teacher Association:

- ❖ Parents meetings year vice were conducted for arrear students

31. Health Services:

- ❖ Health check up was done for all the students, once in a year. Blood donation 5 times, Boys and Girls students whenever they need health care it is attended by the team of staff members.

32. Performance in sports activities:

<b>Date</b>	<b>Events / Competition</b>	<b>Position</b>
30.07.2009 01.08.2009	22 Don Bosco Centenary Volleyball Tournament	First Place
02.08.2009 03.08.2009	Inter College Kho-Kho	First Place
01.08.2009 02.08.2009 13.08.2009	Inter College Table Tennis	First Place
12.08.2009 13.08.2009	Inter College Badminton	First Place
20.08.2009 21.08.2009	Inter Divisional Kho-Kho	First Place
28.08.2009 29.08.2009	Inter Divisional Badminton	First Place
28.08.2009 29.08.2009	Inter Divisional Table Tennis	First Place
02.09.2009	Annual Sports Meet	First Place
10.09.2009	Inter College Hockey	First Place
10.09.2009	Inter College Volleyball	First Place
11.09.2009	Inter Divisional Volleyball	First Place
15.09.2009	Inter College Basketball	First Place
16.09.2009 17.09.2009	Inter Divisional Basketball	First Place
05.10.2009 07.10.2009	Inter Divisional Hockey	First Place
28.11.2009	Inter Departmental Tournaments Shift-I	
05.12.2009	Inter Departmental Tournaments Shift - II	

33. Incentives to outstanding sportspersons:

- ❖ 9 volleyball players full college fee & mess fee concession
- ❖ 16 players full college fee concession
- ❖ 2 players half fee concession
- ❖ 2 players 25% fee concession

34. Student achievements and awards:

<b>Date</b>	<b>Events / Competition</b>	<b>Position</b>
01.05.2009 16.05.2009	Special National Integration Camp, Kohima, Nagaland	2 Cadets
05.05.2009 16.05.2009	Kerala Rock Training Course Neyyadam Trivandrum	5 Cadets
21.08.2009 30.08.2009	CATC-RDC Selection Camp at Pollaachi	7 Cadets
29.10.2009 12.02.2010	Republic Day Parade, CUO.V.P, Theerthagiri	

35. Activities of the Guidance and Counseling unit:

- ❖ SGP for whole I Year UG & PG students carried out by team of teachers

36. Placement services provided to students:

- ❖ Personality Development.
- ❖ Interpersonal & Communication Skills.
- ❖ Career Planning.
- ❖ Few short-listed companies are sent invites by post or electronic mail of on-campus recruitments along with campus placement registration form.
- ❖ Seminar or interview & aptitude techniques.
- ❖ Companies send the duly filled campus placement registration form by post or email to the placement office after which an optimum slot is allocated to the firm.
- ❖ Interested students apply to the placement cell once the details of the company are informed (as given in campus placement registration form) and the same is communicated to the company.
- ❖ If needed, resumes of the applicants are made available for short listing by the company concerned.
- ❖ The company visits the campus on the scheduled date for a presentation. The on-campus procedure may be held on the same day or on a later date, if collection of resumes needs to be done in person.
- ❖ Seminar on interview techniques & aptitude techniques.
- ❖ Arranging in plant training for students.
- ❖ Training to suit various needs of industry.
- ❖ Corporate recruitment data update.
- ❖ Guiding students to approach companies. (Off-campus)
- ❖ Organizes training sessions on soft skill development.

Quantitative Aptitude Techniques

- ❖ Quantitative Aptitude Techniques were conducted for the final year UG students.

37. Development programme for Non-Teaching staff:

- ❖ Annual spiritual retreat for 2 days, Annual tour/picnic is regularly held. Regular meetings held. Staff welfare fund is functioning.

38. Any other relevant information the institution wished to add:

- ❖ Staff Silver Jubilee & Retirement functions.
- ❖ Staff retreat for all.



## **Part – C**

Explain the Plans of the institution for the next year: 2010 – 11

- ❖ To carry out the suggestions brought out from various forums.
- ❖ To monitor the various works carried out in different groups.
- ❖ To carry out the assessment in various sectors about the various services rendered in the college.
- ❖ To organize leadership programmes for CQC members
- ❖ IQAC visit to various department to assess the quality of service rendered in each department

### **Members of IQAC**

Principal	-	Rev. Dr. C. Antonyraj
Vice Principal	-	Rev. Dr. A. Maria Soosai
Additional Principal	-	Rev. Fr. Xavier Packiam
IQAC Coordinator	-	Dr. K. Ravi
Staff Representative-Shift – I	-	Dr. S. Veeraraghavan
	-	Dr. S. R. Xavier Rajarathinam
	-	Dr. A. Xavier Susairaj
Staff Representative-Shift – II	-	Dr. J. Dhanaraj
	-	Dr. M. Sarala Devi