INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)

Accreditation - (Cycle - 4)

PEER TEAM REPORT ON

INSTITUTIONAL ACCREDITATION OF
SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur
Tamil Nadu
635601

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	SACRED HEART COLLEGE (AUTONOMOUS) Tirupattur Tamil Nadu 635601
2.Year of Establishment	1951
3.Current Academic Activities at the Institution(Numbers):	
Faculties/Schools:	4
Departments/Centres:	16
Programmes/Course offered:	54
Permanent Faculty Members:	202
Permanent Support Staff:	89
Students:	4616
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. Provides quality higher education to the socially and economically weaker section of the society 2. Intuitionalized social responsibility is noteworthy 3. Well-equipped infrastructure, clean and well maintained campus available for academic and co-curricular activities
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 28-01-2019 To : 29-01-2019
6.Composition of Peer Team which undertook the on site visit:	

	Name	Designation & Organisation Name
Chairperson	DR. MANIMALA DAS	FormerVice Chancellor,NETAJI SUBHAS OPEN UNIVERSITY
Member Co-ordinator:	DR. PACHAURI J P	Professor,HNB GARHWAL UNIV SRINAGAR
Member:	DR. G VAZHAN ARASU	Principal,ST ALOYSIUS COLLEGE
NAAC Co - ordinator:	Dr. K. Rama	

Section II:CRITERION WISE ANALYSIS
Observations (Strengths and/or Weaknesses) on each qualitative metrices of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrices(QlM) in Criterion1)	
1.1	Curriculum Design and Development
1.1.1 QlM	Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QlM	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1
The curricula of all the programmes are periodically revised as per the model curriculum recommended by the UGC. In most of the academic programmes major changes are incorporated in the curriculum once in five years and in some programmes once in three years. All courses offered have content related to issues of larger national concerns. The introduction of courses such as Business Economics, Green Chemistry, Tribal Studies etc., combine the global trends in the curriculum. Each department develops learning objectives, which include programme outcomes, programme specific outcomes and course outcomes. Sufficient steps are taken to ensure that the curricula are designed to ensure academic excellence, social relevance, employability, entrepreneurship, healthy practices in extra-curricular activities and development of the neighbourhood. In the curriculum, a comprehensive programme on Life Education (Part IV) has been introduced in which issues relevant to Gender, environment sustainability, human values and professional ethics are included. In the first semester value education and personal skills and in the second semester social skills and issues related to human rights and environment sustainability is taught. A separate course on "Professional Ethics" has been introduced for MBA. A course on Human Rights is taught to PG students.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrices(QlM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QlM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QlM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QlM	Preparation and adherence to Academic Calendar and Teaching plans by the institution
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.4 QlM	Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system
2.6	Student Performance and Learning Outcomes
2.6.1 QlM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QlM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The institution has taken number of measures to enhance the overall academic performance of the students. Steps have been taken to support and strengthen both slow and advanced learners. Learning levels are identified after the first Continuous Assessment (CA) test. The students are categorized based on their performance in the CA test, Class Participation, Seminar, Assignment, and their ability to comprehend lectures. Remedial classes are organized for such students to enable them to keep up with the pace of the classroom teaching and learning. CQC is a mechanism followed to enhance students' motivation, self-discipline and productivity. Students involved in the CQC actively meet on a regular basis to identify, define, analyze and improve learning among fellow students and to promote peer group learning among the students.

The advanced learners are encouraged to take up additional courses under the Choice Based Credit System (CBCS) pattern, by which they can accumulate extra credits above the mandatory credits. Innovative certificate and self-study papers are offered in the curriculum. Optional internships are organized by the departments augment the advanced learners. To motivate the advanced learners towards research, Research Forum is established and students are encouraged to interact with Academic, Industrial and Subject Experts and to present/publish papers. Advanced Learners are motivated to apply for the students' project's scheme available with Tamil Nadu State Council for Science and Technology and ten students have received the fellowship.The college gives importance to experiential and participative learning to enhance the learning abilities and involvement among students. Experimental Learning is promoted through Laboratory Demonstration Classes, Practical Experiments, Web-based learning, Drama Clubs, Alternative Theatre Movement, Internships & In-plant Training, Psychometric Testing Tools and Transitional Analysis. Internship projects are made mandatory in all PG courses. Participatory learning is also facilitated through group discussions, quiz, group seminars, online discussion forums and group projects. Problem Solving oriented learning is incorporated through some of the courses offered namely, optimization techniques, numerical techniques, quantitative techniques applied sciences and programming courses.The College takes care in planning and organizing the academic activities of the college. The academic calendar is planned and finalized

in consultation with all the key stakeholders and is uploaded in the college website, in the MobileApp and the print format. It is made available to the faculty members and the students. The faculty members faithfully adhere to the academic calendar. Every course is having a detailed plan, the schedule of assignments, class test and other academic components. The HoD of each department ensures that the course and lesson plan is strictly followed. The department calendar too is prepared and it includes the association activities. Utmost care is taken to ensure the follow-up of the academic calendar.

In examination a 'single evaluation' for UG and PG courses are followed. In both odd and even semesters arrear papers are conducted along with the regular examinations. Photocopy of the answer scripts are made available on payment of prescribed fees. There is provision for reevaluation of the answer scripts. Information Technology (IT) integration is implemented at all stages of the examination starting from online application to downloading of semester marks statement. The CA Marks for every subject is transferred from the faculty domain of the college portal. After the completion of the examination and the valuation, the semester marks are entered into the system and the result is processed and displayed on the website. For CONTINIOUS ASSESSEMENT (CA) marks is 30% for UG and 40% marks for PG.

All the programmes of the college are clearly augmented with the Programme Outcomes. This is developed based on the core and prime objectives of the institution. The objectives of each course in all the Undergraduate/Postgraduate/Research Programmes are drafted and duly presented in the detailed curriculum structure. The Board of Studies of each department consults all stakeholders and carefully formulates the programme specific objectives and course objectives adhering to the norms of an autonomous institution and the parent university. The Academic Council scrutinizes and finalizes the Programme objectives and makes it available to the entire faculty and the students.

The Program Outcomes of the college consists in shaping graduates intellectually proficient, socially responsible, spiritually stimulated, professionally ethical and communicatively expressive. The above said attributes are measured through the general feedback conducted at the closure of every year. A student progression survey is conducted annually during the graduation day. The programme specific outcomes of the college are planned in the EPP of the Departments and finally it is scrutinized by the IQAC before implementation. The EPP of every department is evaluated at the end of every semester. A systemic feedback is taken at the end of every semester for all the courses. To assess the time frame, mode, methodology and teaching style of every course.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrices(QlM) in Criterion3)	
3.1	Promotion of Research and Facilities
3.2	Resource Mobilization for Research
3.3	Innovation Ecosystem
3.3.1 QlM	Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge
3.4	Research Publications and Awards
3.5	Consultancy
3.6	Extension Activities
3.6.1 QlM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.7	Collaboration

Qualitative analysis of Criterion 3
The institution has taken a significant number of initiatives for the inculcation of an eco-system and it has also created an effective eco-system in innovations having a wide range of interdisciplinary and multidisciplinary research areas encompassing Physics, Chemistry, Biotechnology, and Microbiology etc. In addition, the faculty members have succeeded in designing and constructing instruments such as Photoacoustic Spectrometer and various crystal growth setups. Research centre has been established for research activities in the field of science and humanities and to learn new opportunities and skills towards entrepreneurship development.   The Institution ensures learning through extension services via tailor-made structured programs. A separate department is established to carry out and promote the extension services of the college. DEEDS is a platform where students undergo structured service learning opportunities under the guidance of their own faculty members. This programme enables students to carry out their subject-related outreach activities. Extension programs such as NSS, NCC, All India Catholic University Federation, YRC and RRC are the other platforms that are available to facilitate students in extension and outreach services. DEEDS are undertaken to serve, enrich and sensitize the local people towards attainment of a better quality of life. Such services have brought out increased enrolment in local schools, employment support systems, and enhanced educational and economical systems among the Gypsy community at Idhaya Nagar, Tirupattur. Family Counselling Centre (FCC) caters to psychological and economic wellbeing of the rural community. The college has constructed a community hall and Toilets to facilitate teaching, learning and community enriching activities for the marginalized group. The students and the faculty are involved in extension services.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrices(QlM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QlM	The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc
4.1.2 QlM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QlM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QlM	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment
4.3	IT Infrastructure
4.3.1 QlM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QlM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

College has a campus area of 25.1 acres with built up area of 345944 sq.mts. It has 100 classrooms with ICT enabled facilities, 20 seminar rooms and 23 laboratories with equipment's for effective teaching, learning and research. The campus has a library with 82057 books. It has a separate area (Cybrary) of computers with access to e-resources for research scholars to carry out their research. The college ensures availability of adequate physical infrastructure required. The campus also has a separate browsing centre for UG students during the working hours where they can access the internet.

The institution has an adequate infrastructure in terms of space and facilities with sufficient funds catering to the physical development and wellbeing of students. The college has a multipurpose playground with 5 acres of land. Games like football, hockey, tennis, shuttle cork, kabaddi, kho-kho and volleyball are regularly played. In addition to this, there are cement basketball courts, volleyball courts and tennis courts available. Indoor games facilities are provided. The college has a dedicated 200 mts track. The infrastructure facilities for sports and games are utilized for university, zonal matches and for various other institutional matches. The college allots a sizeable sum of money regularly for the up-gradation of sports and games facilities. A well-equipped gymnasium is available for male students. The college has well-equipped auditoriums with state-of-the-art equipments for the development of cultural capabilities among students.

Electronic Bosco Library Information System (eBLIS) is implemented for managing the library effectively. eBLIS suite is a client-server application, which contains modules like the User Login, Admin, Librarian Desk, Document Catalogue, Barcode Circulation, Online Public Access Catalogue (OPAC) and Web modules for library maintenance. The Document Catalogue module registers the new entries of books, journals, published articles and non-book materials like CD's and DVD's. Bibliographical details of all the books and journals can be viewed through this document catalogue module. The Barcode Circulation module automatically records the issue and return of books. Books are made available for borrowing after screening the same via barcode reader.

The Library contains rare books. The Reference Collections of some of the rare publications include the 14th

Edition of Encyclopedia Britannica published in 1929, The World Book Encyclopedia published in 1959 and Compton's Pictured Encyclopedia and Fact published in 1955. Some rare books have been scanned and stored in the Digitalized. Similarly, videotapes, which contain religious collections are also preserved. To ensure that our resources remain intact for a longer duration, two library staff has been assigned with the responsibility of safeguarding resources with periodical chemical treatment and protection from any damage.

There are 503 computer systems with Dual Core processors and Pentium-V systems. The Computer-Student ratio is 1:8 in general and 1:2 in Computer related Course. College Library has 25 dedicated systems to provide students with a holistic learning platform in the field of computing. The College has introduced LAN and connected all the systems through Internet. These systems have Wi-Fi facilities with speeds up to 110 Mbps. The faculty and research scholars have 24/7 accesses to the Internet through Wi-Fi. The college maintains eight servers. Interactive Board and LCD are available for teaching and learning. The entire campus is equipped with CCTV cameras providing electronic surveillance and a safety.

The institution with its 68 years long experience has established systems and procedures for maintaining and utilizing every facility. The Administrator with his staff supervises daily functioning and foresees regular maintenance of the entire college. A team of 15 women supervised by an administrative staff regularly ensures the cleanliness and maintenance of the college. The technical team addresses repair and technical complaints. Sports Centre has a dedicated team of full time Physical Director and an Assistant (marker) to monitor and maintain the functioning of the sports wing. The Director of the Computer Centre ensures the maintenance of computers and network facilities of the institution.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrices(QlM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QlM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QlM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5
Each department chooses its representatives (men & women) from the respective classes in the beginning of every academic year. Every department has an association with student members, which organizes co-circular and extra circular activities within the departments and with other departments. College Alumni Association is attached to the Don Bosco Past Pupils Federation, which is a worldwide, recognized organization. There are two established alumni chapters located at Chennai and Bangalore. Periodic annual meetings are conducted to encourage faculty-alumni relationships. The commencement of each year embarks with an Annual General Body Meeting in which various programmes are organized. This endeavour is significant in catering to the development of the institution and the student community via both financial and non-financial programmes. Some of the programmes under taken by the alumni association include financial aids, Curriculum Development, help in Outreach Activities and Training programmes. The retiring faculty and the staff members are regularly recognized and adorned for their resourceful and dedicated services.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrices(QlM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QlM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QlM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QlM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QlM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QlM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QlM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QlM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QlM	Institution conducts internal and external financial audits regularly
6.4.3 QlM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QlM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QlM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QlM	Incremental improvements made during the preceding five years *(in case of first cycle)* Post accreditation quality initiatives *(second and subsequent cycles)*

Qualitative analysis of Criterion 6

The Nature of Governance and Perspective Plans are well defined in vision and mission statement. The Board of Management ensures that the purpose, for which the College is established, is safeguarded. It promotes an atmosphere conducive to produce intellectually competent, morally upright, socially committed, spiritually inspired citizens in the service of our nation. The Board of Management meets every month, to review the working of the institution and plans for the development of the institution. Participation of the Faculty/Stakeholders in Decision Making Bodies is ensured. The various committees established ensure the practice of democratic principles, teamwork and culture of excellence. The college ensures effective leadership, able guidance and significant participation of the faculty in various decision-making bodies towards a holistic development of the institution.

The institution practices decentralized and participative management system. The governance rests with the Governing body and the principal is delegated with day-to-day administration of the college. Decentralizing

the responsibility to two Vice Principals restructures the existing academic structure. Over and above, the institution has various committees like Academic council, Board of Studies, IQAC, Grievance Redressal Cell and Finance Committee etc. These conduct regular meetings and minutes are maintained. The management meets from time to time and takes decisions at various levels and implements them for smooth functioning of the college. Dean of Research designed to promote research aptitude in the students and the faculty. Various responsibilities are allocated to members of staff to promote coordination and collaboration among various stakeholders.

An academic audit was conducted during the academic year 2015-'16 by the IQAC. Based on the recommendations of the academic audit the restructuring committee screened, reviewed and analyzed the curriculum designs of many universities and colleges. Three months were allotted for each department to prepare a curriculum design for it's respective department and was systematically carried out. In Managerial Governance Long-term the Chairperson and the Board of Management spearhead plans of the College. The Secretary (Rector) is the appointing authority. He is the chief functionary of the college and currently heads the Board of Management. He inspires, animates, coordinates and plays a vital role in planning and enhancing the activities of different verticals in the institution. The Principal is the head of the institution and plays a leading role in all academic and non-academic matters of the college. The Additional Principal and Vice Principals (Administration & Academics) ably assist the Principal in coordinating the curricular, co-curricular and extension activities. The Administrator (Bursar) takes care of the infrastructure, maintenance and enhancement of physical facilities.

With regard to the holistic development of the college, the Governing Body meets and chalks out the entire plan for the institution. The AC and the CDC takes care of academic activities. Decisions of the Board of Management (BoM) concerning the startup of new courses, development of infrastructure facilities and staff requirements are discussed in the GB. The college ensures all bodies function effectively headed by a coordinator and having required members. These bodies carryout their functions in consultation with the head of the institution with regular meeting as convened and minutes maintained. The management has constituted several committees to ensure practice of democratic principles, teamwork and culture of excellence. In doing so various bodies and committees of the institution monitors, updates and documents its minutes via execution of its resolutions. For Staff Welfare Schemes Associations a senior most faculty member is nominated as the Staff Secretary at the commencement of every academic year. He/she coordinates and conducts various programmes, which include: Staff Silver Jubilee celebration, Retirement and the Community Day and paying homage and respect to the deceased member of the family. The Welfare Funds are provided to both teaching and non-teaching staff. The management contributes gratuity to the permanent management employees in the college. Employee provident fund is contributed to all the permanent management employees. Laptop loans and staff welfare fund loans are sanctioned with a minimum rate of interest. Special loans are sanctioned to both the aided and the self-financed staff. An Executive Committee consisting of ten members manages the teaching staff welfare fund. Non-teaching staff is provided with site for construction of house with general loan. Children of the employed non-teaching staff are provided with funds towards the educational needs of their children.

The College has an adequate Performance Appraisal System for both the faculty and the staff. Setting achievable targets during the appraisal helps to motivate the faculty and the staff, and empower them to feel more confident. The faculty members are evaluated periodically through a self-appraisal system. The performance of the faculty is also evaluated through the execution of a self-annual plan, feedback from students, appraisal from their respective HODs, peer group and the Management. The students evaluate the course teacher through an online questionnaire. Later the strengths and the limitations are communicated to the respective faculty. The administrative staff is evaluated based on a letter of correspondence, the rapport

with staff, students and the public. The Principal holds meetings with the administrative staff and briefs the members about the observations made and suggest areas for improvement.

The College conducts internal and external financial audits regularly. It has a well-framed budgeting, accounting and auditing system evolved over the years of experience. The Finance Committee meets regularly to evaluate and prepare the budget for the new academic year. For any recurring and non-recurring expenses, the department concerned gets the approval from the Principal and submits the same in the Accounts Section. A monthly report of the same is taken for discussion and approval in the Board of Management and duly sent to the treasurer of the society. The treasurer, in turn, makes a study of the report and audits the accounts with his team and gives proper guidance every year during the official annual Internal Auditing. All accounts maintained online. Government Scholarships, fund from projects, Research Grants from UGC and other agencies, Grant in aid received from the Government to pay the salary of the aided faculty and fee collected from the students are the main source of income. Sufficient funds are budgeted for the effective teaching-learning practices such as, organizing seminars for the faculty, departmental seminars and training programmes. The research grants are effectively utilized in the implementation of projects and purchase of necessary equipments.

The IQAC plays a pivotal role in the accomplishment of quality and standards. The action plan of each department is carefully chalked out and drafted based on the seven criteria as denoted by the NAAC. This includes various components such as the formulation of a Vision and Mission statement for each department, inculcating curriculum design and development, academic flexibility, curriculum enrichment strategies, teaching, learning and evaluation methodologies, research consultancy and extension. The IQAC has prepared a template to facilitate the above planning process and the same is circulated to all departments. The HoD monitors the progress and updates the status to the Principal. However the evaluation of the action plan is carried out at the end of every semester by the IQAC, thus instilling quality assurance strategies and processes. Periodic Assessment of teaching learning process, structures and methodologies facilitated by the IQAC and annual Evaluation of the Department is conducted at the end of every semester. The IQAC plays a pivotal role in standardizing the teaching-learning process through quality measures. The curricula of all the programmes are periodically revised as per the model curriculum recommended by the UGC. In most of the academic programmes major changes are incorporated in the curriculum once in five years and in some programmes once in three years while minor changes in the syllabi are reviewed periodically. Periodic Assessment of learning outcomes facilitated by the IQAC oversees the entire result analysis process. It also finds out the shortcomings of students and suggests various remedial measures.

There have been Incremental improvements made during the preceding five years. After its third cycle of NAAC witnessed significant changes and five UG, four PG, six research and four PG Diploma Programmes have been introduced. The entire campus has become a Wi-Fi enabled hub providing a maximum speed up to 110 mbps. All the Classrooms are equipped with Digital LCD Projectors. The college securing the 95th rank at the All India level conducted by Ministry of Human Resource Development, Government of India during the academic year 2017-18. Infrastructure and development has also seen changes with the development of various buildings and various Research Centres. APRC was established to promote scientific temper in the promotion of research and consultancy. Various departments organized national level conferences/seminars/workshops. Periodic workshops on multifaceted skill development and learning were also conducted. Self-Audit procedures are systematically carried out. The College has revamped its E-governance and LMS.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrices(QlM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QlM	Institution shows gender sensitivity in providing facilities such as a) Safety and Security b) Counselling c) Common Room
7.1.5 QlM	Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management
7.1.6 QlM	Rain water harvesting structures and utilization in the campus
7.1.7 QlM	Green Practices • Students, staff using a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QlM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QlM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QlM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QlM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7
The management of SHC has implemented various measures to ensure the safety and security for students, administrative staff, faculty members and all its stakeholders. There are well-trained security personnel who are stationed at all the gates round the corner having different shifts. The security guards follow their protocol such as checking for college ID, ensuring discipline and monitoring movement of students within and out-off college hours as hostels are situated within the campus. The campus is under electronic surveillance with 165 CCTV cameras. The College provides counselling facilities to students of both genders. Special attention is given to female students. Programmes such as, issues faced by young adults, reproductive health, healthy relationships, stress management, personality development etc. are conducted every year for all students. Areas like gender sensitivity, eve teasing, physical, verbal and sexual abuse are also discussed during these programmes. The College has demarcated zones for men and women students for leisure activities.

For female students, a separate common room besides the canteen, benches and places around the campus Shrine are assigned. A special sick room for girls with a bed and first-aid box is provided. Two sanitary vending machines are installed. For male students a Multipurpose Common Room near Rinaldi hostel, galleries in the football, volleyball courts, stone benches near Carreno hall and corridors of DBIS are allotted.

The focus is given by the college for the effective management of solid waste in order to ensure sustainability. The College has taken measures in setting-up of adequate dustbins at various places to collect Biodegradable and Non-biodegradable wastes.

College has taken proactive steps to reduce and to reuse Liquid waste. The hostels and the canteen is the major cause of liquid waste generated. The management ensures that there are separate dustbins available in the hostels and canteens and the waste are transformed into animal feed. This measure ensures the provision of sufficient nutritional value for animal feed and no pending waste is left over. The major sources of e-wastes at the college are outdated computer monitors, CPUs, printers, mouse, keyboards, e-boards and microprocessor kits. To meet the strategic interests of the college there is an e-waste policy drawn to minimize and control to e-waste. The college disposes the e- wastes in an environmental friendly according to the e-waste policy.

There is often a huge scarcity of water in Tirupattur during the months of April and May. Understanding the aforesaid challenges, the institution has setup six rainwater harvesting plants in prominent buildings to ensure effective ground water recharging to meet the ever-increasing demand for water. Trees and plants are planted to reduce the soil erosion. These structures have an average capacity of 20000 liters. Storage Reservoirs and Catchment areas are also setup to effectively harvest rainwater and promote ground water recharging. Rooftop water harvesting is also carried out in prominent buildings via a network of pipes linked through chambers that take the rainwater to the recharge areas. Systems too are in place to ensure effective utilization of rainwater. The harvested rainwater is also utilized for purposes such as domestic concerns, and gardening. The sorted rainwater is also used for laboratory purposes by departments of Chemistry, Biochemistry and Physics for scientific experiments and study. Majority of the students and administrative staff make use public transport and bicycles to commute to college. There are pedestrian friendly roads in the college campus, which facilitate the students to move at ease. The college has taken initiative for a plastic free campus. The college has moved on to a digital platform and the office has started becoming paperless, as majority of the communications are now through online. The campus has green landscaping with coverage of trees providing a pollution free atmosphere. As part of its green initiatives the college conducts 'A No Drive Day' where all the stakeholders are asked to avoid vehicles and commute to college via the public transportation.

The college is a multi-cultural institution, where festivals of various cultures are celebrated and national integrity and patriotism are integral part of the College value system. National festivals such as Independence Day and Republic Day are celebrated. Pongal (Tamil festival) and Christmas are celebrated with special programmes. Birth and death anniversaries of Mahatma Gandhi, Netaji Subash Chandra Bose, Pandit Jawaharlal Nehru, Dr. S. Radhakrishna and Dr. A.P.J Abdul Kalam are celebrated by conducting competitions like public speech, drawing, quiz, debate, exhibitions etc. Great Indian literature Personalities like Kalidhasan, Bharathiyar, and Veeramamunivar are honoured. Ramanujan's birth anniversary is celebrated by the department of Mathematics. Great spiritual personalities such as Gautham Buddha, Swamy Vivekananda and Mother Terasa are honored by organizing special talks on their anniversaries. In areas of finance and academic transparency is given at most care and concern. The transparency is evident starting with admission till the enrolment of students. The students via RTGS or Cheques pay all fees related to the college and exam fees. The academic audit is done in the department. The question paper setting is done both internally and externally. Malpractice Committee deals with malpractice cases. Re-totalling of the corrected paper and photocopy of the semester exam answer scripts are permitted. Plagiarism software 'Turnitin' is installed and

used to evaluate PG/M.Phil./Ph.D. scholar's research thesis to verify similarity index.

One of the best practices of the college is the Communicative English Programme. English is identified as a great challenge to the rural learners. It is against this background that the relevance and urgency of this best practice was adopted. The Institution in recognizing the aforesaid need has setup a Communicative English Programme to help students overcome their fear of communicating in English. A scientific study was conducted by the college revealed that a majority (65.4%) of the students were able to improve their English vocabulary and have developed their skills, both in written and spoken. More than half (58.9%) of the student also respondents stated that the programme was effective to their overall development of the students.

The second best practice of the institution has been Seeding Hope Services and SHAPE (Counselling Centre and Sacred Heart Accompanying Programme Education) The students of the College are predominantly from rural areas, first generation learners and from low socio economic profile. Therefore there is a compelling need for counselling and guidance. A scientific research was undertaken to study the effectiveness of Seeding Hope Services (Counselling Centre) and SHAPE (Sacred Heart Accompanying Programme Education). The study revealed that a vast majority (67.6%) of respondents stated a high level of satisfaction with regard to the Counselling process and the study also highlighted that the above practice played a significant role in its outreach to the student community in rendering better guidance, right motivation and effective problem solving strategies.

Research Development is the one of the NAAC recommendations suggested to the college to foster research culture. Taking cue from this the college converted the Jyothi Nivas Hostel (Now know as APRC) into a research block to promote research. Departments offering research programmes and the faculty having major and minor projects are given facilities in this centre including working space, computers with Internet facility 24x7 on all days. In addition to this, APRC houses Central Analytical Instrumentation and Instrument Fabrication Centres. Five online journals have been started from January 2017 with complete online submission system with ISSN number. Turnitin anti-plagiarism software was procured. A few faculty members and students from different disciplines have been awarded Don Bosco Research grant. During the period 2013-18 a total number of papers published by our faculty are in good number. Students and faculty do participate and present papers in conferences/seminars to gain more insights on research, thereby strengthening the institutional distinctiveness of the college on the whole.

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges**(SWOC)(up to 500 words)**

Strength:

Sacred Heart College was established in 1951 by Rev. Fr. Joseph Carreno, SBD and is affiliated to Thiruvalluvar University, Tamil Nadu. It is a Grant-in-aid, coeducation college, which got UGC approval under 2f and 12B and full autonomous status in 2007. Geographically located at Tirupattur, Vellore District, Tamil Nadu on a campus area of 25.1 acres of land. The institution currently offers 13 UG, 14 P.G., 12 M.Phil., and 10 Ph.D., and 5 P.G. Dipoma programmes. The college was awarded the 95th rank by NIRF in the year 2017 and 73rd rank by India Today a weekly magazine in the 2018.

All the instructional courses are under the CBCS-Semester pattern with number of choices. Performance of the Examination Cell is good in terms of conduct of examinations and timely declaration of results. There is decreasing number of evaluation related student grievances. Student performance is good in terms of the pass percentage, progression to higher studies, co-curricular, extracurricular and extension activities. The IQAC plays a significant role in institutionalizing quality assurance by implementing quality check mechanisms and participatory management. The Principal, staff and students share a harmonious relationship as reflected in the peaceful and learner-centric academic ambience on the camps.

Nearly half of the faculty members hold a research degree and several of them with good number of publications, research projects and citation index. However the research cell is in its infancy stage and securing research patents for innovative concepts and products is yet to happen. To increase campus placements are a real challenge to the institution. Progression to higher education needs to be strengthened with new combinations. Complete automation in administration, examination system and library is effectively implemented. E-Learning resources and ICT oriented teaching and learning is in place.

The proactive efforts of the Governing Council to promote participatory governance for development of the institution are appreciable. Academic Council, Board of Studies and Finance Committee etc. are constituted and functioning as per the relevant norms. Though Some MoUs and linkages have been carried out with a number of institutions at the National and International level, the faculty and the student exchange programmes have had limited opportunities. Overall, the institution has made sincere efforts during the assessment period to make a mark in the academic map of the state using its autonomous status.
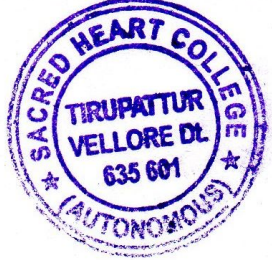
Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- To increase the participation of girl students in sports, facilities may be enhanced

- Faculty members may explore funding for research projects from Government and Non-Government agencies

- Institution may collaborate with prospective employers, neighbouring industries and other academic institutions towards academic/employment opportunity for students

- Science laboratories needs to be updated by adding new equpiments

- Efforts may be made to improve pass percentage in UG courses in general

- Computer hardware may be updated

- Efforts may be made by the Placement Cell to increase campus placement opportunities

- Initiatives may be taken to register the alumni association under society acts and made much more proactive

- Need based new courses may be initiated

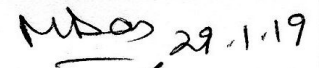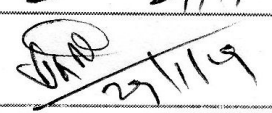**I have gone through the observations of the Peer Team as mentioned in this report**

Signature of the Head of the Institution

Principal,
Sacred Heart College,
(Autonomous)
Tirupattur-635 601, Vellore Dt.

Seal of the Institution

Sl.No	Name		Signature with date
1	PROFESSOR MANIMALA DAS	Chairman	MDas 29.1.19
2	PACHAURI J P PACHURI	Member Co - ordinator	29/1/19
3	G VAZHAN ARASU ARASU	Member	29/1/19
4	DR. K. RAMA	NAAC Co - ordinator	

*This is a computer generated report and signature is not mandatory.

Place Tirupattur

Date 29 Jan 2019