SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Ready for
Every Good Work

Resi : (04179) 220103
College : (04179) 220553
Fax : (04179) 226423

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.3.1 Criteria for Teaching-Learning for Management Staff

SACRED HEART COLLEGE
(Autonomous)
Tirupattur - 635 601, Tirupattur Dt. ❖ Tamil Nadu ❖ South India

Ready for Every Good Work

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Date: 28.02.2022

Dear Faculty Members,

Greetings from Principal's desk

The Management appreciates all your creativity and contribution towards **Teaching, Learning and Evaluation** in the past. The IQAC has fine-tuned the various parameters on which the Academic Performance Index of faculty will be assessed for the period **01ᵗʰ December 2021 to 30ᵗʰ November 2022.** I request the faculty to go through the parameters and accordingly upload the documents as and when you complete the task. Wishing you all the best and looking forward to your Cooperation.

Thanking you

28.2.22

Rev. Dr. D. Maria Antony Raj

Principal

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

Criteria for Teaching, Learning & Evaluation

Total: 100 Marks

Criteria I: Results (December 2021 & April 2022 Semester exams)   **Marks 10**

A separate slab for First and Second year UG courses and separate slab for Third year UG, I PG and II PG will be followed.

For B.A/B.Com/BBA and Language Papers

Result Percentage	Marks
Above 90 %	10
81 to 90 %	8
71 to 80 %	6
61 to 70 %	4
51 to 60 %	2
50 and Below	0

For B.Sc/BCA

Year	Result Percentage	Marks
Ist and IInd (UG)	Above 90 %	10
	81 to 90 %	8
	71 to 80 %	6
	61 to 70 %	4
	51 to 60 %	2
	50 and Below	0
IIIrd UG and PG(all)	Above 96 %	10
	91 to 95 %	8
	86 to 90 %	6
	81 to 85 %	4
	76 to 80 %	2
	75 and Below	0

Instead of taking one best course result, the AVERAGE of all the courses results will be taken.

If the same paper is handled by more than one teacher equal weightage will be given to all the teachers.

Criteria II: Library usage (01st December 2021 to 30th November 2022)   **Marks 10**

Classification of Marks
50 and above hours = 10 Marks
41 to 50 hours = 8 Marks
31 to 40 hours = 6 Marks
21 to 30 hours = 4 Marks
11 to 20 hours = 2 Marks
10 and below no marks

Criteria III: Organizing /Attending the Seminar, Conference, and workshop.   **Marks 10**

    A. **Organising the Seminars, Conferences, workshops**   **5 Marks**
        (01st December 2021 to 30th November 2022)

Classification of Marks
Organising International/National programme = 5 Marks

Distribution of Marks
Organising Secretary= 5 Marks
Convener = 4 Marks
Co-Convener = 3 Marks
Member of the Organising Committee= 2 Marks

In case of organising several Seminars, Conferences, or Workshops, the maximum of 5 marks will be taken.

    B. **Attending the Seminar/Conference/workshop**   **5 Marks**
        (01st December 2021 to 30th November 2022)

Classification of Marks
For each International/National programme = 1 Marks
Maximum International/National programme = 5 Marks

In case of attending several Seminars, Conferences, workshops the maximum of 5 marks will be taken.

Criteria IV: Students Feedback   5 Marks
(December 2021& April 2022 Semester exams)
Average of the percentage obtained during their evaluation process

Criteria V: Peer Feedback (Calendar Year 2022)   5 Marks

Average of the percentage obtained during their evaluation process

Criteria VI: Moodle usage (Calendar Year 2022)   **Marks 10**

    A. **Material Uploading(e-resources) (5 Marks)**

Classification of Marks
For each unit Material Uploading= 1 Mark
Maximum Material Uploading = 5 Marks

    B. **Moodle Test (3 Marks)**

Classification of Marks
Each Moodle Test = 1.5 Mark
Maximum 2 Moodle Test = 3 Marks

    C. **Assignments (2 Marks)**

Classification of Marks
Each Assignment= 1 Mark
Maximum two Assignments = 2 Marks

The Faculty is expected to carry out these activities in all the courses that they are handling in a calendar year. If the faculty had used other LMS such as Team (Microsoft) or a blog, it shall also be considered with same set of activities as that of MOODLE LMS.

Criteria VII: MOOCs/ NPTEL Courses
(01st December 2021 to 30th November 2022)

Marks 10

Classification of Marks
One **MOOCs** /NPTEL Course with two credits = 5 Marks Maximum of 10 marks will be considered.
Maximum two Courses   = 10 Marks

Criteria VIII: Video Lecture (Calendar Year 2022)

Marks 10

Classification of Marks (Accumulation of Videos)
100 Minutes = 10 Marks
80 Minutes = 8 Marks
60 Minutes = 6 Marks
40 Minutes = 4 Marks
30 Minutes = 3 Marks
20 Minutes = 2 Marks

Criteria IX: Remedial classes

Marks 10

Class tests and teaching carried out during the class hours shall not be considered

Classification of Marks
Above20 hours =10 Marks
16 – 20 hours   = 8 Marks
11 – 15 hours   = 6 Marks
6 -10 hours   = 4Marks
1 – 5 hours   = 2 Marks

The attendance shall be posted in the College Portal.

Criteria X: Class Adjustments ((01st December 2021 to 30th November 2022)

Marks 5

Percentage should be calculated based on the number of Faculty in the department and additional hours taken by the Faculty.

Class Adjustments Percentage	Marks
Above 90 %	10
81 to 90 %	8
71 to 80 %	6
61 to 70 %	4
51 to 60 %	2

Criteria XI: FDP attended on Teaching Learning
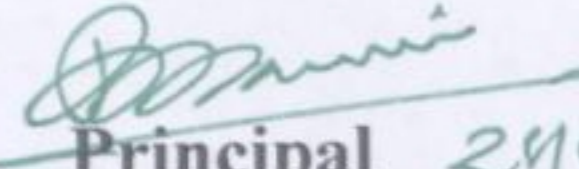(01st December 2021 to 30th November 2022)

Marks 10

Classification of Marks
Above 25 hours = 10 Marks
16 – 20 hours   = 8 Marks
11 – 15 hours   = 6 Marks
6 - 10 hours   = 4Marks
1 – 5 hours   = 2 Marks

Criteria XII: Annual Plan/Teaching Plan Evaluation   **Marks 5**

(01st December 2021 to 30th November 2022)

- Teaching Plan submission on time for both semester.
- Annual plan submission on time for Calendar year.

Principal   24/02/22

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

IQAC Coordinator

IOAC COORDINATOR,
Sacred Heart College (Autonomous)
Tirupattur-635 601. TPT.Dt. TN, India.

Date: 20.11.2021

Incentives for Teaching, Learning & Evaluation Award
for Research Activity.

Dear Faculty Members,

Greetings from Principal's desk.

The Management wishes to resume the practice of giving incentives to the management faculty for excelling in Teaching, Learning and Evaluation which was suspended for a year due to corona. The IQAC has come out with new Parameters for assessing the Teaching, Learning and Evaluation of the staff. I ask the staff to go through these parameters and provide the data (in the College Website) by **30th November 2021**. For further queries you can reach out the IQAC office and get it clarified.

We shall also award the faculty members for publication and other research activities. Hence, I request all the faculty Members to update your credentials and upload the support documents in the college website.

The Dean research will require time to collate these data to analyse it and come out with the final list of awardees. Hence, I request you to upload all the relevant data by **30th November 2021**.

Looking forward to your Co-operation.

Thank you,

Rev. Dr. D. Maria Antony Raj

Principal
Principal
Sacred Heart College (Autonomous)
Tirupattur-635 601, Tirupattur Dist

Criteria for Teaching, Learning & Evaluation

Total: 80 Marks

Criteria I: Results (December 2020 & April 2021 Semester exams)   **10 Marks**

A separate slab for First and Second year UG courses and separate slab for Third year UG, I PG and II PG will be followed

For BA/B.Com/BBA and Language Papers

Result Percentage	Marks
Above 90 %	10
81 to 90 %	8
71 to 80 %	6
61 to 70 %	4
51 to 60 %	2
50 and Below	0

For B.Sc/BCA

Year	Result Percentage	Marks
I^{st} and IInd (UG)	Above 90 %	10
	81 to 90 %	8
	71 to 80 %	6
	61 to 70 %	4
	51 to 60 %	2
	50 and Below	0
IIIrd UG and PG(all)	Above 96 %	10
	91 to 95 %	8
	86 to 90 %	6
	81 to 85 %	4
	76 to 80 %	2
	75 and Below	0

Out of the papers handled by every teacher the best will be taken for consideration.

If the same paper is handled by more than one teacher equal weightage will be given to all the teachers.

Criteria II: Library usage (01st December 2020 to 30th November 2021)   **10 Marks**

Classification of Marks
50 and above hours = 10 Marks
41 to 50 hours = 8 Marks
31 to 40 hours = 6 Marks
21 to 30 hours = 4 Marks
11 to 20 hours = 2 Marks
10 and below no marks

Criteria III: Organising/Attending the Seminar, Conference and workshop.   10 Marks

Organising the Seminar/Conference/workshop (01st December 2020 to 30th November 2021)

Classification of Marks
Organising One International/National programme = 5 Marks

Distribution of Marks
Organising Secretary= 5 Marks
Convener = 4 Marks
Co-Convener = 3 Marks
Member of the Organising Committee= 2 Marks

Attending the Seminar/Conference/workshop (01st December 2020 to 30th November 2021)

Classification of Marks
For each International/National programme   = 1 Marks
Maximum International/National programme = 5 Marks

Criteria IV: Students Feedback (December 2020 & April 2021 Semester exams) 10 Marks

Average of the percentage obtained during their evaluation process

Criteria V: Peer Feedback (Calendar Year 2021)   10 Marks

Average of the percentage obtained during their evaluation process

Criteria VI: Moodle usage (Calendar Year 2021)   10 Marks

    (i) Material Uploading(e-resources)**(5 Marks)**

Classification of Marks
For each unit Material Uploading = 1 Mark
Maximum five Material Uploading   = 5 Marks

For Both semesters for each courses

    (ii) Moodle Test**(3 Marks)**

Classification of Marks
Each Moodle Test = 1.5 Mark
Maximum two Moodle Test = 3 Marks

For Both semesters for each courses

    (iii) Assignments**(2 Marks)**

Classification of Marks
Each Assignment= 1 Mark
Maximum two Assignments = 2 Marks

For Both semesters for each courses

Criteria VII: NPTEL Courses (01st December 2020 to 30th November 2021) **10 Marks**

Classification of Marks
One NPTEL Course with two credits= 5 Marks
Maximum two NPTEL Course = 10 Marks

Criteria VIII: FDP attended for Teaching Learning (01st December 2020 to 30th November 2021)

10 Marks

Classification of Marks
For each International/National programme = 2 Marks
Maximum five International/National programme = 10 Marks

20/11/21

IQAC Coordinator

IQAC COORDINATOR,
Sacred Heart College (Autonomous)
Tirupattur-635 601. TPT.Dt. TN, India.

Principal 20/11/21
Principal
Sacred Heart College (Autonomous)
Tirupattur-635 601, Tirupattur Dist

Criteria for Eligibility of Teachers

Total 100 Marks

Criteria I: Result Analysis   **40 Marks**

For BA/B.Com/BBA and Language Papers

Result Percentage	Marks
Above 80 %	40
71 to 80 %	30
61 to 70 %	20
51 to 60 %	10
41 to 50 %	5
40 and Below	0

For B.Sc./BCA

Year	Result Percentage	Marks
UG I & II	Above 80 % 40	**40**
	71 to 80 % 30	**30**
	61 to 70 % 20	**20**
	51 to 60 % 10	**10**
	41 to 50 % 5	**5**
	40 and Below 0	**0**
UG III & All PG	Above 90 % 40	**40**
	81 to 90 % 30	**30**
	71 to 80 % 20	**20**
	61 to 70 % 10	**10**
	51 to 60 % 5	**5**
	50 and Below	**0**

Out of the papers handled by every teacher the best will be taken for consideration.

If the same paper is handled by different teacher's equal weightage will be given to all the teachers.

Criteria II: Students Feedback (last two semesters)   **20 Marks**
Average of the percentage obtained during their evaluation process

Criteria III: HOD's Feedback (last two semesters)   **5 Marks**
Average of the percentage obtained during their evaluation process

Criteria IV: Moodle Usage   **10 Marks**
(Development of e-content, textbooks, handouts, micro teaching, etc.)
Based on the percentage of usage of Moodle in their teaching learning process the marks can be allotted.

Criteria V: Library Usage (Calendar year)   **5 Marks**

Classification of Marks
50 and above hours = 5 marks
41 to 50 hours = 4 marks
31 to 40 hours = 3 marks
21 to 30 hours = 2 marks
11 to 20 hours = 1 mark
10 and below no marks

Criteria VI: Department Responsibilities   **5 marks**

Classification of Marks
3 and above responsibilities = 5 marks
2 responsibilities = 4 marks
1 responsibility = 3 marks

(Association President, Class Teacher, CQC in Charge, DEEDS, Alumni in Charge, Placement Officer, Research in Charge, MOODLE Admin)

Criteria VII: Add-on Teaching   **5 marks**
(Certificate courses/M. Phil classes/Self-Study papers/NET/SET/TNPSC coaching classes)

Any one of the above 5 marks

Criteria VIII: Remedial Classes   **10 marks**
(If taken after the class hour. Class tests and teaching during the class hours should not be taken into consideration)

Classification of Marks
Above 20 hours = 10 marks
16 – 20 hours = 8 marks
11 – 15 hours = 6 marks
6 - 10 hours = 4 marks
1 – 5 hours = 2 marks

Note: Proper records signed by the concerned HOD will be taken for consideration.