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Every Good Work

# SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

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 (4<sup>th</sup> Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

## 6.5.3 AQAR 2020-2021



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>Sacred Heart College</b>
• Name of the Head of the institution	<b>Rev. Dr. D. Maria Antony Raj</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone No. of the Principal	<b>04179 220553</b>	
• Alternate phone No.	<b>04179 226423</b>	
• Mobile No. (Principal)	<b>9443438658</b>	
• Registered e-mail ID (Principal)	<b>office@shctpt.edu</b>	
• Address	<b>Sacred Heart College (Autonomous) Thiruvalluvar University, Vaniyambadi Road,</b>	
• City/Town	<b>Tirupattur District</b>	
• State/UT	<b>Tamilnadu</b>	
• Pin Code	<b>635 601</b>	
<b>2.Institutional status</b>		
• Autonomous Status (Provide the date of conferment of Autonomy)	<b>24/09/1987</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	

• Financial Status	UGC 2f and 12(B)
• Name of the IQAC Co-ordinator/Director	Dr. S. Sagayaraj
• Phone No.	04179 226602
• Mobile No:	9443035624
• IQAC e-mail ID	iqac@shctpt.edu
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.shctpt.edu/IQAC/aqar.php">http://www.shctpt.edu/IQAC/aqar.php</a>
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.shctpt.edu/IQAC/files/College_Handbook_Calendar_2020-2021.pdf">https://www.shctpt.edu/IQAC/files/College_Handbook_Calendar_2020-2021.pdf</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	Four Star	Nil	2000	07/02/2000	06/02/2007
Cycle 2	A	Nil	2007	10/02/2007	09/02/2012
Cycle 3	A	3.43	2013	08/07/2013	07/07/2018
Cycle 4	A+	3.31	2019	08/02/2019	07/02/2024

**6.Date of Establishment of IQAC**

28/06/2004

**7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?**

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Institution	Fund For Improvement Of Science And Technology	Ministry of Science and Technology (Department of Science and Technology)	13/08/2018	95,00,000

**8. Provide details regarding the composition of the IQAC:**

<ul style="list-style-type: none"> <li>Upload the latest notification regarding the composition of the IQAC by the HEI</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

PLANNING FOR AUTONOMY REVIEW COMMITTEE The Autonomy Review Committee constituted by University Grants Commission (UGC), New Delhi visited Sacred Heart College (Autonomous), Tirupattur- 635601, Tirupattur District on 5th & 6th February, 2021. The panel of six-member expert committee visited various academic and non-academic units of the college, this included the College Office, Laboratories, Internal Quality Assurance Cell (IQAC), Controller of Examinations (COE), Library, Archaeological Discoveries, Classrooms, departments, Counselling Center, Research Cell, Play Ground, Gym, Hostels,

Placement Cell, Extension Services and Exhibition stalls of Groups And Movements. The panel also met the Alumni, Parents, Students, and Teaching & Non- Teaching Staffs. The extracurricular talents of the students were portrayed through a cultural programme in Kamarajar Arangam. The second day the committee members got involved in team discussion and report writing and concluded with an exit meeting. The delegates completed their academic exercise and departed with profound gratitude. The management, staff and students were left with everlasting impression and scope for excellence in higher education. ACADEMIC AUDIT Quality attainment and sustenance are the watchwords of an institution of higher learning and the departments periodically conduct the academic audits with experts from their own field to assess and remark about the academic standards maintained. This fruitful exercise was successfully undertaken and completed by all the departments which were unable to complete in 2019-2020.

SYLLABUS REVISION In the prevailing pandemic scenario, the College has decided to undertake the revision of syllabi for all the disciplines to keep abreast of the changes in the world of higher education. The new syllabi will come into effect from June 2021 after the due approval of the academic council.

LMS IS USED FOR ONLINE CLASS Sacred Heart College (Autonomous) has taken initiatives to promote online learning among students and faculty members with appropriate infrastructure facilities for accessing technology. Knowledge Dissemination had been made effective and innovative through the advent of Learning Management System such as MOODLE (Modular Object Oriented Dynamic Learning Environment) an e-Learning platform during the pandemic for many universities and Colleges who offering online courses. Each department has unique domain and credentials for accessing the e-learning platform. Sacred Heart College got the Microsoft Teams educational institution license for teaching and learning and hands on training for accessing Microsoft Teams Platform and MOODLE was given to staffs and students. An admin in each department takes the responsibility of maintaining the site. They create courses and assign roles to the students and the course teachers. The activities carried out by the admin and the faculty members. Staff members are uploading their course materials and started assessment like assignment, quiz and the online exams were conducted through MOODLE platform. Faculty members and students are very much impressed by the features built in MOODLE and Microsoft Teams platforms.

NATIONAL/INTERNATIONAL WEBINIARS ARE ORGANISED BY THE DEPARTMENTS Conferences, Seminars and Workshops are innovative ways for knowledge dissemination. The college has conducted about 124 webinars and seminars were conducted by various departments during this academic year.

## 12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality

**enhancement and the outcome achieved by the end of the academic year:**

Plan of Action	Achievements/Outcomes
<p style="text-align: center;"><b>Others</b></p>	<ul style="list-style-type: none"> <li>• DEEDS programme for all II year students</li> <li>• Research Forums for students to cultivate research interest</li> <li>• Sacred Heart Fellowship for students to support and promote research.</li> <li>• IQAC reviewed the report of AQAR 2019-20.</li> <li>• The updated version was uploaded in <a href="http://www.shctpt.edu/IQAC/aqarpartA_2020_21.php">http://www.shctpt.edu/IQAC/aqarpartA_2020_21.php</a></li> <li>• 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 in November 2020 and April 2021.</li> <li>• IQAC organized faculty evaluation by the students at the end of each semester. The analysis of the feedback was communicated to the faculty members by the Principal in November 2020 and April 2021</li> </ul>
<p><b>Student Improvement Programmes</b></p>	<ul style="list-style-type: none"> <li>• Members of the Non Academic Associations such as NCC, NSS, Red Ribbon Club, JRC, Rovers and Rangers, Media Forum, AICUF, MNI, Rotract Club, and Fine Arts attended a one day long orientation programme in July 2020. This was conducted with the idea of improving leadership qualities, interpersonal relationships, and personality development in students.</li> <li>• SHAPE is being conducted every month.</li> <li>• SHELTERS have sensitized students to cater to social needs.</li> <li>• Bridge course a</li> </ul>

periodically conducted for fresher's to acquaint themselves to the college. • Language training is offered by the Communicative English Department

#### Faculty Improvement Programmes

• A Faculty Development Programme was organized on National New Education Policy 2020 on 16th October, 2020 between 11:30 a.m. and 1:30 p.m. Renowned Educationist Rev. Fr. Joseph Xavier, SJ, was invited as the resource person for the virtual programme. The Heads and Faculty members of various departments of the institution actively participated in the programme. • Sacred Heart College is a nodal center for registering IPR related claims duly attested by the Government of Tamil Nadu and under its auspices the following programmes were conducted in order to impart awareness and active participation in IPR related ventures. • The IPR cell had facilitated the filing of 2 patents. • The cell had facilitated the dissemination of knowledge by conducting state level webinars on 3rd June 2020, 31st January 2021 and 31st March 2021. • The Department of Life Education, Sacred Heart College (Autonomous), Tirupattur organized a memorial lecture titled 'What is God doing through the Corona Virus Pandemic?' on 9th October, 2020. The keynote address was delivered by Rev. Dr. John Alexander SDB, Rector and Secretary of the institution. • Periodical staff meetings were

conducted and staff members are updated on education, research and outreach activities. • On 5th March, 2021, a one day retreat was conducted for catholic and Christian students. Rev. Fr. Jesudass Periyamayagam, SDB, animated the students with his personal experience and stressed the importance of spiritual experience. • On 6th March, 2021, retreat was conducted for all the staff (both teaching and non-teaching) of Sacred Heart College with the theme "Seek while God may be found" • Installation of Don Bosco Fellowship to support the research activities of Faculty members. • Monthly meetings with Head of the Departments to systematically check define and redefine areas of improvement and development.

**13. Was the AQAR placed before the statutory body?**

Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Governing Body	19/12/2020

**14. Was the institutional data submitted to AISHE ?**

Yes

- Year

Year	Date of Submission
2020-2021	25/02/2022



## Extended Profile

<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	<b>57</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Total number of students during the year:	<b>4565</b>
File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>
2.2 Number of outgoing / final year students during the year:	<b>1497</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	<b>8708</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	<b>1776</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.2	<b>191</b>

Number of full-time teachers during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
3.3	191	
Number of sanctioned posts for the year:		
<b>4.Institution</b>		
4.1	1121	
Number of seats earmarked for reserved categories as per GOI/State Government during the year:		
4.2	125	
Total number of Classrooms and Seminar halls		
4.3	497	
Total number of computers on campus for academic purposes		
4.4	6,59,37,187.74	
Total expenditure, excluding salary, during the year (INR in Lakhs):		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curriculum Design and Development</b>		
1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.		
<p>Curriculum design and development plays a momentous role in achieving quality in education and thus it becomes inevitable to review and recommend new changes to the curriculum. In Sacred Heart College (SHC) the curricula of all the programmes are periodically revised as per the model curriculum recommended by the UGC. The Academic programmes in Sciences such as Physics, Chemistry, Mathematics, Biochemistry and Computer science aim to promote intellectual, academic, social, personal and value development among students besides training them in certain skills leading to better employment and understanding the surroundings including ecology,</p>		

environment, society and world as a whole.

The Academic programmes in Economics, Commerce, Management, Social work, and Psychology have the objective of providing knowledge and training in understanding and development of national living standards and providing leadership.

The programmes in professional and vocational streams like MBA, MSW, MCA, M.Sc. Software Technology and Post Graduate Diploma programme such as Medical Laboratory Technology (PGDMLT), Human Resources Management (PGDHRM), Import and Export Management (PGDIEM) are designed as per the needs of industry and other organizations offering employment to the students. All PG, M.Phil dissertations and research papers are checked for plagiarism through 'Turnitin' anti-plagiarism software.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="http://shctpt.edu/IQAC/files/1.1.3_AQAR_2020_21_2017-18_Revised_Syllabus.pdf">http://shctpt.edu/IQAC/files/1.1.3_AQAR_2020_21_2017-18_Revised_Syllabus.pdf</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

2

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

2845

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

37

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

57

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

At SHC courses relating to Gender, Environment & Sustainability, Human Values and Professional Ethics are incorporated into the

curriculum. In the restructured curriculum, (2020-2021) a comprehensive course on Life Education has been introduced. In the first semester lessons on growing into one's full potential, self-image, self-esteem and love-life's best gift, are taught. In the second semester, social skills are taught in order to cope with emotional imbalances. Lessons on Human Rights enlightens students on the basic rights of women, and children. Separate lessons cover the rights on Dalits and tribals. All lessons in the course Environmental Education focus on the application, function & governance of an eco-friendly and sustainable environment. Human Values is taught in two semesters for students to grow to their full potential whereby understanding the true meaning of love and happiness in their day-to-day life. A distinct course for MBA students on Professional Ethics focuses on value education, social skill development, human rights, employability skill and environmental governance. Human Rights is taught to PG students with focus on United Nations and Human Rights, Protection of Human Rights, Rights to Information Act, Right to Education and the application of Women and Child Rights in India.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

14

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	No File Uploaded
Any additional information	<a href="#">View File</a>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

466

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.3.4 - Number of students undertaking field work/projects/ internships / student projects**

606

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="http://shctpt.edu/IQAC/files/1.4.1_AQAR_2020_21_Feedback_Analysis.xlsx">http://shctpt.edu/IQAC/files/1.4.1_AQAR_2020_21_Feedback_Analysis.xlsx</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - The feedback system of the Institution comprises the following**

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="http://shctpt.edu/IQAC/files/1.4.2_AQAR_2020_21_Feedback_Report.rar">http://shctpt.edu/IQAC/files/1.4.2_AQAR_2020_21_Feedback_Report.rar</a>
Any additional information	<a href="#">View File</a>

TEACHING-LEARNING AND EVALUATION	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment of Students</b>	
<b>2.1.1.1 - Number of students admitted (year-wise) during the year</b>	
1738	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)</b>	
920	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.	
<p>The institution takes utmost care to sharpen the skills of the advanced learners. 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 restructured curriculum that facilitate the advanced learners to register and learn the latest trends and developments in their respective disciplines and across other disciplines (inter-disciplinary certificate courses). The students are given exposure to research by encouraging them to interact with Academic, Industrial and Subject Experts on a regular basis on the side-lines of International/National Conference/Seminars organized in their respective departments. In such conferences/seminars the advanced learners are encouraged to present/publish papers. Advanced Learners are motivated to apply for students' project's scheme available with Tamil Nadu State Council for Science and Technology (TNSCST,</p>	

Government of Tamil Nadu). So far ten students have received the fellowship, (6 in 2016-'17 and 4 in 2017-'18). Receiving such fellowships boosts the morale and research thirst of the advanced learners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://shctpt.edu/IOAC/files/2.2.1_AOAR_2020_21_Research_Fourm_Course.pdf">http://shctpt.edu/IOAC/files/2.2.1_AOAR_2020_21_Research_Fourm_Course.pdf</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
15/06/2020	4565	191

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The College gives importance to experiential and participative learning to enhance the learning abilities and involvement among students.

Experimental Learning promotes learning with experience among students through Laboratory Demonstration Classes, Practical Experiments, Web-based learning, Drama Clubs, Alternative Theatre Movement, Internships & In-plant Training, Psychometric Testing Tools and Transitional Analysis.

Internships or projects are made mandatory for all PG courses. The students have to identify an industry or academic institution in their discipline and are supposed to and undergo professional training and learn its nuances, techniques, methodologies, practices and professional ethics in their domain.

The dimension of participatory learning is promoted through the participation of students in national and international



conferences/seminars. This aspect encourages students to actively partake in workshops and also present quality research papers. CA marks are awarded for such students in a few M.Phil. and PG courses for such achievements.

Problem solving oriented learning is incorporated in the disciplines of science, commerce and management. Some of the courses offered include: optimization techniques, numerical techniques, quantitative techniques, stock-market data analysis, applied mathematics, applied sciences and programming courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="http://shctpt.edu/IOAC/files/2.3.1_AOAR_2020_21_Student_centric_method_Photos.docx">http://shctpt.edu/IOAC/files/2.3.1_AOAR_2020_21_Student_centric_method_Photos.docx</a>

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Teaching and Learning Process is undergoing significant changes with the use of technology and Internet. The advent of Learning Management System such as MOODLE (Modular Object Oriented Dynamic Learning Environment) had changed the process of knowledge dissemination. As the e-Learning platform is an innovative shift in the field of learning many universities and Colleges have started offering online courses. Infrastructure has been set to facilitate the faculty members and students to get used with technology enabled teaching and learning. Separate domain for each department has been created and each faculty members have assigned with credentials to use the learning platform. Sacred Heart College also have Microsoft Teams educational institution license for teaching and learning. To make the faculty members to be comfortable with MOODLE and Microsoft Teams platform, they are given hands on training. An admin in each department takes the responsibility of maintaining the site. They create courses and assign roles to the students and the course teachers. Special training provided to the admin on administering the MOODLE site. Faculty members and students are very much impressed by the features built in MOODLE and Microsoft Teams platforms.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="http://shctpt.edu/IQAC/files/2.3.2_AOAR_2020_21_LMS.docx">http://shctpt.edu/IQAC/files/2.3.2_AOAR_2020_21_LMS.docx</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

191

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

#### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The College takes utmost care in planning and organizing the academic activities of the college. The academic calendar after finalization is uploaded in the college website and in the MobileApp. The same in a print format is also distributed to the faculty members and the students. All the faculty members draft their teaching plan based on the said working days as mentioned in the calendar. The faculty members adhere to the teaching plan drafted on the various courses to be handled. Every course is expected to have a detailed plan on 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. Many departments make use of the LMS, MOODLE and the respective teaching plan, call for assignments, discussion forums, online tests; materials for learning are uploaded via this platform to augment effective students learning experience. Annual plan for each department and for the entire college is developed through an Educative Pastoral Plan (EPP) proposed in the beginning of the academic year. The EPP focuses on the holistic development of all students in various areas which include physical, intellectual, psychological, spiritual, social and cultural development.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>
<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full-time teachers against sanctioned posts during the year</b>	
<b>191</b>	
File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year</b>	
<b>60</b>	
File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)</b>	
<b>191</b>	
File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	

**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

18

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year**

97

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

At SHC, Information Technology integration is vivid in all stages of the examination starting with online application through downloading of semester marks memo. Various modules are : formulation of courses and subjects, fixing of evaluators and the preparation of the time table, CA components allocation, CA marks entry/calculation, Semester seat allotment, strength list, semester marks entry, results processing and the consolidated/semester wise final mark sheet printing. The examination process begins with the fixation of the master subjects and programmes which are directed by the AC. Students pertaining to each course undertaking their respective subjects are classified and sorted by the Controller of Examinations (CoE) and the same are fed into the system. The CA Marks for every subject is transferred from the faculty domain of the college portal. The semester time table is processed and made available on the notice board and in the college website. The strength list is taken for each subject and sent to the chief superintendent of the

examination, along with the question papers and answer scripts. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="http://shcpt.edu/IOAC/files/2.5.3 AQAR 2020_21 Additional COE Screen Shots.pdf">http://shcpt.edu/IOAC/files/2.5.3 AQAR 2020_21 Additional COE Screen Shots.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The BoS of each department meets in consultation with all the Stakeholders and carefully formulates the programme specific objectives and course objectives adhering to the norms of an autonomous institution and the parent university. The BoS takes utmost care to finalize the programme specific outcomes of each programme of the department which clearly spells out the outcomes of the programmes. The BoS also looks into the course objectives of each course and verifies if the course outcomes are compatible with the syllabus.

The AC of the College is constituted with the Principal as the Chairperson, all the HoDs, Teacher representatives, Subject Experts and the University Nominee as members. The AC exercises its powers carefully to scrutinize and finalize the Programme Objectives, Programme Specific Objectives and Course Objectives of all the programmes in the college.

The programme objectives, programme specific objectives and course objectives are made available to all the faculty and the students in the web portal. The students are continuously insisted upon the objectives during the class conduct hours morning/afternoon assemblies and during at all the academic activities of the college.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="http://shctpt.edu/IOAC/files/1.1.3 AQAR 2020_21 2017-18 Revised Syllabus.pdf">http://shctpt.edu/IOAC/files/1.1.3 AQAR 2020_21 2017-18 Revised Syllabus.pdf</a>

### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Program Outcomes of the college consist in shaping graduates who are intellectually proficient, socially responsible, spiritually stimulated, professionally ethical and communicatively expressive.

#### Intellectually Proficient

The graduates are moulded to possess excellent academic and intellectual skills. They are nurtured to attain strong basic knowledge in the field of study and sharpen their academic skills.

#### Socially Responsible

The graduates are prepared to be socially conscious, sensible and proactive. The life skill course "Human Rights" is based on inculcating social responsibilities in the minds and hearts of the graduates.

#### Spiritually Simulated

The graduates are made to feel the need of the primacy of god in their lives. They are prepared to experience the presence of God in all their activities through the mandatory religion and ethics courses.

#### Professionally Ethical

The graduates are groomed through the Life Skill courses offered in all the programmes to be professional ethics and honesty in nature.

#### Communicatively Expressive

The graduates are made to acquire strong communicative skills and soft skills via tailor-made courses offered by the Life and

**Employability Skill Department.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://shctpt.edu/IOAC/files/2.6.2_EXIT_SURVEY_QUESTIONS.pdf">https://shctpt.edu/IOAC/files/2.6.2_EXIT_SURVEY_QUESTIONS.pdf</a>

**2.6.3 - Pass Percentage of students****2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution****1035**

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://shctpt.edu/IOAC/files/College_Day_Annual_Report_2020_21.pdf">https://shctpt.edu/IOAC/files/College_Day_Annual_Report_2020_21.pdf</a>

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink**

[http://shctpt.edu/IOAC/files/2.7.1\\_AOAR\\_2020\\_21\\_Exit\\_Survey.rar](http://shctpt.edu/IOAC/files/2.7.1_AOAR_2020_21_Exit_Survey.rar)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Promotion of Research and Facilities**

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

**At Sacred Heart College, there is a dynamic Research Policy uploaded in the website that provides guidelines for undertaking research internally and externally. This ensure promoting opportunities for staff and students to undertake minor and major research projects,**

consultancy services and extension activities with Government Funding Agencies, Industries, Non-Governmental Organizations and other institutions. One of the major functions of the Sacred Heart College is to participate in the research, transmission and preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of the nation.

At Sacred Heart College, there is a dynamic Research Policy uploaded in the website that provides guidelines for undertaking research internally and externally. This ensure promoting opportunities for staff and students to undertake minor and major research projects, consultancy services and extension activities with Government Funding Agencies, Industries, Non-Governmental Organizations and other institutions. One of the major functions of the Sacred Heart College is to "participate in the research, transmission and preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, social, cultural, scientific and technological development of the nation".

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="http://shctpt.edu/IQAC/files/3.1.1_Research_Consultancy_and_Extension_Policy.pdf">http://shctpt.edu/IQAC/files/3.1.1_Research_Consultancy_and_Extension_Policy.pdf</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

625,000



File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

325000

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.2.2 - Number of teachers having research projects during the year

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="http://shctpt.edu/IQAC/files/3.2.2_Number_of_Teachers_Having_Research_Projects.pdf">http://shctpt.edu/IQAC/files/3.2.2_Number_of_Teachers_Having_Research_Projects.pdf</a>
List of research projects during the year	<a href="#">View File</a>

### 3.2.3 - Number of teachers recognised as research guides

60

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

2

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="http://shctpt.edu/IQAC/files/3.2.2_Number_of_Teachers_Having_Research_Projects.pdf">http://shctpt.edu/IQAC/files/3.2.2_Number_of_Teachers_Having_Research_Projects.pdf</a>
Any additional information	<a href="#">View File</a>

## 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

For the promotion of research to find scientific solutions in catering to the local needs, a dedicated research centre AKRC was established during the academic year 2012-'13 with basic research facilities exclusively for research activities in the field of science and humanities. The college has expertise and has created an

effective eco-system in innovations having a wide range of interdisciplinary and multidisciplinary research areas encompassing Physics, Chemistry, Bio-Chemistry, Microbiology etc.

As an off-shoot wing of APRC, the college has established a "Centre for Entrepreneurship Development" in the year This centre enables our students and other stakeholders to fine tune and learns new opportunities to enrich their skills towards entrepreneurship development. Besides, an "Incubation Lab" was established in the same year with basic infrastructural facilities for the realization and promotion of student's creativity. As a result of this initiative, students and faculty members have come out with a few designs such as water purification, liquid waste management, Distributed Controlled Solution (DCS), technology for organic farming, low cost detection and removal of heavy metals like chromium from fresh water contaminated by tannery effluent, low cost crystal growth apparatus etc., for marketing.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/files/3.3.1_Innovation_Ecosystem.pdf">https://shctpt.edu/IQAC/files/3.3.1_Innovation_Ecosystem.pdf</a>

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

79

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research**

**B. Any 3 of the above**

**Advisory Committee Ethics Committee  
Inclusion of Research Ethics in the research  
methodology course work Plagiarism check  
through authenticated software**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

20

File Description	Documents
URL to the research page on HEI website	<a href="http://www.shcpt.edu/Researchcenter.php">http://www.shcpt.edu/Researchcenter.php</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

176

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

31

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/files/3.4.4_Number_of_books_and_chapters.pdf">https://shctpt.edu/IQAC/files/3.4.4_Number_of_books_and_chapters.pdf</a>

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

126

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

83.8

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	No File Uploaded
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	No File Uploaded
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

#### Economic Assistance to SHGs

The Sacred Heart College Society has been working as a catalyst in promoting and linking more and more SHGs to the banking system. We have been associated with NABARD Financial Services Pvt. Ltd. (NABFINS) and Indian Bank for credit linkage of the SHGs. This would be utilized for scaling up the SHG-linkage programme and supporting other microcredit initiatives. Special emphasis is provided for building the capacities of the poor with particular emphasis on vulnerable sections. The economic assistance provided by NABFINS, Indian Bank, TAHDCO and VCCB with regard to microcredit presented in

Table reveals that 295 SHGs as on 01.04.2020 credit linked. The cumulative credit disbursed by them is Rs. 12.48 crores as on 31.03.2021.

#### TAHDCO Economic Assistance Loan

TAHDCO has implemented many development programme/scheme for financial assistance of the economic development of Scheduled Caste from Special Central Assistance. Under Economic Assistance scheme the Self-help groups are eligible to get one time assistance for economic activity and 50% of the project cost or Rs.2.50 lakhs whichever is lower will be given subsidy. The subsidy will be a Front End Subsidy for economic assistance. We have facilitated 40 SHGs to avail EA loan of Rs. 20,00,0000.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/files/3.6.1_Extension_Activities.pdf">https://shctpt.edu/IQAC/files/3.6.1_Extension_Activities.pdf</a>

#### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

#### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

108

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

3875

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7 - Collaboration****3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

97

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

46

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

SHC campus has ten blocks which include the Main building, the Silver Jubilee block, Golden Jubilee block, Diamond Jubilee block,



Bi-Centenary building, Communicative English block, APRC, Skill Centre, Bosco Institute of Social Work (BISW) and the Central Library.

At Sacred Heart College there are 105 classrooms with ICT enabled facilities for effective learning and dissemination of knowledge. This enables students to have vivid learning and acquire optimum usage. There are 23 laboratories with high-end equipment's for students learning and research. There are state-of-the-art facilities in the campus which also consists of 22 department faculty rooms with individual cabins to facilitate student interaction and enable faculty members to pursue their research work.

In order to provide a learning atmosphere for exchange of ideas, the college has 20 seminar halls with well-equipped infrastructure. The campus houses a library with 91424 books. It has a separate area (Cybrary) allotted with 30 computers for research scholars to carry out their research. Every department has well-equipped laboratories and classrooms. Classrooms and laboratory utilization is planned by the departments taking into consideration the number of contact hours of each programme.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://shctpt.edu/IQAC/files/4.1.1_Infrastructure_Photos.pdf">http://shctpt.edu/IQAC/files/4.1.1_Infrastructure_Photos.pdf</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

SHC is situated 27 kms from Yelagiri and presents a scenic view which can be seen from the college ground. The college has a vast area of 25.1 acres of land with versatile buildings and splendid landscape providing a rich campus atmosphere. The college buildings, furniture and equipment are put to optimum use and are available for teaching-learning process, evaluation, co-curricular, extra-curricular, research and extension activities.

SHC campus has ten blocks which include the Main building, Silver Jubilee block, Golden Jubilee block, Diamond Jubilee block, , Bi-

Centenary building, Communicative English block, APRC, Skill Centre, Bosco Institute of Social Work and the Central Library.

There are 100 classrooms with ICT enabled facilities for effective learning and dissemination of knowledge at SHC. This enables students to have vivid learning and acquire optimum usage. There are 23 laboratories with high-end equipment's for students learning and research. There are state-of-the-art facilities in the campus which also consist of 22 department faculty rooms with individual cabins to facilitate student interaction and enable faculty members to pursue their research work. In order to provide an atmosphere for exchange of ideas, the college has 20 seminar halls with well-equipped infrastructure.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://shctpt.edu/IOAC/files/4.1.2 Adequate Facilities.pdf">http://shctpt.edu/IOAC/files/4.1.2 Adequate Facilities.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

125

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

4075802.16

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Electronic Bosco Library Information System (eBLIS) is for managing the enormous sources of 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. eBLIS provides the Admin the right of control on all users. The Librarian Desk module records the working days of the library and other important features which include the due notification of user for the scheduled date on return of books. The Document Catalogue module registers the new entries of books, journals, published articles and non-book materials like CDs and DVDs. 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 by the students. Books are made available for borrowing after screening the same via barcode reader. The library also facilitates an OPAC. This is a personalized web page which enables a user to view the details of all the books, journals, articles CDs and DVDs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://shctpt.edu/IQAC/files/4.2.1_eBLIS_Screen_Shots.pdf">http://shctpt.edu/IQAC/files/4.2.1_eBLIS_Screen_Shots.pdf</a>

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

19,52,865

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

##### 4.2.4.1 - Number of teachers and students using the library per day during the year

508

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

##### Number of systems with configuration

SHC has a total number of 497 systems which includes Dual Core processors and Pentium-V systems.

##### Student-Computer Ratio

At SHC importance is given for the development of students in the field of computer science. The Computer-Student ratio is 1:2 (Computer Related Course). On a specialized basis (Shift I & II) dedicated computers are available in the laboratories for use of student's access.

#### Internet Facility

The College has introduced LAN and connected all the systems through internet and intranet facilities. These systems have WiFi facilities with speeds upto 250 Mbps.

#### WiFi Facility

At SHC every building has a standalone WiFi Network and the students are provided access with due approval of the college management. A noteworthy feature of the institution is that its faculty and research scholars have 24/7 access to the internet.

#### Servers, Open source software and Propriety software's

The college maintains eight servers, among them four servers (two Linux and two Windows 2003) are for UG and PG courses and four other servers are Database server, Internet servers, Proxy server and SIS server. Propriety software such as Microsoft Base licenses, Oracle 8i, SPSS 20 and NVivo are used.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://shctpt.edu/IQAC/files/4.3.1_AccessPoint.pdf">http://shctpt.edu/IQAC/files/4.3.1_AccessPoint.pdf</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4565	497

File Description	Documents
Upload any additional information	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b>	<b>A. 50 Mbps</b>
File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
<b>4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b>	<b>A. All four of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://shcpt.edu/IQAC/files/4.3.4_E-Content.rar">http://shcpt.edu/IQAC/files/4.3.4_E-Content.rar</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b>	
<b>27835294</b>	
File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.	
<b>The institution with its long experience has established systems and procedures for maintaining and utilizing every facility under its dominion.</b>	

## Maintenance of the Campus

Care and regular maintenance of the entire college are ensured by the Administrator who looks into its daily functioning. A team of 15 women supervised by an administrative staff regularly ensures the cleanliness and maintenance of the college. The infrastructures of all classrooms are cleaned and mopping is done every day. The campus is supported by two full time electricians, one carpenter, one painter, three gardeners and one scavenger who look into the technical assistance, daily requirements and landscaping of the campus.

## Computer Services

A well trained IMF team exists for the regular maintenance of electronic services and computer aided facilities. The Director of the Computer Centre ensures the maintenance of computers and network facility of the institution.

## Water and Waste Management

Effective solid, liquid and waste management systems are available in the institution. Water harvesting units and environment conservation panels are also periodically checked. Adequate dustbins are available throughout the campus with color distinction for the segregation of bio-degradable and non-degradable waste.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://shctpt.edu/IQAC/files/4.4.2_Images.pdf">http://shctpt.edu/IQAC/files/4.4.2_Images.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

2827

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year**

**377**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

**E. None of the above**

File Description	Documents
Link to Institutional website	<b>Nil</b>
Details of capability development and schemes	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

**1**



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

209

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of outgoing students progressing to higher education

294

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council (SC) consists of the Presidents, Vice-Presidents, Secretaries and representatives of all the programmes. The college holds an investiture ceremony in the first week of July of every academic year. The Vice Principal of Administration guides the SC and holds a minimum of four meetings in a semester with the

Dean of Students Affairs. Foremost concern of the SC is to provide opportunities to air the grievances of the student community. These grievances are addressed immediately.

The SC plays a key role in providing the management with suggestions in the organization of Sports Day, Cultural Fest, Community Day, Farewell Day and Annual Day. Significant cultural events are also planned for Pongal and International Women's Day Celebrations.

The SC brings about awareness on epidemic and contagious diseases amidst the neighbouring communities. This SC is active in promoting educational values and decorum inside and outside the college. Creating Awareness among the local community via rallies which cater to National importance such as Swatch Bharat and the Right to Vote are some of the prime programmes by the SC. The council also plays a pivotal role in the promotion of healthy and hygienic campaigns in the campus.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://shctpt.edu/IQAC/files/5.3.2_Photos.pdf">http://shctpt.edu/IQAC/files/5.3.2_Photos.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

1

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

## Functioning of the Sacred Heart College Alumni Association

### 1. Financial aids

Every year the alumni association facilitates the underprivileged and meritorious poor students with financial assistance through scholarships. Study materials are provided to them as an act of motivation to enrich their learning.

### 2. College Curriculum Development

Distinguished alumni in well-established service sectors and industries are included as part of the Members of Board of Studies. They play an active role in the revision of the curriculum taking into account the latest innovations. Learned alumni serve as members in the AC and revise key concepts and novelties in teaching.

### 3. Outreach Activities

Training programmes are conducted in Government Schools and the surrounding neighbourhood villages to prevent the rate of school dropouts and to sensitize the community on the importance of education. Clothes and other necessary materials are collected and distributed to the downtrodden as and when a need arises.

### 4. Felicitations & Spiritual Retreats

Due gratitude and felicitation has always been a part of the Alumni Association of SHC. The retiring faculty and the staff members are regularly recognized and adorned for their resourceful and dedicated services.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="http://shctpt.edu/IQAC/files/5.4.1_Alumni_Association_Minutes.pdf">http://shctpt.edu/IQAC/files/5.4.1_Alumni_Association_Minutes.pdf</a>

**5.4.2 - Alumni's financial contribution during the year**

**D. 2 Lakhs - 5 Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

#### The Nature of Governance and Perspective Plans

The sole motive of the Salesian Society to which the College belongs is to educate young people who are poor and abandoned providing them with knowledge and skills of high quality, thus empowering them to fit into the society. With a well-defined 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.

#### Participation of the Faculty/Stakeholders in Decision Making Bodies

The Management holds regular meetings with its stakeholders. They play a key role in various committees which include the Governing Body (GB), AC, Finance Committee (FC) and BoS which are statutory bodies for making key decisions in influencing the policy of the management and the functioning of the day-to-day activities of the college. At SHC there are various committees with adequate faculty participation to ensure the practice of democratic principles, team work and culture of excellence. Frequent meetings of these committees help in the smooth and effective functioning of the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="http://shctpt.edu/IQAC/files/6.1.1 Minutes of the Governing Body.pdf">http://shctpt.edu/IQAC/files/6.1.1 Minutes of the Governing Body.pdf</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

### The Principal

1. The Principal is appointed by the Chairman of the Board of management of the college.
2. The Principal is the academic head of the college, and is the executive authority of the college. As the leader of the academic community of the institution, he should provide a climate necessary for the intellectual pursuit of the staff and the students. He plays a vital role in motivating and inspiring the academic community towards excellence.
3. The Principal keeps the secretary informed of all matters of general and financial administration. He represents the college in all academic institutions like University Grants Commission, the University, AIACHE, Xavier Board, IUS, etc.
4. The Principal runs the day to day administration of the college, plans and executes all academic programs including research, consultancy and certificate courses, allots work to the teaching and non-teaching staff in consultation with the secretary, routes the leave applications to the Secretary, supervises the teaching and non-teaching staff, monitors attendance of the staff, draws up the calendar and time table , facilitates co-curricular and extra-curricular activities, admits students in accordance with the policy of the Government and the management council and maintains students and staff discipline.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="http://shcpt.edu/IQAC/files/6.1.2_HR_Policy_SHC.pdf">http://shcpt.edu/IQAC/files/6.1.2_HR_Policy_SHC.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

## Curriculum Design

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 analysed the curriculum designs of many universities and colleges. In doing so, a unique curriculum design for the College was executed in 2017-'18. Three months were allotted for each department to prepare a curriculum design for its respective department. Once the curriculum design was approved by the CDC, the syllabus revision was systematically carried out. The modified curriculum included instilling in discipline-specific electives, self-study courses, certificate courses and interdepartmental electives. Credits and optional credits are part of the new curriculum design. NCC cadets would be given two credits for their involvement and dedicated participation. UGC model curriculum was adopted while setting core papers and the same was effectively carried out by various departments. Self-study courses and certificate courses are introduced for advanced learners to enable them acquire extra credits. Groups & Movements (SHELTER) and outreach activities (DEEDS) are made compulsory credits courses.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/files/6.2.1_Institutional_Strategic_Perspective_Plan.pdf">https://shctpt.edu/IQAC/files/6.2.1_Institutional_Strategic_Perspective_Plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

## Managerial Governance

Long-term plans of the College are spearheaded by the Chairperson (Provincial) and the Board of Management. The Secretary (Rector) is the appointing authority. He is the chief functionary of the college and currently heads the Board of Management.

### Functions of various statutory and non-statutory bodies

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. Apart from mandatory committees like Governing Body, Academic Council, Finance Committee, IQAC and Curriculum Development Cell, the management has constituted several committees to ensure practice of democratic principles, team work and culture of excellence.

#### Recruitment and Promotional Policies

The Recruitment of the faculty and the non-teaching staff at SHC is meticulously carried out as per the nomenclature of the UGC, the Management Policy and the stipulated regulations of the Government. Promotional policies are setup on par with the regulations of the government.

#### Grievance Redressal Mechanism

The student Grievance Redressal Committee consists of the Principal, Additional Principal, Vice Principals, Deans of Student Welfare, College Librarian, Office Superintendent and Women Faculty Representatives.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://shctpt.edu/Organogram.php">https://shctpt.edu/Organogram.php</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://shctpt.edu/IOAC/files/6.2.2%20Additional%20College%20Committees%202020-2021.pdf">https://shctpt.edu/IOAC/files/6.2.2 Additional College Committees 2020-2021.pdf</a>

**6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above



File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

#### Staff Welfare Schemes

##### Welfare Funds

Staff Welfare Funds are provided to both teaching and non-teaching staff. The management contributes gratuity to the permanent management employees in the college. Laptop loans and staff welfare fund loans are sanctioned with a minimum rate of interest. The Non-teaching staff also have staff welfare funds. Special loans are sanctioned to both the aided and the self-financed faculty and the staff.

The chief benefits of both the welfare funds are the provisions of loans to members at low interest rate, and payment of ex-gratia to members retiring from service or leaving the service.

##### Staff Quarters & Educational Aid

The management of SHC, as part of its welfare measures provides the staff with adequate housing facilities. House rent is collected at a very nominal rate. Non-teaching staff are 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/files/6.3.1_Welfare_Measures.pdf">https://shctpt.edu/IQAC/files/6.3.1_Welfare_Measures.pdf</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)**

8

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

### 6.4.1 - Institution conducts internal and external financial audits regularly

For any recurring and non-recurring expenses, the department concerned gets the approval from the Principal and submits the same in the Accounts Section. The Accounts section processes the approval and allots the required money. After the completion of the programme, the account is settled with proper bills, counter signed by the HOD and the Principal. The accounts are maintained by the Accounts Section, guided and coordinated by the Administrator (Bursar) of the Management. 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 visitation (Internal Auditing).

Every year, the student tuition fees account, university fees account, special fees account along with the General Non-Salary (GNS) accounts are audited as per the government nomenclature and are reviewed by the Joint Directorate of Collegiate Education (JD), Vellore Region. The Salary Grant and UGC Autonomy Grant are also audited and reviewed by the Joint Directorate of College Education (External Auditing).

Auditor of SHC Society audits both the self-financed and aided accounts. The balance sheet pertaining to both aided and management is audited and its Income Tax (IT) Returns are filed every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IOAC/files/6.4.1_Financial_Audits.pdf">https://shctpt.edu/IOAC/files/6.4.1 Financial Audits.pdf</a>

**6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)**

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	No File Uploaded
Any additional information	No File Uploaded

**6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Reaching the Unreached**

The College caters to the rural, financially weaker sections of students in terms of scholarships. Government Scholarships and projects enhance our resources.

**Remuneration and Reward**

Government pays the salary of the aided faculty. The self-financed faculty and the staff are paid from the fee collected from the students. Approximately more than 70% of the fee collected is spent on the salary for the staff. Sufficient funds are budgeted for the effective teaching-learning practices such as, organizing seminars for the faculty, departmental seminars and training programmes. The faculty members are honoured on the college day for their achievements in research publications, professional services and for exceptional voluntary services.

**Research Grants**

The research grants are effectively utilized in the implementation of projects and purchase of necessary equipment.

**Work Scholarship**

Earn while you learn scheme is implemented to students to ease out their financial burden. The students are selected after proper scrutiny and assigned 75 hours to help out in the library, administer tuitions in Government run schools in the neighbourhood and take part in various activities as instructed by the department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://shctpt.edu/IQAC/files/6.4.3_Strategies_for_Mobilisation.pdf">https://shctpt.edu/IQAC/files/6.4.3_Strategies_for_Mobilisation.pdf</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

### Educative Pastoral Plan`

The EPP is an annual plan for every department and is prepared in the beginning of every academic year. The EPP focuses on the holistic development of the students based on the following dimensions i.e. physical, intellectual, psychological, spiritual, social and cultural.

The Department calendar includes the Association activities and is prepared based on the EPP. It contains additional details such as: type of programmes, persons in charge, the probable dates and the finance involved.

### Action Plan of the Department

The IQAC plays a pivotal role in the accomplishment of quality and standards in SHC. The action plan of each department is carefully chalked out and drafted based on the seven criteria as stipulated 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. In view of the same the IQAC has prepared a template to facilitate the above planning process and the same is circulated to all departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/files/6.5.1_Incremental_Improvements.pdf">https://shctpt.edu/IQAC/files/6.5.1_Incremental_Improvements.pdf</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

#### Annual Evaluation of the Department

Annual Evaluation of the Department is conducted at the end of every semester where all the faculty members of the Department are present.

#### Evaluation of the Faculty

The faculty Annual Plan focuses on the holistic development of all the faculty in the following dimensions: research and consultancy, knowledge development, teaching and learning and contribution to the college/department and self-evaluation.

#### Evaluation of the Curriculum

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.

#### ii) Periodic Assessment of learning outcomes facilitated by the IQAC

The results are usually published within a period of 15 to 18 days. The IQAC oversees the entire result analysis process. The result analysis consists of a methodical report of pass percentage of students with regard to his/her performance in each subject pertaining to the said semester. This report highlights the minimum and maximum marks secured, the average percentage of marks secured by students, the classification of marks into low, moderate and high categories.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/files/6.5.2_Process_Structures_and_Methodologies.pdf">https://shctpt.edu/IQAC/files/6.5.2_Process_Structures_and_Methodologies.pdf</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="http://www.shctpt.edu/IQAC/files/6.5.3_IQAC_Annual_Reports.pdf">http://www.shctpt.edu/IQAC/files/6.5.3_IQAC_Annual_Reports.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

#### **1. Safety and security**

At Sacred Heart College there are well trained security personnel who take up key positions at various locations in and around the campus. The security guards follow their protocol such as not allowing students outside the campus during the college hours without gate pass from the respective HoD. The management has also installed 70 CCTV cameras in the campus.

**b) Counselling**

All the first-year students in the first semester are individually made to meet the counsellor. The main aim of meeting the fresher's is to create psychological awareness and importance of counselling in an individual's life

**C) Common Room**

The college management has allotted separate place for both men and women students to sit and relax, have lunch, etc. For male students a Multipurpose Common Room near Rinaldi hostel, Galleries in the football & volley ball grounds, stone benches near Carreno hall and corridors of DBIS are allotted. For female students, a separate common room besides the canteen, benches and places around the campus Shrine are assigned. Two Sanitary vending machines one in John Med Block and the other in women's wash room is installed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://shctpt.edu/IQAC/files/7.1.1_Measures_initiated_by_the_Institution.pdf">https://shctpt.edu/IQAC/files/7.1.1_Measures_initiated_by_the_Institution.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

**A. Any 4 or All of the above**

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)**

**Solid Waste Management**



The college had taken effective measures in the setup of adequate dustbins at various places in the campus to collect Bio- degradable and Non-biodegradable wastes. The fallings of trees are regularly collected in the morning by a crew of campus cleaners who segregate the same to ECO DCS-SLRM UNIT DUMP YARD for the preparation of DCS solution. From this a solution of DCS as a product is produced and 500 L is generated annually for multivariate purposes which include the cleaning of toilets and for other domestic purposes.

#### Liquid Waste Management

In Sacred Heart College, hostels along with the canteen cater to the majority of liquid waste generated. The generated liquid waste mainly comprises of food wastes, dairy products and waste water. In adhering to the first goal on the reduction of water usage, various sensitization programmes are conducted for students on the conservation and use of water.

#### E-waste management

The major sources of e-wastes at SHC are outdated computer monitors, CPUs, printers, mouse, keyboards, electronic boards and microprocessor kits. The e-waste management policy is underpinned by environmental laws denoted as per the ethics and legal compliances of Sacred Heart College.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**A. Any 4 or All of the above**

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy undertaken by the institution

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The preventative method of Don Bosco is used to 'prevent' the need for punishment by putting the youngster in an atmosphere where he or she is encouraged to choose the 'good' over 'bad.' Our students appreciate different religions, languages, and cultures because we believe unity in diversity at SHC. The college is considered to be a second home, and each faculty member to be a member of our extended family. We greet and wish each other at various holidays and invite

them to a feast to learn about one another's cultures, develop friendly relationships, and promote religious, social, and communal harmony.

The college organizes and conducts many events to construct and promote an atmosphere for ethical, cultural, and spiritual values among students and staff in order to create a country of noble youth who are morally responsible. Commemorative days are held on campus with the initiative and assistance of the management to foster emotional and religious feelings among students and faculty, not only for entertainment and amusement but also to foster a sense of oneness and social harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The constitutional obligations of faculty, staff, and students to be responsible citizens are given top priority at SHC. These include values, rights, duties, and responsibilities. Every year on January 26 and August 15, the college commemorates the Republic Day and Independence Day. Students, Teaching and Non-Teaching Staff, Invitees, Guests, as well as other attendees join the celebration. The program's regular formality includes the hoisting of the flag, singing of the national anthem, and administering the oath of national integrity, followed by the distribution of sweets. Every year on November 26th, Constitution Day is commemorated by the reading of the Preamble. The vow to be an Indian citizen and the right to vote are also read.

Students are also taught about green practises, natural resource conservation, alternative energy sources, and renewable energy. Every year, the college hosts blood donation camps in collaboration with CMC, Vellore, in which students are educated about the value of the activity and encouraged to help save the lives of the community at large. On various instances, students constantly and routinely participate in cleaning efforts, including a recent planting of 10,000 palm seeds near Tirupattur Lake.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

A. All of the above

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

National festivals such as Independence Day and Republic day are celebrated every year on August 15th and January 26th respectively. In the month of January and December, Pongal(Tamil festival) and Christmas festivals are celebrated every year where special programs are organized by the management and departments. In inculcating the practices of charity and love, Christmas is celebrated with orphans and elderly people in different settings, localities and NGO's by students of all the departments. India is a place where many prominent leaders are born and have accomplished various achievements. National leaders such as Mahatma Gandhi, Nethaji Subash Chandra Bose, Jawaharlal Nehru, Dr. A.P.J Abdul Kalam have contributed enormously to our nation and thus to honor these great

people the college celebrates their birth and death anniversaries by conducting competitions like speech, drawing, quiz, debate, exhibitions etc. Great Indian Personalities like Kalidhasan, Bharathiyar, Veeramamunivar are honoured by the literary department via the conduct of special programmes & competitions on their anniversaries. Ramanujan's anniversary is specially celebrated by the department of Mathematics every year. On Women's day, Great Indian Women personalities like Dr.Muthulakshmi Reddy, Jhansi Rani, Indra Gandhi etc., are remembered and honoured

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

### 1. Title of the Practice: Communicative English Programme

When it comes to education, students from rural areas face a number of challenges. Especially, at the tertiary level of education, English is identified as posing a great challenge to the rural Indian learners. It is against this background that the relevance and urgency of this best practice could be understood in its depth as majority of the students enrolled at SHC have done their schooling in Tamil medium, that too in government run schools, and hence their exposure to English is to a very minimum standard.

### 2. Title of the Practice: Seeding Hope Services - SHC (Counselling Centre & SHAPE)

Many students have unhealthy parenting styles, alcoholic or abusive parents, disturbed study environment, dysfunctional family setup etc. Coming from such an environment, students need guidance in psychological and academic areas for which the counselling and mentoring services are beneficial. Students, who face age related/family/peer group issues, find it difficult to concentrate

in academics; such students with the guidance of mentor and counsellor will be able to cope better in academics and personal life.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.shctpt.edu/IOAC/files/7.2.1_Best_Practices.pdf">http://www.shctpt.edu/IOAC/files/7.2.1_Best_Practices.pdf</a>
Any other relevant information	<a href="http://www.shctpt.edu/IOAC/files/7.2.1_Best_Practices_Screen_Shots.pdf">http://www.shctpt.edu/IOAC/files/7.2.1_Best_Practices_Screen_Shots.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Sensing the importance of research in our college, the hostel was renamed as Abraham Panampara Research Centre (APRC) after the first eminent Indian Principal of the college. In addition to this, APRC houses Central Analytical Instrumentation and Instrument Fabrication Centres. The following five online journals have been started from January 2017 with complete online submission system:

Journal of Computing and Intelligent Systems (ISSN: 2456- 9496)

Journal of Computational Mathematical (ISSN: 2456-8686)

Journal of Functional Materials and Biomolecules (ISSN: 2456-9429)

Journal of Social Sciences and Management Research (ISSN: 2456-9879)

Journal of Tamil Language and Literature (ISSN: 2456-821X)

The research articles undergo the similarity checking using 'Turnitin'. The list of funding under various categories were as follows:

Don Bosco Grant for 13 teaching faculty to the tune of Rs. 8,50,000/- of which Rs.4,63,000/- was disbursed as the first instalment. In addition to this, Rs.1,90,000/- was released as a second instalment for the staff members who had already received

this grant.

It is noteworthy that a new research grant under the aegis Rev. Fr. Carreño Grant was initiated for doctoral research scholars. This year, a total of 11 Ph.D. Scholars benefited with an amount of Rs. 3,75,000/- under this initiative.

File Description	Documents
Appropriate link in the institutional website	<a href="http://www.shctpt.edu/IQAC/files/7.3.1_Institutional_Distinctiveness.pdf">http://www.shctpt.edu/IQAC/files/7.3.1 Institutional Distinctiveness.pdf</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- Orientation Programme for Heads of the Departments
- Orientation Programme for all the faculty members
- Annual Plan of the Faculty
- Uploading and sending AQAR of 2020-2021
- Faculty evaluation of students( Odd semester)
- Evaluation of the Departments (Odd semester)
- Applied for NIRF 2022
- Applied for India Today 2022
- Applied for ASIHE 2022
- Faculty evaluation of students - Even semester
- Evaluation of the Departments - Even semester
- Publications by the faculty members Department wise
- Documentation of MoU Activities
- Details of faculty members attending ON DUTY
- College Calendar in Mobile APP
- Academic Performance Indicator for Faculty
- Document Management System for the Departments
  
- Curriculum Feedback online
- Self-Study Report on Curricular Aspects
  
- Paramarsh
- Question Paper Auditing
- Bloom's Taxonomy Workshop
- NIRF Data Preparation Workshop
- Quality Initiatives
- Teaching Learning Evaluation Parameters
- 5th Cycle - Steering Committee
- Reformation Committee