

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## *ANNUAL QUALITY ASSURANCE REPORT* ( For the Period 1<sup>st</sup> July 2012 to 30<sup>th</sup> June 2013 )

### SACRED HEART COLLEGE (AUTONOMOUS) TIRUPATTUR, VELLORE DT

Insert college logo here

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

AQAR for the year (for example 2011-12)

2012-13

### I. Details of the Institution

1.1 Name of the Institution

SACRED HEART COLLEGE (Autonomous)

1.2 Address Line 1

TIRUPATTUR

Address Line 2

VANIYAMBADI ROAD

City/Town

VELLORE

State

TAMILNADU

Pin Code

635601

Institution e-mail address

office@shctpt.edu

Contact Nos.

04179-220553

Name of the Head of the Institution:

Rev.Dr.A.MARIA SOOSAI

Tel. No. with STD Code:

04179-220553

Mobile:

9443309321

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) TNCOGN10044

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	FOUR STAR	-	NOVEMBER 1999	5 YEARS
2	2 <sup>nd</sup> Cycle	A	-	NOVEMBER 2006	5 YEARS
3	3 <sup>rd</sup> Cycle	A	3.43/4	APRIL 2013	5 YEARS

1.6 Date of Establishment of IQAC : DD/MM/YYYY

1.7 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.8 Institutional Status

University  State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.9 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.10 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

## 2.14 Significant Activities and contributions made by IQAC

- Admission procedure as per government Policy.
- Exams conducted on time and the results are published on time.
- Orientation program for Teaching and Non-teaching staff on Salesian Education System.
- Preparation of EPP of the beginning of the academic year reflects the goals & objectives of the institution.
- Department Diary contains more details about programmes, dates, topics, resource persons and budget.
- Contacting and gathering significant number of alumni during diamond jubilee

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Introduction of new courses (M.Sc. Software Technology &amp; M.Sc. Counselling Psychology).</li> <li>• MOUs with Reputed Institutions.</li> <li>• Organizing staff Student exchange programmes in collaboration with other institutions.</li> <li>• CQC Leaders to be trained.</li> <li>• Students Guidance Program to be extended to II &amp; III Year UG students</li> <li>• To upload the revised syllabus in the college website.</li> <li>• Major revision of syllabus for all departments.</li> <li>• 3<sup>rd</sup> stage of Accreditation &amp; renewal of Autonomy.</li> <li>• To establish and develop research activities.</li> <li>• Writing textbooks.</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion on Curriculum restructuring by Mr. Srinivasan of NCERT, New Delhi,</li> <li>• Self-Study Report (SSR) was carried out in Nov – Dec 2012 in view of NAAC Peer Team visit.</li> <li>• Major revisions of syllabus of almost all the subjects were carried out this year.</li> <li>• Nine of our Management Staff members passed SLET/NET exams.</li> <li>• In service training for Secondary Grade Science Teachers for 5 days by Chemistry Dept. sponsored by TNSCST.</li> <li>• Mr. C.R. Christi Anandan and 2 students of MSW Dept. went to North Sri Lanka for the Need Assessment and Strategic Planning for the displaced Tamils.</li> <li>• Faculty members published 23 research publications in international peer reviewed journals &amp; 63 research publications in peer reviewed journals</li> <li>• Totally six books published.</li> </ul>

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- Formal application for introducing new courses (M.Sc. Software Technology & M.Sc. Counselling Psychology) have been sent to the University.
- Organized Staff Student exchange programmes in collaboration with Rajiv Gandhi National Institute of Youth Development in March 2013 by Dept. of Social work.
- CQC Leaders trained.
- Major revision of syllabus for all departments carried out.
- 3<sup>rd</sup> stage of Accreditation already received from NAAC.
- Visit of UGC Committee for extension of
- Autonomy over by November 2013.

## Part – B

### Criterion – I

#### I. Curricular Aspects

1.1 Details about Academic Programmes (Refer Peer Team Report)

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	7			
PG	11			
UG	10			
PG Diploma	2			
Advanced Diploma				
Diploma				
Certificate				
Others(M.Phil)	8			
<b>Total</b>	38			
Interdisciplinary				
Innovative				



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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10 UG, 11 PG, 8 M.Phil, 7 Ph.D and 2 PG Diploma. Total 38 Programmes.
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The curriculum is updated/ revised once in 3/5 years to make it socially relevant and job oriented.

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
99	73	26	-	-

2.2 No. of permanent faculty with Ph.D.

37

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
30						33			

2.4 No. of Guest and Visiting faculty and Temporary faculty

25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	20	16
Presented papers	2	18	12
Resource Persons	-	2	6

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

- Communicative English has been made compulsory involving internal assessment and semester examination.
- Educative Pastoral Plan is an essential aspect of the college, which takes care of holistic development of the individual student.
- Students have the access to internet and all the departments have the wi-fi connectivity.
- Lecture method of teaching is supplemented by project work, diagrams, charts, models, photos, OHP transparencies, Smart Board and LCD projectors.

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

180

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

- External examiner used for central valuation
- Shuffling of papers for valuation (between Shift - I & II) with dummy numbers.
- The college follows 25:75 ratios for continuous Assessment and Semester Examination.
- Answer scripts are available to students for revaluation.
- Bar coding system is in place to maintain strict confidentiality.

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

2.10 Average percentage of attendance of students

93.5

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A Economics	51	0.00	11.76	17.64	1.96	31.37
B.Com	131	3.05	24.43	35.11	3.81	63.36
B.Sc Mathematics	134	21.00	63.43	17.16	0.00	80.6
B.Sc Physics	88	6.82	52.27	10.22	0.00	62.5
B.Sc Chemistry	49	14.29	65.31	6.12	0.00	71.43
B.Sc Computer Science	90	8.89	41.11	13.33	0.00	54.44

BBA	60	0.00	28.33	38.33	0.00	66.66
B.Sc Bio Chemistry	46	19.57	56.52	4.35	0.00	60.87
BCA	44	4.55	54.55	25.00	0.00	79.55
B.A. English	65	0.00	13.85	44.62	20.00	78.46
M.A Economics	17	5.88	94.12	0.00	0.00	94.12
M.Sc Mathematics	38	34.21	81.58	2.63	0.00	84.21
MSW	41	17.07	92.69	0.00	0.00	92.69
M.Com	36	0.00	66.66	5.55	0.00	72.22
M.Sc Physics	23	34.78	60.87	0.00	0.00	60.87
M.Sc Chemistry	25	24.00	80.00	0.00	0.00	80.00
Msc Computer Science	23	17.39	100.00	0.00	0.00	100.00
MBA	54	7.41	79.63	0.00	0.00	79.63
MA Tamil	8	0.00	100.00	0.00	0.00	100.00
MA English	36	0.00	47.22	16.66	0.00	63.88
MCA	59	15.25	93.22	0.00	0.00	93.22
M.Phil Economics	5	80.00	100.00	0.00	0.00	100.00
M.Phil Commerce	24	12.5	91.66	0.00	0.00	91.66
M.Phil Mathematics	25	68.00	96.00	0.00	0.00	96.00
M.Phil Physics	20	10.00	80.00	0.00	0.00	80.00
M.Phil Chemistry	7	14.9	71.43	0.00	0.00	71.43
M.Phil Computer Sci.	20	40.00	55.00	0.00	0.00	55.00
M.Phil Social Work	1	0.00	100.00	0.00	0.00	100.00
M.Phil Tamil	25	8.00	28.00	0.00	0.00	28.00
M.Phil English	10	10.00	90.00	0.00	0.00	90.00

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

- IQAC calendar is prepared for every semester and meets every month to monitor teaching and learning process and take measures for the enhancement of quality.
- Department conditions are carried out every semesters.
- IQAC monitors the performance of each department and CQC (Class Quality Circle) monitors the class performance of the students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	4
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13		12	50
Technical Staff				7

## Criterion – III

### 3. Research, Consultancy and Extension

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

<ul style="list-style-type: none"> <li>• Number of Ph. D holders increased.</li> <li>• Abraham Panambara Research Centre (APRC) was established during the year 2012 -2013.</li> <li>• Launching of Sacred Heart Journal of Science and Humanities.</li> <li>• Budgetary Provisions are made to support Research activities from 2012-2013.</li> <li>• Number of periodicals and journals subscribed.</li> <li>• Online access to journals like INFLIBNET, ebsco, IEEE, jgate are provided.</li> </ul>
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#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		2,34,250		

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	59	71	
Non-Peer Review Journals			
e-Journals	3	1	
Conference proceedings	1	4	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC/RGNIYD	2,34,250	1,91,750
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number		9	8		
Sponsoring agencies		2			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any other	<input type="text"/>

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

- NCC, NSS, AICUF, Media Forum, Rovers, Rotract, Matru Nataka Iyakkam (Alternative Theatre), Fine Arts Club, Sports Club, Red Ribbon Club etc. working under SHELTERS (Salesian Higher Education for Leadership Training and Empowerment of Rural Society ) in the college.
- Bosco Institute of Social Work (BISW), Family Counseling Centre (FCC) organizes extension activities like “Care for Young Women at Risk”, TAP (Tamil Nadu Afforestation Programme) etc.
- Department of Extension Education Service and Research (DEEDS) started with a motto “Lab to Land.”

**Don Bosco Centre for Education**

**Activity – I**

Morning job children	15
Evening children in DB Centre	100
Ashok Nagar school	75
Anandapatti school	60
Koviloor school	80
Total	350

**Activity – II**

Pre-school children	
LKG	68
UKG	58
Total	126

### Activity – III

Free computer education in rural Government school		
Boys	750	
Girls	650	
Total	1400	

#### **Bosco Institute Social Work – Self Help Groups (BISW-SHG):**

- Bank loans to a tune of Rs.5 Crores was distributed by NABARD to finance our Self Help Groups.
- Regular BISW activities and projects are going on.
- Department of Social work conducted Motivational program for +2 students.

#### **Department of extension Education Service and Research (DEEDS):**

- Conducted Several Activities of Awareness and Welfare Programmes for The Public in the adopted villages

### **Criterion – IV**

#### **4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities: Refer Fr. Administrator

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25.1 acres		Management	2.5 lacres
Class rooms	106	2	Management	108
Laboratories	16	2	Management	18
Seminar Halls	8	8	Management	16
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	60		Management	60
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Computes and Laptops)	589		UGC/ Management	



#### 4.2 Computerization of administration and library

- College Office is automated completely
- Attendance of the students and Admission process are Automated
- All works in the college office are attended to through computer services - more computers added in the office.
- Application process and Admissions are done through computer assistance.
- Examination results are published in the college website
- Computers added Cybrary - 16
- System added to the OPAC - 1

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	64309	1,92,92,700	982	2,94,600	65291	1,95,87,300
Reference Books	7680	23,04,000				23,04,000
e-Books	50000					
Journals	171	2,65,872			171	2,65,872
e-Journals (Free)	157625					
Digital Database						
CD & Video	50					
Others (specify)	8 news papers					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	540							
Added	16							
Total								

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)

- Wi-Fi Enabled Campus
- Guezou Computer Academy conducted programs for students.
- Online course for Teachers (VCT) 4<sup>th</sup> Batch.
- Training for teaching & non-teaching staff.
- Multimedia System Installed.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

3 crores

iii) Equipments

iv) Others

**Total :**

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Health Services:

- Health check-up for all first years, Blood Donation, Counselling services for all students.
- First aid and hospitalization of sick students - during working hours

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2372	830	37	133(M.Phil)

(b) No. of students outside the state

8

(c) No. of international students

Men	No	%	Women	No	%
	1945	58		1427	42

No	%
1427	42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Conducted Coaching classes for TET- TRB competitive examinations

No. of students beneficiaries

6

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

Activities of the Guidance and Counselling unit:

- Student Guidance Programme for first year students
- Full time trained counsellor appointed and is available for counselling students throughout the working hours of the college
- Proper data is maintained
- 22 Faculty members who volunteered for counselling were given training in counselling.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	130	34	6

5.8 Details of gender sensitization programmes

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Refer College	
Financial support from government	2132	Rs.67,48,837.00
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision Statement**

“We, the community of Sacred Heart College, inspired by the love of the Sacred Heart of Jesus and fundamental human values, following the educative system of Don Bosco, are committed to the creation of an educated, ethical and prosperous society, where equality, freedom and fraternity reign by imparting higher education to poor and rural youth enabling them towards integral human development.”

##### **Mission Statement**

###### **In the field of Higher Education,**

We are committed to

academic excellence,  
socially relevant research,  
courses leading to employment and  
entrepreneurship  
healthy standards in extra-curricular practices  
and continuous progress of the institution.

###### **Socially, we work towards**

serving preferentially the underprivileged and  
rural youth,  
educating them to social consciousness of  
rights and responsibilities,  
rooting out social evils, building communities  
and promoting total literacy, education and  
development of the neighbourhood.

###### **Spiritually, we aim at**

integrating ethical, cultural and political values,  
developing a sense of the divine presence in  
nature and in the human person,  
by means of group activities and personal  
guidance, in a family atmosphere.

## 6.2 Does the Institution has a management Information System

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

- Communicative English has been made compulsory involving internal assessment & semester exam.
- Non-Major Elective offered
- General Elective offered
- Environmental Sciences
- Human Rights
- Ethics and Religion
- Skill Electives

### 6.3.2 Teaching and Learning

- SPSS Practical Training for MA Economics.
- Skill Electives - oral exams are conducted.
- Write up on research findings of students and research scholars to the college magazine.
- Increased usage of smart boards, PowerPoint presentations, OHP , Video conference etc.

### 6.3.3 Examination and Evaluation

- Semester with choice based credit system (Internal 25 marks and External 75 marks)
- External examiner used for central valuation
- Shuffling of papers for valuation (between Shift - I & II) with dummy numbers.
- Photocopy of the answer scripts can be obtained
- There will be revaluation of the answer scripts with/ without photocopy on payment of prescribed fees.

#### 6.3.4 Research and Development

- Faculty members published 23 research publications in international peer reviewed journals & 63 research publications in peer reviewed journals
- Totally six books published- single author
- 37 students are doing Ph.D
- Launching Sacred Heart Journal for Arts and Science
- Minor Research Project carried out.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has infolibnet, ebsco, IEEE, jgate facilities and cybrary to access e-journals and e-books.
- The college has 540 computers with Guezou computer academy (GCA), 49 Labtops, ICT enabled class rooms, presentations halls and language lab.
- The college has a campus of 25.1 acres with adequate infrastructure to accommodate all its departments, classrooms, Gym, Multi-religious prayer centre "Oasis" , supportive facilities and hostels.
- There are facilities for outdoor games and sports.
- The college has its updated website [www.shcpt.edu](http://www.shcpt.edu)

#### 6.3.6 Human Resource Management

#### 6.3.7 Faculty and Staff recruitment

- Faculty and Staffs are recruited as per the norms of UGC state Government and university rules and guidelines.

#### 6.3.8 Industry Interaction / Collaboration

- Vellore Institute of Technology, Vellore
- Central Leather Research Institute (CLRI), Chennai
- Central Electro Chemical Research Institute (CECRI), Karaikkudi.
- Rajiv Gandhi National Institute of Youth Development (RGNIYD), Sriperumbudur.

### 6.3.9 Admission of Students

- The admission process is transparent
- Selection is purely on merit basis for UG Courses and for PG courses by conducting Entrance Test.
- 33% seats are reserved for girls students.
- Government reservation Policy is followed for SC/ST, OBC, women and differently abled students.

### 6.4 Welfare schemes for

Teaching	Aided staff welfare fund
Non teaching	Aided staff welfare fund
Students	Management scholarships and Mid-Day Meals

### 6.5 Total corpus fund generated

Rs.1,42,87,705.00

### 6.6 Whether annual financial audit has been done

Yes

No

### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

### 6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

### 6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Central valuation with dummy number system
- Revaluation applicable

### 6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable



#### 6.11 Activities and support from the Alumni Association

- Core Group of Alumni provides support in contacting organizations for linkages, MoUs, industrial visit and placement opportunities.
- Had discussion with Alumni with regard to visit of NAAC Peer Team.
- Alumni association scholarships established.
- Alumni donated 25 lakhs for construction of Diamond Jubilee Building.

#### 6.12 Activities and support from the Parent – Teacher Association

Activities and support from Parent – Teacher Association:

- Arrear Students Parents Meeting- for II, III UG and II PG.
- UG I Year and PG I Year Parents Meeting.
- Hostel Students Parents Meeting.

#### 6.13 Development programmes for support staff

- The college has Feedback Mechanism and Performance Appraisal of Non-Teaching staff

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Go green- go green initiative, uninterrupted power supply, drinking water purifier, all- weather roads, granite benches and green recycles in campus has enhanced the eco-friendly ambience of the college

### **Criterion – VII**

#### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Conducting Communicative English classes
- The students and the faculty undertake extension activities in the neighbouring areas, which is compulsory for all second year UG students.
- Value education done systematically
- Scholarship for economically backward students, fee concession and mid-day meals to the needy.
- Counselling to parents and personal counselling to the students

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

beginning of the year

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Mid-Day Meals scheme
  - Students Guidance Programme (SGP)

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted?    Yes     No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Visit of Foreign University Faculty**

  - Organized 9 national level and 8 state level conferences
  - Dr. John Michael Rassias, Dept. of Mathematics, Athens University, Greece, August 2012.
  - Dr. Dan Kannan, Georgia University, USA, December 2012.
  - Dr. Geetha Suresh, Louisville University, USA – on SPSS Programme.
  - Strategic Institutional Planning – Two-day workshop by Rev. Bro. Mario Olmas, Rome, Italy, in 15<sup>th</sup>& 16<sup>th</sup> February 2013.

## 8. Plans of institution for next year

- The College has got adequate infrastructure, human resources and academic programmes to claim for ‘**College with Potential for Excellence**’ status.
- Establish linkages with institutes of prominence within and outside the country.
- Video conferencing, teleconferencing and web conferencing technology to be used.

There are sufficient opportunities to introduce new professional courses along with already existing programmes. Staff and student exchange programmes between institutions need to be explored to achieve greater excellence and innovation. Strengthening of alumni network and linkages with industries will create more possibilities for increasing the percentage of campus placement. Further opportunities lie in establishing Entrepreneurship Development Cell and Incubator Cell to promote entrepreneurship and new technologies. Enough technology and manpower exist in the College for Software development which can cater to the need for such services in the neighborhood. The College has a potential to excel as a hub for technology transfer and social transformation. Based on the history and credibility of the institution and the emerging need for higher education in the district, the College will not have any dearth in admissions.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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