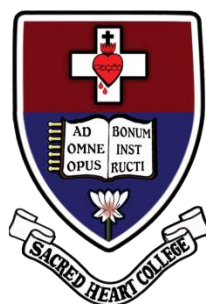# ANNUAL QUALITY ASSURANCE REPORT (AQAR)
2014 - 2015

Submitted to

National Assessment and Accreditation Council (NAAC)

By

SACRED HEART COLLEGE

(Autonomous Since 1987)

TIRUPATTUR – 635 601, Vellore Dist, Tamil Nadu

A Don Bosco Institution of Higher Education, founded in 1951

(Affiliated to Thiruvalluvar University, Vellore)

Accredited by NAAC (3rd Cycle) with CGPA of 3.43 on the 4 point scale at A grade

7th April 2016

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. 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:

> Dr. C. M. VARGHESE

Tel. No. with STD Code:

> 04179-220553

Mobile:

> +91 9443963934

Name of the IQAC Co-ordinator: Dr. L. RAVI

Mobile: +91 9443280319

IQAC e-mail address: iqac@shctpt.edu

1.3 **NAAC Track ID**   TNCOGN10044 dated 14.12.2012

1.4 **NAAC Executive Committee No. & Date**   NAAC/MSS-SR/PTV/2012-13 dated 01.04.2013

1.5 Website address: www.shctpt.edu

Web-link of the AQAR: http://www.shctpt.edu/IQAC/aqar.php

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	FOUR STAR	-	NOVEMBER 1999	1999-2004
2	2nd Cycle	A	-	NOVEMBER 2006	2006-2011
3	3rd Cycle	A	3.43/4	APRIL 2013	2013-2018

1.7 Date of Establishment of IQAC: 28 - 06 - 2004

1.8 AQAR for the year   **2014-2015**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2012-2013 submitted to NAAC on 11.04.2015

ii. AQAR 2013-2014 submitted to NAAC on 28.01.2016

1.10 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 [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [√]

Others (Specify)   [. AICTE]

1.12 Name of the Affiliating University

> THIRUVALLUVAR UNIVERSITY,(STATE UNIVERSITY) VELLORE, TAMILNADU.

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

Autonomy by State/Central Govt. / University | Yes |

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 | 8 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | - |

2.4 No. of Management representatives | 3 |

2.5 No. of Alumni | 2 |

2. 6 No. of any other stakeholder and

   community representatives | 1 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | - |

2.9 Total No. of members | 17 |

2.10 No. of IQAC meetings held   `6`

2.11 No. of meetings with various stakeholders: No. `   `   Faculty `8`

     Non-Teaching Staff `8`   Student `1`   Alumni `1`   Others `1`

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

- Personal Annual Plan for the faculty is obtained every year.
- Personal Annual Plan for students is introduced.
- A separate web link for IQAC is created and it is updated periodically by the IQAC.
- 306 papers were published in National and International Journals by the motivation provided by the IQAC.
- 3 International Conferences, 5 National Seminars and 20 State-Level Seminars/Workshop /Competitions were organized by different departments.
- ISR (Institution Social Responsibility) have been introduced

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	Outcomes
• To obtain action plan of the Departments based on the NAAC criteria	• Action plan of the Departments based on the NAAC criteria was obtained
• To obtain Personal Annual Plan of the faculty	• Personal Annual Plan of the faculty was obtained
• To introduce Personal Annual Plan, EPP and Department Diary for the students	• Personal Annual Plan, EPP and Department Diary for the students was introduced
• To create a separate web link for IQAC	• A separate web link for IQAC was created
• To review CQC activities once in a semester	• CQC activities once in a semester was reviewed.
• To prepare the CPE Document and submit the Report to UGC through Thiruvalluvar University.	• The CPE Document was prepared and the Report submitted to UGC through Thiruvalluvar University
• To prepare the database – An initiative by the Ministry of Human Resource Development – All India Survey on Higher Education (AISHE) (http://aishe.gov.in).	• The database – An initiative by the Ministry of Human Resource Development – All India Survey on Higher Education (AISHE) (http://aishe.gov.in) was prepared

2.15.1 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

> • Introduced New courses (B.A. Tamil, B. Sc Chemistry(additional section), M. Phil Management Studies, M. Phil Computer Applications)
> • Organized Staff Student exchange programmes in collaboration with Rajiv Gandhi National Institute of Youth Development in March 2014 by the Dept. of Social work
> • CQC Leaders were trained in Leadership skills, Group dynamics and emotional maturity

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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	8			
PG	11			
UG	10	1		
PG Diploma	2			
Advanced Diploma				
Diploma				
Certificate				
Others(M.Phil)	9	2		
Total	40	3		

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

Pattern	Number of programmes
Semester	11 UG, 11 PG, 11 M.Phil, 8 Ph.D and 2 PG Diploma. Total 43 Programmes.

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√]   Students [√]
   (On all aspects)

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

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

Revision of Syllabus is carried out in the following department for UG Programme

- Department of Commerce,   Department of Chemistry

Revision of Syllabus is carried out in the following department for PG Programme

- Department of Computer Science, Department of Software Technology, Department of Chemistry, and Department of Social Work

Revision of Syllabus is carried out in the following department for M.Phil Programme

- Department of Computer Application, Department of Management Studies

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

B.A Tamil, M. Phil Management Studies and M. Phil Computer Applications

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
164	140	24	-	-

2.2 No. of permanent faculty with Ph.D.

32

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
22						2			

2.4 No. of Guest and Visiting faculty and Temporary faculty

32

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	59	78	10
Presented papers	59	78	6
Resource Persons	-	2	6

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

- Communicative English has been made compulsory, involves internal assessment and semester examination
- Foundation courses are the essential aspect of the college, which takes care of the holistic development of the students
- ICT-enabled teaching learning process was followed
- Student centred teaching strategies were introduced

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 examiners were 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 were made available to students for revaluation.
- Bar coding system is in place to maintain confidentiality.
- Introduced Online Process of applying for examination.
- Hall Ticket were published in Online and Students allowed to download using their login.

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

| 9 | 31 | 10 |

2.10 Average percentage of attendance of students

| 91.5 |

2.11 Details of semester results (pass percentage):

UG	Pass%	PG	Pass%	M. Phil	Pass%
B.A Economics	76.82	M.A Economics	100.00	M.Phil Economics	100.00
B.Com	82.12	M.Sc Mathematics	84.21	M.Phil Commerce	100.00
B.Sc Mathematics	88.24	MSW	95.12	M.Phil Mathematics	100.00
B.Sc Physics	75.61	M.Com	75.00	M.Phil Physics	100.00
B.Sc Chemistry	77.55	M.Sc Physics	60.87	M.Phil Chemistry	100.00
B.Sc Computer Science	86.67	M.Sc Chemistry	80.00	M.Phil Computer Science	100.00
BBA	65.16	M.Sc Computer Science	100.00	M.Phil Social Work	100.00
B.Sc Bio Chemistry	65.22	MBA	85.19	M.Phil Tamil	100.00
BCA	75.93	MA Tamil	100.00	M.Phil English	95.00
B.A. English	80.12	MA English	63.89		
		MCA	100.00		

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

- IQAC calendar was prepared for every semester and the members met once in a month to monitor the teaching and learning process and took measures for the enhancement of quality
- CQC (Class Quality Circle) monitored the performance of the students [Class wise]
- Remedial programmes were conducted by the Departments
- IQAC members made an informal visit to the departments and suggested quality measurement on Teaching and Learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (4 day training and planning programme)	129

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	12	6	6	58
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- During this academic year 5 research scholars had obtained Ph. D from the research centres of our college
- In order to promote quality research, were published. Two issues of the college research journals
    Details Follows:
    - SACRED HEART JOURNAL OF SCIENCE AND HUMANITIES
            (i) ISSN 2277 – 6613 Volume 6 July – December 2014
            (ii) ISSN 2277 – 6613 Volume 7 January – June 2015
- 3 International conferences were conducted
            (i) Department of Social Work
            (ii) Department of Management Studies
            (iii) Department of Physics

3.2   Details regarding major projects

S.No	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	Dr. M. Jose

Dr. S. A. Martin Britto Dhas | Laser induced growth of 4-(dimenthylamino)-N-methy1-4 stibazolium tosylate crystal for photonic applications | DAE | Rs. 19,84,738 |

3.3   Details regarding minor projects

S.No	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	Dr. T. Jeyabalan	Synthesis and Characterization of Multi Component Polyoxometaltes – An Ecofriendly Catalysts	UGC	Rs.2,20,000/-
2.	Mrs. A. Merceline Anita	Human Pathology – Medical Problem Designed Using Reliability Technology	UGC	Rs.2,70,000/-
3.	Mr. A. Arockia Neopolean Raj	Synthesis and Characterization of Polyoxometaltes within Micro Emulsion Nano Recators Catalytic Applications	UGC	Rs.4,40,000/-
4.	Dr. L. Ravi	A Comprehensive Framework for Developing Multilingual Ontologies for Tamil Literature	UGC	Rs.80,000/-
5.	Dr. V. Balaji	Application of Graph Labeling(Skolem Mean Labeling) in Communication Networks	UGC	Rs.1,60,000/-
6.	Mr. M. Antony Arockiasamy	A Study on Aztech Diamond Graphs and Diamond Staircase Graphs with Reference to Graph Labeling	UGC	Rs.1,60,000/-
7.	Dr. K. Parthibaraja	Socio-Cultural Status of the Music Drama: Female Artists of Tamil Nadu	CICT Chennai	Rs.11,22,400/-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	157	149	
Non-Peer Review Journals			
e-Journals	3	1	
Conference proceedings	1	4	

3.5 Details on Impact factor of publications:

Range `0.5-1` Average `0.75` h-index `3.3` Nos. in SCOPUS `6.3`

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

S.No	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	Dr. J. Henry Rozario	Needs Assessment of Skill Development Training: A cross Study of Indian Youth (A Pan India Study involving 53,000 samples in 22 States of India)	DB Tech India	Rs.36,59,033/-
2.	Dr. J. Henry Rozario	Capacity Mapping of 26 Partners NGOs of Child Fund India in Tamil Nadu, Andhara Pradesh and Karnataka States	DB Tech India	Rs.15,23,876/-

3.7 No. of books published   i) With ISBN No. `29`   Chapters in Edited Books

ii) Without ISBN No. `18`

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

Rs. 51, 82, 909/-

3.11 No. of Conferences

Organized by the Institution

Level	International	National	State	University	College
Number	3	5	20		
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons `23`

3.13 No. of collaborations   International `2`   National `3`   Any other `3`

3.14 No. of linkages created during this year `2`

3.15 Total budget for research for current year in lakhs:

From Funding agency | 51,82, 909 | From Management of University/College |

Total | 51,82, 909

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			

3.18 No. of faculty from the Institution who are Ph. D. Guides | 18 |
and students registered under them | 60 |

3.19 No. of Ph.D. awarded by faculty from the Institution | 5 |

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

JRF | 5 | SRF | 1 | Project Fellows | 1 | Any other | 2 |

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 | 40 | State level | 39 |

National level | 14 | 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	02		State level	04
National level	02		International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	3		
NCC	-	NSS	11	Any other	-

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

- College Social Responsibility has been initiated with the adoption of Idhaya Nager village. The Students, staff, support staff and domestic staff have been part of this noble venture of providing sanitation, education, transport etc., to this most deprived village near Pachal.
- DEEDS serves as a coordinating and facilitating agent to all other departments and the college to reach out to the neighbourhood, Through DEEDS 13 villages covered.
- Conducted several animation programmes for 825 self groups.
- Self Help Groups: Processed Rs 17.5 crores Loan amount for 825 Self Help groups.
- 22 training programmes were conducted for the Self Help Groups
- BISW introduced family counselling centre which addressed the issues for 264 cases.
- Crèche for 60 children is maintained in two centres.
- Counselling services provided to 400 children from 3 different schools.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

The campus area is 25.1 acre. The buildings, furniture and equipments are put to optimum use and are available for teaching-learning process and evaluation, co-curricular, extra-curricular, research and extension activities.

Name of the Block	Classrooms	Departmental Laboratories	Staff Room	Examination Halls/ Seminar Halls
Main Block	11	6	4	Seminar Hall – 2 Office Room – 3
Silver Jubilee Block	8	2	17	-
Golden Jubilee Block	12	-	5	COE office – 1
Diamond Jubilee Block	18	2	12	Conference Hall – 6
APRC Block (Research Centre)	15	3	12	Seminar Hall – 1 Admin Office – 1 Research Director Office – 1 IQAC Office – 1 AKRC Hall – 1

Com. Sci. Block	3	1	3	
MSW Block	6	1	8	Conference Hall – 3
Library Block	2	Language Lab, Internet Centre		
Auditorium Hall				Seminar Hall – 1
DBIS Block				Examination Hall – 1
DB Centre	6		3	Seminar Hall – 1
Others	OASIS - 1, Gym -1, MT Hall – 1, Guest Rooms – 15 , Residential Block – 1			
Hostels	Men's – 3, Women's -1			

4.2 Computerization of administration and library

> A system manager is appointed for the maintenance of the computers and its accessories. If any problem arises in any of the computers, it is entered in a complaint slip and handed over to the Director of Computer Centre. Every day the system engineer goes through the complaint slip and takes necessary steps to maintain the instruments in good condition. Periodical pest control measures are taken to maintain books and journals in the library.
> - The library provides open access to staff and students.
> - At the beginning of every semester, the Librarian addresses the students, explaining the methods of using the library resources.
> - Auto Lib software facilitates the borrowing and issue of books quickly.
> - Journals and magazines are kept in open racks.
> - The librarian and five library assistants ensure the use and security of resources in the library.
> - CC TV has been established in the library for security purpose.

4.3 Library services:

Apart from increasing the number of volumes in the library, the video conferencing facility was added at the cost of Rs. 4,30,250/-

1. Conducted 2 Days National Level Conference on "Emerging Technologies and Innovations in Disseminating Information among Library Users in the College Libraries" On 27 and 28 August 2014.

2. Conducted series of lectures with practicals of INFLIBNET to M.Phil& Ph.D. scholars of various disciplines.

3. Conducted series of lectures on open sources to student of various research forums.

4. Cybrary is actively used by M.Phil & Ph.D. scholars of various disciplines.

5. Scholarly journals were added to Social Sciences.

6. About 550 books, 225 journals were bound and kept for reference.

7. 552 books and 170 journals were added to the library in this academic year

8. 25000 plus ejournals, 85000 plus ebooks. 150 plus repositories were identified and shown to students.

9. Conducted video conference for teaching staff with American Library, Chennai on 10th December 2014.

10. Conducted 1 Day Workshop on NPTEL e-learning web courses & video courses on 09th January 2015.

11. NPTEL video lectures on various disciplines were shown in the virtual class room.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments
Existing	556	4	30	1	2	3	15
Added	20						2
Total	576	4	30	1	2	3	17

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

- Every department has been provided with computers, LCD and internet system. Expansion of E-technology has enhanced the use of computers in curriculum development, teaching-learning, evaluation and research
- Students are encouraged to make use of computers for their seminars and projects Presentation
- Broadband internet connectivity is given to all the departments. Internet browsing is available for teachers and students at the Internet Centre for free of cost during the working hours of the library

4.6 Amount spent on maintenance in lakhs :

i) ICT   9 lakhs

ii) Campus Infrastructure and facilities   68 lakhs

iii) Equipments   33 lakhs

Total :   1. 10 crores

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation for Class Quality Circles was conducted in June.
- SGP was initiated at Department level for all first year of UG &PG.
- Conducted Parents meeting for all UG students in July 2014 on different dates.
- Organized Health check camp for first years of UG & PG.
- Organized Seminar for Media Education for I UG students on 23.07.2014 & 24.07.2014.
- Organized Retreat for Catholic students on 26.07.2014 & 27.07.2014.
- Organized Industrial visits for various Departments.
- Conducted Civil Service coaching, UGC, NET/SLET coaching.
- Introduced Students Insurance for all first year UG &PG.
- SC, ST & OBC minority students were chosen to stay in Govt. free hostel.

5.2 Efforts made by the institution for tracking the progression

- National Skill Development Corporation of India (NSDC) and Laurus Edutech Life Skills launched a programme to skill the 3000 students of our college. Through the STAR(Skill Training, Assessment and Reward) scheme all the students have been evaluated. Award of certificates and monetary reward is awaited. Skill Development Initiative (SDI), a Central Government scheme is implemented with 9 different skill programs
- Certificate courses have been promoted among students of several departments
- In order to provide the intensive corporate training and increase the placement of MCA students, the placement cell initiated a corporate tie up with leading recruitment agencies. As a result, the MCA Department signed a MoU with SAGITTUS Solutions Private Limited, Bangalore on 14th October, 2014.
- The final year MCA students were grouped into JAVA, .Net and PHP stream according to the choice of the students and training was given from 24th November 2014.
- Periodic Mock Interviews were conducted by the industrial experts to remove the interview fear of students.
- Mega Job Fair March 2015 has been conducted.
- The counselling centre has been functioning dynamically. 250 College students and 25 Parents were counselled during this academic year.

5.3 (a) Total Number of Students

Programme	Male Students		Female Students		Total	
	Shift I	Shift II	Shift I	Shift II	Shift I	Shift II
UG	580	1027	457	893	1037	1920
PG	99	275	93	421	192	696
M.Phil		59		106		165
Ph.D	23		13		36	
Total	702	1361	563	1420	1265	2781
Overall Total	2063		1983		4046	

5.4 Details of student support mechanism for coaching for competitive examinations:

- Over 1300 students appeared for the entrance test of Research Forum and around 250 students were selected. The Research Forum members took active part in Debates, Quiz, Seminars, Industrial visits and enhanced their research acumen.

- FT-IR was purchased for Rs.10 lakhs to promote research in the college. The facility is a boon also to the neighbouring colleges.

- Three students, J.R.Sabarish- II M.Sc. Chemistry, K.Vignesh - III B.Sc. Chemistry & S. Parkavi II B.Sc. Chemistry were awarded two months summer fellowship in IISc Bangalore.

- Seed Money for Ph.D. Research Scholars - Received Rs.1,000/- per month Dr.Parthibaraja in the Department of Tamil as timely support from the Research Promotion -seed money - a revolving fund.

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [2]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [4]

5.6 Details of student counselling and career guidance

- The counselling centre has been functioning dynamically. 250 College students and 25 Parents were counselled during this academic year.

- Student Guidance Programme for the first year students

- Full time trained counsellor is appointed and available for counselling the students during the working hours of the college

- Proper data of the beneficiaries is maintained

- 22 Faculty members who volunteered to be counsellors were given training in counselling.

No. of students benefitted   [140]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
20	1300	250	125

5.8 Details of gender sensitization programmes

- The Youth Red Cross organized a special programme on 'Health Tips' on 24.08.2014
- The Red Ribbon Club organized AIDS awareness programme on 30.07.2014 & 16.10.2014
- International Women's Day was celebrated in a grand manner on 7th March 2015.

5.9 Students Activities

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

State/ University level ☐ 70 ☐ National level ☐ 22 ☐ 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 ☐ 10 ☐ 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	1587	Rs.95,76,684.00
Financial support from government	850	Rs.31,92,228.00

5.11 Student organised / initiatives

Fairs : State/ University level ☐ 2 ☐ National level ☐ ☐ International level ☐ ☐

Exhibition: State/ University level ☐ ☐ National level ☐ ☐ International level ☐ ☐

5.12 No. of social initiatives undertaken by the students ☐ 20 ☐

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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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.

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6.2 Does the Institution has a management Information System: Yes

- College Website (www.shctpt.edu)
- Notice Board
- Individual log in system for all the staff and students

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
- Offered Non-Major Electives
- Offered General Electives
- Environmental Sciences subject included
- Human Rights subject included
- Ethics and Religion classes are organized
- Skill Electives are offered
- The Choice Based Credit System followed

6.3.2 Teaching and Learning

- ICT-enabled teaching learning process has been made possible
- Enquiry based learning is provided
- Assignments, Group discussion, seminars, debates, quiz, viva etc are included
- Co-operative learning is facilitated through project work

6.3.3 Examination and Evaluation

- Semester with choice based credit system (Internal 25 marks and External 75 marks)
- External examiners are 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 fee

6.3.4 Research and Development

- Faculty members have published 157 research papers in international journals & 149 research papers in national journals
- Totally 47 books have been published
- 36 Students are pursuing Ph.D
- Major and Minor Research Project carried out.
- Two issues of Sacred Heart Journal have been published

6.3.5 Admission of Students

- The admission process is transparent
- Selection is purely on merit basis for UG Courses and based on entrance test for PG Courses
- A minimum of 33% seats are reserved for girls students
- Government reservation Policy is followed for SC/ST, OBC, women and differently abled students

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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

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6.6 Whether annual financial audit has been done

Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			yes	Province

6.8 Does the 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?

The University provides all the necessary support to the college

6.11 Activities and support from the Alumni Association

- Core Group of Alumni provides support in contacting organizations for linkages, MoUs, industrial visits and placement opportunities
- Alumni association scholarships are established
- Annual General Body Meeting of Alumni Association was held on 25th January 2015

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Meetings help to communicate growth and the academic progress their children. Keeping this goal in mind, we organized Parent-Teacher Meetings on 28.06.2014 and 05.07.2014

6.13 Development programmes for support staff

- Orientation Programme was conducted

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 have enhanced the eco-friendly ambience of the college
- Use of plastic materials is prohibited in 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 for all students
- The students along with a faculty undertake extension activities in the neighbouring areas, which is compulsory for all second year UG students
- Value education has been introduced systematically for all students
- Scholarships, fee concessions and mid-day meals were given for economically backward students
- Counselling services are offered to students and their parents

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

- Action plan of the Departments based on the NAAC criteria was obtained
- Personal Annual Plan of the faculty was obtained
- Personal Annual Plan, EPP and Department Diary for the students was introduced
- A separate web link for IQAC was created
- CQC activities once in a semester was reviewed
- Course Teacher Evaluation by the Principal was obtained
- The CPE Document was prepared and the Report submitted to UGC through the Thiruvalluvar University
- The database – An initiative by the Ministry of Human Resource Development – All India Survey on Higher Education (AISHE) (http://aishe.gov.in) was prepared
- The college office was renovated
- The new PG lab for the department of Bio-Chemistry was constructed

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

- Mid-Day Meal scheme
- Students Guidance Programme (SGP)
- Helping Self Help Groups(SHG)

7.4 Contribution to environmental awareness / protection

- Tree Plantation
- Recycling of waste material in the campus

7.5 Whether environmental audit was conducted?

Yes

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

- IQAC has been recommended to conduct the academic audit to facilitate SWOT analysis, to help the departments to maintain quality documentation and to implement quality measures in Teaching and Learning Process in the forthcoming years.

8. **Plans of institution for next year**

- To obtain the Personal Annual Plan for the faculty
- Formation of restructuring committee to enhance the curriculum
- To organize international, national and state level workshops and conferences
- To publish books, magazines, journal, newsletters etc. to enhance research
- To put up the new notice board for the college and shift the notice boards for the SHELTERS Programmes to the prominent place
- To construct a two storey new academic block behind the research centre
- To construct the PG lab for Bio-Chemistry
- To construct a gallery for the college ground
- To renovate the college toilet
- To put up an incubation centre for the college to encourage student entrepreneur
- To construct office extension
- To renovate the physics lab and provide cabins for the faculty of the department
- To improve the infrastructure of the research centre
- To add new facility for sports students

Dr. L. RAVI   **Dr. C. M. VARGHESE**

Coordinator of IQAC   **Chairperson of IQAC & Principal**