A. EXECUTIVE SUMMARY

Sacred Heart College (Autonomous), was established in 1951 by the Spanish missionary, Rev. Fr. Joseph Carreno, SDB. Nestled in a rural hitherland, it has been consistent with the aim of imparting education to the marginalized, both economically and socially and to the rural students who are mostly first generation learners. This target group, disadvantaged at the entry level, after intense formation, is armed with entitlements to face the challenges of the modern society with verve and vigour.

Addressing Challenges and Expanding Possibilities

While leafing through the annals of the College, one is convinced that it has been consistently under the scanner of quality assessment and upgradation on all fronts. The first assessment by NAAC in 1999 opened the doors for several new initiatives and played a vital role for greater quality education. Considering the standard of students entering the portals of this institution, hamstrung by poverty and illiteracy and yet moulding them into intellectual adults, has been a great challenge both to the Management and the staff. The Golden Jubilee in 2002 and the Diamond Jubilee Celebrations in 2012 were moments of introspection and renewed viogur in trying to impart holistic education. Starting of several new courses, most of them at the postgraduate and research level, have given greater access to students from near and far. Besides, the ever increasing enrolment ratio of girls mostly from the nearby villages, spurs us on to strive for gender equality.

The introduction of AICTE approved courses has helped the College very much in standardizing the teaching-learning process through quality measures in all areas. Year by year more and more new courses are being added to the existing ones. The courses provided through IGNOU, Placement cell, UGC and the programmes designed to improve language skills like Communicative English Course, have increased the competencies of the students. International, national, state level seminars and manifold association activities have opened up new vistas of opportunities to the students to go beyond their culture and curriculum which would ultimately leverage their position in the job market. Full-time counselling and guidance services have built up confidence and strength among the students to claw their way up the ladder.

Most departments have established networking with institutions and industries in the neighboring districts to promote exchange programmes, thus fostering a close relationship between the world of work and learning. A research culture has been created in the College with the launching of many postgraduate and research courses. We are proud to declare that all the departments have become research departments offering Ph.D. programmes. In fact Abrham Panampara Research Centre has been opened with this specific goal of facilitating research activities in the campus. The infrastructure facilities provided and the wholehearted encouragement given by the Management have resulted in a number of research activities, minor and major projects.

Breaking the mould in the Don Bosco way

Imparting a human face to those in higher education throughout the world has been the avowed goal of the Salesian institutions founded by the great educator of youth, St. John Bosco. The Preventive System of education adopted by everyone paves the way for achieving this aim. Value education is made compulsory for all. Daily pep talks in the morning, afternoon and night have left lasting life-oriented impressions among students. Through organized inter-religious prayer, talks by leaders of various religions, well-participated cultural fest, the growing numbers in the alternative drama troop, frequented prayer centres and theme-based theatrical programmes have inculcated mutual understanding, cooperation and promoted universal values in a pluralistic environment.

The use of Information and Communication Technology (ICT) has made a significant contribution to the quality of education in the campus. Compulsory computer literacy for the students and imparting of computing skills to staff both teaching and non-teaching and the use of ICT has given boost to academic quality. The office automation, computerization of library and networking of the campus have facilitated quick and quality administration. The project office and the documentation centre have ensured resource mobilization and sharing. The library has become a centre of great learning with the linkages established with INFLIBNET, IEEE, Ebsco and J gate.

There has been a concerted drive towards excellence through the formation of IQAC and its contributions to assure quality have been significant. A master-plan document has been prepared to gear the entire campus to the next decade. The introduction of Choice Based Credit System (CBCS) has enabled greater academic mobility and freedom for the students. The strategic programmes and life coping skills planned by the Placement Cell have supported the students to meet the challenges of the job market and fetch well-paid jobs. The introduction of Class Quality Circles (CQC) has created greater awareness of peer learning and promoted responsibility for quality among students. There is a tremendous eagerness among students for capacity building by acquiring dual degrees, certificates, diplomas and language skills. Thus they are better prepared to support their families in life. There is renewed emphasis on the transformation of the neighborhood in partnership with the institution. Extension programmes such as school dropout prevention reaching out to 2500 children, tuition centres in 80 Government schools, computer literacy to the disadvantaged, promotion of self-help groups, SHELTERS and DEEDS programmes and adoption of villages by hostels are steps in this direction.

In sum, the wheel of fortune is spinning around our students who are second to none in the State as amply demonstrated by the ever increasing tally of recruitments among the students. Our unblinking conclusion from this sneak preview is that they will forge ahead to ‘walk the talk’. Through the motto of the College, we perceive that excellence is not an end but a habit. Undoubtedly, our unstinted commitment to the cause of education will continue to script history by offering plausible vision of the future that will usher in wrenching changes to meet the demands of a growing India.

SWOC ANALYSIS OF THE INSTITUTION

Strength of the Institution

Sacred Heart College, a service oriented institution with good ambience of learning, is a pioneer in quality higher education for the rural students in and around Tirupattur of Vellore Dt., over sixty years. Autonomy is our greatest strength. Holistic (Physical, intellectual, psychological, spiritual, social and cultural) development is ensured to every student through a meticulously planned and executed educative system of Don Bosco. From the start of the College, the dedication put in by the European missionaries is perpetuated down the line and as a result the College has gained popularity for its educational ambience and output which has made a lasting impression on the minds of the people. The College has a perspective plan for education called Educative Pastoral Plan (EPP) which facilitates the overall development of the students. Ethical and fundamental human values, our foremost priority, are instilled through various activities including value education classes.

Students experience scientific and resourceful learning during their academic journey through regularly up-dated curriculum and innovative teaching-learning practices. Extension programmes like DEEDS and SHELTERS provide students with a platform to experience the movement from 'lab to land'. Professional counselors provide the all-important academic and personal counselling to the needy students. To promote understanding, tolerance and harmony among students of various religions, the College celebrates religious festivals, Community Day and other similar occasions. Financial support is extended to deserving students through 92 different management scholarships and various government scholarships to the tune of nearly one crore rupees per annum. The management also has instituted other scholarships like Don Bosco, Sacred Heart scholarship to the tune of 10-12 lakhs. The income generated from the shopping complex is meant to support poor and deserving students. All these scholarships act as a financial safety net that goads hundreds of needy to join the College. Throughout the history of the College it has helped the sizeable number of SC/ST and first generation students. A larger group of students receive fee concessions. The College also offers subsidized midday meals programme which benefits the poor students. Uninterrupted power supply is ensured through generators. Staff and students are recharged through various animation programmes, meetings, annual retreat, tour, sports and recreation. Students are given guidance in their academic performance through the Student Guidance Programme (SGP) and some of the other students who require counseling for personal and psychological problems are taken care by a professionally trained and full time counsellor. A well-equipped modern library with an up-to-date technology satisfies the knowledge thirst of the teaching- learning community.

Weaknesses of the Institution

Our geographical location has been a major hindrance in providing exposure, bringing the corporate world for placement drives and involving eminent personalities in the activities of the institution. Students from rural background, lacking motivation, focus and quality and with poor

Communicative skills in both Tamil and English, get admitted in the College, as better students head for professional courses. The magnitude of career guidance and percentage of placement programme are not up to the mark. Disparity in salary patterns between the aided and unaided staff is a major issue to be addressed. Funding from State / Central funding agencies for Mini/Major/Research projects and facilities has not been tapped fully. Canteen services have to be improved.

Opportunities for the growth of the Institution

The College has opportunities to establish linkages with institutes of prominence within and outside the country. Online courses, video conferencing, teleconferencing and web conferencing technology can be used to bridge the geographical divide. The College has got adequate infrastructure, human resources and academic programmes to claim for '**College with Potential for Excellence'** status.

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 neighbourhood. 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.

Challenges faced by the Institution

Heavy competition from mushrooming new Colleges in the vicinity pose a big challenge. Due to the adverse influence of the media, mobile communications, internet and alcohol, there is a marked degradation of value system among the youth and its vibrations are felt in the campus. It brings in its attendant problems. The introduction of co-education at the undergraduate level has remained a big challenge for healthy boy-girl relationship among students.

Due to the diminishing interest of students in arts and science subjects, there is a decline in the inflow of brighter students into the College. The exponential growth of the institution has led to cramping of campus and challenges further growth. With the existing low fee structure, providing better facilities and quality staff is a big challenge to the Management. Integrating undergraduate teaching with research at College level is another challenge. Matching and adapting to the fast paced technological changes in the field of education is also a challenging issue. Commercialization of education challenges the service motto of the institution.

SELF-STUDY FOR AUTONOMOUS COLLEGES

B. Profile of the Autonomous College

1. Name and address of the College:

Name : Sacred Heart College

Address : Tirupattur-635 601, Vellore Dt.

City : Tirupattur

State : Tamil Nadu

Website : URL : www.shctpt.edu

2. For Communication:

S. No	Designation	Principal	Vice Principal	Steering Committee Co-ordinator
1	Name	Rev.Dr.A.Maria Soosai, sdb.	Rev. Dr. D. Maria Antony Raj, sdb.	Dr. J. Henry Rozario
2	Telephone with STD code	04179 - 220553 220103	04179 - 220553 220103	04179 - 220553 220103
3	Mobile	09443309321	09443438658	09944402956
4	Fax	04179 - 226423 225060	04179 - 226423 225060	04179 - 226423
5	E-mail	amasu@rediffmail.com	mariaantonyrajsdb@gmail.com	henryrozario.j@gmail.com

3.	Status of the Autonomous College by Management.			
	i.	Government		
	ii.	**Private**	☑	
	iii.	Constituent College of the University		
4.	Name of University to which the College is Affiliated		:	**Thiruvalluvar University**
5.	a)	Date of establishment, prior to the grant of 'Autonomy'	:	**25-06-1951**
	b)	Date of grant of 'Autonomy' to the College by UGC	:	**24-09-1987**

6.	Type of institution:				
	a) By Gender				
		i.	For Men		
		ii.	For Women		
		iii.	**Co-education**	☑	
	b) By Shift				
		i.	Regular		
		ii.	**Day**	☑	
		iii.	**Evening**	☑	
	c) Source of funding				
		i.	Government		
		ii.	**Grant-in-aid**	☑	
		iii.	**Self-financing**	☑	
		iv.	Any other (Please Specify)		
7.	Is it a recognized minority institution?				
		i.	**Yes**	☑	
		ii.	No		
	If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence			:	**Religious**
	Evidence Enclosed			:	**Enclosure –1**
8.	a)	Details of UGC recognition			

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	1956	-
ii. 12 (B)	23-08-1994	-

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

	Evidence Enclosed	:	**Enclosure –2**

	b)	Details of recognition/approval by statutory/regulatory bodies other than UGC
		(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Secttion/ Clause	Day, Month and Year (dd-mm-yyyy)	Validity	Programme / Institution	Remarks
i.	03-08-2011	2011-2012	MBA Sacred Heart College	-
ii.	03-08-2011	2011-2012	MCA Sacred Heart Collge	-

(Enclose the Certificate of recognition/approval)

		Evidence Enclosed	:	**Enclosure –3**
9.	Has the College been recognized?			
	a)	By UGC as a 'College with Potential for Excellence' (CPE)?		
		i. Yes		
		ii. No	☑	
		If yes, date of recognition	:	(dd/mm/yyyy)
	b)	For its contributions/performance by any other Governmental agency?		
		i. Yes		
		ii. No	☑	
		If yes, Name of the agency and Date of recognition	:	(dd/mm/yyyy)
10.	Location of the campus and area		:	

Location *	Rural
Campus area in sq. mts or acres	1098720 sq.mts
Built up area in sq. mts.	395944 sq.mts

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11.	Does the College have the following facilities on the campus? (Tick the available facility) In case the College has an agreement with other agencies in using such facilities provide information on the facilities covered under the agreement		
	•	Auditorium/seminar complex	☑

	•	Sports facilities			
		*	Playground	☑	
		*	Swimming pool		
		*	Gymnasium	☑	
	•	Hostel			
		*	Boys' hostels	☑	
		*	Girls' hostels	☑	
	•	Residential facilities			
		*	for teaching staff	☑	
		*	for non-teaching staff		
	•	Cafeteria		☑	
	•	Health Centre			
		*	First aid facility	☑	
		*	Inpatient facility		
		*	Outpatient facility		
		*	Ambulance facility		
		*	Emergency care facility	☑	
	•	Health Centre Staff			

- Qualified doctor Full time Part-time ☑
- Qualified Nurse Full time Part-time

	•	Other facilities			
		*	Bank	☑	
		*	ATM		
		*	Post Office	☑	
		*	Bookshops	☑	
	•	Transport facilities			
		*	for students	☑	
		*	for staff		
	•	Power house		☑	
	•	Waste Management facility		☑	

12.	Details of programmes offered by the institution: 2011-2012 (Give data for current academic year)

Shift - I (Aided)

S. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ approved student intake	No. of students admitted
			3 Years	H.Sc.	English		
1	UG	B.A. Economics	,,	,,	,,	70	69
		B.Com	,,	,,	,,	70	70
		B.Sc.Mathematics	,,	,,	,,	70	70
		B.Sc.Physics	,,	,,	,,	55	55
		B.Sc.Chemistry	,,	,,	,,	50	50
		B.Sc.Comp.Science	,,	,,	,,	55	55
			2 Years	Degree	English		
2	PG	M.A. Economics	,,	,,	,,	40	11
		M.Sc.Mathematics	,,	,,	,,	40	40
		M.A.Social Work	,,	,,	,,	40	40

Shift - II (Self-Financed)

S. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ approved student intake	No. of students admitted
			3 Years	H.Sc.	English		
1	UG	B.Com	,,	,,	,,	80	72
		B.B.A.	,,	,,	,,	70	70
		B.A. English	,,	,,	,,	70	70
		B.Sc. Mathematics	,,	,,	,,	70	70
		B.Sc. Physics	,,	,,	,,	50	50
		B.Sc. Comp.Science	,,	,,	,,	50	50
		B.Sc. Biochemistry	,,	,,	,,	50	50
		B.C.A.	,,	,,	,,	50	50
			2 Years	Degree	English		
2	PG	M.Sc. Physics	,,	,,	,,	26	26
		M.Sc. Chemistry	,,	,,	,,	26	26
		M.Sc. Comp.Science	,,	,,	,,	40	26
		M.Com.	,,	,,	,,	40	40
		M.A. Tamil	,,	,,	Tamil	40	19
		M.A. English	,,	,,	English	40	40
		M.C.A.	3 Years	,,	,,	60	60
		M.B.A.	2 Years	,,	,,	60	60

3	M.Phil.		1 Year	PG Degree			
		Tamil	,,	,,	Tamil	25	17
		Economics	,,	,,	English	25	00
		Commerce	,,	,,	,,	25	25
		Mathematics	,,	,,	,,	25	25
		Social Work	,,	,,	,,	25	23
		Physics	,,	,,	,,	20	19
		Chemistry	,,	,,	,,	20	11
		Comp. Science	,,	,,	,,	12	12
4	Ph.D.		3-5 Years	PG/ M.Phil.			
		Tamil	,,	,,	Tamil	20	00
		Economics	,,	,,	English	10	02
		Commerce	,,	,,	,,	--	00
		Mathematics	,,	,,	,,	20	05
		Social Work	,,	,,	,,	10	00
		Physics	,,	,,	,,	--	00
		Chemistry	,,	,,	,,	30	00
5	PG Diploma	PGDCSA	1 Year	Degree	English	40	03
6		PGDMLT	1 Year	Degree	English	40	09

13. Does the institution offer self-financed programmes?

Yes ☑

No

If yes, how many? : **32**

14. Whether new programmes have been introduced during the last five years?

Yes ☑

No

If yes, : **13**

15. List the departments: (Do not list facilities like library, Physical Education as departments unless these are teaching departments and offer programmes to students)

Particulars (Shift I & II)		Number		Number of Students	
		Shift-1	Shift-2	Shift-1	Shift-2
Science	Undergraduate	4	5	663	676
	Postgraduate	1	4	80	154
	Research Centre(s):M.Phil.	0	4	00	67
	Ph.D.	0	3	00	5
Arts	Undergraduate	1	2	177	400
	Postgraduate	2	2	108	73
	Research Centre(s):M.Phil.	0	3	00	40
	Ph.D.	0	3	00	22

Commerce	Undergraduate	1	1	201	225
	Postgraduate	0	1	00	79
	Research Centre(s):M.Phil	0	1	00	25
	Ph.D.	0	1	00	00
Any other (AICTE-Course)	Undergraduate	0	0	00	00
	Postgraduate	0	2	00	232
	Research Centre(s):M.Phil	0	0	00	00
	Ph.D.	0	0	00	00

16. Are there any UG and/or PG programmes offered by the College, which are not covered under Autonomous status of UGC? Give details.

No

17. Number of Programmes offered under (Programme means a degree course like BA, MA, BSc, M Sc, BCom etc.)

Number of Programmes under Semester System = 41

a)	annual system	
b)	**semester system**	☑
c)	trimester system	

18. Number of Programmes

Number of Programmes with CBCS System = 41

a)	**Choice Based Credit System**	☑
b)	Inter/multidisciplinary approach	
c)	Any other (specify)	

19. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

a)	including the salary component	:	**Rs.50,667.89**
b)	excluding the salary component	:	**Rs.22,703.84**

20. Does the College have a department of Teacher Education offering NCTE recognized degree programmes in Education?

Yes		
No	☑	
If yes,		
a) NCTE recognition details (if applicable)	:	Not Applicable
Notification No.	:	
Date	:	(dd/mm/yyyy)

	b)	Is the department opting for assessment and accreditation separately?			
		Yes			
		No			
21.	Does the College have a teaching department of Physical Education offering NCTE recognized degree programmes in Physical Education?				
		Yes			
		No	☑		
		If yes,			
	a)	How many years of standing does the department have?	:	Not Applicable	
	b)	NCTE recognition details (if applicable)	:	Not Applicable	
		Notification No.	:		
		Date	:	(dd/mm/yyyy)	
	c)	Is the department opting for assessment and accreditation separately?			
		Yes			
		No			
22.	Whether the College is offering professional programme?				
		Yes	☑		
		No			
	If yes, please enclose approval / recognition details issued by the statutory body governing the programme				

Under Section/clause	Day, Month and Year (dd-mm-yyyy)	Validity Period	Programme/ institution	Statutory Body	File No.
i.	10-05-2012	2012-13	MBA, Sacred Heart College	AICTE	F. No. Southern /1-723651542/2012 /EOA
ii.	10-05-2012	2012-13	MCA, Sacred Heart College	AICTE	F. No. Southern / 1-723651542/2012/ EOA

	Evidence Enclosed	:	**Enclosure –3**

23.	Has the College been reviewed by any regulatory authority? If so, furnish a copy of the report and action taken there upon	
		Yes. The College has been reviewed by regulatory authorities.
	1.	**Higher Education Department Govt. of Tamil Nadu through Directorate of Collegiate Education,**
	2.	**Annual Financial Audit (Latest Audit Report Copy attached)**

24. Number of teaching and non-teaching positions in the College:

Positions	Teaching Faculty				Non-Teaching		Technical Staff	
	Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC/University/State Government								
Recruited	31	00	13	02	14	01	00	00
Yet to recruit	00	00	14	-	15	-	00	00
Sanctioned by the Management/Society or other authorized bodies								
Recruited	00	00	62	33	58	3	02	00
Yet to recruit	00	00	00	00	00	00	00	00

* M : Male *F : Female

25. Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	*M	*F	*M	*F	*M	*F	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	16	-	04	-	20
M.Phil.	-	-	12	-	11	2	25
PG	-	-	01	-	-	-	01
Management Teachers							
Ph.D.	-	-	-	-	3	1	4
M.Phil.	-	-	-	-	40	18	58
PG	-	-	-	-	18	15	33
Part-time teachers : Nil							
Ph.D.	-	-	-	-	-	-	-
M.Phil..	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

26.	Number of Visiting Faculty/ Guest Faculty engaged by the College	:	**3**
27.	Students enrolled in the College during the current academic year, with the following details:		

SHIFT – I

Students	UG		PG		Ph.D.	
	M	F	M	F	M	F
From the State where the College is located	648	390	108	75	6	1
From other States of India	2	-	5	-	-	-
NRI students	-	-	-	-	-	-
Foreign students	1	-	-	-	-	-
TOTAL	651	390	113	75	6	1

* M-Male * F-Female

SHIFT – II

Students	UG		PG		M.Phil.		PG Diploma	
	M	F	M	F	M	F	M	F
From the state where the College is located	925	369	252	280	54	78	3	-
From other states of India	2	2	2	1	-	-	-	-
NRI students	-	-	-	-	-	-	-	-
Foreign students	3	-	-	-	-	-	-	-
TOTAL	930	371	254	281	54	78	3	-

28.	Dropout rate in UG and PG (average for the last two batches)		
	UG	:	**2.14%**
	PG	:	**1.85%**
29.	Number of working days during the last academic year	:	**254**
30.	Number of teaching days during the last academic year	:	**181**
31.	Is the College registered as a study centre for offering distance education programmes for any University?		

			Yes	☑	
			No		

		If yes, provide the			
		a)	Name of the University	:	**IGNOU**
		b)	Is it recognized by the Distance Education Council?		
			Yes	☑	
			No		
		c)	Indicate the number of programmes offered		
			PG-9; UG-7; Certificate Courses-9; Diploma Courses-2		
32.	Provide Teacher-student ratio for each of the programme/course offered				

	Name of the course	Ratio
SHIFT - I (AIDED)		
UG	B.A. Economics	1:17
	B.Com.	1:42
	B.Sc. Mathematics	1:26
	B.Sc. Physics	1:22
	B.Sc. Chemistry	1:25
	B.Sc. Computer Science	1:30
PG	M.A. Economics	1:9
	M.Sc. Mathematics	1:26
	M.A. Social Work	1:12
SHIFT-II (SELF FINANCED)		
UG	B.Com.	1:46
	B.B.A.	1:50
	B.A. English	1:47
	B.Sc. Mathematics	1:26
	B.Sc. Physics	1:22
	B.Sc. Computer Science	1:36
	B.Sc. Biochemistry	1:25
	B.C.A.	1:32
PG	M.Sc. Physics	1:17
	M.Sc. Chemistry	1:11
	M.Sc. Computer Science	1:13
	M.Com.	1:6
	M.A. Tamil	1:3
	M.A. English	1:21
	M.C.A.	1:15
	M.B.A.	1:15
	P.G.D.C.S.A.	1:1

M.Phil.	Tamil	1:3
	Economics	1:1
	Commerce	1:3
	Mathematics	1:5
	Social Work	1:5
	Physics	1:4
	Chemistry	1:3
	Computer Science	1:5
Ph.D.	Tamil	0
	Economics	1:2
	Commerce	0
	Mathematics	1:5
	Physics	0
	Chemistry	0
	Social Work	1:8

33. Is the College applying for?

Accreditation : Cycle 1 ☐ Cycle 2 ☐ **Cycle 3** ☑ Cycle 4 ☐

Re-Assessment : ☑

34. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1:**07/02/2000** - Accreditation outcome/results **4 Star Level**

Cycle 2:**10/02/2007** - Accreditation outcome/results **' A ' Grade**

* Kindly enclose copy of accreditation certificate(s) and peer team report(s)

Evidence Enclosed : **Enclosure –4**

35. a) Date of establishment of Internal Quality Assurance Cell (IQAC) : **28-06-2004**

1. Dates of submission of Annual Quality Assurance Reports (AQARS)

S. No	AQAR Report	Academic Year	Date
1.	Report - 1	2007 - 2008	04.08.2012
2.	Report - 2	2008 - 2009	04.08.2012
3.	Report - 3	2009 - 2010	04.08.2012
4.	Report - 4	2010 - 2011	04.08.2012
5.	Report - 5	2011 - 2012	30.10.2012

36.	Any other relevant data, the College would like to include. (Not exceeding one page)

- The College gives utmost importance to development of students through **sports and games**. All the major games for men - Football, Basketball, Volleyball, Hockey, Khabadi, KhoKho, Ball Badminton, and Cricket teams are maintained and our students have won at the University level in most of the games and field events. As many as 30-40 University medals are won by our students. The College maintains the following playfields - Football ground, Hockey Play field, Basketball (2), Volleyball (4), Shuttle Court (4), Ball Badminton, Long Jump pit, KhoKho pitch, Cricket, Gym, Tennis Court and Sports other equipments.

- A separate counselling room with a **full time trained counsellor** is made available to the students. Part time counselors are trained by selecting them from the teaching staff, and they do serve as part time counselors.

- Two persons have been appointed as **placement officers**. They plan and carryout the placement activities for all the students. Annually 100-200 students are placed in various companies and institutions.

- **Mentoring** is practiced for all the first year UG and PG students. Each staff is allotted 10 students to follow up on a monthly basis. Records are maintained and progress of students is monitored.

- As many as 300 very poor and deserving students are given **subsidized noon meal** every day. It is sponsored partly by the Alumni Association of the College.

- Every year about 200 students belonging to economically weaker sections are identified by their own classmates, class teacher and dean and **management scholarships worth Rs.10-12 lakhs** are distributed to them.

- The Department of Social Work, Bosco Institute of Social Work, Don Bosco Centre for School dropout prevention and Shelter activities under the banner of DEEDS programme are meant to transfer the subject knowledge of the staff and students to the public. These are examples of social involvement and contribution of the institution to the neighborhood. The **extension education and activities** is a noticeable phenomenon in our contribution to the nation building of our neighborhood.

- The **Alumni Association** of the College is well established. There are 10 zones. They have their annual programmes. Alumni feel grateful for the education received and feel attached to their departments and the College. In view of the Diamond Jubilee of the College, it has to the tune of Rs.28 lakhs, which served as a support to the upcoming Diamond Jubilee memorial building.

- Apart from orientation and refresher courses of UGC, the staff are animated through the annual animation and **training programmes organized by the Management**. Staff members, either as a whole group or as individuals holding various responsibilities participate in these animation programmes.

- Staff members who have basic computer knowledge, and who have put in two or more years of teaching are encouraged and sponsored to undergo an **online course on Education Technology and Cooperative Learning**. This course serves as a technology up- date for the staff.

- **Teaching and non-teaching staff welfare funds** are maintained for the aided and Management staff, which serves as an emergency fund in time of need.

- The **infrastructure of the College** available in the form of Don Bosco Indoor Stadium, Carreno Hall, Mother Teresa Hall, DMT Hall, Abdul Kalam Research Cell, Abraham Panampara Research Centre, BISW Hall and DB Centre Hall, serve as facilities meant for small and large meeting halls, conferences, workshops, group discussions and capacity building programmes.

- On the whole, teaching- learning takes place, in and around the campus, inside and outside of the classrooms, and in a **very natural and salubrious setting like under the trees**, lawns and verandas which are very conducive for learning.

CRITERION I

CURRICULAR ASPECTS

1.1 Curriculum Design and Development

The Vision mission statements of the College are presented in criterion-6 as per the guidelines. The Vision and Mission statements along with the goals **are published in the College calendar**, **website, brochures and magazines**. The staff members, students, the alumni, the educative community and other stakeholders of the College are given orientation and animation on the vision, mission, goals and objectives of the College, so that they become willing partners in this noble venture of educating the rural and the underprivileged youth.

Reflection of Vision Mission in the Academic Programmes of the College

Admission Policy:

The institutional vision and mission is to cater to the holistic development of youth, especially the poor and the marginalized. The College serves in the first place the rural poor, the dalits and the tribals and the under privileged. No student is denied the opportunity of higher education on account of poverty. This noble ideal is realized by the intake of poor students and by catering to their psychological and intellectual empowerment.

Holistic Development of Students

In order to realize its mission, the College strives to achieve balance in its curriculum which mainly consists of **curricular, co-curricular and extra –curricular programmes**. While the curricular programmes mainly aim at the intellectual and moral development of the students, the co-curricular and extra-curricular programmes aim at their physical, psychological, social and spiritual well- being.

Regular classroom learning along with emphasis on library usage, industrial / institutional visits, industrial training, seminars, workshops and conferences are carried out in contributing to the **intellectual development** of students.

Intra and inter departmental games for boys and girls, annual sports day, health and cleanliness awareness programmes, medical checkups, trucking camps, gym exercises etc., are given importance to contribute to the **physical development of students.**

Programmes on healthy boy-girl relationship, counselling, yoga, programmes on motivation, self- confidence, stress Management, personality development, women's rights are carried out to address their **psychological needs.**

Village visits, village adoption, cleanliness awareness programmes, movies on social responsibilities, survey are some of the activities of DEEDs programme which prepares them for **social involement**.

Good morning and good afternoon talks, good night talks for hostel students, annual retreats, weekly group prayers, frequent spiritual talks, occasional spiritual movies, daily mass, celebrating religious festivals, the annual Sacred Heart feast are some of the activities carried out for the **spiritual development** of students.

Common Sports Day, cultural fest, intercollegiate competitions, intra/inter departmental cultural competitions, Tamil literary fest, staging of dramas by Matru Nataka Iyakkam (Alternate Drama Movement) are some of the activities carried out, keeping in mind the **cultural development** of the students.

Mechanism used in the Development of the Curriculum

Educative Pastoral Plan

The **Educative Pastoral Plan** (EPP) is the mechanism used in the development of the curriculum. The EPP contains plan of action for the development of **Physical, Intellectual, Psychological, Social, Spiritual and Cultural** aspects of students leading to their integral growth. As a result, the curriculum in our College focusses on designing the academic programmes and the learning experience to lead to such outcomes.

The curriculum is planned meticulously by getting feedback from all the stakeholders – students, teaching and non-teaching staff members, the College Management, alumni and employers – through formal mechanisms.

Curriculum Development Cell

The curriculum is framed to meet the needs of the student community and the market demand. Policy decisions are taken by the Board of Management of the College and discussed and approved by the Governing Body which directs the Academic Council and the Curriculum Development Cell (CDC) to execute the plans. The **CDC discusses and designs** the curricular framework of different programmes based on the feedback from the students, staff, alumni, industrialists, subject experts and the guidelines given by UGC, Tiruvalluvar University and AICTE.

Academic Audit

The College carries out evaluation of its functioning every year. In a big way, **Academic Audit** was carried out in a large scale in the year **2006-2007**. A team of 21 external subject experts belonging to different departments carried out the academic audit. Their suggestions were taken into account during the revision of the curriculum in 2008-2009. In addition to these subject experts, two more experts in educational management were also involved in the academic audit.

Academic Audit (External) (2006-2007)

Curriculum

Strengths

- Infrastructure is reasonably good
- Potential for applied research is available
- Academic facilities are good
- Adequate infrastructure to support research activities is available
- Approach to curriculum design is good
- Good networking with other departments
- The ambiance is conducive to learn and work
- There is a mechanism for periodical enrichment of curriculum
- There is a progressive expansion in infrastructure facilities
- Extracurricular activities are productive and highly commendable.
- Scope for internet browsing is adequate
- Course evaluation by the present set of students is useful
- Library facilities in the library is satisfactory

Weaknesses

- Curriculum development process is not systematic and no records of previous exercises available.
- No effort has been made to understand the learning needs of students
- Motivation and career guidance is not given to students.
- Current teaching and evaluation process is subject to possible abuse
- Adequate safety measures for fire and explosion are absent in the lab
- Communication skill of students (even in Tamil) is poor and rudimentary
- Syllabus needs fine tuning to reflect the curriculum
- Capacity to summarize written materials and develop ideas is very much limited
- Application orientation and skill development for undertaking research by students is absent in the required quantity.
- Poor publicity of self-financing courses

- The profile of students in respect of competence, attitude, aptitude and financial capacity is far below the requirement for the course
- There are several gaps in the effectiveness of the bridge and remedial courses.
- There is a dichotomy between the day and evening College in respect of autonomy and university mode.
- Evaluation and feedback of courses is neither analysed nor interpreted for improvement.
- Inadequate job placement mechanism
- The motivation and commitment level of students is below par

Suggestions

- A systematic need analysis should be conducted for curriculum development
- Introduce professionally designed activities to improve language and communication skills of students.
- PG departments need restructuring to enable research and in-source consultancy work.
- Curriculum needs drastic re-designing to serve the primary objective of the College.
- The faculty could develop new text books through joint efforts to meet the needs of students.
- Curriculum should take care of transfer of basic skills to students such as reading, comprehension, organizing, reproducing, summarizing, cogent writing etc.
- Career orientation and planning for individual student needs specific measures.
- Masters degree –in-depth learning has to be appropriate for the job market.
- Computer literacy and both basic and subject specific has to be systematically introduced to enable student proficiency
- CA test papers should be discussed at length by staff and the students should be given sufficient time to go through their papers.
- Spoken English course must become part of the curriculum
- Experts from industry/Institutes must be invited to give guest lectures
- Internal marks should be raised to 50%
- External element in valuation and setting of question papers

- Bridge and remedial courses should be strengthened
- Identify the weak student's right at the beginning by a common test and organize remedial programme.
- Browsing facility should be available for more hours.
- Suitable mechanism for book bank may be considered
- Common question paper pattern may be evolved
- Course evaluation by alumni may be tried out
- Handbook containing syllabus may be thought of
- Communication skills of PG students require special attention
- Syllabi for UG and PG curriculum need to be revised and updated
- Industry and Institution interaction has to be established to enable internships
- Industrial and subject experts should be involved in the board of studies
- External setting/Question Bank system is strongly recommended.
- Question Bank workshop may be organized

Board of Studies

The **experts from industry, research bodies, civil society and subject experts** serve as members in the Board of Studies and their valuable suggestions enrich the development of curriculum.

Suggestions from Alumni and Employers:

During the alumni meetings, the staff members get their **feedback on the syllabus** in relation to the current trends that exist in the job market. In the same way whenever the employers come for the campus recruitment, their feedback is sought on student performance and the curriculum. Their suggestions are taken into consideration while designing the curriculum for the subsequent years. Academic experts visit the College and share with the management and staff the current educational demands.

Department Level Planning

At the beginning of every academic year all the departments meticulously plan the **department diary based on Educative Pastoral Plan**. The department diary contains more detailed information about the different programmes, staff in-charge of the programmes, fund allotted for each programme and the tentative date of each programmme. The EPP and departmental year planner are printed and circulated to all the departments. The activities are carried out throughout the year and the evaluation of the activities is carried out at the end of each semester by the Principal and IQAC team and the suggestions are given for improvement.

Class Quality Circle

Class quality circles (CQC) contribute in sustaining the academic standards and in promoting group activities and peer group learning. They serve as a link between the department and the students.

CQC is made up of a group of 5-7 students in each class excluding the class leader and the Association Secretaries. Activities of the CQC includes maintaining student attendance, identifying late comers, helping slow and poor performers, maintaining discipline, **involving students in all academic activities**, maintaining noticeboards, ensuring cleanliness, and informing authorities about irregularities and requirements. The members of CQC meet once in a week to plan their activities and report to the class teacher once in a month. The IQAC reviews the activities of CQC once in a semester.

Impact of Curriculum Development on Employability, Innovation and Research

Innovation

Subjects like Medicinal Chemistry, Mathematics for Competitive Examinations, Insurance and Risk Management, Operational Research, Human Resource Management, English for Competitive Examinations, Applied Electronics, Market Management, Industrial Economics and Web Design have been included in the curriculum during these years. This has provided adequate employability skills to the students. This can be also seen in the **demand in admissions** for such programmes.

Employment

The curriculum of each academic programme is designed keeping in mind the **job prospects of students**. The student progression in our College is towards jobs in teaching profession and to private companies and also to higher education. The continually revised syllabus and teaching innovations keep this scenario in mind. The students are given Communicative English programme in first year, followed by personality development in the second year and placement programmes in the third year under the aegis of Vazhikatti, the placement cell. This has increased their chances of employment in the job market.

Research

In most departments, project work is included as part of postgraduate curriculum, to promote research culture among the students. The research attitude among the students is inculcated through the inclusion of research methodology paper. To promote excellence in research and consultancy, **Abraham Panampara Research Centre** (APRC) has been established in 2012. The centre aims to inculcate in the minds of staff and students, the culture of scientific temper through promotion of relevant research, consultancy with research institutes, corporate sectors and the Government.

Relevancy to Regional Needs

Since most students who join the College are first generation learners, and are predominantly from rural background, they need special care and attention. To fulfill their needs and aspirations, the College offers **special courses like communicative English** to all the students. This gives them confidence to tackle the medium of learning, which is English. Every department offers special courses in their own discipline to cater to the local needs. They include Leather Chemistry, Water Chemistry, Tally for Accounting, SPSS for Social Sciences, Basic Computer courses and courses on multimedia. The students are also given training in theatre techniques and language lab. Group discussions, seminars and workshops are organized to motivate research aptitude among the students. To prepare the students for higher positions in society, the College is conducting IAS, NET, TET, SET and TRB coaching classes. To prepare the students to be socially responsible citizens and to respond to the social needs of the society, the College is having value education and skill electives in its curriculum.

Using the Guidelines of Regulatory Bodies in Course Restructuring

The College follows Semester system with Choice Based Credit System (CBCS) recommended by **Tamil Nadu State Council for Higher Education**. Based on the common structure provided by the CDC, the departments design and develop curriculum through their Board of Studies and present it in the **Academic Council** for approval. During the curriculum design, the models of various renowned universities and national curriculum of **UGC and AICTE** are referred. The following tables represent the common curricular structure provided by the Tamil Nadu State Council for Higher Education, which the College has adopted.

B.A., B.Sc., B.C.A. Programmes: Hours Per week / Credits

Subject	No Courses	Cr/C	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Hours/ week	Credits
Part – I Tamil	4	3	6	6	6	6			24	12
Part – II English	4	3	6	6	6	6			24	12
Part – III Core Theory & Practical	13-15	4-5	9	9	9	9	21	16	73	60
Allied	4	5	5	5	5	5			20	20
Electives	3	5					5	10	15	15
Part – IV Non-Major Electives	2	2							4	4
Skill Electives	6	2			2	2	2	2	12	12

Environment	1	2	2	2					4	2
Value Education	1	2	2	2	2	2	2	2	4	2
Part V Extension										1
Total Hrs/ Credits			30	30	30	30	30	30	180	140

B.Com., B.B.A. Programmes: Hours Per Week / Credits

Subject	No Courses	Cr/C	Sem. I	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Hours/ week	Credits
Part – I Tamil	2	3	6	6					12	6
Part – II English	4	3	6	6					12	6
Part – III Core Theory	18-20	4-5	9	9	21	21	21	16	97	72
Allied	4	5		5	5	5			20	20
Electives	3	5					5	10	15	15
Part – IV Non-Major Electives	2	2					2	2	4	4
Skill Electives	6	2					2	2	12	12
Environment	1	2	2	2	2	2			4	2
Value Education	1	2	2	2	2	2			4	2
Part V Extension										1
Total Hrs/ Credits			30	30	30	30	30	30	180	140

For PG Courses:

SUBJECT	No. of Courses	Credits/Course	Total Credits
Subjects including Practical	14-17	4-5	70
Electives	4-5	4-5	20
Total			90

Special Features of CBCS

Foundation Courses: Courses on major religions, value education, human rights and environment education are taught as foundation courses.

Allied Courses: In the first, second, third and fourth semesters, the students have the opportunity to study allied subjects. It is offered to create mobility within the science and arts departments.

Subject Elective Courses: These are courses envisaged to provide mobility within the department. It caters to the variety of interests and capacity of students.

Non-Major Elective Courses: These are job-oriented and skill based courses that give inter departmental mobility for students. Students have a wide range of electives offered by all the departments. Students can freely move from one department to another. There are two non – major elective papers to be completed by all the students.

Value Added Courses: Course like communicative English is offered to all the first year UG students outside the class hours.

Add-on courses: These are the certificate courses like MS Office, Visual Basic, Tally, Photoshop offered by the Computer Science Department outside the class hours for interested students.

1.2 Academic flexibility

Core

The College follows **one major system** in its UG programmes. The main core subjects are taught during the third year. During the first and second year, along with languages of Part I & II, the introductory subjects in their discipline are taught. Also during the same period, two allied subjects are taught for which the students have no choice. The allied subjects are chosen keeping in mind, the inter connected ness of the subjects and the need of preparing teachers' for the schools, where most students find employment. The Core and allied subjects in a UG programme is a pre requisite to take up teaching career.

The theory papers of all courses are in **modular form** having five modules. At present there is no scope for credit transfer and credit accumulations. However such possibilities will be considered in the curriculum to be restructured in near future.

Elective Options

To cater to the variety of interests of the students and to provide mobility within the department, **each department offers subject electives** in the 5^{th} and 6^{th} semesters. A student can take one subject elective out of two in the 5^{th} semester and two subject electives out of three in the 6^{th} semester. To enable inter departmental mobility of the students, each department offers job oriented and employability enhancing non-major elective courses in the third year. There are two non-major elective courses to be completed by all students.

List of Non- Major Electives offered by various Departments

S. No	Programme	Electives
1	Economics	1. International Economics 2. Business Strategy
2	Commerce	1. Elements of Accounts 2. Advertising and Salesmanship
3	Mathematics	1. Mathematics for Competitive Examinations 2. Basic Mathematics
4	Physics	1. Non-Conventional Energy Sources 2. Astrophysics
5	Chemistry	1. Pharmaceutical chemistry 2. Chemistry in everyday Life
6	Computer Science	1. Internet Fundamentals 2. Principles of Web Design
7	B.A. English	1. English for Competitive Examinations 2. Effective English
8	BBA	1. Organizational Behaviour 2. Human Resource Management
9	Biochemistry	1. Health Builders 2. Health Care and Disease Management

Enrichment Courses:

Majority of the students entering the portals of this institution are from Tamil medium schools and hence have difficulty in understanding and communicating in English. Therefore **Communicative English** is offered as a compulsory two credit course in the 1st and 2nd semester to enrich their communicative skill. Based on the local needs and to increase the self-employment opportunity for students, the College has started **PGDMLT** (Postgraduate Diploma in Medical Lab Technology) under self -financed mode.

In order to provide computer literacy to all students, computer course on Basic Computing Skills is offered by Guezou Computer Academy (GCA) to all UG second year students.

IGNOU Study Centre attached to the College provides opportunities of dual degree for the students. IGNOU offers more courses which are not available in the College and interested students join the programme and obtain dual degrees. About 20 students have obtained dual degrees from IGNOU during the last five years.

The theory papers of all courses are in modular form having five modules. At present there is no scope for credit transfer and credit accumulations. However such possibilities will be considered in the curriculum to be restructured in near future.

The College offers the following self -financed programmes

<table>
<tr><td rowspan="3">B.Sc.</td><td>Maths</td><td rowspan="3">M.A.</td><td>Tamil</td><td rowspan="8">M.Phil.</td><td>Economics</td></tr>
<tr><td>Physics</td><td>English</td><td>Mathematics</td></tr>
<tr><td>Comp. Science</td><td>M.Com</td><td>Social Work</td></tr>
<tr><td colspan="2">Biochemistry</td><td rowspan="4">M.Sc</td><td>Physics</td><td>Tamil</td></tr>
<tr><td colspan="2" rowspan="3">B.C.A</td><td>Chemistry</td><td>Commerce</td></tr>
<tr><td>Comp. Science</td><td>Physics</td></tr>
<tr><td colspan="2">PGDCSA</td><td>Chemistry</td></tr>
<tr><td colspan="2"></td><td colspan="2">PGDMLT</td><td>Comp. Science</td></tr>
<tr><td colspan="2" rowspan="2">AICTE Courses</td><td rowspan="2">:</td><td colspan="3">MCA</td></tr>
<tr><td colspan="3">MBA</td></tr>
<tr><td colspan="2" rowspan="8">Ph. D. Programmes</td><td rowspan="8">:</td><td colspan="3">Economics</td></tr>
<tr><td colspan="3">Mathematics</td></tr>
<tr><td colspan="3">Social work</td></tr>
<tr><td colspan="3">Tamil</td></tr>
<tr><td colspan="3">Commerce</td></tr>
<tr><td colspan="3">Physics</td></tr>
<tr><td colspan="3">Chemistry</td></tr>
</table>

Admission and Appointment Policy:

The main focus of this institution is the welfare of the young. Major target groups are the **rural poor, dalits, tribals and the marginalized**. No student is denied opportunity of higher education on account of poverty.

Mostly **teachers with M.Phil. / Ph.D. / NET / SET qualification** are considered for appointment. The fee structure for all self -financed courses is little more than the Aided mode. But the teacher salary in self- financed mode is not on par with the aided mode.

The College has adopted **Choice based Credit system** from the year 2008 onwards. All the programmes of the College are covered in the system. The College follows semester system. At present, there are no inter disciplinary programmes conducted in the College. In near future, the College plans to introduce inter disciplinary programmes.

1.3 Curriculum Enrichment

The curriculum of the College is **reviewed once in three/ five years** for making it socially relevant and job oriented and to meet the emerging needs of students. However some departments like Computer Science revise their syllabus after three years.

The following new programmes have been introduced during the last five years (2007-12):

UG	B.A. English	(2009)
	B.C.A	(2011)
PG	M.A English	(2011)
PG Diploma	PGDMLT	(2012)
M. Phil	Commerce	(2007)
	Physics	(2007)
	Social Work	(2007)
	Chemistry	(2008)
	Tamil	(2009)
	Computer Science	(2007)
Ph.D.	Tamil	(2009)
	Commerce	(2011)
	Physics	(2011)
	Chemistry	(2011)
AICTE	MBA	(2011)
Virtual Online Course (with Catholic University of Brazilia, Brazil)	Cooperative Learning & Educational Technology	(2008)

So far, the need for revising the existing programmes did not arise. About 90% of courses have undergone major syllabus revision.

1.4 Feedback System

Updating of curriculum and revision of syllabi are imperative for market relevance and meeting life challenges. Feedback regarding the curricular aspects is obtained from the stakeholders of the institution in different ways and based on this feedback, changes are made in the structure of the curriculum. Feedback is obtained **from the students** formally and informally. The College organizes periodic meetings with the **class leaders and association representatives** under the guidance of the Principal and the Dean of Student Welfare. The suggestions emerging from these meetings are given due consideration during syllabus revision. Some departments ask their students to give written feedback at the end of each semester. Their comments are taken into consideration when the Board of Studies meets. Feedback about the curriculum is obtained from the students informally during Student Guidance programmes (SGP), Students Welfare Committee meetings and Grievance Redressal Committee meetings. Feedback is also obtained on the curriculum informally **from Employers, NGO's and stakeholders**. During the time of convocation, **the alumni** meet the faculty and suggest measures for improvement. Alumni are included as Board Members. The feedback from different sources is passed on to the heads of the departments for incorporating into the syllabus. After the **Academic Audit of 2007**, all courses have undergone syllabus revision between 2007 and 2012.

Quality Sustenance: Evaluation of Departments by IQAC is done at the end of every semester. Academic audit was carried out in 2007. Feedback

from staff, students, alumni, employers and industrialist are the strategies adopted for sustaining quality.

Quality Enhancement measures:

The college has established linkages both with academic and research institutions within and our side the State.

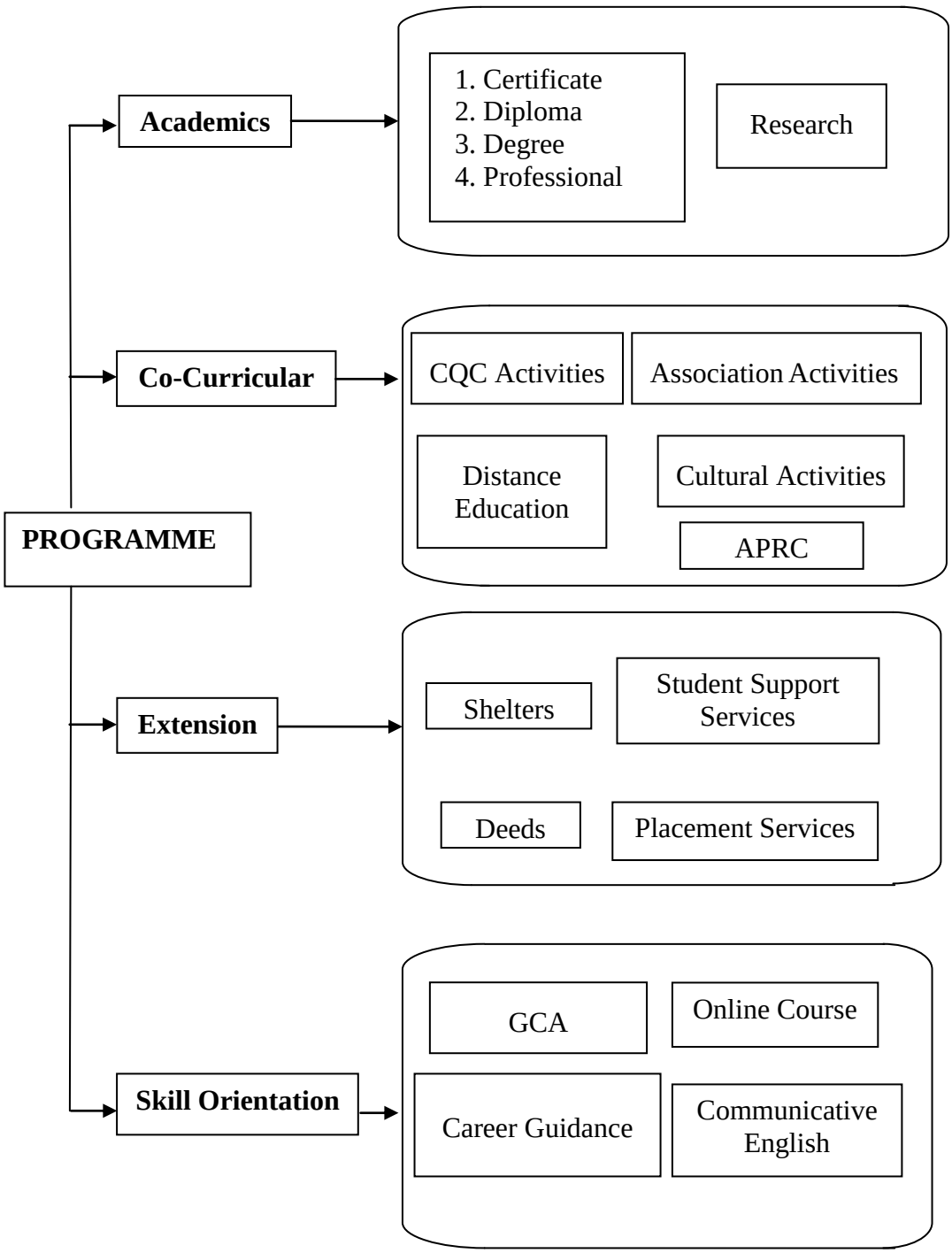
Field visits and institutional visits – All the students of PG and students of some of the departments of UG go for field visits to companies and Government institutions. This helps them to gain more practical knowledge apart from the theoretical inputs gained in the classrooms.

The College has stained the teaching faculty as well as students in web based learning such as JEROMEDL and MOODLE. Most of the faculty members use LCD projectors and laptops for classroom learning. The campus is Wi-fi enabled. Few of the department staff members use smart boards. The library has CYBRARY which provides online access to e-journals and books.

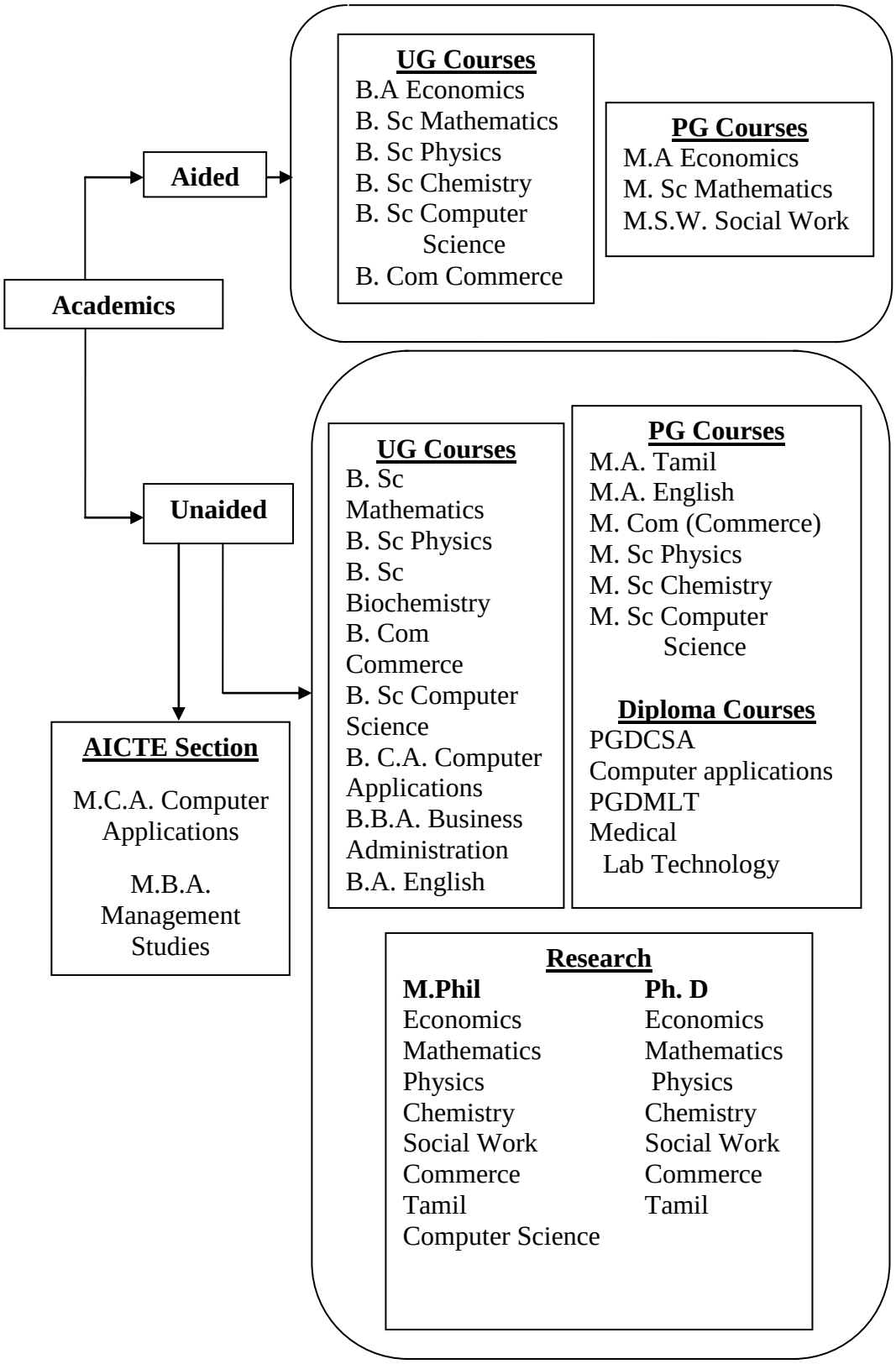
Introduction of professional and research courses – The College has introduced courses like MBA, PGDMLT at the postgraduate level. All the PG departments under aided and self-financed sections have become research departments offering M.Phil. and Ph.D.

In 2011 the College has started a bi-annual titled Sacred Heart Journal of Science and Humanities which provides opportunity to faculty members both within and outside the College to publish their research papers.

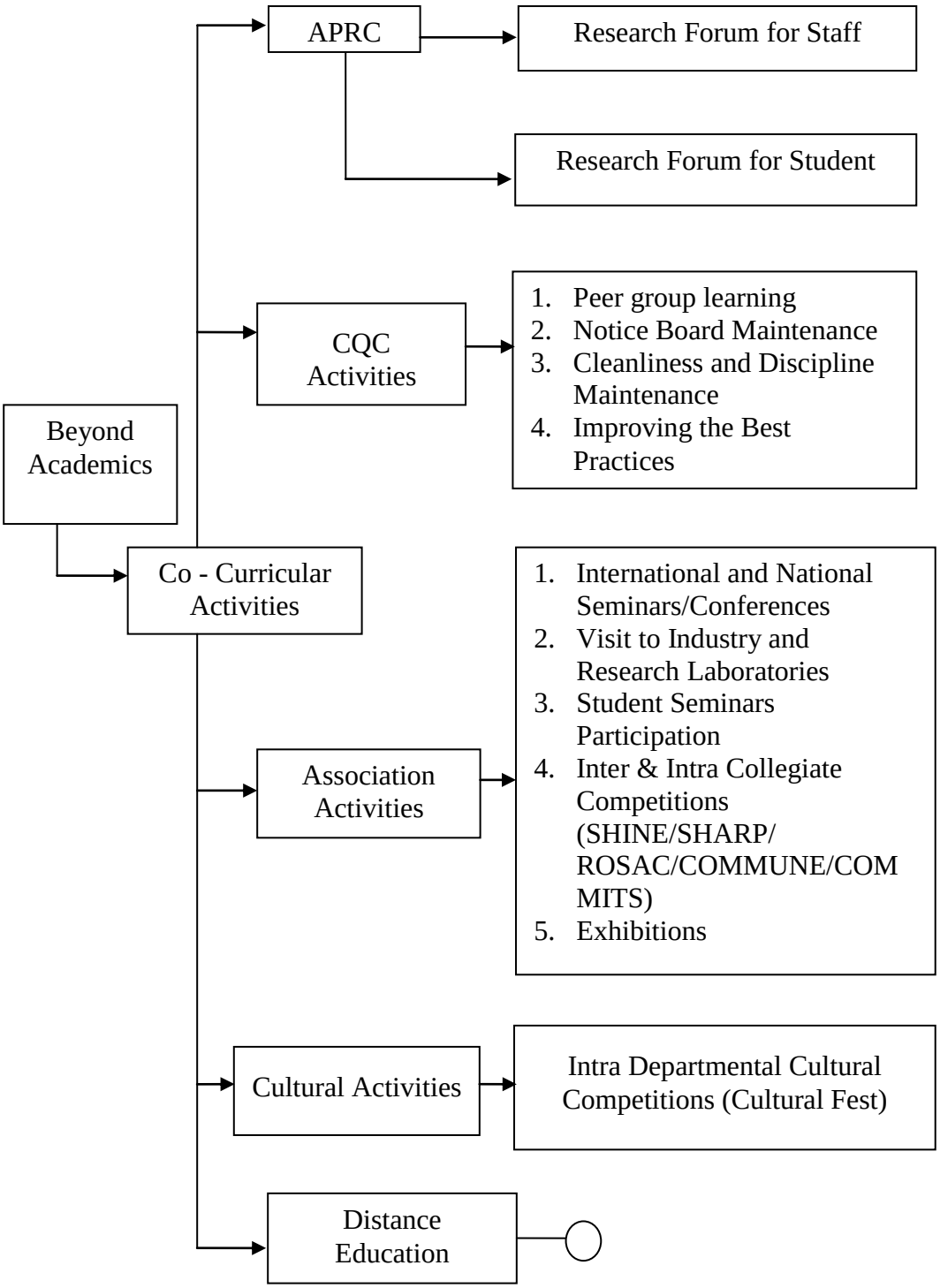
Bird's Eye View of the Programmes at Sacred Heart College



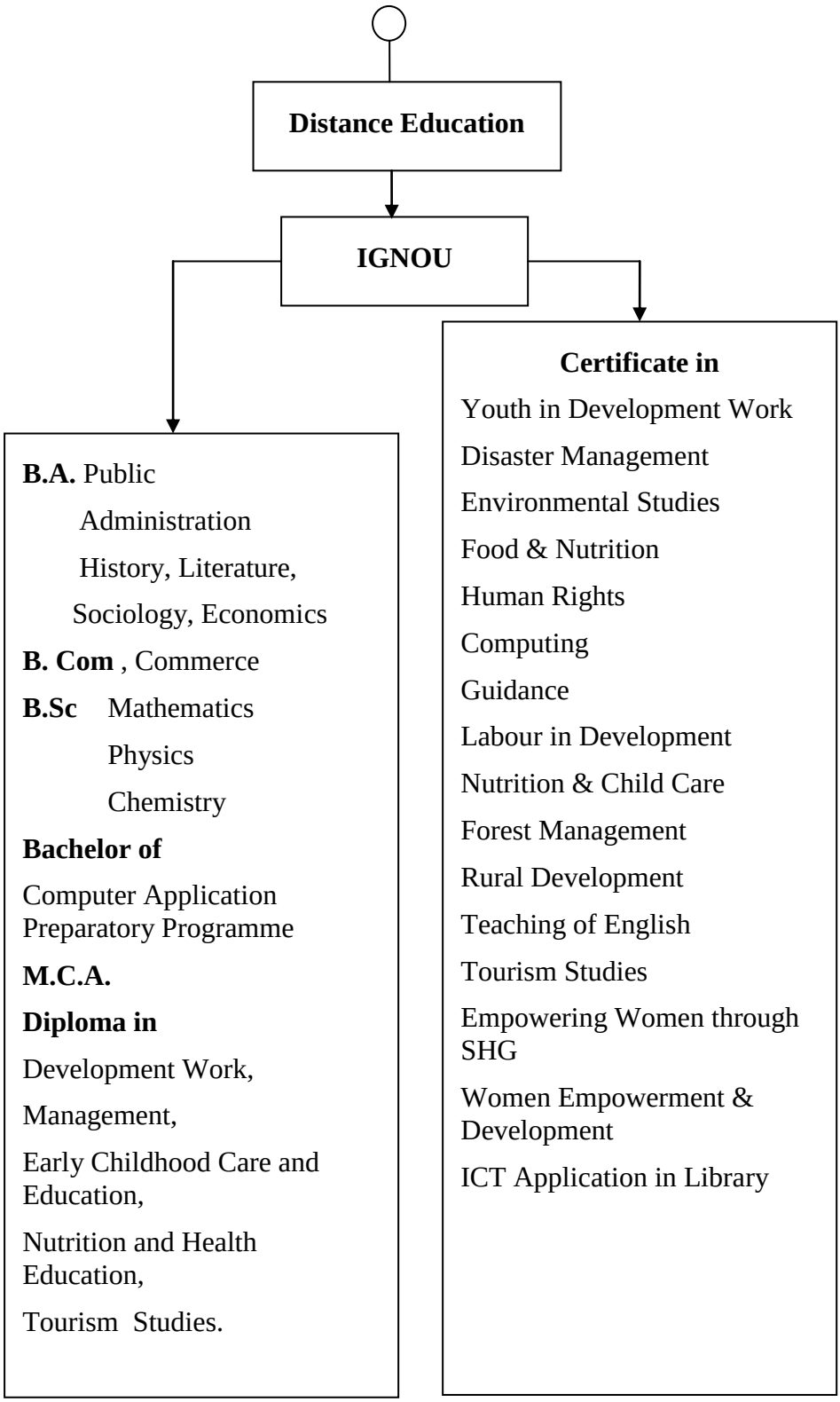
ACADEMICS


Academics
Aided
UG Courses
B.A Economics
B. Sc Mathematics
B. Sc Physics
B. Sc Chemistry
B. Sc Computer Science
B. Com Commerce
PG Courses
M.A Economics
M. Sc Mathematics
M.S.W. Social Work
Unaided
UG Courses
B. Sc Mathematics
B. Sc Physics
B. Sc Biochemistry
B. Com Commerce
B. Sc Computer Science
B. C.A. Computer Applications
B.B.A. Business Administration
B.A. English
PG Courses
M.A. Tamil
M.A. English
M. Com (Commerce)
M. Sc Physics
M. Sc Chemistry
M. Sc Computer Science
Diploma Courses
PGDCSA
Computer applications
PGDMLT
Medical Lab Technology
AICTE Section
M.C.A. Computer Applications
M.B.A. Management Studies
Research
M.Phil
Economics
Mathematics
Physics
Chemistry
Social Work
Commerce
Tamil
Computer Science
Ph. D
Economics
Mathematics
Physics
Chemistry
Social Work
Commerce
Tamil

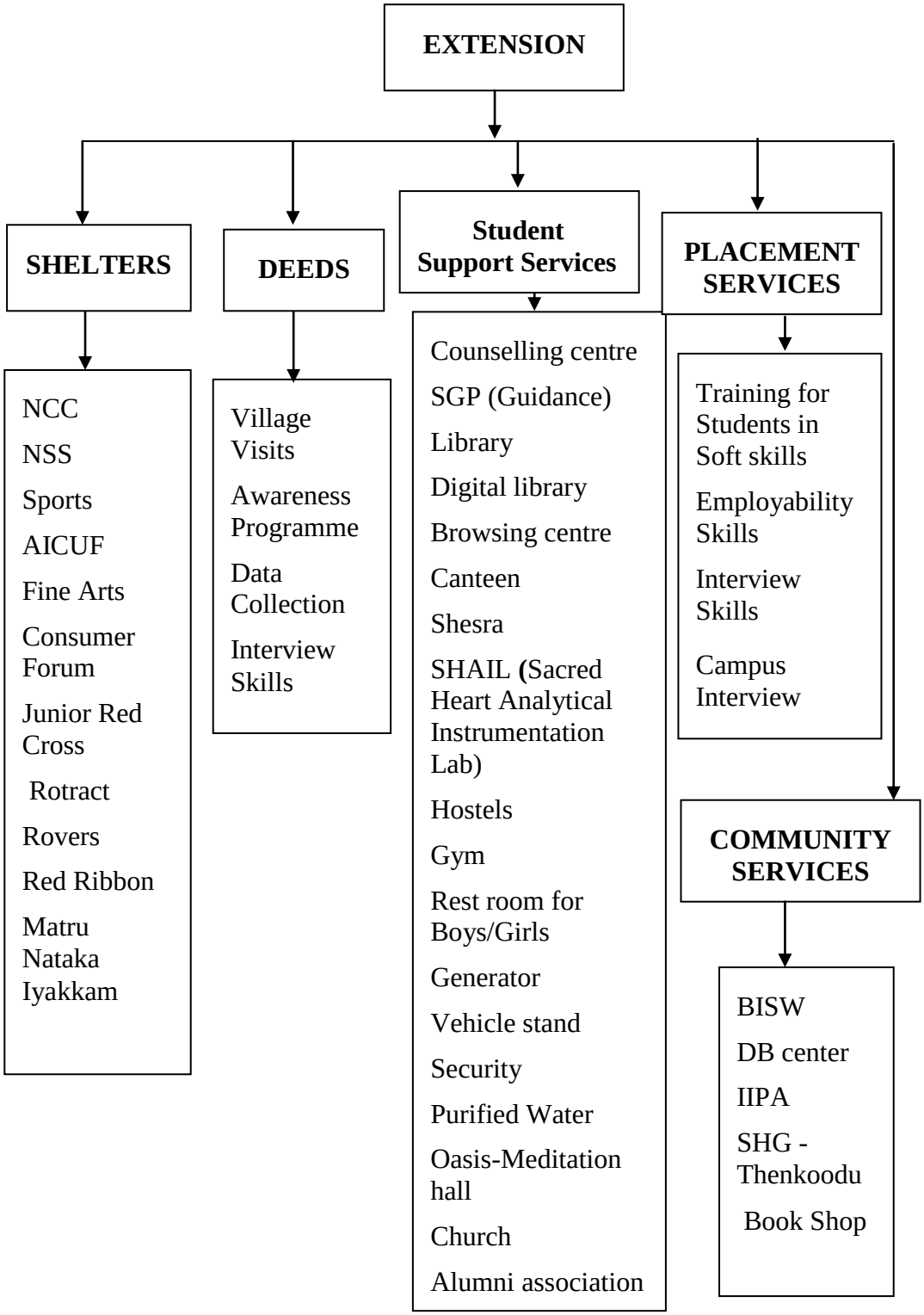
BEYOND ACADEMICS



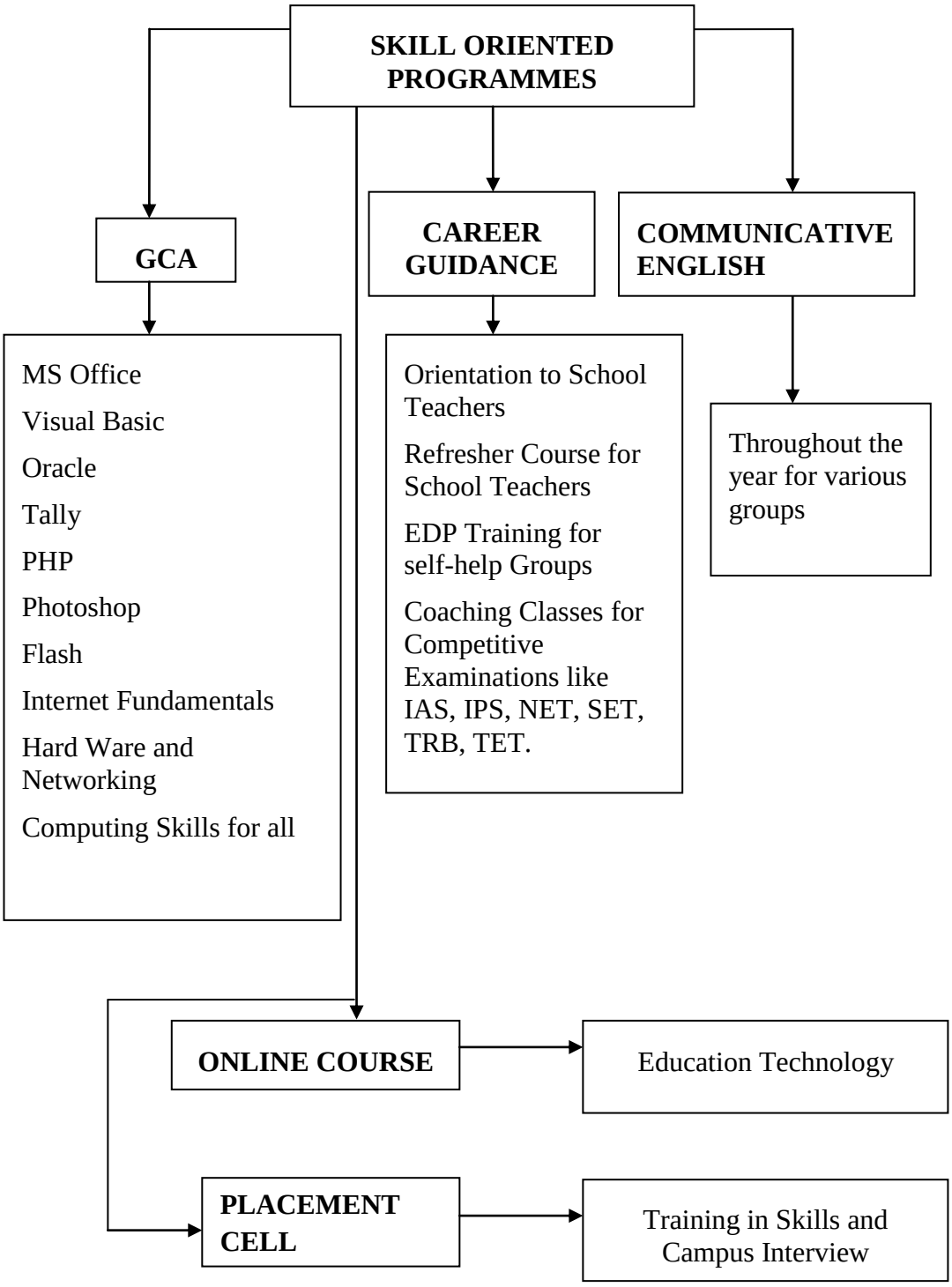
IGNOU


Distance Education
IGNOU
B.A. Public
Administration
History, Literature,
Sociology, Economics
B. Com , Commerce
B.Sc Mathematics
Physics
Chemistry
Bachelor of
Computer Application
Preparatory Programme
M.C.A.
Diploma in
Development Work,
Management,
Early Childhood Care and Education,
Nutrition and Health Education,
Tourism Studies.
Certificate in
Youth in Development Work
Disaster Management
Environmental Studies
Food & Nutrition
Human Rights
Computing
Guidance
Labour in Development
Nutrition & Child Care
Forest Management
Rural Development
Teaching of English
Tourism Studies
Empowering Women through SHG
Women Empowerment & Development
ICT Application in Library

EXTENSION ACTIVITIES



SKILL ORIENTED PROGRAMMES



CRITERION II

TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

Admission Process and Student Profile

Our College is serving the purpose of higher education in the rural area of Vellore district for the past 61 years. The College is well- known for its academic excellence and has a good reputation among public for serving the first generation learners and marginalized sections from nearby districts. As an autonomous institution, the admission for different programmes is announced in **major newspapers and local media channels** well ahead of time. The dates and course details for admission are displayed in the **College website, Prospectus and Noticeboards**. This information is also made known to the public through a Flex board, kept in front of the College.

College offers courses in Arts, Science and Commerce at UG and PG level. Applications are invited from the eligible students for all the courses. The applications are processed and list of meritorious students is prepared and handed over to the department. On the day of counselling the certificate verification is done. Students are properly counselled in selecting courses. The **admission committee** is headed by the Principal and comprises of the Additional Principal, the Vice Principals, Additional Vice-Principals, senior most staff and representative staff from scheduled caste. This admission committee finalizes the selection list along with waiting list of candidates, **following the Government quota**. This information is displayed in the College Noticeboard and SMS is sent to the selected candidates. Admission of students takes place on the subsequent days. In case some of the selected candidates do not join on time, the wait listed candidates are considered according to the list prepared.

Admission to the PG courses is done by conducting an **entrance examination** for all the eligible applicants. Based on the marks secured in this test and marks in respective UG programme, **selection list** is prepared as per the Government norms. The admission process followed for UG is followed for admission to P.G. courses also as well.Admission to **AICTE Courses** is done based on the marks scored by students in the **Common Entrance Test** conducted by State and national level agencies and the marks scored by the students in the U.G degree.

M.Phil. admission is done based on the availability of guides in different disciplines. The marks scored by students in P.G. course and the entrance test are primarily considered for admission. Transparency is maintained in this way regarding the admission process for the various UG, PG and M. Phil programmes.

Mechanism for Reviewing Admission Process and Student Profiles

The College has an **Admission Committee** (composition mentioned earlier) which serves as a mechanism for reviewing admission process and student profiles annually. If there are any complaints from the public or from any other source during the process of admission, they are received by the Admission Committee and corrections are made in the admission process.

The **admission policy** of the College and the geographical location of the College in a rural area mainly comprising of students belonging to socially and economically backward sections, ensure equal opportunity for all eligible candidates in admission.

Strategies adopted to increase access to students belonging to

a) Students from SC/ST community: As per the existing Government laws, reservation is provided to the SC/ST students. Seats set aside for the SC/ST students are not filled by students from other communities until the last day of admission prescribed by the University. If vacancies arise in the quota of other communities, then such seats are filled by SC/ST candidates. These students avail Government scholarships as well as Management scholarships and other benefits like fee concession provided by the Management.

b) Students from OBC community: As per the existing State Government laws, reservation is provided to the BC/MBC (otherwise called as OBC) students. These students also avail Government scholarships as well as Management scholarships and other benefits like fee concession provided by the Management.

b) Women: Initially the College was started for boys, but later on considering the public, request girls were admitted to P.G courses from 1994 onwards. Later on based on NAAC recommendations, admissions were open to girl students in UG courses from 2009-2010. At present 33% of the seats are reserved for girls as per State Government norms.

c) Differently-abled: As per the State Government policy, reservations and other facilities are provided to the physically challenged students. Students who are visually challenged are given full fee concession.

d) Economically-weaker sections: Students from economically weaker sections get benefits like fee concession, scholarships and subsidized mid- day meals from the Management. The beneficiaries are identified by their own classmates and class teachers.

e) Sports Personnel: Students are admitted based on sports quota. Students from neighbouring schools excelling in sports are identified and contacted by the Physical Director and are encouraged to join our College. Total/ partial fee concession, food and accommodation, sports kit (uniform, shoes, jerseys) are given to sports students.

f) Children of Defense Personnel: Children of defense personnel are given preference in admission.

Number of Students admitted in the College in the last Five Academic years (2007-12)

Shift I (Aided)

Categories	Year 1 (2007-08)		Year 2 (2008-09)		Year 3 (2009-10)		Year 4 (2010-11)		Year 5 (2011-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
SC	151	4	147	14	141	34	135	62	134	90
ST	2	1	9	1	10	0	15	1	12	3
MBC	233	15	275	13	273	58	232	117	200	144
BC	443	34	231	22	226	56	189	93	177	141
OC	26	6	27	6	10	4	7	10	7	13
Management	147	0	335	16	313	32	287	55	234	74

Number of Students admitted in the College in the last Five Academic years (2007-12)

Shift II (Self -Financed)

Categories	Year 1 (2007-08)		Year 2 (2008-09)		Year 3 (2009-10)		Year 4 (2010-11)		Year 5 (2011-12)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
SC	179	21	190	25	202	43	233	90	230	134
ST	5	1	13	0	12	1	14	4	15	5
MBC	422	41	377	53	381	69	375	119	356	224
BC	372	62	347	64	346	95	320	150	309	245
OC	36	12	29	7	24	11	29	21	36	16
Management	175	47	220	43	276	48	275	70	299	109

Analysis of Demand Ratio for the various Programmes offered by the College

Shift - I (Aided)

S. No.	Programme Level	Name of the Programme/ Course	Year	Number of applications	Number of students admitted	Demand Ratio
1	UG	B.Com	2007-2008	224	70	3.2 : 1
			2008-2009	411	69	5.9 : 1
			2009-2010	389	70	5.5 : 1
			2010-2011	272	70	3.9 : 1
			2011-2012	262	70	3.7 : 1
		B.A. Economics	2007-2008	73	45	1.6 : 1
			2008-2009	72	52	1.4 : 1
			2009-2010	87	61	1.4 : 1
			2010-2011	99	70	1.4 : 1
			2011-2012	85	69	1.2 : 1
		B. Sc. Mathematics	2007-2008	150	68	2.2 : 1
			2008-2009	210	67	3.1 : 1
			2009-2010	252	70	3.6 : 1
			2010-2011	305	70	4.3 : 1
			2011-2012	340	70	4.8 : 1
		B. Sc. Physics	2007-2008	97	50	1.9 : 1
			2008-2009	109	47	2.3 : 1
			2009-2010	129	50	2.5 : 1
			2010-2011	194	55	3.5 : 1
			2011-2012	171	55	3.1 : 1
		B.Sc. Chemistry	2007-2008	91	47	1.9 : 1
			2008-2009	105	47	2.2 : 1
			2009-2010	128	50	2.5 : 1
			2010-2011	241	50	4.8 : 1
			2011-2012	246	50	4.9 : 1
		B.Sc. Computer Science	2007-2008	268	50	5.3 : 1
			2008-2009	368	50	7.3 : 1
			2009-2010	336	50	6.7 : 1
			2010-2011	282	55	5.1 : 1
			2011-2012	242	55	4.4 : 1

2	PG	M.Sc. Mathematics	2007-2008	73	40	1.8 : 1
			2008-2009	74	40	1.8 : 1
			2009-2010	78	40	1.9 : 1
			2010-2011	138	40	3.4 : 1
			2011-2012	126	40	3.1 : 1
		M. A. Social Work	2007-2008	88	39	2.2 : 1
			2008-2009	72	38	1.9 : 1
			2009-2010	64	40	1.6 : 1
			2010-2011	115	40	2.9 : 1
			2011-2012	113	40	2.8 : 1
		M.A. Economics	2007-2008	6	5	1.2 : 1
			2008-2009	13	10	13 : 1
			2009-2010	13	12	1.1 : 1
			2010-2011	23	22	1.0 : 1
			2011-2012	15	12	1.2 : 1

Shift -2 (Self-Financed)

S.No.	Programme Level	Name of the Programme/ Course	Year	Number of applications	Number of students admitted	Demand Ratio
1	UG	B.Com.	2007-2008	149	80	1.9 : 1
			2008-2009	89	80	1.1 : 1
			2009-2010	156	80	1.9 : 1
			2010-2011	202	80	2.5 : 1
			2011-2012	179	72	2.5 : 1
		B.B.A.	2007-2008	180	69	5.6 : 1
			2008-2009	272	70	3.9 : 1
			2009-2010	296	70	4.2 : 1
			2010-2011	340	70	4.8 : 1
			2011-2012	235	70	3.3 : 1

		B.A. English	2007-2008	-	-	-
			2008-2009	-	-	-
			2009-2010	315	70	4.5 : 1
			2010-2011	403	70	5.7 : 1
			2011-2012	388	70	5.5 : 1
		B.Sc. Mathematics	2007-2008	148	49	3.0 : 1
			2008-2009	68	54	1.2 : 1
			2009-2010	181	70	2.6 : 1
			2010-2011	182	70	2.6 : 1
			2011-2012	160	70	2.3 : 1
		B.Sc. Physics	2007-2008	116	45	2.6 : 1
			2008-2009	48	30	1.6 : 1
			2009-2010	92	50	1.8 : 1
			2010-2011	121	50	2.4 : 1
			2011-2012	108	50	2.1 : 1
		B.Sc. Computer Science	2007-2008	152	50	3.0 : 1
			2008-2009	104	50	2.0 : 1
			2009-2010	173	50	3.4 : 1
			2010-2011	161	50	3.2 : 1
			2011-2012	140	50	2.8 : 1
		B.Sc. Biochemistry	2007-2008	89	31	2.9 : 1
			2008-2009	72	48	1.5 : 1
			2009-2010	96	50	1.9 : 1
			2010-2011	74	46	1.6 : 1
			2011-2012	100	50	2.0 : 1
		B.C.A.	2007-2008	-	-	-
			2008-2009	-	-	-
			2009-2010	-	-	-
			2010-2011	-	-	-
			2011-2012	250	50	5.0 : 1

S.No.	Programme Level	Name of the Programme/ Course	Year	Number of applications	Number of students admitted	Demand Ratio
2	PG	M.Sc. Physics	2007-2008	44	25	1.8 : 1
			2008-2009	43	26	1.6 : 1
			2009-2010	43	26	1.6 : 1
			2010-2011	56	26	2.1 : 1
			2011-2012	67	26	2.6 : 1
		M.Sc. Chemistry	2007-2008	63	24	2.6 : 1
			2008-2009	57	26	2.2 : 1
			2009-2010	50	26	1.9 : 1
			2010-2011	66	26	2.5 : 1
			2011-2012	70	26	2.7 : 1
		M.Sc. Computer Science	2007-2008	14	13	1.0 : 1
			2008-2009	31	22	1.4 : 1
			2009-2010	41	24	1.7 : 1
			2010-2011	52	26	2.0 : 1
			2011-2012	119	26	4.6 : 1
		M.Com.	2007-2008	24	14	1.7 : 1
			2008-2009	14	7	2.0 : 1
			2009-2010	29	22	1.3 : 1
			2010-2011	56	40	1.4 : 1
			2011-2012	78	40	1.9 : 1
		M.A. Tamil	2007-2008	6	6	1.0 : 1
			2008-2009	7	6	1.2 : 1
			2009-2010	11	9	1.2 : 1
			2010-2011	18	15	1.2 : 1
			2011-2012	21	19	1.1 : 1
		M.A. English	2007-2008	-	-	-
			2008-2009	-	-	-
			2009-2010	-	-	-
			2010-2011	-	-	-
			2011-2012	49	40	1.2 : 1
		M.C.A.	2007-2008	145	60	2.4 : 1
			2008-2009	132	60	2.2 : 1
			2009-2010	103	60	1.7 : 1
			2010-2011	118	60	2.0 : 1
			2011-2012	145	60	2.4 : 1
		M.B.A.	2007-2008	-	-	-
			2008-2009	-	-	-
			2009-2010	-	-	-
			2010-2011	-	-	-
			2011-2012	205	60	3.4 : 1

3	M.Phil.	Economics	2007-2008	4	4	1.4 : 1
			2008-2009	10	7	1.4 : 1
			2009-2010	2	1	2.0 : 1
			2010-2011	1	1	1.0 : 1
			2011-2012	-	-	-
		Mathematics	2007-2008	20	12	1.7 : 1
			2008-2009	16	15	1.1 : 1
			2009-2010	34	15	2.3 : 1
			2010-2011	39	15	2.6 : 1
			2011-2012	65	25	2.6 : 1
		Commerce	2007-2008	9	9	1.0 : 1
			2008-2009	14	13	1.1 : 1
			2009-2010	14	14	1.0 : 1
			2010-2011	18	17	1.0 : 1
			2011-2012	38	25	1.5 : 1
		Tamil	2007-2008	-	-	-
			2008-2009	-	-	-
			2009-2010	6	6	1.0 : 1
			2010-2011	22	21	1.0 : 1
			2011-2012	22	17	1.3 : 1
		Social Work	2007-2008	-	-	-
			2008-2009	-	-	-
			2009-2010	1	-	-
			2010-2011	13	13	1.0 : 1
			2011-2012	29	23	1.3 : 1
		Physics	2007-2008	4	4	1.0 : 1
			2008-2009	7	4	1.7 : 1
			2009-2010	12	7	1.7 : 1
			2010-2011	29	13	2.2 : 1
			2011-2012	30	19	1.6 : 1
		Chemistry	2007-2008	-	-	-
			2008-2009	5	5	1.0 : 1
			2009-2010	15	10	1.5 : 1
			2010-2011	19	11	1.7 : 1
			2011-2012	18	11	1.6 : 1
		Computer Science	2007-2008	2	2	1.0 : 1
			2008-2009	11	10	1.1 : 1
			2009-2010	20	8	2.5 : 1
			2010-2011	30	12	2.5 : 1
			2011-2012	28	12	2.3 : 1
4	PG Diploma	PGDCSA	2007-2008	7	4	1.7 : 1
			2008-2009	4	4	1.0 : 1
			2009-2010	-	-	-
			2010-2011	5	3	1.7 : 1
			2011-2012	3	3	1.0 : 1

As per the demand ratio analysis, almost all the courses are in demand. The College has not discontinued any programme in the last five years due to dearth in admissions.

2.2 Catering to Diverse Needs of Students

After the admission process is completed, an orientation programme is conducted for the newly admitted UG students for one week. The students are informed in detail about the salient features of higher education and other aspects of campus life such as – taking responsibility for themselves, semester pattern, importance of English language as medium of instruction and English as campus language, discipline and healthy boy – girl relationship.

The animation team consists of the College officials, experienced English language teachers and Student counselors. At the end of the Orientation Programme feedback is received from students about its usefulness and necessary changes have been carried out in the subsequent years. In addition to the Orientation programme done by the College, all departments provide detailed information about the nature of subject at undergraduate level before they start teaching the subjects.

A **bridge course** for two weeks is being conducted every year **for first year UG students**. The course consists of basic communicative skills, introduction to new vocabulary and accent training. The next two weeks are dedicated to basic concepts in their respective disciplines.

The **slow and advanced learners** are identified by their performance in the regular class tests conducted. At the end of the semester, academically weaker students are identified, their parents are called and briefed about their role. **Remedial coaching** is organized by each department for such students. Apart from the regular classes, certificate courses in computer skills are organized by the Guezou Computer Academy as add - on Courses.

Details of Certificate Courses Offered

Year	Department	Name of the course	No. of Beneficiaries
2009-10	Guezou Computer Academy	Photoshop	53
		Multimedia tools	27
		Flash	09
		Hardware & Networking	26
		Tally ERP 9	57
		Advanced Networking	22
2010-11	Guezou Computer Academy	Photoshop & Flash	38
		Hardware & Networking	37
		Visual Basic 6.0	65
		MS office	44
		Tally ERP 9	27
		C++	26

May 2010 (Summer Course)	Guezou Computer Academy	Computer Fundamentals, Windows & MS office	18
		Photoshop	05
2011-12	Guezou Computer Academy	Internet fundamentals	28
		MS Excel	20
		Tally	63
		MS windows & MS office	35
		Photoshop	24
		Hardware & Networking	36
		Visual Basic 6.0	46

The courses consist of **MS Office, Computer Hardware and Networking, Photo Shop and Tally**. The College runs IGNOU Study Centre, which is being made use of by academically bright students who do parallel degree.

The **Student Guidance Programme (SGP)** of the College is meant to identify difficulties faced by the students in terms of learning, financial hiccups and emotional problems. During the monthly meeting, the teacher mentor, interacts with the student on one to one basis and discusses with him/her academic and personal issues. Apart from this, every class has a teacher in charge to monitor the day to day affairs, discipline and holistic growth of the students. The **leaders of Class Quality Circle (CQC)** identify the weak students and arrange with the bright students to help the weak ones to one to one basis. Few departments like the English department make their students come to the campus during free hours to do group study and elocution practice. However, the College has not measured **the incremental academic growth of different categories** of students. It plans to take it up in the immediate future.

The **differently abled students** are taken care of by providing them with fee concession, Management scholarships, tri-cycles to be used in the campus, ramps in few buildings. Student volunteers in the campus support them in a big way. The College takes every effort to get them the Government scholarships due to them.

As per the UGC guidelines, every staff member takes tutorial classes for slow learners. In these classes specific problems, tough topics and concepts are given more attention. The **slow learners** are encouraged and are provided with supporting materials, lecture material and old question papers. Teachers provide personal guidance whenever such students approach them.

The institution has a **mentoring system**. Each teacher takes care of one class, or around 50 students. The respective teacher monitors the progress of the student. The attendance and performance in the classroom are given more importance and suitable preventive action is taken whenever needed.

2.3 Teaching-Learning Process

Planning and organizing the Teaching, Learning and Evaluation Schedules

Educative Pastoral Plan (EPP) is an essential aspect of Salesian pedagogy. It is planned, and executed throughout the world at the province level and institutional level. Every EPP is prepared by an institution by involving all its stakeholders like students, teachers, parents, past pupil and the public **through a process which actually starts from the end of the previous academic year**. The EPP focuses on the holistic development of the individual which covers areas such as physical, intellectual, psychological, spiritual, social and cultural. This is the strategy the College uses to plan, organize the teaching, learning and evaluation schedules. The academic calendar of the College is planned in this way.

The preparation of calendar starts with the evaluation of the activities of the previous academic year and is based on the department level plans for the following academic year. The Controller of Examinations fixes the schedule of continuous assessment, semester examinations, evaluation and publication of results. The Office Superintendent incorporates the schedules of important programmes suggested by various sector and the schedule of Govt. holidays and presents the draft plan to the Management Council. The draft is discussed in detail in the Management Council and the College Council. The final approved calendar **is printed and copies are distributed to all the students and staff** at the beginning of the academic year.

Staff meetings and department meetings are held prior to reopening day. The timetable and responsibilities are shared by staff members. Department level meetings are held regularly to discuss and decide on the academic matters of the department. Many issues like assignment and seminar topics for students, absentee students and poor performers are discussed and suitable actions are planned. At the end of the academic year, the IQAC evaluates the functioning of the department and their achievements.

At the beginning of the semester, the **syllabus of each paper** is given to the students by all teachers. Some departments give the **entire course catalogue**. Few departments like MCA and Computer Science and some individual staff members do give **course plan**. It kindles interest of the students in general and for those motivated students it helps them to get a head start. Having the syllabus and course plan in hand helps both the teachers and the students to make progress in the teaching-learning process. However, the College plans to introduce this pattern to the entire College in the future.

Other Methods of Learning Experiences provided to Students

Many departments conduct **special lectures** by inviting subject experts. The **student seminars, group discussions** are conducted regularly at class level. The classroom learning is dependent on lecture method with predominant use of the blackboard and chalk piece. Along with lecture method, **teachers use diagrams, charts, models, photos, OHP transparencies and LCD projectors** for effective teaching. Some departments use **online test, open book test, quiz and project based** methods

of learning. They also use **group discussions, role plays, brain storming sessions** to facilitate the participation of students in the learning process. In all departments **computer and internet** are used by the students and staff to get additional information. Arrangement of **film screening by language departments** provide special occasion for learning. Thus education in the College is made student centric.

E - Journals Subscribed		
Name of the Website	**Access Limitation**	**No of Journals accessible**
Ebsco	Full Text Journals.	1096
IEEE	Full Text Journals.	201 (Package Called All Society Periodicals Package - ASPP)
Inflibnet	Full Text Journals.	2137
Jgate	Bibliography Database and also Access Free Full Text Journals	2128

College Policy on Inviting Experts / People of Eminence

The College has a policy to invite experts and people of eminence to speak on their area of expertise to the students. **Each department has a plan and a budget** to invite them. Eminent past pupils well-placed in industry and academic and research institutions volunteer to visit the College and talk to the students where they recall their own student days of struggles and progress the propels our students to study well.

Provision for the Services of Counsellors / Mentors/ Advisors for each class

The advantage of **class teacher concept** is kept up in our College. Every class has a class teacher who monitors on a day-to-day basis the attendance, discipline and academic performance of students. He acts as a link between the students and the Head of the Department. Any problem arising from the class is first referred to him. He solves such problems and only when he is unable to tackle them, he takes it forward to the HOD, and thus in the first place the class teacher becomes their first counselor. The students feel confident to approach him even in the case of personal and psychological problems. Not only those students with problems but also others, who have higher career goals and aspirations, approach the class teacher for guidance. Some staff members continue to assist the same class more than one year. As a result, there is continuity of service and guidance.

The College has introduced **Student Guidance Programme** called SGP wherein, 10-15 students are allotted to a particular staff for a year. The teacher follows up the academic performance of students and other issues connected with his/her learning process. He keeps track of the students' performance and progress every month on a one-to-one basis. For P.G. students, the ratio will be less. Students with problems which require professional attention are referred to the **Student Counsellor**.

Innovative Teaching Methods/ Practices adopted by the Faculty

Along with traditional chalk and talk method of teaching, different tools are used for effective learning experience. **Charts, models, maps, specimens** etc. are used in both humanities and science subjects.

Interactive boards are used by some departments. All departments are provided with laptops and LCD projectors. More and more laptops are provided to the departments as and when the need arises and funds available. Students have access to the internet facility at the Browsing Centre of the College. All departments have **Wi-Fi connectivity**.

The students and the faculty are expected to have up-to-date knowledge of the subject. **Faculty update their knowledge** by referring the recent editions of the reference books, journals and periodicals, reports etc. Faculties regularly attend refresher courses, seminars, workshops, and conferences. These new methods and techniques have created interest among students to learn more and more. By providing these facilities, teachers feel encouraged to make use of these innovations in teaching-learning process.

Student Projects

Most of the P.G. departments have **project work for the students** which instill in them the approach to creativity and scientific temper. Project topics are discussed at various levels and students make a selection of their research topics. This process may vary between Arts and Science but the spirit of making students to learn through innovation and search is the central theme. The students are assigned with the faculty members by the Head of the Department and they act as research guides in facilitating such projects. At present external institutions are not associated with the College for student project work.

Student Projects Done in the Academic Year (2011 - 2012)

S. No	Programme	Department	Number of Students
1	UG	B.Sc Chemistry	7
2	UG	B.B.A.	63
3.	UG	B. Sc. Comp. Science	105
4.	PG	Economics	11
5.	PG	Mathematics	40
6.	PG	M. S. W	40
7.	PG	Commerce	40
8.	PG	Physics	26
9.	PG	Chemistry	26
10.	PG	Computer Science	26
11.	PG	M. C. A	60
12.	PG	M.B.A.	60
13.	PG	Tamil	14

Facilitating the Faculty in Learning Computer-aided Teaching

The College has initiated **short term courses on the use of computer** for the teaching and non -teaching staff. The library is equipped with internet browsing for staff separately. E journals are made available to them through UGC scheme. Each department is provided with laptops and LCD projectors. This type of training and facilities motivate the staff members to use more computer –aided teaching-learning methods.

Mechanism for Evaluation of Teachers by the Students

At the end of each semester, the **students evaluate the syllabus, the teacher and his teaching methods** through a questionnaire supplied to them. The name and identity of the student is kept confidential. The results of this assessment is consolidated and given to the individual staff member by the Principal for their improvement.

Use of Library Resources

Funds for buying new books for every department are set aside every year. The team of teaching staff along with HOD, make the choice of new books based on their need and the available funds. New books bought for the library are displayed in the shelf meant for them. The lending of new books takes place after few days. Each student is allowed **to draw 4 books at a time**. The library follows the cataloguing system by title, author, numbers which helps easy retrieval of books.

Continuously Monitoring of Teaching-Learning Process

The College continuously monitors and evaluates the various factors that are related to the quality of teaching- learning process. The regularity of classes, the take home assignments and their timely submission, revision of the previous day's lesson on the next day, frequent class tests, internal assessments help in continuously monitoring the quality of teaching- learning. The Principal also visits the departments and meets the HOD, staff and students and interacts with them on these areas.

2.4 Teacher Quality

Faculty Strength of the College

Positions	Teaching Faculty				Non-Teaching		Technical Staff	
	Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government								
Recruited	31	00	13	02	14	01	00	00
Yet to recruit	00	00	14		15		00	00
Sanctioned by the Management/Society or other authorized Bodies								
Recruited	00	00	62	33	58	3	02	00
Yet to recruit	00	0	00	00	00	00	00	00

Faculty Selection Process

The College has two types of faculty members – Aided and Self - financed. The aided staff members are selected based on the **norms laid down by UGC and the State Government and based on the minority status** of the institution. The Management staff members are also selected by a **Selection Committee** constituted by the College Management which includes subject experts and HOD of the concerned department along with the Principal and the Secretary of the College. Posts are advertised in the dailies, applications received, processed and interview conducted. Selection process includes written test, a model classroom teaching and personal interview. Meritorious candidates are selected as staff members.

Details of the Faculty Members

Highest Qualification	Professor		Asso. Professor		Asst. Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	16	-	04	-	20
M.Phil.	-	-	12	-	11	2	25
PG	-	-	01	-	-	-	01
Management Teachers							
Ph.D.	-	-	-	-	3	1	4
M.Phil..	-	-	-	-	40	18	58
PG	-	-	-	-	18	15	33
Part-time teachers : Nil							
Ph.D.	-	-	-	-	-	-	-
M.Phil..	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

Diversity in Faculty Recruitment - Departments-wise Details (2011-12)

S. No	Department	% of faculty who are product of the same College	% of faculty from other Colleges within the State	% of faculty from other States	% of faculty from abroad
1.	Tamil	16.66	83.34	-	-
2.	English	-	93.75	-	-
3.	Economics	61.53	38.47	-	-
4.	Social Work	14.28	71.72	-	-
5.	Commerce	30.76	61.24	-	-
6.	B.B. A	50	50	-	-
7.	Mathematics	68.75	25	-	-
8.	Physics	64.70	35.3	-	-
9.	Chemistry	38.46	61.54	-	-
10.	Biochemistry	-	100	-	-
11.	Comp. Science	11.11	81.74	-	-
12.	B.C.A	100	-	-	-
13.	M.C. A	50	50	-	-
14.	M. B. A	75	25	-	-

Sufficiency of Qualified Teachers

The combined strength of aided and unaided faculty is sufficient to handle all the courses. Since all the posts are filled either by Government or the Management, there is very little scope to invite visiting faculty to the College. However, some departments have visiting faculty based on their expertise and specialization.

Policies/Systems in place to Recharge Teachers

When the staff members make a foreign visit to present papers, the Management advances and make a small contribution towards their expenses. The College is yet to develop policy guidelines on other areas of staff recharge practices such as providing research grants, study leave, nomination to national/international conferences/seminars, in-service training, organizing national/international conferences

Faculty who have been Recognized for Academic Excellence

Dr. K. Ravi of the Department of Mathematics received the Best Teacher award given by the State Government of Tamil Nadu. He also has served as the Chairman of Board of Studies for framing syllabus in Mathematics for Class VIII of the State Board.

Dr. J. Henry Rozario of the Department of Social Work has been appointed as a member of the Drafting Committee mandated by the Government of Karnataka to frame the Youth Policy of Karnataka State. The policy has been drafted and accepted by the Government.

Dr. A. Xavier Susairaj of Economics Department received the prestigious Fulbright Scholarship for 5 months to do research jointly with another faculty in the U.S.

Faculty who have undergone Staff Development Programmes during the last Five Years

Academic Staff Development Programmes	Number of faculty
Refresher courses	21
HRD programmes	-
Orientation programmes	10
Staff training conducted by the College	All the Staff
Staff training conducted by University/other Colleges	-
Summer / winter schools, workshops, etc.	-
Any other (please Specify)	-

Orientation & Refresher Courses Year-wise

S. No	Year	Orientation Programme	Refresher Course
1	2007-08	-	2
2	2008-09	2	9
3	2009-10	4	5
4	2010-11	4	1
5	2011-12	-	4
	Total	**10**	**21**

Percentage of Faculty who have Participated in Conferences

Out of 136 staff members, 111 (81%) have participated in external workshops / seminars / conferences organized by recognized by national / international professional bodies.

Percentage of Faculty who have Presented Papers in Conferences

Out of 136 staff members 76 (55.9%) have presented paper in Workshops / seminars / conferences organized by external professional agencies

Paper Presentation in State Level / National / International Conferences / Seminars

S. No	Department	Faculty	Papers Presented in State level / National / International workshops / Seminars / Conferences	Total
1.	Tamil	Dr. A. Maria Soosai	2	95
		Dr. S. M. Mariyappan	6	
		Dr. K. Parthibaraja	28	
		Dr. G. Mohan Gandhi	14	
		Dr. M. Sarala Devi	10	
		Mr. K. Sankar	3	
		Mr. V. Sakkan	2	
		Dr. R. Selvarasu	9	
		Mrs. M. Parimala Devi	8	
		Miss M. Rose	3	
		Mr. P. Selvakumar	5	
		Mr. P. Balasubiramaniyan	5	

2.	English	Mrs. D. Joy Christina	9	25
		Ms. Hiltrud Dave Eve	13	
		Fr. Maria Arokiaraj	2	
		Ms V. Dorothy Catherine	1	
3.	Economics	Mr. A.Periyanayagasamy	6	62
		Rev. Dr. A.T. Thomas	4	
		Dr. A. Xavier Susairaj	27	
		Mr. R. Sankaran	6	
		Mr. U. Ramesh	3	
		Mr. K. Sivakumar	1	
		Dr. A. Royal Edward Williams	15	
4.	Commerce	Dr. K.A. Maria John Joseph	1	9
		Mr. K. Kishore	6	
		Mr. K. Anbalagan	1	
		Mr. P. Saravanan	1	
5.	M.S.W	Mr. K. Arockia Raj	11	16
		Mr. C.R. Christy Anandan	5	
6.	B.B.A.	Mr. R. Veerappan	2	4
		Ms. J. Shanthi	1	
		Mr. D. Vetrivelan	1	
7.	History	Mr. D. Leslin	3	3
8.	Physics	Dr. S. Jayakumar	7	137
		Dr. A. Dhayal Raj	42	
		Mr. D. Daniel Lawrence	5	
		Dr. S. Albert Irudayaraj	24	
		Dr. M. Jose	16	
		Dr. S.A. Martin Britto Dhas	7	
		Mr. N. Madhavan	11	
		Mr. C. Thirupathy	6	
		Mr. R. Sandosh	1	
		Mr. M. Aravinthraj	7	
		Miss G. Ramadevi	5	
		Miss S. Reenadevi	2	
		Mr. D. Rajkumar	2	
		Mr. R. Ramesh	1	
		Ms S. Kalaiyarasi	1	

9.	Chemistry	Mr. R. Mohan	1	20
		Dr. S.R. Xavier Rajarathinam	2	
		Dr. T. Jeyabalan	2	
		Mr. S. Lawrence	1	
		Mr. A. Arokia Nepolean Raj	1	
		Mr. M.K. Thirupathy	1	
		Dr. V. Collins Arun Prakash	12	
10.	Computer Science	Dr. L. Ravi	4	14
		Mr. S. Sagayaraj	7	
		Miss M. Poovizhi	2	
		Mr. R. Veeraragavan	1	
11.	Mathematics	Dr. M. Reni Sagayaraj	12	60
		Dr. K. Ravi	9	
		Mr. R. Murali	11	
		Dr. G. Britto Antony Xavier	20	
		Mr. P. Manoharan	2	
		Mrs. A. Mercelin Anita	2	
		Dr. V. Balaji	2	
		Mrs. A.C. Tamil Selvi	1	
		Ms C. Devi Syamala Mary	1	
12.	Biochemistry	Mrs. A.C. Gomathi	1	5
		Mr. A. Perianayagasamy	2	
		Mrs. R. Ananthalakshmi	1	
		Mrs. R. Uma Vandhana	1	
13.	M.C.A.	Rev. S. Thaddeus	7	13
		Mr. M. Maria Dominic	1	
		Mr. V. Thomas Immanuel	2	
		Mr. K.J. Paulraj Ananth	1	

Faculty Exchange Programmes with National Bodies:

The Department of Social Work has organized a four day **Faculty and Student exchange programme with Rajiv Gandhi National Institute of Youth Development** in 2011. The final year postgraduate students of both the institutions participated in the workshop on project formulation, fund raising and competency framework both in our College premises as well as in the

premises of RGNIYD. The faculty members from both the institutions took sessions on these themes.

2.5 Evaluation Process and Reforms

Major Evaluation Reforms initiated by the College

The institution has initiated major reforms in the field of examination. Abiding by the directives given by the State Council for Higher Education of Tamil Nadu, the **CBCS** has been introduced. The College has adopted uniform question paper pattern for all disciplines which includes short answers, multiple choice questions that helps students to prepare for various competitive exams. **Single valuation** system has been introduced. At random checking of single valuation papers is carried out. **Photo copies of answer scripts** are available to students for retotaling and revaluation on payment of prescribed fees. Moderation of two marks is added if they are required for a pass for each paper. Question papers setting and valuation are done both internally and externally. All PG and final year UG papers are sent for **external evaluation**.

The College follows **25:75 ratio for Continuous Assessment and Semester Examinations**. The College calendar contains dates for CA and SE Exams and they are strictly adhered to. The results are announced through the College website and the noticeboards roughly four weeks after the examinations are over. Copies of result are sent to the Heads of the department for follow-up. Major part of the examination process is computerized, and made online. The answer papers have been reduced to smart size, with fixed number of pages. The answer booklets are printed with barcode technology to maintain transparency in valuation process.

Regular tests are conducted at department level. As per the University norms, internal assessment tests are conducted in every subject, and the students are given internal assessment marks based on their performance in the test, attendance etc. The Term Practical and Theory exams are conducted at the end of the semester.

Orientation to Stakeholders

The College provides all the required information about the evaluation methods in advance through the handbook. Every year, the **students are given an orientation** by the College officials about the examination system at the beginning of the year. The **newly recruited staff** members are also given an introduction to the examination system. Each department separately gives orientation to newly admitted students about CBCS, Continuous Assessment and Semester Examinations, question paper pattern, retotaling, reevaluation options and rules regarding their conduct during class tests and examinations.

Previous question papers are made available to the students from each department and are also available in the College library. Detailed information is also displayed in the noticeboard. Whenever, examination process reforms are introduced by the College, it conducts special orientation programme on the same.

Mechanism for Redressal of Grievances with reference to Evaluation

If the students have any grievance regarding the conduct of the examinations, change in question paper pattern, out of syllabus questions, they can give it in writing to the Controller within 24 hours. The grievances are taken up in the **Examination Committee and redressed**. Provision for retotaling and re-valuation are also available.

The internal assessment marks of the students are announced by each department before they are submitted to the Controller of Examinations office. If the students have any clarifications, they will approach the department heads, or the Principal if necessary. For semester exams after the announcement of results, if the student is not satisfied with the marks obtained, he/she has the option of appealing for revaluation with or without obtaining photocopy of the answer script.

Integrated Examination Platform

The College follows an integrated examination platform through **pre examination process** of timetable generation, student list generation, invigilation and attendance sheet and no dues attached to payment of fees in the College office. Under **examination process**, examination material Management, logistics and conducting of examination is managed by the superintendents and a team of support staff. Under **post examination process**, the student attendance in the examination hall, paper corrections, submission of marks to the Controller of Exams, processing and declaration of results are carried out.

No major change have been effected in the Ph.D. programme, since it comes under the purview of the parent University.

Streamlining of the operations at the Office of the Controller of Examinations

Controller's Office is well equipped with adequate staff. Most of them are working for a long time and are trustworthy and dedicated. All of them know to operate the computer. They follow a meticulous timetable, well ahead of time, keeping the main events of the College in mind. The Controller communicates with the Principal and the HODs and displays important information to the staff and students in the College noticeboard.

2.6. Student Performance and Learning Outcomes

Learning outcomes of Academic Programmes

Some of the departments have got specific learning outcomes for each paper in the syllabus. These learning objectives are clearly explained to the students by the individual faculty in respect of their subject. The College would soon develop learning outcomes for all the programmes.

Monitoring the Achievement of Learning Outcomes

The College actually assesses the learning outcomes of students through their performance in CA and SE. The department assesses the

performance of students on a regular basis and takes remedial measures to overcome barriers of learning.

Programme-wise details of the Pass Percentage and Completion Rate of Students

Aided UG Programme

S. No	Programme Level	Name of the Programme / Course	Batch	Pass Percentage
1.	UG	B.A. Economics	2007 - 2008	55.00
			2008 - 2009	77.27
			2009 - 2010	62.50
			2010 – 2011	50.00
			2011 - 2012	73.17
2.	UG	B.Com	2007 - 2008	82.81
			2008 - 2009	79.69
			2009 - 2010	92.54
			2010 - 2011	75.76
			2011 - 2012	75.00
3.	UG	B.Sc. Mathematics	2007 - 2008	71.43
			2008 - 2009	77.19
			2009 - 2010	91.04
			2010 - 2011	67.21
			2011 - 2012	78.26
4.	UG	B.Sc. Physics	2007 - 2008	86.67
			2008 - 2009	68.29
			2009 - 2010	80.00
			2010 - 2011	56.10
			2011 - 2012	65.22
5.	UG	B. Sc. Chemistry	2007 - 2008	88.37
			2008 - 2009	71.11
			2009 - 2010	71.74
			2010 - 2011	66.67
			2011 - 2012	70.83
6.	UG	B.Sc. Computer Science	2007 - 2008	83.72
			2008 - 2009	80.00
			2009 - 2010	87.23
			2010 - 2011	67.35
			2011 - 2012	76.09

Aided PG Programme

S. No	Programme Level	Name of the Programme/ Course	Batch	Pass Percentage
1.	PG	Economics	2007 - 2008	100.00
			2008 - 2009	80.00
			2009 - 2010	100.00
			2010 - 2011	100.00
			2011 - 2012	80.00
2.	PG	Mathematics	2007 - 2008	77.27
			2008 - 2009	72.50
			2009 - 2010	86.84
			2010 - 2011	97.44
			2011 - 2012	87.50
3.	PG	Social Work	2007 - 2008	97.50
			2008 - 2009	100.00
			2009 - 2010	97.14
			2010 - 2011	97.30
			2011 - 2012	92.11

Self-Financed UG Programme

S. No	Programme Level	Name of the Programme/ Course	Batch	Pass Percentage
1.	UG	B.Com.	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	67.65
			2010 - 2011	48.65
			2011 - 2012	58.90
2.	UG	B.Sc., Mathematics	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	66.67
			2010 - 2011	63.83
			2011 - 2012	63.24
3.	UG	B.Sc. Physics	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	35.90
			2010 - 2011	35.00
			2011 - 2012	39.53
4.	UG	B.Sc. Computer Science	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	88.37
			2010 - 2011	67.39
			2011 - 2012	60.00

S. No	Programme Level	Name of the Programme/ Course	Batch	Pass Percentage
5.	UG	BBA	2007 - 2008	61.54
			2008 - 2009	80.00
			2009 - 2010	93.75
			2010 - 2011	75.41
			2011 - 2012	67.19
6.	UG	B.Sc. Biochemistry	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	80.77
			2010 - 2011	62.50
			2011 - 2012	74.42
7.	UG	BA English	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	-
			2010 - 2011	-
			2011 - 2012	77.78

Self-Financed PG Programme

S. No	Programme Level	Name of the Programme/ Course	Batch	Pass Percentage
1.	PG	Commerce	2007 - 2008	-
			2008 - 2009	84.62
			2009 - 2010	100.00
			2010 - 2011	100.00
			2011 - 2012	57.89
2.	PG	Physics	2007 - 2008	-
			2008 - 2009	64.00
			2009 - 2010	84.62
			2010 - 2011	91.67
			2011 - 2012	55.83
3.	PG	Chemistry	2007 - 2008	-
			2008 - 2009	58.33
			2009 - 2010	80.00
			2010 - 2011	84.00
			2011 - 2012	83.33
4.	PG	Computer Science	2007 - 2008	-
			2008 - 2009	69.23
			2009 - 2010	85.00
			2010 - 2011	75.00
			2011 - 2012	83.33

S. No	Programme Level	Name of the Programme/ Course	Batch	Pass Percentage
5.	PG	Tamil	2007 - 2008	100.00
			2008 - 2009	83.33
			2009 - 2010	80.00
			2010 - 2011	100.00
			2011 - 2012	100.00
6.	PG	MCA	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	98.31
			2010 - 2011	89.09
			2011 - 2012	87.72
7.	PG	PGDCSA	2007 - 2008	33.33
			2008 - 2009	50.00
			2009 - 2010	-
			2010 - 2011	-
			2011 - 2012	-

Self-Financed M.Phil. Proramme

S. No	Programme Level	Name of the Programme/ Course	Batch	Pass Percentage
1.	M.Phil.	Economics	2007 - 2008	-
			2008 - 2009	100.00
			2009 - 2010	100.00
			2010 - 2011	0.00
			2011 - 2012	0.00
2.	M.Phil.	Commerce	2007 - 2008	-
			2008 - 2009	15.38
			2009 - 2010	85.71
			2010 - 2011	76.47
			2011 - 2012	76.00
3.	M.Phil.	Mathematics	2007 - 2008	-
			2008 - 2009	100.00
			2009 - 2010	100.00
			2010 - 2011	100.00
			2011 - 2012	92.00
4.	M.Phil.	Physics	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	28.57
			2010 - 2011	83.33
			2011 - 2012	47.06

S. No	Programme Level	Name of the Programme/ Course	Batch	Pass Percentage
5.	M.Phil.	Chemistry	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	80.00
			2010 - 2011	81.82
			2011 - 2012	60.00
6.	M.Phil.	Computer Science	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	0.00
			2010 - 2011	41.67
			2011 - 2012	58.33
7.	M.Phil.	Tamil	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	4.76
			2010 - 2011	47.06
			2011 - 2012	35.29
8.	M.Phil.	Social Work	2007 - 2008	-
			2008 - 2009	-
			2009 - 2010	-
			2010 - 2011	55.00
			2011 - 2012	10.00

No. of students not yet completed their Degree after stipulated period

S.No.	Batch	(2003-2006) +2009			(2004-2007) +2010			(2005-2008) +2011			(2006-2009) +2012		
	Course Name	Intake	Passed	NYC*	Intake	Passed	NYC*	Intake	Passed	NYC*	Intake	Passed	NYC*
1	BA Economics	20	16	4	24	19	5	20	17	3	22	20	2
2	B.Com	60	57	3	57	51	6	64	60	4	64	56	8
3	B.Sc Maths	58	53	5	61	59	2	63	58	5	57	52	5
4	B.Sc Physics	47	46	1	45	44	1	45	44	1	41	36	5
5	B.Sc Chemistry	38	36	2	45	45	0	43	43	0	45	43	2
6	B.Sc Computer Science	30	26	4	45	44	1	43	40	3	45	45	0
7	BBA	--	--	--	38	37	1	52	43	9	60	57	3

S.No.	Batch	(2005 - 2007) +2009			(2006 -2008) +2010			(2007-2009) +2011			(2008 -2010) +2012		
	Course Name	**Intake**	**Passed**	**NYC***	**Intake**	**Passed**	**NYC***	**Intake**	**Passed**	**NYC***	**Intake**	**Passed**	**NYC***
1	MA Economics	14	14	0	4	4	0	5	5	0	4	3	1
2	M.Sc Maths	39	39	0	22	20	2	40	34	6	38	37	1
3	MSW	39	39	0	40	40	0	38	38	0	35	34	1
4	M.Sc Physics	--	--	0	--	--	--	25	24	1	26	24	2
5	M.Sc Chemistry	--	--	0	--	--	--	24	23	1	25	23	2
6	M.Sc Computer Science	--	--	0	--	--	--	13	13	0	20	19	1

S.No.	Batch	**(2005 - 2007) +2009**		
	Course Name	Intake	Passed	NYC*
1	M.Phil. Physics	2008	3	1
2	M.Phil. Computer Science	2009	8	1

* NYC - Not Yet Completed the Course

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

Research Committee to Monitor Research Issues

The College has constituted a **Research and Publications Committee** since 2007. All those who have completed Ph.D. are members of this committee. This committee meets periodically to monitor the progress on the developments of research activities in the College. The committee comprised of seven members in 2007 has swelled to thirty now.

The committee mainly motivates and urges the faculty members to register for Ph.D. and to publish papers in scientific journals. As a result of this, a good number of papers have been published in national and international journals. Similarly the **number of Ph.D. holders has increased from 7 in 2007-08 to 30 by 2011-12**. Currently the College has 49 M.Phil. and 10 Ph.D. guides in various disciplines. The number of scholars who have completed M.Phil. (344) and those who have completed Ph.D. has increased by 12 during 2007-12.

One of the significant contributions of the research and publication committee is the publication of **Sacred Heart Journal of Science and Humanities** – a biannual with ISSN number. Establishment of instrumentation centre serves as a boon to the research activities of Physics, Chemistry and Biochemistry departments. During the last five years, four new Ph.D. programmes (Tamil, Commerce, Physics & Chemistry) and six M.Phil. programmes (Computer Science, Physics, Chemistry Social Work, Tamil & Commerce) have been started. This is in addition to the already existing research programmes.

As a result of committee's efforts, students have come out with lot of research initiatives. Research thrust has been infused in to the M.Sc students who are carrying out projects. M.Phil. students are working on their dissertation. The formation of research groups in every department has also motivated them further.

Policy of the College to promote Research Culture

Abraham Panampara Research Centre (APRC)

An imposing research centre christened as 'Abraham Panampara Research Centre' (APRC) was established in 2012. The Director of the Centre along with committee members had a series of meetings with faculty members, research scholars, P.G. & U.G. students and have arrived at policy guidelines and action plans.

The policy of the College is to promote more number of faculty members to do their Ph.D. In fact the College has stated that by 2020, it wishes that all the faculty members would have completed their Ph.D. At

present the Research Director has personally met all those staff members who have not registered for Ph.D. and prodded them to register for Ph.D.

Four faculty members belonging to Aided mode have been granted study leave under FIP scheme of UGC to complete their Ph.D. during the last five years. The College has encouraged and supported faculty members to apply, mobilize resources and conduct National/ International conferences every year in all the disciplines.

The College encourages M.Phil. students to visit research institutions and P.G. students to do in-house projects. The College encourages staff and students to participate and present papers in National/ International conferences. Since last academic year onwards, a Cybrary has been created in the library which provides on line journals and books meant for research scholars.

Future Plans

Staff

- All Ph.D Campus by 2020
- Fifty registered Ph.D research scholars by 2015
- Promoting Publications and Presentations
- Claiming Research Guide status for all
- Encouraging staff to send Mini / Major projects proposals
- Awards and Incentives for Best Researchers
- Exchange programmes with Universities / Colleges
- Organizing State and National Level Seminars in the campus

Students

M.Phil. & Ph.D.

- Public Viva - Voce for thesis to be made mandatory
- Publishing papers / presenting the projects made compulsory
- Assisting in organizing in the campus State and National Level Seminars
- Exchange programmes with universities within and outside India
- Conferences, Presentations, Workshops and Publications
- Best thesis award and quality check mechanisms
- Common Instrumentation Centre

Postgraduate Level

- Select students given inputs to aid research pursuance
- Compulsory projects and mechanisms for quality assurance
- Paper presentations and seminars made mandatory
- Incentives for publications
- Knowledge sharing with neighborhood Colleges & schools
- Visits to research institutes and universities
- Cream students (10) of each class are given special focus
- Some funds may be generated for students to do research
- 'Research forum' (staff and students) to be formed
- Relevant tools of research (SSP, Latex, Mat lab & SPSS…) to be taught
- Introducing students to periodicals and journals reading
- Video conferencing talks made available

Graduate Level

- Factory visits, report writing, mini projects
- Websites to be part of the references for syllabus
- Compulsory library hours (30) for students
- PBL / EBL to be introduced
- Encourage to attend seminars at State and National levels
- Cream students (5) of each class are given special focus

Linkages

- Establishing MOU's with Universities and Institutes of Research
- Encouraging Scholars to visit / work in Institutes of Research
- Regular visits and knowledge sharing among Senior Researchers
- Promoting outsourcing of projects from well-established centres
- Establishing contacts with offices to procure projects
- Publish biannual journals separately for Humanities and Science

Consultancy

- Offering Training programmes to industries and companies

- Expertise sharing with industries and establishing contacts
- Offering training to select groups from the neighborhood

Prioritised Research Areas of the College

S. No.	Prioritized Research Area	Department
1.	American literature	English
2.	Functional Equations, Difference Equations and Stochastic Process	Mathematics
3.	Crystal Growth, Spectroscopy, NanoMaterials, Chemical Physics	Physics
4.	Polyacids, Macro-molecules, Electro -organic chemistry, Kinetics, Nanobioceramics, Environmental Chemistry, Organic Chemistry, Electro analytical Chemistry	Chemistry
5.	E-Learning, Semantic Web, Decision Support System and Knowledge Management System,	MCA
6.	Semantic Technology, Software Engineering, Ontological Engineering, Data Mining, Networking, e-Learning, Theoretical Computer Science, Relational Database Systems, Distributed Database Systems	Computer science
7.	Rural Community Development and Youth Development	MSW
8.	Agricultural Economics	Economics
9.	Modern Literature and Folklore	Tamil

Proactive Mechanisms adopted by the College to facilitate Research Projects

The College **advances money** for sanctioned projects funded by UGC, DST and similar organizations so that there is no delay in initiating the research projects/ schemes. Full freedom is given to the Principal Investigator/ Coordinator for utilizing overhead charges. The College also releases the funds on time to the Principal investigator. The College office assists the investigator to send progress reports, utilization certificate and in harnessing the allotted fund.

Eminent researchers visiting the Campus

Dr. Srinivasan, Associate Professor from the Department of Social Work, National University of Singapore (**NUS, Singapore**) spent nearly a month in 2012 in the P.G. & Research Dept. of Social Work and carried out a research study in and around the villages of Tirupattur. He had several meetings with staff members and also addressed the students of Social Work. Some of the students had the opportunity to involve in data collection for his research study.

Dr. Peter Cooper, Chair, Faculty of Computer Science of **Sam Houston University**, United States visited the College in 2011 and interacted with the students of Computer Science department about on the possibility of student exchange program and students of both institutions taking up joint project work at M.C.A. level.

Dr. Melliyal Annamalai, **Oracle Corporation, USA** visited and delivered a lecture on Oracle Technology.

Dr. J.M Rassias, **University of Athens, Greece** visited the College for the International Workshop conducted by the Department of Mathematics in 2012.

Sabbatical leave for research activities

The sabbatical leave facility is not available for the aided staff of our College.

However, two staff members from department of Computer Science (Dr. L. Ravi and Dr. S. Sagayaraj), Mr. R.Murali from the Department of Mathematics and Mr. D. Leslin from Department of History have availed **Faculty Development Programme** from UGC to complete their Ph.D. programme. Dr. J. Henry Rozario from Department of Social Work took extraordinary leave on loss of pay for Foreign Service for four years (2006-10) and served as Regional Director of South Asia for an international NGO working in the field of Youth Development. Stationed in Kathmandu, Nepal, he was line managing country programmer in India and Nepal.

The expertise gained by the faculty during their leave period for research and practice has greatly helped the College by way of their contributions to research and consultancy services.

National and International Conferences organized by the College

S. No	Date	Department & Topic	Sponsors	Outstanding Participants
1	30th & 31st August 2007	**BBA** Medical Tourism	UGC	Rev. Dr. Xavier Alphonse, UGC Commission-Member
2	12.09.12	**Biochemistry** State Level Seminar BIO ZONE'12	Tamil Nadu State Council for Science & Technology	Dr. S. Subramanium, Director, Reginix Super Speciality Lab, Chennai
3	04th-10th Jan 2010 15th	**Chemistry** In service programme for secondary grade science teachers	Tamil Nadu State Council for Science and Technology (TNSCST), Chennai	Dr. Muthu Mohamud, Professor, Biotech, Islamiah College, Vaniyambadi

4	Oct to 19th Oct 2012	**Chemistry** In service programme for secondary grade science teachers	Tamil Nadu State Council for Science and Technology (TNSCST), Chennai	Dr.Muthu Mohamud, Professor, Biotech, Islamiah College, Vaniyambadi
5	30 & 31 August, 2007	**Commerce** National Seminar on Medical Tourism	UGC	Dr.G.Balaji, Consultant and Microbiologist, KH Apollo Hospital, Melwisharam
6	Dec. 1, 2012	**Commerce** Workshop on "Financial Education to Young Investors"	SEBI	Prof. Shanmuga Rajan, Annamalai University
7	December 27th to 29th, 2012	**Commerce** International Workshop on "SPSS & Plagiarism in Research"	IABCTF (USA), Turniton	Dr.S.Shijin, Pondicherry University
8	29.08.12 to 31.08.12	**Computer Science** National conference on Software Engineering and Applications	UGC	Dr.S.Margret Anouncia Professor and Director, School of Computing Science & Engg, VIT University
9	11.11.07 to 13.11.07	**Computer Science** National Conference on Software Engineering and Applications	UGC	Dr. S.V.Kasimir Raja, Dean & Research, SRM University, Chennai.
10	20th &21st March 2009	**Economics** State Level Seminar of Sustainable Development and Human well-being	UGC	Dr.Jothi Murugan Former VC, Thiruvalluvar University.
11	26th &27th Sep. 2009	**Economics** National Seminar of New Frontiers in Indian Agriculture	NABARD & State Council for Higher Education	Dr.Venkatachalam (MIDS, Chennai)
12	Feb. 14-15, 2008	**Mathematics** National Conference	NBHM, DRDO	Dr.N.K. Srinivasan, Director, CASSA, DRDO, Bangalore

13	Mar 12-13, 2009	**Mathematics** National conference	Management, Alumini welwishers	Dr.K.A.Venkatesh CTO, Isource World Wide India Pvt.Ltd,Bangalore.
14	Feb 11-12, 2010	**Mathematics** National level seminar	Management, Alumini welwishers	Dr.A.M.S. Ramasamy Professor in Maths and Comp.Science Pondicherry University
15	Jan 20, 2012	**Mathematics** State level seminar	College Management	Dr. P.Veeramani Associate Professor in Mathematics, IIT, Chennai.
16	Aug 27–28, 2012	**Mathematics** International Workshop	Management, Alumini welwishers	Dr.John Michael Rassias, University of Athens, Athens, Greece.
17	4th and 5th of March 2011.	**Social Work** National Conference on Role of Youth Community Based Disaster Management	Rajiv Gandhi National Institute of Youth Development.	Dr. Jayakumar, Senior Specialist NDMA, Govt. of India, New Delhi
	2 and 3rd of Feb. 2012	**Social Work** National Conference on Role of Youth Community Based Disaster Management	UGC	Shri. Michael Vetha Siromoni, IAS Director, RGNIYD
18	28th Sep. 2012	**Physics** National Conference on Materials for Future Technology		Dr.D.Mangalaraj Bharathiar University, Coimbatore.
19	10th &11th Septemb er 2009	**Physics** State Level Seminar on Recent Trends in Material Science	UGC	Dr.Victor Jaya, Dept. of Physics, Anna University, Chennai.
20	13th &14th Septemb er 2007	**Physics** State Level Seminar on Recent Advance-ments in Physics	UGC	Dr.M.Rajagopalan Dept. of Physics, Anna university, Chennai.
21	18.12.07 and 19.12.07	**Tamil** National Seminar on The Contribution of Tamil to IndianCulture	Central Institute of Classical Tamil, Chennai	
22	09.09.11 and 10.09.11	**Sacred Heart College** Workshop –Enhancing quality of higher education institutions through IQAC	NAAC	Shri G.Viswanathan, Chancellor, Vellore Institute of Technology

Faculty Involved in Research

S. No	Department	No. of Available Guides for M.Phil.	No. of Available Guides for Ph.D.
1	Tamil	7	2
2	Economics	8	1
3	Commerce	6	-
4	Mathematics	9	3
5	Social Work	6	2
6	Physics	5	-
7	Chemistry	5	2
8	Computer Science	3	-
	Total	**49**	**10**

3.2 Resource Mobilization/ Allocation for Research

The College has not earmarked any budget for research between 2007-2012. But from 2012-13 the College has allotted Rs. 6 lakhs for research which was spent on buying latest lab equipment in Chemistry and Physics and for the infrastructure development in Abraham Panampara Research Centre. The College has plans to earmark research grants henceforth.

Ongoing Research Projects:

S. No	Faculty Member Involved in Research	Title of the Project	Funding Agency	Year of opera-tion	Amount Sanctioned (Rs.)
1	Dr. Britto Antony Xavier	Global Behavior of Generalized α-Difference Operators and Equations with Application in the Number Theory, Graph Theory and Computer Science	UGC	2012	85000/-
2.	A. George Maria Selvam	A Study on Computer Virus/Worm Propagation with Discrete Epidemic models.	UGC	2012	Proposal Submitted

Completed Research Projects

S. No	Faculty Member Involved in Research	Title of the Project	Funding Agency	Year of operation	Amount Sanc-tioned (Rs.)
1.	Dr. K.Ravi	On the Stability of Cubic Quartic Functional Equations	UGC	2007	50000/-
2.	Dr. A.Xavier Susairaj	The Problems and Prospects for Vocationalisation of Higher Secondary Education in Tamil nadu: An Inter District Analysis	Indian Council of Social Science Research	2008	439675/-
3.	Dr. A.T. Thomas	An Explorative Study on the Income and Expendture Pattern of Narikoravas of Vellore Dt. (TN)	UGC	2008	100000/-
4.	Dr. M.Maria Susai Manuel	Generalised Difference Equations Global Behaviour Application to Number theory Graph Theory Automata.	UGC	2008	562800/-
5.	Dr. Adaikalasamy Maria Soosai.	Cultural Integration of Nomadic Group in Tirupattur Town.	UGC	2008	65000/-
6.	Dr. L.Ravi	Ontology Meditation and Ontology Based Decision Support System.	UGC	2009	110000/-
7.	Dr. K.Ravi	Study on Ulam Stability of Reciprocal Functional Equations.	UGC	2010	70000/-
8.	Dr. C.M.J. Bosco	Impact of studying Human Rights as a core subject among Postgraduate Students.	UGC	2012	28,000/-
9.	K. Arockia Raj	Opinion of School Teachers on Life Skills Education	Rajiv Gandhi National Institute of Youth Developme nt	2011	20,000/-

10.	Dr. J. Henry Rozario and K. Arockia Raj	Socio-Economic Status of School Students	ELGI Equipments Pvt. Ltd.. Coimbatore	2012	50,600/-
11.	Dr. A.J. Christopher	An Impact Evaluation	Kingsly Community Centre	2008	64,750/-
12.	Dr. A.J. Christopher	Socio-Economic Status and Needs of Rural Community	Costal Energen Private Limited, Tuticorin	2009	98,000/-
13.	Dr. J. Henry Rozario	Creating Agency for youth	Restless Developme nt and HiVos Internatio-nal	2011	73,000/-

During the period 2007-2012, nine faculty members have undertaken ten research projects funded by different organizations. The funds allotted for research projects varied from Rs. 50000/- to Rs. 5,62,800/- per project totaling Rs.15,32,900/. Five departments of the College have been recognized for their research activities by national and international agencies.

3.3 Research Facilities

Infrastructure Requirements to facilitate Research

In order to keep pace with the infrastructure requirements to facilitate research, Abraham Panampara Research Centre (**APRC)** is established. This centre has provisions for **separate office room facility for all research guides**, a project incubation centre, dining facility for workshops, classrooms and consultation rooms for research scholars, an instrumentation centre equipped with instruments required for research in Physics and Chemistry.

Funds have been allotted to purchase new instruments like UV-VIS Spectrophotometer, Electrochemical workstation, Polarography, flame photometer which enable the department to perform a cutting edge research. A separate lab with few computer systems with internet connection and a printer for the research scholars and postgraduate students are provided in few departments.

The College is establishing a new Material Science research lab. During the last four years, Muffle Furnace, Microwave Owen, Hot air Owen, Optical microscope, Constant Temperature bath, Cryostat, Heating Mantle, SR setup for crystal growth have been purchased. These research facilities are used by M.Phil. and Ph.D. scholars belonging to neighbouring institutions.

Information Resource Centre facility for the Researchers

The CYBRARY facility is available in the College along with **171** periodicals and journals subscribed. To nurture the needs of the researchers, online access to journals like inflibnet, ebsco, IEEE, jgate are provided.

3.4 : Research Publications and Awards

Major Papers presented in Conferences

During (2007-12) the faculty members of the College have published totally 392 papers in the national and international journals. They have also presented 463 papers in the national and international conferences. A good number of books (67) have been published by faculty members belonging to Tamil, Economics, Maths and Social Work departments. Department wise details are provided in the Evaluative Report of the Departments.

Details of Publications by the Faculty

S. No	Department	Name of the Staff	No. of Papers Published in the International / National Journals
1	Mathematics	Dr. M. Reni Sagayaraj	34
		Dr. K. Ravi	45
		Mr. A. George Maria Selvam	22
		Mr. R. Murali	13
		Dr. G. Britto Antony Xavier	66
		Mr. P. Manoharan	3
		Mrs. S. Kalaiarasi	2
		Mrs. A. Merceline Anita	2
		Dr. V. Balaji	8
		Mrs. A. C. Tamil Selvi	2
2	Physics	Dr. S.Jayakumaran	3
		Dr. A.Albert Irudayaraj	9
		Dr. A.Dhayal Raj	16
		Dr. M.Jose	6
		Dr. S.A. Martin Britto Dhas	26
		Mr. C.Thirupathy	2
		Mr. M.Aravinthraj	8
		Mr. R.Ramesh	1
		Mr. D.Rajkumar	1
		Rev. Fr. G.Theophil Anand	1

3	Chemistry	Mr. R. Mohan	1
		Dr. S.R. Xavier Rajarathinam	1
		Dr. V.Collins Arun Prakash	7
		Mr. S. Lawrence	4
		Dr. T. Jeyabalan	3
		Mr. A. Arokia Napoleanraj	1
		Fr. Praveen Peter	1
4	Computer Science	Dr. L.Ravi	4
		Dr. S. Sagayaraj	6
5	B.B.A.	Mr. D. Vetrivelan	1
		Ms J. Shanthi	1
6	Biochemistry	Mrs. A.C. Gomathi,	1
		Ms P.Venkateswari,	1
		Mr. A. Periyanayagasamy	4
7	Social Work (M.S.W.)	Dr. A. J. Christopher.	2
		Dr. J. Henry Rozario.	1
		Dr. S. Paulraj.	1
		Mr. K. Arockia Raj	1
8	English	Ms Hiltrud Dave Eve	2
		Mrs. M. Rosaline Bosco	1
		Mrs. B. Anitha Kishore	1
		Mrs. J. Mary Jenif	1
		Mrs. D. Joy Christina	1
		Ms F. Julian	1
9	Tamil	Dr. K. Parthibaraja	32
		Mr. P. Selvakuamr	1
		Dr. G. Mohan Gandhi	5
10	Commerce	Dr. D. Maria Antony Raj	4
		Mr. K. Kishore	2
		Mr. J. Berkmans	2
11	Economics	Mr. A. Periyanayagasamy	3
		Dr. A.T. Thomas	4
		Dr. A. Xavier Susairaj	8
		Mr. R. Sankaran	1
		Mr. J. Jacob Stanley Inbaraj	2
		Mr. U. Ramesh	2
		Dr. A.Royal Edward Williams	6
12	M.C.A.	Mr. M. Maria Dominic	1
		Mr. P. Sugumar	1

Research Journal(s) Published by the College

The College publishes **Sacred Heart Journal of Science & Humanities**, a biannual from 2011 onwards. The journal has an editorial board with members from different Universities and Colleges representing science and humanities departments. The papers received are reviewed by these members and sent back to the authors if any corrections are needed and then published.

Publication of books by the Faculty

S. No	Depart-ment	Name of the Faculty	ISBN	Publisher
1	Tamil	Rev. Dr. A. Maria Soosai	978-93-80690-06-3	Bodhivanam, Chennai-14.
		Rev. Dr. A. Maria Soosai	978-93-80690-05-6	Bodhivanam, Chennai-14.
		Rev. Dr. A. Maria Soosai	978-93-80690-07-0	Bodhivanam, Chennai-14.
		Rev. Dr. A. Maria Soosai	978-93-80690-08-7	Bodhivanam, Chennai-14.
		Dr. K. Parthibaraja	978-93-80690-10-0	Ragaas, Chennai
		Dr. K. Parthibaraja	97881-234-1971-8	NCBH
		Dr. K. Parthibaraja	978-81-234-17934	NCBH
		Dr. K. Parthibaraja	978-81-234-2003-5	NCBH
		Dr. S.M. Mariappan	978938000213	Parkar, Chennai
		Dr. S.M. Mariappan	9788190759168	Parkar, Chennai
		Mr. P. Balasubramanian	978-81-909869-2-3	Yadhumagi Pathippagam, Trinelveli.
2	Economics	Dr. A. Xavier Susairaj	81-7827-1354	MANAK, New Delhi
		Dr. Fr. A.T. Thomas	978-81-89630-42-3	Global Research Publication, New Delhi
		Dr. Fr. A.T. Thomas	978-93-80431-06-2	National Folklore Support Centre, Delhi
		Dr. Fr. A.T. Thomas	ISSN 2277-6613	Sacred Heart College, Tirupattur.

3	Commerce	Mr.K.Kishore	ISBN 9788192176413	Masilamani Pathippagam, Chennai
		Mr.K.Kishore	ISBN 9788192160108	Knowledge Hub, Chennai
		Dr.K.Antony Baskaran	ISBN: 9789381537008	NCRC Publication, Coimbatore.
			ISBN: 818822300X	HSI Publications, Coimbatore.
			ISBN: 9788192080826	PG & Research Department of Commerce, Sacred Heart College, Tirupattur
		Mr.K.Anbalagan	ISBN: 9789381208113	Dakshin, Chennai-45
		Mr.P.Saravanan	ISBN: 9789381208113	GK Publisher Dakshin, Chennai-45
4	Social Work	Dr. A.J.Christopher	978-81-316-0265-2	Rawat Publication
		Dr. A.J.Christopher		Himalaya Publication
		Dr. J.Henry Rozario	978-81-921601-1-5	Knowledge Hub
5	B.B.A.	R. Veerappan	978-93-822-49-06-01	Thakur Publishers
6	English	Rev. Fr. Maria Arockiaraj	978-81-8360-187-0	

M.Phil. and Ph.D. Scholars guided per Faculty

Programme	Number of Guides	Number of scholars Completed	Average number of successful scholars per faculty
M. Phil.	49	344	7
Ph. D.	8	12	1.5

With regard to malpractices and misconduct of students in research, the research guides check and verify malpractice and misconduct in research.

College Instituting Research Award

On the Annual Day of the College, those faculty members who have published research papers in journals, presented papers in conferences or written books are recognized and honoured with awards and citations.

Recognition and Awards Received by the faculty

Dr. Xavier Susairaj of Economics Department received the prestigious Fulbright Scholarship in 2011 to do research jointly with another faculty in the U.S.

Dr. Parthibaraja of Tamil Department has received the State level Award for the Best Research Work for 2009-2012 by the State Tamil Literary Club.

Dr. K. Ravi of the Department of Mathematics received the best teacher award given by the State Government of Tamil Nadu. He also has served as the Chairman of Board of Studies for framing syllabus in Mathematics for Class VIII of the State Board.

Dr. J. Henry Rozario of the Department of Social Work has been appointed as a member of the Drafting Committee mandated by the Government of Karnataka to frame the Youth Policy of Karnataka State. The policy has been drafted and accepted by the Government.

Dr. J. Henry Rozario was invited by Thammasat University, Thailand & University Sains Malaysia, Malaysia to be the Panel Speaker on the theme "Possibilities & Prospects for Effective University Community Engagement– comparing Asisa Pacific Experiences" in the University - Community Engagement conference organized in Chiang Mai, Thailand from 9th to 12th January 2012.

Dr. A.Dhayal Raj received GSEP fellowship from Canadian Government, Best paper presentation award.(1 national and 1 international), Got selected and trained up in Canadian Light Source synchrotron (CLS), the only unit present in whole of Canada and DRDO JRF.

Dr. S.A.Martin Britto Dhas received Dr. Kothari post-doctoral fellowship (2011-2012),Centenary post-doctoral fellowship from Indian Institute of Science, India (2009-2010),University Stipendiary Research fellowship from Madurai Kamaraj University, Madurai, India (2005-2008), Best poster award, 6th National conference on Emerging Trend in Crystal growth and Nano Materials at Loyola College, Chennai, February 2008,Best poster award, at 11th National Conference on Crystal growth at SSN College Kalavakkam, December, 2006.

Dr.V.Collins, of Chemistry Dept. received the "Budding Innovator Award" from Periyar University.

3.5 Consultancy

Policy of the College for Structured Consultancy

The College encourages consultancy services of its staff members to other institutions within and outside the state. As of now, the **Department of Social Work and M.C.A.** have taken up consultancy projects. The external organization seeking consultancy makes a formal request to the Principal or the Head of the Department. After studying the feasibility in terms of human

expertise, time availability and resources needed to carry out the assignment, the consultancy is accepted.

The Terms of Reference would indicate the outcomes expected from the consultancy, deadline for the services and the professional fee involved. The staff members mostly use their non -working days as well as working days to carry out the assignment. If it is an assignment from the Government organization, staff members are sent 'On Duty', without affecting classes.

The professional fee is charged in the name of the College and the staff members doing the consultancy are remunerated from the fee raised. The remaining fee goes to the department fund.

List of Consultancy Services undertaken by the College.

The Department of Social Work and Computer Applications are very active in providing consultancy services.

MSW Department

Evaluative Study of LG Matriculation schools, Coimbatore (Rs.50,800)

Evaluative Study of Youth Development Program for Restless Development, an international NGO, New Delhi (Rs.73,000)

Training programmes for 800 employees of RAM Leathers Pvt. Ltd-Ranipet (Rs. 1,80,000) are some of the consultancy services carried out by the Department of Social Work.

MCA Department

PHP Training Programme for Marudhar Kesari Jain College for Women, Vaniyambadi, Website for women entrepreneur (www.Beeswomenclub.org) through DEEDS- Extension service, Website for Alinjikulam panchayat (www.tnplf.org) through DEEDS- Extension service, Website for Women Self Help Group (www.shgsea.org), Website for Government College for Arts and Science for Women, Bargur (www.gascwbgr.org), Website for Women Entrepreneur (www.namma-Kadai.org) are some of the consultancy services carried out by the Department of MCA.

Dr. K.Ravi was the Chairman of Board of Studies which prepared the text book in Mathematics for Class VIII for the State Board of School Education, Government of Tamil Nadu.

College-Industry cell

The Career Guidance & Placement Cell takes care of the College – industry link. Industrial requirements are sought and included in the syllabus of some departments. Industrial experts act as members of Board of Studies and Academic Council. Short term trainings are given to our graduates by the company trainers. Placement sessions are organized for the outgoing graduates with the industries maintaining our earlier contacts and establishing new ones.

3.6 Extension Education and Institutional Social Responsibility (ISR)

Salesian Higher Education for Leadership Training and Empowerment of Rural Society (**SHELTERS**) is an offshoot of BIRD (Bosco Integrated Rural Development) which was started in 1992. SHELTERS programme was started in 2003. All the Co-Curricular associations like **NCC,NSS, AICUF, Media Forum, Rovers, Rotract, Matru Nataka Iyakkam, Fine Arts Club, Sports Club, Red Ribbon Club** etc were brought under the banner of SHELTERS. The SHELTERS supply special ingredients to the holistic education and formation of our students while they are busy acquiring expertise in their chosen discipline. SHELTERS programme within the campus, provides them with self-development through theoretical inputs, exercises, exposures and experiments. It also facilitates inter personal development through relationship skills, communication skills, group building skills and organizational skills. Another aspect of SHELTERS' activities involve taking students to villages, by which they gain social awareness, involve in community development activities. Although most of the students come from villages, they have not closely observed the dynamics and issues of a village set up. The **SHELTERS** provides them an opportunity to observe and involve in the neighbourhood development thereby contributing to nation building. A record of **60 hours** of work in **SHELTERS** based programmes and activities are must for acquiring the **two credits**.

Three areas, where Sacred Heart Colleges' is concentrating in its holistic learning process are -**Academics, Research and Extension Education**. The Colleges' holistic learning process is brought to completeness by this department activity in taking the knowledge and the competency of every discipline to the community outside the campus.

SHELTERS Association of the College – Within the Campus

NCC

NCC contributes to national service through achievements in ranks, participation in camps and activities, tree plantation, pulse polio awareness creation, blood donation etc. Every year our cadets bring prizes and laurels to the College. In the last six years the cadets have attended **21 All India camps** and 12 combined annual training camps in addition to their regular College activities. In the last six years 37 cadets joined the Indian Army as officers. This year UG girls have been inducted into NCC.

Achievements of NCC 2006-2012

Name of Cadet	Award Won	Place	Year
CUO.K. Naveen Kumar	Gold Medal for Firing	Talsanic Camp at New Delhi	2006-2007
CSUO. K. Joseph Libert	Rajpath (Medal)	Republic Day Camp at New Delhi	2007-2008
CUO. S. John Maria Alphonse	Cultural (Medal)	Republic Day Camp at New Delhi	2007-2008
BSUO. C. Krishnamoorthi	Best Cadet	SSB Camp, Kamptee	2008-2009
CUO. S.Aravindan	All India Trekking	HMI Camp, Darjelling	2008-2009
CUO.D.Elavarasu	Cultural (Medal)	Republic Day Camp at New Delhi	2009-2010
CSUO.V.P. Theerthagiri	Gold Medal for Cultural	Republic Day Camp at New Delhi	2010-2011
CSUO.K.Ramu	Gold Medal for Obstacles	Talsanic Camp at New Delhi	2011-2012
Cdt.A.Ramesh	Launch-II	Talsanic Camp at Madurai	2012-2013

NSS has four units with a strength of 400 volunteers. The volunteers actively participate in awareness camps, blood donation camps, social service and manual work, protecting the environment, creating and renovating community assets, training in rainwater harvesting and giving computer literacy to village students.

AICUF (All India Catholic University Federation) is a wing for social transformation and social equality through awareness camps, leadership training, street plays and cultural programmes etc.

Fine Arts provides skills in stage management and development of talents. A healthy competitive spirit is fostered through inter- departmental cultural fest. The members manage the stage programmes of the College all through the year. At least three training programmes in art and painting was given by staff and students of Fine Arts College, Chennai.

Media Forum trains the students on the positive use of the mass media to view media reports in their proper perspective. As a model, the forum tried publishing a monthly magazine called 'Oodagam'.

Rotaract is the College students' wing of the Rotary club. The members are part of a worldwide network. Conducting blood donation camps, eye camps and job exhibitions are some of their activities.

Rovers is a vibrant crew promoting service projects like mobile library, savings scheme among rural children, scouting in rural schools, fund raising for destitute women etc.

Red Ribbon aims at creating awareness among the public about major problems of HIV/AIDS.

Maatru Nataka Iyakkam (Alternative drama movement) is a movement to promote dramatics with personality development, presentation skills, social involvement and commitment to its goals.

Institutional Service Delivery

BISW (Bosco Institute of Social Work)

The Department of Social Work has been implementing various reach out community service projects from 1979. It bloomed into "Bosco Institute of Social Work" for the practice dimension of the holistic Social Work Education we offer in our department. The reach-out projects have been undertaken, studying the needs, problems and intervention strategies appropriate to the time and context of Tirupattur rural areas.

From 2000, the Institute is running the following projects:

1. Family Counselling Centre (FCC)

FCC was started in 1990 and has been serving effectively for over 22 years. It is a great help for the rural families in problems. The programme is sponsored by State Social Welfare Board. The center gives counseling services to the rural family members.

The following table describes that around 1295 clients have benefited through the family counseling centre.

S. No.	Periods	Beneficiaries		Total
		Male	Female	
1.	2007-2008	104	112	216
2.	2008-2009	141	130	271
3.	2009-2010	93	129	222
4.	2010-2011	187	130	317
5.	2011-2012	111	158	269
	Total	636	659	1295

2. Creche

Since 1990 two day-care centers (CRECHES) for pre-school children are run by the institute in two villages by name Sagayanagar and Sivarajpet. A total of 60 children (30 in each centre) benefit by the programme. This is sponsored by the Tamil Nadu State Social Welfare Board. Through the CRÈCHE centre, 780 children have benefited for the last 13 years.

3. Mahalir Thittam

Mahalir Thittam is funded by Tamil Nadu Women Development Corporation. The ultimate objective of this project is the empowerment of women in rural Tamil Nadu. After the formation of Self Help groups, training sessions are conducted for all these groups. Then cluster level federations are formed in all the project areas. At this stage economic assistance are provided through which sustainable development takes place.

4. Care for Young Women at Risk

Most of the rural adolescent girls in and around Tirupattur, are found to be at risk to remain illiterate, become school drop-outs or end up as bonded labourers, child labourers, and domestic servants. In order to protect them from such evils and prepare them for a better life in future "Care For Young Women at Risk" project was started by BISW.

Service provided for young women at risk:

- Literacy and literacy improvement through non-formal education.
- Education on boy-girl relationship, marriage, reproductive health and family life.
- Training on HIV/AIDS awareness
- Training in employable skills (Tailoring for the present batch)
- General counseling and premarital counselling.

Water Samples Testing Project

BISW has undertaken a Water Samples Testing Project sponsored by Tamil Nadu Water Supply and Drainage Board. This project was conducted for NRDWP for the year of 2009-2010. The aim of the project was to find out the level of chemicals and bacteria in drinking water.

Tamil Nadu Afforestation Programme

BISW undertook a project called TAP (Tamil Nadu Afforestation Programme) on 01.10.2009. TAP Programme was sponsored by Tamil Nadu Forest Department to create awareness among public about prevention of cutting the wood.

Don Bosco Centre

Don Bosco Centre (DB Centre) for education and training is an extension service of the College. The focus of the centre is **to prevent school dropouts** and rehabilitate them while equipping them with equal opportunities. The dynamic work done in the DB Centre extends to six programmes currently. They are - Pre-School Programme, computer literacy for the poor rural school students, free-tuition in the evenings for the school children from the neighboring areas, Indira Gandhi National Open University (IGNOU) and Abacus for the rural children.

Self Help Groups - Thenkoodu

Tirupattur Thenkoodu Sangam has unique model of management. Sangam representatives are elected from among the members of the sangam. They have their own governing body, executive board and implementing team. Governing bodies work towards quality formation, fund raising, liaisoning, administration and networking with other department and agencies. Executive team will execute the planned activity with the help of implementing team and volunteers. The Sangam Animator is facilitating the representatives, self- help

groups and staff for the implementation of planned activities, working as a bridge between self- help groups and the sangam.

Department of Extension Education Service and Research (DEEDS)

In 2010, a new community development programme called Department of Extension Education Service and Research **(DEEDS)** was started. It acts as the coordinating and facilitating centre for the various programs within and outside the College. The department offers and coordinates services within the campus and extension education and research. It operates with the motto of '**Lab to Land',** where the staff and students of all the departments visit the adopted villages many times a year and share the application of subject knowledge that is relevant to the needs of the villagers. It has been found mutually benefitting both the villagers and the students.

Thenkoodu SHG Agri Community College with the motto "Fullness of Life", is an alternative system of education, which is located within the campus of the Bosco Institute of Social Work.

Thenkoodu SHG Training Centre

This was established to provide skill training to our own self groups members and make them entrepreneurs. We offer skill trainings in 50 trades in this training centre. So far we have given 40 batches of skill training in various skills. This centre is supported by Auxilium ITI, Tirupattur for all technical guidance. We have networked and organized skill training programmes for BPL women in the municipalities and SHGs of other NGOs in three districts. This training centre was awarded 'A' grade by District Rural Development Agency (DRDA), Krishnagriri. This centre has organized trainings along with NABARD, DRDA, Coir Board, DIC, Municipalities and BDO offices. The Thenkoodu Training Centre has been running since November 2008.

Sponsored agency for Conducting Training

- Coir Board - Pollachi
- TTKS - Tirupattur, Vellore District
- BDO Office - Krishnagiri
- BDO Office - Tirupattur
- BDO Office - Vaniyambadi
- Mathi (Mahalier Thittam)
- NABARD
- MSME

These are Government and Non-Government funding agencies have been providing funding supports to conduct the above mentioned management and skill training.

Beneficiaries, Name of Training, No. of Training and Sponsored Agencies

Gender	Name of the Training	No. of Trainings	Sponsored Agency
Male / Female	Basic Computer (BPO) Masonry Training	7 (77.8) 2 (22.2)	Mathi NABARD BDO – TPT MSME
Male only	Welding, Electrician Joody Fruity Training Waste Leather management EDP Training	4 (50.0) 1 (12.5) 2 (25.0) 1 (12.5)	NABARD BDO – TPT MSME TTKS
Female Only	Coir Yarn Training Door Mate Training Paper Cup Production Jude bag Training Skill Training(Pickle and Agarbathi) Aricanut plate production Paper Plate Tailoring Jude Bag and Tailoring Paper cup and Arica nut training Jooty Fruity Training MTR – Training Waste Leather Management EDP Training AYS Training Handicraft Training	1 (2.5 6 (15.0) 3 (7.5) 2 (5.0) 2 (5.0) 4 (10.0) 1 (2.5) 8 (20.0) 1 (2.5) 2 (5.0) 3 (7.5) 3 (7.5) 1 (2.5) 1 (2.5) 1 (2.5) 1 (2.5)	Coir Board BDO Office-Krishnagiri Mathi TTKS NABARD MSME BDO - Vaniyambadi

Impact:

People have been thoroughly trained, placed in jobs, and have started income generation activities, through linkages with banks. Totally 1461 members have benefited from Thenkoodu Training Centre.

Child Watch Committee

The child watch committees are formed at the federation level and are doing effective work in the villages of **preventing dropout** from schools and stopping child laborers. Community has realized the importance of the child rights through the community members' involvement and participation that has made it sustainable programme in the villages.

Meteorological Observatory

Indian Government has installed Meteorological Observatory in our campus. Sacred Heart College is maintaining and reporting the meteorological data to the government and the media. Wind direction, cloud movement, weather status and rain status are reported every day to the Regional Meteorological Centre, Chennai.

The department offers **consultancy service** to the voluntary organizations regarding formation, management, project proposal writing,

trainings, workshops, seminars, network, website development and maintenance etc.

Prime Minister's Employment Generation Programme (PMEGP)

SURABI-Tirupattur is implementing the PMEGP Scheme in association with KVIC and DIC, especially in the area of identification of beneficiaries, area specific viable projects and providing training in entrepreneurship development. SURABI- Tirupattur is guiding more than 150 entrepreneurs to avail the benefits from the PMEGP Scheme.

The gap between the educated and the illiterates is reduced considerably through the frequent visits and interactions between the staff and students of the College and the villagers. Together they plan, execute and evaluate various activities by which the native knowledge and life experience of the village folk are transmitted to the students in an informal way. The students get an opportunity to apply their theoretical learning towards the day to day practical problems of the villagers. These visits also help them to understand the villagers better and relate with them cordially. The villagers feel honoured by the visits of the staff and student community.

3.7 Collaboration

Collaboration with other agencies

The College has collaboration with the following agencies viz., Vellore Institute of Technology, Vellore, Rajiv Gandhi National Institute of Youth Development, National Institute of mental Health & Neuro Sciences (NIMHANS), Bangalore, Department of Computer Science, Barathidasan University, Trichy, Ramanujam Institute of Advanced Studies in Mathematics, Chennai, Kalpakam Atomic Power Plant, Kalpakkam, SECRI, Karaikudi, Puthiya Thalaimurai Trust, Chennai.

The Department of Social Work sends students in all four semesters for field work training to NGOs, Social Welfare agencies and companies. The following are some of the organizations:

Community Development & Youth Development Settings

The II year MSW students specializing in Community Development & Youth Development are placed in Government & Non-Governmental organizations situated in Tamil Nadu and other parts of India. Here is the list of such organizations:

- Vishwa Yuva Kendra – New Delhi
- Freedom Foundation – Bangalore
- World Vision – Kerala, Tamil Nadu
- REDS – Bangalore
- RUHSA – K.V.Kuppam
- Christain Counselling Centre – Vellore

- Block Development Offices at Nattarampalli, Jolarpet and Kandhili.
- MYRADA – Hosur
- Hand in Hand
- Navajeevan Educational Welfare Society (NEWS) – Virudunagar
- Thiruppumunai –Nagercoil
- Indian Community Welfare Organisation-I.C.W.O –Chennai
- Arunodhaya - Chennai
- T.T Rangnathan Clinical Research Foundation - Chennai
- Indian Council of Child Welfare – Chennai
- CRY – Chennai
- SNEHA – Chennai
- Mariyalaya – Chennai
- Women Education Development Trust – Chennai
- World Vision India - Hosur

Industrial Setting

The II year MSW students specializing in Human Resource Management are placed in Industries situated in Chennai, Hosur, Ranipet and Pondicherry. Here is the list of industries where our students are trained:

- Ashok Leyland Ltd, Hosur
- Corborandum Universal Ltd, Hosur
- TITAN Industries (Jewellery Div),Ltd., Hosur
- TITAN Industries (Watch Div) Ltd, Hosur.
- Lucas TVS Ltd., Hosur.
- Thai Summit Neel Auto Ltd, Hosur
- Sandar Automach Ltd, Hosur
- Chestlind Textiles Ltd., Hosur
- WEG Industries Ltd.Hosur
- Hindustan Uniliver Ltd, Hosur
- Exide Batteries Ltd, Hosur
- Tatra Vectra Ltd, Hosur

- Areva Industries Ltd., Chennai
- PHA Manufacturing Ltd., Chennai
- Hyundai Mobis Ltd, Chennai
- Mohan Breweries Ltd, Chennai
- TTK Industries Ltd, Chennai
- Enfield India Ltd, Chennai
- EID Parry Ltd, Ranipet
- Bharath Heavy Electricals Ltd, Ranipet
- Greves India Ltd, Ranipet
- HCL Industries, Pondicherry
- Lucas TVS Ltd, Pondicherry
- ELGI India Ltd, Coimbatore
- Ford India Ltd, Chennai
- Visteon Ltd, Chennai

Usefulness of these Linkages

These linkages have helped the College in curriculum development. Some of the members of the institutions mentioned above are members in the Curriculum Development Cell and the Academic Council. The suggestions expressed by them based on their practical experience have helped the College in updating curriculum.

The students MSW, MCA, and BBA get opportunities for Internship, on-the-job training and job placement. Scholars doing M.Phil. & Ph. D programmes of Science departments are able to make use of facilities available in institutions such as VIT, SECRI, CLRI for **carrying out research projects**. Members of these institutes also serve as external editorial board members of the journal published by the College.

Linkages with these institutions has also resulted in the establishment of specialized laboratory facilities like instrumentation centre to cater to the needs of Physics, Chemistry and Biochemistry students.

CRITERION – IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical facilities

Availability of Physical Infrastructure and its Optimal Utilization

The College is located on 23 acres of land and has adequate physical infrastructure to accommodate all its departments, classrooms, supportive facilities and hostels. Whenever new courses are introduced the College plans and constructs new buildings. In view of the new courses like B.B.A and B.Sc. Biochemistry, the College constructed the Golden Jubilee building in 2012. The new building will accommodate MCA and MBA courses.

There are **two shifts of academic programmes** where the strength of the self-finance mode is nearly two third and that of aided mode is one third. The same infrastructure is used by both the shifts ensuring optimum utilization. Apart from classrooms, various halls for common and departmental meetings, presentation halls and hostels are available within the campus. All the departments are provided with Computer, Laptop, LCD Projector, OHP etc. All the departments have office room for staff members, while some departments have individual cells. Staff rooms have adequate furniture, toilet facility and RO water purifier.

Physical Facilities Built before 2006

Blocks & Halls	Supportive	Residential
Main Block	Library	Jothi Nivas Hostel
Silver Jubilee Block	Indoor Stadium	Rinaldi Hostel
Golden Jubilee Block	Meditation Centre (OASIS)	Murphy Hostel
Computer Block	Auditorium	Guezou Hostel
Bosco Institute of Social Work	Staff and Students Welfare Centre	St. Joseph's Hostel
Diamond Jubilee Block	D.B. Centre	Amalagam. Hostel
	Arumbu Book Centre	Salesian's Residence
	Sacred Heart Shrine	Guest House

Infrastructure Facilities for Academics

Supportive	Office
Laboratory for Physics and Chemistry	Secretary's Office
Computer Centre	Principal's Office
Language Laboratory	Additional Principal's Office
Digital Multimedia Theatre	Vice Principal's Office
Presentation Hall	Additional Vice Principal's Office
Auditorium	Administrative Office
Conference Hall	General Staff Room
Audio Visual Room	Office of HODs
Internet Browsing Centre	Departmental Staff Rooms
Examination Halls	Office of Controller of Examinations
Library	Project Office
Book Depot	Documentation Centre
	IQAC Office

Infrastructure Facilities for Co-Curricular and Extension Activities

All the following co-curricular and extension activities are provided with infrastructure and office facilities.

Co-Curricular Activities	Extension Activities
Shelter Office	Bosco Institute of Social Work D.B. Centre IGNOU Study Centre
NCC Office	
NSS Office	
AICUF Office	
Fine Arts Office	
Media Forum	
Junior Red Cross	
Alternate Drama Movement	
Placement Cell	

Recent Initiatives:

Infrastructure to promote Teaching-Learning Environment

To add strength to the teaching learning process, a well -equipped **Digital Multi Media Theatre** and a **Presentation hall** have been provided. **English Language laboratory** with 20 systems, has been set up to improve the communication skills in English. A plan is afoot to upgrade it into computer aided version with 50 systems. A **browsing centre with 50 systems** and an **I-net lab** have been established. Well -equipped **laboratories for PG Physics** and C**hemistry** courses have been constructed. **Intercom** facility with 60 nodes was created and intra-network through fiber optics was laid. There are separate **cycle sheds** and **two wheeler parking** place at each entrance to

the campus. Improved and spacious **toilet facilities** have been provided for staff and students, while rest rooms, dining room, living rooms and toilets are provided separately for **women staff and students**. A room is provided for the non-teaching staff to take their lunch. **Purified drinking water** is provided to the staff and students with the **installation of a water treatment plant**. Two **generators**, each with 75-kilovolt capacity, and a third generator with 250 – kilovolt capacity and an UPS system provide power round the clock. Presently a separate transformer for the whole College is under construction.

Physical Facilities built during 2007 - 2012

A large part of the campus is filled with sprawling garden, trees, ornamental plants and flowers. The physical and technical facilities provided in the campus have created an ambience for furthering one's academic interests and initiatives. The fast developing academic growth of the College requires constant growth in infrastructure. The Management has been meeting the challenge effectively by augmenting the infrastructure. The introduction of newcourses in the last five years necessitated the provision of **additional classrooms**. The needs were met by the construction of Diamond Jubilee memorial building exclusively for M.C.A and M.B.A programmes. This block contains, in addition to classrooms, Audio Visual hall, Conference hall, tutorial rooms and department staff rooms.

A separate building for research activities is created under the name of **Abraham Panampara Research Centre.** The centre houses the office of the Research Director, Cells for Ph.D. Guides & M.Phil. classrooms. An instrumentation lab within the research centre has been created for the benefit of Physics, Chemistry and Biochemistry research scholars. Some rooms are available to accommodate outstation scholars when they come to attend conferences and workshops. A dining hall with a pantry is also available.

Sl.No	Infrastructure	Year
1	Toilets for Women staff and students	2008
2	Concrete Basketball Court	2009
3	NCC Office Renovation	2009
4	Indoor Stadium Renovation	2009
5	Individual cells for Mathematics & Commerce Staff	2009
6	Guest Room Block Renovation	2010
7	Store Room for M.C.A. and M.B.A.	2010
8	Partitioning Controller's Office with Lift	2011
9	Church Renovation	2011
10	Power Cable Networking	2012
11	Abraham Panampara Research Centre	2012
12	Diamond Jubilee Building	2012
13	Carreno Hall Renovation	2010
14	Murphy Hostel Renovation	2011
15	Gymnasim	2008

The College has 200 granite seats under the trees which were put up for students use. Day scholar centre was sponsored by Mr. D. Venugopal M.P. The canteen tables were replaced by granite slabs. Purified drinking water is available to staff and students inside the buildings and within the campus. In all the departments, the HODs have a separate room for administration. All the departments have staff room for the faculty and few departments are provided with individual cells.

Facilities for Women Students and Staff

Separate rest rooms are built near Silver Jubilee Block for the women students and staff. An **annexure to Amalagam ladies hostel** is constructed to accommodate the women staff members. A room with bed is available to girl students to take rest in times of need. The main building and the computer science block have separate toilets. The day scholar women students have a lunch room.

Facilities for physically challenged

The physically challenged students have the **facility of ramps** in some buildings. Tri-cycles are available for the physically challenged students to be used within the campus. The newly built Diamond Jubilee block and existing Golden Jubilee block have toilet facilities designed for physically challenged.

Residential Requirements of Students

Hostel Facilities:

Hostel facilities are provided separately for Shift-I, Shift-II U.G. & P.G. and women students. The postgraduate students are provided with additional facilities in the hostel. The hostels are maintained and administered directly by the Management. The women students and unmarried women staff are accommodated in Amalagam hostel. Women hostel is managed by Salesian Sisters and laywomen.

Name of the Hostel	Type of Students	Capacity	No. of Rooms	Wardens+ Catering Staff
Rinaldi	Shift I+ UG+Sports	257	110	10+6
Murphy	Shift I & II PG	159	55	6+4
Guezou	Shift II UG+ Sports	242	80	3+3
Amalagam	PG Women	136	60	4+4
St.Joseph's	Aspirants	18	18	3+3

All the hostels have **Good Night Talks** given by the Rector, Principal, Vice-Principals, Wardens and Sub-Wardens. Each hostel has spacious dining hall, kitchen and halls for recreation and indoor games such as carrom, chess, etc. **purified drinking water, toilet and bathing facilities are provided.** The **mess committee** consisting of the Warden, assistant wardens and student representatives ensure the quality of food and hygiene. The mess is run on dividing system.

Steam cooking facility in the hostels keep the environment pure, and clean. In addition to the extracurricular activities conducted in the College, the hostels conduct their own **programmes on spirituality, personality development, martial art, communicative English, social activities, sports, entertainments and inter-hostel tournaments**. The annual parents meet and the Hostel Day create an opportunity for personal interaction and improvement. All the Hostels have Recreation rooms like **television room and reading room**. The P.G. (Men & Women) Hostels are provided with **Wi-Fi Internet** connection. The hostel students share the Yoga and Gymnasium centres available in the College.

Health related Support Services for Students

First year students undergo health checkup as soon as they are admitted to the College and blood grouping is also done at that time. In case of illness during the College time, the departments take care of the students by sending them to the nearby hospital. **College Doctor** visits the campus and addresses the students on health and hygiene. Awareness programmes are regularly conducted for the girl students in particular health, hygiene and nutrition.

During working hours, if any staff or student or non-teaching staff needs medical attention they are immediately taken to nearby hospitals or clinics. In cases of need, they are also accompanied by sub wardens and the College provides its vehicle.

Promotion of Interest in Sport events

Sports and games play a significant role in the educative system of Don Bosco. Daily games like football, basketball, volleyball, cricket are available to students in the campus. Inter department matches are occasions to demonstrate their team spirit. The facilities available in the campus are listed below.

Indoor Sports Facilities	Outdoor Sports Facilities
Table Tennis	Ordinary Volleyball ground (3)
Multi – Gym	Flood -Lit Basketball ground
Carrom	Ball Badminton grounds (2)
Weight Lifting	Hockey ground
Gymnastic Mat	Cricket Pitch
	Football ground
	Handball ground
	Kho – Kho ground
	Kabbadi ground
	Tennis Courts (2)
	Shuttle Ground(5)

Usage of Play Fields by Sportsmen and Students

Sl. No	Sports and Games	College Team. Practice session	Shift-I Students Session	Shift-II Students Session
1.	Volleyball Court	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
2.	Football Field	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
3.	Basketball Court	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
4.	Hockey Field	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	-	-
5.	Cricket Field	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
6.	Athletics	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
7.	Kho-kho Court	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
8.	Badminton Court	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
9.	Table Tennis	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
10.	Ball bat mitten Court	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.
11.	Boxing	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	-	-
12.	Kabaddi Court	6.00a.m. to 8.00a.m. 4.00pm to 6.30pm	4.00pm to 5.30pm	10.30a.m. to 12.00a.m.

Yoga Centre

Oasis room which is a multi-religious centre for prayer, meditation and yoga are being utilized by students and staff as a **yoga centre**. **GYM** is opened every day for staff and students from 06.00 a.m. to 7.30 a.m., and from 4.00 p.m. to 6.00 p.m. Sportsmen are using it for an extra hour apart from normal timing.

Every year minimum twenty five outstanding **Sportsmen get fee concessions** in College. **Free boarding and lodging** are also provided for a minimum of ten volleyball players every year. Healthy food is provided to the sportspersons after practice sessions. In the morning and evening regular students as well as athletes, use the playground for walking, jogging and other exercises. Good number of people from the town are also using the ground in the morning and evening for walk.

Equipment and Uniform Expenses

Sl. No	Year	Equipment Amount (Rs.)	Uniform Amount (Rs.)	Total (Rs.)
1.	2008-2009	86,821	26,550	1,13,371
2.	2009-2010	93,873	43,035	1,36,908
3.	2010-2011	2,44,727	38,542	2,83,269
4.	2011-2012	2,60,348	37,359	2,97,707
			Total	**8,31,255**

New Equipment bought during 2007- 2012

Sl.No.	Description
1.	High Jump Pit Eliteoly (5m X 2.5m X 61cm)
2.	Pole Vault Pit comp College (6.5 m X 5 m X 71 cm)
3.	Vaulting Pole F/Glass (Maximum 4m)
4.	Javelin Aluminum for Men (800 gm)
5.	Javelin Aluminum for women (600 gm)
6.	Starting Gun (Pistol)
7.	Hurdles
8.	Gym ball
9.	Running Spikes
10.	Starting Block
11.	Throw Ball
12.	Tennikoit Ring
13.	Weight Plates & Rods
14.	Measuring Tapes
15.	Stop Watch
16.	Weighing Scale Digital
17.	Table Tennis Board
18.	Hockey Sin Guard Moulded
19.	Medicine Ball
20.	Boxing Things (Glows, Punching Bag & Pad)

Promotion of Interest in Cultural events

The Careno Hall and Don Bosco Indoor Stadium, Mother Theresa Hall provide facilities to perform cultural events for the various programmes organized by the College. The costume and articles for dance and various art forms are available in the campus. To prepare the stage backdrop an OHP is provided by the College. Students are given training by experts in drama and dance. College Day, Community Day, Christmas, Silver and Golden Jubilee celebrations of staff and management personnel, Sports Day and Cultural Fest are some of the occasions for students to express their talents and creativity.

4.2. Library as a Learning Resource

Library Advisory Committee

The College has a Library Committee which meets on a regular basis and discusses the issues related to library functioning and development. The following members form the Library Advisory Committee:

Principal

Director of Library

Librarian

Members of the Teaching Staff (Four)

Students Representatives (Three)

Dean of the Academic Affairs

Some of the Issues discussed and implemented by the Library Committee

- The committee suggested **extending the Xerox facility** for a longer period. Though no separate man was appointed, yet, with the available staff, the Xerox facility was extended from morning 9.30am to 4.30pm.
- As suggested by the library committee, **more text books** were bought for mathematics, physics and computer science departments.
- **More journals** were added to the departments like Commerce, Chemistry, Mathematics and Biochemistry.
- Based on the suggestions of the research scholars, the committee suggested to have **e-journals access** in the library premises. So, apartment from the digital library, a new section called Cybrary is opened to facilitate access to more e-journals and e-books.

Infrastructure Data

Total area of the library (in Sq. Mts.) : 18,938sq.fet.

Total seating capacity : 348

Distribution of Library Seating Arrangements

	Tables	Chairs
Ground Floor		
1. Reading Room: Journal Section	14	92
2. Magazine Section	12	48
Cybrary	16	16
Main Counter	3	1
Librarian Room	2	4
Copier Room	2	1
Store Room	1	1
Director’s Room	2	4

First Floor		
1.Subject Reference	11	90
2.Back Volumes	1	9
3.Research Cell	4	17
Research Cell outside	3	12
Second Floor	7	10
A.V. Hall		36
Bindery	6	7
Total	**85**	**348**

Library Working Hours:

On working days : 8.00 am to 8.00 pm

On holidays

Saturdays : 8.30 am to 4.30 pm

Sundays : 9.00 am to 12.30 pm

Before examination days : 8.30 am to 4.30 pm

During Examination days : 8.30 am to 4.30 pm

During Vacation : 8.30 am to 4.30 pm

Layout of the library

Individual reading carrels : Nil

Lounge area for browsing and relaxed reading : Nil

IT zone for accessing e-resources : 442 sq.ft

Tables -16

Chairs - 16

Computers with internet facilities : 16

Different Sections in the Library

Ground Floor:

Journal Section

Magazine Section

Newspaper Section

Question Paper Section

Old & Additional Question paper in cupboard

Magazines & Journals back issues in cupboard

Display Area

IT Zone

Mezzanine Floor:

Subject Reference Books

General Reference Books

Encyclopedia & Dictionary reference

Books for NET / SLET

Periodical back volume

Section Project Reports

First Floor:

Stack Room

Binding Room

Virtual Library – Audio Visual Room

CD Access

Display of Floor Plan & Other Features

Display of Library map is provided at the entrance showing clearly the lay out of the floor plan. The display area is around 120 sq.ft. The library has a fire alarm. As of now, the there is no special access to differently abled users. The College plans to build a ramp at the entrance in future. The mode of access to collection of resources is Open Access.

Library Holdings

Print Books	:	68327
Back volumes	:	2682
Theses	:	3250
Non Print Microfiche, AV CD	:	1053

Electronic (e-books and e-Journals):

Subscribed e-Journals	:	5562
e-Books	:	50000 plus

Special collection:

Reference books	:	17439
Text book	:	17475
Standards	:	Nil
Patents	:	Nil

Books

Subject	No. of Volumes
Encyclopedia, Computer Sci., General	6918
Philosophy, Psychology	1623
Religion	1610
Sociology, Statistics, Economics, Social Work, Education	11997
Language : English, Tamil, French	20416
Mathematics, Physics, Chemistry, Biology	15597
Applied Science, Medicine, Engineering, Commerce, Management	7067
Fine Arts	471
History & Geography	2628
Total	68327

Department wise Total Number of Books as on 31.03.2012

Department	No. of Books
Tamil	10337
English	7984
Economics	8317
History & Politics	1202
Commerce	4715
BBA	0166
MBA	0153
Social Work	4031
Mathematics	8031
Physics	5488
Chemistry	3367
Biochemistry	0169
Computer Science	2447
MCA	2413
Religion	1997
General	7363
Library Science	0052
Physical Education	0095

Books / Journals bought during 2007-2012

Department	No. of Books
Tamil	1059
English	322
Economics	730
History	41
Commerce	630
BBA	166
MBA	153
Social Work	814
Mathematics	1575
Physics	476
Chemistry	319
Biochemistry	126
Computer Science	414
MCA	509
General	846
Religion	168
Journals	8348
National Journals Subscribed	139
International Journals Subscribed	24
Newspapers	8

Journals, Magazines & Newspapers Subscribed for the Depts.

Department	No. of Books
Tamil	25
English	5
Economics	15
Commerce	15
Social Work	19
MBA	25
Mathematics	10
Physics	13
Chemistry	8
Biochemistry	4
Computer Science & MCA	11
General	21
	171

Library Tools deployed to provide Access to the Collection

1. OPAC
2. Library Website
3. In-house/remote access to e-publications

ICT Deployment in the library

Library automation	:	Fully automated
Total number of computers for public access	:	2
Total number of printers for public access	:	1
Internet bandwidth speed	:	2 mbps
Institutional Repository	:	NBHM (National Board of Higher Mathematics)
Participation in Resource sharing networks	:	inflibnet, ebsco, IEEE, jgate

Details On

Average number of walk-ins/day	:	1560
Average number of books issued/returned/day	:	626
Ratio of library books to students enrolled	:	1:52
Average number of books added during last three years	:	1723
Average number of login to OPAC	:	50
Average number of login to e-resources	:	67
Average number of e-resources downloaded/printed	:	67 students
Number of information literacy trainings organized	:	Orientation to 35 classes of UG, PG and Research scholars

Specialized Services provided by the Library

The following specialized services are provided in the library

- Reference
- Reprography
- Information Deployment and Notification
- OPAC
- Internet Access: Downloads & Printouts:
- Reading list/ Bibliography compilation:
- In-house/remote access to e-resources

- User Orientation
- Assistance in searching Databases
- IUC facilities

Virtual classroom to supplement classroom teaching

UGC's Consortium for Educational Communication (CEC) is engaged in disseminating education through various modes of ICT. It has the largest repository of digital content. The consortium transmits 24*7 VYAS higher Education channel based on educational content produced on various undergraduate subjects to supplement the classroom teaching

History maps for economics students

Library Software – e-bills

Barcoded Library Books

Circulation through barcoded Identity Card

Cybrary for Staff & Research Scholars

CDs for self-improvement

E-Journals Subscribed

E-Journals Subscribed		
Name of the Website	**Access Limitation**	**No of Journals Accessed**
Ebsco	Full Text Journals.	1096
IEEE	Full Text Journals.	201 (Package Called All Society Periodicals Package - ASPP)
Inflibnet	Full Text Journals.	2137
Jgate	Bibiliography Database and Also Access Free Full Text Journals	2128

Annual Library Budget

Around Rs. 6 Lakhs is spent every year for purchasing new books and journals.

Feedback Mechanism from the Users

The library gets feedback from the **Students Redressal committee** and **Dean of Student Affairs**. The library has kept a Suggestions & Complaints box for the users. The feedback from these sources is discussed in the Library committee meetings and relevant changes have been carried out.

Infrastructural Development of the Library

Infrastructure

Swiping Machine at the Entrance - 1

Closed Circuit Television - 2

Cabinets for Periodical Back Issues

Copier for Xerox

Low racks for Easy Approach

New racks for House keeping

Cutting machine & Hand press for Binding

Workshops Organized to facilitate better Library Usage

The College has not organized workshops for staff members and students on library usage but regularly gives orientation to the first year U.G., P.G. graduates.

4.3. IT Infrastructure

IT Policy

IT Service Management: The Instrument Maintenance Facility (IMF) of the College receives written complaints and addresses them at the earliest.

Information Security: The College has implemented a system by which the confidentiality and security are ensured. The data at the College main office protected. Only those persons who have been authorised by the Principal can have access to those data. In addition to this, website security, student staff information particulars, College e mail ids are kept secure.

Network security: The data from Controllers office, College accounts and Wi-Fi are covered under Network security and kept secure.

Risk Management: The College has developed a data back-up system to prevent accidental loss of data. There are two kinds of data back-up viz. the manual back-up system and the Office Data system which automatically stores data in separate storage device

Software Asset Management: The College has streamlined procedures for purchase, storing, renewal and upgrading of software and their licenses. ,

Computer Facilities available in the College

The Guezou Centre for Computer Science (Computer Centre) was established in 1988 with ten personal computers and an UNIX based minicomputer. Now it has 540 latest computers connected with windows servers, data base server, E-learn server, E-mail server, web server and Linux server. The computer facilities available in the College are listed below:

S. No.	Particulars	Facility Available as on Date
1.	No. of Computer Terminals	150
	Hardware Specification	
	▪ i3 Processors (Latest Configuration)	150
	▪ Laptop Computers	49
2.	No. of Terminals on LAN/WAN facility	150
3.	**Servers: Dedicated Computing facility** Intranet Server (webmail and Database) Moodle Server (E-Learn On-Line Course) Jerome DL Server (Digital Library) Proxy Server (Internet Sharing) File Server PG Windows (for Lab Practical) File Server PG Linux (for Lab Practical)	6
4.	Relevant Legal Software ▪ Application Software ▪ System Software ▪ Open Source Software	 35 14 8
5.	Printers	13
6.	Internet Accessibility (in kbps & hrs.)	2 mbps & 24 hrs least Line (BSNL)-1 2 mbps & 24 hrs least Line (BSNL)-2
7.	Computers with internet facility through Cable Computers with internet facility through Wireless	68 180
8.	Scanner	1
9.	Power Backup System	10 KVA * 4
10.	Cooling System (Duct able air conditioner)	5.5 Ton *2 , 11 Ton * 2

Legal Software

S. No	Name of the Software	
	Propriety Software	**Propriety Software**
1.	Oracle 8i	SCO UNIX OS 5.0
2.	Microsoft SQL Server 2000 Standard Edition	RedHat Enterprise BE Linux 4.0 Server
3.	Microsoft Visual Basic	RedHat Enterprise BE Linux 4.0 WS
4.	Micorsoft Visual C++	RedHat Linux 7.1 Professional
5.	Micorsoft Visual J++	Windows 2003 Server Standard
6.	Micorsoft Visual FoxPro	Windows 7
7.	Micorsoft Visual InterDev	Windows NT 4.0
8.	Micorsoft Visual SourceSafe	Windows XP
9.	Microsoft Transaction Server	Windows 2000
10.	Microsoft Word	Windows 98
11.	Microsoft Excel	Windows 95
12.	Microsoft Outlook	MS DOS 6.22

13.	Microsoft PowerPoint	Turbo C 2.01
14.	Microsoft Access	Kaspersky Internet Security
15.	Microsoft Publisher	**Open Source Softwares**
16.	Borland J Builder	Ubuntu 10.04.4 (Linux)
17.	Adobe Photoshop	Fedora release 8 (Linux)
18.	Adobe Flash	Moodle 2.2.1+
19.	Adobe InDesign	Mysql (Database)
20.	Adobe Golive	Postgresql (Database)
21.	Adobe Ilustrator	Netbeans IDE
22.	Adobe Audition	Sugar CRM Software
23.	Adobe Premiere Pro	Java (JDK)
24.	Adobe After Effects	
25.	Adobe Encore DVD 1.5	
26.	Macromedia MX 2004	
27.	Director MX Win Educational Eng APAC	
28.	3D Studio Max	
29.	Visual Studio. NET Pro 2003	
30.	Sound Forge 7.0 Academic CD	
31.	IBM SPSS Statistics Base 20.0	
32.	IBM SPSS Regression	
33.	IBM SPSS Advanced statistics	
34.	Visual Studio Pro 2010 Acdmc	
35.	MS Office Std 2010 Acdmc	
36.	Tally 7.0, Tally 9.0	
	TOTAL : 36	**TOTAL : 14**

The **Director of Computer Centre** monitors and the **Systems Administrator** executes the various technical issues of the transaction of the computer centre. They maintain 134 Computers, 49 Laptop Computers and Visual Aids such as OHP, LCD Projector. Interactive white boards are provided to different segments of the College. All the departments, the administrative offices, library and the hostels have been provided with internet and intranet using fiber optic cables.

The Guezou Computer Academy (**GCA**) offers Certificate Courses beyond the Curriculum for the students of various departments of the College. These courses are the immediate needs of the students for special purposes. The GCA laboratory is meant for the GCA students with twenty computers with internet connection. The D**igital Multimedia Theatre** (DMT) and the presentation hall are used for computer based demonstration, tutorials, on-line education and interactive learning experiences. The digital multimedia theatre

is an air-conditioned hall, equipped with an LCD projector, digital theatre surrounding (DTS) sound system with DVD player, mixer, amplifier and a computer. This theatre can accommodate about 100 persons at a time.

The **presentation hall** is equipped with an LCD projector connected to a computer. This hall accommodates 60 persons. The **auditorium,** which can accommodate 700 persons, is also used for special occasions like seminar / presentation / demonstration / awareness programmes. The College has a separate **browsing centre** for all the students. Browsing /downloading / CD writing / printing and other facilities are available. There are forty-eight workstations working with Linux/Windows. (internet connections are through leased line connection by BSNL with a speed of 2 mbps)

Institutional Plans for Upgrading IT Infrastructure

There is a plan for increasing bandwidth of the Internet. MOODLE will be extended to each department in the near future. More software will be purchased based on the needs of the departments. All the classrooms are to be equipped with LCD Projectors. The Management intends to provide more services to the students and the departments by up gradations in language lab, browsing centre, research cell, dept. research cells, GCA lab are carried out. Periodical upgradation of existing systems are regularly done.

Access to Online Teaching - Learning Resources

The College has hosted the **E-Learn (MOODLE) server** for MCA students. Few staff members have undergone on line courses which helps them in finding new ways to deliver high quality learning and teaching resource. In recognition of the need and importance of Internet in the field of education, College has become a **Wi-Fi enabled campus.** This facility allows students and staff members to access Internet /Intranet connectivity anywhere in the campus using their laptops. Library provides online resource to the research scholars and staff through Cybrary.

ICT enabled Classrooms/Learning Spaces

At present, all the departments have minimum of 2 LCD projectors and lap tops. Apart from classrooms, presentation halls like OASIS, DMT, Mother Theresa Hall, Language Lab are also provided with LCD projectors which are used by all the departments. Most of the classrooms have LCD projectors. **Video conferencing facility** is available for staff and students to exchange their views with other institutions. As a result, the staff members use ICT enabled services in teaching- learning process. Staff members prepare multimedia presentation using laptop and desktop provided by the departments and present to the students through LCD projector. Few classrooms are equipped with interactive boards which enables faculty to conduct classes in an attractive way. In this very special learning environment, students find it extremely supportive for their better learning.

Training for Faculty to Prepare Computer aided Teaching-Learning Materials

The Virtual Course for Teachers (VCT) on **Co-operative Learning and Educational Technology** is offered as a certificate course in distance learning modality (online), for teachers in higher education. This course is product of the UNIVERSUS, the Distance Education Unit of the Salesian Institutes of Higher Education, Brazil. The course is purely on a new teaching methodology with the use of educational technology available today.This course is organized jointly by Sacred Heart College, Tirupattur and Bosco Institute of Information Technology (BIIT), BICS InfoTech, Yellagiri Hills.

Short term computer courses are organized by the GCA for teaching and non-teaching staff on MS Office which helps them to prepare computer aided teaching-learning materials.

Maintenance of Computers and Accessories

The College has established a unit called **Instrument Maintenance Facility (IMF)** and appointed qualified people to support their efforts to maintain the infrastructure. The same facility was approved by UGC which has provided grant for the purchase of essential tools/equipment for repair and maintenance of electronic hardware. The grant also covers salary of three qualified persons for a period of five years. The IMF acts as an essential support system to provide effective and efficient maintenance of scientific instruments and electronic hardware. It also maximizes efficiency through need-based training and documentation in the repair and maintenance of scientific instruments and electronic hardware.

National Knowledge Network Connectivity

The College has not availed the National Knowledge Network connectivity directly or through the affiliating University.

Annual Budget for Update and Maintenance of the Computers

Sl. No.	Year	Annual Budget (Rs.)
1	2007-2008	999,514.00
2	2008-2009	3,300,406.73
3	2009-2010	2,421,156.01
4	2010-2011	2,739,684.00
5	2011-2012	2,639,912.00
6	2012-2013	5,329,028.00
	TOTAL	**174,29,700.74**

Computer Related Equipments installed in the year 2007-2008

Sl. No	Name of the Item	Qty.	Amount (Rs.)
1 2	BenQ-Digital Projector MP611- HP530 Series of Note Books and IBM Thinkpad	5 4	413,625.00
3	Laserjet and Dotmatrix Printer	5	69,410.00
4	Network and LCD Cable	4	6,840.00
5	Desktop Computer	13	340,495.00
6	APC UPS 500VA	1	2,500.00
7	D-Link Wireless Access Point, Switch and Modem	7	53,144.00
8	IBM X3400 Quard Core Server	1	113,500.00
	Total		**999,514.00**

Computer Related Equipments installed in the year 2008-2009

Sl. No	Name of the Item	Qty.	Amount (Rs.)
1	Fire Extinguisher	14	18,500.00
2	Tubular & SMF Battery 12V 60AH,88AH,7AH	27	107,900.00
3	KVM Switch	2	10,100.00
4	Laser Printer	3	20,325.00
5	Cabinet iBall Model i612 Hard Disk Drive	20 20	67,000.00
6	Dox E1-Ethernet Router	1	37,809.00
7	Desktop Computer Upgrade	10	111,850.00
8	Desktop Computer	12	246,000.00
9	Server Computer	1	44,327.00
10	Server Computer upgrade	1	24,000.00
11	Computer Paper 10 x 12 x 1 Blank with logo	125pkt	37,700.00
12	Dlink Fiber Transceiver and Cable	2	36,728.00
13	Toshiba E Studio 207 Xerox	1	93,519.23
14	HP 530 Note Book , HP Compaq	11	424,200.00
15	LCD Projector MP511+, MP 622C	9	320,000.00
16	Generator DGSET - 6SL 88 00TA - 250 KVA	1	1,180,000.00
17	Software Symatec 10 Users	1	10,000.00
18	SCREEN 60"x60",72"x96" and Motorised Screen	11	104,860.00
20	Network Components		28,700.00
21	Wireless Outdoor Access Point & Network Components	1	41,984.50
22	Samsung 733NW TFT Monitor	20	149,000.00
23	Steel Perforated Chair	20	35,984.00
24	Panasonic HDE 2x5 Video Camera and Accesseries	1	49,800.00
25	Sony VPL Ex3 Projector MCC DVD Player Lenova G530 Laptop	1 1 1	99,720.00
	Total		**3,300,406.73**

Computer Related Equipments installed in the year 2009-2010

Sl. No	Name of the Item	Qty	Amount (Rs.)
1	Amp Cat - 56UTP Cable VGA Cable 10 mts Screen 6 x 8 Wall Type D-Link A Point 3200DWL	1 4 1 2	37,425.00
2	SF Sony Power Box 12V 65AH, 135AH & 7AH Battery	24	118,700.00
3	DVD Writer - LG Make	3	5,650.00
4	Printer Head DSI 5235 Printer Head LQ1050+	1 1	10,800.00
5	D-Link 24 Port DES1024 Switch VGA Cable 15mts	2 1	8,669.00
6	IBM Server XD 3400	1	89,700.00
7	Desktop Computer	45	1,041,150.00
8	Desktop Computer upgrade	1	13,224.00
9	HP Compaq 510 Laptop	10	337,000.00
10	2 GB DDR2 Memory Transcend ECC Reg.	2	7,000.00
11	Laserjet Printer & Color Printer	12	95,150.00
12	2 GB RAM for X3400	2	11,000.00
13	HP Toner CB540A Block, HP Toner CB541 2,3 CYM 1215/1515	1 3	12,350.01
14	HP Adaptor 65W	1	2,100.00
15	Network PCI WL WG311	1	1,150.00
16	Creative SBC380	1	1,325.00
17	Perforated Steel Chair and Wire Chair	9	16,890.00
18	Sinewave 2KVA, 1KVA and 10KVA UPS	17	277,740.00
19	Seagate 250GB Seagate ITB External HDD Transcend 2 GB	1 1 2	9,900.00
20	Supreme Junney P. Chairs	10	4,250.00
21	Tally Software	1	16,200.00
22	LG DLP and BenQ Projector	6	233,600.00
23	D-Link DNC-300SC Multimode Transcevers SMPS Zeb Platinum 600W	2 1	9,950.00
24	Trendnet TVIP600 Camera Server	1	17,593.00
25	10 x 12 x 1 Part Blank with Logo forms	100 pkt	29,120.00
26	Finger Print Sensor	1	13,520.00
	Total		2,421,156.01

Computer Related Equipments installed in the year 2010-2011

S. No	Date	Name of the Item	Qty	Amount (Rs.)
1	17/06/10	VGA Cable 10 mtr	8	5,581.00
2	10/07/10	Ceramic Halk Writing Boards	3	39,000.00
3	15/07/10	Software Kaspersky Internet Security 3 User	2	1,800.00
4	21/07/10	16 Anlog Extensions Card for Siemens Hipath 3550	1	31,200.00
5	29/07/10	Desktop Computer upgrade	6	51,930.00
6	29/07/10	UPS 550VA APC Make PCI Serial Port Card	2 1	5,150.00
7	29/07/10	Desktop Computer	39	782,235.00
8	16/08/10	D-Link Cat - 5E UTP Cable D-Link DWL 3200 Access Point	1 1	12,632.00
9	20/08/10	E1 to V.35 Loop Converter Dax 805 F Router	1 1	38,606.00
10	16/09/10	Beetel B11 BASIC PHONE Euroset 802 BASIC PHONE Panasonic KX-T2373	10 4 1	8,420.00
11	14/10/10	Switch 24 Port D Link Make	1	3,500.00
12	19/10/10	SF Sonic Power Box 135,7AH Battery	3	19,750.00
13	12/11/10	IBM Server 7379 I4S	1	109,512.00
14	10/12/10	Samsung 18.5", 20" TFT Monitor	10	62,100.00
15	04/02/11	Panasonic FH-22 Dig Cam	1	14,000.00
16	09/02/11	Benq Projector MP515, MX660 and NEC Projector	14	457,100.00
17	10/02/11	HP Compaq 420 ,4320S, HP Pro Book	10	343,850.00
18	21/02/11	Liberty Ceiling Mount V1 1.5	1	1,850.00
19	01/03/11	Wire Chair,Visitor's Chair&Steel Chair	26	57,109.00
20	17/03/11	Toner Catridge HP-Q2612A Hard Disk Seagate 500GB Sata	1 1	5,100.00
21	17/03/11	Laser Printer HP M1213NF, Canon LBP2900B and Dotmatrix	6	63,100.00
22	22/03/11	Exide Power Safe 7AH Battery	2	1,800.00
23	25/03/11	Interactive White Board	2	99,840.00
24	28/03/11	Liberty Screen Motoried Screen	1	17,269.00
25	28/03/11	Nikon D90 SLR Camera with Harrison VT-2550l Tripod	1	61,700.00
26	30/03/11	APC 600 VA UPS Hard Disk Seagate 500GB Sata Transcend 1 GB DDR 400	2 1 1	7,850.00
27	31/03/11	Video Conferencing Equipments HDX7000-720P POLYCOM	1	430,250.00
28	31/03/11	DVD Writer Samsung 22X IDE	1	1,100.00
29	19/04/11	Shree Lipi,Tamil Viram Software	1	5,000.00
30	21/06/11	Keyboard TVS Gold Black	1	1,350.00
		Total		**2,739,684.00**

Computer Related Equipments installed in the year 2011-2012

Sl. No	Name of the Item	Qty.	Amount (Rs.)
1	Liberty Screen Motoried Screen	1	7,269.00
2	HP 420, Probook 4520S, Dell, SonyVPCEG17	10	69,950.00
3	Corporate Green Ceramic Chelk Board 1200 x 3000	1	10,080.00
4	DVD Writer and Software Kaspersky IS 3 user	2	2,350.00
5	RAM 1 GB DDR-1 with Mother Board D945 GCNL Intel	2+1	5,650.00
6	HDD 250gb Sata(SVYCKHEX) Transcend RAM 1GB DDR 400 DVD Writer Samsung 22x Sata	1 1 1	4,675.00
7	Software Kaspersky IS 3 User	2	1,900.00
8	Desktop Computer upgrade	2	28,800.00
9	ID Card Printer	1	43,500.00
10	10x12x1 Part Blank Logo Forms	75 pkt	27,563.00
11	Hard Disk Seagate 250GB Sata	3	5,850.00
12	KYOCERA / Taskalfa digital copier model 220 machine	1	138,700.00
13	Network Components		7,650.00
14	Dotmatrix LQ 2090 Printer and Laser Printer	4	58,976.00
15	DVD Writer and APC 600 VA UPS	1+1	3,150.00
16	Desktop Computer	14	377,090.00
17	Projector Sonly, Dell, BenQ	4	186,890.00
18	Laptop Battery	1	2,800.00
19	IBM SPSS STATISTICS BASE 20, REGRESSION and ADVANCED STATISTICS	1	206,859.00
20	EGURU SP-77 INTERACTIVE BOARD	2	91,900.00
21	Media Kit for WinPro 7, Media Kit for OfficeStd 2010 and Media Kit for VSPro 2010		138,619.00
22	Computer Table with Drawer	10	1,650.00
23	CCT-496 FIXED PORT Charge for Internet Leased Line	1yr	661,800.00
24	196EE2506 CF VGA Cable 10 mtr /196EE2506 CF 15 Mtr Dynet RAM DDR1 1GB/ 24C16 Server RAM 1GB DDR1 Zebronics SMPS 450 Wats/ Transcend DVD Writer External LG DVD RW SataOem/ 6012LC VGA Connector		22,076.00
25	TONER for Taskalfa Digital Copier model 220	2	9,900.00
26	UPS Microtek EB 850, Kevin 1450, APC and Numeric	13	60,450.00
27	16 GB SD Card	1	1,950.00
28	Battery 12V 7AH,100AH SMF Battery	17	48,565.00
29	DVD Writer SATA Samsung, HP	3	3,300.00
	Total		**2,639,912.00**

Computer Related Equipments installed in the year 2012-2013

	Name of the Item	Qty	Amount(Rs.)
1	NandhiniBattary 120 AH tubular	1	13,448.00
2	UPS Microtek EB 850	1	5,400.00
3	DLINK DES 1024A Switch DLINK Cat5E - 48 Port Jackpanel	2 1	13,200.00
4	Corporate Green Ceramic Chalk Board size 07 (1200x3000)	5	50,999.00
5	HP Printer 1136	1	12,320.00
6	Desktop Computer	120	2,693,571.00
7	Hard Disk Seagate 250gb Sata	1	3,300.00
8	AARGEE ONLINE UPS 10KVA	4	331,800.00
9	12V/40 AH Tubular Battery FOR 1 Hour Backup	80	366,400.00
10	D-Link DFF 855 Mi Fiber Transceiver	2	6,720.00
11	Digilink Cat 6 UTP Cable	6	32,400.00
12	Steel Perfo Revolving Chair with arms	150	225,225.00
13	DIGILINK Solid Cable Cat6 IO Cat 6 Shuttered Port DIGILINK Dual Faceplate Back Box Bastnet Cat 6 1 Mtr Patch Cord DIGILINK Cat 6 1 Mtr Patch Card Bastnet 15U Wall Mount Rack Bastnet 4 Core Fiber Cable Bastnet 12 Port Rack Mount LIU Bastnet SC SM Pigtail Connec. D-Link 24-Port 10/100 mpbs Digilink 24Port 10/100 Switch 1 Port mini GBIC Fiber Transc. DAP-2590 Wireless Access Poi. DWL-3200AP 802.11g Wireless Access Point	6 170 80 80 320 8 2 270 2 8 1 7 2 1 2	237,170.00
14	Benq Projector - MX 501 Sony VAIO SvE14112ENB NB	7 7	499,200.00
15	Taskalfa digital copier model 180 duplex printer with USB	1	127,000.00
16	Interactive Board 78"	2	92,475.00
17	Carrier Make 5.5 TrDuctable AC Carrier Make 11.Tr Ductable AC	2 2	550,000.00
18	Class Room Writing Green Ceramic Board	10	68,400.00
	Total		**5,329,028.00**

4.4. Maintenance of Campus Facilities

Designated Office for Campus Maintenance

The College management has an administrative office which functions as an estate office for the maintenance of the campus. **The Administrator** of the College Management is the present designated officer for overseeing these functions. He has a separate set of Office staff as well as Maintenance staff

consisting of technically qualified people as mechanics, plumbers, electricians, carpenters and painters to look after the maintenance and repair. There is a system manager for the maintenance of computers.

Campus Specific Initiatives to improve the Physical Ambience of the College

- **Grow green – go green:** To keep the ambience green, clean and eco-friendly, a variety of plants, grottos, trees and saplings are planted around the campus
- **Drinking water purifier:** A special **RO system** has been installed to supply good purified water to all the students. Moreover, each department is equipped with water purifier system.
- **Uninterrupted power-supply:** When there is power cut, the generators are switched on. All the buildings are connected to uninterrupted centralized power supply.
- **All -Weather roads to each sector:** The campus is connected by all - weather roads
- **Granite benches:** To enhance students' discussion, special granite benches are provided for discussions.
- **Green – recycles**: To keep the campus clean, special recycler - dustbins are placed in all the important places.
- **Gym: A** special gym is set up to keep our students young and physically fit,

Staff for Maintenance and Repair

The College has appointed 3 electricians, 1 painter and 1 carpenter as maintenance staff. To keep the College campus neat and clean, 5 men 13 women have been appointed. Five gardeners are employed in maintaining the College campus green and eco-friendly. Eight scavengers work to keep the lavatories clean.

Whenever there is a need like checking the water pipelines, electrical power supply, maintenance of classrooms, furniture and painting, a special work force is being assigned to maintain the College campus and buildings at regular intervals.

Maintenance Expenses during 2007-2013

Sl. No	Financial Year	Amount (Rs.)
1.	2007 – 2008	19,38,144.50
2.	2008 – 2009	23,37,046.05
3.	2009 – 2010	18,48,463.80
4.	2010 – 2011	31,41,239.50
5.	2011 – 2012	17,43,839.00
6.	2012 – 2013	22,58,190.20
	TOTAL	**132,66,923.05**

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

Independent System for Student Support and Mentoring

The College has started the **Student Guidance Programme** from 2007- 08. The first year (UG and PG) students are divided among the department staff members. For UG programme, depending upon strength of the class, 10 to 15 students are allotted for each staff member. Where there are insufficient staff members, the language department staff members of Tamil and English help the parent departments. For PG programme, staff student ratio is 1:7. The Head of the Department allots the students under each faculty during the department meeting.

A booklet is given to the staff member, which he uses to gather information about the individual student. In the first meeting, the staff member meets the student, builds rapport and fills up the data. Every month one hour is allotted to the staff members to meet the students who come under their guidance.

Students meet the staff members individually and discuss their progress / difficulties based on attendance and performance in CA examinations. This meeting also helps the department to identify bright and intelligent students who have higher aspirations and goals, and assess their talents and skills. The staff members record all these observations.

If there is any need for further assistance, the matter is discussed with HOD. HOD calls the parents and informs about the performance of the candidates. At end of the year the cards with remarks and observations are submitted to the Principal. The Principal goes through the records and gives his observations to the concerned staff member. During second and third year of UG and second year of PG programme, the class teacher takes charge and follows up only those students who are in need of guidance. Any student who requires in depth counselling is referred to the **Student Counselor** through the Head of the Department.

This mechanism has gained popularity both with students and staff. The staff members get an opportunity to understand a student other than from his academic background.

In addition to meeting the students individually, once in a semester the College organizes a **Parent- Teachers Meeting** usually on a Saturday. During the meeting the Principal and Secretary of the College addresses the parents based on the feedback from SGP report. They highlight the responsibility of the parents in shaping their children and the need to support the College in the holistic development of the students.

After this common meeting, which lasts for one hour, the parents go to the department. The department class teachers with HOD meet the parents of the students and share with them the academic performance and other discipline related issues on a one to one basis.

Academic Mentoring apart from Classroom Work

By the time a student goes through the degree programme, he understands and chooses for himself other areas of growth – like going for higher studies or research or writing national and state level competitive exams or an entrepreneur. This he discusses with the staff member **during SGP meeting** and the faculty member gets an opportunity to encourage and mentor the students in his/her area of interest.

To promote peer group learning, the Class Quality Circle (CQC) has been constituted in each class, consisting of about five to seven students. They maintain hourly, daily and weekly attendance in addition to the regular attendance taken by the teachers. They report the regular absentees to the class teacher and the HOD. In addition to this, they organize group study wherein the bright and willing students help the academically weak ones.

Tests are conducted for poor performers and students with arrears are given additional care in preparing for their examinations. In some departments, the staff members are available to help the students outside their class hours.

Personal Enhancement and Development Schemes for Students

The College offers several personal enhancement and development schemes for the students. In addition to the basic Communicative English course offered to the UG students, short term courses for P.G students are organized for those who lack communication skills. The Management has outsourced the communicative English course to an external organization called Odyssey which undertakes classes outside the regular classes. This programme aims at developing **listening, speaking, reading and writing skills**. This is one of the important personal enhancement programmes of the College, because most of our students come from Tamil medium and rural schools and lack confidence and skill in communicating in English.

The Placement Cell of the College organizes **Career Counselling sessions** for all final year UG and outgoing PG students. Programmes on Soft skills, Personality development, Interview techniques, Aptitude tests are conducted. Students are trained to write their resumé by the placement cell.

College Prospectus and Handbook

The College publishes its updated prospectus which is distributed to the new entrants. The **annual calendar** is also printed and supplied to all the students and staff at the beginning of the academic year. **The prospectus** contains all the details – a short history of the College, course details, the admission procedures and the fees. The calendar contains Vision and Mission statement of the College, the College main programmes, working days and national holidays, dates of continuous assessment and semester examinations,

dates of national and state level seminars, conferences, Invited talks, guest lectures, Industrial visits planned by various departments.

General information regarding attendance required, examination system, course structure under CBCS, disciplinary rules, library rules, **Prohibition of Ragging Act** and the meritorious scholarships awarded on the College Day are also available in the calendar.

Scholarships Made Available to Students (2007-12)

	Type of Scholarship	2007-08 (Rs.)	2008-09 (Rs.)	2009-10 (Rs.)	2010-11 (Rs.)	2011-12 (Rs.)
1	Management Scholarship & Fee Concession for Poor Students	79000.00	192548.75	650511.00	684148.00	372511.00
2	CFCA	-	900000.00	625000.00	-	-
3	College & Mess Fee Concession for Sports Students	-	13 students	6 Students	24 Students	26 Students
4	DB Scholarship	135000.00	135000.00	135000.00	135000.00	80000.00

Students Receiving Financial Assistance from Government Agencies (2007-12)

Scholarship		2007-08 (Rs.)	2008-09 (Rs.)	2009-10 (Rs.)	2010-11 (Rs.)	2011-12 (Rs.)
1	Director of Harijan Welfare					
	a) SC & ST	1196740	948232	1214505	754460	3540610
	b) Eligible Community (ADC)	698495	406791	347845	1501810	522170
	c) Backward Classes	749309	658634	308367	972764	1530169
	d) Harijan Welfare Loan	-	846500	1339000	29010	2580565
	f) Post Matric Scholarship	-	22205	75450	13980	27450
	g) SC/SCC	-	270500	445250	75315	83900
	h) Adhoc Merit to SC/ST converts	-	243545	-	577740	-
	i) TN Educational Trust Schl.	-	8000	8000	-	-
	j) BC, SC & ST Free Education	-	33375	13735	-	-
		-	-	26760	-	-

	k) BC 1st Graduate Schol.	-	-	359598	-	-
	State Scholarship	-	-	20000	-	-
2	Most Backward Classes	294047	346175	258642	686751	-
3	Other Scholarship					
	a) Physically Handicapped	-	-	-	-	9500
	b) Beedi Worker's Son	108000	-	123000	249000	342000
	c) Chief Minister's Scholarship	-	-	-	-	2920
	d) Prime Minister's Award	20000	-	-	-	-
4	Farmer Scholarship	482000	410500	586250	92000	772500
	Total Amount	**3548591**	**4194457**	**5126402**	**4952830**	**9411784**

Grand Total = Rs. 2,72,34,064/-

The financial aid is made available on time. For Indira Gandhi Scholarship for single girl child, proposal has been submitted for 16 students. It is followed up from the office.

S. No.	Month & Year	Department	Name of the Students	Sanctioned Details	
				File No	Amount
1.	March 2009	Mathematics	Mr. V. Chandra Sekar	No. F. 14 - 2(SC) / 2008 (SA - III)	2,50,000/-
2.	08.09.2011	M.S.W.	Mr. G. Kumar	No.F.16-1835(SC) / 2010 (SA-III)	2,50,000/-

Support Services for International Students

The College does not have an International student cell because it is not a basic requirement currently. When the College starts admitting international students in large numbers in future, the College will start such a centre.

However, currently 4 international students have joined in the Computer and Chemistry programme. They are provided with food, accommodation and health care. They have access to internet, skype facilities to interact with people in their country.

Support Services for Physically Challenged

Tricycles are made available to the physically challenged students to be used within the campus and ramps in main buildings. Special toilets are available. Scribes are made available during the examination. Fee concession is given to the visually challenged students.

Support Services for SC/ST, OBC and economically weaker sections

Both Government and Management scholarships are made available to SC/ST, OBC students. Subsidized midday meals is provided to the economically weaker sections.

Subsidized Midday Meals:

Year	No. of Students
2007 – 08	150
2008 – 09	160
2009 – 10	160
2010 – 11	160
2011 – 12	160

Support Services for Students to participate in Competitions/Conferences

Students are encouraged to participate in the conferences and competitions held in other Colleges. Free attendance is given to them and Re CA exams are conducted for them if need be. For some common programmes travel allowance is given to students.

Health centre

At the beginning of the year newly admitted students undergo a health check-up. Blood grouping is done. Whenever students fall ill during the working hours, immediately they are referred to a physician. As the College is situated within the town, the need for a separate physician does not arise. Health and hygiene awareness programmes are organized for the girl students by the Women Students Development Cell.

Skill Development

With regard to skill development of students, special courses are organized on Web-based learning, C, C++, SPSS and Latex, MS- Office

Support Services for Slow Learners

Class teachers identify slow learners / students through their poor performance in CA marks and lack of attendance for whom additional tests and coaching classes are conducted. If students are absent for a long period, then their parents are called for and corrective measures taken.

Student Exposure

Exposure of students to other institutions of higher learning / corporates / business houses are achieved through industrial / institutional visits, **field visits, educational tours** and by participating in seminars, conferences and symposium organized by such institutions.

Coaching for Civil Services, Defense Services, NET/SLET

The College organizes coaching classes for Civil Services through the Placement Cell. Eligible P.G. students along with M.Phil students and junior faculty attend the NET/SLET coaching. All these courses are funded by UGC.

The College has initiated **coaching classes for Civil Services** through the Placement Cell during the Academic year 2011 - 2012. (Includes students from nearby Colleges)

Civil Services Coaching:

S. No.	Year	Application Received	No. of Beneficiaries
1.	2011 - 2012	164	34

The College has initiated coaching classes for NET/SLET through the Placement Cell during the Academic year 2010 – 2011 including students from nearby Colleges.

NET/SLET Coaching for SC/ST/OBC Minority Students: (All the applicants are beneficiaries)

S.No.	Year	No. of Beneficiaries
1.	2010 - 2011	68
2.	2011 - 2012	44

Enhancing Student Participation in Sports

The College gives free attendance to students who participate in competitions. Re CA tests are conducted. Free attendance, time for practice, free uniform for cultural performances in the College are given to encourage students to participate in extracurricular activities. Trainers in dance, drama and music are invited to hone their skills.

Special dietary requirements, Sports uniform and Materials

Volleyball

2007-2009 – Free Boarding & Lodging were given to 15 Volleyball Players

2009-2010 – Free Boarding & Lodging were given to 10 Volleyball Players

2011-2013 – 75% Boarding & Free Lodging were given to 9 Players

Provides TA&DA for 15 Tournaments

Egg & Milk given to the Volleyball players after practice session

Institutionalized Mechanism for Placement of Students

The Placement schedule is prepared to help the outgoing students between January and March of every year. Companies are invited for campus placement. For example, the **Placement Cell** has arranged campus interviews with HCL Infosystems, TCS, Titan industries, Thirumalai chemicals, Eureka Forbes Xtremedata, Ultra Marine Pigments, Nouveau medicament private Ltd, Spic, WIPRO,CTS and Procter &Gamble.

List of students selected during 2010 – 2011

Sl. No	Company	Date	No. of students
1	TITAN, Hosur	19.06.2010	2
2	Thirmalai Chemicals, Ranipet	02.07.2010	8
3	SNAP Natural & Alginate Products, Ranipet	23.07.2010	3
4	Tuticorin Hindustan Bio Plant, Tuticorin	26.07.2010	1
5	Eureka Forbes, Chennai	09.08.2010	7
6	SEEGATECH, Tirupattur	10.08.2010	2
7	MIZPAH consultancy, Chennai	July, 2010	13
8	Altra Marine Pigments, Ranipet	10.01.2011	22
9	TATA Consultancy Services, Chennai	07.02.2011	3
10	NOUVEAU Medicament, Chennai	11.02.2011	22
11	JK Tyres, Chennai	17.08.2011	7
12	NetMagnus, Chennai	23.09.2010	1
13	Alansoft, Coimbatore	23.09.2010	2

List of students selected during 2011 – 2012

Sl. No	Company	No.of Students
The Mega Job Fair Held on: 25. 03. 2012		
1	Procter & Gamble	20
2	Pace Setters, Chennai	23
3	Al Sec, Chennai	29
On Campus Placement		
4	Henkel	3
5	J.K.Tyres, Chennai	7
6	Hand in Hand	13
7	SBIOA Educational Trust	7
8	Sri Vijay Vidyalaya Mat. Hr. Sec. School	13

Activities and Contributions of Alumni Association

The College has a well-established Alumni Association though not registered. It is a wing of the Past Pupils Association of Salesians of Don Bosco. The Alumni Association conducts its Annual General Body meeting on the last Sunday of January of every year regularly. The Principal, Secretary, staff members attend such meetings. The alumni are invited to participate in the important programmes of the dept. The alumni also act as members of Board of Studies, Academic Council and IQAC. They also support in the placement initiatives of the College, and field visits of the students.

The alumni contribute in big way in the subsidized mid- day meals scheme of the College. During the Diamond Jubilee year of the College (2011-12), the alumni helped in the **fund raising programme** of the College. Zonal level alumni chapters have been formed in nine districts of Tamil Nadu namely- Tiruvannamalai Dt., Salem Dt, Vellore Dt, Bangalore, Hosur, Chennai, Dharmapuri Dt and Krishnagiri Dt. A software has been developed (SHC Alumni Automation) programmed for the purpose of creating a directory consisting alumni contacts for all the years of all the departments.

Student Grievance - Redressal Cell

The College has formed a **student grievance redressal** cell where students report their grievances and they are redressed. The cell is made up of the officials of the College, heads of various service sectors and student representatives from UG and PG programmes with equal representation from boys and girls. The Cell meets once in every semester and have discussed on the following lines of actions.

- Academic - Extension of library hours and more books for lending, conducting arrear papers of odd and even semester examinations together, Change of timing of CA tests for PG students.
- Infrastructure - toilet facilities for girl students, broken furniture, mal functioning of lighting facilities, purified drinking water,
- Service-Complaints about banking services, canteen, cycle stand, College office, security, Controller Office, upkeep and running of hostels

Respective sections are informed of necessary action and corrective measures.

Anti-ragging Committee & Mechanism to resolve issues of Sexual Harassment

The College has **a cell and mechanism to resolve issues of ragging and sexual harassment**. The rules and punishment of Tamil Nadu Prohibition of Ragging Act 1997 is published in the College calendar and made known to the students on the first day of the College at the common meeting. The same procedure is followed for issues of sexual harassment. The College has not received any complaints so far on these issues due to the conducive atmosphere that is promoted in the campus and the preventive measures taken by the authorities.

Participation of women in Sports Competitions and Cultural Activities

Intramural Tournaments for Women Students

2009-2010 – Throwball & Khokho

2010-2011 – Tennikoit &Throwball

2011-2012 – Tennikoit &Throwball

From 2010 onwards women students are participating in the Annual Sports meet and individual championship awards are given to them.

Extramural

Seven Women Athletes have participated in Thiruvalluvar University Interdivision Athletic meet held at Tiruvannamalai on 27/11/2011

2011-2012 – R. Dhivya of II MCA Participated in All India Inter University Athletic meet held at Mangalore from 16/12/2011 to 21/12/2012.

2012-2013 – S. Vinitha of Ist BA Economics got Bronze medal at 26th junior State Atheletic meet held at Combatore on 04/09/2012 & 05/09/2012.

5.2. Student Progression

Programme-wise Success Rate of College - Semester Results 2007-12

August - 2012 Semester Exams

S. N.	Name of the Course	SE NT	P	F	PASS %	FAIL %	I	II	III	D
1	M.Phil. Economics Shift - 2	0	0	0	0.00	0.00	0	0	0	0
2	M.Phil. Commerce Shift-2	25	19	6	76.00	24.00	19	0	0	1
3	M.Phil. Mathematics Shift-2	25	23	2	92.00	8.00	23	0	0	16
4	M.Phil. Physics Shift-2	17	8	9	47.06	52.94	8	0	0	2
5	M.Phil. Chemistry Shift-2	10	6	4	60.00	40.00	6	0	0	2
6	M.Phil. Computer Science Shift-2	12	7	5	58.33	41.67	7	0	0	5
7	M.Phil. Social Work Shift-2	20	2	18	10.00	90.00	2	0	0	0
8	M.Phil. TAMIL Shift-2	17	6	11	35.29	64.71	6	0	0	1

April- 2012 Semester Exams

S. N.	Name of the Course	SE NT	P	F	PASS %	FAIL %	I	II	III	D
1	B.A Economics Shift-1	41	30	11	73.17	26.83	14	14	2	0
2	B.Com Shift-1	64	48	16	75.00	25.00	16	31	1	3
3	B.Sc Mathematics Shift-1	69	54	15	78.26	21.74	51	3	0	22
4	B.Sc Physics Shift-1	46	30	16	65.22	34.78	19	11	0	5
5	B.Sc Chemistry Shift-1	48	34	14	70.83	29.17	30	4	0	6
6	B.Sc Computer Science Shift-1	46	35	11	76.09	23.91	28	7	0	4

7	B.Com Shift-2	73	43	30	58.90	41.10	20	21	2	1
8	B.Sc. Mathematics Shift-2	68	43	25	63.24	36.76	37	6	0	7
9	B.Sc Physics Shift-2	43	17	26	39.53	60.47	9	8	0	1
10	B.Sc Computer Science Shift-2	45	27	18	60.00	40.00	23	4	0	2
11	BBA Shift-2	64	43	21	67.19	32.81	21	22	0	0
12	B.Sc Biochemistry Shift-2	43	32	11	74.42	25.58	24	8	0	2
13	B.A English Shift-2	63	49	14	77.78	22.22	13	33	3	0
14	M.A Economics Shift-1	15	12	3	80.00	20.00	11	1	0	0
15	M.Sc Mathematics Shift-1	40	35	5	87.50	12.50	35	0	0	18
16	MSW Shift-1	38	35	3	92.11	07.89	32	3	0	2
17	M.Com Shift-2	38	22	16	57.89	42.11	21	1	0	3
18	M.Sc Physics Shift-2	24	23	1	95.83	04.17	23	0	0	17
19	M.Sc Chemistry Shift-2	24	20	4	83.33	16.67	20	0	0	9
20	M.Sc Computer Science Shift-2	24	20	4	83.33	16.67	20	0	0	5
21	MA Tamil Shift-2	14	14	0	100.00	00.00	13	1	0	1
22	MCA Shift-2	57	50	7	87.72	12.28	50	0	0	12

August - 2011 Semester Exams

S. N.	Name of the Course	SENT	P	F	PASS %	FAIL %	I	II	III	D
1	M.Phil. Economics Shift-2	1	0	1	0.00	100.00	0	0	0	0
2	M.Phil. Commerce Shift-2	17	13	4	76.47	23.53	13	0	0	1
3	M.Phil. Mathematics Shift-2	14	14	0	100.00	0.00	14	0	0	13
4	M.Phil. Physics Shift-2	12	10	2	83.33	16.67	10	0	0	5
5	M.Phil. Chemistry Shift-2	11	9	2	81.82	18.18	9	0	0	5
6	M.Phil. Computer Science Shift-2	12	5	7	41.67	58.33	5	0	0	5
7	M.Phil. Social Work Shift-2	20	11	9	55.00	45.00	11	0	0	2
8	M.Phil. Tamil Shift-2	17	8	9	47.06	52.94	8	0	0	7

April- 2011 Semester Exams

S. N.	Name of the Course	SE NT	P	F	PASS %	FAIL %	I	II	III	D
1	B.A Economics Shift-1	44	22	22	50.00	50.00	12	10	0	0
2	B.Com Shift-1	66	50	16	75.76	24.24	30	18	2	2
3	B.Sc Mathematics Shift-1	61	41	20	67.21	32.79	26	14	1	4
4	B.Sc Physics Shift-1	41	23	18	56.10	43.90	11	12	0	2
5	B.Sc Chemistry Shift-1	45	30	15	66.67	33.33	21	9	0	4
6	B.Sc Computer Science Shift-1	49	33	16	67.35	32.65	30	3	0	6
7	B.Com Shift-2	74	36	38	48.65	51.35	13	21	2	0
8	B.Sc Mathematics Shift-2	47	30	17	63.83	36.17	20	10	0	1
9	B.Sc Physics Shift-2	20	7	13	35.00	65.00	5	2	0	0
10	B.Sc Computer Science Shift-2	46	31	15	67.39	32.61	27	4	0	4
11	BBA Shift-2	61	46	15	75.41	24.59	35	11	0	4
12	B.Sc Biochemistry Shift-2	40	25	15	62.50	37.50	14	11	0	3
13	M.A Economics Shift-1	9	9	0	100.00	00.00	3	6	0	0
14	M.Sc Mathematics Shift-1	39	38	1	97.44	02.56	38	0	0	16
15	MSW Shift-1	37	36	1	97.30	02.70	30	6	0	2
16	M.Com Shift-2	20	20	0	100.00	00.00	20	0	0	3
17	M.Sc Physics Shift-2	24	22	2	91.67	08.33	22	0	0	10
18	M.Sc Chemistry Shift-2	25	21	4	84.00	16.00	21	0	0	10
19	M.Sc Computer Science Shift-2	20	15	5	75.00	25.00	14	1	0	4
20	MA Tamil Shift-2	8	8	0	100.00	00.00	7	1	0	0
21	MCA Shift-2	55	49	6	89.09	10.91	49	0	0	5

August - 2010 Semester Exams

S. N.	Name of the Course	SE NT	P	F	PASS %	FAIL %	I	II	III	D
1	M.Phil. Economics Shift-2	1	1	0	100.00	0.00	1	0	0	0
2	M.Phil. Commerce Shift-2	14	12	2	85.71	14.29	12	0	0	6
3	M.Phil. Mathematics Shift-2	14	14	0	100.00	0.00	14	0	0	14
4	M.Phil. Physics Shift-2	7	2	5	28.57	71.43	2	0	0	1
5	M.Phil. Chemistry Shift-2	10	8	2	80.00	20.00	8	0	0	4
6	M.Phil. Computer Shift-2	8	0	8	0.00	100.00	0	0	0	0
7	M.Phil. Tamil Shift-2	21	1	20	4.76	95.24	1	0	0	0

April - 2010 Semester Exams

S. N.	Name of the Course	SE NT	P	F	PASS %	FAIL %	I	II	III	D
1	B.A Economics Shift-1	32	20	12	62.50	37.50	9	11	0	0
2	B.Com Shift-1	67	62	5	92.54	07.46	37	25	0	0
3	B.Sc Mathematics Shift-1	67	61	6	91.04	08.96	55	6	0	0
4	B.Sc Physics Shift-1	45	36	9	80.00	20.00	27	9	0	0
5	B.Sc Chemistry Shift-1	46	33	13	71.74	28.26	31	2	0	0
6	B.Sc Computer Science Shift-1	47	41	6	87.23	12.77	36	5	0	0
7	B.Com Shift-2	68	46	22	67.65	32.35	21	21	4	0
8	B.Sc Mathematics Shift-2	39	26	13	66.67	33.33	19	7	0	0
9	B.Sc Physics Shift-2	39	14	25	35.90	64.10	12	2	0	0
10	B.Sc Computer Science Shift-2	43	38	5	88.37	11.63	31	7	0	0
11	BBA Shift-2	64	60	4	93.75	06.25	45	15	0	0
12	B.Sc Biochemistry Shift-2	26	21	5	80.77	19.23	21	0	0	0
13	M.A Economics Shift-1	4	4	0	100.00	00.00	2	2	0	0
14	M.Sc Mathematics Shift-1	38	33	5	86.84	13.16	33	0	0	8
15	MSW Shift-1	35	34	1	97.14	02.86	31	3	0	2
16	M.Com Shift-2	5	5	0	100	00.00	5	0	0	0
17	M.Sc Physics Shift-2	26	22	4	84.62	15.38	22	0	0	6
18	M.Sc Chemistry Shift-2	25	20	5	80.00	20.00	20	0	0	3
19	M.Sc Computer Science Shift-2	20	17	3	85.00	15.00	17	0	0	1
20	MA Tamil Shift-2	5	4	1	80.00	20.00	4	0	0	1
21	MCA Shift-2	59	58	1	98.31	01.69	58	0	0	0

August - 2009 Semester Exams

S. N.	Name of the Course	SE NT	P	F	PASS %	FAIL %	I	II	III	D
1	M.Phil. Economics Shift-2	7	7	0	100.00	00.00	7	0	0	0
2	M.Phil. Commerce Shift-2	13	2	11	15.38	84.62	2	0	0	0
3	M.Phil. Mathematics Shift-2	15	15	0	100.00	00.00	0	0	0	0

April - 2009 Semester Exams

S. N.	Name of the Course	SE NT	P	F	PASS %	FAIL %	I	II	III	D
1	B.A Economics Shift-1	22	17	5	77.27	22.73	11	6	0	0
2	B.Com Shift-1	64	51	13	79.69	20.31	24	24	3	0
3	B.Sc Mathematics Shift-1	57	44	13	77.19	22.81	43	1	0	0
4	B.Sc Physics Shift-1	41	28	13	68.29	31.71	27	1	0	0
5	B.Sc Chemistry Shift-1	45	32	13	71.11	28.89	31	1	0	0
6	B.Sc Computer Science Shift-1	45	36	9	80.00	20.00	35	1	0	0
7	BBA Shift-2	60	48	12	80.00	20.00	26	22	0	0
8	M.A Economics Shift-1	5	4	1	80.00	20.00	4	0	0	0
9	M.Sc Mathematics Shift-1	40	29	11	72.50	27.50	29	0	0	0
10	MSW Shift-1	38	38	0	100.00	00.00	38	0	0	0
11	M.Com Shift-2	13	11	2	84.62	15.38	11	0	0	0
12	M.Sc Physics Shift-2	25	16	9	64.00	36.00	16	0	0	0
13	M.Sc Chemistry Shift-2	24	14	10	58.33	41.67	14	0	0	0
14	M.Sc Computer Science Shift-2	13	9	4	69.23	30.77	9	0	0	0
15	MA Tamil Shift-2	6	5	1	83.33	16.67	5	0	0	0
19	PGDCSA Shift-2	2	1	1	50.00	50.00	1	0	0	0

April - 2008 Semester Exams

S. N.	Name of the Course	SE NT	P	F	PASS %	FAIL %	I	II	III	D
1	B.A Economics Shift-1	20	11	9	55.00	45.00	5	6	0	0
2	B.Com Shift-1	64	53	11	82.81	17.19	23	28	2	0
3	B.Sc Mathematics Shift-1	63	45	18	71.43	28.57	44	1	0	0
4	B.Sc Physics Shift-1	45	39	6	86.67	13.33	39	0	0	0
5	B.Sc Chemistry Shift-1	43	38	5	88.37	11.63	37	1	0	0
6	B.Sc Computer Science Shift-1	43	36	7	83.72	16.28	33	3	0	0
7	BBA Shift-2	52	32	20	61.54	38.46	21	11	0	0
8	M.A Economics Shift-1	4	4	0	100.00	00.00	3	1	0	0
9	M.Sc Mathematics Shift-1	22	17	5	77.27	22.73	17	0	0	0
10	MSW Shift-1	40	39	1	97.50	02.50	39	0	0	0
11	MA Tamil Shift-2	8	8	0	100.00	00.00	8	0	0	0
12	PGDCSA Shift-2	3	1	2	33.33	66.67	1	0	0	0

P: Passed F: Failed I : Ist Class
II: IInd Class III : IIIrd Class D: Ist Class with Distinction

Students Progressing to Higher Education or Employment

S. No	Department	Student Progression Percentage											
		UG to PG		PG to M.Phil.		PG to Ph.D.		Employed					
								Campus selection		Other than campus recruitment		Entrep-reneur	
1	Economics	2007-08	-		50%		-	-			30%	20%	
		2008-09	-		60%		43%				35%	20%	
		2009-10	-		-		-				20%	20%	
		2010-11	15%		100%		100%				30%	15%	
		2011-12	73%		-		-				30%	25%	
2	Social Work	-		18		12		10		90		1	
3	Commerce	2007-08	10%	2007-08	12%	-		2007-08	3%		25%	50%	
		2008-09	7%	2008-09	13%			2008-09	2%		50%	53%	
		2009-10	13%	2009-10	10%			2009-10	6%		35%	36%	
		2010-11	7%	2010-11	13%			2010-11	2%		50%	53%	
		2011-12	15%	2011-12	20%			2011-12	11%		30%	24%	
4	B.B.A.	2009-10	70%	-		-		2007-08	28%	-		-	
		2010-11	48%					2008-09	52%				
		2011-12	29%					2009-10	64%				
5	English	8.5		-		-		-		4		-	
6	Tamil	-		25		25		25		75		-	
7	Mathematics	2007-08	12%		11%	-		-		-		-	
		2008-09	13%		14%								
		2009-10	19%		15%								
		2010-11	18%		24%								
		2011-12	17%		29%								

8	Physics	2007-08	7%	2007-08	8%	-		-		-		-
		2008-09	3%	2008-09	3%							
		2009-10	12%	2009-10	15%							
		2010-11	9%	2010-11	34%							
		2011-12	5%	2011-12	19%							
9	Chemistry	2007-08	45	2007-08	60	2007-08	10	25		25		2
		2008-09	55	2008-09	55	2008-09	15					
		2009-10	55	2009-10	65	2009-10	15					
		2010-11	50	2010-11	60	2010-11	15					
		2011-12	55	2011-12	60	2011-12	20					
10	Biochemistry	2006-09	37%									
		2007-10	62%									
		2008-11	33%									
		2009-12	54%									
11	MCA	2006-07	0%									
		2007-08	0%									
		2008-09	0%									
		2009-10	5%									
		2010-11	3.33%									
		2011-12	8.33%									

Programme-wise Completion Rate/Dropout Rate

Analysis of Dropout Ratio for the various Programmes offered by the College

Shift - I (Aided)

S.No.	Programme Level	Name of the Programme/ Course	Year	Number of applications	Number of students admitted	No. of Dropouts	Ratio
1	**UG**	B.Com	2007-08	224	70	2	1 : 35
			2008-09	411	69	5	1 : 14
			2009-10	389	70	1	1 : 70
			2010-11	272	70	5	1 : 14
			2011-12	262	70	3	1 : 23
		B.A. Economics	2007-08	73	45	10	1 : 4.5
			2008-09	72	52	6	1 : 9
			2009-10	87	61	11	1 : 6
			2010-11	99	70	10	1 : 7
			2011-12	85	69	10	1 : 7
		B. Sc. Mathematics	2007-08	150	68	11	1 : 6
			2008-09	210	67	7	1 : 10
			2009-10	252	70	1	1 : 70
			2010-11	305	70	6	1 : 12
			2011-12	340	70	-	0 : 70
		B. Sc. Physics	2007-08	97	50	9	1 : 6
			2008-09	109	47	4	1 : 12
			2009-10	129	50	3	1 : 17
			2010-11	194	55	5	1 : 11
			2011-12	171	55	3	1 : 18
		B.Sc. Chemistry	2007-08	91	47	6	1 : 8
			2008-09	105	47	6	1 : 8
			2009-10	128	50	1	1 : 50
			2010-11	241	50	1	1 : 50
			2011-12	246	50	3	1 : 17
		B.Sc. Comp.Science	2007-08	268	50	5	1 : 10
			2008-09	368	50	1	1 : 50
			2009-10	336	50	2	1 : 25
			2010-11	282	55	3	1 : 18
			2011-12	242	55	6	1 : 9

2	**PG**	M.Sc. Mathematics	2007-08	73	40	-	0 : 40
			2008-09	74	40	1	1 : 40
			2009-10	78	40	1	1 : 40
			2010-11	138	40	-	0 : 40
			2011-12	126	40	-	0 : 40
		M. A. Social Work	2007-08	88	39	3	1 : 13
			2008-09	72	38	-	0 : 38
			2009-10	64	40	2	1 : 20
			2010-11	115	40	-	0 : 40
			2011-12	113	40	-	0 : 40
		M.A. Economics	2007-08	6	5	1	1 : 5
			2008-09	13	10	4	1 : 3
			2009-10	13	12	2	1 : 6
			2010-11	23	22	2	1 : 11
			2011-12	15	12	2	1 : 6

Shift -2 (Self-Financed)

S.No.	Programme Level	Name of the Programme/ Course	Year	Number of applications	Number of students admitted	No. of Dropouts	Ratio
1	**UG**	B.Com.	2007-08	149	80	5	1 : 16
			2008-09	89	80	1	1 : 80
			2009-10	156	80	5	1 : 16
			2010-11	202	80	-	0 : 80
			2011-12	179	72	5	1 : 14
		B.B.A.	2007-08	180	69	-	0 : 69
			2008-09	272	70	-	0 : 70
			2009-10	296	70	2	1 : 35
			2010-11	340	70	2	1 : 35
			2011-12	235	70	5	1 : 14
		B.A. English	2007-08	-	-	-	0
			2008-09	-	-	-	0
			2009-10	315	70	4	1 : 18
			2010-11	403	70	-	0 : 70
			2011-12	388	70	6	1 : 12
		B.Sc. Mathematics	2007-08	148	49	11	1 : 5
			2008-09	68	54	3	1 : 2
			2009-10	181	70	3	1 : 23
			2010-11	182	70	-	0 : 70
			2011-12	160	70	4	1 : 18

		B.Sc. Physics	2007-08	116	45	5	1 : 9
			2008-09	48	30	1	1 : 30
			2009-10	92	50	3	1 : 17
			2010-11	121	50	2	1 : 25
			2011-12	108	50	4	1 : 13
		B.Sc. Computer Science	2007-08	152	50	4	1 : 13
			2008-09	104	50	1	1 : 50
			2009-10	173	50	5	1 : 10
			2010-11	161	50	1	1 : 50
			2011-12	140	50	2	1 : 25
		B.Sc. Biochemistry	2007-08	89	31	3	1 : 10
			2008-09	72	48	1	1 : 48
			2009-10	96	50	2	1 : 25
			2010-11	74	46	2	1 : 23
			2011-12	100	50	5	1 : 10
		B.C.A.	2007-08	-	-	-	0
			2008-09	-	-	-	0
			2009-10	-	-	-	0
			2010-11	-	-	-	0
			2011-12	250	50	2	1 : 25
2	PG	M.Sc. Physics	2007-08	44	25	-	0 : 25
			2008-09	43	26	-	0 : 26
			2009-10	43	26	1	1 : 26
			2010-11	56	26	-	0 : 26
			2011-12	67	26	-	0 : 26
		M.Sc. Chemistry	2007-08	63	24	-	0 : 24
			2008-09	57	26	-	0 : 26
			2009-10	50	26	1	1 : 26
			2010-11	66	26	-	0 : 26
			2011-12	70	26	2	1 : 13
		M.Sc. Computer Science	2007-08	14	13	2	1 : 6.5
			2008-09	31	22	-	0 : 22
			2009-10	41	24	1	1 : 24
			2010-11	52	26	1	1 : 26
			2011-12	119	26	1	1 : 26
		M.Com.	2007-08	24	14	-	0 : 14
			2008-09	14	7	1	1 : 7
			2009-10	29	22	-	0 : 22
			2010-11	56	40	-	0 : 40
			2011-12	78	40	2	1 : 20

		M.A. Tamil	2007-08	6	6	-	0 : 6
			2008-09	7	6	-	0 : 6
			2009-10	11	9	-	0 : 9
			2010-11	18	15	-	0 : 15
			2011-12	21	19	-	0 : 19
		M.A. English	2007-08	-	-	-	0
			2008-09	-	-	-	0
			2009-10	-	-	-	0
			2010-11	-	-	-	0
			2011-12	49	40	-	0 : 40
		M.C.A.	2007-08	145	60	-	0 : 60
			2008-09	132	60	-	0 : 60
			2009-10	103	60	1	1 : 60
			2010-11	118	60	1	1 : 60
			2011-12	145	60	-	0 : 60
		M.B.A.	2007-08	-	-	-	0
			2008-09	-	-	-	0
			2009-10	-	-	-	0
			2010-11	-	-	-	0
			2011-12	205	60	-	0 : 60
3	M.Phil.	Economics	2007-08	4	4	-	0 : 4
			2008-09	10	7	-	0 : 7
			2009-10	2	1	-	0 : 1
			2010-11	1	1	-	0 : 1
			2011-12	-	-	-	0
		Mathematics	2007-08	20	12	-	0 : 12
			2008-09	16	15	-	0 : 15
			2009-10	34	15	1	1 : 15
			2010-11	39	15	-	0 : 15
			2011-12	65	25	-	0 : 25
		Commerce	2007-08	9	9	-	0 : 9
			2008-09	14	13	-	0 : 13
			2009-10	14	14	-	0 : 14
			2010-11	18	17	-	0 : 17
			2011-12	38	25	-	0 : 25
		Tamil	2007-08	-	-	-	0
			2008-09	-	-	-	0
			2009-10	6	6	-	0 : 6
			2010-11	22	21	-	0 : 21
			2011-12	22	17	-	0 : 17

		Social Work	2007-08	-	-	-	0
			2008-09	-	-	-	0
			2009-10	1	-	-	0
			2010-11	13	13	-	0 : 13
			2011-12	29	23	2	1 :12
		Physics	2007-08	4	4	-	0 : 4
			2008-09	7	4	-	0 : 4
			2009-10	12	7	-	0 : 7
			2010-11	29	13	-	0 : 13
			2011-12	30	19	-	0 : 19
		Chemistry	2007-08	-	-	-	0
			2008-09	5	5	-	0 : 5
			2009-10	15	10	-	0 : 10
			2010-11	19	11	-	0 : 11
			2011-12	18	11	1	1 : 11
		Computer Science	2007-08	2	2	-	0 : 2
			2008-09	11	10	-	0 : 10
			2009-10	20	8	-	0 : 8
			2010-11	30	12	-	0 : 12
			2011-12	28	12	-	0 : 12

Students Qualified in UGC-NET, SLET (2007-12)

S. No	Department	No. of Students
1	Social Work	11
2	Commerce	9
3	Economics	4
4	Chemistry	1
5	Tamil	17

Number of Ph.D. theses Submitted and Accepted (2007-12)

S.No	**Department**	Theses Submitted
1	Social Work	9
2	Mathematics	3

5.3 : Student Participation and Activities

Achievements in Sports

S. No	Date	Event/Competition	Venue	Position
1	1, 2 Oct. 2007	Inter College Volleyball Tournament	Sacred Heart College, Tirupattur	Winner
2	5,6 Oct. 2007	Interdivisional volleyball tournament	Sacred Heart College, Tirupattur	Winner
3	8 Oct. 2007	Inter College Hockey Tournament	Sacred Heart College, Tirupattur	Winner
4	9, 10 Oct 2007	Interdivisional Hockey Tournament	Sacred Heart College, Tirupattur	Winner
5	31st August 2007	Inter College Kho-Kho	C.Abdul Hakeem College, Melvisharam	Runner-up
6	22 -26 Oct. 2007	Interdivisional Cricket Tournament	Voorhees College, Vellore	Runner-up
7	13 Sep. 2007	Inter College Basketball Tournament	Sacred Heart College Tirupattur	Winner
8	18,19 Sep. 2007	Interdivisional Basketball Tournament	St.Joseph's College, Cuddalore	Winner
8	20th – 21st September	Interdivisional Athletic Meet	CMC Bagayam , Vellore	Runner-up
9	27th – 28th November 2007	Inter College Ball Badminton Tournament	R.T.G College, Polur	Winner
10	4th –5th December 2007	Interdivisional Ball Badminton Tournament	King Nandhivarman College, Thellar	Runner-up

Achievements in Sports 2008-2009

S. No.	Date	Event / Competition	Venue	Position
1	19th-20th October 2008	Inter College Volleyball Tournament	Sacred Heart College Tiruppatur	Winner
2	21th&22nd October 2008	Interdivisional Tournament	Rtg College, Polur	Winner
3	19th-20th September 2008	Inter College Hockey Tournament	Sacred Heart College Tiruppatur	Winner
4	23th -24th September 2008	Interdivisional Hockey Tournament	Fort Campus, Tiruvalluvar University, Vellore	Winner
5	18th – 19th August 2008	Inter College Kho-Kho	A.P.C.O.S , Kalavai	Winner
6	25th – 26th August 2008	Interdivisional Kho-Kho	A.P.C.O.S , Kalavai	Runner-up
7	20th -21th August 2008	Inter College Table Tennis Tournament	A.P.C.O.S , Kalavai	Winner
8	2th September 2008	Interdivisional Table Tennis Tournament	K.G.M College Gudiyatham	Runner-up
9	7th- 9th October 2008	Inter College Cricket Tournament	Voorhees College Vellore	Winner
10	13th-15th October 2008	Interdivisional Cricket Tournament	Voorhees College Vellore	Runner-up
11	11th-12th September 2008	Inter College Football Tournament	A.P.C.O.S , Kalavai	Runner-up
12	12th September 2008	InterCollege Basketball	Kmg College Gudiyatham	Runner-up
13	15th-16th September 2008	Athletic Meet	SDAT Stadium, Tiruvannamalai	Overall Champion

Achievements in Sports 2009-2010

Date	Event/Competition	Venue	Position
15th September 2009	Inter-College Basketball	KMG College, Gudiyatham	Winner
16th-17th September 2009	Inter-Divisional Basketball	KMG College, Gudiyatham	Winner
12th-13th August 2009	Inter-College Badmintion	C. Abdul Hakeem College, Melvisharam	Winner
28th-29th August 2009	Inter-Divisional Badmintion	C. Abdul Hakeem College, Melvisharam	Winner
10th September 2009	Inter-College Hockey	Sacred Heart College, Tirupattur	Winner
5th-7th October 2009	Fort Campus, Tiruvalluvar University, Vellore.	Fort Campus, Tiruvalluvar University, Vellore	Winner
12th-13th August 2009	Inter-College Table-Tennis	C. Abdul Hakeem College, Melvisharam	Winner
28th-29th August 2009	Inter-Divisional Table-Tennis	C. Abdul Hakeem College, Melvisharam	Winner
10th September 2009	Inter-College Volleyball	Sacred Heart College, Tirupattur	Winner
11th September 2009	Inter-Divisional Volleyball	RTG College, Polur	Winner
2nd-3rd August 2009	Inter-College Kho-Kho	KMG College,Gudiyatham	Winner
20th-21st August 2009	Inter-Divisional Kho-Kho	KMG College,Gudiyatham	Winner
2nd September 2009	Athletic Meet	CMC Bagayam, Vellore	Overall champion

Achievements in sports

Volleyball

- Inter-Collegiate tournament winners for consecutive years.
- 6 players have been selected for Thiruvalluvar University Volleyball team.
- Don Bosco Centenary Volleyball tournament – Runners up.
- Participated in Betram Volleyball tournament, Chennai.
- M.A.M.Muthiahkumrajah of Chettinad Memorial State Level volleyball tournament - 4th place.

Hockey

- Inter-Collegiate tournament winners.
- Inter-Divisional tournament winners.
- 9 Players have been selected for Thiruvalluvar University Hockey team.

Badminiton

- Inter-Collegiate tournament winners.
- Inter-Divisional tournament winners.
- 2 players have been selected for Thiruvalluvar University Badmintion team.

Basketball

- Inter-Collegiate tournament winners.
- Inter-Dvisional tournament winners.
- 6 players have been selected for Thiruvalluar University Basketball team.
- Participated Betram basketball tournament, Chennai.

Table Tennis

- Inter collegiate tournament winners.
- Inter Divisional tournament winners.
- 3 Players have been selected for Thiruvalluvar University Table-Tennis team,tournament held at Dr.NTR University of Health Sciences,V ijayawada.

Kho-Kho

- Inter-Collegiate tournament winners.
- Inter-Divisional tournament winners.
- 5 Players have been selected for Thiruvalluvar University Kho-Kho team.

Football

- Inter-Divisional combined team winners.
- 2 Players have been selected for Thiruvalluvar University Football team.

Cricket

- Inter-Divisional combined team winners.
- 2 Players have been selected for Thiruvalluvar University Cricket team.

Athletics

- 3 Players have been selected for Thiruvalluvar University Athletics team.

Note:

Most number of our College players represented Thiruvalluvar University Teams (38 players).

Achievements in Sports 2010-2011

Date	Event / Competition	Venue	Position
9-10th August 2010	Inter – College table tennis	C.Abdul Hekeem College, Melvisharam	Winner
17-18th August 2010	Inter – divisions table tennis	C.Abdul Hakeem College, Melvisharam	Winner
8-9th October 2010	Inter – College cricket	C.Abdul Hakeem College, Melvisharam	Winner
11-12th October 2010	Inter – divisional cricket	Voorhees College, Vellore	Winner
27th September 2010	Inter – College Hockey	Sacred Heart College	Winner
September 2010	Inter – Divisional Hockey	Sacred Heart College	Winner
6-7th September 2010	Inter – College basketball	Sacred Heart College	Winner
29-30th September 2010	Inter – Divisional Basketball	Sacred Heart College, Tirupattur	Winner
21-22 & 23th December 2010	8thThiruvalluvar University athletic meet	SDAT stadium, Thiruvanamalai	Overall champion

Intramural Tournament 2010-2011

Date	Event / Competition	Champion
13th August 2010	Annual Sports Meet	Shift 1 Dept. of Physics Shift 2 Dept. of BBA
6-7th July2010	Inter Department Football Tournament	Dept. of Chemistry
30th November 1-2 December 2010	Inter Department Basketball Tournament	Dept. of Economics
14-15th December 2010	Inter Department Volleyball Tournament	Dept. of Commerce
11-12th January 2010	Inter Department Tenikoit Tournament for girls	Dept. of Commerce

Achievements of the Department 2011-2012

S. No	Date	Event/Competition	Venue	Position
1.	15th&16th August 2011	Inter College Table tennis Tournament	C.Abdul Hakeem College, Melvisharam	Winner
2.	15th&16th August 2011	Inter College Badminton Tournament	C.H.Abdul Hakeem College, Melvisharam	Runner-up
3.	17th-19th August 2011	Interdivision Table Tennis Tournament	C.H.Abdul Hakeem College, Melvisharam	Runner-up
4.	17th-19th August 2011	Interdivision Badminton Tournament	C.H.Abdul Hakeem College, Melvisharam	Combined Team Winner
5.	22th -24th September 2011	Inter College Cricket Tournament	C.Abdul Hakeem College, Melvisharam	Winner
6.	26th -28th September 2011	Interdivisional Cricket Tournament	Indo-American College Cheyyar	Winner
7.	12th -13th September 2011	Inter College Volleyball Tournament	Sacred Heart College, Tirupattur	Winner
8.	17th September 2011	Inter College Basketball Tournament	C.H.Abdul Hakeem College, Melvisharam	Winner
9.	1st October 2011	Inter College Hockey Tournament	Sacred Heart College, Tirupattur	Winner
10.	11th-13th October 2011	Interdivisional Hockey Tournament	St. Joseph's College Cuddalore	Winner

11.	12th-15th October 2011	Interdivisional Volleyball Tournament	St.Joseph's College Cuddalore	Runner-up
12.	27th November 2011	Interdivisional Athletic Meet	Tiruvannamalai	Overall Champion
13.	18th Dec 2011	Inter College Ball Badminton Tournament	C.Abdul Hakeem	Runner-up
14.	20th Sept. 2011 to 21st Sept. 2011	Interdivisional Basket Ball Tournament	St.Joseph's College Cuddalore	Winner
15.	19th&20th Dec 2011	Interdivisional Ball Badminton Tournament	King Nandhivarman College, Tellar	Combined Team Winner

Intramural:

S. No	Date	Event/Competition	Shift	Position	Department
1	12th August 2011	College Sports Day	**I**	Winner	B.A., Economics
			II	Winner	B.A., English
2	22nd November 2011	Inter departmental Volleyball Tournament (Men)	**I**	Winner	B.Sc., Mathematics
				Runner-up	B.Sc., Com.Science
3	22nd November 2011	Inter departmental Basketball Tournament (Men)	**I**	Winner	B.Com
				Runner-up	B.Sc., Mathematics
4	24th November 2011	Inter departmental Football Tournament (Men)	**I**	Winner	B.Com
				Runner-up	B.Sc., Mathematics
5	1st December 2011	Inter departmental Throw ball Tourna-ment (Women)	**I**	Winner	B.Com
				Runner-up	B.Sc., Com.Science
6	2nd December 2011	Inter departmental Tennikoit Tournament (Women)	**I**	Winner	B.Sc., Com.Science
				Runner-up	B.Sc., Physics
7	19th September 2011	Inter departmental Volleyball Tournament (Men)	**II**	Winners	B.B.A
				Runner-up	B.Com
8	8th December 2011	Inter departmental Football Tournament (Men)	**II**	Winner	B.A., English
				Runner-up	B.C.A
9	1st December 2011	Inter departmental Basketball Tournament (Men)	**II**	Winner	B.Sc.,Com.Sci.
				Runner-up	B.Sc., Mathematics

10	2nd December 2011	Inter departmental Tennikoit Tournament (Women)	**II**	Winner	B.Sc., Biochemistry
				Runner-up	B.Sc., Com.Science
11	21st September 2011	Inter departmental Throw ball Tournament (Women)	**II**	Winner	B.Sc., Biochemistry
				Runner-up	B.Sc., Com.Science

Cultural Competitions

1. Providence College for Women, Coonoor, 3rd October 2012, State level Intercollegiate Cultural Meet, Overall championship with Rs.5000 award. (8 girls and 11 boys)

2. Nirmala College for Women, Coimbatore, Overall championship with Rs.7500 award. Skit competition – 1st prize, Fashion Parade - 1st prize. (20 boys)

Feedback from Students for Improving Support Services

The College collects feedback from every student at the end of the year on the positive, negative aspects and suggestions for improvement of support services. Consolidated report is prepared and sent to the respective support services for improvement.

Publications/ Materials brought out by Students

Students are encouraged to contribute to the College magazine. They write short stories, poems, tit-bits or their subject related short articles, essays. The Media Forum (Oodagam), brought out nine issues (No.42–No. 51) during 2007-08 in which students contributed by way of poems, proverbs, questions and answers on General Knowledge.

Students Welfare Committee (SWC):

The College has a Student Welfare Committee. All class leaders, secretaries and joint secretaries of academic and non -academic association) and CQC are members of SWC. One of the major activities of SWC is to prepare these members to be good leaders by organizing leadership training programmes. This council also undertakes review of CQC activities and planning and execution of department programmes. The activity does not involve major funding.

Student Representation in Academic and Administrative bodies

Few departments have student representatives in the Board of Studies. In future, the College plans to include student representatives in other administrative bodies as well.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

Vision Statement

We, the community of Sacred Heart College, inspired by the love of the Heart of Jesus and fundamental human values, following the educative system of Don Bosco, are committed to the creation of an education that promotes an 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.

Motto

"Ad Omne Bonum Instructi" is the motto of Sacred Heart College. It means, "Ready for Every Good Work". Every student passing through the

portals of this institution will be prepared to do every good work or every noble task.

Goal

The general goal of education at Sacred Heart College is the total development and the integral growth of the human person. Towards this end, the College has designed the following objectives

Objectives

- To develop the **intellectual capacity** of students to search for truth and knowledge
- To offer possibilities by which the students discern their purpose in life
- To **form social consciousness** in them so that they may be capable of fostering good relationship with others, open to other cultures and religions, possess an attitude of solidarity and dialogue, a sense of participation and co-responsibility and become agents of social change with a preferential option for the poor, weak and downtrodden.

Distinctive characteristics of the College

The mission statement of the College defines the distinctive characteristics of the College in terms of addressing the needs of the society, nursing big dreams for the students it seeks to serve and the College traditions and value orientations.

If we look into statistics of the **students admitted and students who have passed out** since the inception of the College, we come to understand that **they belong to the underprivileged** sections of the society. 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. It is a preferential option that this College is situated in a rural hither land away from the district headquarters at Vellore. By the nature of its existence, it serves the rural, first generation learners of this region.

Role of Leadership in Organization's Management System Development

Sacred Heart College is a minority institution, established and administered by the Salesians of Don Bosco. The **Provincial of Chennai Province** is the Chairman of the Board of Management of the College. The **Rector** of the local religious community is the Vice-Chairman and Secretary of the College. The **Principal, Additional Principal and the Vice-Principals** are the ex-officio members of the board. The Chairman appoints the other members of the board. All the members of the board are Salesians. The **Board of Management** is the final decision making body regarding the administration of the institution. This body takes major policy decisions, maintains the minority status of the institution and provides the necessary infrastructure to run the institution.

With well- defined vision and mission statements, 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 country. To achieve this, the Board of Management meets every month, to review the working of the institution and plans for the development of the institution. The Secretary, Principal, Additional Principal, Vice-Principals, Administrator, Additional Vice- Principals and Office Superintendent, as the officers of the institution execute their powers and responsibilities **without leaving the senior leadership positions vacant even for a day**. Management has been consistently applying its mind to take up leadership in the College.

The **Rector/ Secretary** of the College is the appointing authority of the teaching and non-teaching staff. He is the religious head of the institution and any decisions concerning the governance of the institution rests with him. The **Principal and Additional Principal** are the heads of the College who execute the academic activities in collaboration with the Heads of the Departments, staff and non- teaching staff and the student community. The **Controller of Examination** plans the CA and Semester Examination schedule, appointing question paper setters and valuators and publishing of the semester results. The **Administrator of the College** acts as a member of the finance committee of the College and maintains the infrastructural facilities of the College and day to day and administration of personnel with the upkeep of the buildings and facilities.

The **Vice Principals** carry out the Association and Sports activities in the campus. Discipline is maintained by the Discipline committee supported by the Vice Principals, Deans, Physical Directors and staff representatives. The **Additional Vice Principals** act as Superintendent of CA and Semester Examinations and look after the Academic Association activities. The **Heads of the Departments** distribute the department workload to the staff and monitor the smooth functioning of the department. They also look after the overall discipline of the department. The College Office Superintendent looks after the day to day office Management, financial transactions, correspondence and public relations.

Major Decisions taken by the Management Council from 2011

Date	Programme
30.06.11	The salary pattern of the teaching staff was discussed.
30.06.11	There was a long discussion about the way to get the vacant posts sanctioned.
04.07.11	Fr. Maria told the members the present status of the MCA admissions and gave suggestions to accommodate more students. It was decided that we can charge Rs. 50,000/- for the present students and have the hike of Rs. 5000/- for the second year students.
04.07.11	Fr. Rector presented the status of the other PG departments.
24.05.12	The admission policy prepared by the Principal last year could be maintained

24.05.12	The Heads of Departments to be asked to work out the workload with the staff newly appointed
02.06.12	It was decided that the results could be unofficially published through SMS to individual candidates by 4th June and that the actual admission could be done on 13th June as per the Government directive.
15.06.12	The Principal informed the Council that a Journal named "Sacred Heart Journal of Science and Humanities" would be released and received by the IQAC coordinator and another lay staff on the opening day of the College.
15.06.12	"Be alive and become resourceful", was chosen as the theme of the year.
15.06.12	NET, SET, IAS, Remedial coaching are being done by Vazhikatti. Fr.Maria Arokiaraj was asked to be the Director of Vazhikatti.
10.07.12	Fr. Rector invited the Council members to prepare and update the Master Plan and Infrastructure Plan of the College for the next 20 years.
05.09.12	Application for the new courses for the next academic year before 31st October. Have to get permission from the Provincial Council: M.Sc (Software), M.Sc (Medical Physics), M.Sc (Nano Science), M.Sc (Medical Psychiatry), M.Sc (Psychology & Counselling), M.Sc (Maths Shift-II) – ion (self-financed). We could increase the number of PG courses and not UG.
05.09.12	Sports and Games proposal was presented by Fr. Maria Antony. He wanted Rs.13 lakhs per year. He suggested that for 18 players, College fee and hostel fess could be borne by the College.
18.09.12	Autonomy review would be on 25th September. The staff alone would come on that day. Review by students could be had on class days.

Meetings of statutory bodies

The College ensures that all positions in its various statutory bodies are filled and meetings are conducted at the stipulated intervals. Apart from mandatory committees like **Governing Body, Academic Council, Finance Committee and Board of Studies,** the Management has constituted many more committees to ensure 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.

Governing Body Meetings (2007-2012)

S.No	Date
1	08.07.2008
2	27.06.2009
3	27.08.2010
4	29.08.2011
5	10.09.2012

Academic Council Meetings (2007-2012)

S. No	Date
1	28.07.2007
2	08.08.2008
3	11.06.2009
4	27.03.2010
5	27.04.2011
6	11.04.2012

Finance Committee Meetings (2007-2012)

S.No	Date
1	13.07.2007
2	14.10.2008
3	13.07.2009
4	24.09.2010
5	11.08.2011
6	16.08.2012

Participative Management

The College promotes participatory Management by involving the stakeholders in the decision making process. The statutory bodies are made up of official representatives nominated by the **UGC, the State Government and the University** as per their norms. In the Board of Studies, the subject experts are invited who make sure the recent trends in their disciplines are included in the curriculum. In future, the College plans to include students in the Board of Studies.

The Educative Pastoral Plan (EPP) and the College calendar, the department calendar are planned by eliciting participation of staff, students and non-teaching staff. In terms of execution, the HODs, the Presidents of Academic and Shelter associations share the responsibility. The annual budget of the College is prepared based on the departmental proposals, thus enabling participative Management.

The College has a **clear procedure of planning its year plan**, executing it, evaluating at the end of the year. The views of staff and students are elicited through the HODs and it becomes the department proposals are taken on board in the College Council and incorporated into the next year's annual plan.

Academic and Administrative Leadership provided by the University

The University has conferred Autonomous status to our College and periodically sends its review committees to assess the functioning and extension of autonomy. The University also gives affiliation to all our courses and confers degrees and diplomas. It sends its representatives to be members of Governing Body, Academic Council and Board of Studies to monitor the quality and governance of the institution.

Grooming the Leadership at Various Levels

The Management personnel are identified and trained to play their respective leadership role in the College by the province. The teaching staff assume leadership on the basis of seniority, qualification and experience. The non-teaching staff are selected based on their qualification and trained to take up different roles in the office administration. On -going training is given to them as and when the need arises. The various student bodies like **CQC, academic and Shelter Association, Student Welfare Committees and Grievance Redressal cell** have student representatives who take up leadership roles. The College has a systematic way of training them in the first semester itself on their roles and responsibilities as leaders.

At all these levels, we have a second line leadership ready to shoulder responsibilities, as they are identified and continually trained.

Values reflected in various functions of the College

Inculcating a value system among students

The Educative Pastoral Plan (EPP) of the College forms the basis of all teaching-learning-evaluation process in the campus. It is a global initiative of the Salesian society which runs number of educational institutions in 137 countries in the world. In India, there are 10 Provinces which run various higher education institutions. The Chennai Salesian Province, of which Sacred Heart College is a constituent entity, has 10 higher education institutions in the Northern part of Tamil Nadu. Thus rooted in EPP, the College gives lot of importance to the **holistic development of students who would imbibe the human values**.

Contributing to National Development

Another highlight of the teaching-learning process is the **exposure of all the students to the neighbourhood** through the Extension Education which takes place at the SHELTER Groups level, Department level and the College level. This is a compulsory programme attached with Credits. Villagers within a radius of 25-30kms around the College would have interacted with the College students and faculty members and both the groups would have mutually benefitted by this interaction. Added to this, with the motto '**Lab to Land'**, the recently started DEEDS programme provides an opportunity to the staff and students to transfer their subject knowledge to the villagers in a more practical way. The College believes that this is our contribution towards nation building.

Skilled Manpower

Considering the background of rural and first generation learners, who constitute the majority of our student population, the College has initiated **Student Guidance Programme** (SGP), which provides the formal and informal counselling and guidance required to take up higher education and to fit into the job market of the continuously developing society. Thus we produce, committed, skilled and hardworking manpower for the country.

Fostering global competencies among students

Since our students predominantly come from rural set up, the College takes utmost care in equipping them with various competencies like relevant subject knowledge which is provided by their department, **Communicative English, soft skills** etc. This is done through the Placement Cell. The students are taken for industrial exposure visits to leading research institutions and their laboratories. They are also sent to companies and organizations for internship for few months which help them to gain global competencies.

Quest for excellence

At the end of every academic year, the IQAC team with the Principal and the Secretary meets all the departments. They **review the annual activities** carried out by each department. This exercise helps both the IQAC members and department staff to find out why they were not able to accomplish few of the planned activities. Suggestions and views of faculty members for effective implementation of the programme for the following year is included in the year plan designed by the management. In the same way, suggestions from students, parents, alumni and other stakeholders are received through similar mechanisms and this is how the College sustains its quest for excellence.

6.2: Strategy Development and Deployment

Perspective Plan for development

- Teaching and learning

  Teaching and learning is a continuous process. The College bases itself on its good traditions gained through the experience of the past. At the beginning of the academic year, the staff spend couple of days, receiving **inputs from an invited expert** on teaching- learning and discuss the main programmes of the year. The Principal and the Secretary address the staff on this occasion. After the general animation the department staff meet to share the works and responsibilities for that year. Care is taken to put right people to look after the new students who have come into the department. They are introduced to the department and its uniqueness. First two weeks of classes are set aside to introduce the fundamental concept and new terminologies in their subjects. For the rest of the students, the classes will go on as usual.

- Research and development

  At present the College has **eight research departments**. More and more departments will gain research status in the near future. All the Ph.D holders of the College form the researcher's forum. They meet regularly and share matters and areas relating to research and research trends. Under the banner of Abraham Panampara Research Centre, every research department has a research cell which coordinates the departmental research activities. Some exposure is given to UG and PG students who have inclination towards research are followed up.

Research topics are identified in group sharing by the research students. Staff and students participate in writing research articles.

- Community Engagement

  The College in its democratic committees has members from the **public, the alumni, the students and industry persons** thus making the public involved in the interest of the institution and vice versa. The staff in turn take up community engagements through extension programmes involving their department students. The College through the services of the Bosco Institute of Social Work and DB Centre has reached out to many neighbouring villages around and has earned a good name for itself.

- Human resource planning and development

  The College follows a charter of roles and functions for its management personnel and the staff. The roles are well defined following the examples from other institutions. Only qualified persons are recruited for teaching and non- teaching staff. They are briefed about the roles to bring about coordination and team spirit among them. On-going training programmes are given to them. They are sent out to participate in workshops, conferences thereby updating their knowledge. Annual training programmes are conducted within the College. Thus human resource planning and development take place.

- Industry interaction

  Institution – Industry link has become the need of the day. Gone are the days, they stood isolated. The industries would like to select and train their own employees, as they want them to be. The placement cell of the College is in need of the industrial link to put the graduates in jobs. And so they need to come together of these two parties. The departments are organizing more and more industrial visits to give the first-hand knowledge for their graduates. The College also has **representatives from the industry in the Governing Body, Academic Council and Board of Studies** which provides expertise to the institution.

- Internationalisation

  The College would like to prepare its graduates towards contributing to the nation building and going beyond to help them to be placed in any part of the world, thus making them global citizen. Through the development of the media, interactions between persons of other countries have become so easy and encouraging. Travel has become common and easy too, making internationalisation a reality.

Details of UGC Autonomous Review Committee recommendations and its compliance

UGC Autonomous Review Committee recommendations

1. Internal Assessment in U.G. programmes may be increased to 50%.

   Since the syllabus revision of the College was not due during this period, it was to be taken up a little later. The College also wanted to review the effectiveness of the previous system. In the meantime the Tamil Nadu State Council of Higher Education came out with the proposal by which a uniform CBCS system is to be implemented all over the State. The College felt bound by this direction and did not implement this recommendation.

2. Internal assessment in P.G programmes may be increased to 75% to 100%.

   This too has not been implemented based on the reasons quoted above.

3. A uniform question paper pattern needs to be introduced at the end semester examination.

   This recommendation has been carried out and it is found useful.

4. Double valuation may be implemented only at P.G. level.

   The College has experimented with single, double and treble valuations in the past. Based on the recommendations of State Council for Higher Education the College at present follows the single evaluation system. However to ensure checks and balances the system of appointing external question paper setters and external evaluators were introduced.

5. Impact studies on SHELTERS and SEERS need to be taken up by the teachers.

   As part of Diamond Jubilee celebrations, the College has already planned to organize the impact study of SHELTERS and other extension activities by 2013.

6. Answer scripts of the end semester examination may be made available to the students on payment of fees, to ensure more transparency in assessment.

   The College has implemented this suggestion and answer scripts of the end semester examination are made available to the students on payment of fees. This has ensured more transparency in assessment.

7. Wherever the students have indicated that a teacher is very good in teaching, necessary incentive mechanism may be worked out to encourage such excellent teachers.

   At the end of each semester, students evaluate all the course teachers on 10 parameters. This helps the College to identify the best teachers.

However, the College is yet to develop an incentive mechanism to encourage such teachers.

8. Language laboratory may be used not only for English but also to teach Hindi, Tamil etc.

At present the College is using the language laboratory only for English. Since most of the students come from Tamil medium and find it difficult to learn, read and write English, the College is currently using it only for English. There are only few takers for Hindi, necessity does not arise.

9. For double valuation, a teacher from another autonomous College may be involved instead of choosing both the teachers from the same department of the College.

The College has implemented this suggestion and even in single evaluation the College brings in external evaluators from other autonomous Colleges.

Internal Organizational Structure

The long-term plans for the development of the College are initiated by the **Board of Management headed by the Provincial**, Chairman of the Board. He effects the appointments and transfers of Management members. The Secretary and Rector of the College is the chief functionary and head of the Board of Management. He is the hub of the institution inspiring, animating, coordinating, listening, uniting, strengthening and enhancing the activities of different sectors. The Principal, Additional Principal, Vice Principals and Additional Vice Principals ably assist the Principal in coordinating the curricular, co-curricular and extension activities.

The Administrator takes care of the infrastructure, maintenance and enhancement of physical facilities. As regards the academic development of the College, the **Academic Council** of the College meets once a year and chalks out the entire plan for the year. The departments on their part prepare the annual plan with specific details of dates of events, venues, target groups, resource materials etc. The academic calendar is prepared by the College office in consultation with the heads of the departments and approved by the Board of Management.

Decisions of Board of Management concerning starting of new courses and developing infrastructure facilities and staff requirements are discussed in the Governing Body where the UGC, State Government and University nominees are present and give directions to Academic Council, Board of Studies and to other committees.

Planned Proposals that were implemented

- Diamond Jubilee Building
- Starting of MBA course
- Starting of new UG / PG courses

- Renovation of Indoor stadium
- Equipping all depts. with Laptops , LCD projectors
- Separate Cell for a section of faculty
- Admission of girl students to all courses in UG /PG
- More Ph.D. faculty and research depts.
- Establishment of research centre

Quality Policy

The College consciously makes an effort to maintain quality through its regularity of work, commitment to human and noble values, frequent checks and balances that enhance further development. The Management sees to it that as far as possible only qualified teachers are recruited and trained. Many innovative methods are introduced as part of learning. Research is taken up in the departments as every staff member is asked to complete his / her Ph. D at the earliest. The College has opened Abraham Panampara Research Centre to promote the culture of research with new lab and other necessary facilities.

Feedback from Stakeholders on the functioning of the College

At the time of **yearly Provincial Visitation**, evaluation of all the sectors of the College is undertaken. Besides there is student feedback on the staff and the curriculum made at the end of every semester and remedial measures are adopted. Further, the feedback on the functioning of the institution from non-teaching, teaching, parents and alumni is taken up during the course of the year. Every department is encouraged to take up elective, non-major and optional allied subjects under the Choice Based Credit System (CBCS), thus paving the way for autonomy to each department.

In accordance with the feedback received from the students, Heads of departments, Librarian and Controller of Examinations, corrective measures are suggested to the staff for a healthy progress of the institution. The welfare of the students is always taken as the major consideration for introducing changes in the educational system.

Constitution of Grievance Redressal

The Students Grievance Redressal Committee is made up of the College Secretary, the Principal, the Additional Principal, the Vice Principals, the Controller of Examinations, the College librarian, the Physical Director, the Office Manager, the Deans and the representatives of U.G and P.G. boys and girls. This committee meets every semester, receives and addresses all issues related to students.

Autonomy to Departments and Ensuring their Accountability

All major decisions by the Management are taken democratically after a series of meetings and consultations with the Heads of Departments, College Council, and members of staff. The Secretary, the Principal and the Additional

Principal hold periodic discussions with the staff on matters relating to professional ethics, teaching methodology, innovations, student support, research activities, computer literacy, etc. Some practical and useful tips are given to them for effective interaction with the students in and outside the classrooms. The members of the teaching and administrative staff are exhorted to dedicate whole heartedly keeping in mind the future of the students entrusted to their care.

Books on quality sustenance, psychology, leaderships, ethics and religion are distributed free of cost to the members of staff. These books serve as a stimulant in bringing about the desired result. There has been a gradual and **active involvement of the staff in academic decision-making**. Delegation of powers and responsibilities to the Additional Vice- Principals, Deans, Heads of Departments, Presidents of Associations, Staff Secretary, members of Governing Body, Academic Council and College Council has enabled the faculty to voice their opinion in the respective forums particularly during the staff meetings. The **sub-committees** set up for different purposes play a greater role in the process of decision-making. Of late, there has been a decentralization of administration for effective and expeditious implementations of the academic and extension programmes.

SHELTERS programme is monitored by the Vice- Principals (Shift I & II) and the Presidents of the associations. The Management holds formal meetings with the faculty members every month. Emergency meetings are convened for important and urgent matters. Rapport is established through informal meetings both collectively and individually. Easy approachability and invitation for one to one dialogue are the distinguishing characteristics of the Management.

Mechanism for Grievance Redressal

During every semester students' grievance cell meets and their grievances are promptly addressed.

6.3: Faculty Empowerment Strategies

Professional Development of Teaching Staff

Staff animation and development programmes are conducted separately for different categories of staff. Seminars on preventive system of education, quality enhancement, research methodology, SPSS programme, creative thinking are conducted periodically. Opportunities are provided to the members to undergo formal (PGDCSA) and informal courses in computer science. The faculty members have undergone a brief training on the implementation of the attendance module. On-line Cooperative Learning for teaching staff was initiated since 2010. They are exhorted **to computerize the continuous assessment mark and correspond through intra-network**. Orientation and refresher courses attended by our staff members at UGC-Academic Staff Colleges have impacted the competencies of our staff.

To enhance their professional competency, the teaching staff are encouraged to attend orientation and refresher courses. Few of our staff members went to foreign universities under Fulbright Fellowship and also

present papers at international conferences. Besides they are encouraged to attend and present papers at international, national and state level seminars and conferences. The College organizes annual animation programme for teaching and non –teaching staff for a period of 3-5 days at the beginning of every academic year.

Professional Development of Non-teaching Staff

The office administration has undergone several stages of significant improvement over the past six years. The fee structure, students' daily attendance, salary, income tax, P.F., accounts and admission process have been **computerized**. The office automation has ensured accuracy, accountability and transparency. The office staff were given training on the use of computer for the implementation of the above programmes. The office staffs were given training on official etiquette, administration, time Management, planning and execution of work. Reshuffling of office work is done to enable all the members to acquire proficiency in all the office work. They are sent to the office of the Regional Joint Director on rotation to familiarize themselves with the office work.

Performance Appraisal

Evaluation of the Teaching Staff

The self-appraisal system is in vogue as a routine affair for the purpose of quality enhancement. Besides, the College appraises the performance of the teaching staff through the **feedback from students, appraisal from their respective HODs, peer group and the Management**. The students are provided with a performance based questionnaire and the answers obtained give an objective view of the course teacher and teaching methodology. The subject-wise percentage of passes and the difference between the first and second valuation go to show the quality and efficiency of a teacher by means of comparison and contrast.

In the final analysis, the Secretary, Principal, Additional Principal and the Vice-Principals take steps to apprise the staff of his/her performance. The staff is guided by the **Preventive System of Don Bosco** which helps him/her to assess the ability of a teacher to deal with the student community. The power to attract the youth, to instill confidence in them and to foster positive attitude among them are all that matters in this system.

Evaluation of the Non-Teaching Staff

Letter correspondence, the rapport with staff, students and the public, official etiquette, prudence and politeness, presence of mind, handling a given critical situation and ability to handle a subject independently are the areas where the performance of non-teaching is evaluated. Responsibility and accountability are monitored in the process of discharging their daily duties. It is not in strict observance of rules, but in the sincerity of one's duties that a member of non-teaching staff is valued. Apart from routine work, the Principal holds meetings once a month with the non-teaching staff. Ideas and suggestions are shared in the meeting. A brief review of the work is done

during the meeting. The **Principal briefs the members about the observance** made by him in the course of the month.

Staff Welfare Schemes

Staff welfare schemes like loan facility through **Staff Welfare Fund** are in place for both teaching and non-teaching staff. Some of the retired teaching staffs are retained as visiting professors. Similarly services of even retired and dedicated non-teaching staff are solicited. Gender sensitization programmes are conducted for newly recruited female staff at the beginning of the academic year through College counsellors and others. Orientation programme is also arranged at the beginning of the academic year for the young staff.

6.4: Financial Management and Resource Mobilization

Besides the Management Council, the **Finance Committee** of the College meets on timely basis to monitor the effective and efficient use of financial resources. The Economer of the Province **first audits all the accounts internally**. The second audit is done by a **chartered accountant and by the Directorate of Collegiate Education**. The Accountant General, Chennai, also audits the same accounts.

The annual budget of the College is projected through the financial statement of the aided courses. The deficit is made good by diverting the money from the Management funds to aided courses. Only the salary of the staff of the aided courses is fully met by the Government. Even here the vacant posts are filled and paid by the Management, as the Government is very slow in filling up the aided posts. Nearly 2/3 of the staff of teaching and non-teaching staff are paid by the Management. The budget for the expenditure on the heads such as Association activities, Student Aid Fund, Stationery, Audio-visual, Magazine and Calendar and Handbook is inadequate. The income for laboratory and games and sports does not cover the expenses. The additional expenditure on infrastructure development and maintenance is borne by the Management. The Management also undertakes the general repairs, maintenance of vehicles, buildings, equipments, hostels, gardens, playgrounds, workshop, generators, etc. Protracted power cuts during the working hours which are supplemented by generator have punched deep holes into the finances of the institution. The College has created **a corpus fund** which was useful in times of need and it is still maintained.

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DT.
MAIN FINANCIAL STATEMENT - 2011-2012

Sl. No.	Receipts		Amount Rs. P.
	FEES DUE AT STANDARD RATES FROM : 2011-12		
1	a) General Account opening Balance	Bank	165980.00
		Cash	1024.00
	b) Special Fee Account opening balance	Bank	3479.00
		Cash	0.00
	C) Approved Staff Salary Account opening balance	Bank	2364.00
		Cash	0.00
	d) Scholarship Account opening balance	Bank	0.00
		Cash	0.00
	e) UGC Grant Account opening balance	Bank	2860683.00
		Cash	0.00
	f) University Account opening balance	Bank	2972.00
		Cash	0.00
	g) Sports Account opening balance *	Bank	963.00
		Cash	0.00
2	Income from Endowment		40000.00
3	Subscription and Donation (towards sports) *		
4	**Actual Receipts**		
	i) General Fee Account		
	a) Tuition Fee (Less Refund : 96750-1000)		95750.00
	b) Admission fee		2375.00
	c) Application & Registration		134325.00
	d) Matriculation & Recognition		72850.00
	e) University Registration		39840.00
	f) Certificate Verification fees		19500.00
	g) University Sports & Library Fees		53320.00
	h) University Cultural & Youth Festival		14250.00
	I) Development of Infrastructure facilities		14250.00
	ii) Special Fees Account		
	a) Laboratory fee		308000.00
	b) Library and Reading Room		61800.00
	c) Games		148320.00
	d) Magazine		61800.00
	e) Association		61800.00
			4165645.00

Sl. No.	Payments	Amount Rs. P.
1.a.	**Teaching Staff**	
	a) Pay, DA, HRA and MA for the year 2011-12	26978909.00
	b) UGC - Arrear	7573984.00
	c) Arrears Salary	460036.00
	d) Dearness Allowance Arrears	810297.00
	e) Adoc-Pongal Bonus	46000.00
	f) Salary Refund	120.00
	g) Surrender earned leave salary	532143.00
	h) ACPF (TPF,Loan, Part Final & 90% Closure)	9090400.00
1.b.	a) Retired Staff - Earned Leave	1460954.00
	b) Retired Staff - Unearned Leave on Private affairs	574101.00
	c) Retired Staff - Special Provident Fund	55435.00
	d) Retired Staff - DCRG	2774090.00
	e) Retired Staff - RPF	232962.00
	f) CPS -Contributory Pension Scheme	696744.00
2.a.	**Non-Teaching Staff**	
	a) Pay, DA, HRA and MA for the year 2011-12	2247300.00
	b) Arrears Salary	81913.00
	c) Dearness Allowance Arrears	64264.00
	d) Adoc-Pongal Bonus	51250.00
	e) Pay Commission Arrears	215638.00
	f) Surrender earned leave salary	99790.00
	g) ACPF (TPF,Loan, Part Final & 90% Closure)	716040.00
	h) Salary Refund	1655.00
2.b.	a) Retired Staff - Earned Leave	70720.00
	b) Retired Staff - Unearned Leave on Private affairs	27078.00
	c) Retired Staff - Special Provident Fund	84707.00
	d) Retired Staff - DCRG	1341106.00
	e) Retired Staff - RPF	394358.00
	f) Retired Staff Pay Commision arrear	21927.00
3	Ordinary Upkeep and Repairs	206881.00
4	Contingencies	870580.00
5	**Scholarship**	
	i) Director of Harijan Welfare	
	a) SC & ST	3338090.00
	b) Eligible Community	510620.00
	c) Backward Classes	1456452.00
	d) Harijan Welfare Loan	2488110.00
		65574654.00

Sl. No.	Receipts	Amount Rs. P.
	B / F	**4165645.00**
	f) Examination Stationery	61800.00
	g) Visual Education	61800.00
	h) College & Sports Day	61800.00
	i) College Calendar & Hand Book	37080.00
	j) Medical Inspection	3830.00
	k) Students Aid Fund	123600.00
	l) Field Work	38500.00
5	**Grant-in-Aid**	
	i) **a) From State Government**	
	a) Salary Grant	37577539.00
	b) Arrear of D.A.	874561.00
	c) Salary Refund	1775.00
	d) Salary - Arrears	514190.00
	e) Festival Advance	68800.00
	f) Surrender of Earned Leave	631933.00
	g) Pay Commission Arrear	215638.00
	h) UGC Arrear	7573984.00
	i) Adhoc Pongal Bonus	97250.00
	j) ACPF (TPF,Loan, Part Final & 90% Closure)	9806440.00
	b) Retirement Benefits	
	a) Surrender of Earned Leave	1531674.00
	b) Unearned Leave on Private affairs	601179.00
	c) Special Provident Fund Cum Gratuity	140142.00
	d) DCRG	4115196.00
	e) RPF	627320.00
	ii) **a) From University Grants Commission**	
	i) Autonomy Grant	2400000.00
	b) UGC - PG Assistance X Plan - Economics	
	a) Books and Journals	80000.00
	c) UGC - PG Assistance X Plan - Mathematics	
	a) Books	120000.00
		71531676.00

Sl. No.	Payments	Amount Rs. P.
	B / F	**65574654.00**
	e) Refund to Govt 2011-12	447392.00
	f) Post Metrick Scholarship	23900.00
	g) SC/SCC	79300.00
	ii) **Other Scholarship**	
	a) Physically Handicapped	9500.00
	b) Beedi Worker's Son	294000.00
	c) Chief Minister's Scholarship	2920.00
	iii) **Director of Collegiate Education**	
	a) Uzhavar Scholarship - Farmer	761500.00
6	**Special Fee Account**	
	a) Laboratory Fee	387105.00
	b) Library and Reading Room	64155.00
	c) Games	266452.00
	d) Magazine	156350.00
	e) Association	72826.00
	f) Examination Stationary	61487.00
	g) Visual Education	53396.00
	h) College and Sports Day	115530.00
	i) College Calendar and Hank Book	38550.00
	j) Medical Inspection	3830.00
	k) Students Aid Fund	122299.00
	l) Field Work	39018.00
7	**University Grant Commission**	
	a) Autonomy Grant	2400000.00
	a) UGC - Under Graduate	
	a) Books & Journals	2933.00
	b) Equipments	9863.00
	c) Maintenance of Equipments	46091.00
	d) Improvement of Hostel	24273.00
	e) Educational Innovation	10500.00
	f) Improvement facilities in	7758.00
	b) UGC - Post Graduate - Economics	
	a) Books & Journals	80292.00
	c) UGC - Post Graduate - Mathematics	
	a) Books & Journals	120307.00
	d) UGC Post Graduate - Social Work	
	a) Books and Journals	78726.00
	b) Field Work	109500.00
		71464407.00

Sl. No.	Receipts	Amount Rs. P.
	B / F	**71531676.00**
	d) UGC - Post Graduate - Social Work	
	a) Books and Journals	80000.00
	b) Field work	80000.00
	e) UGC - Major Research Project-Dr.Xavier Susai Raj	69000.00
	f) I FIP Salary XI Plan	
	a) Mr.R. Kuppan	400000.00
	d) Mr.M.Raguraman	300000.00
	d) Rev. Fr. Satheesh	50000.00
	g) UGC Seminar	
	a) Department of Chemistry	5200.00
	b) Department of Mathematics	3000.00
	c) Recent Advance in M.S.W.	105000.00
	d) NAAC Workshop	60000.00
	e) Software Enggineering & Application	88125.00
	h) Women's Hostel Building	1250000.00
	i) Rajiv Gandhi National Fellowship	450000.00
iii)	Development of Sports and Infra & Equiptment	400000.00
6	**Scholarships Awarded by**	
	i) **Director of Harijan Welfare**	
	a) SC & ST	3540610.00
	b) Eligible Community	522170.00
	c) Backward Classes	1530169.00
	d) Harijan Welfare Loan	2580565.00
	e) Post Metric Scholarship	27450.00
	f) SC/SCC	83900.00
	ii) **Other Scholarships**	
	a) Physically Handicapped	9500.00
	b) Beedi Workers Son	342000.00
	c) Chief Ministers Award Scholarship	2920.00
		83511285.00

Sl. No.	Payments	Amount Rs. P.
	B / F	**71464407.00**
	e) Sports infrastructure & Equipments	501215.00
	f) UGC - Major Research Project - Dr. Xavier Susairaj	69000.00
	g) I FIP - Salary XI Plan	
	a) Rev. Fr. Satheesh	94672.00
	b) Mr.R. Kuppan	430613.00
	c) Mr. M. Arun Kumar	35775.00
	d) Rev.Fr. P. Xavier	72500.00
	e) Mr.M.Raguraman	302952.00
	h) UG - Human Rights	
	a) Guest / Visiting faculty	16000.00
	b) Extension Activity	19684.00
	PG - Human Rights	
	a) Guest / Visiting faculty	40000.00
	b) Extension Activity	14066.00
	i) UGC - Seminar	
	a) Seminor - Chemistry	5200.00
	b) Seminor - Mathematics	3000.00
	c) Seminor - M.S.W.	60000.00
	d) NAAC Workshop	60145.00
	j) Women's Hostel Building	1250000.00
	k) Instrumentation Maintenance Faculty (Salary)	229871.00
	l) Rajiv Gandhi National Fellowship	967520.00
	m) Addl. Assistance to colleges	527172.00
	n) XI th Plan - Merged Schemes	
	i) NET coaching for SC/ST/OBC/Minority Students	312137.00
	ii) Remedial coaching for SC/ST/OBC/Minority Students	267738.00
	iii) Coaching class for entry in services	302861.00
	iv) Carreer & Council Cell	150000.00
	v) Colleges with relatively HR proporticem SC/ST	250000.00
	vi) Equal oppertunities centre	3760.00
	vii) Net work resource centre	24000.00
	viii) IMF - Expenses	90186.00
	ix) Higher Edu. for persons with spl. needs	158605.00
8	a) Application and Prospectus Printing	140337.00
	b) Matriculation and Recognition	72850.00
	c) University Registration Fee	39840.00
	d) Certificate Verification Fee	19500.00
	e) University Sports and Library Fee	53320.00
		78048926.00

Sl. No.	Receipts	Amount Rs. P.
	B / F	**83511285.00**
	iii) **Director of Collegiate Education**	
	a) Uzhavar Scholarship - Farmer	772500.00
7	**Miscellaneous**	
	a) Bank Interest -General Account	22926.00
	b) Bank Interest - Special Fee Account	14668.00
	c) Bank Interest - Approved Staff Salary Account	3958.00
	d) Bank Interest - UGC Account	122925.00
	e) Bank Interest - University Account	3950.00
	f) Diversion from Special Fee Account - E.B	317230.00
	g) NSS	10530.00
	h) Flag Day	18440.00
	i) Red Cross	12380.00
9	Loan From Management	1541670.00
10	Contribution from Management (UGC)	143500.00
		86495962.00

Sl. No.	Payments		Amount Rs. P.
	B / F		**78048926.00**
	f) University Cultural & Youth Festival		14250.00
	g) Development of Infrastrural Facilities		14250.00
	h) Festival Advance		68800.00
	i) Special Provident Fund		10440.00
	j) Group Insurance Scheme		19770.00
	k) Health Fund		12875.00
	l) Advertisement		32588.00
	m) Professional Tax		110462.00
	n) LIC		1308518.00
	o) Income tax		6142835.00
	p) Tuition fee collection to govt a/c		97263.00
	q) NSS		10530.00
	r) Flag Day		18440.00
	s) Red Cross		12320.00
9	General Maintance		1943.00
10	**Bank Charges**		
	a) UGC		17046.00
	b) University Fee		3970.00
	c) General Fee		275.00
	d) Approved Staff Salary A/C		2264.00
	e) Special Fee A/C		14668.00
11	**Closing Balance**		
	a) General Account	Bank	292256.00
		Cash	0.00
	b) Special Account	Bank	3224.00
		Cash	0.00
	C) Approved Staff Salary	Bank	2545.00
		Cash	0.00
	e) UGC Account	Bank	231529.00
		Cash	0.00
	f) University Account	Bank	3012.00
		Cash	0.00
	g) Sports Account	Bank	963.00
		Cash	0.00
			86495962.00

CERTIFICATE

a) On behalf of the Mangement I hereby certify that the expenditure shown in the above statement under items 1 to 6 has been actually incurred and no part of it relates to scholarship or to articles for which a special grant is sanctionable under the grant in Aid Code.

b) I hereby certify that I have audited the accounts of the SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR, VELLORE DISTRICT, for the year 2011-2012 and that the receipts and expenditure shown in the above statement are correctly stated and supported by proper vouchers.

AUDITOR | **PRINCIPAL** (Rev.Dr.A. Maria Soosai) | **SECRETARY** (Rev.Fr.K.M. Jose)

Summary of Principal Accountant General Audit Objection and Reply

<table>
<tr><th>Summary of Audit Objections</th><th>Reply to the Audit Objections</th></tr>
<tr><td colspan="2">UGC Grant Account Deficiencies Noticed:</td></tr>
<tr><td>The College did not maintain project account in respect of each and every project sanctioned by the UGC. As a result, audit could not verify whether the expenditure was incurred according to the approved items by UGC.</td><td>There is no separate project account for each project. But separate Ledger pages are allotted for each project.</td></tr>
<tr><td colspan="2">Review of Scholarship Account Certain Lapses Pointed Out</td></tr>
<tr><td>On a review of scholarship account of BC/MBC/SC/ST, Uzhavar and Beedi workers etc. resulting to the financial years 2005-06 to 2007-08 it is noticed that the total amount of scholarship received disbursed and balance available on the last working days of the three financial years has not been reconciled with Bank Balance. As more than 35 lakhs had been received and disbursed the reconciliation has to be done and the difference between cashbook and passbook and the bank statement has to be explained. Moreover the Grants Assistance and Scholarship received from the Government are generally deposited in the SB account.
However it was seen that the amounts were deposited in current account.</td><td>The scholarship departments instructed to issue cheques to the individual students by name. Every year more than 1500 students are getting scholarships. If we keep the SB account, there is limitation to issue the cheques. It is not possible to issue cheques to all the students, so we shifted to current account.
Scholarship sanction comes only in the month of February and March. After the disbursement of the cheque, each student encash it as per their convenient time. All the cheques are encashed before 31st of March. We are monitoring each scholarship sanction and disbursement amount to be similar.</td></tr>
<tr><td colspan="2">Difference in Opening and Closing Balance in Special Fee Account</td></tr>
<tr><td>A scrutiny of special fee cashbook and bank passbook pertaining to special fee account disclosed the following difference in opening/ closing balance:
<table>
<tr><th>Cash book balance</th><th colspan="2">Bank book balance</th></tr>
<tr><td>01.04.05</td><td>Rs.
Rs.</td><td>1000.00
10,400.00</td></tr>
<tr><td>31.03.08</td><td>Rs.
Rs.</td><td>6682.00
11, 052.00</td></tr>
</table></td><td>On 01.04.05 the cashbook balance is Rs.1000.00 whereas bank balance is Rs.10,400.00 i.e. due to non-presentation of the cheque No.588032, Dt.30.03.05 for Rs.9400.00
On 31.03.08 the cashbook balance is Rs.6682.00 whereas bank balance is Rs.11,052.00 i.e. due to non-presentation of the cheque No.543035 Dt.30-3-2008 for Rs.4370.00.</td></tr>
<tr><td colspan="2">Non Accounted of Disposed Items:</td></tr>
<tr><td>The College was conferred with autonomous status w.e.f. 1998. It</td><td>Being an autonomous College, the Examinations are conducted under</td></tr>
</table>

conducts semester examinations and corrections of answer scripts were done by the teaching staff of the College. The answer scripts were kept in safe custody for 5 years and then disposed off. However on scrutiny of annual financial statements for the years 2005 to 2008, it was noticed that the disposal. Values of the above answer scripts were not brought into the account of the College as revenue. Similarly, the College did not include the receipts on account of sale of old newspapers, magazines and discarded laboratory equipments during the years 2005-08.	self-financed mode. The disposal value of used answer scripts will not be shown in the Audited Financial Statement. All the valuable magazines are bound and kept in the library for references. An amount of Rs.600-00 has been credited to special fee account on 4-8-09 towards sale of old magazines and newspapers in the year 2009-10. The Laboratory equipments were repaired and kept for the practical use by the Instrument Maintenance Faculty.
Career Oriented Programme – Grants Not Utilized Fully	
The University Grants Commission sanctioned a sum of Rs. 7,00,000.00 to this institute as one time grant to start career oriented programmes form the academic year 2003-04. An amount of Rs.7 lakhs was granted for five years term for science stream to purchase equipments, books and journals, payment of remuneration to guest faculties and conduct coursed form the year 2003-04 to 2007-08. As such the grant has to be utilized fully as on 31-3-08 and the balance available if any has to be remitted to government along with interest accrued.	The sanctioned amount of Rs. 7,00,000.00 by the UGC toward Carrier Orientation Programme was fully utilized. An amount of Rs.7,00,361.00 was spent with management's share of Rs. 361.00. We have sent the Utilization Certificate, Statement of Account, details of Equipments, Books and Journals and Guest Faculties Remuneration to the University Grants Commission. Copy enclosed.
Non-Deduction Of TDS From VI Pay Commission Arrears Paid to Staff	
On a scrutiny of pay bill register of teaching staff relating to the year 2007-08 it was noticed that sixth pay commission arrears of Rs.4, 05, 681-00 for retired teaching staff was paid along with interest during the year 2007-08. As per section 192 of IT Act, TDS at prescribed rate has to be deducted from the Salary/arrears including honorarium, paid during any financial year and remitted to government account. However it is seen that no TDS has been deducted from the above arrears paid to staff.	The retired staff who got their UGC arrears during 2007-08 were advised to give their Income Tax details for the year 2007-08 for verification. The office staff concerned with Income tax is advised to deduct Income Tax for Retired staff hereafter regularly.

Resource Mobilization

College approaches individual generous donors from within the country and abroad. The College also sends **project proposals** to the Government and donor agencies and in particular to our past pupils. In times of need, it seeks the assistance of the Provincial to make good the deficit. The Management personnel salary is all spent for the College

In order to offer some sort of safety net for the vast number of poor students that enter the portals of this institution, the past pupils, friends and well- wishers of the College volunteer to donate for specific purposes. The Alumni Association and other **benefactors of the College** partially support the much sought -after midday meals scheme for poor and deserving students. There are 92 endowment scholarships instituted for poor students, interest on which is disbursed during the College Day. The leading endowments of the recent past are the following. Coupled with the Government scholarships of various types, the Management gives away over Rs.72 lakhs /year as scholarship to the deserving students.

College Day Scholarships - Donor Details (From 2009)

S. No.	Date	Donor	Amount (Rs)
1	11.09.2009	Scholarship by 1981 - 1984 B.A& B.Sc. Batch Students	50,000.00
2	01.02.2010	Rangan Chakkaravarthy Scholarship by Mr. Rangan Chakkaravarathy	30,000.00
3	01.02.2010	Physics Department Alumni Scholarship by HOD	61,700.00
4	27.03.2010	College Day Medals Scholarship 2010 – 2011 by SHC Society	84,000.00
5	22.04.2010	Rev. Fr. P.P. George Endowment Scholarship	120,000.00
6	01.06.2010	Dr. M. Maria Susai Manuel Scholarship	5,000.00
7	01.06.2010	Rev. Sr. Maria Dalle Scholarship by Dr. M. Maria Susai Manuel	100,000.00
8	23.09.2010	Rev. Dr. C.M. Varghese Silver Jubilee Scholarship by Dr. T. Jayabalan	25,000.00
9	21.01.2011	Mr. Daniel and Mrs. Savariammal Scholarship by Rev.Dr.D.MariaAntonyRaj	100,000.00
10	21.01.2011	Mr. Joachim Scholarship by Mr. J. James - Retd Assistant	25,000.00

6.5: Internal Quality Assurance System

The College conducts Academic Audit of its department every year. Based on the management, HODs, student and peer group evaluation, necessary recommendations are made for quality enhancement of the staff and students. In the year 2007, the College conducted an academic audit of all its departments. The recommendations of this academic audit were sent to the departments for implementation and inclusion in the syllabus revision.

IQAC Reviewing Teaching –Learning Process

The IQAC constituted under the recommendation of NAAC in 2004 continuously reviews the teaching, learning process. IQAC is constituted for a three year term. The IQAC is made up of the Principal, Additional Principal, Vice Principals, the Deans and other selected faculty members from both Shifts and external persons like leading lawyers and businessmen.

Contribution of IQAC in Institutionalizing Quality Assurance Strategies

Regular IQAC programmes are earmarked in the College calendar. As a quality watchdog it assesses the performance of each department. Class Quality Circle (CQC) as the sub unit of the IQAC monitors the class performance of the students.

The calendar of IQAC meetings and activities are finalized every semester. It has its frequent meetings as per calendar and its operations and outcomes are monitored. The IQAC supervises the functioning of the CQCs which is a class level unit to promote quality. CQC leaders are trained and assisted by class teachers.

IQAC Meetings

S.No	2011-2012
1	04.05.2011
2	03.08.2011
3	20.09.2011
4	21.11.2011
5	30.01.2012
6	29.02.2012

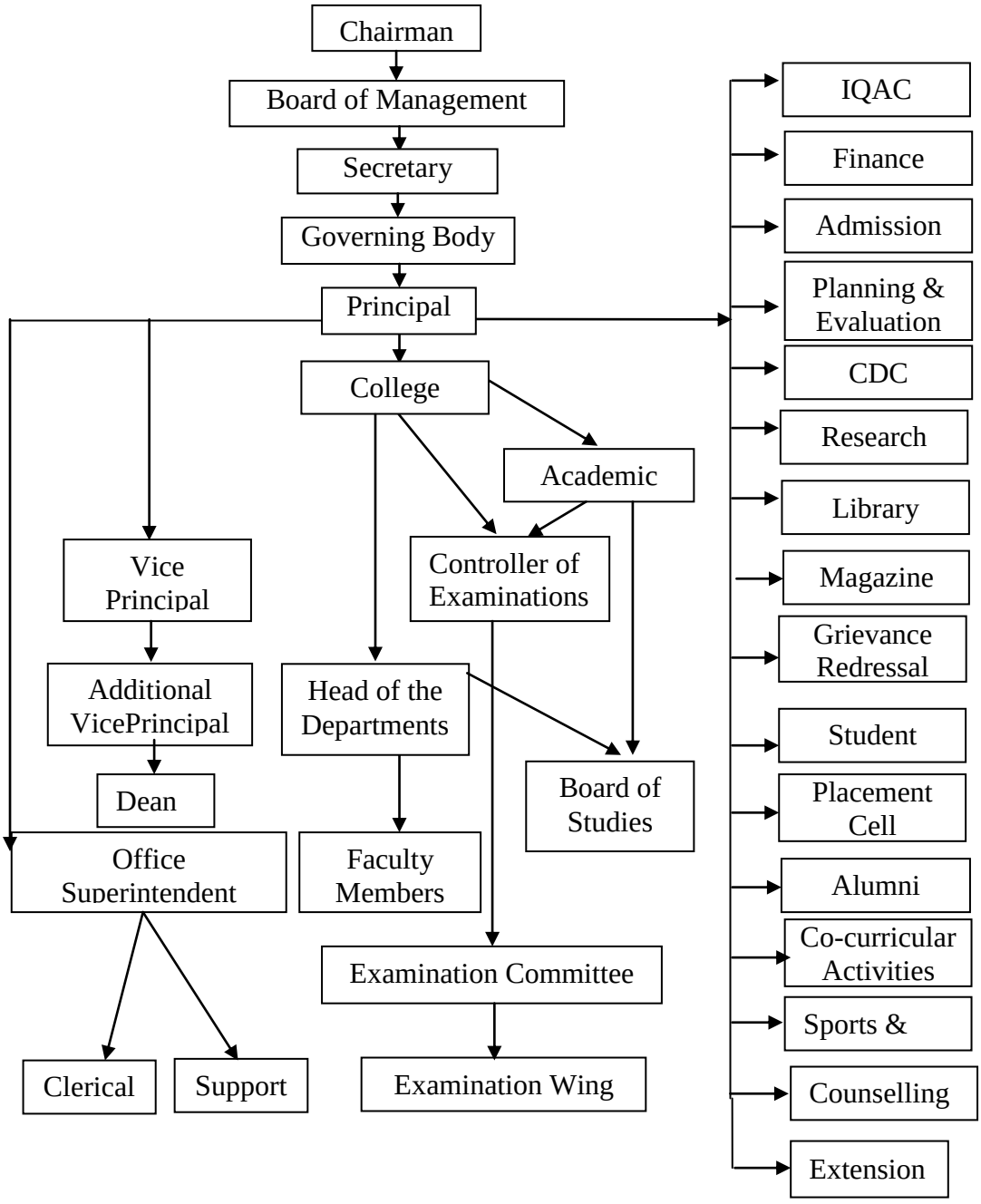
S.No	2010-2011
1	22.06.2010
2	01.10.2010
3	24.11.2010
4	07.04.2011
5	08.04.2011

S.No	2009-2010
1	23.06.2009
2	13.07.2009
3	27.07.2009
4	11.08.2009
5	09.09.2009
6	23.02.2010

S.No	2008-2009
1	06.07.2008
2	02.12.2008

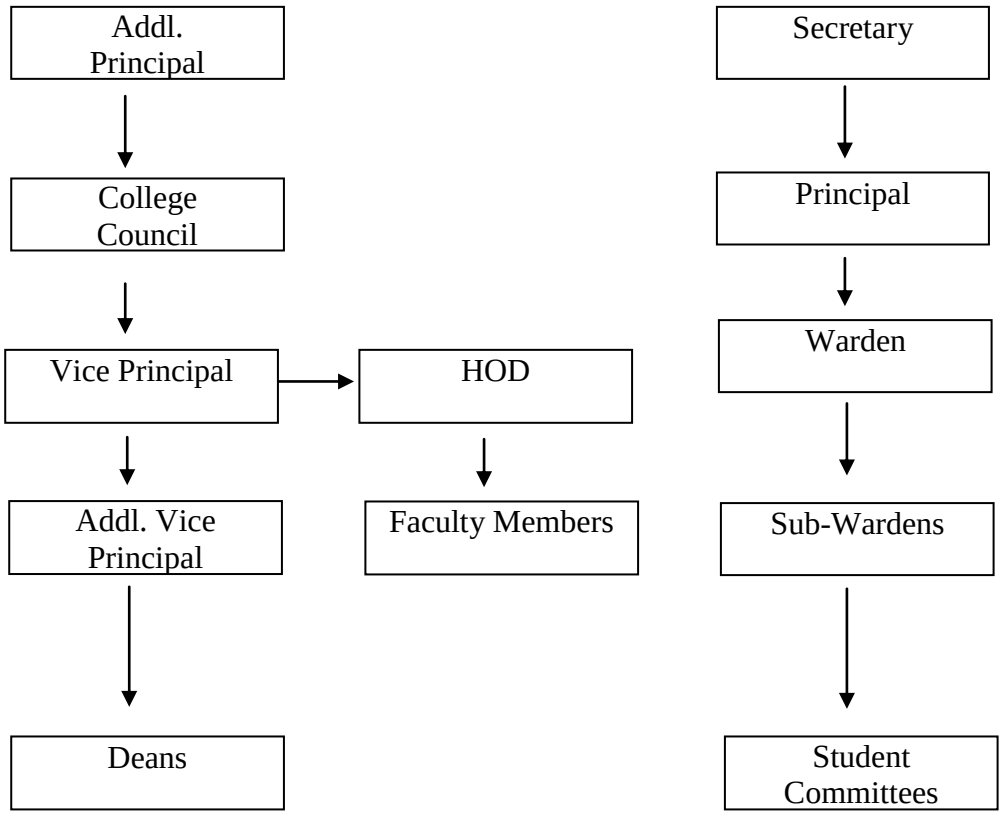
It is yet to conduct the incremental academic growth of the students from the disadvantaged section of the society.

Organizational Structure of the College Functionaries (SHIFT I)



Organizational Structure of the College Functionaries (SHIFT II)

(Self -Financed) **Hostel (Shift I & II)**



CRITERIA VII

INNOVATION AND BEST PRACTICES

7.1 Environment Consciousness

The College is in the process of conducting a Green Audit of its campus.

Eco-friendly Initiatives

Sacred Heart College is a sprawling campus of 10,98,720 square feet with a building area of 3,95,944 square feet and 7,02,776 square feet of greenery. Even though the College did not conduct a green audit it has taken adequate care to make the campus ecofriendly and they are as follows:

Energy Conservation

The College focuses on power conservation as a priority and all the incandescent lamps have been **replaced with CFL**. The users have been instructed to shut down the computers and monitors, in the campus, when not used. The College community ensures that all the lights, fans, air conditioners and other electrical equipments are switched off immediately after use. To avoid the wastage of water, the College plumbers are on the lookout to arrest leakage of water from taps and tubes. Sprinklers are used for watering the garden.

Use of Renewable Energy

Solar power, one of non-polluting renewable energy sources, is used to light up and heat water. **Solar powered lights** are installed at DB Centre and solar water heater is used at Amalgam hostel to provide hot water for 150 hostel girls.

Water Harvesting

As water is a fast depleting resource in the country, not a drop of rainwater is allowed to drain off. A **rain harvesting system** is in place, by which all the runoff water is collected and stored in two large tanks in the College campus resulting in raising the groundwater table. The harvested rainwater is used by the chemistry lab and for watering the garden.

Carbon Neutrality

Campus has **adequate number of trees** to maintain the air quality by absorbing carbon dioxide and release oxygen. Bamboo trees are good in absorbing carbon and releasing high rate of oxygen. With this in mind, the College Management has planted sufficient number of bamboo trees to neutralize carbon dioxide emission. Within the College campus, the staff and students are encouraged to walk instead of using motor vehicles. Parking lots are located close to the entrance of the College. In order to promote paperless

environment, most of the announcements and bulletins are published through the College website.

Plantation

The College has a green and serene atmosphere. It has a wide variety of trees as follows:

Type of Tree	Numbers
Tamarind Trees	96
Coconut Trees	137
Neem Trees and Leach Trees	129
Teak Wood	38
Sandal Wood	61
Others	323

If out of dire necessity trees are to be cut down, the College Management makes sure that they are replaced with more number of saplings. The statistics are as follows:

- Total trees cut down - 13
- Total saplings planted - 250

Any other

The food-waste from the hostels, are sent as feed to the animal firms of the nearby institutions like Dominic Savio Higher Secondary School, Don Bosco Matriculation Higher Secondary School. The exam papers and waste papers from the office of the Controller of Examinations are sent back to paper manufacturing companies for recycling. The cleanliness of the campus is taken care of by 20 self-help group women who clean every morning. Litter bins are placed all over the campus and in every classroom. MCA students have taken a pledge to discourage the use of plastic bags in the College, in their home and in the society. The BBA department, in association with ING Life Insurance, is spearheading a venture called “Say No to Plastics” to make the College campus a ‘no plastics zone’.

7.2 Innovations

Autonomy

The College has introduced autonomy for all the courses including those of the Second Shift from the academic year 2007-08.

Choice Based Credit System (CBCS)

In accordance with the model curricula proposed by UGC with the thrust areas like modernization of teaching, strengthening research, support of outreach programmes, CBCS has been introduced in all the departments of the College in 2007. The CBCS is a cafeteria system of approach in which students have the freedom to select and study courses according to their need, taste, temperament and talent.

Teaching Learning and Evaluation Process

Teaching Learning Process is better facilitated with laptops and LCD projectors provided to all the departments. The process is further enhanced through the usage of Interactive White Boards. The College Campus has **Wi-Fi connectivity**, which is utilized by the staff and students to facilitate Web Based Learning. The usage of **MOODLE and JEROMEDL** furthers the concept of E-Learning. Video lessons are available for some courses. The library has a facility called '**Cybrary**' which is also a digital repository.

Industrial awareness is provided to the students by way of field and industrial visits and industry interface. Compulsory presentation of papers in National/International conferences is mandatory for some courses. Online Subscription for IEEE Journal is made available to College community. Rule of language and carrying of pocket books, dictionaries are enforced for English language learning.

The semester evaluation system is modified by the introduction of external question paper setters, external evaluators, and papers with viva voce. Online semester examination was also experimented. The examination results and related announcements are published on the College Website.

Research and Extension

As Abdul Kalam Research Cell has been converted into consultation room for research, a new research centre has been established in the library with online journals and internet facilities for the use of research scholars and staff. Abraham Panampara Research Centre (APRC) has been established (in the name of former Principal) to accommodate M.Phil. classrooms, Ph.D. scholars' consultation rooms, instrumentation centre and dining hall.

A research director has been appointed to take care of research and the publication of Sacred Heart Journal. Abdul Kalam Research Centre (AKRC) is made available for the researchers for their research activities. The College publishes an international journal by name '**Sacred Heart Journal for Science and Humanities**' to encourage research publications in the College.

The staff are encouraged and sponsored by the Management to attend various regional, national and international conferences, workshops etc. Research awards are presented to the staff for their publications in various journals, conferences during the College Day function.

As a part of extension work the College staff members serve as counsellors and coordinators for IGNOU Study Centre, where Students of our College are also encouraged to pursue parallel degrees through IGNOU.

Consultancy services are provided by MSW and MCA departments. Intercollegiate Academic Competitions are conducted regularly (SPACE, BIOMELA, SHARP, Econ FEST, COMMITS, MASTERO MEET, BIOZONE) by various departments. Besides international/national/ state level seminars and conferences our organized by different departments throughout the year.

Governance

The College Calendar is published and practiced. Through Educative Pastoral Plan (EPP) a holistic development of the students is ensured. Each Department publishes its own calendar in line with the College calendar outlining their plans and programmes. The College has a website [www.shctpt.edu] through which the news and information of the College are published. The Departments of MSW [www.dswshc.in] and MCA [www.mcashc.org] have their own departmental websites.

Controller of Examinations

A new office, with an elevator facility and individual cabin facility, has been established. Tailor-made software for the examination system is available and equipments have been upgraded (Copier, Photocopiers and IBM Server). The CA Office has been merged with Controllers Office. The accounts of COE is also computerized.

Evaluation System:

Introduction of Grade System for the courses, automated maintenance of the Profiles of External Examiners and question paper setters, Scrutiny board to scrutinize the question papers, providing of Photocopies of answer scripts to the students, centralization of CA examinations, introduction of a new type of Answer Booklet for Semester Examinations, shuffling of the answer scripts for evaluation in Semester, and second valuation of random answer scripts are some of the reforms introduced in the examination system.

College Office

Student Information System (SIS) is updated periodically. Staff and Student Profiles are gathered and kept for reference. Additional copier and photocopier machines have been acquired. Files are maintained in racks in a secured room. Soft music or devotional songs are played in morning and afternoon to create a conductive atmosphere for the office staff.

Infrastructure

A separate building (Diamond Jubilee Building) for AICTE courses, separate restrooms for boys and girls and a GYM have been built. Don Bosco Indoor Stadium, Guestrooms, Carreno Hall, NCC office and OASIS have been renovated. Murphy and Amalgam hostels are extended. A floodlit basketball court has been built. A research centre named ‘Abraham Panampara Research Centre’ (APRC) has been established.

Library

The entry of the student and staff into the library is tracked through a Barcode Swiping Machine. The movements inside the library are monitored through a Closed Circuit Television (CCTV). New cabinets for the periodical Back Issues have been acquired. The library system is **automated through EBLIS (a Library Software) and Online Public Access Catalogue**. The circulations of books are being facilitated through barcoded books and identity Cards. There is a photocopier available in the library for photocopying; a cutting machine and hand press machine are available for binding. A cyber library called the Cybrary has been made available for staff and research scholars. The racks available in the library have been increased and the lower level racks have been elevated to enable housekeeping, and easy access. The library provides CD-ROMs for self-instruction and a virtual classroom to supplement classroom teaching/learning.

Co-curricular and Extracurricular Activities

SHELTERs and DEEDS are credit based co-curricular programmes. They encompass all associations of co-curricular and extracurricular activities of the College and a successful completion of the same **is mandatory for every student**. Each department has an academic association that plans and executes their academic related activities that concludes with a valediction, which includes a feedback on the activities. The Cultural Fest, Sports Day and Muthamizh Vizha are also organized annually to allow students to show case their talents. An alternative theatre movement called 'Matru Nataka Iyakkam' has been initiated and regular programmes are organized.

Sports

One of the high points of Sacred Heart College is its sports activities. For a holistic growth to the students, sports activities are given their due importance. The new progression in this arena is procuring of new equipments for high jump, pole vlault, javelin, starting gun, hurdles, and gym ball. A new office for the Physical Director has been established. A new basketball court with floodlit facility has been built and inaugurated.

Sports Day is conducted annually and boys and girls participate with great vigour and competitive spirit. A theme is announced for every sports day and students work on the theme enthusiastically by decorating their tents based on the theme with charts, models, posters, rangoli, multimedia presentation, etc.

Career Guidance Cell (Vazhikaati)

Career guidance and placement of our students are taken care of by Vazhikaati services. This cell, organizes job oriented training programmes for the students. Coaching Classes for TNPSC Group I, II, III, IV and for Civil Service Examination are being organized on a regular basis. To make all the final year UG and PG students, industry-ready, soft skill trainings are given. Coaching for TET was undertaken by the departments of Mathematics and English, and for NET exam by the department of Computer Science. In

addition to these, on-campus and off-campus placement initiatives are undertaken by this cell.

Value Based Education

Teaching of value education has been a high priority in this College since its inception. The **Department of Value Education** imparts life oriented value based education to the students. It is an integral part of the curriculum. Credits are awarded to courses in value education, human rights and environmental studies and a pass, is mandatory for the award of the degree. All the departments participate in teaching and evaluation of these courses.

Overall Development

We strive for a holistic development of the students by organizing yoga classes, good morning, good afternoon talks, daily games, frequent matches between hostels, daily morning prayer service, weekly prayer meetings, retreat for staff and students, implementing Student Guidance Programme (SGP) counselling for students and maintaining health care facilities.

Institutional Ambience and Initiatives

For every academic year, the College announces a theme for animation. For instance, for 2011-2012, the theme was "**Be Positive**" and for the 2012-2013, it is "**Be Alive and Become Resourceful**". Throughout the year, the chosen theme is highlighted at every forum. In a **multi-religious setting, harmony and tolerance of other religions** are brought about through the celebrations of festivals and events such as Community Day, Christmas, Diwali, Pongal etc. The needy students are provided with midday meals. Keeping the differently-abled students in mind, tricycles are provided for their movement within campus. The College provides 92 various Management Scholarships for students. A live rely of SHINE 2012 to the alumni via Internet was telecasted. The department of MCA has set up a fund called MCA Student Aid Fund (MCASAF) with the contribution by staff and alumni. From this fund, midday meals, clothes, bus fare, College fees etc., are provided to the needy. Other such new initiatives are, forming of SHIBAA by BBA department, APRC+ by Chemistry department and the practice of 5S by Social Work department.

Quality Management

The College has initiated monitoring bodies, such as Internal Quality Assurance Cell (IQAC), Class Quality Circle (CQC) and Curriculum Development Cell (CDC) to maintain Quality standards in the institute. The staff animation is done on a regular basis and academic calendar for each department is prepared after careful planning every year. Special orientation programme for the young staff members is organized annually. Compulsory library hour is practiced to promote reading habits among the students. Dress code for students is enforced. No class hour is left free (it is always substituted by another staff member, or students are taken to the library).

7.3 Best Practices

The two best practices which have contributed to better academic and administrative functioning of the College are presented here.

Best Practice -1

Title of the practice

Communicative English classes

Objective of the Practice

To enhance the Communicative English language skills and soft skills of the students and prepare them for a career ahead.

The Context

Due to the geographical location of the institute, most of the students joining the College are found to be first generation learners with a very little exposure to English. So, the students seem to be less motivated and lacking focus. It has its own effect on learning other subjects. Given the emerging globalized scenario, there is an acute need to impart quality English language skills to the students. Communicative English is organized for all the first year UG students of both Shift I and Shift II and the first year MCA, MA (Economics) and M.A. (Tamil) and to the Second year students of M.A (Tamil). To stress its importance, it has been made compulsory with two credits per semester.

The practice

The target group has to undergo one hour of Communicative English every day for two semesters. Intensive training is given to the students in all the four components of a language namely, listening, speaking, reading and writing. A thorough study was undertaken to prepare the syllabus, comprising of ten units. Language lab has been a great boon to students. Advanced training for students is given in the language lab to enrich their listening and reading skills through lingua-phone classes. Reading practice with accent training is given regularly. Handwriting practice, lessons in phonetics are given due importance. The evaluation system has been designed keeping in mind the guidelines given by the Controller of Examinations. The student progression is monitored through Continuous Assessment (CA) and semester examinations.

Evidence of success

Students from rural backgrounds find this course very useful. It enables them to interact among themselves and the staff as the medium of study in the College is English. To understand better the lessons taught in the classes, to follow the conversations, reading the study material and writing examinations are some general areas by which the students find Communicative English very useful. Students' active participation in the departmental programmes, cultural events and inter-College programmes in English during the years is a big accomplishment for the Management.

Students placed through campus interviews attribute a large part of their success to Communicative English.

Problems encountered and resources required

As most of the students hail from poor hamlets, they are naturally slow learners and they struggle to cope up with English as the medium of instruction. Many of the students are found to be less motivated and focused because of the lack of awareness of the vast changes in the cities and the demands of the emerging job markets. Mobile phones, Internet and Mass Media have a huge negative effect on the students. Since this course is organized outside the class hours, students who are engaged in part-time jobs find it difficult to attend classes regularly.

Programme Details: UG (2011- 2012)

Students	-	First Year UG (Shift I & Shift II)
Total no of students	-	822
Total no of batches / day	-	19 (Shift I – 8 & Shift II – 11)
Exams	-	Even & Odd Sem.: 2 CA and 1 Semester Examination.
Credits	-	2 per semester
No. of staff	-	6

Programme Details : PG (2011-2012)

Students	:	First year MCA, M.A. (Economics) & M.A. (Tamil) Second year M.A (Economics) & M.A (Tamil)
Total no of students	:	110
Total no of batches / day	:	3 (one batch per dept.)
Exams	:	MCA- Internal paper (2 CA Examinations)
Total no of staff	:	1 staff per batch

Feedback : Shift I :: 2011-2012

Dimension	Departments	Excellent	Good	Satisfactory	Poor
Communicative English syllabus	Economics	19	26	7	1
	B.Com	21	29	9	0
	Mathematics	35	35	7	0
	Physics	23	24	2	0
	Chemistry	17	23	1	0
	Comp. Science	20	23	1	0
		135	160	27	1

Dimension	Departments	Excellent	Good	Satisfactory	Poor
Teaching method-logy	Economics	24	27	1	2
	B.Com	26	28	5	0
	Mathematics	37	28	7	0
	Physics	18	25	6	0
	Chemistry	22	16	2	1
	Computer Science	13	26	4	0
		140	150	25	3

Dimension	Departments	Excellent	Good	Satisfactory	Poor
Staff	Economics	21	29	4	0
	B.Com	31	24	4	0
	Mathematics	36	35	3	0
	Physics	23	24	2	0
	Chemistry	23	17	0	1
	Computer Science	21	19	3	0
		155	148	16	1

Dimension	Departments	Excellent	Good	Satisfactory	Poor
Classroom activity	Economics	14	35	3	1
	B.Com	6	37	13	3
	Mathematics	17	43	12	2
	Physics	15	24	9	0
	Chemistry	14	21	4	2
	Computer Science	14	18	11	1
		80	178	52	9

Dimension	Departments	Ample	Sufficient	Insuffi-cient	Not given
Time to practice	Economics	18	32	4	1
	B.Com	8	42	8	0
	Mathematics	11	56	5	2
	Physics	6	33	4	4
	Chemistry	10	28	2	2
	Computer Science	6	33	3	1
		59	224	29	10

Dimension	Departments	Excellent	Good	Satisfactory	Poor
Vocabulary exercises	Economics	16	37	2	0
	B.Com	17	34	7	0
	Mathematics	24	32	10	3
	Physics	15	29	6	0
	Chemistry	19	13	7	1
	Computer Science	16	24	3	0
		107	169	35	4

Dimension	Departments	Very convenient	Conve-nient	Diffic-ult	Not conve nient
Class timings	Economics	21	27	6	0
	B.Com	7	38	9	3
	Mathematics	6	47	18	3
	Physics	14	28	6	2
	Chemistry	12	20	7	2
	Computer Science	7	24	11	2
		67	184	24	13

Dimension	Departments	Excellent	Good	Satisfactory	Poor
Group activity	Economics	23	29	3	0
	B.Com	21	30	6	2
	Mathematics	36	26	10	0
	Physics	24	20	3	0
	Chemistry	22	14	4	1
	Computer Science	21	20	1	0
		147	139	27	3

Dimension	Departments	Excellent	Good	Satisfactory	Poor
Study materials	Economics	16	31	3	2
	B.Com	24	30	4	1
	Mathematics	31	30	11	1
	Physics	17	23	10	0
	Chemistry	17	17	7	0
	Computer Science	19	20	4	0
		124	151	39	4

Best Practice - 2

Title of the Practice : Student Counselling

Objective of the Practice

- To give high quality individual and group counselling to students who may be experiencing psychological or behavioral difficulties.
- To help the student, better understand one's interests, abilities, aptitude, and opportunities.
- To promote proper self-awareness and understanding.
- To establish a feeling of mutual understanding between students and teachers
- To focus on the developmental needs of the students, to maximize their potential, to benefit from the academic environment and experience.
- To provide preventive intervention services by anticipating negative environmental influences to promote personal adjustment and growth.

The Context

True education is not mere accumulation of facts and figures, but its function is to build an integrated personality. There should be a simultaneous growth of the body, mind and spirit. Good mental health is very important for students' success in education and life. In order to emphasize the importance of mental health among our students, the College felt the need to start counselling service in the campus. **Sacred Heart College Counselling Centre** was started in June 2011 primarily for our students who are mostly from the rural and remote areas of Tirupattur as they have little or no access to counselling support that students in urban centres may get.

Students usually experiment with attitudes, appearances, and behaviours. Most of these experiments are harmless, but some experiments may have negative results. They may end up with mental health problems and go through stress, anxiety, harassment, family problems, depression, learning disability, etc. Serious mental health problems, may result in self-injurious behaviours and suicide, which are on the increase among College students.

Academically the students cannot succeed effectively if they are struggling with psychological problems. Failure to identify and resolve these problems may result in increased risk of academic failure, social isolation, sexual perversion, drug and alcohol abuse, suicidal tendencies, unemployment, and physical ill-health. Realizing the importance of mental health and its direct effect on the performance of the students, the College provides full time counselling service to the students and their parents. Efforts are taken to make known to the students the availability of such a service in the campus.

The Practice

The primary purpose of Counselling Centre at Sacred Heart College is the prevention of serious problems as mentioned above as well as providing an

opportunity for personal growth and development. Counselling Centre is committed in helping students cope with the difficult transitions and changes in their life journey. Students often seek counselling to deal with relationships (boy-girl), stress or anxiety, problems with parents, loneliness, dating and sex, uncomfortable feelings about themselves, academic difficulties, career decisions, etc. These problems are dealt with in individual counselling, group counselling and in emergency even over the phone.

- In 2011, from June to December, 328 students have come for counselling.
- In 2012, from January to September, 466 students have come for counselling.
- Follow-up counselling is also given for past pupils. In 2012, from January to September, 38 past pupils have received counselling.
- Parents too require counselling, as they have to deal with their children; in 2012, from January to September, 21parents have received counselling.
- Counselling Services organize various programmes that support student learning and development outcomes. In 2012, 14 out-reach programmes have been conducted by the Counselling Centre as follows:

	Topic	**Date**	**Shift**	**Year**	**Dept.**
1	Menstrual Health and Hygiene	27.01.12	I	II & III (Girls)	All Dept.
2	Menstrual Health and Hygiene	27.01 12	II	II & III (Girls)	All Dept.
3	Menstrual Health and Hygiene	06.02.12	II	I (Girls)	All Dept.
4	Relationship and Peer Pressure	15.02.12	II	I (Girls)	All Dept.
5	Relationship and Peer Pressure	28.02.12	II	II & III (Girls)	All Dept.
6	Stress Management & Stress Due to Peer Pressure	07.03.12	I	III (Boys & Girls)	Eco
7	Safety and Importa-nce of Dress Code	22.06.12	II	Ist Year (Girls)	All Dept.
8	Safety and Importa-nce of Dress Code	27.06.12	I	Ist Year (Girls)	All Dept.
9	Parents Meeting “Introduction to Counselling”	07.07.12	I & II	Ist Year (Girls & Boys)	All Dept.
10	Respect for Life	24.07.12	I	Math’s Dept. (Girls & Boys)	Maths
11	Relationship and Self Harming	31.07.12	II	I, II, III (Girls)	All Dept.

12	Brain Death and Organ Donation	27.08.12	II	I,II,II (Boys& Girls)	Maths
13	Introduction to Counselling	12.09.12	II	I (Boys& Girls)	M.Com
14	"Your Mind Matters" Importance of Counselling	22.09.12	II	I,II,III (Boys & Girls)	English

Evidence of success

The number of students approaching the Counselling Centre is on the increase, which indicates the felt need of the students. The new students coming for counselling have been introduced and recommended by fellow students utilizing the counselling services already. Students expressed satisfaction over such counselling sessions. Thus, the Counselling Centre is successfully catering to the psychological needs of the students.

Statistics Indicating Success:

- Number of Students Received Counselling in 2011

Month	No. of Students
June	14
July	145
August	99
September	38
October	27
November	14
Total	323

- Number of students received counselling in 2012

Month	No. of Students
January	28
February	83
March	98
June	32
July	76
August	81
September	80
Total	478

Number of parents and past pupils received counselling (June-Sept. 2012)

- Parents – 21
- Past Pupil – 38

Problems encountered and resources required

More male counselors and psychological testing equipments are required.

ACTION TAKEN REPORT ON NAAC RECOMMENDATIONS

1. **A Philosophy of lifelong learning would benefit the teachers in terms of quality and this could be strengthened by promoting the reading habit.**

Steps Taken for Improvement:

A lifelong learning never impedes from buying books and journals to our College library. Staff members are encouraged to attend conferences, distance education programmes and short term courses. They are also encouraged to complete their Ph.D. Students fully utilize the College library for promoting their reading habit. A frequently updated library ensures the students to read more books and obtain as much knowledge as possible. It also helps them to do their field work. Students are given reading assignments from journals, monographs & supplementary books. Academic accomplishment is recognised by honouring the staff who have published in journals or books on various research areas and thus recognising and motivating them to enhance their reading habits. These measures ensure the philosophy of lifelong learning among the faculty and the students.

2. **Periodic self-renewal should be sought through participation in training programmes and seminars and other self-learning methods.**

Steps Taken for Improvement:

Animation programmes for young and new staff are organised at the beginning of every academic year and couple of days are set aside for orientation. Ten staff members were sent for refresher courses and 21 staff were sent for orientation courses. Refresher courses replenish the staff productively. Since 2008, staff members are being equipped on Educative Technology & Cooperative Learning, an online certification programme for innovative teaching. Frequent department meetings and gatherings are also moments of renewal. Annual spiritual retreats have been organised by the Management to shape the staff holistically. Tours promote rejuvenating and revitalizing experience for them.

3. **Teachers may consider becoming members of All India Associations in their subject – This is to enable to get them exposure through contacts and participation in seminars and conferences organised by the Association.**

Steps Taken for Improvement:

Tie-ups with national associations like SIAM Member, Marathoda Mathematical society and Tamil Nadu Maths Society have helped the staff to gain exposure at wider level. Staff members attain global exposure by participating and organising seminars and conferences organised by national associations. The College is also a member of All India Catholic Higher Education (AICHE) and ICT Academy of Tamil Nadu (ICTACT). Department of Mathematics is a member of National Board of Higher Mathematics (MBHM). Such memberships have helped the staff members in

their teaching learning process, thus bringing the latest technology, market trends and adding career based topics to the syllabus.

4. **It would be good if more teachers apply for the PH.D. degree as quickly as possible.**

Steps Taken for Improvement:

During the last NAAC re-accreditation, 2006-07, the total number of staff with Ph.D. were 17. During the current re-accreditation, the number of staff with Ph.D. has reached 30. The Management has taken efforts to encourage the staff to pursue their PhD and it is found to be fruitful. At present, 18 members have registered for Ph.D.

5. **Consultancy is also to be encouraged among teachers. For this, consultancy rules may be framed by the Management after going through the consultancy rules of similar institutions.**

Steps Taken for Improvement:

The Department of Social Work and Computer Applications are very active in providing consultancy services. Management has framed consultancy guidelines to enrich consultancy services. Encouragement to staff members to enter into consultancies is being made during the staff meeting.

Evaluative study of LG Matriculation schools- Coimbatore, Evaluative study of Youth Development Program for Restless Development, an international NGO, New Delhi, Training programmes for 800 employees of RAM Leathers Pvt Ltd- Ranipet are some of the consultancy services carried out by the Department of Social Work.

PHP Training Programme for Marudhar Kesari Jain College for Women, Vaniyambadi, Website for women entrepreneur (www.Beeswomenclub.org) through DEEDS- Extension service, Website for Alinjikulam panchayat (www.tnplf.org) through DEEDS- Extension service, Website for Women Self Help Group (www.shgsea.org), Website for Government College for Arts and Science for Women, Bargur (www.gascwbgr.org), Website for Women Entrepreneur (www.namma-Kadai.org) are some of the consultancy services carried out by the Department of MCA.

6. **All teachers must acquire computer skills at the earliest and explore the possibilities of teaching through computer.**

Steps Taken for Improvement:

Staff are given intensive computer training and nearly 80% to 90 % of the staff use LCD and laptop for teaching learning process. From the year 2007 onwards, the Department of MCA has been conducting short term courses like MS Office, Internet usage and MOODLE. Staff members of Department of Maths have attended a course on Latex and staff members of Department of Economics underwent training on SPSS. Academic mail IDs have been created for all the teaching staff and are being used for all official purposes. Every department has been equipped with a desktop and a laptop

and this has consistently increased the usage of ICT. Browsing facility is also made available for staff. Wi-Fi is available to the staff and students in the campus. Online courses on education technology is being organised to our staff.

7. Every teacher may prepare an annual plan for himself / herself to include quantitative and qualitative objectives, against which self-appraisal would become much more simple than it is now.

Steps Taken for Improvement:

The institution has the practice of preparing the annual plan for the Dept. and College well ahead of the academic year. Usually this is done towards the end of the previous academic year, based on the evaluation conducted. The responsibilities are shared by the staff members based on this report.

From 2011-12 onwards, individual staff members have developed and submitted an annual plan to the Principal. This will be used for their self - appraisal.

8. Every teacher must familiarize with the constitution of India.

Steps Taken for Improvement:

The College is taking efforts to familiarize all the faculty members with the Constitution of India.

9. Teachers may take up the possibility of increasing the number of publications in reputed journals.

Steps Taken for Improvement:

Complete details of research publications, books with ISBN no, are given in Criterion III under Research & Publications.

To encourage research publications of academic community, the College is publishing a journal by name 'Sacred Heart Journal of Science and Humanities from 2010-11onwards.

10. A variety of teaching methodologies may be adopted instead of depending only on technological devices – so as to ensure the continued and sustained interest of students.

Steps Taken for Improvement:

The faculty members widely use lot of non-technology based teaching-learning methodologies. Classroom discussions and task oriented debates are carried out to get the students actively participate in learning process. Student's presentation on forums and bulletin boards sustains their interest in learning. Field trips and questionnaire preparations, textbook assignments, projects, experiments and reports on research are other methods of self-learning process. Mock interviews, Career based animation programmes, Role playing, Brainstorming, Use of dramatization, Skits, Problem solving, Case studies are some of the innovative tools used by faculty members. Usage of

motion pictures, educational films, videotapes is also put into practice as audio-visual aids have always attracted the students extensively. Students are also encouraged to prepare documentary films and short movies.

11. The College may consider introducing more courses such as M.B.A, B.C.A, B.S.W., B.A. English, and M.A. in English and M.Phil. in Commerce.

Steps Taken for Improvement:

Thirteen new courses have been introduced during the period 2007 to 2011 by thoughtful analysis of the market requirements and from the feedback given by the alumni of the College

UG	-	B.A English, B.C.A.
PG	-	M.A English, MBA & PGDLMT.
M.Phil.	-	Commerce, Physics, Social Work, Chemistry & Tamil.
Ph.D.	-	Commerce, Physics & Chemistry.

12. Edusat facilities need to be utilized for the benefit of the students.

Steps Taken for Improvement:

This facility has been implemented.

13. In the Bridge Course, the subject of "Constitution of India" may be included.

Steps Taken for Improvement:

Steps have been taken to implement this recommendation.

14. The health centre may be further strengthened.

Steps Taken for Improvement:

The College has recognised the importance of health during late adolescence. The Management is keen on stressing the need of healthy individuals. Doctors frequently visit the College and provide health check up to the students. First aid kits and other necessary amenities are made available in the health centre. Annual health check-up and blood group check-ups are organised periodically for first year students.

15. The College needs to prepare placement brochure as a part of the placement activity discipline-wise in order to facilitate better employment prospects.

Steps Taken for Improvement:

The Management has published a placement brochure which highlights the College's method of promoting academic excellence while showcasing the students for placement. Departments like MCA, MSW have e-brochures for placement.

16. In MCA, revision of syllabi has to be done more frequently to meet the on going changes.

Steps Taken for Improvement:

The department of MCA has revised the syllabus during the academic year 2007, 2008-09 & 2011-12.

17. In addition to the basic computer application courses, relevant computer skill based subjects need to be introduced in almost every discipline.

Steps Taken for Improvement:

Departments like Social Work, Economics, Tamil, Mathematics, Commerce, Physics have introduced computer application courses in their curriculum. Apart from syllabus students are encouraged to take up short computer courses organized by Guezou Computer Academy (GCA) throughout the year. Courses like Tally, MS-office and Multimedia are organised and certificates awarded through GCA.

18. A committee is to be constituted with respect to sexual harassment in accordance with Supreme Court guidelines.

Steps Taken for Improvement:

The Grievance Redressal Committee consisting of the Management members, Student Deans, Staff representatives provide an exclusive platform to women employees and girl students to air their grievances either in person or in writing. It formulates welfare schemes for women employees and girl students. Women representatives have frequent meetings to address these issues.

19. The Grievance Redressal Mechanism may be strengthened.

Steps Taken for Improvement:

The Grievance Redressal Committee looks into the grievances of the students. This committee's mechanism was strengthened by appointing members regularly and enabling them to carry out their roles. This committee is renewed every year. Members' names are published in the College calendar so that the students can familiarize with the committee members. The members of the committee regularly meet and discuss and, address the issues. Women counsellors have been appointed to deal with the girl students and their problems. The girl students feel comfortable to share their problems, personal opinions and seek counselling and guidance in their academic and holistic development.

20. Admission of girls to UG courses may be considered.

Steps Taken for Improvement:

The Management has understood the importance of imparting quality education to the girl students who hail from the rural areas in and around Tirupattur. Girls are admitted to all the courses from 2008 onwards. Around

33% of girls have been admitted in the past keeping in tune with the Government direction. Co-education has had positive effect towards competitive and spirited studies.

21. Facilities for women in ladies room and common room may be strengthened.

Steps Taken for Improvement:

Care has been taken by the Management to build sufficient washrooms. They are available for women staff and students in many buildings.

22. A women`s development cell may be constituted.

Steps Taken for Improvement:

The Women Development Cell has been formed which comprises of the Rector, Counsellors, Vice Principals of Shift-I and Shift-II and one AICTE member. This cell discusses the welfare schemes to be implemented for women and girl students. The committee also meets as and when a grievance is to be addressed. This committee also tries to establish dignity, self-esteem and respect for women without any gender bias in the system. Efforts are underway to make it more pro-active.

23. Separate ladies washroom in the main building for the ladies staff, which does not exist.

Steps Taken for Improvement:

A separate washroom has been constituted in the main building for women staff.

24. The College must take up with the university the question of making all courses autonomous.

Steps Taken for Improvement:

All courses have become autonomous.

POST- ACCREDITATION INITIATIVES

(Quality Sustenance and Quality Enhancement)

(2007-2012)

Sacred Heart College, a minority institution with a preferential option for poor, is established to provide knowledge and quality education to all sections of society. The institution aims to maintain modern outlook with contemporary development without compromising moral values. The major strength of this institution is its ability to ensure holistic development of students to make them enlightened citizens. It has **facilitated socially deprived sections** of the society to have easy access to higher education.

The College has well defined and concrete **aims and objectives** which constantly inspire the formulation of curricular, co-curricular and extra-curricular activities. There is **constant examination and re-examination of the aims and objectives**, after in-depth discussions in the parent bodies, in order to serve the students in particular and the society in general. Feedback from students, staff, parents and alumni is the main strength, which helps the College in drawing its future strategies.

Governing Body, Academic Council, Finance Committee and Board of Studies are formed as per the guidelines of UGC, Tiruvalluvar University, State Government and AICTE. Frequent meetings of the different committees are held and minutes circulated.

The **Board of Management meets every month** to discuss and decide matters relating to day-to-day functioning of the College. Policy decisions with regard to educational activities are taken by the Management and discussed in the Governing Body. **Academic Council** carries out the decisions of the Governing Body and the **Curriculum Development Cell** (**CDC)** is activated. The CDC discusses and designs the curricular framework of different programmes. CBCS has been restructured based on the direction of Tamil Nadu State Council for higher education from 2008-09 onwards. Common question paper pattern has been introduced for all programmes.

Internal Quality Assurance Cell (IQAC) created by the College serves as a mechanism to monitor various activities of the College so that the academic growth of the College is not only sustained but enhanced through innovative ways. IQAC calendar is prepared for every semester. IQAC meets almost every month and takes stock of the situation and suggests initiative measures to maintain and enhance quality.

At the end of every semester **feedback** on curricular aspects and teaching learning process is obtained mainly from students. Feedback **from students** is obtained formally and informally in different ways. The College organises frequent meetings with student leaders under the guidance of the Principal and the Dean of student welfare. The suggestions emerging from these meetings are given due consideration while updating the syllabus.

Feedback **from alumni** is obtained during the time of convocation and in alumni meetings. In the same way feedback **from employers** is obtained whenever they come for campus recruitment. Feedback is also obtained **from academic experts** who visit the College. Their views and suggestions for improvement are taken into consideration when the Board of Studies meet.

Keeping in mind the needs of the students, global demands and the demands of employers and industries, the syllabus is framed by the Board of Studies. The syllabus of every subject and its evaluation pattern and the distribution of credits are discussed and approved by the Academic Council. **All the courses had major syllabus revision** in the past five years. The courses offered by the College in different faculties are up-to-date, relevant and need based. Some courses incorporate ICT tools to make them globally competitive.

The IQAC, CDC, College Council and the various other Management committees like **Planning and Evaluation, Grievance Redressal, Student welfare, Exam committee, Library committee and Sports committee** meet regularly to address the issues connected to their areas. Regular meetings of HODs with Principal, Additional Principal and Vice-Principals are held. There are also annual evaluation meetings of the departments. General staff meetings are held every month during which important decisions are made.

Informal **student feedback mechanism and effective grievance redressal system** have been developed to make teaching and learning process more accountable.

The faculty members are recruited not only for their academic skills but also for their social consciousness and the ability to communicate. The **process of staff selection** includes a written test, interview by the selection committee and demonstration lecture. Community service is given due credit.

Annual plan for every department and for the College is made through **the Educative Pastoral Plan (EPP)** prepared at the beginning of the academic year. The EPP focusses on the **holistic development of all the students** in the following dimensions - Physical, Intellectual, Psychological, Spiritual, Social and Cultural. **Department calendar**, which includes Association activities, is prepared based on the EPP. The Department calendar contains additional details like the type of programmes, persons in charge, the probable dates and the finance involved. To help everybody in administration, Educative Pastoral Plan (EPP) and Department calendar are planned well ahead of time and carried out systematically and the activities are evaluated at the end of the academic year.

In the admission of students, the College follows the reservation policy of the Government. Majority of the students who are admitted in Sacred Heart College are found to be **first generation learners** coming from rural background. They are mostly from Tamil medium schools and academically poor. The major impediment faced by these students is the switching over from Tamil medium in schools to English medium in Colleges. They find it difficult during the initial stages of first semester in taking hints in the class and in understanding certain basic scientific terms and concepts. Hence a

gradual and methodical process of teaching English is carried out throughout the first year.

In the initial stages of first semester, the first year students are given **special coaching** for ten days during which they are taught basic terms and concepts related to their subject. While the head of the department monitors general attendance, the staff member in charge of each subject monitors the academic performance of the students through CA tests and semester examinations. Slow learners and advanced learners in each class are identified and specific steps are taken to cater to their needs. Slow learners are given extra coaching outside the class hours. **Remedial classes**, extra tests and pre CA tests are conducted for slow learners. Advanced learners are given special challenging assignments and are encouraged to give seminars in advanced topics. The Class Quality Circle (CQC), a mechanism in which peer group learning is enabled, is in place for every class. Frequent meetings of CQC are held and students participate enthusiastically. The peer group discussions and teaching create better atmosphere for easy learning.

Continuously for nine years the **Communicative English** team has been actively teaching the students outside the class hours. Seeing the usefulness of it, the Governing Body and Academic Council has approved it as part of curriculum. All students are followed up in the following manner. **First year UG students are taught Basic English language skills**. The **second year UG students are involved in extension activities** and learning of computer skills. The **third year UG students are followed up through career guidance and soft skill** development programmes. External agencies and HR experts and alumni are invited to address the outgoing students on the requirements of the job market.

College is striving for quality and excellence. A number of structures created in the College campus provide facilities for training, research, social service and personality development. Adequate physical facilities are provided in the College campus for facilitating teaching-learning process. By having two shifts, **the buildings, laboratories and infrastructure are put to optimum use**.

Most of the teachers supplement the lecture method of teaching with other **innovative methods of teaching** such as seminars, class presentations, use of audio-visual aids, projects, etc. Besides regular classroom learning, field trips, study tours, industrial/institutional visits, in-service training, and working at the industrial training unit provide a taste of real life situation. More emphasis is laid on learning through practice especially in science subjects. Field visits, case studies and role play exercises have been made compulsory, wherever necessary, to make teaching and learning more effective and interactive. To sustain high quality, the teaching and learning processes have been made more rigorous and effective.

Evaluation process has been made more transparent and credible. A student can get a copy of his valued answer script, so that he can decide about the revaluation of the paper. The **staff evaluation by students** is done at the end of each semester through on line and is used as a feedback mechanism to enhance the teaching-learning process.

Importance is given to **extra** and **co-curricular activities**. Every student is being provided with forums for expressing and developing their creative faculties. Various extra and co-curricular activities organised in the College, help students to develop their talents, communication skills, inter-personal skills and gain practical experience in organising and managing various events. Annual Cultural fest, Tamil Literary Fest and Inter collegiate meets are occasions by which students can exhibit their talents in cultural activities.

In order to promote excellence in teaching, the use of electronic teaching aids has been adopted by the College. The College has **ICT** enabled working in most of its functional units involved in teaching, learning, research, administration and governance. The departments are provided with smart boards, laptops and LCD projectors. More and more classrooms are being equipped with similar facilities. **Internet access** has been provided at every department. Internet access is also available to staff and students in the library and in the browsing centre adjacent to the library. **Wi-Fi facility** is set up in the campus. Signal is available around the main buildings and the classrooms of most of the departments. Since the classrooms are internet enabled, the faculty members are able to teach using internet.

Laboratories are fully equipped with sophisticated equipment such as U.V. Spectrophotometer, Flame photometer, Cyclic Voltmeter, Furnaces, Michelson's Interferometer, Constant temperature baths, Cryostat, e/m Thomson's apparatus, Hall Effect Apparatus, Constant Deviation Spectrometer, Ultrasonic interferometer, G.M. Counter, 8085 & 8086 Microprocessor kits in the Physics/Electronics labs. Maintenance and repair of the instruments is carried out with the help of IMF staff and lab technicians.

College has an excellent **library**. In the library building there is one main reading hall, reference section, text book section, periodical section, cyberary (digital library) and stack rooms. The library has collections of reference books, specialized subject books, must read books, books on local heritage, back volumes, Ph.D. theses, publications from national and international institutions to cater the needs of its users.

In addition to the above, the library has a separate section of e-library for digital contents. The College is an active member of **INFLIBNET, IEEE and DELNET** consortium providing free-access to a large number of on line journals and books. In addition to existing resources, the library has added books and journals worth Rs.25,07,156/- in last 5 years. The library subscribes to 139 National journals, 24 International journals and 8 dailies. The total number of books in the library is 68,531. The **library committee** takes care of the problems connected with library and enhances the efficiency of the library.

Five departments have become M. Phil. Research departments and four departments have become Ph. D. research departments during the period 2007-2012. A research director is appointed to promote research. The College has a **Research and Publications Committee** made up of staff members who are Ph.D.. holders. It meets many times during the year and discusses trends relating to the area of research and publication. Nine UGC funded **Major/**

Minor research projects and one Indian Council of Social Science Research funded major project have been taken up by the faculty of the College during the last five years.

The College has published its first ever journal in 2012 titled **Sacred Heart Journal of Science and Humanities** with ISSN number. To encourage research activities the **Cybrary (Digital Library)** was established with 16 terminals. The staff members are encouraged to pursue their research work and publish their findings. They are encouraged to participate and present papers at conferences, seminars, symposia and workshops. On duty leave is granted to staff to participate in seminars, workshops. Faculty members are also encouraged to go abroad for seminars, conferences, workshops, etc. Staff who publish books and research articles are honoured during the College Day.

During the period 2007-2012, **473 papers were published in journals (national and international)**, 574 papers were presented in conferences **(national and international)** and **67 books with ISBN number** were published by staff members of the College. Twelve staff members of the College have been awarded Ph.D. and 22 have registered for Ph. D during the last four years. Four staff members have submitted their dissertations and would soon receive their doctorates. Every department is encouraged to conduct at least one or more State/National conferences/workshops either sponsored or otherwise. Besides, all the departments in the College organize seminars in their respective areas.

S. No.	Department	Number of conferences conducted
1.	Tamil	2
2.	English	2
3.	Social Work	2
4.	BBA	5
5.	Physics	5
6.	Chemistry	6
7.	MBA	1
8	Computer Science	2

The staff members of departments of Social Work and MCA have entered into consultancy services on areas such as evaluative studies of the NGOs, need assessment surveys, training programmes and software development for the village administration. The following are the number of **conferences/ workshops** conducted by different departments during the years 2007-2011.

Location of the College in socio-economically backward area makes it more accountable to **students' support and progression**. Right from the beginning, the students are given detailed information about general and academic administration, available courses, eligibility criteria prescribed fees, hostel facilities, scholarships, sports facilities, co-curricular infra-structure and an academic calendar. The students are dealt with loving care by the staff

members. Informal **academic and personal counselling** by the subject teachers continue throughout the year. All the teachers extend guidance to the needy.

A **full time counsellor** was appointed since 2011 to cater to the counselling and psychological needs of the students and a separate counselling room has been allotted for this purpose. A section of staff who volunteered, were given training to serve as counsellors. **Students Guidance Program (SGP)** has been introduced for the first year students of UG and PG by which mentoring of students is practiced. The Heads of the Departments continue to do the academic counselling.

Student Welfare Committee under the guidance of the Dean is taking care of the welfare measures of the students and it also addresses the grievances of the student community. A **women cell** made up of women staff from both the shifts, the College counsellor, the women student representatives and some of the officials of the College are actively working to take care of women students related matters.

There are separate **hostels** for both boys and girls. Hostels are looked after by the members of the Management and more facilities are created as per the requirements of the students of both gender. Every hostel has mess committee comprising of student representatives which meets every month and decides the hostel related matters.

The College is providing necessary assistance to the students for **Extension activities**. Students are encouraged to participate in activities for social and community service through SHELTER and DEEDS programmes. Under the banner of **SHELTER**, there are different interest groups like NCC, NSS, AICUF, Media Forum, Fine Arts, Rotaract, Rovers, Alternate Theatre Movement (Maatru Nataka Iyakkam), Youth Red Cross, Red Ribbon and SHESRA, functioning throughout the year. These interest groups carry out activities like awareness sessions and workshops on various socially relevant themes to sensitize students towards better understanding of social problems. Besides this, the students also undertake visits to neighbouring NGOs.

Through **DEEDS** programme, villages are adopted by UG students, where they undertake visits, survey and involve in community development initiatives like teaching rural school students. By doing this, their subject knowledge is enhanced. Through the extension activities of Bosco Institute of Social Work, at least **600 Self Help Groups** have been formed and got Government and agency loans sanctioned to the tune of Rs. 3 crores.

A number of facilities are available for the support and progression of students. More than **90 scholarships** and **awards** are instituted for the deserving students. A large number of scholarships are also awarded to the students of the marginalised community. The College has taken every effort, to get the students various scholarships to which they are eligible. Last year, the scholarships awarded to the SC/ST/BC/MBC students by the Government alone were to the tune of Rs. 82,84,864/-. A total of more than Rs. 1,00,00,000/- has been disbursed as scholarship to students every year. Fee concessions, subsidized midday meals are continued to make the system more effective.

The Career Guidance and Placement Cell, organizes motivation and training programs for the benefit of the students. The students are advised to have active e-mail accounts and contact numbers to keep them prepared for the modern interview practices. Before the recruitment programs, they are given training in which they are briefed about the nature of tests, CV writing methods and mock interview practices. Competitive examination oriented books are made available in the College library and the students are directed to make use of this facility. Placement camps are conducted every year between January and March to help the students in getting placement. Ninety-two students have been recruited through Placement Cell, in the last academic year. Ramp facility and lift facility have been provided at the Golden Jubilee building for the easy mobility of **physically challenged students** and special toilets have been constructed for them.

College is making efforts, through its **Alumni Association**, to invite greater participation in the overall development and growth of the College. In view of the **Diamond Jubilee of the College**, 10 zonal level alumni meetings and a grand coming together of all past pupils along with the retired principals and retired professors was organized on 28th and 29th December 2011.

Outdoor **sports facilities** are adequate. There is a cricket ground, hockey ground, football ground, Badminton courts, flood- lit volley ball court and basketball courts and a gymnasium. There is also facility for indoor games. Students make use of every facility and are on the top in achievements. They are either winners or runners up in almost all the games in which they participate at the University level. They have brought laurels to the College by participating in the Inter University championships.

Celebrations of Community Day, Sacred Heart Feast, Teachers Day, Sports Day, Independence Day, Republic Day, X'mas and Pongal (Tamil Harvest Festival) are conducted by involving staff and students. Staff and students' participation and involvement in all these celebrations contributes to a healthy academic atmosphere in the College.

The College has responded to the needs of the time and has introduced the following **Self-financed courses** in the second shift in the last five years.

Undergraduate courses

B.A. English, B.C.A.

Postgraduate courses

M.A. English, M.B.A. Management studies, PGDMLT (Postgraduate Diploma in Medical Lab Technology)

Research courses

M. Phil. in Physics, Chemistry, Computer Science, Social Work, Tamil, Commerce

Ph. D. in Physics, Chemistry, Tamil and Commerce

Online Certificate Course on Cooperative Learning and Educational Technology

The College has a very strong **physical infra-structure** in terms of its classrooms, sports complexes, hostels, church, OASIS (place for yoga and meditation), auditoria, gymnasium, playgrounds, in-door stadium and guest house. Buildings are well maintained and there has been regular addition of new buildings to cater to the ever increasing needs of different departments and faculties in line with their academic growth. Good roads, gardens, illuminated campuses, classrooms, laboratories and other amenities, well maintained hostel buildings, make this College a proud place for study and help in the overall personality development of the students.

Non- teaching staff members in the College office, examination section and accounts section are given on the job training in the use of software packages developed for automation. A short training program on ICT skills was conducted for all staff in 2009. Third batch of **online course** for teaching staff from nearby Salesian Colleges on **Educational Technology and Cooperative Learning** is in progress. The **documentation centre** records and maintains documents relating to various programmes held in the College through video shooting and photographs and sends materials for publication through newspapers. The teaching staff members from Tamil and English departments help the College to document these activities and support in giving publicity through print and visual media.

Oasis serves as an interreligious **Meditation and Yoga Centre**. Calm and a pleasant atmosphere of fearless freedom with integrated discipline is maintained in the campus. Good morning talks, Good after noon talks by the Rector, the Principal, the HODs, staff and student leaders is one of the unique and healthy practices of the College which serves as a source of inspiration for that day. In the beginning of every academic year, themes like **"Be positive", "Be alert and become resourceful", "Be punctual", "Campus language English**" are proposed to be followed for the whole year. As part of regular activities the Holy Eucharist is celebrated every day in the morning at 7 AM. Annual Retreats for all the staff members and Catholic students are organized.

Silver Jubilee celebrations and retirement functions for the retirees have been organized to thank the respective staff for their commitment and contribution to the institution. To support the emergency financial needs of individual staff members, **staff welfare fund** is being maintained both for teaching and nonteaching staff.

Following **infrastructure development** work has been carried out during last five years.

During 2008

- Indoor stadium has been renovated to serve as a hall for common College functions and as examination hall
- Laptops and LCD projectors were provided to all the departments
- A new Gymnasium was constructed in 2008.
- Wi-Fi technology was made available in the campus in 2008.

During 2009

- A new flood- lit basketball court was laid in 2009.

During 2010

- Amalagam hostel annexure (for girls) was started in June 2010.
- Foundation stone was laid for Diamond Jubilee building in October 2010.
- Mini bus for College was bought in October 2010.
- Internet speed of the browsing centre was increased to 4MBPS in 2010.
- To make the services of the College office more efficient scanner, copier, laptops and software were provided to the office in 2010.
- Alumni website and MCA website were designed in 2010.

During 2011

- Staff members of the Department of Mathematics were provided with individual cabin in 2011.
- Construction of Day scholars Centre with the help of Mr. Venugopal, Member of Parliament of the locality in 2011
- Construction of new Controllers' office in 2011
- Renovation of Carreno Hall in 2011
- Renovation of NCC office in 2011
- Renovation of College church in 2011
- Smart classrooms, new software for language laboratory and video conference facility were introduced in 2011.

During 2012

- Material Science Lab
- Diamond Jubilee Building

The College has made steady and impressive growth during last five years which is reflected in its physical infra-structure, academic contributions, installation of additional research departments, modernization of laboratories and ICT enabled learning, administration and governance.

It has made its evaluation system transparent and more credible. The College has made dedicated efforts to impart quality education and generate new knowledge through research and development activities. It has contributed significantly in transforming socio-economic conditions of the people of this region.

The College has used IQAC, mentoring, self-appraisal of teachers, staff assessment by students, peer evaluation of teachers, feedback from the out-going students, parents' assessment of the College, open forum, academic audit and alumni meet as mechanisms for quality sustenance and quality enhancement.

The College, through the orchestrated efforts of Management, teachers, non-teaching staff and students has been generating employable and socially responsible manpower. It has committed itself to maintain high standards so that it can remain at the forefront in the national mainstream and contribute to nation building to make the Indian growth pattern more inclusive than exclusive.

In summing up, we believe that education is more than just academics. Unknown to many, there is a revolutionary experiment brewing in this institution because we have concertedly pitched in, to groom our graduates truly into global citizens and achieve social transformation despite their poor entitlements. However we have never been spooked by oversize or interminable challenges. We have made sincere attempts to pull out all stops to achieve our goals. Hence, this exercise of reaccreditation deserves a fresh look not least because our performance on all fronts is revving up as our quest for academic excellence is here to stay.