ANNUAL QUALITY ASSURANCEREPORT (AQAR)
2016 - 2017

Submitted to

National Assessment and Accreditation Council (NAAC)

By

SACRED HEART COLLEGE
(Autonomous Since 1987)

TIRUPATTUR – 635 601, Vellore Dist, Tamil Nadu

A Don Bosco Institution of Higher Education, founded in 1951

(Affiliated to Thiruvalluvar University, Vellore)

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

September 2017

TABLE OF CONTENT

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution: | **SACRED HEART COLLEGE (Autonomous)**

1.2 Address Line 1: | TIRUPATTUR

Address Line 2: | VANIYAMBADI ROAD

City/Town: | VELLORE

State: | TAMILNADU

Pin Code: | 635601

Institution e-mail address: | office@shctpt.edu

Contact Nos.: | 04179-220553

Name of the Head of the Institution: | Rev. Dr. D. Maria Antony Raj

Tel. No. with STD Code: | 04179-220553

Mobile: | +91 9443438658

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

Mobile: | +91 9443280319

IQAC e-mail address: | iqac@shctpt.edu

1.3 **NAAC Track ID** | TNCOGN10044 dated 14.12.2012

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

1.5 Website address: | www.shctpt.edu

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

1.6 Accreditation Details:

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

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

1.8 AQAR for the year: **2016 -2017**

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

   i. AQAR2012 - 2013 submitted to NAAC on 11.04.2015

   ii. AQAR2013 - 2014 submitted to NAAC on 28.01.2016

   iii. AQAR2014 - 2015 submitted to NAAC on 07.04.2016

   iv. AQAR2015 - 2016 submitted to NAAC on 17.01.2017

1.10 Institutional Status

   University   State [√]   Central [ ]   Deemed [ ]   Private [ ]

   Affiliated College   Yes [√]   No [ ]

   Constituent College   Yes [ ]   No [√]

   Autonomous College of UGC   Yes [√]   No [ ]

Regulatory Agency approved Institution   Yes [√]   No [ ]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

    Urban [ ]   Rural [√]   Tribal [ ]

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

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

Type of Faculty/Programme

Arts √   Science √   Commerce √   LawPEI ☐   (PhysEdu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management √

Others (Specify)   .   AICTE

1.12 Name of the Affiliating University   THIRUVALLUVAR UNIVERSITY (STATE UNIVERSITY) VELLORE, TAMILNADU.

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

Autonomy by State/Central Govt./University   Yes

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme   UGC-CE ☐   ☐

UGC-Special Assistance Programme ☐   ☐

UGC-Innovative PG programme ☐   any other (*Specify*)   NIRF – 95th place

UGC-COP Programme ☐

2. IQAC Composition and Activities

2.1 No. of Teachers   14

2.2 No. of Administrative/Technical Staff   2

2.3 No. of Students   1

2.4 No. of Management Representatives   3

2.5 No. of Alumni   1

2. 6 No. of any other Stakeholder and Community Representatives

| 1 |

2.7 No. of Employers/ Industrialists

| 1 |

2.8 No. of other External Experts

| - |

2.9 Total No. of members

| 23 |

2.10 No. of IQAC meetings held

| 11 |

2.11 No. of meetings with various stakeholders: No. | 32 | Faculty | 12 |

Non-Teaching Staff | 6 | Student | 8 | Alumni | 1 | Others | 5 |

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

If yes, mention the amount   Rs. | 95,000/- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   International | | National | 1 | State | | Institution Level | |

(ii) Themes | The Role of IQAC towards Quality Assurance in Autonomous Colleges |

2.14 Significant Activities and Contributions made by IQAC

- ERP Software continued for online entries of Students daily attendance, CA marks entry, Staff leave form, Staff profile and Department profile.

- Personal Annual Development Plan for Faculty is followed.

- SGP which was conducted for First year UG students is now reintroduced as SHAPE (Sacred Heart Accompaniment Programme) for an effective follow up and guidance for the students. Each teaching staff member is guiding and counselling 8 students for 3 years in this programme.

- IQAC Web link is periodically updated by IQAC with mandatory forms and information to the faculty and students.

- All the UG and PG departments have undergone the syllabus revision, conducted BOS and completed successfully by February 2017.

- The meeting of the Academic Council was convened on 9th February, 2017.

- The Internal and External components for UG have been revised to 30: 70 marks.

- The Internal and External components for PG & M.Phil. have been revised to 40 : 60 marks.

- Faculty members and Research scholars have published 20 books and 343 papers in National and International Journals.

- Four International Conferences, 10 National Seminars and 13 State-Level Seminars/Workshops and Competitions were organized by different departments.

- The institute is sensitive to the needs of its neighbours. An Institutional Social Responsibility (ISR) drive was carried out this year to uplift the Gypsy (Nomadic) Community, an under-privileged section of the society living in "Idaya Nagar". An amount of Rs. 4, 50,214/- has been contributed by the students and staff community to put up toilets and a multi-purpose community hall for the welfare of Idaya Nagar community.

- Students Research Forum, which encourages research activities among students, was actively engaged in releasing Students' Magazines, organising seminars, invited talks and poster presentations in their respective departments under the guidelines provided by IQAC.

- Students were motivated and sent for Summer Internship Programme and Certificate Courses by their respective departments.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Outcomes
Orientation Program for Heads of the Departments	A two-day workshop on leadership training programme was conducted for the heads of the departments at Yelagiri Hills in June 2016. The training gave the necessary skills to co-ordinate and take forward the different strategies for the year.
Orientation/refresher Programme for all the faculty members	A four-day orientation/refresher programme was conducted for different categories of staff in June 2016 at the college premises. The focus was on the thrust areas of the college for the academic year
Annual Plan of the Faculty	All faculty members drafted their annual development plan and updated online their personal profile in the college website. The Principal and HODs can access the annual development plan through web and review it.
Department Action Plan for the academic Year 2015-16 based on NAAC criteria	The staff members of the department met together and drafted a plan of action for the academic year in July 2016, keeping in mind the criteria of NAAC.
Orientation for Non Academic Associations	Members of the non-Academic Associations such as NCC, NSS, Red Ribbon Club, JRC, Rovers and Rangers, Media Forum, AICUF, MNI, Rotract Club, and Fine Arts attended a day-long orientation programme in July 2016. This was conducted with the idea of improving leadership qualities, inter-personal relationships, and personality development in students.
Orientation for CQC Leaders	The leaders of CQC of each class were brought together for an orientation programme to be effective leaders to coordinate CQC-related activities.

Uploading AQAR of 2015-16	IQAC reviewed the report of AQAR 2015-16. The updated version was uploaded in the college website under IQAC web link http://shctpt.edu/IQAC/aqar.php in Nov 2016
Evaluation of the departments at the end of Odd and Even semesters	The Departmental Association programme, achievements, remedial programme, student discipline, results of the students, faculty cooperation and future plans of the department were evaluated with the help of SWOC frame work in November 2016 and April 2017.
A Workshop to analyse NAAC Recommendations	As a preparation for the implementation of NAAC recommendations, a review of the suggestions given was taken up and discussed in detail in December 2016, to formulate an effective action plan for further implementation.
Faculty evaluation of students after the Odd and Even semesters	IQAC organized Faculty Evaluation by the Students at the end of each semester. The analysis of the feedback was communicated to the faculty members by the Principal in November 2016 and April 2017.
The IQAC recommended that online open access journals to be initiated and necessary ISSN number to be obtained for four different journals encompassing all the disciplines of the college in order to improve the research acumen and for improving networking with other institutions of excellence.	A journal committee meeting was conducted and four different online open access journals were decided to be launched. The Editorial board was constituted and the publication of the launch of the first issue was planned on the first day of the odd semester of the following year. A process was initiated to obtain the ISSN numbers. An online site www.shcpub.edu.in was launched in this regard.

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

Management √   Syndicate ☐   any other body
- IQAC
- Governing body

Provide the details of the action taken

> ➢ Visitor's book maintained in IQAC
>
> ➢ Annual Evaluation of the Departments by the Management in November 2016 and April 2017. (Two Bounded volumes of Report - Available)
>
> ➢ Publications by the faculty members department- wise (Five bounded volumes are available)
>
> ➢ AQAR 2015-16 was sent to NAAC. (Sent in Jan 2017, received acknowledgement in Jan 2017)
>
> ➢ MOUs are documented and made available online.
>
> ➢ Details of faculty members availed ON DUTY (one volume is available)
>
> ➢ Restructuring committee's minutes of the meetings are kept as a bounded volume.
>
> ➢ Energy Audit was conducted by Department of Physics. (Bounded volume of Report are available)
>
> ➢ Number of Meetings held: 11

<p style="text-align:center">Part – B</p>

<h1 style="text-align:center">Criterion – I</h1>

1. Curricular Aspects

1.1 Details about Academic Programme

Level of the Programme	Number of existing Programme	Number of programme added during the year	Number of self-financing programme	Number of value added / Career Oriented programme
PhD	8			
PG	11	1(Additional Section)	1(Additional Section)	
UG	11	1(Additional Section)	1(Additional Section)	
PG Diploma	1			
Advanced Diploma				
Diploma				
Certificate				
Others (M.Phil.)	11			
Total	42	2	2	

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

Pattern	Number of programme
Semester	11 UG, 11PG, 11 M.Phil., 8 Ph.D. and 1 PG Diploma. Total 42Programme.

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

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

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

> Revised syllabi was implemented for MSW, MBA, and MSc Counselling psychology from 2016 - 2017.
>
> Revision of CBCS structure and Syllabi were carried out for all UG and other PG programmes in 2016 – 2017 and shall be implemented from 2017 – 2018

Common Programme Structure under CBCS

B.A., B.Sc., Programmes: Hours per week / Credits

Subject	No. Courses	Credits	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester 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.	13-15	45	9	9	9	9	21	16	73	60
Pract	4	5	5	5	5	5	-	-	20	20
Alli.Pro	3	5								
Electives							5	10	15	15
Part-IV										
NME	2	2					2	2	4	4
Skill Elec	6	2	2	2	2	2	2	2	12	12
Enviro.	2	1	2	2					4	2
Value Ed	2	1			2	2			4	2
Part-V Exten.										1
Total Hours / Credits			**30**	**30**	**30**	**30**	**30**	**30**	**180**	**140**

Common Programme Structure under CBCS

B.Com. B.Com (CA), BBA, BCA Programmes: Hours per week / Credits

Subject	No. Courses	Credits	Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI	Hours / Week	Credits
Part-I Tamil	2	3	6	6	-	-	-	-	12	6
Part-II English	2	3	6	6	-	-	-	-	12	6
Part-III										
Core	18-20	4	9	9	21	21	21	16	97	72
Theory		5								
Pract	4		5	5	5	5	-	-	20	20
Alli.Pro	3	5								
Electives		5					5	10	15	15
Part-IV										
NME	2	2					2	2	4	4
Skill Elec	6	2	2	2	2	2	2	2	12	12
Enviro.	2	1	2	2					4	2
Value Ed	2	1			2	2			4	2
Part-V Exten.										1
Total Hours / Credits			**30**	**30**	**30**	**30**	**30**	**30**	**180**	**140**

Common Programme Structure under CBCS

Post Graduate Programmes

Subject	No Courses	Cr/C	Total Credits
Main	14 - 17	4 - 5	70
Elective	4 - 5	4 - 5	20
Total Credits			90

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

A Centre to impart Skills in line with National Knowledge Commission has been established to enhance the employability skills of students on 17.7.2016.

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others
197	173	24	-	-

2.2 No. of permanent Faculty with Ph.D.

56

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
24						1			

2.4 No. of Guest and Visiting Faculty and Temporary Faculty

-	12	24

2.5 Faculty participation in Conferences and Symposia:

No. of Faculty	International level	National level	State level
Attended	**107**	**190**	**36**
Presented papers	**108**	**140**	**7**
Resource Persons	**8**	**28**	**24**

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

- Communicative English is made compulsory and involves continuous internal assessment
- Foundation courses have been made as the core aspects of the college that take care of the holistic development of the students
- ICT-enabled teaching learning process is being followed
- Student-centred teaching strategies like role-plays, pair work, group work, flipped classroom, etc., are being employed
- Few more Certificates courses are added to the existing ones
- CQC acts as a monitoring mechanism and facilitates peer learning among Students.

2.7 Total No. of actual teaching days during this academic year | 182

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

- Centralized valuation is carried out by external examiners.
- Shuffling of papers for valuation (between Shift - I & II) with dummy numbers.
- Answer scripts were made available to students for revaluation.
- Introduced Online Process of applying for all semester examinations.
- Hall Tickets were published online and Students were allowed to download using their login.
- Training programme on question paper setting was organised for the staff below 14 years of experience.

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

| 197 | 197 | 197 |

2.10 Average percentage of attendance of students | 91.5

2.11 Details of semester results (pass percentage):

April 2016 Semester Examination Results

S.No	UG Classes	Shift	Year	Appeared	Passed	Percentage
1	B.Sc. Mathematics	I	I	72	61	84.72
			II	72	59	81.94
			III	70	60	85.71
		II	I	78	55	70.51
			II	77	52	67.53
			III	67	49	73.13
2	B.Sc. Physics	I	I	55	27	49.09
			II	54	38	70.37
			III	48	36	75.00
		II	I	54	38	70.37
			II	50	38	76.00
			III	48	33	68.75

			I	55	52	94.55
		I	II	53	43	81.13
3	B.Sc. Chemistry		III	52	51	98.08
		II	I	53	30	56.60
			II	49	35	71.43
			I	55	31	56.36
		I	II	49	37	75.51
4	B.Sc. Computer Science		III	51	32	62.75
		II	I	50	35	70.00
			II	54	30	55.56
			III	52	38	73.08
			I	51	26	50.98
5	B.Sc. Biochemistry	II	II	49	45	91.84
			III	46	32	69.57
			I	55	24	43.64
6	BCA	II	II	50	34	68.00
			III	54	35	64.81
			I	64	22	34.38
7	BBA	II	II	59	28	47.46
			III	60	53	88.33
			I	72	28	38.89
		I	II	72	32	44.44
8	B.Com		III	61	40	65.57
		II	I	66	27	40.91
			II	61	30	49.18
			III	63	33	52.38
			I	25	06	24.00
9	B.A.Economics	I	II	47	16	34.04
			III	43	18	40.86
		I	I	54	26	48.15
10	B.A. English		I	75	51	68.00
		II	II	74	43	58.11
			III	73	66	90.41

S.No		Shift	Year	Appeared	Passed	Percentage
11	B.Com (CA)	II	I	48	13	27.08
			II	58	21	36.21
			III	63	44	69.84
12	B.A. Tamil	II	I	45	18	40.00
			II	55	35	63.64

S.No	PG Classes	Shift	Year	Appeared	Passed	Percentage
1	M.A. Economics	I	I	07	07	100.00
			II	11	11	100.00
2	M.Sc. Mathematics	I	I	42	33	78.57
			II	44	42	95.45
		II	I	39	26	66.67
3	MSW	I	I	41	37	90.24
			II	41	36	87.80
4	M.Com	II	I	32	19	59.38
			II	16	13	81.25
5	M.Sc. Physics	II	I	26	20	76.92
			II	28	22	78.57
6	M.Sc. Chemistry	II	I	30	16	53.33
			II	21	19	90.48
7	M.Sc. Computer Science	II	I	23	20	86.96
			II	27	25	92.59
8	M.A. Tamil	II	I	06	05	83.33
			II	10	08	80.00
9	M.A. English	II	I	45	42	93.33
			II	44	42	95.45
10	M.Sc. Biochemistry	II	I	13	08	61.54
			II	21	21	100.00
11	M.Sc. Software Technology	II	I	08	03	37.50
			II	18	18	100.00
12	M.Sc. Counselling Psychology	II	I	09	09	100.00
			II	03	03	100.00
13	MBA	II	I	55	31	56.36
			II	60	59	98.33
14	MCA	II	I	33	14	42.42

			II	39	27	69.23
			III	51	51	100.00
15	MCA (Lateral Entry)	II	II	12	08	66.67
			III	12	12	100.00

November 2016 Semester Examination Results

S.No	UG Classes	Shift	Year	Appeared	Passed	Percentage
1	B.Sc. Mathematics	I	I	77	65	84.42
			II	73	64	87.67
			III	72	45	62.50
		II	I	77	65	84.42
			II	78	50	64.10
			III	77	52	67.53
2	B.Sc. Physics	I	I	54	26	48.15
			II	55	41	74.55
			III	53	50	94.34
		II	I	55	39	70.91
			II	54	39	72.22
			III	51	47	92.16
3	B.Sc. Chemistry	I	I	55	43	78.18
			II	55	50	90.91
			III	52	45	86.54
		II	I	55	41	74.55
			II	51	33	64.71
			III	48	41	85.42
4	B.Sc. Computer Science	I	I	55	36	65.45
			II	55	37	67.27
			III	47	28	59.57
		II	I	55	36	65.45
			II	49	32	65.31
			III	53	34	64.15
5	B.Sc. Biochemistry	II	I	55	25	45.45

			II	49	43	87.76
			III	49	47	95.92
6	BCA	II	I	55	30	54.55
			II	54	34	62.96
			III	50	39	78.00
7	BBA	II	I	76	17	22.37
			II	58	20	34.48
			III	59	39	66.10
8	B.Com	I	I	77	18	23.38
			II	70	32	45.71
			III	72	49	68.06
		II	I	78	24	30.77
			II	61	34	55.74
			III	61	47	77.05
9	B.A. Economics	I	I	72	15	20.83
			II	23	09	39.13
			II	49	30	61.22
10	B.A. English	II	I	75	22	29.33
			II	73	45	61.64
			III	71	64	90.14
		I	I	77	42	54.55
			II	49	25	51.02
11	B.Com (CA)	II	I	77	27	35.06
			II	44	18	40.91
			III	59	38	64.61
12	B.A.Tamil	II	I	77	35	45.45
			II	44	22	50.00
			III	54	44	81.48

S.No	PG Classes	Shift	Year	Appeared	Passed	Percentage
1	M.A. Economics	I	I	15	07	46.67
			II	07	07	100.00
2	M.Sc. Mathematics	I	I	43	32	74.42
			II	43	41	95.35
		II	I	44	35	79.55
			II	39	35	89.74
3	MSW	I	I	43	40	93.02
			II	40	37	92.50
4	M.Com	II	I	18	10	55.56
			II	31	24	77.42
5	M.Sc. Physics	II	I	28	20	71.43
			II	26	20	76.92
6	M.Sc. Chemistry	II	II	27	17	62.96
			III	30	22	73.33
7	M.Sc. Computer Science	II	I	26	21	80.77
			II	23	20	86.96
8	M.A. Tamil	I	I	02	01	50.00
			II	06	05	83.33
9	M.A. English	II	I	44	24	54.55
			II	44	33	75.00
10	M.Sc. Biochemistry	II	I	17	17	100.00
			II	12	09	75.00
11	M.Sc. Software Technology	II	I	12	07	58.33
			II	08	07	87.50
12	M.Sc. Counselling Psychology	II	I	20	12	60.00
			II	09	09	100.00
13	MBA	II	I	59	25	42.37
			II	56	48	85.71
14	MCA	II	I	25	18	72.00
			II	32	19	59.38
			III	39	23	58.97
15	MCA (Lateral Entry)	II	II	33	15	45.45
			III	12	06	50.00

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

- IQAC calendar was prepared for every semester and the members met periodically to evaluate the teaching and learning process and took measures for the enhancement of quality.
- CQC (Class Quality Circle) helps the students to support and monitor each other and class and provides feedback to the IQAC in monitoring the performance of the students. [Class wise]
- IQAC members made an informal visit to the departments and suggested quality measurement on Teaching and Learning Process.

2.13 Initiatives undertaken towards Faculty Development

Faculty / Staff Development Programme	*Number of faculty benefitted*
Refresher Courses	**6**
UGC – Faculty Improvement Programme	**-**
HRD Programme	**1**
Orientation Programme	**11**
Faculty Exchange Programme	**-**
Staff training conducted by the university	**3**
Staff training conducted by other institutions	**6**
Summer/Winter schools, Workshops, etc.	**39**
Others (4 day training and planning programme)	**150**
SET / NET	**7**
Ph.D. Holders	**11**

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	6	-	71
Technical Staff	-	-	-	8

Criterion – III
3. Research, Innovations and Extension

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

As a result of the initiatives by the IQAC and it relentless efforts, the following outcomes have been achieved in the areas of Research, Consultancy and Extension:

- During this academic year 12 research scholars obtained Ph.D. from the research centres of the college.

- Also, nine faculty members of the college have completed their Ph.Ds. from other institutes.

- An amount of Rs.58, 71,950 is received for the research grants from funding agencies.

- The College has signed Memorandum of Understanding (MOU) with five reputed institutions in India and abroad. (Also the individual departments)

  - Alcala University, Madrid, Spain
  - RGNIYD, Sriperumbudur, Chennai
  - Loyola Academy, Hyderabad, Andrapradesh
  - IFCU – International Federation of Catholic University, Paris, France.
  - Greeneds Labs, OMR, Thoraipakkam

- Partnerships have been established with a number of nationally reputed institutions such as Indian Institute of Science, Bangalore, Indian Institute of Public Administration, New Delhi, etc., to create a conducive research ambience in the campus.

- As a result of consistent efforts many students have received summer research fellowships in nationally reputed laboratories such as Indian Institute of Science, Bangalore, Indian Institute of Public Administration, New Delhi, Indian Institute of Technology, Chennai, and Ramanujam Institute of Advance Sciences, Chennai.

- The proposal submitted by the IQAC to the Management to enhance facilities in research labs has led to the renovation of UG, PG laboratories in various departments and anew research laboratory Computational Bio- Chemistry Lab has been initiated besides starting of a new instrument fabrication center by the department of Physics.

- To ensure quality, integrity and originality in research, a plagiarism software –*Turnitin* has been purchased at the cost of ₹ **4.36** (4, 35,942) lakh by the college.

- To promote quality research, the college research wing / depts publishes bi-annual journals.

  The College has successfully launched five on-line journals with ISSN for publishing scientific research articles in the following domains:

  - Journal of Computing and Intelligent Systems (JCIS)
  - Journal of Computational Mathematics (JCM)
  - Journal of Functional Materials and Biomolecules (JFMB)
  - Journal of Management and Social Science Research, (JMSS)
  - PudhiyaAvaiyam for Tamil

- Special issues

  (i) MSW, MBA, MSc (Counselling Psychology)

  ISSN 2277 – 6613 Volume 10 - Special Issues - December 2016

- 3 International Conferences were conducted by Department of Social Work and Department of Mathematics

3.2Details regarding Major Projects:

S. No.	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	Dr.Nahren Manuel Mascarenhas	Multiscale Modelling to Gain Mechanistic Insights into Glucose Transporters	Science and Eng. Research Board, 2016	₹35,00,000/-
2.	Dr. J. Henry Rozario	Enhancing Employability Skill of Student Youth	RGNIYD	₹9,91,950/-

Total Amount: ₹ 44, 91,950 /-

3.3   Details regarding Minor Projects:

S.No.	Name of the Teacher	Title of the Project	Funding Agency	Amount
1.	Dr. M. Jose	Investigation of Third Order Non-Linearity of DSTMS Single Crystals Using z-Scan Technique	UGC–SERO Hyderabad	₹3,19,000/-
2.	Dr. R. Jude Vimal Michael	Spectroscopic Evaluation of Novel Semiconductor Nanomaterial Architectures and their Catalytic and Energy Conversion Applications	UGC–SERO Hyderabad	₹2,60,000/-
3.	Dr. S. Sagayaraj	Automatic Clustering for User Personalization in Semantic Web Services Created by Converting Web Services and Resulting for Academic and Software Development	UGC–SERO Hyderabad	₹2,16,000/-
4.	Dr. M. Wilson Bosco Paul	Development of Metal Complexes Using Compartmental Ligands Bridged with Fluorescent Probes.	UGC–SERO Hyderabad	₹1,50,000/-
5.	Dr. J. Jacob Stanley Inbaraj	Feasibility and Pertinence of Precision Farming in Vellore District of Tamil Nadu.	UGC–SERO Hyderabad	₹1,30,000/-
6.	Dr. P. Balasubramanian	A Study on the Contemporary Neithal Literary Works in the Southern Parts of Tamil Nadu.	UGC–SERO Hyderabad	₹1,05,000/-
7.	Dr. G. Mohan Gandhi	Myth and Archaeology Evidences in the Religious Belief of Yelagiri Tribal People.	UGC–SERO Hyderabad	₹1,00,000/-
8.	Dr. K.A. Maria John Joseph	The Impact of Group Based Microfinance Schemes of Rural Households in Vellore District	UGC–SERO Hyderabad	₹1,00,000/-

Total Amount: ₹ 13, 80,000 /-

3.4   Details on Research Publications:

	International	National	Others
Peer Review Journals	253	80	-
Non-Peer Review Journals	-	-	-
e-Journals	2	2	-
Conference Proceedings	2	4	-
Total	257	86	-

Total Research Publication: 343

3.5 Details on Impact factor of publications:

Range 0.5-1.5   Average 0.83   h-index 3.7   Nos. in SCOPUS 6.9

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

3.7 No. of books published   i) With ISBN No.   16   Chapters in Edited Books   14

ii) Without ISBN No.   10

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy √   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy   Rs.1,04,000/-

3.11 No. of Conferences

Organized by the Institution

Level	International	National	State	University	College
Number	4	10	13		
Sponsoring agencies	1	3			

3.12 No. of faculty served as experts, chairpersons or resource persons   8

3.13No. of collaborations   International   2   National   5   Any other   3

3.14 No. of linkages created during this year   3

3.15 Total budget for research for current year in lakhs:

From funding agency | ₹ 58 lakh | From Management of University/College | ₹ 5.25 lakh

Total | ₹ 63.25 lakh

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

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

Total	International	National	State	University	Dist.	College
-	-	5	-	-	-	-

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

18

10

3.19 No. of Ph.D. awarded by faculty from the Institution | 12

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

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

3.21 No. of students participated in NSS events:

University level | -   State level | -

National level | -   International level | -

3.22 No. of students participated in NCC events:

University level | -   State level | 4

National level | 5   International level | -

3.23 No. of Awards won in NSS:

University level | - | State level | -

National level | - | International level | -

3.24 No. of Awards won in NCC:

University level | - | State level | -

National level | 1 | International level | -

3.25 No. of Extension activities organized

University forum | - | College forum |

NCC | 4 | NSS | | Any other |

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

The Extension Education and services were carried out with an improved quality of the services were offered with the help of 34 staff members.

1. **DBSARC** - Don Bosco Social Action and Research Centre (DBSARC) – A forum, for motivating youth to become active agents of social change, has organized 7 programmes benefitting 71 teachers and 452 students in schools and colleges covering three neighbouring districts of Tamil Nadu.

2. **CRECHE** - A programme sponsored by Central Social Welfare Board, functioning in 2 centres with 4 teachers, 2 child care helpers and 83 children. Besides, the parents have also benefitted through monthly meetings, medical camps and other child care orientations. The centre at Sivarajpet (Tirupattur) has been renovated at the cost of Rs.85, 000/- and the centre is equipped with new learning material for children.

3. **Drop Out Prevention Centres** - There are 5 centres, D.B.Centre, Annandapatti, Idayanagar, Sivarajpet and Ismayilpet, which address the menace of children dropping their education due to various reasons.

4. **Evening Tuition Centres** – They are run to offer additional coaching to the students. The college also serves to assist the poorest of these children with school stationery, clothing materials, school fees, etc. Games and Sports articles for Indoor recreation and out-door Games are provided. There are 8 staff members involved in this venture. The children are given snacks and food every day. D.B. Centre directly caters to 145 poor children and the number of indirect beneficiaries' amounts to 290 parents who come

for orientation and empowerment programme twice a year. Over 200 children participated in the summer camp.

5. **Family Counselling Centre** – At this centre, several men and women come to receive counselling. It is supported by Central Social Welfare Board / State Social Welfare Board. It is also extended to women and children who are prone to exploitation by the members of the society at large. Distressed women are provided services like crisis intervention, investigation in dowry death cases, counselling in cases of marital, family maladjustment, etc. Efforts for reconciliation in cases of separation, out of court settlement in marital cases or referral services like short stay, legal aid, police assistance, etc., are offered by trained counsellors and social workers. Due to the effective intervention of the staff, the centre has catered to more than 347 cases reaching out to more than 1230 persons.

6. **Women Economic Empowerment through Tailoring** - A programme, which trains young women to earn their livelihood through tailoring. They are also prepared for Government Exams in Tailoring. The centre has trained 91 poor young girls benefitting 455 members in all through this programme this year.

7. **Self Help Groups** - functions in the campus provide loans for education of children, medical camps, women empowerment programmes and trainings towards holistic health. Income generation activities are offered to the members and their families. This programme is supported by NABFIN Pvt. Ltd., which is a subsidiary unit of the NABARD has facilitated loans to 129 groups during the current financial year amounting to 5.13 crores. Summer coaching camp was organized for the 9th to 12thstandardchildren of SHG members; 247 students benefitted from the coaching classes for 2 weeks.

8**. Solid and Liquid Resource Management (SLRM)** - 96 college students (UG & PG) have been trained in Solid waste management in an effort to reduce the use of water and other resources and also to promote eco friendliness in the campus. Waste segregation is undertaken in the campus and bio-degradable wastes are used as manure for the plants.

9. **Department of Extension Education and Services (DEEDS)** –All the second year students of all 18 UG departments carried out their planned activities such as, Plantation, Awareness on environment, Health, Hygiene, Awareness on applying loans from Banks, Agricultural schemes, Personality development, Computer Literacy, Basic English for school children and Economic survey in their chosen villages (10 villages namely Achamangalam, Subamangalam, Kakkanampalayam, Pallavelli, Jadaiyanur, Sellanthampalli, Kodumapalli, Kathirampatti, Jothimangalam and Thathavalli).

Release of Newsletter **-** So far, six newsletters have been published.

10. **Institutional Social Responsibility (ISR)** was carried out this year would definitely bear fruit in enlightening the lives of under-privileged people living in the "Idaya Nagar". A sum of Rs. 4, 50,214/- has been contributed to the welfare of Idaya Nagar community.

11. **Work scholarship** for students, another flag-ship programme of our College was carried out with much care and concern. 200 poor and deserving students benefited this year. This is done to assist the students financially and to make them recognize the dignity of labour. Scholarship is also given to orphans and semi-orphans for their upliftment.

12. **Integrated Village Development Project (IVDP)** scholarship was given to the orphan and semi-orphan students of our college to the tune of ` 5.6 lakhs. We wholeheartedly thank Mr.Kulandai Francis for being so generous. Further, 41 orphans and semi orphans of the SHG members were given scholarships of ` 1.7 lakhs and 32 children of the SHG members who have passed 10th and 12th stds. Scoring more than 85% in the public exams were awarded with prizes worth ₹ 34000/-. The parents and children wholeheartedly thanked the management.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

- The new "Don Bosco Bicentenary Building" houses three departments; with 18 classrooms, 33 cubicles for the faculty members, 3 seminar halls. All classrooms and seminar halls have been provided with ICT facilities. The entire building is Wi-Fi and CCTV enabled.

- An elegant main entrance of the college has lifted up the confidence of the rural and under privileged and has become a landmark of the town.

- A new two-wheeler parking facility caters to the increasing vehicular demand.

- Car parking is created

- A modern bus-bay and shelter by the side of the main entrance for the utility of the general public.

- A large sunshade covering the open space between Administration building and Carreno Hall used as a multi-purpose open hall.

- Construction of three new students' service stalls inside the campus, houses a book stall, photocopying facility, and a stationery store.

- IR-CCTV facility has been installed for surveillance of the entire campus.

4.2 Computerization of administration and library

A System Manager is responsible for all the computers, ICT gadgets, and network-related devices.In case of any problem encountered, related to the above-mentioned, the user records the complaint and hands over to the Director of Computer Centre. The system manager goes through the complaints every day and takes necessary steps to rectify the same.

Most of the college administrative and students' activities have been automated towards e-governance. It is heartening to know that most of these have been developed by the *Data Centre*, comprising of the faculty members.

The modules developed and deployed are as follows:

- *Admission Module:* Online application module that helps the college to manage the entire admission process starting from student management, generated merit list, counselling, and interview scheduling and finally reporting and related tasks.

- *Attendance Module*: Online attendance module helps in entry of attendance by respective teachers, generation of SMS to be sent to parents of first-hour absentees, review of attendance by parents, students and teachers, and also preparation of final report of attendance.

- *Examination Module*: Examination module helps in managing the entire examination process. Starting from online application for examinations, downloading of hall-tickets, preparation of examination schedule, uploading internal components by the faculty members, and analysis of results.

- *Teachers Evaluation Module*: This module enables the students to evaluate the performance of the teachers online. The outcome of this evaluation could be further correlated with students' attendance percentage and examination performance. The same could be viewed by the administrative heads and the respective faculty members online.

- *Students Module*: This module facilitates storing of personal data, view daily attendance, internal marks, and semester results; apply for leave letter online, download various certificates like bone fide, conduct, and course completion; teachers' evaluation, work scholarship details, and the students' mentoring programme observation data (SHAPE).

This year the college has subscribed to the service of one of the most reputed online anti-plagiarism software TURNITIN to ensure quality and originality of all scientific work of our institute purchase and usage of such software is the first among all the arts and science colleges within Thiruvalluvar University. It complies with the recommendations of the UGC as well, to be at par with the international standards.

4.3 Library services:

The following activities mark the significance of our library:

	Existing		Newly added		Total	
	Nos.	Value (Rs)	Nos.	Value	Nos.	Value (Rs)
Books	78406	1,50,62,918	1435			571143 /-
e-Books (Open Access)	550000 InflibNet	-	821539			-
Journals and Magazines	136	-	12			151999 /-
e-Journals (Open Access)	5000 InflibNet	-	1232			-
Digital Database	7	-	-			-
CD & Video	1491	-	15			-
Thesis / Projects	4018	-	112			-

- The library provides open access to the faculty members and the students.

- Periodical pest control measures are taken to maintain books and journals in the library.

- At the beginning of every academic year, an orientation programme is organized by the Librarian to the new entrants to explain the services available in the library and the procedure of accessing the resources.

- With the increasing of the students' strength, the management has provided additional human resources to man the library.

- Over two thousand new books and 140 bounded Journals' volumes were added to the library collections this year.

- 10 Ph.D. dissertations and 300 UG & PG projects were added to the Research Cell.

- Above1000 published articles from peer reviewed journals have been updated in the Library Software for PG and Research Scholars.

- A Book Exhibition was organised with the collaboration of The New Century Book House Publishers, Vellore.

- Facility to access the previous years' Question Papers in digital format.

- Library Blog has been created to access library related information **(https://shclibrarytpt.wordpress.com/).**

- E-books have been collected from various resource centres and made available to the departments of the college.

- Collaborated with Annamalai University Library and Information Science Alumni Association (AULISAA) for organizing conferences and other research related programme.

4.4 Technology Up-gradation (overall)

	Total Computers	**Computer Labs**	**Browsing Centres**	**Physics Lab**	**Library**	**Office**	**Depart ments**	**Skill Centre**	**Research Department &Lab**
Existing	476	283	48	8	24	17	66	30	14
Added									
Total	**490**								

	LCD	Wi-Fi	CCTV Camera	Interactive Board	Department Laptop	Research Lab-CS (Laptop)
Existing	55	24	40	10	25	4
Added	20	6	8			
Total	**75**	**30**	**48**	**10**	**25**	**4**

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

- All the computers in the college are connected through LAN with internet connectivity.
- Wi-Fi is provided for all Research Scholars (PG, M.Phil. &Ph.D. students).
- In the browsing centre, 25 high configuration computers are available for UG students.
- College updated its official website by adding a number of modules to offer more online services to both staff and students. Thus, e-Governance has been enhanced towards paperless office.
- Every department has been provided with ICT facilities with net access. Expansion of E-technology emphasizes the use of computers in the curriculum, namely, teaching-learning, evaluation and research.
- Students have been encouraged to make use of computers for Seminars and Project Presentations.
- A round the clock, dedicated Broadband internet connectivity is available in the campus by BSNL and Vodafone service providers.
- Internet access is available for research scholars at the cybrary for free of cost during the working hours of the library.

4.6 Amount spent on maintenance in lakhs :(**Data has to come from college office – Mr. Mathias is looking into)**

i) ICT
₹ 27, 45,078 /-

ii) Campus Infrastructure and facilities
₹ 92, 27,223 /-

iii) Equipment
₹ 26, 54,511 /-

Total:
₹ 1, 46, 26,807 /-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- *Class Quality Circle (CQC)*, a peer monitoring system, which actively involves in class quality enhancing activities, has been formed in each class in the month of June 2016. The leaders and all students have been given orientation on the functioning of CQC. The CQC activities include monitoring of class cleanliness, class discipline, hourly attendance, leave letter, language rule, class notice boards, one-to-one coaching of slow learners, collecting of old question papers and sharing with the class, group examinations preparation, NET/SLET/SET preparation, group study, class notes taking, participation in the Association activities, etc.

- Sacred Heart Accompaniment Programme of Education (SHAPE), is a student-mentoring programme, initiated at department level. Each of the departmental faculty was allotted a group of students of First Years. The mentee is expected to meet the mentor regularly on the last working day of the month. During the meeting, the mentee is expected to have a heart-to-heart talk. The mentee should feel that the mentor is journeying with him/her and that the mentor is a confidant. The observations made by the mentor are maintained online and could be viewed only by the mentee as well as the mentor.

- *Parents' meetings* have been organised for all UG and PG students in July and August 2016 to emphasize the fact that parents and teachers should work together for the holistic formation of the students. Individual students along with their parents meet the class teacher and the HOD. They offer each other feedback and suggestions for the student's overall growth. Phone numbers of the staff and parents are exchanged to enable a continual contact between the staff and the parents for better follow up.

- An *Overall Health Check-up* has been organised for all First Year students for the identification of blood groups and for major diseases. Students with certain medical conditions are periodically followed up.

- *Industrial Visits* have been organised every semester for all departments related to their subject areas.

- *SC, ST, OBC and minority students* were counselled and assisted for free admission into various Government Hostels.

- *Earn-while-You-Learn*, a student empowering exercise, which shortlists economically poor students who opted for Work Scholarship and offers various opportunities to earn the scholarship through society-serving activities like, taking tuition in the nearby schools, one-to-one coaching to slow learners, etc.

- *Government Scholarships* under various categories have been obtained for the students. The college facilitates the receiving of various scholarships through disseminating the relevant information, regular reminders and follow up. A dedicated person is appointed to assist the students to avail the same.

- *Ramp and Elevator Facilities* for physically challenged students have been provided in all the strategic places in the campus.

5.2 Efforts made by the institution for tracking the progression

- *Sacred Heart Accompaniment Programme of Education* (SHAPE) closely monitors the individual performance of the students and provides timely guidance and accompaniment.

- *Annual Alumni Meeting* is held on the last Sunday of January. This year it was held on 29.01.2017. This event is an apt platform that brings together teachers and alumni to interact and to bridge the gap between the needs of the industry and academic outcome. This helps in the continual improvement and relevance of the curriculum. Besides assisting in the placement of the out-going students in the industry, the Alumni play a catalyst role in the organisation of various international and national level events in the college. They also have been resource persons for many of these events.

- *The Progress of Students* in academics and career are tracked, and documented by the respective departments with the support of departmental alumni associations. Departments assist in the placement of their alumni through linking the requests from other institutes with the eligible alumni.

- The students counselling centre has been functioning effectively.

  The details are:

  (a) Students Counselled in 2016 – 17 :   888

  (b) Parents and care takers of SHC students counselled :   16

  (c) Past pupil of SHC :   32

  (d) Others (Community): 8

  (e) Students trained in Counselling: 5

  (f) Counselling Lab for Counselling Psychology Students: 1

  (g) Programs conducted at SHC : 7

  (h) Out-reach programs (more clarity) : 3

5.3 (a) Total Number of Students (Shift - I & II)

U.G. Students Strength

Department	I Year		II Year		III Year		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Total	670	515	555	455	542	440	1767	1410

P.G. Students Strength

Departments	I Year		II Year		III Year		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Total	172	249	178	262	23	28	373	539

M.Phil. Scholars

	Male	Female	Total
Total	17	35	52

Ph.D. Scholars

	Male	Female	Total
Total	42	21	63

Students Strength Gender-wise

	UG	PG	M.Phil.	Ph.D.	Total
Male	1767	373	17	42	2199
Female	1410	539	35	21	2005
Total	3177	912	52	63	4204

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

- *Competitive Examinations*: Based on the outcome of student counselling, a Question Bank was prepared and made available for the aspirants of various competitive examinations including IIT, JAM, GATE and UGC-NET. Similarly, books and magazines were purchased and subscribed for competitive exams (CAT, MAT, APTITUDE, UGC-NET, UPSC, and Banking) and on Career Opportunities.

- Question Bank was prepared and made available for the aspirants of various competitive examinations including IIT, JAM, GATE and UGC-NET.

- Books and magazines have been purchased and subscribed for competitive exams (CAT, MAT, APTITUDE, UGC-NET, UPSC, and Banking) and on Career Opportunities.

5.5 No. of students qualified in these examinations

NET ☐ SET/SLET 10 GATE ☐ CAT ☐

IAS/IPS etc. ☐ State PSC ☐ UPSC ☐ Others ☐

5.6 Details of student counselling and career guidance:

> - Career Orientation with a view to prepare for Competitive Examinations for I Year UG Students has been conducted from 17th October 2016 to 21st October 2016 ; 1185 students have been benefited on the topics such as Goals, Skills needed for job markets and available Job opportunities.
>
> - Career Guidance with a view to prepare for Competitive Examinations for II Year UG Students have been conducted from 17th October 2016 to 21st October 2016; 87 students have been benefited through personal guidance towards their dream job.

- *Employability Skills*: Skill (Choice-Based) Training and Placement for III Year UG Students were organised on 17th October 2016 to 21st October 2016based on their aptitude and career choice.

- *Placement Programme*: "My Quest: My Career" for PG final year students was organized on 16th September 2016 in association with two big organisations namely, Quest Alliance and Don BoscoVazhikaatti, Chennai. More than 250 students benefited from this programme.

- *Books for Personal Growth*: A number of books have been made available at Career Guidance Cell on Self-Confidence, Choosing Career, etc.

- *Personality Development Programme*: Two-day programme for women students on personality development was organized by the Career Guidance Cell from 14th July, 2016 to 15th July, 2016.

The activities and achievements of the Placement Cell for the plan period are summarized as below:

1. Placement-Oriented Training include:
   a. Motivational Class/Interview Tips
   b. Soft Skills Training
   c. CV Preparation
   d. Body Language Training

2. Career-Orientation Seminar

3. Skill Development Programmes include:

   - Life Skills,
   - Soft Skills,
   - Learning Skills, and
   - Communication Skills

4. Interactive Sessions include:

- Facing Interviews,
- Group Discussions, and
- CV writing

5. Information were collected and disseminated regarding placement drives at various avenues in Bangalore and Chennai. The Cell assisted students to register and facilitated their participation.

No. of students benefitted | 332

5.7 Details of campus placement

Placement Programmes conducted in 2016-17

S.No	Date	Programme	Beneficiaries	No. of Students Benefited
1	17-21.08.2016	Bosco Employability Skills Training Programme (BEST)	UG Final Years	450
2	16.09.2016 Onwards	My Quest; My Career	PG Final Year Students	252
3	17-21.10.2016	Career Orientation Programme	UG First Year Students	1185
4	25.01.2017	Career Opportunities	B.Sc. (Biochemistry) Final Year Students	55
			Total Number of Beneficiaries	**1942**

Details of students placed in 2016-17 through on & off Campus Placement Drives:

S.No.	Date	Recruited Organisations	Beneficiaries	No.of Students Placed
1	28.09.2016	Surya Informatics Solutions	III MCA & II MBA	5
2	14.10.2016	TNQ Books and Journals (P) Ltd.,	III UG & II PG Years	17
3	10.11.2016	JMA IT Solutions Inc.,	MBA	3
4	26.11.2016	ISSM Business School	MBA	5
5	27.11.2016	HCL Technologies	B.Sc. (CS)	1
6	12.01.2017	Software Hulchul (P) Ltd.	MBA	10
		Hinduja Global Solutions (HGS)	UG & PG Final Year Students	37
9	28.01.2017	Visual InfoTech (P) Ltd.,	MCA	3
10	28.01.2017	Sutherland Global Service	III B.Sc. CS	1
11	28.01.2017	Indo Euro Organization	III B.Sc. CS	1
12	28.01.2017	ALLSEC Technologies Ltd	III BCA	1
13	29.01.2017	Hindustan InfoTech (P) Ltd.,	III MCA	9
14	25.02.2017	Sri Krishna Textiles	III UG Years	34
15	25.02.2017	Inspire Academy	III UG Years	10
16	25.02.2017	IDBI	III UG Years	35
17	25.02.2017	Eureka Forbes	III UG Years	12
18	25.02.2017	Innoc Source	III UG Years	78
19	25.02.2017	First Source	III UG Years	70
Total Number of Students Placed				**332**

5.8 Details of gender sensitization programmes:

In the campus		
S.no	**Programmes Conducted**	**Departments**
1	Importance of Counselling	Computer Science Shift – I
2	Social Networking and Safety	(Shift – I Science sections)
3	Social Networking and Safety	(Shift – I & Shift II Arts sections)
4	Safety For Girls	(Social Networking) Shift – II Arts sections)
5	Women's Empowerment	MSW Shift – I
6	Environment	MSW Shift-I
7	Suicide (Prevention)	YRC

Out Reach		
S.no	**Programmes Conducted**	**Departments**
1	2 days Counselling Skills Workshop	MSW 1st Year Students Bharathiyar University, Coimbatore
2	Understanding Adolescence and Management	NSS volunteers Mary Immaculate School, TPT
3	Understanding Adolescence and Management	NSS volunteers Government Schools, Vellore District

5.9 Students Activities:

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

State/ University level $\boxed{28}$ National level $\boxed{2}$ International level $\boxed{-}$

No. of students participated in cultural events

State/ University level $\boxed{-}$ National level $\boxed{5}$ International level $\boxed{-}$

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

Sports: State/ University level [-]   National level [2] International level [-]

Cultural: State/ University level [-]   National level [-]   International level [-]

5.10 Scholarships and Financial Support:

	Number of students	Amount
Financial support from institution	103	₹ 3,94,702 /-
Financial support from government	2609	₹ 1,64,65,574 /-

5.11   Student organised / initiatives

Fairs   : State/ University level [4]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [42]

5.13 Major grievances of students (if any) redressed:

Dept. of Economics

S. No	Grievances	Grievances redressed
1.	No projector in I M.A. Economics	Projector is Installed
2.	Blackboards cry to be painted	Blackboards are painted

Dept. of Commerce

S. No	Grievances	Grievances redressed
1.	No window screen in I B.Com	Window screens are placed
2.	New Building no drinking water	More taps are provided
3.	No duster in classrooms	Duster is provided

Dept. of Mathematics

Sl. No	Grievances	Grievances redressed
1.	New Building no drinking water	Additional taps are installed
2.	No overhead projector in I M.Sc. Mathematics	OHP is installed
3.	More boxes of pieces of chalk	Chalk piece boxes are provided
4.	Benches are not dusted off in all the class rooms	Benches are cleaned

Dept. of Physics

S. No	Grievances	Grievances redressed
1.	Women students' toilet not clean. There is no water sufficient supply.	Regular follow up has been done
2.	Women students' toilet rooms door no lock	Lock has been installed
3.	No book for lending for student reference	Placed order for Text books
4.	Very few toilets for girls in Silver Jubilee block	A comprehensive plan has been initiated for additional toilets
5.	Need for more reference books in the library	Placed order for reference books

Dept. of Chemistry

Sl. No	Grievances	Grievances redressed
1.	I, II, III years classroom no projector	Projectors are installed
2.	Odour form the Chemistry lab suffocating	Exhaust fans are installed
3.	No projector in I B.Sc. Chemistry classroom	Projector is installed
4.	Fans in I B.Sc. Chemistry making more noise	Attended immediately

Dept. of Computer Science

Sl. No	Grievances	Grievances redressed
1.	Fan is not working	Attended immediately
2.	No projector in II B.Sc. Computer Science classroom	Projector is installed
3.	Wi-Fi facility is needed for III B.Sc. Computer Science	Wi-Fi facility is Enabled

Dept. of BBA

Sl. No	Grievances	Grievances redressed
1.	Projector not functioning	Addressed
2.	Problems of fans & tube lights	Addressed
3.	Squirrel's nest inside the projector	Immediately attended
4.	Projector in the classrooms don't work	Addressed
5.	Lack of sufficient cables for projectors	Sufficient cables are provided
6.	More reference books for Industrial Revolution	Placed order for reference books
7.	In I BBA classroom tube lights don't function, Fans don't run	Attended

Dept. of Biochemistry

Sl. No	Grievances	Grievances redressed
1.	Projector out of order due to cutting of wires pin II & III Biochemistry	Issue addressed
2.	No Projector in I M.Sc. Biochemistry	Issue attended
3.	Not many books in the reference sections of the library	Placed order for reference books
4.	No remote for projector	Remote provided

Dept. of Counselling Psychology

Sl. No	Grievances	Grievances redressed
1.	Lack of books in the library especially in the reference section	Placed order for reference books

Dept. of M.Sc. Software Technology

Sl. No	Grievances	Grievances redressed
1.	Wi-Fi facilities needed	Provided
2.	Drinking water in John Med block not available especially during break time	Attended to the facilities

Dept. of M.Sc. Computer Science

Sl. No	Grievances	Grievances redressed
1.	Wi-Fi facilities needed	Attended
2.	Drinking water in John Med block	Facilities put in place

Dept. of MCA

Sl. No	Grievances	Grievances redressed
1.	No water in rest room	Issue settled
2.	Break time no drinking water	Water provided
3.	Lift near MCA going out of order often Time	Regular maintenance is done

Dept. of Management Studies

Sl. No	Grievances	Grievances redressed
1.	No water in rest room	Water is provided
2.	Projector repair	Attended
3.	Wi-Fi facilities in classrooms	Facilities provided

General

Sl. No	Grievances	Grievances redressed
1.	Only few restrooms are available for men students. Therefore more can be built.	Additional restrooms are opened
2.	All men students flock towards one unit for answering nature's call. Hence more rest rooms.	Issue settled
3.	Rest rooms of women students have to be cleaned frequently in a day.	Regular follow up is done
4.	More counters can be setup to pay fees smoothly and to save time	Online fee paying mode is installed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

Vision Statement

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

Mission Statement

In the field of Higher Education,

We are committed to

        academic excellence,

        socially relevant research,

        courses leading to employment and entrepreneurship

        healthy standards in extra-curricular practices and

        continuous progress of the institution.

Socially, we work towards

        serving preferentially the underprivileged and rural youth,

        educating them to social consciousness of

        rights and responsibilities, rooting out social evils, building communities and

        promoting total literacy, education and development of the neighbourhood.

Spiritually, we aim at

        integrating ethical, cultural and political values,

        developing a sense of the Divine presence in nature and in the human person,

        by means of group activities and personal guidance, in a family atmosphere.

6.2 Does the Institution have a Management Information System? Yes

All the departments and the administrative office are connected through LAN & Wi-Fi, which enable centralised storage and efficient retrieval of data. The newly installed office automation system of the College MIS (Management Information System) has various modules such as admission, attendance, examination, teachers' evaluation, students' portal and staff portal. These modules enhance the effectiveness of college administration in all its activities from online application for admission to publication of results and issue of transfer certificates. Our goal is to make the office work, totally paperless.

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

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

6.3.1   Curriculum Development

The college constituted Board of Studies for every department with reputed academicians from leading institutions, representatives from industry, alumni, and present students' representatives. Taking into account the outcomes of the academic audit and the needs analysis matrix obtained from the students, the college has developed curriculums for all courses with due regard to the requirements of the industry and current development in the concerned subjects. Continuous efforts have been made to fine tune the syllabi to enable the students to appear for competitive exams like NET/SLET/SET.

6.3.2   Teaching and Learning

- ICT-enabled teaching learning processes are being followed.
    - All the classrooms are provided with LCD projectors.
    - All the departments are provided with PCs and laptops.
    - Wi Fi or landline connectivity is made available in all blocks.
    - Individual staff members have been asked to acquire their personal laptops. The college management encourages all staff members to acquire their personal laptops by providing them interest-free loans.

- Different teaching techniques are employed to cater to the mixed-ability sub-groups. Some of the techniques are:
    - Flipped classroom,
    - Supplementary learning,
    - Problem solving,
    - Technology quotient,
    - Assignments,
    - Group discussions,
    - seminars,
    - debates,
    - quiz,
    - Viva, etc.
- Individual learning and Co-operative learning are facilitated through project works.

6.3.3 Examination and Evaluation

- *Question Paper Setting*:
    - Question paper setting is done based on the pattern approved by the academic council. Question paper setting is done equally by both faculty members from the college (Internal setting) and other colleges (External setting).
    - The set question papers are taken up for scrutiny by the subject experts from the college to assess their quality as per the standards set by the institute.
    - At the time of semester examinations, students have the right to appeal against the discrepancies found in the question papers.
- *Evaluation System*:
    - Examination system in the college comprises of both formative and summative evaluations.
    - Formative evaluation is carried out through the continuous internal assessment, which carries 25 per cent of the total marks.
    - The summative evaluation is carried out through the term-end/semester examinations, which carries 75 per cent of the total marks. (Internal components carry 25 marks and External components carry 75 marks)

> - o Faculty members from other colleges (External examiners) evaluate the answer scripts of UG III year students and PG I and II year students.
> - o All the other answer scripts are evaluated by the faculty members of the college.
> - o The evaluation is done centrally.
> - o To ensure an unbiased evaluation, answer scripts of shifts I and II are mixed and shuffled for evaluation based on an internal coding system, called dummy number system.
> - *Examination-Related Grievances and Redressed:*
>   - o Request for re-totalling of the answer script is accepted
>   - o Photocopies of the answer scripts are made available to the students on request.
>   - o Request for re-evaluation of the answer scripts is accepted and complied with.

6.3.4 Research and Development

The IQAC and Research and Publication Committee are committed to ensure quality in the research activities of the college.

To Promote Research among the Students - Research Forum: To encourage research-related activities among the students, the IQAC has initiated a forum to bring together students with an interest for research oriented activities.

- Regular research-related lectures and workshops are organised for the forum members.
- The members are sent to present papers in conferences and to participate in workshops organised by the college and other institutes.
- Regular research-related competitions are organised among the members to encourage research acumen.

To Promote Research among the Staff: With a view to promote research and publication among faculty members and research scholars, the college has made the following efforts:

- Launched two International Science journals, two International Journals for Social Sciences, and two Journals for Languages. All the preliminary works for their publications have been completed.
- Research and Publication Committee motivates the faculty and extends them all support to apply for Minor and Major projects sponsored by UGC and other agencies.

- All the staff who had published their research papers in international and national journals have been individually recognised during the College Day celebrations.
- The college takes keen interest in facilitating eligible staff to get the guide ship for M.Phil. and Ph.D.

Research at Postgraduate Level: Research at the postgraduate level is training in conducting a systematic and scientific way of researching. Hence, at every step a review is made compulsory.

- The topics and their proposals are scrutinised for their relevance at the time of proposal submission, which is presented before a panel of guides.
- A time-schedule is fixed for every step of the research namely, literature review, broad outline, methodology, data collection, analysis of data, interpretation of data, and result publication.
- Outcome of the research and papers related to the topic of research have to be published in reputed journals.
- The final thesis is checked for plagiarism using Anti-plagiarism tool (TURNITIN). Each department bench marks the percentage of similarity accepted. The certificate obtained after plagiarism check, is added to the thesis to be submitted.
- An external examiner along with the guide evaluates the thesis.

Research at M.Phil. Level: Research at M.Phil. Level is to conduct a medium level research done scientifically with at least one original idea, contributing to the existing knowledge in the subject area. Some of these researches are implemented. Besides adhering to the above-mentioned procedures, M. Phil scholars are expected to do the following:

- The scholars are expected to visit other reputed libraries for data collection and related work (field work, etc.)
- With the linkage established with other institutes, the scholars have access to materials, which are not commonly found (Springer, IEEE, etc.)
- The scholars are expected to attend at least two subject-related conferences/workshops. Besides, the scholars are expected to present or publish a paper in a conference or a journal.
- The papers published and the thesis submitted are checked for plagiarism and accepted according to the norms of the accepted similarity percentage.

Research at Ph.D. Level: Research at Ph.D., level is to conduct scientifically, a high level of original research, which greatly contributes to the existing body of knowledge that bridges the past and future

researches. Every Ph.D. scholar adheres to the norms laid out for both Postgraduate and M. Phil research. Moreover, Ph.D., scholars follow the following:

- Full-time scholars are encouraged for admission for Ph.D. in the college and among them those with JRF, NET/SLET/SET qualified are preferred.
- On a regular basis, Ph.D., scholars are expected to share their research knowledge and findings with M. Phil scholars and postgraduate students.

> - Faculty members have published 339 research papers in international and national journals.
> - Totally, 21 books have been published by the faculty members.
> - A total of 63 Students are currently pursuing their Ph.D.
> - Major and Minor Research Projects are being carried out currently.

6.3.5   Admission of Students

Location of the College: Tirupattur, in the revenue district of Vellore, Tamilnadu, is one of the most backward revenue blocks of the district. The name Tirupattur (Tiru + pattur) means, respected + ten villages, is self-explanatory. It is a group of ten villages. Till date, by and large it remains the same. The students enrolled in the college are mostly from these ten villages and villages around them.

An opportunity and a challenge: From one side, such a geographical location is a disadvantage; the students lack exposure especially, to English language. On the other side, it offers the college a great opportunity and challenge to bring them a quality higher education taking into account their pathetic background.

Preferential Option for the Poor and First Graduates: The College has been started purposefully in one of the most of backward areas of state to cater to educational needs of those at the fringes of the society. The college admits the students from these backward areas and preferential option is given to the poor and the first graduates.

Sl. No.	Academic Year	Number of Poor Students	No. of First Graduates
1.	2016-2017	864	776

Opportunity for Quality Education for Girl students: When more girl students started enrolling for higher education, there were only fewer colleges to meet their need. In fact, Tirupattur had no colleges specifically meant for girl students. It was then, that the college opened its door for the girl students to give them an opportunity for quality education.

The boy-girl ratio in admission various from 60: 40 to 50:50.

Sl. No.	Academic Year	Boys (in %)	Girls (in %)
1.	2016-2017	52	48

In fact, purposefully, at the UG level, hostel facility is not provided for girl students, so that only local (rural) girl students could be given preference in admission.

Preference for the Sports persons: The College encourages sports activities among the students. As rural students have potential for excellence in the field of sports and games, the college gives special attention to sports and games. The sports persons are given preference in admission and fee concession.

Sl. No.	Academic Year	Amount
1.	2016-2017	₹ 3,42,840/-

Adherence to Admission Norms of the Government: Admission to academic programmes is strictly followed according to the norms of the State Government, Thiruvalluvar University, minority status of the institute, and reservation policies of the Government.

Fairness and Transparency in Admission Process: To ensure fairness, transparency, and efficiency in the admission process, in line with the standards of autonomy, the College makes use of College Automation Software, which provides an Admission module that facilitates a fool proof admission process from online application, sorting, preparing the merit list, and preparing the admission list leading to admission. To attract the best talents, a maximum number of applicants are invited for different programme offered by the college. A detailed notification of admission is published in the college website. Moreover, the same details are also displayed in front of the college and published through the social media.

6.4 Welfare schemes for

Teaching	Aided Staff Welfare Fund
Non-Teaching	Aided Staff Welfare Fund
Students	Management Scholarships and Mid-Day Meals

6.5 Total corpus fund generated

₹13, 68, 53,800/-

6.6 Whether annual financial audit has been done   Yes

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

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

6.8 Does the Autonomous College declare results within 30 days?

For UG Programmes   Yes | √   No | -

For PG Programmes   Yes | √   No | -

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

- Central valuation with internal coding system (dummy number).
- Revaluation applicable

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

The University provides the following support to the college:

- The University allows the affiliated autonomous colleges to form its own curriculum, examination system, and the university provides the degrees as per the recommendation of the college.
- University nominee is an ex-officio member in every board of studies.
- University nominee is an ex-officio member in the academic council.
- University nominee is an ex-officio member in the governing body.
- When the college decides to offer new courses, the University sends its commission for inspection and approval.
- Whenever proposals are sent for staff qualification approval, M.Phil. and Ph.D. guide ship approval, etc., the University does the needful.
- Autonomy review process is rooted through the Thiruvalluvar University, Vellore.

6.11 Activities and support from the Alumni Association:

- Core Group of Alumni provides support in contacting organizations for linkages, MoU's, Industrial Visits and Placement opportunities.
- Alumni Association Scholarships are established.
- Annual General Body Meeting of Alumni Association was held on 29th January 2017.

6.12 Activities and support from the Parent–Teacher Association:

- Parent-Teacher Meetings are more dialogues between the parents and the faculty members.
- *The faculty members* meet the individual students along with their parents to communicate the personality growth and the academic progress of their children. Moreover, they also try to know the activities of the students in their home environment.
- *The parents* communicate their expectations from the college and also clarify their doubts.
- During the dialogue, the college management and faculty members explain to the parents' different activities of the college, which focus on the fulfilment of their expectations.

6.13 Development programmes for support staff:

The support staff members of the college are an integral part of the administration. Their continual development is ensured through the following:

- Every morning, a prayer meeting is conducted and the work is placed in an atmosphere of serenity and peace.
- During the prayer meeting, motivational talks and daily instructions are given to the support staff.
- A two-day spiritual renewal programme was organised for the support staff from 27th October 2016 to 28th October 2016 within the campus animated by Bro. Elango, Pondicherry. Groups were animated according to their religious beliefs.
- Common staff meetings are organised twice a semester.
- An annual tour was arranged on 10th September 2016 to Black Thunder – A Water Theme-Based Park, Mettupalayam to revive their spirit.

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

As the whole world is buzzing with catchy phrases like, "Eco-friendly World", etc., the need to make the campus eco-friendly and to inculcate the same value to the student community, the college has undertaken several initiatives in this regard: *Eye-cooling Green at the Entrance*: The college entrance itself has become a land mark for the town. Besides, a lush green garden with a lawn adds to the beauty of the entrance. As it is at the roadside, it inspires all those who pass by to imitate the same.

- *Go Green*: The campus is already lush with green vegetation. More trees were planted to increase the green coverage and to replace the dead trees. In front of John Med Block, more shade providing trees have been planted.
- *Green Plants in front of the Classrooms*: With the encouragement from the college, students are maintaining green plants in front of their classrooms.
- *Granite Benches under the Shade*: Granite stone benches have been installed under the shades of the trees, which provide natural ambience for the students to gather.
- *Maintaining Green Cover*: Even during construction of new buildings and renovations, care is taken not to fell trees. Example: Bicentenary Block.

- *Improving of Green Cover through Campus Waste Management*: The waste collected from the campus is segregated into degradable and non-degradable every day. The dry leaves are piled up as beds and converted into rich manure through a decaying process. The same is used as manure for the plants. Students are involved in this initiative.

Criterion – VII
7. Institutional Values and Best Practices

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

- *Deployment of College Automation Software*: The newly installed office automation system of the College has different modules such as admission, attendance, examination, teachers' evaluation, students' portal and Principal's view. These modules extend support to the college administration in all its activities from receiving online application for admission to publication of results and issue of transfer certificate.

  Positive Impact: This has enhanced the efficiency and transparency of the academic and administrative activities. Parents as well as students are better informed of the performance level of the students with the help of Students' Portal.

- *Slow Learners' Support System*: The College also introduced the slow learners' support system, under the name, *remedial teaching*, which aims at improving the learning of the academically slow learners in the Campus. The system first identifies the slow learners then regular remedial teaching classes are organized by the faculty members. The advance learners are also involved in supporting of the slow learners through CQC activities and one-to-one coaching to cope with their studies.

  Positive Impact: This support system has enabled the slow learner to successfully clear their arrear papers.

- *Advance Learners*: The advanced learners are involved in one-to-one coaching of their classmates, to organize the departmental programmes, take part in the programmes and competitions organized in the college and other institutions, to get support and guidance in to research and implement their innovative ideas; at the PG level, students are assisted to do their research.

  Positive Impact: These advance learners volunteer for leadership. They continue their research by pursuing their M. Phil/Ph.D. studies. They are willing to write project proposals to governmental and other agencies. They too undertake internship in various industries.

- *Monthly Publication of Attendance*: The College publishes the attendance details on a monthly basis on the notice board of each department.

  Positive Impact: This practice has drastically improved the attendance percentage of students.

- *Communicative English Classes*: As mentioned early, being aware of the importance of English communication skills and the lacunae that exists among students in this regard, compulsory English communication classes are organised for all the first year UG students. They spend six hours of contact classes every week. Supported by the college, eight English language trainers have been employed to train the students in enhancing their communicative skills in English. These classes are skill-based and activity-oriented.

  Positive Impact: Communicative classes' have brought about tremendous changes in the students' ability to converse in English. They are not tongue-tied, there is an improved willingness to speak in English within the classroom and in the campus.

  Extension Activities: The students along with a Faculty undertake extension activities in the neighbouring areas, which is compulsory for all second year UG students.

  Positive Impact: Involvement of the students in the lives of the neighborhood through the extension activities has greatly brought awareness among them. This is tangibly expressed in students joining protests (Jallikattu, etc.) and undertaking social action (cleaning of the Tirupattur Lake, visiting and helping the mentally challenged homes and homes for the aged, donating blood, etc.) in favor of common good.

- *Compulsory Value Education*: Value education has been introduced systematically for all students within the mainstream curricula. All the second year students compulsorily attend these value education classes. After an in depth needs analysis of young people related to their immediate and future life-oriented value needs, a detailed syllabi was designed. Customised textbooks in line with the needs analysis matrix have been developed. All the second year UG students have two hours a week of value education classes. Various values taught are: grow to my full potential, my self-image and esteem, growing in love, becoming a happy person, overcoming anger, overcoming jealousy, becoming a mature person, becoming a hero, prayer: my lifeline to god, my inner-journey.

- *Development of Communicative and Personal Skills*: As the tradition of joint-families has become non-existent, and micro families have mushroomed all over, there is a great need to develop personal skills among the young people for a purpose-filled and meaningful life in a society. Hence, these classes have been made part of the mainstream curricula. All the UG first year students undergo Communicative Skills training during the first semester and Personal Skills training during the second semester with two hours of classes per week. The following skills are dealt with: Self Esteem, Attitude, Goal Setting, Creative Thinking, Decision Making & Problem Solving, Assertiveness Skills, Stress Management Skills, and Wellness of the person.

Positive Impact of Value Education, Communicative and Personal Skills: Feedback received from the parents, alumni and the general public, reveals that students currently studying and those who have completed their studies, have imbibed good value systems and acquired positive personal skills from the college. Alumni members always point out that values acquired at the college have earned them appreciation in their work place and elevated them in their careers.

Development of Employability Skills: Every institute is expected to prepare students for life and more so, prepare them for a professional life immediately. The college prepares the UG third year students to take on their immediate career by developing their employability skills. The importance of these skills demands its inclusion within the mainstream curricula. Some of the important employability skills includes, Choosing One's career path. Job Hunting Skills, Effective Communication Skills, Body language, Personal Grooming & Professional Etiquette, Telephone and E-Mailing etiquette, Interview Process 20-FAQs, Interview day Checklist, Mock Interview.

Positive Impact: After completing their studies, the students are better placed than their peers in the job market. The number of students getting selected in campus interviews is increasing every year.

- *Human Rights Education*: Backed by the government's direction to include human rights education within the mainstream curricula, the college has introduced it for both UG and PG students.

Positive Impact: As a result of this education, students' involvement in the societal problems has greatly increased.

Work Scholarship: To wean away from the culture of free-bees, which is prevalent currently in the state, and to restore self-dignity to the students, the college does not dole out free scholarships to students; rather it encourages students to earn by putting in one hour of some work per day in the college. (Like, one-to-one coaching of the slow learners by advance learners, taking classes in the nearby schools, helping in their departments, library, looking after the herbal garden, etc.)

Sl. No.	YEAR	STUDENTS	AMOUNT
1.	2016 - 2017	103	₹ 3,94,702 /-

Positive Impact: Dignity of labour has been reinforced. Many students have come forward to enrol in the scheme. A sense of pride could be noticed in their approach. The parents have expressed their gratitude to the college for this programme, as it has reduced their burden in financially supporting their children.

- *Availing Scholarships*: The College has employed fulltime personnel to assist the students both UG and PG in availing all possible scholarships from the government and other agencies.

Sl. No.	YEAR	STUDENTS	AMOUNT
1.	2016 - 2017	2609	₹1,64,65,574/-

Positive Impact: As a result, more and more students from backward and minority classes enrol themselves and get the benefit of a quality education in the college. It has reduced the students' total dependence on their parents' support.

- *Fee concessions*: Every deserving student is given fee concession by the college, irrespective of their caste, creed, or language.

Sl. No.	YEAR	STUDENTS	AMOUNT
1.	2016 - 2017	87	₹ 7,12,053/-

Positive Impact: As a result of fee concessions, more students from economically backward situations have been admitted in the college. No student has been turned away for want of money.

- *Subsidized Mid-Day Meals*: The number of students availing subsidized mid-day meals (the college contributes Rs. 50 per student per day and the benefitting student contributes Rs.10 per day) has been increased substantially.

Sl. No.	YEAR	STUDENTS	AMOUNT
1.	2016 - 2017	185	₹ 4,14,680.00/-

Positive Impact: Since, the students contribute a small amount of money towards their lunch; there is a sense of self-dignity. The students who are availing this benefit feel that they are better focused in the class. For some of these beneficiaries, this is the best and nutritious meal of the day.

- *Counselling Services*: The number of students and parents availing counselling services at the college has significantly increased.
  Positive Impact: There is a general awareness among the students that just like the body, the mind too could have some problem and that seeking help to sort it out is normal. Number of students with certain problems have overcome them and are able to study better now. These students bring their parents or known people to receive such counselling.

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

- *Admission to UG and PG Programmes*: As per the directions of the affiliating Tiruvalluvar University, the UG and PG admissions were closed on31stAugust respectively.

- *Action Plan of the Departments Based on the NAAC Criteria*: The NAAC criteria were being followed and data collected in all the individual departments. Their action plans were received and reviewed twice a year, in October 2016 and March 2017.

- *Personal Annual Plan of the faculty*: Every individual faculty member prepares an annual personal plan detailing their proposed action plan for their personal growth, which includes research and publication, professional growth plan, qualifying examinations, taking up corporate responsibilities, innovations in teaching and learning, etc. The same has been collected and viewed by the principal and the respective HODs. All these are carried out online.

- *Personal Annual Plan of Students*: At the beginning of the academic year, all the first year UG students are expected to make an annual plan based on the six dimensions of spiritual, intellectual, physical, psychological, cultural, and skill development.   The progress of students related to the above six dimensions were followed up and monitored by the mentors. The data were collected online.

- *Educative Pastoral Plan (EPP)*: At the end of the previous academic year, the departments make the educative pastoral plan based on the six dimensions mentioned above, for the next academic year. These plans were submitted to the college/IQAC, which were periodically reviewed twice in an academic year for its effective implementation.

- *Department Diary*: Each department prepares a diary, detailing all its activities of the department including EPP activities. It includes, participation of students in other intercollegiate programmes, placement trainings, visiting destitute homes, birthdays of the faculty, festivals, etc. This diary is kept in the departments.

- *Web Link for IQAC*: A separate Web link for IQAC has been created to make available all the reports like AQAR, SSR, IQAC minutes, IQAC member list, etc. Moreover, all the templates for data collection are made available.

- *CQC Activities*: All the CQC action plans were received from individual classes. Their effective implementation has been scrutinized on a regular basis, at least once in a semester.

- *Course Teacher Evaluation*: At the end of every semester, the course teachers are evaluated by the students based on the ten dimensions like, Knowledge base of the teacher, Communication Skills, Sincerity, Ability to Integrate content with other courses, Ability to design Quizzes/ Tests/

Assignment/ Examination and Projects, Provision of sufficient time for feedback, Extent of coverage of course on time, punctuality.

- o The Secretary of the college meets the newly joined faculty members (below two years of experience)and reviews the evaluation report and points out the areas of strength and weakness and guides them accordingly.
- o The other faculty members meet the Principal and Additional Principal and receive the evaluation reports.

- *CPE Document Prepared and Submitted*: The CPE Document was prepared and the Report submitted to UGC through Thiruvalluvar University on 30th January 2016.
- *All India Survey on Higher Education (AISHE)*: An initiative by the Ministry of Human Resource Development, to collect various data about all institutes of higher education has been carried out under the name, "All India Survey on Higher Education" (AISHE) (http://aishe.gov.in). The college has prepared the same and uploaded.

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

- Mid-Day Meal Scheme
- Students Guidance Programme (SGP)
- Assisting Self Help Groups (SHG) – Fr. Daniel Ambrose
- Blood Donation Forum – to prepare a database of students' blood group, willing donors' database, special drive to collect blood for blood banks (CMC, etc.)

7.4 Contribution to environmental awareness / protection

- *Tree Plantation Drive*: To increase the green cover in the campus, number of trees have been planted all over the campus. Especially, in front of John Med Block, a number of shade-providing trees have been planted.
- *Recycling of waste material in the campus*: The waste collected from the campus is segregated into degradable and non-degradable every day.
  - o *Degradable*: The dry leaves are piled up as beds and converted into rich manure through a decaying process. The same is used as manure for the plants. Students are involved in this initiative.
  - o *Non-degradable*: The process to identify a third party agency to dispose plastic and e-waste materials has been set in motion.

7.5 Whether environmental audit was conducted?   No

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

> - *SWOT Analysis*: IQAC shall undertake a SWOT analysis of individual departments, to help them to maintain quality documentation and to implement quality measures in Teaching and Learning Process in the forthcoming years.

Plans of institution for Next Year (2017-2018)

1. Annual Evaluation of the Departments by the Management in October 2017.

2. Applying for National Level Conference on the Performance evaluation of IQAC towards Quality Assurance in Aided and Government Colleges – UGC

3. Applying for workshop on How to convert research in to patents – Funding Agency

4. Applying for workshop on How to write Research Projects – Funding Agency

5. Documenting the Publications by the Faculty members department-wise.

6. AQAR 2016-17 to be sent to NAAC.

7. MOUs to be made operational.

8. Documenting the details of Faculty members availing ON DUTY.

9. Energy Audit recommendations are to be implemented in the new Building.

10. Annual Evaluation of the Departments by the Management in March 2018.

11. Preparation towards applying for NIRF – 2017-18

12. Library Audit – Students Feedback.

13. COE Audit

14. Physical Education Audit

15. Environmental Audit – Bio Chemistry dept.

16. Training Program for the Support Staff

17. Review of Non-Academic Associations

18. Monitoring Extension Activities – DEEDS, ISR, IVDP, etc.

19. Preparation of Documents towards NAAC

20. Faculty Annual Plan Evaluation

21. New Template for Document preparation for the Department Evaluation

22. **PG** entrance to be conducted through Moodle Platform

23. **College** calendar (Handbook) to be converted to Mobile Applications by the PG Department of Computer Science.

Dr. L. RAVI   **Rev. Dr. D. Maria Antony Raj**
Coordinator of IQAC   **Principal & Chairperson of IQAC**