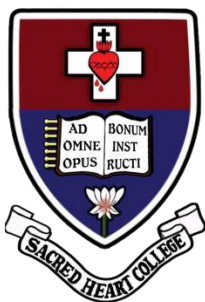


ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017 - 2018

Submitted to

National Assessment and Accreditation Council (NAAC)

By



SACRED HEART COLLEGE

(Autonomous Since 1987)

TIRUPATTUR– 635601, 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

December 2018

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The Annual Quality Assurance Report (AQAR) of the IQAC 2017-2018 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:

TAMIL NADU

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. S. Sagayaraj

Mobile:

+91 9443035624

IQAC e-mail address:

iqac@shctpt.edu

1.3 NAACTrack ID

TNCOGN10044

1.4 NAAC Executive Committee No. &
Date

NAAC/MSS-SR/PTV/2012-13
dt.01.4.2013

1.5 Website address:

www.shctpt.edu

Web-link of the AQAR:

<http://www.shctpt.edu/IQAC/aqar>

1.6 Accreditation Details:

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

1.7 Date of Establishment of IQAC:

28 - 06 – 2004

1.8 AQAR for the year:

2017 -2018

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

- AQAR2013 - 2014 submitted to NAAC on 28.01.2016
- AQAR2014 - 2015 submitted to NAAC on 07.04.2016
- AQAR2015 - 2016 submitted to NAAC on 15.01.2017
- AQAR2016 - 2017 submitted to NAAC on 12.10.2017

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 ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law PEI ☐ (PhysEdu) ☐

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

Others (Specify) **AICTE**

1.12 Name of the Affiliating University

SACRED HEART COLLEGE (Autonomous)
THIRUVALLUVAR UNIVERSITY
TIRUPATTUR, VANIYAMBADI ROAD
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 <input type="text"/>
DST Star Scheme	UGC-CE <input type="text"/>	<input type="text"/>
UGC-Special Assistance Programme	DST-FIST	<input type="text"/>
UGC-Innovative PG programme	<input type="text"/>	any other (Specify) NIRF – 95th place-2017
UGC-COP Programme	<input type="text"/>	

2. IQAC Composition and Activities

2.1 No. of Teachers	13
2.2 No. of Administrative/Technical Staff	2
2.3 No. of Students	1
2.4 No. of Management Representatives	4
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	19

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

Non-Teaching Staff Student Alumni Others

2.12 Has IQAC received any funding from UGC during the year?

Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

-

2.14 Significant Activities and Contributions made by IQAC

- Introduced new features and enhanced the existing features in the indigenously developed ERP Software including the online entries of Students daily attendance, CA marks, Staff leave application, Staff profile and Department profile, Personal Annual Development Plan for Faculty, Teaching Plan, Course Objective, Course Coverage, Student Leave Details, Student Library Hours and link to the E-Learning platform Moodle.
- SHAPE (Sacred Heart Accompaniment Programme) is conducted for First year UG students 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. Exclusive timing is allotted to facilitate the meeting of mentor with mentees and software is made available to record the outcome of the interaction with the students.
- All the boards of studies underwent and introduced the restructured curriculum adhering to the common guidelines prescribed by IQAC and Academic council. The restructured curriculum has incorporated additional and optional credits, certificate courses, mandatory internship/project work for Postgraduate programmes with life and employability courses.
- The restricted curriculum lays emphasis on the recommendations of UGC, inclusion of job oriented courses, current topics of the domain, facilitates transfer of credits from other departments, introduction of certificate courses.
- All the UG and PG departments have implemented new syllabus revision, conducted BOS and completed successfully by February 2017. (<http://www.shctpt.edu/IQAC/c1.php>)

followed by the meeting of the Academic Council on 16th February, 2018.

- The teaching and learning pedagogy was augmented with the adaptation of Moodle the E-Learning platform.

- A dedicated research wing continuously monitors the improvement of research activities in the campus and endows with Don Bosco research fellowship for staff members and Sacred Heart fellowship to students.
- As part of green initiatives the college conducts “*A No Drive Day*” where all staff and students are asked commute to college via the public mode of transport on Mondays of first and third weeks of every month, the college observes a “Black Out” for 45 minutes on every Monday to conserve energy, the college has also taken initiatives for plastic free campus, college office has been digitized to become paperless office. Steps have been taken towards Renewable energy generation.
- To mark the social responsibility of the college, the college observes a ‘Sharing Day’. This year, on December 15th 2017, the students of all the departments reached out to the community and shared their gifts of love, joy and peace.
- The college has stepped into digital transaction and facilitated the payment of fees to the students, who can pay their fees online.
- College has launched its indigenously developed state of the art website with innovative features with enhanced user experience.
- The college has started the circulation of the e-News Letter ‘Sacred Heart Times’ publishing the events of the college.

- As part of examination reforms students continue to download their hall tickets online.
- The components of CA marks is finalized as CA 30 and semester examination 70 marks for undergraduate, CA 40 and semester examination 60 marks for postgraduate and M.Phil. programmes. 60% direct and 40% application synthesis in question paper pattern, Postgraduate and M.Phil. projects have to undergo anti-plagiarism test in the proprietary software 'Turnitin'.
- As per the recommendations of restructuring committee, the structure of administration was revamped by including new portfolios Human Resource Manager for the college, Vice Principal (Academics), Vice Principal(Administration).
- Increase in the bandwidth from speed of 25mbps to 110mbps.
- Introduction of centralized mess system for hostels.
- Faculty members and Research scholars have published 31 books, 42 Edited books and 373 papers in National and International Journals respectively.
- 9 National Conferences, 4 National Seminars and 4 Workshops were organized by different departments.
- Annual Evaluation of the departments was conducted in October 2017 and April 2018.
- Student feedback on communicative English, SHAPE was collected to test its effectiveness.
- Library, Physical Education Audit was conducted.
- 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
Faculty Improvement Programmes	<ul style="list-style-type: none"> • A two-day workshop on leadership training programme was conducted for the heads of the departments at Yelagiri Hills in 8th and 9th June 2017. The training gave the necessary skills to co-ordinate and takes forward the different strategies for the year. • A two-day animation programme was conducted for all staff in 13th and 14th June 2017 at the college premises. The focus was on the thrust areas of the college for the academic year. • All faculty members drafted their annual development plan and teaching 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. • A three -day animation programme was conducted for staff under 5 years of teaching experience from 1st to 3rd June 2017 at the college premises. • A two-day orientation programme was conducted for Newly recruited staff members from 5th and 6th June 2017 at the college premises. • Periodical staff meetings were conducted and staff members are updated on education, research and outreach activities. • Annual Retreat for two days for all the staff members was conducted on 27th and 28th October 2017. • Installation of Don Bosco Fellowship to support the research activities of Faculty members. • Monthly meetings with Head of the Departments to systematically check, define and redefine areas of improvement and development.
Student Improvement Programmes	<ul style="list-style-type: none"> • 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 2017. This was conducted with the idea of improving leadership qualities, inter-personal relationships, and personality development in students. • The leaders of CQC of each class were brought together

	<p>for an orientation programme to be effective leaders to coordinate CQC- related activities.</p> <ul style="list-style-type: none"> • Two II year students were sent for leadership training at Don Bosco College , Yelagiri. • SHAPE is being conducted every month • CQC has paved the way for peer learning • SHELTERS have sensitized the students to cater to the social needs. • Bridge course for newly admitted students to acquaint themselves to college studies. • Language training offered by communicative English department. • Annual retreat for all the catholic students July 2017 • Entrepreneurship awareness camp was held on June 2017 • Parents meet was organized for all the classes. • DEEDS programme for all the II year students • Research Forums for students to cultivate research interest • Installation of Sacred Heart Fellowship for students to support and promote research.
Others	<ul style="list-style-type: none"> • IQAC reviewed the report of AQAR 2017-18. The updated version was uploaded in http://shctpt.edu/IQAC/aqar.php in Dec 2018 • 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 2017 and April 2018. • Visit by IQAC team to the departments to check the preparedness of the departments towards NAAC visit • 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 2017 and April 2018.

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

- Annual Evaluation of the Departments by the Management in November 2017 and April 2018.
(Two Bounded volumes of Report is Available).
- Publications by the faculty members department- wise.(Five bounded volumes are available)
- MOUs are documented and made available online.
- Details of faculty members availed ON DUTY (one volume is available).
- Publications of the Faculty members are Documented Department wise.
- AQAR for the academic year 2016-17 was submitted to NAAC.
- Applied for NIRF – 2017-18
- Library Audit was conducted.
- The audit of Physical Education Department was conducted.
- The Environmental Audit was conducted with the help of Bio-chemistry department.
- New Template for Non Academic Association was implemented.
- PG entrance was conducted online through Moodle Platform
- Number of Meetings held :19

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programme

Level of the Programme	Number of Existing Programme	Number of programme added	Number of self-Financing Programme	Number of value added / Career Oriented Programme
PhD	8	2 (Additional Section)	2 (Additional Section)	
PG	14			
UG	12	1(Additional Section)	1(Additional Section)	
PG Diploma		5(Additional Section)	5(Additional Section)	
Advanced Diploma				
Diploma				
Certificate				
Others (M.Phil.)	12			
TOTAL	46	8		

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

Pattern	Number of programme
Semester	13 UG, 14 PG, 12 M.Phil., 10 Ph.D. and 5 PG Diploma. Total 54 Programme.

1.3 Feedback from stakeholders* Alumni

☒

Parents

☒

Employers

☒

Students

☒

(On all aspects)

Mode of feedback : Online

☒

Manual

☒

Co-operating schools (for PEI)

☐

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

Revision of 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
SkillElec	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.

Following course were introduced in the year 2017-2018

- B.Sc. Microbiology
- Ph.D. Management
- Ph.D. Bio-Chemistry
- Diploma in Human Resources Management (PGDHRM)
- Diploma in Import and Export Management (PGDIEM)
- Diploma in Logistics Management (PGDLM)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others
187	168	19	-	-

2.2 No. of permanent Faculty with Ph.D.

84

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
4	0								

2.4 No. of Guest and Visiting Faculty and Temporary Faculty

6

Total

6

2.5 Faculty participation in Conferences and Symposia:

No. of Faculty	International level	National level	State level
Attended	40	99	2
Presented papers	30	56	1
Resource Persons	2	2	1

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

- ☐ Communicative English is made compulsory and involves continuous internal assessment.
- ☐ 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.
- ☐ CQC acts as a monitoring mechanism and facilitates peer learning among Students. Online audit was conducted by IQAC twice in a year.

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 Question)

- 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

187

187

187

2.10 Average percentage of attendance of students

95.4

2.11 Details of semester results (pass percentage):

April 2017 Semester Examination Results

S.No	UG Classes	Shift	Year	Appeared	Passed	Percentage
1	B.Sc. Mathematics	I	I	76	57	75
			II	73	46	63.01
			III	72	46	63.89
		II	I	77	57	74.03
			II	78	61	78.21
			III	77	57	74.3
2	B.Sc. Physics	I	I	51	34	66.67
			II	55	43	78.18
			III	53	43	81.13
		II	I	54	41	75.93
			II	54	31	57.41
			III	51	38	74.51

3	B.Sc. Chemistry	I	I	55	44	80.00
			II	55	43	78.18
			III	52	45	86.54
		II	I	55	44	80.00
			II	55	43	78.18
			III	52	45	86.54
4	B.Sc. Computer Science	I	I	55	24	43.64
			II	55	38	69.09
			III	47	27	57.45
		II	I	55	32	58.18
			II	49	34	69.39
			III	53	36	67.92
5	B.Sc. Biochemistry	II	I	52	26	50.00
			II	49	45	91.84
			III	49	46	93.88
6	BCA	II	I	53	36	67.92
			II	52	26	50.00
			III	49	45	91.84
7	BBA	II	I	73	22	30.14
			II	58	29	50.00
			III	58	43	74.14
8	B.Com	I	I	77	24	31.17
			II	70	40	57.14
			III	72	50	69.44
		II	I	76	25	32.89
			II	63	30	47.62
			III	61	47	77.05
9	B.A.Economics	I	I	65	17	26.15
			II	22	06	27.27
			III	48	32	66.67
10	B.A. English	I	I	76	34	44.74
			II	51	21	41.18
		II	I	71	30	42.25
			II	75	32	42.67
			III	70	65	92.86

11	B.Com (CA)	II	I	77	26	33.77
			II	43	23	53.49
			III	58	53	91.38
12	B.A. Tamil	II	I	73	33	45.21
			II	43	24	55.81
			III	52	42	80.77

S.No	PG Classes	Shift	Year	Appeared	Passed	Percentage
1	MSW	I	I	43	32	74.42
			II	40	40	100.00
2	M.Sc. Mathematics	I	I	42	39	92.86
			II	42	32	76.19
		II	I	43	38	88.37
			II	39	28	71.79
3	M.A.Economics	I	I	13	07	53.85
			II	07	07	100.00
4	M.Com	II	I	18	06	33.33
			II	31	18	58.06
5	M.Sc. Physics	II	I	28	17	60.71
			II	26	19	73.08
6	M.Sc. Chemistry	II	I	27	17	62.96
			II	30	30	100.00
7	M.Sc. Computer Science	II	I	26	22	84.62
			II	21	21	100.00
8	M.A. Tamil	II	I	02	02	100.00
			II	06	06	100.00
9	M.A. English	II	I	43	39	90.70
			II	44	37	84.09
10	M.Sc. Biochemistry	II	I	17	14	82.35
			II	13	08	61.54
11	M.Sc. Software Technology	II	I	12	08	66.67
			II	08	02	25.00
12	M.Sc. Counselling Psychology	II	I	20	14	70.00
			II	09	09	100.00
13	MBA	II	I	58	35	60.34
			II	55	40	72.73
14	MCA	II	I	22	15	68.18
			II	32	24	75.00

15	MCA (Lateral Entry)	II	III	39	39	100.00
			II	33	24	72.73
			III	12	12	100.00

November 2017 Semester Examination Results

S.No	UG Classes	Shift	Year	Appeared	Passed	Percentage
1	B.Sc. Mathematics	I	I	78	46	58.97
			II	74	37	50.00
			III	72	54	75.00
		II	I	77	45	58.44
			II	75	52	69.33
			III	78	66	84.62
2	B.Sc. Physics	I	I	56	31	55.36
			II	50	33	66.00
			III	53	42	79.25
		II	I	55	42	76.36
			II	53	40	75.47
			III	54	37	68.52
3	B.Sc. Chemistry	I	I	57	36	63.16
			II	55	43	78.18
			III	55	43	78.18
		II	I	53	27	50.94
			II	51	39	76.47
			III	51	34	66.67
4	B.Sc. Computer Science	I	I	58	24	41.38
			II	54	21	38.89
			III	51	42	82.35
		II	I	55	37	67.27
			II	51	26	50.98
			III	49	31	63.27
5	B.Sc. Biochemistry	II	I	55	15	27.27

			II	50	37	74.00
			III	48	41	85.42
6	BCA	II	I	55	37	67.27
			II	53	31	58.49
			III	52	29	55.77
7	BBA	II	I	76	19	25.00
			II	66	31	46.97
			III	57	40	70.18
8	B.Com	I	I	80	33	41.25
			II	75	28	37.33
			III	69	45	65.22
		II	I	74	22	29.73
			II	70	23	32.86
			III	61	30	49.18
9	B.A. Economics	I	I	78	12	15.38
			II	57	14	24.56
			III	19	12	63.16
10	B.A. English	I	I	77	28	36.36
			II	72	29	40.28
			III	50	30	60.00
		II	I	77	31	40.26
			II	61	27	44.26
			III	74	42	56.76
11	B.Com (CA)	II	I	76	37	48.68
			II	75	34	45.33
			III	43	33	76.74
12	B.A.Tamil	II	I	68	15	22.06
			II	65	34	52.31
			III	41	26	63.41
13.	B.Sc. Microbiology	I	I	50	29	58.00

S.No	PG Classes	Shift	Year	Appeared	Passed	Percentage
1	MSW	I	I	43	42	97.67
			II	43	38	88.37
2	M.Sc. Mathematics	I	I	44	29	65.91
			II	40	36	90.00
		II	I	44	32	72.73
			II	43	38	88.37
3	M.A.Economics	I	I	05	05	100.00
			II	11	11	100.00
4	M.Com	II	I	18	18	100.00
			II	17	12	70.59
5	M.Sc. Physics	II	I	27	24	88.89
			II	26	17	65.38
6	M.Sc. Chemistry	II	I	28	24	85.71
			II	27	19	70.37
7	M.Sc. Computer Science	II	I	24	24	100.00
			II	24	24	100.00
8	M.A. Tamil	I	I	10	09	90.00
			II	02	01	50.00
9	M.A. English	II	I	44	40	90.91
			II	40	36	90.00
10	M.Sc. Biochemistry	II	I	17	16	94.12
			II	17	17	100.00
11	M.Sc. Software Technology	II	II	08	07	87.50
			-	-	-	-
12	M.Sc. Counselling Psychology	II	I	23	21	91.30
			II	20	16	80.00
13	MBA	II	I	60	43	71.67
			II	58	44	75.86
14	MCA	II	I	13	13	100.00
			II	22	14	63.64
			III	32	19	59.38
15	MCA (Lateral Entry)	II	II	50	32	64.00
			III	33	25	75.76

April 2018 Semester Examination Results

S.No	UG Classes	Shift	Year	Appeared	Passed	Percentage
1	B.Sc. Mathematics	I	I	77	29	37.66
			II	73	50	68.49
			III	72	54	75.00
		II	I	74	36	48.65
			II	74	50	67.57
			III	78	66	84.62
2	B.Sc. Physics	I	I	54	36	66.67
			II	50	35	70.00
			III	51	45	88.24
		II	I	55	24	43.64
			II	53	38	71.70
			III	53	40	75.47
3	B.Sc. Chemistry	I	I	57	41	71.93
			II	55	52	94.55
			III	55	45	81.82
		II	I	52	38	73.08
			II	51	40	78.43
			III	50	36	72.00
4	B.Sc. Computer Science	I	I	57	26	45.61
			II	54	43	79.63
			III	50	45	90.00
		II	I	53	22	41.51
			II	51	29	56.86
			III	49	37	75.51
5	B.Sc. Biochemistry	II	I	52	30	57.69

			II	51	40	78.43
			III	48	45	93.75
6	BCA	II	I	55	26	47.27
			II	53	39	73.58
			III	51	41	80.39
7	BBA	II	I	76	10	13.16
			II	64	28	43.75
			III	57	39	68.42
8	B.Com	I	I	79	35	44.30
			II	73	22	30.14
			III	68	47	69.12
		II	I	72	27	37.50
			II	70	26	37.14
			III	60	35	58.33
9	B.A. Economics	I	I	74	13	17.57
			II	57	17	29.82
			III	16	12	75.00
10	B.A. English	I	I	76	36	47.37
			II	71	42	59.15
			III	49	39	79.59
		II	I	73	30	41.10
			II	60	35	58.33
			III	71	51	71.83
11	B.Com (CA)	II	I	75	30	40.00
			II	75	49	65.33
			III	41	27	58.54
12	B.A.Tamil	II	I	61	25	40.98
			II	64	05	07.81
			III	39	28	71.79
13.	B.Sc. Microbiology	I	I	48	22	45.83

S.No	PG Classes	Shift	Year	Appeared	Passed	Percentage
1	MSW	I	I	43	39	90.70
			II	43	43	100.00
2	M.Sc. Mathematics	I	I	44	34	77.27
			II	40	36	90.00
		II	I	41	34	82.93
			II	43	42	97.67
3	M.A.Economics	I	I	05	03	60.00
			II	11	11	100.00
4	M.Com	II	I	17	16	94.12
			II	17	10	58.82
5	M.Sc. Physics	II	I	27	22	81.48
			II	25	18	72.00
6	M.Sc. Chemistry	II	I	28	19	67.86
			II	27	22	81.48
7	M.Sc. Computer Science	II	I	25	18	72.00
			II	26	25	96.15
8	M.A. Tamil	II	I	10	10	100.00
			II	02	01	50.00
9	M.A. English	II	I	44	41	93.18
			II	41	38	92.68
10	M.Sc. Biochemistry	II	I	16	16	100.00
			II	17	17	100.00
11	M.sc Software Technology	II	II	12	11	91.67
12	M.Sc. Counselling Psychology	II	I	21	18	85.71
			II	20	17	85.00
13	MBA	II	I	60	52	86.67
			II	57	49	85.96
14	MCA	II	I	13	10	76.92
			II	22	15	68.18
			III	32	32	100.00
15	MCA (Lateral Entry)	II	II	49	29	59.18
			III	32	32	100.00

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

- ☐ IQAC calendar was prepared for every semester and the members met 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

<i>Faculty / Staff Development Programme</i>	<i>Number of faculty Benefitted</i>
Refresher Courses	22
UGC – Faculty Improvement Programme	-
HRD Programme	0
Orientation Programme	19
Faculty Exchange Programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer/Winter schools, Workshops, etc.	0
Others (4 day training and planning programme)	0
SET / NET	3
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	86		-	86
Technical Staff	3	-	-	3

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 its relentless efforts, the following outcomes have been achieved in the areas of Research, Consultancy and Extension:

- ☐ During this academic year 10 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.1,38,21,583/- is received for the research grants from funding agencies. fabrication centre by the department of Physics.

Special issues

- Two Issues from MSW, MBA, MSc (Counselling Psychology)
ISSN 2277 – 6613 Volume 10 - Special Issues - December 2017
- 3 International Conferences were conducted by Department of Social Work and Department of Mathematics

3.2 Details regarding Major Projects:

S.No	Name	Department	Title	Amount	Funding Agency	Year
1.	Dr. Nahren Manuel Mascarenhas	Chemistry	Multistage modelling of gain mechanistic insights into glucose transporters	20,92,695	SERB	2017
2.	Principal	Maths	Development of Research Facilities in Science Department	950000	Ministry of Science and Technology , Govt. of India	2018

Total Amount: 11,592,695/-

3.3 Details regarding Minor Projects:

S.No	Name	Department	Year	Amount	Title	Funding Agency
1	DrG.Mohangandhi	Tamil	2017 - 2018	100000	Myth and Archeological evidences in the Religious belief of yelagiri tribal people	UGC New Delhi
2	DrP.Balasubramanian	Tamil	2017 - 2018	105000	A study of the contemporary works neithal in the southern parts of tamilnadu and lives of	UGC New Delhi
3	Dr. M. Jose	Physics	2017 - 2018	319000	Investigation of third order non-liscatry of dstms single crystals using E-scan technique	UGC SERO HYD ERABAD
4	Dr. J. Jacob Stanley Inbaraj	Economics	2017 - 2018	130000	Feasibility and pertinence of precision farming	UGC SERO Hyderabad
5	Dr. K.A.Maria John Joseph	Commerce	2017 - 2018	100000	The Impact of Group Based Microfinance Scheme on Rural Households	UGC HYD ERBAD
6	Dr. R. Jude VimalMicheal	Chemistry	2017-2018	260000	Spectroscopic Evaluation of Novel Semiconductor Nanomaterial Architectures and Their Catalytic and Energy Conversion Application	UGC SERO HYD ERABAD
7	Dr. M. Wilson Bosco Paul,	Chemistry	2017-2018	150000	Development of Metal Complexes Using Compartmental Ligands Bridged With Fluorescent Probes	UGC SERO HYD ERABAD
8	Dr. T. Jayabalan	Chemistry	2018	100888	Recent Trends in Chemistry	UGC
9	Dr. S. Sagayaraj	Computer Science	2017	2,16,000	Automatic Clustering for user personalization in Semantic web services created by converting web services and reusing for academic and software development	UGC SERO HYD ERABAD
10	Director	Department of Extension Education and Service	2017	415000	Challenges of Skill Development and Women Entrepreneurship in Vellore	National Commission for Women
Grand Total				18,95,888		

Total Amount: 18,95,888/-

Sno	Name	Department	Year	Amount	Title	Funding Agency
1	Prof. C.R. Christi Anandan	MSW	2017	26000	Role of Value Education in Enhancing Life Skills of Adolescents)	Sacred Heart College
2	N.Madhavan	Physics	2017-18	32,000	Therme physical analysis of new nonlinear chalcone derivation single crystal	SHC DB
3	Dr.S.A.MartinBrittoDhas	Physics	2017-18	95,000	Shock wave assisted leather tanning process-An-ecofriendly approach	SHC DB

4	Mr.G. Jayakumar	Physics	2017-18	19,000	synthesis and application of photo catalytic cerium oxide nanomaterial for waste water treatment	SHC DB
5	Dr. T. Jeyabalan	Chemistry	2017-18	80,000	Synthesis and Characterization of Keggin Anion Doped Bio-Polymers and its Application	SHC DB
6	Dr. I. NiyasAhamed	Chemistry	2017	35000	Protective Appraisal of Nanofertilizers towards Soil and Aquatic Organism with Special Orientation to ZnO Nanoparticles	SHC DB
7	Dr. V. Durga Devi,	Bio Chemistry	2017-18	46000	Characterization and application of the organic solution developed on campus-a filed study with floriculture(Jasmine) farmers in Tirupattur block	SHC DB
Grand Total				3,33,000		

Total Amount:3,33,000/-

3.4 Details on Research Publications:

	International	National	Others
Peer Review Journals	335	38	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference Proceedings	-	-	-
Total	335	38	-

Total Research Publication: 373

3.5 Details on Impact factor of publications:

Range 0.12-7.39 Average 0.72 h-index 3.7 Nos. in SCOPUS 6.9

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

Sno	Name	Department	Duration	Amount	Title	Funding Agency	Year
1	Dr.A. ArockiaSelva m	Economics Student	1 Year	50000	Economic Analysis of Forticulture in Krishnagiri Dist, TN	Malcolm & Elizabeth Adisesiah Trust, Chennai	2017

3.7 No. of books published i) With ISBN No.

75

Chapters in Edited Books

77

ii) Without ISBN No.

2

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.54,650/-

S. No	Name of the consultant	Name of consultancy project	Consulting/Sponsoring agency with contact details	Year	Revenue generated (inRs.)
1.	Maria Arokia Raj K A	Training the English Teachers at Guna Matriculation School, Singarapettai,	Guna Matriculation School, Singarapettai	2017	10000
2.	Maria Arokia Raj K A	Bridging Course, Govt College for Women, Krishnagiri	Integrated Village Development Programme, Krishnagiri Dt.	2017	34650
3.	Maria Arokia Raj K A	English for Teachers, SIHARAM	SIHARAM, Tiruvanamalai	2017	10000
Total					54,650/-

3.11.Number of Conferences Seminar organized by the Institution : 15

Level	International	National	State	University	College
Conference	-	9	1	-	-
Seminar	-	4	1		

3.12. Number of faculty served as experts, chair persons or resource persons : 49

3.13. Number of Collaborations International : National : 1 Any Other : Nil

Title of the collaborative activity	Name of the collaborating agency with contact details	Name of the participant	Source of financial support	Year of collaboration	Duration	Nature of the activity
Collaborative Research on Enhancing Employability Skills of Undergraduate Youth – An Intervention Study	RGNIYD, Sriperumbudur	Dr. J. Henry Rozario and Team from Dept. of Social Work	RGNIYD, Sriperumbudur	2017	18 Months	Intervention study with 7 Arts and Science Colleges in India and Module Perpetration

3.14. Number of Linkages Created during this year : 5

Organisation with which MoU is signed	Name of the institution/ industry/ corporate house	Year of signing MoU	Duration	List the actual activities under each MoU year wise	Number of students/teachers participated under MoUs
Greensmed Labs, Old Mahabalipuram Road, Chennai	Sacred Heart College, Tirupatur, TN	2017	1 st February onwards	-	-
Madurai Kamarajar University, Madurai	Department of Economics, Sacred Heart College, Tirupattur	2017	Three Years	-	-
North East Institute of Social Sciences and Research (NEISSR), Dimapur, Nagaland	P.G. & Research Dept. of Social Work, Sacred Heart College, Tirupatur, TN	2017	5 years	Certificate Programme on Transactional Analysis offered for NEISSR students at Sacred Heart College on 4 th & 5 th February, 2018.	39 Students and 4 Faculty Members Participated
Loyola Academy, Alwal, Secunderbad, Telangana	Sacred Heart College, Tirupatur, TN	2017	5 Years	-	-
Entomology Research Institute, Loyola College, Chennai.	Bio Chemistry, Sacred Heart College, Tirupattur	2017	3 Years	Lab Visit 2018 Summer Training	54

3.15 Total budget for research for current year in lak

From funding agency

134.88 Lakh

From Management of University/College

33.30Lakh

Total

138.21 Lakh

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist.	College
-	1	-	-	-	-	-

3.18 No. of faculty from the Institution

38

who are Ph. D. Guides &

19

students registered under them

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

8

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

JRF

1

SRF

5

Project Fellows

1

Any other

-

3.21 No. of students participated in NSS events:

University level

-

State level

-

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National

International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

International Yoga Day celebration in AVS College of Arts & Science, Salem	12 TN BN NCC, SALEM	2017-2018	NCC. Officer	50
Dengu Fever & Clean India awareness Rally [from SHC to Sub Collector Office]	12 TN BN NCC, 5 COMPANY, SHC	2017-2018	NCC. Officer	100
Clean India awareness Rally [from SHC to G H Tirupattur]	12 TN BN NCC, 5 COMPANY, SHC	2017-2018	NCC. Officer	130
Clean India Programme in G H Tirupattur	12 TN BN NCC, 5 COMPANY, SHC	2017-2018	NCC. Officer	130
Commemoration Day (37 th Anniversary) for Police Men who laid down their lives in the line of duty at Town Police Station, Tirupattur.	TIRUPATTUR TOWN – POLICE STATION, TIRUPATTUR.	2017-2018	NCC. Officer	50

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

The Extension Education and Services is functioning with the mission to create an enabling working and learning environment; and work with Government and Private sectors for the betterment of society. The services were offered with the help of 33 staff members.

1. Woman Self Help Group

The women empowerment programme of The Sacred Heart College Society focuses on bringing women together for creating a common platform of mutual trust and support. Besides the financial autonomy, the SHG extends a platform for these women to discuss social issues. It strengthens their solidarity, builds their confidence and allows them a space to discuss and deliberate solutions. There are 611 groups and 8554 members are in the group and 34 of them are differently abled members. The economic assistance provided by NABFINS and Indian Bank with regard to microcredit to 263 SHGs to the tune of 10.49 crores.

2. Educational Scholarships

With the objective of encouraging students to pursue further studies, we are giving various scholarships to the orphan, semi orphan college students and poor children belonging to SHG members families. We also provide Works Scholarship for the poor students who are studying in Sacred Heart College, Tirupattur. We are grateful to “MagsaysaymKulendai Francis” the IVDP Founder Director for the Orphan, Semi-Orphan Scholarships. Details of beneficiaries are shown in the table

S. No.	Particulars	Amount
1.	Semi orphan Scholarship (120 Students * Rs 5000)	6,00,000
2.	Orphan Scholarship (12 Students * Rs. 10,000)	1,20,000
3.	Works Scholarship for 125 Students	5,04,850
Total Amount for 257 Students		12,24,850

4. Evening Study Centre

After school, Tuition centers provide supplementary learning to compensate for education provided in the Government schools. These centers have been fairly effective in increasing the pass rates for the State examinations held in 10th and other grades, and in ensuring that children stay in school and not drop out. Children benefit from more individual attention and sensitivity to their community problems in these after school tuition centers. The sacred Heart College Society runs 5 Evening Tuition Centres in remote villages and slum settlements.

S.No	Particulars	No of Students
1.	D.B.Centre	32
2.	Annandapatti	35
3.	Idayanagar	27
4.	Sivarajpet	56
5.	Ismayilpet	43
Total		193

4. Family Counselling Center

The Sacred Heart College Society runs Family Counselling Centre under Bosco Institute of Social Work with the support of Central Welfare Board, Ministry of Women and Child Development, Government of India, New Delhi. The Family Counsellors offer psychological, legal, economic, medical and educational support to women and children in need, primarily those who are victims of domestic violence and family disputes. A total of 364 clients and their families benefited during 2017-18. We also counsel the students in Don Bosco Matriculation Hr.Sec. School, Sr. Charles Mat Hr Sec School and Don Bosco School of Excellence in Tirupattur. We work in close collaboration with the All women Police Station and other resourceful civic persons.

5. Creche Programme

The Sacred Heart College Society is organizing two crèche centres funded by Central Social Welfare Board, Ministry of Women and Child Development, Government of India, New Delhi under the scheme of Rajiv Gandhi National Creche Scheme from 1986. The crèche centres are located in Sivrajpettai and Sagaya Nagar, Tirupattur Block of Vellore District. In each centre more than 40 under privileged children, who were not able to get mothers' care and protection in the age of <5 age were admitted. So, totally 90 children benefited by programme. Supplementary nutrition food is given to the children for 25 days in a month. Emergency medicines were also given to the children. Play materials and educational aid were provided to the crèche children. For safe cooking gas cylinder with cooking stove and vessels were provided to both the centres.

6. GYPSIES DEVELOPMENT

There are 33 gypsy families living in 29 houses at Idhaya Nagar, Pachal Pachayath, Tirupattur Block, Vellore District. The Department of Extension Education and Services took special care of their children to admit them in nearby Govt. and private schools. We have provided Economic Assistance Loan for 10 gypsy male youth members Rs. 50,000 each through Institutional Social Responsibility (ISR) Funds. We also have provided Economic Assistance Loan for 15 women members of Rs. 20,000 each through institutional Social Responsibility (ISR) Funds

7. Entrepreneurship Skill Development Programme (ESDP)

7.1. Value Added Coir Products

We have associated with MSME- Development Institute, Ministry MSME, Govt. of India for conducting Six weeks Entrepreneurship Skill Development Programme on “Value Added Coir Products” for unemployed youth. The programme was organized from 14.09.2017 to 28.10.2017 at Tirupattur, Vellore District. The programme was inaugurated on 14.09.2017, at DB Centre, Sacred Heart College Campus, Tirupattur and 24 participants participated under which SC Female – 4 nos., Male (Gen) – 1 no. and Female (Gen) -19 nos. The registration fees of Rs. 100 was collected from General candidates and No fees was collected from SC candidates as per DC MSME Government norms.

7.2. BOOTCAMP

The Department of Extension Education and Services collaborated with Founder Passion, Start-up Accelerator and Entrepreneurship Development and Innovation Institute (EDII), Govt. of Tamilnadu to identify and nurture Student Rural Start-up aspirants through series of bootcamps in Yelagiri and Dharmapuri. This program is tailored made to create more student start-ups from rural Tamilnadu and who will be mentored after the program too. These bootcamps were completely sponsored by EDII-TN.

8. MICRO ENTREPRENEURSHIP DEVELOPMENT PROGRAMME

8. 1. Designer Blouse

The Sacred Heart College Society has got programme sanctioned from NABARD to organize Micro Entrepreneurship Development Programme (MEDP) on Designer Blouse Making for the unemployed women. The Designer Blouse Making training programme were conducted for 20 days.

8. 2. Mushroom Cultivation

Mushroom is very familiar to the people and it is part of the diet in Tamil Nadu and commonly available in most of the hotels. Mushrooms are known for their quality protein, nutraceutical value (natural sources of vitamins like Vitamin B and Vitamin D), medicinal properties (like anti cancerous, anti-obesity, anti cholesterol properties). The training to Growers, the Mushroom Training programme was conducted from 19th February 2018 to 15th March 2018 at Sevathur Village, Tirupattur. Twenty five interested women Growers, who want to involve Mushroom Cultivation, attended the training programme.

9. Department of Extension Education and Services (DEEDS) –

All the second year students of all 18UG 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, Jadaianur, Sellanthampalli, Kodumapalli, Kathirampatti, Jothimangalam and Thathavalli).

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

10. **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.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

- Sun shade in front of the Carreno Hall
- Strengthening of CCTV facility all over the campus for surveillance.
- Renovation of Boy students rest room
- Gallery for the playground (Volleyball)
- Sports Hostel behind DBIS
- Extension of girls rest room
- Additional go downs below the Volley ball gallery
- Renovation of EB Room with New panels and generator.
- Renovation of Restrooms for boys and girls in the MSW building.
- New waste management plant in the MSW campus.

4.2 Computerization of administration and library

A System Manager is responsible for all the computers, ICT gadgets, and network-related devices.

- Most of the college administrative and students' activities have been automated towards e-governance. *The Data Centre*, comprising of the faculty members have developed various modules which include:
 - ***The Admission Module:*** Helps the college to manage the entire admission process.
 - ***Attendance Module:*** Online attendance module helps in entry of attendance by respective teachers.
 - Examination Module:*** Helps in managing the entire examination process.
 - ***Teachers Evaluation Module:*** This module enables the students to evaluate the performance of the teachers online.

- **Students Module:** This module facilitates storing of personal data, view daily attendance, internal marks, and semester results with various other key features.

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	79841	15,634,061	1332	771,457.3	81173	1,64,05,518.3
e-Books (Open Access)	13,71,539	-	31,35,809			45,07,348
	InflibNet	-				
Journals and Magazines	136	-	12		148	151999
e-Journals (Open Access)	6232	-	6237		12469	-
	InflibNet	-				
Digital Database	7	-	-		7	-
CD & Video	1491	-	15		1506	-
Thesis / Projects	4018	-	112		4130	-

4.4 Technology Up-gradation (overall)

	Total Computers	Computer Labs	Browsing Centres	Physics Lab	Library	Office	Departments	Skill Centre	Research Department & Lab
Existing	476	283	48	8	24	17	66	30	14
Added	27	15	2	6	1	1	31	61	14
Total	503	298	50	14	25	18	97	91	28

	LCD	Wi-Fi	CCTV Camera	Interactive Board	Department Laptop	Research Lab-CS (Laptop)
Existing	75	30	48	10	25	4
Added	12		117			
Total	87	30	165	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 :

(i) ICT	2,099,505/-
ii) Campus Infrastructure and facilities	20,405,715/-
iii) Equipment	4,140,762/-
Total :	26,645,982/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Bridge Course:** To facilitate communicative skill in English and fundamental skills of the respective disciplines for First Year students
- **Suggestion box** is placed in the college for students to write and submit grievances.
- **Midday Meals:** The deserving students are provided midday meals for all the working days.
- **Hostel Accommodation:** Both boys and girls are accommodated in the hostel at the UG and PG level.
- **Class Quality Circle (CQC)**, a peer monitoring system, which actively involves in class quality enhancing activities.
- **Sacred Heart Accompaniment Programme of Education (SHAPE)**, is a student-mentoring programme, initiated at department level. Each of the departmental faculty is allotted a group of students of First Years.
- **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.
- **Work scholarship:** A student empowering exercise, which shortlists economically poor students who opted for Work Scholarship and offers various opportunities to earn the scholarship
- **Government Scholarships:** The college facilitates the receiving of various scholarships through disseminating the relevant information, regular reminders and follow up.
- **Ramp and Elevator Facilities for physically challenged** students have been provided in all the strategic places in the campus and tricycle is also available for them freely inside the campus.

- **Drinking water facilities (RO):** Purified Drinking water facilities are provided for students at each Block.

5.2 Efforts made by the institution for tracking the progression

- **Parents' meetings:** 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.
- **Feedback:** Comments on the course and teachers by the students are collected through online and the results are analyzed by the department and the management for further improvement.
- **Annual Alumni Meeting:** 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.
- **Academic audit** is being conducted every three years to evaluate the progress of the curriculum of the department.
- **Library Audit** is conducted to evaluate the performance of the Library
- **Physical Education Department audit** is being conducted to assess the progress of the department.
- **Department evaluation for each semester**, the staff members of each department have to present their evaluation report for each semester to make sure that the EPP, association program were going on track.
- **Students Counselling Centre:** Every student is screened for counselling by the college counsellor with her team at the beginning of every academic year. Special attention is given for the students those who are in need

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

U.G. Students Strength (2017-2018)

Department	I Year		II Year		III Year		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Total	744	519	634	500	542	448	1920	1467

P.G. Students Strength

Departments	I Year		II Year		III Year		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
Total	183	268	192	269	31	34	406	571

M.Phil. Scholars

	Male	Female	Total
Total	19	47	66

Ph.D. Scholars

	Male	Female	Total
Total	12	7	19

Students Strength Gender-wise

	UG	PG	M.Phil.	Ph.D.	Total
Male	1920	406	19	12	2357
Female	1467	571	47	7	2092

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. Similarly, books and magazines were purchased and subscribed for competitive exams and on Career Opportunities.

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="3"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text"/>
IAS/IPS etc.	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance:

- *Placement cell:* separate placement cell operates to help the students to get employed and also acts as a bridge between the students and the industries.
- *Employability Skills:* Skill (Choice-Based) Training and Placement for III YearUG Students were organised based on their aptitude and career choice.
- *Placement Programme:* “My Quest: My Career” was conducted and 50 MCA students were benefited from this programme.

5.8 Details of gender sensitization programmes:

- International women’s day was celebrated on 8th March 2018.
- An Awareness programme on Psycho-social problems faced by Adolescent Girls and their Management was conducted on 25.01.2018 in the Don Bosco Indoor Stadium for the Girl students of both shift I and II
- Women Students Meet was organized on 8th September, 2018 for the UG Students of both the shifts on the theme of “Empowering Women Together”
- A Women Students Orientation programme was organized on 24th August, 2017 for the students of undergraduate level.

5.9 Students Activities:

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support:

Scholarships and Financial Support	Number of students	Amount
Financial support from institution	175	1,06,28,301/-
Financial support from government	2680	1,99,76,705/-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

The following problems were expressed by the students during the student grievance Redressal committee meeting held on 02/08/2017(Wednesday) at 12.10 pm.

1. Department of Tamil

S.No	Grievances	Grievances redressed
1	No projectors in B.A	Projectors is installed
2	Light is not working in II BA Tamil	New Light is Provided

2. Department of Maths

S.No	Grievances	Grievances redressed
1	More fan facilities are needed in II PG maths	Adequate Fans are Provided

3. Department of Physics

S.No	Grievances	Grievances redressed
1	No Projectors in I B.Sc. Physics	Projectors is installed
2	No Projectors in II B.Sc. Physics	Projectors is installed

3	LCD projectors are not working Properly in II M.Sc...	LCD projector was Serviced
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4. Department of English

S.No	Grievances	Grievances redressed
1	More fan facilities are needed in II M.A.English	Adequate Fans are Provided

5. Department of Physical Education

No	Grievances	Grievances redressed
1	Separate Tournament for girls(Volleyball, KHO-KHO)	Planning to Organise during 2018-2019
2	Proper communication is needed for all the events.	Communication is sent to the participants
3	Cricket players asked practice hours as we provide for other players.	Cricket players are ask to Practice during the morning

6. General

S.No	Grievances	Grievances redressed
1	Drinking water taps near gym is not working often	Repair the Taps
2	Students demanded to open boy's new rest room, still it is closed.	Boy's rest room is allotted

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

Generally the communication system is mainly paperless. All the information are displayed in the following ways:

- ☐ Email, SMS
- ☐ 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.
- Entrance test, Assignment, quiz, study materials, etc are conducted through MOODLE platform
- Mentoring sessions and Remedial classes are arranged for academically low achievers
- Communicative English and Bridge courses are conducted for the for first year students
- Job skill training courses included in the curriculum for the third year students

6.3.3 Examination and Evaluation

- Two continuous assessment (CA) each carries 7.5 marks per paper per semester
- Result analysis is done for every test
- Test and retest for the low achievers
- Parents and guardians are informed of the results
- 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 percent of the total marks.
- The summative evaluation for UG is carried out through the term-end/semester examinations, which carries 70 per cent of the total marks. (Internal components carry 30 marks and External components carry 70 marks)
- The summative evaluation for PG is carried out through the term-end/semester examinations, which carries 60 per cent of the total marks. (Internal components carry 40 marks and External components carry 60 marks)

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.

- ☐ Faculty members have published 373 research papers in international and national journals which are approved by the UGC.
- ☐ Totally, 77 books and chapters in edited volumes / books published, and papers in national/international conference-proceedings
- ☐ A total of 63 Students are currently pursuing their Ph.D.
- ☐ 2 Major projects and 16 minor projects are sanctioned by the government and nongovernmental funding agencies.

6.3.5 Admission of Students

- **Preferential Option for the Poor and First Graduates:** 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.	2017-2018	1382	806

- **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 varies from 60: 40 to 50:50.

Sl. No.	Academic Year	Boys (in %)	Girls (in %)
1.	2017-2018	53	47

- **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.	2017-2018	3,86,585/-

6.4 Welfare schemes for

Teaching	Aided Staff Welfare Fund, management staff welfare fund
Non-Teaching	Aided Staff Welfare Fund
Students	

6.5 Total corpus fund generated 9,42,18,500/-

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 system
- ☐ COE and question paper audits were carried out and the recommendation are presented to the IQAC

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:

- **Sacred Heart College Alumni Association:** This organization dates back to the year 1980 and accords to various objectives in the establishment of a versatile alumni relationship.

- **Establishment of Alumni Chapters:** Periodic annual meetings are conducted to encourage faculty-alumni relationships. These meetings enable the alumni to gain insights into the current happenings in the college and voice their opinions towards steadfast upliftment of the college.
- **Functioning of the Sacred Heart College Alumni Association:** This endeavour is significant in catering to the development of the institution and the student community via both financial and non-financial programmes. Some of the programmes include:

1. Financial aids

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

2. College Curriculum Development

Distinguished alumni in well-established service sectors and industries are included as part of the Members of Board of Studies. They play a versatile role in the revision of the curriculum and in keeping up with the latest innovations. Learned alumni serve as members in the AC and revise key concepts and novelties in teaching. They also volunteer to serve as resource persons in Conferences/Seminars/Workshops organized by the college.

3. Outreach Activities

- Training programmes are conducted in Government Schools and the surrounding neighbourhood villages to prevent the rate of school dropouts and to sensitize the community on the importance of education.
- Distribution of clothes and other necessary materials are collected and distributed to the downtrodden as and when a need arises.
- The alumni association regularly joins hands with various social service organizations in helping the sick and the poor. They organize programmes which facilitate the promotion of environmental-friendly practices.
- Awareness Creation and the provision of socio-legal support to the downtrodden is evident in the outreach activities of the Sacred Heart College Alumni Association.

4. Felicitations & Spiritual Retreats

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

6.12 Activities and support from the Parent–Teacher Association:

- ☐ Parent-Teacher Meetings are more dialogues between the parents and the faculty members.
- ☐ Parents meetings are conducted every semester
- ☐ 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.
- ☐ If the student is absent or in the first hour of the day, immediately the message will be conveyed to the parents
- ☐ 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.
- Common staff meetings are organised twice a semester.

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

- **Grass lane** make the campus green, many plants are planted and a grass lane is made between the main building and the church and in front of the canteen
- **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.

- At SHC many of the administrative staff and students commute to college via bicycles daily.
- Majority of the students make use public transport to commute to college from nearby villages.
- There are pedestrian friendly roads in the college campus which facilitate the students to move at ease

- The college has taken initiative for a plastic free campus.
- All applications, examination forms, fee forms and leave letters are available online. The college has prohibited the use of thermocol, colour powders and salts inside the campus to promote an environmental friendly atmosphere.
- The campus of SHC has green landscaping with a vast coverage of trees providing a pollution free atmosphere for staff and students.
- A systematic taxonomical identification of tree includes the botanical classification, family name, regional name and the place of origin.
- As part of its green initiative the college conducts 'A NoDriveDay' where all the stakeholders are asked to avoid vehicles and commute to college via the public transportation.
- The College observes a 'Black Out' for 45 minutes every Monday to conserve energy.

Improving of Green Cover through Campus Waste Management: Many dust bins are placed in the campus and 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.

- **Work Scholarship:** 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.

Sl. No.	YEAR	STUDENTS	AMOUNT
1.	2017 - 2018	145	6,06,716 /-

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.	2017 - 2018	2680	1,99,76,705/-

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.	2017 -2018	31	3,86,585/- (sports)

Positive Impact: As a result of fee concessions, more students from economically backwards 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.	2017 - 2018	237	4,49,037/-

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

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

Action taken:

The annual evaluation of the departments was carried out by the principal, Rector and the heads of the departments of each departments in the month of October 2017

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

Action taken:

It was done and the bound volume of publications are available in the IQAC office

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

Action taken:

The AQAR report of 2016-17 was submitted in the month of December 2017

- 4 MOUs to be made operational.

Action taken:

Most of the MOUs are made operational

- 5 Environmental Audit – Bio Chemistry dept.

Action taken:

Environmental audit was carried out by the Biochemistry department and a systematic taxonomical identification of tree includes the botanical classification, family name, regional name and the place of origin. This helps familiarize the students, visitors and the college community on the common or vernacular names of different plant and tree species

- 6 Preparation of Documents towards NAAC

Action taken:

Seven Sub committees which consist of four members headed by one senior faculty member are formed to prepare NAAC. Period meetings were conducted to evaluate the progress of the work

7 Faculty Annual Plan Evaluation

Action taken:

The faculty annual plan evaluation was done by Fr. Principal with individual staff members. Each staff met the principal in the month of March as per their availability and they discussed and evaluated the annual plan which they submitted in the beginning of the academic year.

8 New Template for Non Academic Association

Action taken:

New Templates is provided to the Non Academic Association

9 PG entrance to be conducted through Moodle Platform

Action taken:

As per the decision all the PG and MPhil entrance exams were carried out by Moodle platform

10 Research day of the institution

Action taken:

It will be implemented in 2018-2019

11 College calendar (Handbook) to be converted to Mobile Applications by the PG Department of

Action taken:

The college hand book was converted to Mobile Applications and all the students and staff members are using it effectively

7.3 Give two Best Practices of the institution

BEST PRACTICE– 1

Communicative English Programme

SHC, Tirupattur is geographically located in a rural area of Vellore District. When it comes to education, students from rural areas face a number of challenges, especially, at the tertiary level of education. English is identified as posing a great challenge to the rural Indian learners. It is against this

background that the relevance and urgency of this best practice needs to be understood in its depth as majority of the students enrolled at SHC have done their schooling in a vernacular medium (Tamil medium), that too in government run schools, and hence their exposure to English language is to a very minimum standard.

The Institution in recognizing the aforesaid need has setup a Communicative English Programme. It has helped students overcome their fear of communicating in English in front of their peers and teachers thus, building their self-confidence through various classroom and outdoor activities.

A scientific study was conducted to evaluate the success of the programme and it was revealed that:

- Majority (65.4%) of the students stated that they were able to improve their English vocabulary and have developed their skills, both in written and spoken.
- More than half (58.9%) of the respondents stated that the programme on 'Communicative English' was effective to their overall development in their proficiency of the language.
- It is noteworthy to mention the fact that the programme has created a standard and a benchmark to enable its students to become efficient in English.

BEST PRACTICE– 2

Seeding Hope Services and SHAPE (Counselling Centre and Sacred Heart Accompanied Programme Education)

The students of SHC are predominantly from rural areas, first generation learners and from low socio economic profile. There is a compelling need for counselling and guidance as many students have unhealthy parenting styles, alcoholic or abusive parents, disturbed study environment, dysfunctional family setup etc. Coming from such an environment, students need guidance in psychological and academic areas for which the counselling and mentoring services are beneficial. The students, who face age related/family/peer group issues, find it difficult to concentrate in academics; such students with the guidance of mentor and counsellor are able to cope better in academics and personal life. A student's success lies in the health status of his/her physical and psychological well-being, which can be taken care through the process of counselling and mentoring. A scientific research was undertaken to study the effectiveness of Seeding Hope Services (Counselling Centre) and SHAPE (Sacred Heart Accompanying Programme Education) as one of the two best practices of SHC.

- The study revealed that a vast majority (67.6%) of respondents stated a high level of satisfaction with regard to the Counselling process carried out at SHC.
- The study also clearly highlighted the fact that the above practice played a significant role in its outreach to the student community in rendering better guidance, right motivation and effective problem solving strategies

7.4 Contribution to environmental awareness / protection

- At SHC many of the administrative staff and students commute to college via bicycles daily.
- Majority of the students make use public transport to commute to college from nearby villages.
- There are pedestrian friendly roads in the college campus which facilitate the students to move at ease. The college has taken initiative for a plastic free campus.
- The college has moved on to a digital platform and the office has started becoming paperless as majority of the communications are now routed through online.
- All applications, examination forms, fee forms and leave letters are available online.
- The college has prohibited the use of thermocol, colour powders and salts inside the campus to promote an environmental friendly atmosphere.
- The campus of SHC has green landscaping with a vast coverage of trees providing a pollution free atmosphere for staff and students.
- A systematic taxonomical identification of tree includes the botanical classification, family name, regional name and the place of origin. This helps familiarize the students, visitors and the college community on the common or vernacular names of different plant and tree species.
- There is a herbal garden in the campus with various species of plants for medicinal use. SHC provides a vast space for walking and jogging to the local community in its premises.
- As part of its green initiatives the college conducts 'A No Drive Day' where all the stake holders are asked to avoid vehicles and commute to college via the public transportation. The practice is followed on all Mondays as a novel initiative to conserve Mother Nature.
- The College observes a 'Black Out' for 45 minutes every Monday to conserve energy. This effective green practice enables SHC to conserve 45 minutes of power daily and also cater to the holistic development of the college and the State at large. These practices are one of its kind and SHC takes pride in the establishment of such value based practices.

Yes

7.5 Whether environmental audit was conducted?

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 (2018-2019)**IQAC - ANNUAL PLAN::: 2018-19**

Sl. No.	Major Tasks& Related activities
1.	Orientation Program for Heads of the Departments
2.	Orientation Programme for all the faculty members
3.	Annual Plan of the Faculty
4.	Department Action Plan for the academic Year 2018-19 based on NAAC criterion
5.	MOODLE based P.G Entrance Test
6.	Orientation for Non Academic Associations
7.	Orientation for CQC Leaders
8.	Uploading and sending AQAR of 2017-18
9.	Applying for UGC sponsored conferences
10.	Faculty evaluation of students - Odd semester
11.	Evaluation of the Departments - Odd semester
12.	Evaluation of CQC activities - Odd semester
13.	Applying for NIRF 2018
14.	Applying for ASIHE 2018
15.	COE's Office Auditing
16.	A Workshop to analyse NAAC Recommendations
17.	Orientation Programme - Administrative and Support staff
18.	Annual Newsletter
19.	Faculty evaluation of students - Even semester
20.	Evaluation of Academic Associations
21.	Evaluation of Non Academic Associations
22.	Evaluation of the Departments - Even semester
23.	Evaluation of CQC activities - Even semester
24.	Publications by the faculty members Department wise
25.	Activities of MOU's are to be documented - Department wise
26.	Details of faculty members attending ON DUTY
27.	System for getting documents from various Departments
28.	College Calendar in Mobile APP
29.	Canteen Stalls in front of Golden, Silver and Bicentenary Buildings

Dr. S. Sagayaraj
IQAC Coordinator

Rev. Dr. D. Maria Antony Raj
Principal& Chairperson of IQAC