



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		Sacred Heart College (Autonomous)
• Name of the Head of the institution	Dr. D. Maria Antony Raj	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone No. of the Principal	04179220553	
• Alternate phone No.	04179226423	
• Mobile No. (Principal)	9443438658	
• Registered e-mail ID (Principal)	office@shctpt.edu	
• Address	Vaniyambadi Road, Tirupattur, Tirupattur Dt.	
• City/Town	Tirupattur	
• State/UT	Tamilnadu	
• Pin Code	635601	
<b>2.Institutional status</b>		
• Autonomous Status (Provide the date of conferment of Autonomy)	24/09/1987	
• Type of Institution	Co-education	
• Location	Semi-Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the IQAC Co-ordinator/Director	Dr. V. Collins Arun Prakash				
• Phone No.	04179220103				
• Mobile No:	9443448661				
• IQAC e-mail ID	iqac@shctpt.edu				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.shctpt.edu/IQAC/agar.php">https://www.shctpt.edu/IQAC/agar.php</a>				
<b>4.Was the Academic Calendar prepared for that year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.shctpt.edu/IQAC/files/HandBook2022-2023.pdf">https://www.shctpt.edu/IQAC/files/HandBook2022-2023.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	Four Star	Nil	2000	07/02/2000	06/02/2007
Cycle 1	A	Nil	2007	10/02/2007	07/07/2012
Cycle 3	A	3.43	2013	08/07/2013	07/07/2018
Cycle 4	A+	3.31	2019	08/02/2019	07/02/2024
<b>6.Date of Establishment of IQAC</b>			28/06/2004		
<b>7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?</b>					
Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Provide details regarding the composition of the IQAC:</b>					
• Upload the latest notification regarding the composition of the IQAC by the HEI			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
The IQAC and NIRF team worked together for the successful attainment of 82nd Rank in NIRF 2022 for the institution. The AQAR for the year 2020-2021 was submitted on 29th July 2022 by IQAC.		
IQAC has consolidated the credentials of several aspects of the College and the collated data has been utilized for applying NIRF 2023, MHRD India Today Ranking and AISHE 2023 rankings.		
IQAC has reformulated the criteria for assessment of the Faculty by students at the end of odd and even semesters.		
The IQAC has formulated the OBE Framework for the College and which is to be implemented across the Departments.		
A Two-day National level days conference was conducted on 14th and 15th February 2023 entitled "Benchmarks in Quality Attainment in Higher Education institutions in Accreditation process".		
<b>12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:</b>		

Plan of Action	Achievements/Outcomes
<p data-bbox="124 237 735 271">Student Improvement Programmes</p>	<p data-bbox="799 237 1453 1104">Orientation programme was conducted for the faculty and students of the Non Academic Associations such as NCC, NSS, Red Ribbon Club, JRC, Rovers and Rangers, Media Forum, AICUF, MNI, Roctract Club, and Fine Arts in the month of July 2022. This was conducted with the idea of improving leadership qualities, interpersonal relationships, and personality development in students. IQAC monitors the conduction of Class quality circle (CQC) and SHAPE every month. IQAC also promotes the conduction of various programmes that addresses the social issues to the students sensitizing them to be responsible and honest citizens.</p>
<p data-bbox="124 1144 735 1178">Faculty Improvement Programmes</p>	<p data-bbox="799 1144 1453 2056">To keep with the changing times an academic exposure programme to Christ University, Bangalore was organized on 15th July 2022 in which Deans, HoD's and personnel holding key responsibilities took part. The mid-term evaluation of the departments was conducted in December 2022. IQAC has reformulated the criteria for assessment of the Faculty by students at the end of odd and even semesters. The analysis of the feedback was communicated to each faculty by the Principal. A faculty development Programme for staff Members appointed in the last five years was organized on 27th January 2023 on the topic "Examination System @ SHC". A Two-day National level</p>

	days conference was conducted on 14th and 15th February 2023 entitled "Benchmarks in Quality Attainment in Higher Education institutions in Accreditation process".				
Others	DEEDS outreach programme for all II year students was conducted. Research Forums activities was conducted and monitored for students to cultivate 00research interest Sacred Heart Fellowship was awarded for students to support and promote research. IQAC reviewed the report of AQAR 2021-22 and successfully submitted it.				
<b>13. Was the AQAR placed before the statutory body?</b>	Yes				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name of the statutory body</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>07/08/2023</td> </tr> </tbody> </table>		Name of the statutory body	Date of meeting(s)	Governing Body	07/08/2023
Name of the statutory body	Date of meeting(s)				
Governing Body	07/08/2023				
<b>14. Was the institutional data submitted to AISHE ?</b>	Yes				
<ul style="list-style-type: none"> <li>Year</li> </ul>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2022-2023</td> <td>14/03/2023</td> </tr> </tbody> </table>		Year	Date of Submission	2022-2023	14/03/2023
Year	Date of Submission				
2022-2023	14/03/2023				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>The college has always aimed to provide a multidisciplinary outlook in both academic and co-curricular activities. All programmemes are designed to offer students great flexibility in selecting optional non-major courses unrelated to their particular subject. Practical learning is an integral part of the curriculum that fosters</p>					

intellectual curiosity and enhances students' understanding of their chosen topic. To encourage interdisciplinary approaches, the college entered into an MOU to job oriented certificate courses. Human Rights and Value Education courses enable students to learn about the principles and ethics that govern their daily lives, preparing them to become responsible citizens. An environmental studies course is included in the curriculum for all undergraduate students, introducing them to environmental concerns and making them more environmentally sensitive. The college also encourages students to take NPTEL-Online courses in various disciplines to gain knowledge in critical thinking and creativity. In the coming years, students will be encouraged to enrol in research programmes that will support interdisciplinary research and aid in discovering solutions to existing concerns and challenges.

#### **16.Academic bank of credits (ABC):**

A) ABC is an online platform for which the institution has successfully logged in where students can store and accumulate credits earned while taking courses at our college. It is a student-focused initiative that promotes multidisciplinary education through a learning-friendly approach. B) The regulation provides four significant promises: a) freedom and flexibility in the university degree-granting system, b) standardization within the Indian higher education system, c) robust integration of the Indian higher education system, and d) a move towards internationalization of Indian higher education. C) Currently, the degree-granting mechanism and credit-carrying system vary from state to state and university to university, creating difficulties for students who relocate. ABC aims to reduce such disparities by standardizing the crediting system and promoting uniformity in the degree-granting mechanism. D) Each department and its respective faculty are responsible for connecting research activity to the paper being taught, making it engaging, meaningful, and productive for students. This could include tasks such as a book review/summary and presentation, an interview with a prominent individual, a paper presentation at the intra or inter-collegiate level, a debate at the department level, seminars, a case study, field project, writing, mini projects on software development, highlighting the critical elements of a balance sheet and profit and loss account for practical papers, conducting a small survey using a questionnaire method of data collection, Business Article writing, or Business Article reviews. E) Each semester, students must take one add-on course offered by the institution/department. This could include a MOOC course, institutional add-on course, internship, or community engagement (extension activity) plan.

**17.Skill development:**

The college is planning to launch some programmes aimed at promoting vocational education, which will be merged with existing programmes. In order to help students acquire the necessary soft skills, the college provides a mandatory course in soft skills. Additionally, the college strives to deliver value-based education that instils positivism in students. To ensure that students also receive education on environmental sustainability, human values, and life skills, the college provides mandatory courses such as environmental science, value education, and human rights. To provide a comprehensive education, college students must participate in internships, projects, and field studies across various sectors emphasising modern global concerns. In order to maintain a consistent platform among its stakeholders, assists the students in talent mapping and certification. The college also promotes self-learning among its students by providing a Local Chapter for SWAYAM-NPTEL, and online and digital learning are offered to students through NDLI club activities. Finally, the institution's Training and Development Wing is an organization that works towards skill development for NEP 2020.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

As per the National Education Policy (NEP) guidelines, the college teaches Indian language and culture. To impart knowledge of the native language, the college uses traditional teaching methods that are rich in culture and heritage. Our faculty offers lectures on various topics in a bilingual format to benefit students from diverse backgrounds. This strategy enables students to understand the curriculum more effectively, except for B.A. Tamil, which follows a unilingual approach. The college celebrates "Samathuva Pongal," which promotes the traditional culture and customs of the land. To commemorate the event, all students, faculty, and staff wear traditional attire like dhotis and sarees. During the festival, the students perform classical dances, dramas, and other forms of entertainment. On February 21st, the institution observes World Mother Language Day and educates students about the importance of the Tamil language. The college honours the birthdays of Tamil Thatha Saminatha Iyer, Thiru. VI KA, Bharathiyar, Bharathidasan, and other notable Tamil poets by delivering special lectures and talks to students. The Tamil department conducted a various debates and other events where students showcased their talents in poetry, essays, and plays.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The institution has implemented Outcome Based Education (OBE) for all its programmes, following the based on the template evolved after through discussions. Learning outcomes have been defined in accordance with programme outcomes (POs/PSOs) and course outcomes (COs) as per the guidelines of the affiliated University. The examination system has been reviewed and modified to measure students' skill development outcomes. This is to enable students to make positive contributions to the nation's economic and social wellbeing. To enhance learning outcomes, several programmes such as seminars, special lectures (invited talks), workshops, conferences, project-based learning, fieldwork, internships, industrial visits, and entrepreneurial skills training have been conducted. Our college has partnered with NPTEL and students participate in online courses and webinars via the NPTEL local chapter. NPTEL courses acquaint students and faculty members with critical research methodologies and procedures, and expand their knowledge base across various fields. Outcomes are measured, and strategic analytics are used to develop an academic quality action plan for advanced implementation under NEP 2020.

#### **20.Distance education/online education:**

Online education has played a crucial role in our students' lives and through platforms like Google Meet, learners have been able to adapt to changes in the learning environment, breaking down geographical boundaries and allowing professionals and students from various parts of the world to engage. This has encouraged learners to communicate with professionals, opening the path for the adoption of both online and traditional education. As a result, this new education strategy encourages students to use a mixed-learning approach, which has strengthened their confidence and allowed them to adapt to settings where they can mix both online and off-campus learning environments. Faculty members have responded to online education by using tools like Zoom, G-Meet, Google Classroom, and G-Suite. They have also utilized Whatsapp and other social media platforms to communicate with students and provide information. For all departments, the institution recommends blended learning, particularly flipped classrooms, as well as combining digital learning resources with more conventional classroom face-to-face instruction.

## **Extended Profile**

### **1.Programme**

1.1

48



Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

## 2.Student

2.1 4734

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	<a href="#">View File</a>

2.2 1757

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.3 4513

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

## 3.Academic

3.1 200

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2 200

Number of full-time teachers during the year:

## Extended Profile

### 1. Programme

1.1 48

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 2. Student

2.1 4734

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### 3. Academic

3.1 200

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

3.2	200
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
3.3	200
Number of sanctioned posts for the year:	
<b>4.Institution</b>	
4.1	519
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	97
Total number of Classrooms and Seminar halls	
4.3	531
Total number of computers on campus for academic purposes	
4.4	832.47
Total expenditure, excluding salary, during the year (INR in Lakhs):	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Curriculum design and development play a crucial role in achieving quality education. Therefore, it becomes necessary to review and recommend new changes to the curriculum. At Sacred Heart College (SHC), the curricula of all programmes are periodically revised based on the model curriculum recommended by the UGC.

The academic programmes in sciences, such as Physics, Chemistry,

Mathematics, Biochemistry, and Computer Science, aim to promote intellectual, academic, social, personal, and value development among students. These programmes also offer training in various skills that lead to better employment opportunities and understanding of the surroundings, including ecology, environment, society, and the world as a whole.

The academic programmes in Economics, Commerce, Management, Social Work, and Psychology have the objective of providing knowledge and training in understanding and developing national living standards, as well as providing leadership skills to students.

The programmes in professional and vocational streams, such as MBA, MSW, MCA and Post Graduate Diploma programmes, such as Medical Laboratory Technology (PGDMLT), Human Resources Management (PGDHRM), and Import and Export Management (PGDIEM), are designed to meet the needs of the industry and other organizations offering employment opportunities to students.

All PG and research papers are checked for plagiarism through the "Turnitin" anti-plagiarism software.

File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://www.shctpt.edu/IQAC/files/1.1.1_2021-22_Bos_Structure_full_syllabus_link.doc">https://www.shctpt.edu/IQAC/files/1.1.1_2021-22_Bos_Structure_full_syllabus_link.doc</a> <a href="#">x</a>

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

36

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

376

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

200

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

36

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

At SHC, we believe in providing a well-rounded education to our students. Our curriculum includes courses on Gender, Environment & Sustainability, Human Values, and Professional Ethics. In the latest restructured curriculum, we have introduced a comprehensive course on Life Education. The course is divided into two semesters. In the first semester, students learn lessons on how to grow into their full potential, develop a positive self-image and self-esteem, and appreciate life's best gift. In the second semester, students are taught social skills to help them cope with emotional imbalances. The course also includes a section on Human Rights, which enlightens students on the fundamental rights of women and children, dalits, and tribals.

The course on Environmental Education focuses on the application, function, and governance of an eco-friendly and sustainable environment. We believe that instilling Human Values is crucial for our students' growth, and therefore, the subject is taught in two semesters. We aim to help students understand the true meaning of love and happiness in their daily lives.

For our MBA students, we have a distinct course on Professional Ethics. The course focuses on value education, social skill development, human rights, employability skills, and environmental governance. Our PG students are also taught Human Rights, with a focus on the United Nations and Human Rights, the Protection of Human Rights, the Rights to Information Act, the Right to Education, and the application of Women's and Child Rights in India.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

59

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

910

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1067

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**     **A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.shctpt.edu/Feedback.php">https://www.shctpt.edu/Feedback.php</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/1.4.2.TeachersFeedback.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/1.4.2.TeachersFeedback.pdf</a>
Any additional information	<a href="#">View File</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

1935

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

416

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution places great emphasis on honing the skills of advanced learners. These learners are encouraged to take additional courses under the Choice Based Credit System (CBCS), which allows them to accumulate extra credits beyond the mandatory requirement. The restructured curriculum offers innovative



certificate and self-study papers that enable advanced learners to register and learn the latest trends and developments in their respective disciplines and across other disciplines (interdisciplinary certificate courses). Students are given exposure to research by encouraging them to interact with academic, industrial, and subject experts on a regular basis on the side-lines of international/national conferences/seminars organized in their respective departments. In such conferences/seminars, advanced learners are encouraged to present/publish papers. Advanced learners are motivated to apply for the student's project scheme available with the Tamil Nadu State Council for Science and Technology (TNSCST, Government of Tamil Nadu). Receiving such fellowships boosts the morale and research thirst of advanced learners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/2.2.1AssociationActivity.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/2.2.1AssociationActivity.pdf</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
28/04/2023	4734	200

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The college places great emphasis on experiential and participative learning to enhance the learning abilities and involvement of its students. Experiential learning is promoted through laboratory demonstration classes, practical experiments, web-based learning, drama clubs, alternative theatre movement, psychometric testing tools, and transitional analysis.

For all postgraduate courses, internships or projects are made

mandatory. This requires students to identify an industry or academic institution in their discipline and undergo professional training to learn its nuances, techniques, methodologies, practices, and professional ethics in their domain.

Participatory learning is promoted through the participation of students in national and international conferences/seminars. This aspect encourages students to actively partake in workshops and present quality research papers.

Problem-solving oriented learning is incorporated in the disciplines of science, commerce, and management. Some of the courses offered include optimization techniques, numerical techniques, quantitative techniques, stock-market data analysis, applied mathematics, applied sciences, and programming courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/2.3.1DifferentLearningMethodsPhotos.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/2.3.1DifferentLearningMethodsPhotos.pdf</a>

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The way we teach and learn has changed significantly with the use of technology and the Internet. Learning Management Systems like MOODLE (Modular Object-Oriented Dynamic Learning Environment) have revolutionized the process of sharing knowledge. Many universities and colleges now offer online courses as e-Learning platforms are an innovative shift in the field of education. Infrastructure has been set up to help faculty members and students get used to teaching and learning through technology. Each department has its own separate domain, and each faculty member has been given credentials to use the learning platform. Sacred Heart College also has a Microsoft Teams educational institution license for teaching and learning. Faculty members are given hands-on training to make them comfortable using MOODLE and Microsoft Teams platforms. An administrator is appointed in each department to maintain the site. They create courses and assign roles to the students and course teachers. Special training is provided to administrators on administering the MOODLE site. The features of MOODLE and Microsoft Teams platforms have impressed faculty members and students greatly.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.3.2ICTTools.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.3.2ICTTools.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

200

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

#### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The College takes great care in planning and organizing its academic activities. Once the academic calendar is finalized, it is uploaded on the college website and also on the MobileApp. A print format of the calendar is also distributed among the faculty members and the students. Based on the working days mentioned in the calendar, each faculty member drafts their teaching plan and adheres to it for the various courses they handle. Each course is expected to have a detailed plan which includes the schedule for assignments, class tests, and other academic components. The Head of the Department (HOD) ensures that the course and lesson plan is strictly followed. Many departments make use of various platforms like LMS, MOODLE, etc., where they upload assignments, discussion forums, online tests, and learning materials to augment the effective learning experience of the students. An annual plan is developed for each department and for the entire college through an Educative Pastoral Plan (EPP) proposed in the beginning of the academic year. The EPP focuses on the holistic development of all students in various areas which include physical, intellectual, psychological, spiritual, social, and cultural development.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full-time teachers against sanctioned posts during the year

200

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

123

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1806

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

**2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year**

11

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year**

32

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

At SHC, Information Technology is integrated in all stages of the examination process starting from online application to downloading of semester marks. The process involves various modules such as formulation of courses and subjects, fixing of evaluators, preparation of the time table, CA components allocation, CA marks entry and calculation, semester seat allotment, strength list, semester marks entry, results processing and consolidated/semester wise final mark sheet printing.

The examination process begins with the fixation of the master subjects and programmes directed by the AC. The Controller of Examinations (CoE) classifies and sorts students undertaking their respective subjects and feeds the same into the system. The CA Marks for every subject is transferred from the faculty domain of the college portal. The semester time table is processed and made available on the notice board and the college website. The

strength list is taken for each subject and sent to the chief superintendent of the examination, along with the question papers and answer scripts.

After the completion of the examination and the valuation, the semester marks are entered into the system and the results are processed. The same is displayed on the website for students to access.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.5.3.124ScreenShots_Link.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.5.3.124ScreenShots_Link.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The Board of Studies (BoS) of each department consults with all the stakeholders and carefully formulates the specific objectives for each programme and course. The BoS ensures that the programme specific outcomes of each programme of the department are finalized and clearly defined. Additionally, the BoS checks the course objectives of each course and verifies if the course outcomes are compatible with the syllabus.

The Academic Council (AC) of the college is constituted with the Principal as the Chairperson, all the Heads of Departments (HoDs), teacher representatives, subject experts and the University Nominee as members. The AC scrutinizes and finalizes the Programme Objectives, Programme Specific Objectives and Course Objectives of all the programme in the college.

The programme objectives, programme specific objectives and course objectives are made available to all the faculty and students in the web portal. The students are continuously reminded of the objectives during class conduct hours, morning/afternoon assemblies and all academic activities of the college.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.1.129OBEManualSHC_link.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.1.129OBEManualSHC_link.pdf</a>

### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The college's programme outcomes aim to produce graduates who possess intellectual proficiency, social responsibility, spiritual stimulation, professional ethics, and communication skills.

Intellectual proficiency is developed through strong academic skills and a sound basic knowledge of the field of study.

Social responsibility is instilled through a life skills course called "Human Rights," which promotes social awareness and proactive behaviour.

Spiritual stimulation is achieved by fostering an understanding and appreciation of the importance of God in all aspects of life through mandatory religion and ethics courses.

Professional ethics are taught through life skills courses offered in all programmes, emphasizing honesty and ethical behaviour.

Communication skills and soft skills are developed through tailor-made courses offered by the Life and Employability Skill Department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.1.129OBEManualSHC_link.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.1.129OBEManualSHC_link.pdf</a>

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1174

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/2.6.3 Result Copies link.zip">https://www.shctpt.edu/IOAC/AQAR2022-2023/2.6.3 Result Copies link.zip</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink**

<https://www.shctpt.edu/IOAC/AQAR2022-2023/2.7.1 SSS Analysis 2022-23.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Sacred Heart College has a dynamic Research Policy available on their website. This policy provides guidelines for conducting research both internally and externally. It promotes opportunities for staff and students to undertake research projects, consultancy services, and extension activities with various entities including Government Funding Agencies, Industries, Non-Governmental Organizations, and other institutions. One of the primary roles of Sacred Heart College is to participate in the research, transmission, preservation, and enhancement of knowledge. It aims to stimulate the intellectual participation of students in the economic, social, cultural, scientific, and technological development of the nation.



File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/3.1.1.1ResearchPolicy_URL.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/3.1.1.1ResearchPolicy_URL.pdf</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

3.1250

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

**3.2 - Resource Mobilization for Research****3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

0.30

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.2.2 - Number of teachers having research projects during the year**

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/3.2.2.45Letter22-23_Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/3.2.2.45Letter22-23_Link.pdf</a>
List of research projects during the year	<a href="#">View File</a>

**3.2.3 - Number of teachers recognised as research guides**

61

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

**3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year**

3

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/3.2.4.Letter22-23_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/3.2.4.Letter22-23_Link.pdf</a>
Any additional information	<a href="#">View File</a>

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The Institution has a dedicated research centre called Abdul Kalam Research Centre (AKRC) was established to promote research in finding scientific solutions to meet local needs. The centre is equipped with basic research facilities for interdisciplinary and multidisciplinary research areas, including Physics, Chemistry, Bio-Chemistry, Microbiology, and more.

As a part of APRC, the college has also established a "Centre for Innovation and business incubation" (CIBI) to help students and other stakeholders develop their skills in entrepreneurship. Thanks to this initiative, students and faculty members have developed designs such as water purification, liquid waste management, Distributed Controlled Solution (DCS), technology for organic farming, low-cost detection and removal of heavy metals like chromium from fresh water contaminated by tannery effluent, and low-cost crystal growth apparatus which can be marketed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/3.3.1_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/3.3.1_Link.pdf</a>

**3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year**

109

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

**A. All of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

**35**

File Description	Documents
URL to the research page on HEI website	<a href="http://shcpt.edu/IOAC/AQAR2022-2023/3.4.2.96PhDReg22-23.pdf">http://shcpt.edu/IOAC/AQAR2022-2023/3.4.2.96PhDReg22-23.pdf</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website**

**during the year**

312

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

64

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IOAC/AOAR2022-2023/3.4.4.109Books22-23_Link.pdf">https://shctpt.edu/IOAC/AOAR2022-2023/3.4.4.109Books22-23_Link.pdf</a>

**3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed****3.4.5.1 - Total number of Citations in Scopus during the year**

750

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

**3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University****3.4.6.1 - h-index of Scopus during the year**

11

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

247.71201

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

### 3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

At SHC, Outreach acts as a conduit for community enrichment, with departmental initiatives aiming to uplift the quality of life in nearby areas. Second-year undergraduates actively engage in these efforts, planning activities directly benefiting the local community.

Sharing-Day, an annual event, embodies social responsibility as students, faculty, and staff generously donate clothing to the less fortunate. The college has also made substantial contributions to disaster relief, aiding Kerala's flood reconstruction and Gaja cyclone recovery. During the COVID-19 pandemic, SHC provided essential food supplies, demonstrating solidarity with affected communities. Additionally, the NCC wing played a vital role in supporting district administration efforts.

Institutional Social Responsibility (ISR) is exemplified by SHC's adoption of the Gypsy Community, constructing facilities and offering skill development programs. Funding from the Tamil Nadu Corporation for Development of Women Ltd. further supports skill training for rural youth

Extension Services provide platforms for students to engage in community-focused education. SHC addresses pressing social issues such as alcohol addiction and deforestation, sensitizing students and faculty to these concerns. This holistic approach reflects SHC's unwavering commitment to holistic development and community welfare, solidifying its position as a beacon of social responsibility and community engagement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/3.6.1_AI_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/3.6.1_AI_Link.pdf</a>

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)**

88

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

5276

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7 - Collaboration**

**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

55

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

43



File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The SHC campus comprises ten blocks, including the Main building, Silver Jubilee block, Golden Jubilee block, Diamond Jubilee block, Bi-Centenary building, Communicative English block, APRC, Skill Centre, Bosco Institute of Social Work (BISW), and the Central Library.

Sacred Heart College has 73 classrooms with ICT-enabled facilities, providing students with an immersive learning experience and allowing for the effective dissemination of knowledge. Additionally, there are 43 laboratories equipped with high-end equipment for student learning and research.

The campus boasts state-of-the-art facilities, including department faculty rooms with individual cabins for student interaction and faculty research. To facilitate the exchange of ideas, there are 24 seminar halls with well-equipped infrastructure.

The library has a vast collection of books, and a separate area (Cybrary) is allocated with 30 computers for research scholars to conduct their research. Each department has well-equipped laboratories and classrooms, and classroom and laboratory usage is planned by the departments based on the number of contact hours for each programme.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/4.1.1_lab_mainBlock_Photo_Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/4.1.1_lab_mainBlock_Photo_Link.pdf</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

SHC is located 27 km away from Yelagiri and has a beautiful view that can be seen from the college ground. The college campus is spread over 25.1 acres of land and has many buildings and a splendid landscape that provides a rich campus atmosphere. The college buildings, furniture, and equipment are utilized optimally and are available for teaching-learning processes, evaluation, co-curricular, extracurricular, research, and extension activities.

SHC campus has ten blocks, which include the Main building, Silver Jubilee block, Golden Jubilee block, Diamond Jubilee block, Bi-Centenary building, Communicative English block, APRC, Skill Centre, Bosco Institute of Social Work, and the Central Library.

There are 73 classrooms with ICT-enabled facilities for effective learning and dissemination of knowledge at SHC. This enables students to have a vivid learning experience and acquire optimum usage. There are 43 laboratories with high-end equipment for student learning and research. The campus has state-of-the-art facilities that include department faculty rooms with individual cabins to facilitate student interaction and enable faculty members to pursue their research work. To provide an atmosphere for exchange of ideas, the college has 24 seminar halls with well-equipped infrastructure.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/4.1.1 Sport Yoga photo Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/4.1.1 Sport Yoga photo Link.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

97

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

476.42532

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Electronic Bosco Library Information System (eBLIS) is a software suite designed to manage large library collections effectively. It is a client-server application that includes various modules such as User Login, Admin, Librarian Desk, Document Catalogue, Barcode Circulation, Online Public Access Catalogue (OPAC), and Web modules for library maintenance. With eBLIS, the Admin has full control over all users, while the Librarian Desk module keeps track of the library's working days and other essential features such as notifying users of the scheduled return date for books. The Document Catalogue module allows librarians to register new entries of books, journals, published articles, and non-book materials such as CDs and DVDs. Furthermore, bibliographical information about all books and journals can be viewed through the document catalogue module. The Barcode Circulation module automatically records the issue and return of books by the students, making books available for borrowing after screening them with a barcode reader. Additionally, the library provides an OPAC, which is a

personalized web page that allows users to view information about books, journals, articles, CDs, and DVDs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/4.2.1.50EBLISPayment_UAI.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/4.2.1.50EBLISPayment_UAI.pdf</a>

**4.2.2 - Institution has access to the following: A. Any 4 or more of the above e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

**26.43089**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)**

**4.2.4.1 - Number of teachers and students using the library per day during the year**

**1018**

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

#### Number of systems with configuration

At SHC, there are a total of 531 systems, including Dual Core processors and Pentium-V systems. The college places great importance on the development of students in the field of computer science, and the Computer-Student ratio is 1:2 for computer-related courses. For specialized courses (Shift I & II), dedicated computers are available in the laboratories for student use.

The college has introduced LAN and connected all of its systems through internet and intranet facilities. These systems have WiFi access with speeds of up to 250 Mbps. Every building in the college has its own standalone WiFi network, and students are provided with access upon approval from the college management. Additionally, the faculty and research scholars have 24/7 access to the internet.

The college maintains eight servers, four of which (two Linux and two Windows 2003) are for UG and PG courses. The other four servers include a Database server, an Internet server, a Proxy server, and an SIS server. Proprietary software such as Microsoft Base licenses, Oracle 8i, SPSS 20, and NVivo are used.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/4.3.1_AccessptDisplayDVRIntBandSoftwareDet aail_Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/4.3.1_AccessptDisplayDVRIntBandSoftwareDet aail_Link.pdf</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
<b>4734</b>	<b>531</b>

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus**      **A. 50 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.3.4 - Institution has facilities for e-content development:**      **A. All four of the above**  
**Facilities available for e-content development**  
**Media Centre**  
**Audio-Visual Centre**  
**Lecture Capturing System (LCS)**  
**Mixing equipments and software for editing**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/4.3.4_CarloMedia_EquipList_Link.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/4.3.4_CarloMedia_EquipList_Link.pdf</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**

**296.53767**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The institution has established efficient systems and procedures for maintaining and utilizing every facility under its dominion, thanks to its long experience. The Administrator oversees the daily functioning of the college and ensures the care and regular maintenance of the entire campus. A team of 15 women, supervised by an administrative staff, is responsible for the cleanliness and maintenance of the college. The infrastructures of all classrooms are cleaned and mopped every day. The campus is supported by a team of two full-time electricians, one carpenter, one painter, three gardeners, and one scavenger who take care of the technical assistance, daily requirements, and landscaping of the campus.

For computer services, there is a well-trained IMF team for the regular maintenance of electronic services and computer aided facilities. The Director of the Computer Centre ensures the maintenance of computers and network facility of the institution.

Effective solid, liquid, and waste management systems are available in the institution, along with water harvesting units and environment conservation panels that are periodically checked. Adequate dustbins are available throughout the campus, with color distinction for the segregation of bio-degradable and non-degradable waste.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/4.4.2 Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/4.4.2 Link.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

3253

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

1096

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/5.1.3_Skills_Link.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/5.1.3_Skills_Link.pdf</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

1826



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

339

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of outgoing students progressing to higher education

454

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

6

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

42

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council (SC) is comprised of the Presidents, Vice Presidents, Secretaries and representatives of all programmes. Each academic year, in the first week of July, the college holds an investiture ceremony. The Vice Principal of Administration guides the SC and holds a minimum of four meetings per semester

with the Dean of Students Affairs. The SC's primary objective is to provide opportunities for students to voice their grievances, which are addressed immediately.

The SC plays a vital role in providing the management with suggestions for organizing various events such as Sports Day, Cultural Fest, Community Day, Farewell Day and Annual Day. They also plan significant cultural events for Pongal and International Women's Day Celebrations.

The SC creates awareness among neighbouring communities about epidemics and contagious diseases. They promote educational values and decorum both inside and outside the college. The SC also plays a pivotal role in promoting healthy and hygienic campaigns on the campus. Among other initiatives, they organize rallies to promote national importance causes such as Swatch Bharat and the Right to Vote.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/5.3.2AssociationInaugPhotos_link.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/5.3.2AssociationInaugPhotos_link.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

188

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

### Functioning of the Sacred Heart College Alumni Association

The Sacred Heart College Alumni Association operates in the

following ways:

### 1. Financial Assistance

The alumni association provides financial assistance to underprivileged and meritorious students through scholarships. Additionally, study materials are given to them for motivation and to enrich their learning.

### 2. College Curriculum Development

Distinguished alumni who are working in well-established service sectors and industries are included as part of the Members of Board of Studies. They play an active role in revising the curriculum and incorporating the latest innovations. Other learned alumni serve as members in the Academic Council and revise key concepts and new teaching methodologies.

### 3. Outreach Activities

The alumni association conducts training programmes in Government schools and surrounding neighbourhoods to prevent school dropouts and to raise awareness about the importance of education. Clothes and other necessary materials are collected and distributed to the underprivileged when needed.

### 4. Felicitations & Spiritual Retreats

The Alumni Association of SHC recognizes and honours retiring faculty and staff members for their dedicated services. They also organize spiritual retreats and other events to express gratitude.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/5.4.1.93AssociationRegistration_link.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/5.4.1.93AssociationRegistration_link.pdf</a>

#### 5.4.2 - Alumni's financial contribution during the year

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The Salesian Society, to which the College belongs, aims to educate young people who come from impoverished and neglected backgrounds. The primary objective is to provide these young individuals with high-quality knowledge and skills which will empower them to become valuable members of society. The Board of Management, with a well-defined vision and mission statement, ensures that the College's purpose is protected. It fosters an environment that encourages the production of intellectually competent, morally upright, socially committed, and spiritually inspired citizens who can serve our nation.

The Management regularly holds meetings with its stakeholders, who play a key role in various committees. The Governing Body (GB), AC, Finance Committee (FC), and BoS are statutory bodies that make important decisions that influence the management's policies and the college's day-to-day activities. At SHC, there are various committees that have adequate faculty participation to ensure democratic principles, teamwork, and a culture of excellence. Frequent meetings of these committees help in the smooth and effective functioning of the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://shcpt.edu/vision_and_mission.php">https://shcpt.edu/vision_and_mission.php</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

**Vision and Mission:** SHC visionary commitment is deeply embedded in its mission to create an

educated, ethical, and prosperous society inspired by the love of the Heart of Jesus. The mission extends beyond academic excellence to include fostering integral human development, values of equality, freedom, and fraternity, and providing education to impoverished and rural youth. This commitment is not just academic but extends to social initiatives, cultivating a profound sense of

social responsibility and consciousness of rights.

#### Institutional Governance:

The Board of Management, convening monthly, ensures the fulfilment of the mission. Various committees, including the Governing Body, Academic Council, Finance Committee, and Boards of Studies, actively involve stakeholders in critical decision-making processes. The college's commitment to decentralization ensures an effective distribution of responsibilities, fostering a culture of collective responsibility and engagement.

**Decentralization and Participation:** The establishment of various committees and sub-committees, with representation from faculty and students, ensures a democratic decision-making process. Heads of Departments, faculty, students, and parents, contribute to the institution's commitment to inclusive leadership and substantial participation of faculty in the decision making journey. The Vice-Principal of Student affairs is newly established to providing assistance, guidance and support to all students of SHC.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/6.1.2-EffectiveLeadership.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/6.1.2-EffectiveLeadership.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The IQAC conducted an academic audit regularly once in three years for all programmes. Based on the audit's recommendations, the restructuring committee reviewed and analyzed the curriculum designs of many universities and colleges. As a result, a unique curriculum design for the College was executed in 2021 onwards. Each department was given adequate time to prepare its curriculum design, which was then approved by the CDC. The syllabus was revised systematically, including discipline-specific electives, self-study courses, certificate courses, and interdepartmental electives. The new curriculum design includes credits and optional

credits. The UGC model curriculum was adopted for setting core papers, which was effectively carried out by various departments. Self-study courses and certificate courses are introduced for advanced learners to enable them to acquire extra credits. Groups and Movements (SHELTER) and outreach activities (DEEDS) are compulsory credit courses.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shcpt.edu/IOAC/AOAR2022-2023/6.2.1.22SHCPerspectivePlan Link.pdf">https://www.shcpt.edu/IOAC/AOAR2022-2023/6.2.1.22SHCPerspectivePlan Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

#### Managerial Governance

The long-term plans of the college are led by the Chairperson (Provincial) and the Board of Management. The Secretary (Rector) is the appointing authority and the chief functionary of the college, currently heading the Board of Management.

#### Functions of Various Statutory and Non-Statutory Bodies

The college ensures that all bodies function effectively with a coordinator and required members. These bodies carry out their functions in consultation with the head of the institution, with regular meetings convened, and minutes maintained. In addition to mandatory committees like Governing Body, Academic Council, Finance Committee, IQAC, and Curriculum Development Cell, the management has constituted several committees to ensure democratic principles, teamwork, and culture of excellence are practiced.

#### Recruitment and Promotional Policies

The recruitment of faculty and non-teaching staff at SHC is meticulously carried out in accordance with the UGC nomenclature, management policy, and government regulations. Promotional

policies are set up in line with government regulations.

### Grievance Redressal Mechanism

The student Grievance Redressal Committee consists of the Principal, Additional Principal, Vice Principals, Deans of Student Welfare, College Librarian, Office Superintendent, and Women Faculty Representatives.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://shctpt.edu/Organogram.php">https://shctpt.edu/Organogram.php</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/6.2.1.21HRPolicy LinkAI.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/6.2.1.21HRPolicy LinkAI.pdf</a>

### 6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

#### Staff Welfare Schemes

Staff Welfare Funds are provided to both teaching and non-teaching staff. The management contributes gratuity to the permanent management employees in the college. Laptop and staff welfare fund loans are sanctioned at a minimum interest rate. Non-teaching staff also have access to staff welfare funds. Specific loans are



sanctioned to the aided and the self-financed faculty and staff.

The main benefit of both welfare funds is to provide loans to members at low interest rates and payment of ex-gratia to members retiring from or leaving the service.

#### Staff Quarters and Educational Aid

The management of SHC provides the staff with adequate housing facilities as part of its welfare measures. House rent is collected at a very nominal rate. Non-teaching staff are provided with a site to construct a house with a general loan. Children of the employed non-teaching staff are provided with funds towards their education.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/6.3.1_Relax_Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/6.3.1_Relax_Link.pdf</a>

#### 6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

652

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

#### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### **6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)**

172

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### **6.4 - Financial Management and Resource Mobilization**

#### 6.4.1 - Institution conducts internal and external financial audits regularly

The concerned department obtains approval from the Principal for both recurring and non-recurring expenses, and then submits the request to the Accounts Section. The Accounts Section processes the request and allocates the necessary funds. Once the programme is completed, all expenses are settled with proper bills, which are counter-signed by the HOD and the Principal. The Accounts Section is responsible for maintaining all accounts, under the guidance and coordination of the Administrator (Bursar) of the Management. The treasurer audits the accounts with his team every year during the official annual visitation (Internal Auditing) and provides proper guidance.

Every year, the student tuition fees account, university fees account, special fees account, and the General Non-Salary (GNS) accounts are audited according to government nomenclature and reviewed by the Joint Directorate of Collegiate Education (JD), Vellore Region. The Salary Grant and UGC Autonomy Grant are also audited and reviewed by the Joint Directorate of College Education (External Auditing).

The Auditor of SHC Society audits both the self-financed and aided accounts. The balance sheet pertaining to both aided and management is audited, and its Income Tax (IT) Returns are filed every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shcpt.edu/IOAC/AOAR2022-2023/6.4.1Audit22-23_UlandLink.pdf">https://shcpt.edu/IOAC/AOAR2022-2023/6.4.1Audit22-23_UlandLink.pdf</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

112.13

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Reaching the Unreached

Our College provides scholarships to financially weaker rural students. Government scholarships and projects also enhance our resources for this purpose.

##### Remuneration and Rewards

The government pays the salary of aided faculty members, while self-financed faculty members and staff are paid using the fees collected from students. More than 70% of the fees collected go towards staff salaries. We budget sufficient funds for effective teaching and learning practices, such as organizing seminars for faculty, departmental seminars, and training programmes. On college day, we honor faculty members for their achievements in research publications, professional services, and exceptional voluntary services.

## Research Grants

We effectively utilize research grants to implement projects and purchase necessary equipment for the college.

## Work Scholarship

We implemented an "earn while you learn" scheme for students to ease their financial burden. Students are selected after proper scrutiny and assigned 75 hours to help out in the library, administer tuitions in government-run schools in the neighbourhood, and participate in various activities as instructed by the department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://shctpt.edu/IOAC/AQAR2022-2023/6.1.2.444Audit22-23_LinkAI.pdf">https://shctpt.edu/IOAC/AQAR2022-2023/6.1.2.444Audit22-23_LinkAI.pdf</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

### Educative Pastoral Plan

The Educative Pastoral Plan (EPP) is an annual plan prepared by every department at the beginning of every academic year. Its main focus is on the holistic development of the students based on six dimensions: physical, intellectual, psychological, spiritual, social, and cultural. The EPP also includes the Association activities of the department, which are planned based on the same. It contains additional details such as the type of programmes, persons in charge, probable dates, and finance involved.

### Action Plan of the Department

The Internal Quality Assurance Cell (IQAC) plays a crucial role in ensuring quality and standards in SHC. The action plan of each department is carefully drafted based on the seven criteria stipulated by the NAAC. This includes various components such as

the formulation of a Vision and Mission statement for each department, curriculum design and development, academic flexibility, curriculum enrichment strategies, teaching, learning, and evaluation methodologies, research consultancy, and extension. The IQAC has prepared a template to facilitate the planning process, which is circulated to all departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IOAC/AOAR2022-2023/6.5.1_Link.pdf">https://shctpt.edu/IOAC/AOAR2022-2023/6.5.1_Link.pdf</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

#### Annual Evaluation of the Department:

The Department undergoes an annual evaluation at the end of each semester, with all faculty members in attendance.

#### Evaluation of the Faculty:

The faculty's Annual Plan focuses on their overall development in research and consultancy, knowledge development, teaching and learning, and their contribution to the college/department, as well as self-evaluation.

#### Evaluation of the Curriculum:

The IQAC (Internal Quality Assurance Cell) plays a crucial role in ensuring quality teaching and learning. The department periodically revises its curricula based on the model curriculum recommended by the UGC (University Grants Commission).

#### Periodic Assessment of Learning Outcomes:

The IQAC also facilitates periodic assessments of learning outcomes. Results are usually published within 10-15 days, with the IQAC overseeing the entire result analysis process. The analysis includes a report on each student's performance in each subject, highlighting the minimum and maximum marks secured, the average percentage of marks secured, and the classification of marks into low, moderate, and high categories.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/6.5.2.100AnnualEvaluation22-23_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/6.5.2.100AnnualEvaluation22-23_Link.pdf</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/6.5.3_2022-23_collegeDayReport_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/6.5.3_2022-23_collegeDayReport_Link.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SHC conducted a gender audit, focusing on equal education access, a gender-inclusive curriculum, diverse faculty, and stopping gender-based harassment. Efforts include support services, gender-neutral facilities, leadership opportunities, awareness training, and scholarships. Survey results show recognition of SHC's commitment and satisfaction with support services and bias addressing. Male involvement fosters inclusivity.

The college promotes women in decision-making, fights harmful

practices, and ensures equal treatment. Courses like Social Entrepreneurship and events like International Women's Day raise awareness. 13 courses emphasize fairness, showing dedication to gender equality.

The Women Cell, led by female Deans, organizes health, safety, and empowerment programs. A Female Physical Trainer encourages sports participation. Extracurricular fairness reflects care for inclusion and gender awareness.

Separate facilities meet gender-specific needs with safety measures like cameras and good lighting. Counseling services are gender-neutral, daycare centers, and sanitary product facilities promote inclusivity. Separate, secure hostels, gyms, and a Skill Centre support girls' growth and confidence, creating a safe, inclusive environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/7.1.1.1GenderAuditReport_LinkAI.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/7.1.1.1GenderAuditReport_LinkAI.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy plant Wheeling to the Grid energy conservation Use of LED bulbs/ power-efficient equipment**

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

**Solid Waste Management:** The college has red bins for things that don't break down (non-biodegradable) and blue bins for things that do (biodegradable). They're placed around the college in hallways, bathrooms, and common areas. Also, the college turns food waste into animal feed.

**Liquid Waste Management:** The college works to reduce and reuse liquid waste from places like the college itself, dorms, and the cafeteria, mainly food scraps and water. They also try to save water with programs to use less.

**Biomedical Waste Management:** The college handles medical waste very carefully, making sure it's collected and disposed of safely to stop infections and protect the environment.

**E-waste Management:** In recognition of the environmental impact of electronic waste, Sacred Heart College has crafted a comprehensive strategy. This strategy not only minimizes the generation of e-waste but also ensures its proper disposal.

**Waste Recycling System:** Waste is sorted where it's made into things that break down and things that don't. Then, it's broken down more, often by shredding, and taken to recycling places. Sometimes it's cleaned to make sure it's good quality.

**Hazardous Chemicals and Radioactive Waste Management:** Dangerous chemicals are stored safely and disposed of properly to keep everyone safe.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy undertaken by the institution**

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:**

**A. Any 4 or all of the above**

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions/awards**
- 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Sacred Heart College (SHC) is a bastion of inclusivity, committed to embracing diversity in all its forms, be it cultural, regional, linguistic, communal, or socioeconomic. Cultural diversity thrives at SHC through vibrant celebrations like Republic Day and Christmas, fostering unity amidst differences. Events such as Youth Day and Constitution Day promote tolerance and harmony.

Spiritual and moral education, including readings from religious texts, instill values of responsibility and respect.

Policies like Gender Equality and initiatives for the differently abled demonstrate SHC's dedication to equal opportunities. Community engagement extends to Women's Day sessions and blood donation camps, reflecting the institution's commitment to well-being.

Annual Sharing Day and support for the transgender community showcase SHC's hands-on involvement in community issues. Participation in "World Suicide Prevention Day" underscores its commitment to mental health awareness.

Linguistic inclusivity is promoted through language programs, language labs, and literary festivals. Socioeconomic inclusivity is addressed through fee assistance, scholarships, and community support initiatives, especially during crises like the Covid-19 pandemic. DEEDS projects and NSS/NCC engagement further demonstrate SHC's commitment to socioeconomic inclusivity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

SHC emphasizes values and rights through courses like Value Education, engaging students in discussions on core principles like equality and justice. Special events such as Republic Day and Constitution Day delve into constitutional history and fundamental values. Religion and Ethics classes instill moral and social responsibility.

Responsibilities are integrated into education, with initiatives like National Voters' Day and Swachh Bharat campaigns promoting civic duty. Awareness programs on issues like plastic pollution and human trafficking highlight SHC's holistic approach to education.

Environmental courses and participation in blood donation camps demonstrate SHC's commitment to sustainable development and

community welfare. National Day celebrations reinforce constitutional values, while cultural events promote unity amidst diversity.

Staff involvement in elections and advocacy for justice, as seen in protests for Rev. Fr. Stan Swamy and against ethnic violence, exemplifies SHC's dedication to upholding constitutional rights and duties. Through international commemoration days, SHC emphasizes global social responsibility, embodying its role as a guardian of constitutional values.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized** A. All of the above

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Celebrating cultural and constitutional festivals is a cornerstone of SHC's activities, fostering a sense of pride and unity among students. Throughout the academic year, students, guided by teachers, commemorate various national and international days. Republic Day and Independence Day are observed with great enthusiasm, symbolizing the spirit of patriotism and freedom.

In addition to these significant national events, the college celebrates a plethora of other days to honor notable personalities from political, social, cultural, and scientific history. Traditional festivals like Pongal and International Women's Day are also embraced, highlighting the rich diversity of our culture and the contributions of women to society.

Moreover, the college commemorates important occasions like Mahatma Gandhi's birthday on 2nd October and National Constitution Day on 26th November, underscoring the significance of our democratic values and principles. Initiatives like "Swachh Bharat Abhiyan" further demonstrate our commitment to social responsibility and cleanliness.

By observing days like World Environment Day, International Yoga Day, and National Mathematics Day, Sacred Heart College instills in students a sense of global awareness and appreciation for various fields of knowledge. Through these celebrations, the college nurtures well-rounded individuals who are not only academically proficient but also culturally and socially aware citizens.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

The Communicative English Programme (CEP) at Sacred Heart College aims to enhance English communication skills, particularly for

students from rural areas and Tamil medium schools. Through focused training in vocabulary, listening, comprehension, speaking, reading, and writing, it enables effective English communication. The program's streamlined classes and ongoing assessments ensure gradual improvement over three years.

SHAPE and the Seeding Hope Counselling Centre provide comprehensive support for students' academic performance, personality development, and well-being. SHAPE assigns mentors and offers academic assistance, while the counselling centre provides confidential support for personal and psychological challenges. Scientific research demonstrates high satisfaction and effectiveness rates among participants.

Challenges such as counselling stigma, annual mentor changes, and restricted mentor visits have been addressed through initiatives promoting awareness, continuity, and accessibility. Mandatory private counselling sessions aim to dispel misconceptions, while assigning mentors at the beginning of the graduate program ensures continuity. Moreover, students can now schedule mentor visits as needed, fostering more frequent support and guidance.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.shctpt.edu/IOAC/files/7.1.10BestPracticeReports.pdf">https://www.shctpt.edu/IOAC/files/7.1.10BestPracticeReports.pdf</a>
Any other relevant information	<a href="https://www.shctpt.edu/IOAC/files/7.2.1BestPractices_UAI.pdf">https://www.shctpt.edu/IOAC/files/7.2.1BestPractices_UAI.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

SHC stands as a leader in academic excellence, boasting cutting-edge research facilities housed in the Abdul Kalam Research Centre (AKRC). Equipped with state-of-the-art instrumentation like the FTIR Spectrophotometer and UV-Vis Spectrophotometer, these facilities are regularly updated to provide researchers with access to the latest advancements.

The AKRC extends its facilities to Ph.D. scholars, offering dedicated working spaces with 24x7 internet-enabled computers. Additionally, the establishment of the Centre for Research

Scholars (CRC) further emphasizes SHC's commitment to collaboration and academic discourse.

In terms of publications, SHC boasts five open-access online journals, contributing significantly to the scholarly landscape. Specific research grants like the Don Bosco Research Grant and Fr. Carreno Research Grant incentivize faculty and Ph.D. students, respectively. Furthermore, SHC actively engages in intellectual property activities, conducting workshops, webinars, and filing patents to promote awareness and practical application of IPR concepts.

Archaeological research conducted by the Department of Tamil Literature has unearthed significant findings at archaeological sites dating back to 3500 BC. Through various training programs and initiatives like the Sacred Heart Young Innovator Award (SHYIA), SHC nurtures a culture of innovation and entrepreneurship, ensuring students are equipped with the essential skills and mindset to succeed in today's dynamic landscape.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Curriculum design and development play a crucial role in achieving quality education. Therefore, it becomes necessary to review and recommend new changes to the curriculum. At Sacred Heart College (SHC), the curricula of all programmes are periodically revised based on the model curriculum recommended by the UGC.

The academic programmes in sciences, such as Physics, Chemistry, Mathematics, Biochemistry, and Computer Science, aim to promote intellectual, academic, social, personal, and value development among students. These programmes also offer training in various skills that lead to better employment opportunities and understanding of the surroundings, including ecology, environment, society, and the world as a whole.

The academic programmes in Economics, Commerce, Management, Social Work, and Psychology have the objective of providing knowledge and training in understanding and developing national living standards, as well as providing leadership skills to students.

The programmes in professional and vocational streams, such as MBA, MSW, MCA and Post Graduate Diploma programmes, such as Medical Laboratory Technology (PGDMLT), Human Resources Management (PGDHRM), and Import and Export Management (PGDIEM), are designed to meet the needs of the industry and other organizations offering employment opportunities to students.

All PG and research papers are checked for plagiarism through the "Turnitin" anti-plagiarism software.



File Description	Documents
Upload additional information, if any	<a href="#">View File</a>
Link for additional information	<a href="https://www.shctpt.edu/IQAC/files/1.1.1_2021-22_Bos_Structure_full_syllabus_link.docx">https://www.shctpt.edu/IQAC/files/1.1.1_2021-22_Bos_Structure_full_syllabus_link.docx</a>

**1.1.2 - Number of Programmes where syllabus revision was carried out during the year**

36

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Details of syllabus revision during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year**

376

File Description	Documents
Curriculum / Syllabus of such courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	<a href="#">View File</a>
MoUs with relevant organizations for these courses, if any	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility****1.2.1 - Number of new courses introduced across all programmes offered during the year**

200

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

36

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

At SHC, we believe in providing a well-rounded education to our students. Our curriculum includes courses on Gender, Environment & Sustainability, Human Values, and Professional Ethics. In the latest restructured curriculum, we have introduced a comprehensive course on Life Education. The course is divided into two semesters. In the first semester, students learn lessons on how to grow into their full potential, develop a positive self-image and self-esteem, and appreciate life's best gift. In the second semester, students are taught social skills to help them cope with emotional imbalances. The course also includes a section on Human Rights, which enlightens students on the fundamental rights of women and children, dalits, and tribals.

The course on Environmental Education focuses on the application, function, and governance of an eco-friendly and sustainable environment. We believe that instilling Human Values is crucial for our students' growth, and therefore, the subject is taught in two semesters. We aim to help students understand the true meaning of love and happiness in their

daily lives.

For our MBA students, we have a distinct course on Professional Ethics. The course focuses on value education, social skill development, human rights, employability skills, and environmental governance. Our PG students are also taught Human Rights, with a focus on the United Nations and Human Rights, the Protection of Human Rights, the Rights to Information Act, the Right to Education, and the application of Women's and Child Rights in India.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

59

File Description	Documents
List of value-added courses	<a href="#">View File</a>
Brochure or any other document relating to value-added courses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

910

File Description	Documents
List of students enrolled	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1067

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	<a href="https://www.shctpt.edu/Feedback.php">https://www.shctpt.edu/Feedback.php</a>
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - The feedback system of the Institution comprises the following**

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/1.4.2.TeachersFeedback.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/1.4.2.TeachersFeedback.pdf</a>
Any additional information	<a href="#">View File</a>

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

1935

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

416

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution places great emphasis on honing the skills of advanced learners. These learners are encouraged to take additional courses under the Choice Based Credit System (CBCS), which allows them to accumulate extra credits beyond the mandatory requirement. The restructured curriculum offers innovative certificate and self-study papers that enable advanced learners to register and learn the latest trends and developments in their respective disciplines and across other disciplines (interdisciplinary certificate courses). Students are given exposure to research by encouraging them to interact with academic, industrial, and subject experts on a regular basis on the side-lines of international/national conferences/seminars organized in their respective departments. In such conferences/seminars, advanced learners are encouraged to present/publish papers. Advanced learners are motivated to apply for the student's project scheme available with the Tamil Nadu State Council for Science and Technology (TNSCST, Government of Tamil Nadu). Receiving such fellowships boosts the morale and research thirst of advanced learners.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shcpt.edu/IQAC/AQAR2022-2023/2.2.1AssociationActivitiy.pdf">https://www.shcpt.edu/IQAC/AQAR2022-2023/2.2.1AssociationActivitiy.pdf</a>

### 2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
28/04/2023	4734	200

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

The college places great emphasis on experiential and participative learning to enhance the learning abilities and involvement of its students. Experiential learning is promoted through laboratory demonstration classes, practical experiments, web-based learning, drama clubs, alternative theatre movement, psychometric testing tools, and transitional analysis.

For all postgraduate courses, internships or projects are made mandatory. This requires students to identify an industry or academic institution in their discipline and undergo professional training to learn its nuances, techniques, methodologies, practices, and professional ethics in their domain.

Participatory learning is promoted through the participation of students in national and international conferences/seminars. This aspect encourages students to actively partake in workshops and present quality research papers.

Problem-solving oriented learning is incorporated in the disciplines of science, commerce, and management. Some of the courses offered include optimization techniques, numerical

techniques, quantitative techniques, stock-market data analysis, applied mathematics, applied sciences, and programming courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.3.1DifferentLearningMethodsPhotos.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.3.1DifferentLearningMethodsPhotos.pdf</a>

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The way we teach and learn has changed significantly with the use of technology and the Internet. Learning Management Systems like MOODLE (Modular Object-Oriented Dynamic Learning Environment) have revolutionized the process of sharing knowledge. Many universities and colleges now offer online courses as e-Learning platforms are an innovative shift in the field of education. Infrastructure has been set up to help faculty members and students get used to teaching and learning through technology. Each department has its own separate domain, and each faculty member has been given credentials to use the learning platform. Sacred Heart College also has a Microsoft Teams educational institution license for teaching and learning. Faculty members are given hands-on training to make them comfortable using MOODLE and Microsoft Teams platforms. An administrator is appointed in each department to maintain the site. They create courses and assign roles to the students and course teachers. Special training is provided to administrators on administering the MOODLE site. The features of MOODLE and Microsoft Teams platforms have impressed faculty members and students greatly.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.3.2ICTTools.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.3.2ICTTools.pdf</a>
Upload any additional information	<a href="#">View File</a>

**2.3.3 - Ratio of students to mentor for academic and other related issues****2.3.3.1 - Number of mentors**

200

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	<a href="#">View File</a>
Circulars with regard to assigning mentors to mentees	<a href="#">View File</a>

**2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution**

The College takes great care in planning and organizing its academic activities. Once the academic calendar is finalized, it is uploaded on the college website and also on the MobileApp. A print format of the calendar is also distributed among the faculty members and the students. Based on the working days mentioned in the calendar, each faculty member drafts their teaching plan and adheres to it for the various courses they handle. Each course is expected to have a detailed plan which includes the schedule for assignments, class tests, and other academic components. The Head of the Department (HOD) ensures that the course and lesson plan is strictly followed. Many departments make use of various platforms like LMS, MOODLE, etc., where they upload assignments, discussion forums, online tests, and learning materials to augment the effective learning experience of the students. An annual plan is developed for each department and for the entire college through an Educative Pastoral Plan (EPP) proposed in the beginning of the academic year. The EPP focuses on the holistic development of all students in various areas which include physical, intellectual, psychological, spiritual, social, and cultural development.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full-time teachers against sanctioned posts during the year**



<b>200</b>	
File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year</b>	
<b>123</b>	
File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)</b>	
<b>1806</b>	
File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
<b>2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year</b>	
<b>11</b>	

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

32

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

At SHC, Information Technology is integrated in all stages of the examination process starting from online application to downloading of semester marks. The process involves various modules such as formulation of courses and subjects, fixing of evaluators, preparation of the time table, CA components allocation, CA marks entry and calculation, semester seat allotment, strength list, semester marks entry, results processing and consolidated/semester wise final mark sheet printing.

The examination process begins with the fixation of the master subjects and programmes directed by the AC. The Controller of Examinations (CoE) classifies and sorts students undertaking their respective subjects and feeds the same into the system. The CA Marks for every subject is transferred from the faculty domain of the college portal. The semester time table is processed and made available on the notice board and the college website. The strength list is taken for each subject and sent to the chief superintendent of the examination, along with the question papers and answer scripts.

After the completion of the examination and the valuation, the semester marks are entered into the system and the results are processed. The same is displayed on the website for students to access.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.5.3.124ScreenShots_Link.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.5.3.124ScreenShots_Link.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The Board of Studies (BoS) of each department consults with all the stakeholders and carefully formulates the specific objectives for each programme and course. The BoS ensures that the programme specific outcomes of each programme of the department are finalized and clearly defined. Additionally, the BoS checks the course objectives of each course and verifies if the course outcomes are compatible with the syllabus.

The Academic Council (AC) of the college is constituted with the Principal as the Chairperson, all the Heads of Departments (HoDs), teacher representatives, subject experts and the University Nominee as members. The AC scrutinizes and finalizes the Programme Objectives, Programme Specific Objectives and Course Objectives of all the programme in the college.

The programme objectives, programme specific objectives and course objectives are made available to all the faculty and students in the web portal. The students are continuously reminded of the objectives during class conduct hours, morning/afternoon assemblies and all academic activities of the college.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.1.129OBEManualSHC_link.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.1.129OBEManualSHC_link.pdf</a>

### 2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The college's programme outcomes aim to produce graduates who possess intellectual proficiency, social responsibility, spiritual stimulation, professional ethics, and communication skills.

Intellectual proficiency is developed through strong academic skills and a sound basic knowledge of the field of study.

Social responsibility is instilled through a life skills course called "Human Rights," which promotes social awareness and proactive behaviour.

Spiritual stimulation is achieved by fostering an understanding and appreciation of the importance of God in all aspects of life through mandatory religion and ethics courses.

Professional ethics are taught through life skills courses offered in all programmes, emphasizing honesty and ethical behaviour.

Communication skills and soft skills are developed through tailor-made courses offered by the Life and Employability Skill Department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.1.129OBEManualSHC_link.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.1.129OBEManualSHC_link.pdf</a>

**2.6.3 - Pass Percentage of students****2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution**

1174

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.3 Result Copies link.zip">https://www.shctpt.edu/IOAC/AOAR2022-2023/2.6.3 Result Copies link.zip</a>

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink**

[https://www.shctpt.edu/IOAC/AOAR2022-2023/2.7.1\\_SSS\\_Analysis\\_2022-23.pdf](https://www.shctpt.edu/IOAC/AOAR2022-2023/2.7.1_SSS_Analysis_2022-23.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Promotion of Research and Facilities**

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Sacred Heart College has a dynamic Research Policy available on their website. This policy provides guidelines for conducting research both internally and externally. It promotes opportunities for staff and students to undertake research projects, consultancy services, and extension activities with various entities including Government Funding Agencies, Industries, Non-Governmental Organizations, and other institutions. One of the primary roles of Sacred Heart College is to participate in the research, transmission, preservation, and enhancement of knowledge. It aims to stimulate the intellectual participation of students in the economic, social, cultural, scientific, and technological development of the nation.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
Provide URL of policy document on promotion of research uploaded on the website	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/3.1.1.1ResearchPolicy_URL.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/3.1.1.1ResearchPolicy_URL.pdf</a>
Any additional information	<a href="#">View File</a>

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

3.1250

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	No File Uploaded
Any additional information	No File Uploaded

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0.30

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<a href="#">View File</a>
List of projects and grant details	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.2.2 - Number of teachers having research projects during the year

4

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/3.2.2.45Letter22-23_Link.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/3.2.2.45Letter22-23_Link.pdf</a>
List of research projects during the year	<a href="#">View File</a>

#### 3.2.3 - Number of teachers recognised as research guides

61

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<a href="#">View File</a>
Institutional data in Prescribed format	<a href="#">View File</a>

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

3

File Description	Documents
Supporting document from Funding Agencies	<a href="#">View File</a>
Paste link to funding agencies' website	<a href="https://shctpt.edu/IOAC/AOAR2022-2023/3.2.4.Letter22-23_Link.pdf">https://shctpt.edu/IOAC/AOAR2022-2023/3.2.4.Letter22-23_Link.pdf</a>
Any additional information	<a href="#">View File</a>

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The Institution has a dedicated research centre called Abdul Kalam Research Centre (AKRC) was established to promote research in finding scientific solutions to meet local needs. The centre is equipped with basic research facilities for interdisciplinary and multidisciplinary research areas, including Physics, Chemistry, Bio-Chemistry, Microbiology, and more.

As a part of APRC, the college has also established a "Centre for Innovation and business incubation" (CIBI) to help students and other stakeholders develop their skills in entrepreneurship. Thanks to this initiative, students and faculty members have developed designs such as water purification, liquid waste management, Distributed Controlled Solution (DCS), technology for organic farming, low-cost detection and removal of heavy metals like chromium from fresh water contaminated by tannery effluent, and low-cost crystal growth apparatus which can be marketed.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/3.3.1_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/3.3.1_Link.pdf</a>

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

109

File Description	Documents
Report of the events	<a href="#">View File</a>
List of workshops/seminars conducted during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

**A. All of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

**3.4.2.1 - Number of PhD students registered during the year**

35

File Description	Documents
URL to the research page on HEI website	<a href="http://shctpt.edu/IQAC/AQAR2022-2023/3.4.2.96PhDReg22-23.pdf">http://shctpt.edu/IQAC/AQAR2022-2023/3.4.2.96PhDReg22-23.pdf</a>
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

312

File Description	Documents
List of research papers by title, author, department, and year of publication	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

64

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/3.4.4.109Books22-23_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/3.4.4.109Books22-23_Link.pdf</a>

**3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed****3.4.5.1 - Total number of Citations in Scopus during the year**

750

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

11

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

247.71201

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	<a href="#">View File</a>
List of consultants and revenue generated by them	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	<a href="#">View File</a>
List of training programmes, teachers and staff trained for undertaking consultancy	<a href="#">View File</a>
List of facilities and staff available for undertaking consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

At SHC, Outreach acts as a conduit for community enrichment, with departmental initiatives aiming to uplift the quality of life in nearby areas. Second-year undergraduates actively engage in these efforts, planning activities directly benefiting the local community.

Sharing-Day, an annual event, embodies social responsibility as students, faculty, and staff generously donate clothing to the less fortunate. The college has also made substantial contributions to disaster relief, aiding Kerala's flood reconstruction and Gaja cyclone recovery. During the COVID-19 pandemic, SHC provided essential food supplies, demonstrating solidarity with affected communities. Additionally, the NCC wing played a vital role in supporting district administration efforts.

Institutional Social Responsibility (ISR) is exemplified by SHC's adoption of the Gypsy Community, constructing facilities and offering skill development programs. Funding from the Tamil Nadu Corporation for Development of Women Ltd. further supports skill training for rural youth

Extension Services provide platforms for students to engage in community-focused education. SHC addresses pressing social issues such as alcohol addiction and deforestation, sensitizing

students and faculty to these concerns. This holistic approach reflects SHC's unwavering commitment to holistic development and community welfare, solidifying its position as a beacon of social responsibility and community engagement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IOAC/AQAR2022-2023/3.6.1_AI_Link.pdf">https://shctpt.edu/IOAC/AQAR2022-2023/3.6.1_AI_Link.pdf</a>

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

88

File Description	Documents
Reports of the events organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

5276

File Description	Documents
Reports of the events	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.7 - Collaboration

#### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

55

File Description	Documents
Copies of documents highlighting collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

43

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

The SHC campus comprises ten blocks, including the Main building, Silver Jubilee block, Golden Jubilee block, Diamond Jubilee block, Bi-Centenary building, Communicative English block, APRC, Skill Centre, Bosco Institute of Social Work (BISW), and the Central Library.

Sacred Heart College has 73 classrooms with ICT-enabled facilities, providing students with an immersive learning experience and allowing for the effective dissemination of knowledge. Additionally, there are 43 laboratories equipped with high-end equipment for student learning and research.

The campus boasts state-of-the-art facilities, including department faculty rooms with individual cabins for student interaction and faculty research. To facilitate the exchange of ideas, there are 24 seminar halls with well-equipped infrastructure.

The library has a vast collection of books, and a separate area (Cybrary) is allocated with 30 computers for research scholars to conduct their research. Each department has well-equipped laboratories and classrooms, and classroom and laboratory usage is planned by the departments based on the number of contact hours for each programme.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/4.1.1_lab_mainBlock_Photo_Link.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/4.1.1_lab_mainBlock_Photo_Link.pdf</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

SHC is located 27 km away from Yelagiri and has a beautiful view that can be seen from the college ground. The college campus is spread over 25.1 acres of land and has many buildings and a splendid landscape that provides a rich campus atmosphere. The college buildings, furniture, and equipment are utilized optimally and are available for teaching-learning processes, evaluation, co-curricular, extracurricular, research, and extension activities.

SHC campus has ten blocks, which include the Main building, Silver Jubilee block, Golden Jubilee block, Diamond Jubilee block, Bi-Centenary building, Communicative English block, APRC, Skill Centre, Bosco Institute of Social Work, and the Central Library.

There are 73 classrooms with ICT-enabled facilities for

effective learning and dissemination of knowledge at SHC. This enables students to have a vivid learning experience and acquire optimum usage. There are 43 laboratories with high-end equipment for student learning and research. The campus has state-of-the-art facilities that include department faculty rooms with individual cabins to facilitate student interaction and enable faculty members to pursue their research work. To provide an atmosphere for exchange of ideas, the college has 24 seminar halls with well-equipped infrastructure.

File Description	Documents
Geotagged pictures	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shcpt.edu/IOAC/AOAR2022-2023/4.1.1 Sport Yoga photo Link.pdf">https://www.shcpt.edu/IOAC/AOAR2022-2023/4.1.1 Sport Yoga photo Link.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

97

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

476.42532

File Description	Documents
Upload audited utilization statements	<a href="#">View File</a>
Details of Expenditure, excluding salary, during the years	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Electronic Bosco Library Information System (eBLIS) is a software suite designed to manage large library collections effectively. It is a client-server application that includes various modules such as User Login, Admin, Librarian Desk, Document Catalogue, Barcode Circulation, Online Public Access Catalogue (OPAC), and Web modules for library maintenance. With eBLIS, the Admin has full control over all users, while the Librarian Desk module keeps track of the library's working days and other essential features such as notifying users of the scheduled return date for books. The Document Catalogue module allows librarians to register new entries of books, journals, published articles, and non-book materials such as CDs and DVDs. Furthermore, bibliographical information about all books and journals can be viewed through the document catalogue module. The Barcode Circulation module automatically records the issue and return of books by the students, making books available for borrowing after screening them with a barcode reader. Additionally, the library provides an OPAC, which is a personalized web page that allows users to view information about books, journals, articles, CDs, and DVDs.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/4.2.1.50EBLISPayment_UAI.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/4.2.1.50EBLISPayment_UAI.pdf</a>

**4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources**

**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)****26.43089**

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)****4.2.4.1 - Number of teachers and students using the library per day during the year****1018**

File Description	Documents
Upload details of library usage by teachers and students	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**4.3 - IT Infrastructure**

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

**Number of systems with configuration**

At SHC, there are a total of 531 systems, including Dual Core processors and Pentium-V systems. The college places great importance on the development of students in the field of computer science, and the Computer-Student ratio is 1:2 for computer-related courses. For specialized courses (Shift I & II), dedicated computers are available in the laboratories for student use.

The college has introduced LAN and connected all of its systems through internet and intranet facilities. These systems have WiFi access with speeds of up to 250 Mbps. Every building in the college has its own standalone WiFi network, and students are provided with access upon approval from the college

management. Additionally, the faculty and research scholars have 24/7 access to the internet.

The college maintains eight servers, four of which (two Linux and two Windows 2003) are for UG and PG courses. The other four servers include a Database server, an Internet server, a Proxy server, and an SIS server. Proprietary software such as Microsoft Base licenses, Oracle 8i, SPSS 20, and NVivo are used.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/4.3.1 AccessptDisplayDVRIntBandSoftwareDetaail Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/4.3.1 AccessptDisplayDVRIntBandSoftwareDetaail Link.pdf</a>

#### 4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4734	531

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus**      A. 750 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**4.3.4 - Institution has facilities for e-content development:**      A. All four of the above  
**Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/4.3.4_CarloMedia_EquipList_Link.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/4.3.4_CarloMedia_EquipList_Link.pdf</a>
List of facilities for e-content development (Data Template)	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

296.53767

File Description	Documents
Audited statements of accounts	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The institution has established efficient systems and procedures for maintaining and utilizing every facility under its dominion, thanks to its long experience. The Administrator oversees the daily functioning of the college and ensures the care and regular maintenance of the entire campus. A team of 15 women, supervised by an administrative staff, is responsible for the cleanliness and maintenance of the college. The infrastructures of all classrooms are cleaned and mopped every day. The campus is supported by a team of two full-time electricians, one carpenter, one painter, three gardeners, and one scavenger who take care of the technical assistance, daily requirements, and landscaping of the campus.

For computer services, there is a well-trained IMF team for the regular maintenance of electronic services and computer aided facilities. The Director of the Computer Centre ensures the maintenance of computers and network facility of the institution.

Effective solid, liquid, and waste management systems are available in the institution, along with water harvesting units and environment conservation panels that are periodically checked. Adequate dustbins are available throughout the campus, with color distinction for the segregation of bio-degradable and non-degradable waste.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AOAR2022-2023/4.4.2 Link.pdf">https://www.shctpt.edu/IOAC/AOAR2022-2023/4.4.2 Link.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

3253

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

1096

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and**

**A. All of the above**

**Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

File Description	Documents
Link to Institutional website	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/5.1.3 Skills Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/5.1.3 Skills Link.pdf</a>
Details of capability development and schemes	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

**1826**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of outgoing students who got placement during the year

339

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of outgoing students progressing to higher education

454

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Details of students who went for higher education	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

6

File Description	Documents
Upload supporting data for students/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

42

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council (SC) is comprised of the Presidents, Vice Presidents, Secretaries and representatives of all programmes. Each academic year, in the first week of July, the college holds an investiture ceremony. The Vice Principal of Administration guides the SC and holds a minimum of four meetings per semester with the Dean of Students Affairs. The SC's primary objective is to provide opportunities for students to voice their grievances, which are addressed immediately.

The SC plays a vital role in providing the management with suggestions for organizing various events such as Sports Day, Cultural Fest, Community Day, Farewell Day and Annual Day. They also plan significant cultural events for Pongal and International Women's Day Celebrations.

The SC creates awareness among neighbouring communities about epidemics and contagious diseases. They promote educational values and decorum both inside and outside the college. The SC also plays a pivotal role in promoting healthy and hygienic campaigns on the campus. Among other initiatives, they organize rallies to promote national importance causes such as Swatch Bharat and the Right to Vote.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shcpt.edu/IQAC/AQAR2022-2023/5.3.2AssociationInaugPhotos_link.pdf">https://www.shcpt.edu/IQAC/AQAR2022-2023/5.3.2AssociationInaugPhotos_link.pdf</a>

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

188

File Description	Documents
Report of the event	<a href="#">View File</a>
List of sports and cultural events / competitions organised per year	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

#### Functioning of the Sacred Heart College Alumni Association

The Sacred Heart College Alumni Association operates in the following ways:

#### 1. Financial Assistance

The alumni association provides financial assistance to underprivileged and meritorious students through scholarships. Additionally, study materials are given to them for motivation and to enrich their learning.

#### 2. College Curriculum Development

Distinguished alumni who are working in well-established service sectors and industries are included as part of the Members of Board of Studies. They play an active role in revising the curriculum and incorporating the latest innovations. Other learned alumni serve as members in the Academic Council and revise key concepts and new teaching

methodologies.

### 3. Outreach Activities

The alumni association conducts training programmes in Government schools and surrounding neighbourhoods to prevent school dropouts and to raise awareness about the importance of education. Clothes and other necessary materials are collected and distributed to the underprivileged when needed.

### 4. Felicitations & Spiritual Retreats

The Alumni Association of SHC recognizes and honours retiring faculty and staff members for their dedicated services. They also organize spiritual retreats and other events to express gratitude.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IQAC/AOAR2022-2023/5.4.1.93AssociationRegistration_link.pdf">https://www.shctpt.edu/IQAC/AOAR2022-2023/5.4.1.93AssociationRegistration_link.pdf</a>

#### 5.4.2 - Alumni's financial contribution during the year

A. ? 15 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The Salesian Society, to which the College belongs, aims to educate young people who come from impoverished and neglected backgrounds. The primary objective is to provide these young individuals with high-quality knowledge and skills which will empower them to become valuable members of society. The Board of Management, with a well-defined vision and mission statement, ensures that the College's purpose is protected. It fosters an environment that encourages the production of

intellectually competent, morally upright, socially committed, and spiritually inspired citizens who can serve our nation.

The Management regularly holds meetings with its stakeholders, who play a key role in various committees. The Governing Body (GB), AC, Finance Committee (FC), and BoS are statutory bodies that make important decisions that influence the management's policies and the college's day-to-day activities. At SHC, there are various committees that have adequate faculty participation to ensure democratic principles, teamwork, and a culture of excellence. Frequent meetings of these committees help in the smooth and effective functioning of the College.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://shctpt.edu/vision_and_mission.php">https://shctpt.edu/vision_and_mission.php</a>

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

**Vision and Mission:** SHC visionary commitment is deeply embedded in its mission to create an

educated, ethical, and prosperous society inspired by the love of the Heart of Jesus. The mission extends beyond academic excellence to include fostering integral human development, values of equality, freedom, and fraternity, and providing education to impoverished and rural youth. This commitment is not just academic but extends to social initiatives, cultivating a profound sense of social responsibility and consciousness of rights.

**Institutional Governance:**

The Board of Management, convening monthly, ensures the fulfilment of the mission. Various committees, including the Governing Body, Academic Council, Finance Committee, and Boards of Studies, actively involve stakeholders in critical decision-making processes. The college's commitment to decentralization ensures an effective distribution of responsibilities, fostering a culture of collective responsibility and engagement.

**Decentralization and Participation:** The establishment of various committees and sub-committees, with representation from faculty and students, ensures a democratic decision-making process. Heads of Departments, faculty, students, and parents, contribute to the institution's commitment to inclusive leadership and substantial participation of faculty in the decision making journey. The Vice-Principal of Student affairs is newly established to providing assistance, guidance and support to all students of SHC.

File Description	Documents
Upload strategic plan and deployment documents on the website	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shcpt.edu/IQAC/AQAR2022-2023/6.1.2-EffectiveLeadership.pdf">https://www.shcpt.edu/IQAC/AQAR2022-2023/6.1.2-EffectiveLeadership.pdf</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The IQAC conducted an academic audit regularly once in three years for all programmes. Based on the audit's recommendations, the restructuring committee reviewed and analyzed the curriculum designs of many universities and colleges. As a result, a unique curriculum design for the College was executed in 2021 onwards. Each department was given adequate time to prepare its curriculum design, which was then approved by the CDC. The syllabus was revised systematically, including discipline-specific electives, self-study courses, certificate courses, and interdepartmental electives. The new curriculum design includes credits and optional credits. The UGC model curriculum was adopted for setting core papers, which was effectively carried out by various departments. Self-study courses and certificate courses are introduced for advanced learners to enable them to acquire extra credits. Groups and Movements (SHELTER) and outreach activities (DEEDS) are compulsory credit courses.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shcpt.edu/IQAC/AQAR2022-2023/6.2.1.22SHCPerspectivePlan_Link.pdf">https://www.shcpt.edu/IQAC/AQAR2022-2023/6.2.1.22SHCPerspectivePlan_Link.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

### Managerial Governance

The long-term plans of the college are led by the Chairperson (Provincial) and the Board of Management. The Secretary (Rector) is the appointing authority and the chief functionary of the college, currently heading the Board of Management.

### Functions of Various Statutory and Non-Statutory Bodies

The college ensures that all bodies function effectively with a coordinator and required members. These bodies carry out their functions in consultation with the head of the institution, with regular meetings convened, and minutes maintained. In addition to mandatory committees like Governing Body, Academic Council, Finance Committee, IQAC, and Curriculum Development Cell, the management has constituted several committees to ensure democratic principles, teamwork, and culture of excellence are practiced.

### Recruitment and Promotional Policies

The recruitment of faculty and non-teaching staff at SHC is meticulously carried out in accordance with the UGC nomenclature, management policy, and government regulations. Promotional policies are set up in line with government regulations.

### Grievance Redressal Mechanism

The student Grievance Redressal Committee consists of the Principal, Additional Principal, Vice Principals, Deans of Student Welfare, College Librarian, Office Superintendent, and Women Faculty Representatives.

File Description	Documents
Paste link to Organogram on the institution webpage	<a href="https://shctpt.edu/Organogram.php">https://shctpt.edu/Organogram.php</a>
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/6.2.1.21HRPolicy_LinkAI.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/6.2.1.21HRPolicy_LinkAI.pdf</a>

**6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### **6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

#### **Staff Welfare Schemes**

Staff Welfare Funds are provided to both teaching and non-teaching staff. The management contributes gratuity to the permanent management employees in the college. Laptop and staff welfare fund loans are sanctioned at a minimum interest rate. Non-teaching staff also have access to staff welfare funds. Specific loans are sanctioned to the aided and the self-financed faculty and staff.

The main benefit of both welfare funds is to provide loans to members at low interest rates and payment of ex-gratia to members retiring from or leaving the service.

#### Staff Quarters and Educational Aid

The management of SHC provides the staff with adequate housing facilities as part of its welfare measures. House rent is collected at a very nominal rate. Non-teaching staff are provided with a site to construct a house with a general loan. Children of the employed non-teaching staff are provided with funds towards their education.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.shctpt.edu/IOAC/AQAR2022-2023/6.3.1%20Relax%20Link.pdf">https://www.shctpt.edu/IOAC/AQAR2022-2023/6.3.1 Relax Link.pdf</a>

#### 6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

652

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

#### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

172

File Description	Documents
Summary of the IQAC report	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

##### 6.4.1 - Institution conducts internal and external financial audits regularly

The concerned department obtains approval from the Principal for both recurring and non-recurring expenses, and then submits the request to the Accounts Section. The Accounts Section processes the request and allocates the necessary funds. Once the programme is completed, all expenses are settled with proper bills, which are counter-signed by the HOD and the Principal. The Accounts Section is responsible for maintaining all accounts, under the guidance and coordination of the Administrator (Bursar) of the Management. The treasurer audits the accounts with his team every year during the official annual visitation (Internal Auditing) and provides proper guidance.

Every year, the student tuition fees account, university fees account, special fees account, and the General Non-Salary (GNS) accounts are audited according to government nomenclature and reviewed by the Joint Directorate of Collegiate Education (JD), Vellore Region. The Salary Grant and UGC Autonomy Grant are



also audited and reviewed by the Joint Directorate of College Education (External Auditing).

The Auditor of SHC Society audits both the self-financed and aided accounts. The balance sheet pertaining to both aided and management is audited, and its Income Tax (IT) Returns are filed every year.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/6.4.1Audit22-23_UlandLink.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/6.4.1Audit22-23_UlandLink.pdf</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

112.13

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

##### Reaching the Unreached

Our College provides scholarships to financially weaker rural students. Government scholarships and projects also enhance our resources for this purpose.

##### Remuneration and Rewards

The government pays the salary of aided faculty members, while self-financed faculty members and staff are paid using the fees collected from students. More than 70% of the fees collected go towards staff salaries. We budget sufficient funds for effective teaching and learning practices, such as organizing seminars for faculty, departmental seminars, and training

programmes. On college day, we honor faculty members for their achievements in research publications, professional services, and exceptional voluntary services.

#### Research Grants

We effectively utilize research grants to implement projects and purchase necessary equipment for the college.

#### Work Scholarship

We implemented an "earn while you learn" scheme for students to ease their financial burden. Students are selected after proper scrutiny and assigned 75 hours to help out in the library, administer tuitions in government-run schools in the neighbourhood, and participate in various activities as instructed by the department.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/6.1.2.444Audit22-23_LinkAI.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/6.1.2.444Audit22-23_LinkAI.pdf</a>

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

#### Educative Pastoral Plan

The Educative Pastoral Plan (EPP) is an annual plan prepared by every department at the beginning of every academic year. Its main focus is on the holistic development of the students based on six dimensions: physical, intellectual, psychological, spiritual, social, and cultural. The EPP also includes the Association activities of the department, which are planned based on the same. It contains additional details such as the type of programmes, persons in charge, probable dates, and finance involved.

#### Action Plan of the Department

The Internal Quality Assurance Cell (IQAC) plays a crucial role in ensuring quality and standards in SHC. The action plan of each department is carefully drafted based on the seven criteria stipulated by the NAAC. This includes various components such as the formulation of a Vision and Mission statement for each department, curriculum design and development, academic flexibility, curriculum enrichment strategies, teaching, learning, and evaluation methodologies, research consultancy, and extension. The IQAC has prepared a template to facilitate the planning process, which is circulated to all departments.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shcpt.edu/IQAC/AOAR2022-2023/6.5.1 Link.pdf">https://shcpt.edu/IQAC/AOAR2022-2023/6.5.1 Link.pdf</a>

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

#### Annual Evaluation of the Department:

The Department undergoes an annual evaluation at the end of each semester, with all faculty members in attendance.

#### Evaluation of the Faculty:

The faculty's Annual Plan focuses on their overall development in research and consultancy, knowledge development, teaching and learning, and their contribution to the college/department, as well as self-evaluation.

#### Evaluation of the Curriculum:

The IQAC (Internal Quality Assurance Cell) plays a crucial role in ensuring quality teaching and learning. The department periodically revises its curricula based on the model curriculum recommended by the UGC (University Grants Commission).

#### Periodic Assessment of Learning Outcomes:

The IQAC also facilitates periodic assessments of learning

outcomes. Results are usually published within 10-15 days, with the IQAC overseeing the entire result analysis process. The analysis includes a report on each student's performance in each subject, highlighting the minimum and maximum marks secured, the average percentage of marks secured, and the classification of marks into low, moderate, and high categories.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/6.5.2.100AnnualEvaluation22-23_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/6.5.2.100AnnualEvaluation22-23_Link.pdf</a>

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	<a href="https://shctpt.edu/IQAC/AQAR2022-2023/6.5.3_2022-23_collegeDayReport_Link.pdf">https://shctpt.edu/IQAC/AQAR2022-2023/6.5.3_2022-23_collegeDayReport_Link.pdf</a>
Upload e-copies of accreditations and certification	<a href="#">View File</a>
Upload details of quality assurance initiatives of the institution	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**SHC conducted a gender audit, focusing on equal education**

access, a gender-inclusive curriculum, diverse faculty, and stopping gender-based harassment. Efforts include support services, gender-neutral facilities, leadership opportunities, awareness training, and scholarships. Survey results show recognition of SHC's commitment and satisfaction with support services and bias addressing. Male involvement fosters inclusivity.

The college promotes women in decision-making, fights harmful practices, and ensures equal treatment. Courses like Social Entrepreneurship and events like International Women's Day raise awareness. 13 courses emphasize fairness, showing dedication to gender equality.

The Women Cell, led by female Deans, organizes health, safety, and empowerment programs. A Female Physical Trainer encourages sports participation. Extracurricular fairness reflects care for inclusion and gender awareness.

Separate facilities meet gender-specific needs with safety measures like cameras and good lighting. Counseling services are gender-neutral, daycare centers, and sanitary product facilities promote inclusivity. Separate, secure hostels, gyms, and a Skill Centre support girls' growth and confidence, creating a safe, inclusive environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional Information	<a href="https://www.shctpt.edu/IQAC/AQAR2022-2023/7.1.1.1GenderAuditReport_LinkAI.pdf">https://www.shctpt.edu/IQAC/AQAR2022-2023/7.1.1.1GenderAuditReport_LinkAI.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment**

A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

**Solid Waste Management:** The college has red bins for things that don't break down (non-biodegradable) and blue bins for things that do (biodegradable). They're placed around the college in hallways, bathrooms, and common areas. Also, the college turns food waste into animal feed.

**Liquid Waste Management:** The college works to reduce and reuse liquid waste from places like the college itself, dorms, and the cafeteria, mainly food scraps and water. They also try to save water with programs to use less.

**Biomedical Waste Management:** The college handles medical waste very carefully, making sure it's collected and disposed of safely to stop infections and protect the environment.

**E-waste Management:** In recognition of the environmental impact of electronic waste, Sacred Heart College has crafted a comprehensive strategy. This strategy not only minimizes the generation of e-waste but also ensures its proper disposal.

**Waste Recycling System:** Waste is sorted where it's made into things that break down and things that don't. Then, it's broken down more, often by shredding, and taken to recycling places. Sometimes it's cleaned to make sure it's good quality.

**Hazardous Chemicals and Radioactive Waste Management:** Dangerous chemicals are stored safely and disposed of properly to keep everyone safe.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste**

**A. Any 4 or all of the above**

<b>water recycling Maintenance of water bodies and distribution system in the campus</b>	
File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy undertaken by the institution</b>	
<b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<b>A. Any 4 or all of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of facilities	<a href="#">View File</a>
Policy documents and brochures on the support to be provided	<a href="#">View File</a>
Details of the software procured for providing assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

**Sacred Heart College (SHC) is a bastion of inclusivity, committed to embracing diversity in all its forms, be it cultural, regional, linguistic, communal, or socioeconomic. Cultural diversity thrives at SHC through vibrant celebrations**



like Republic Day and Christmas, fostering unity amidst differences. Events such as Youth Day and Constitution Day promote tolerance and harmony. Spiritual and moral education, including readings from religious texts, instill values of responsibility and respect.

Policies like Gender Equality and initiatives for the differently abled demonstrate SHC's dedication to equal opportunities. Community engagement extends to Women's Day sessions and blood donation camps, reflecting the institution's commitment to well-being.

Annual Sharing Day and support for the transgender community showcase SHC's hands-on involvement in community issues. Participation in "World Suicide Prevention Day" underscores its commitment to mental health awareness.

Linguistic inclusivity is promoted through language programs, language labs, and literary festivals. Socioeconomic inclusivity is addressed through fee assistance, scholarships, and community support initiatives, especially during crises like the Covid-19 pandemic. DEEDS projects and NSS/NCC engagement further demonstrate SHC's commitment to socioeconomic inclusivity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

SHC emphasizes values and rights through courses like Value Education, engaging students in discussions on core principles like equality and justice. Special events such as Republic Day and Constitution Day delve into constitutional history and fundamental values. Religion and Ethics classes instill moral and social responsibility.

Responsibilities are integrated into education, with initiatives like National Voters' Day and Swachh Bharat campaigns promoting civic duty. Awareness programs on issues like plastic pollution and human trafficking highlight SHC's

holistic approach to education.

Environmental courses and participation in blood donation camps demonstrate SHC's commitment to sustainable development and community welfare. National Day celebrations reinforce constitutional values, while cultural events promote unity amidst diversity.

Staff involvement in elections and advocacy for justice, as seen in protests for Rev. Fr. Stan Swamy and against ethnic violence, exemplifies SHC's dedication to upholding constitutional rights and duties. Through international commemoration days, SHC emphasizes global social responsibility, embodying its role as a guardian of constitutional values.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of Ethics - policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Celebrating cultural and constitutional festivals is a cornerstone of SHC's activities, fostering a sense of pride and unity among students. Throughout the academic year, students, guided by teachers, commemorate various national and international days. Republic Day and Independence Day are observed with great enthusiasm, symbolizing the spirit of patriotism and freedom.

In addition to these significant national events, the college celebrates a plethora of other days to honor notable personalities from political, social, cultural, and scientific history. Traditional festivals like Pongal and International Women's Day are also embraced, highlighting the rich diversity of our culture and the contributions of women to society.

Moreover, the college commemorates important occasions like Mahatma Gandhi's birthday on 2nd October and National Constitution Day on 26th November, underscoring the significance of our democratic values and principles. Initiatives like "Swachh Bharat Abhiyan" further demonstrate our commitment to social responsibility and cleanliness.

By observing days like World Environment Day, International Yoga Day, and National Mathematics Day, Sacred Heart College instills in students a sense of global awareness and appreciation for various fields of knowledge. Through these celebrations, the college nurtures well-rounded individuals who are not only academically proficient but also culturally and socially aware citizens.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	<a href="#">View File</a>
Geotagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

The Communicative English Programme (CEP) at Sacred Heart College aims to enhance English communication skills, particularly for students from rural areas and Tamil medium schools. Through focused training in vocabulary, listening, comprehension, speaking, reading, and writing, it enables effective English communication. The program's streamlined classes and ongoing assessments ensure gradual improvement over three years.

SHAPE and the Seeding Hope Counselling Centre provide comprehensive support for students' academic performance, personality development, and well-being. SHAPE assigns mentors and offers academic assistance, while the counselling centre provides confidential support for personal and psychological challenges. Scientific research demonstrates high satisfaction and effectiveness rates among participants.

Challenges such as counselling stigma, annual mentor changes, and restricted mentor visits have been addressed through initiatives promoting awareness, continuity, and accessibility. Mandatory private counselling sessions aim to dispel misconceptions, while assigning mentors at the beginning of the graduate program ensures continuity. Moreover, students can now schedule mentor visits as needed, fostering more frequent support and guidance.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.shctpt.edu/IQAC/files/7.1.10BestPracticeReports.pdf">https://www.shctpt.edu/IQAC/files/7.1.10BestPracticeReports.pdf</a>
Any other relevant information	<a href="https://www.shctpt.edu/IQAC/files/7.2.1_BestPractices_UAI.pdf">https://www.shctpt.edu/IQAC/files/7.2.1_BestPractices_UAI.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

SHC stands as a leader in academic excellence, boasting cutting-edge research facilities housed in the Abdul Kalam Research Centre (AKRC). Equipped with state-of-the-art instrumentation like the FTIR Spectrophotometer and UV-Vis Spectrophotometer, these facilities are regularly updated to provide researchers with access to the latest advancements.

The AKRC extends its facilities to Ph.D. scholars, offering dedicated working spaces with 24x7 internet-enabled computers. Additionally, the establishment of the Centre for Research Scholars (CRC) further emphasizes SHC's commitment to collaboration and academic discourse.

In terms of publications, SHC boasts five open-access online journals, contributing significantly to the scholarly landscape. Specific research grants like the Don Bosco Research Grant and Fr. Carreno Research Grant incentivize faculty and Ph.D. students, respectively. Furthermore, SHC actively engages in intellectual property activities, conducting workshops, webinars, and filing patents to promote awareness and practical application of IPR concepts.

Archaeological research conducted by the Department of Tamil Literature has unearthed significant findings at archaeological sites dating back to 3500 BC. Through various training programs and initiatives like the Sacred Heart Young Innovator Award (SHYIA), SHC nurtures a culture of innovation and entrepreneurship, ensuring students are equipped with the essential skills and mindset to succeed in today's dynamic landscape.

File Description	Documents
Appropriate link in the institutional website	<a href="https://www.shctpt.edu/ResearchFacilities.php">https://www.shctpt.edu/ResearchFacilities.php</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Plan for the Academic Year 2023-2024

- **Submission of SSR and AQAR for NAAC Accreditation:** Timely submission of the Self-Study Report (SSR) and Annual Quality Assurance Report (AQAR) for the 5th Cycle of NAAC Accreditation.
- **NIRF Ranking Improvement:** Efforts will be made to obtain a better National Institutional Ranking Framework (NIRF) ranking through various academic and infrastructural initiatives.
- **Online Learning and Add-on Courses:** Inculcating online learning through add-on courses will be emphasized to adapt to evolving educational needs and enhance skill sets.
- **Value-based Education and Entrepreneurial Abilities:** The college will continue to provide holistic, value-based education while also focusing on instilling entrepreneurial abilities in students to prepare them for the challenges of the corporate world.

**Research Studies and Consultancy:** Undertaking quality-related research studies, consultancy, and training programs will be encouraged to contribute to academic excellence.