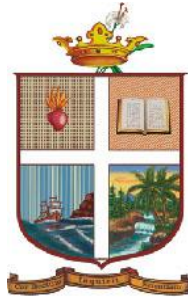


Annual Quality Assurance Report (AQAR) 2015-16



**Sacred Heart College, Thevara
Kochi - 682013**



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2015-16

1. Details of the Institution

1.1 Name of the Institution

Sacred Heart College

1.2 Address Line 1

Thevara

Address Line 2

Kochi

City/Town

Kochi

State

Kerala

Pin Code

682013

Institution e-mail address

office@shcollege.ac.in

Contact Nos.

0484-2663380, 0484-2870501

Name of the Head of the Institution:

Dr. Johnson X. Palackappillil CMI

Tel. No. with STD Code:

0484-2870501

Mobile:

9447155564

Name of the IQAC Co-ordinator:

Dr. Joseph T Moolayil

Mobile:

9447404041

IQAC e-mail address:

iqac@shcollege.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

15286

OR

1.4 NAAC Executive Committee No. & Date:

EC/63/RAR/58 dated 23.03.2013

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.shcollege.ac.in

Web-link of the AQAR:

<http://www.shcollege.ac.in/IQAC>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Five Star		2000	2007
2	2 nd Cycle	A+	91.70	2007	2012
3	3 rd Cycle	A	3.3	2013	2018

1.7 Date of Establishment of IQAC: DD/MM/YYYY

01.03.2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2011-12 submitted to NAAC on 29.12.2012
- ii. AQAR 2012-13 submitted to NAAC on 23.12.2013
- iii. AQAR 2013-14 submitted to NAAC on 31.12.2014
- iv. AQAR 2014-15 submitted to NAAC on 30.12.2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

UG and PG programmes in Communication and Media

1.11 Name of the Affiliating University (*for the Colleges*)

Mahatma Gandhi University,
Kottayam, Kerala

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

Autonomy by State/Central Govt. / University Yes

University with Potential for Excellence UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="28"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="7"/>
2.5 No. of Alumni	<input type="text" value="8"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="9"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="3"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="61"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

The Philosophical Framework in Curriculum Design, Evaluation and Academic Mentoring. (State Level Seminar)
 Workshop on Moodle as an aid for teaching and evaluation (Institution Level)

2.14 Significant Activities and contributions made by IQAC

- IQAC organised a state level workshop on “The Philosophical Framework in Curriculum Design, Evaluation and Academic Mentoring”.
- IQAC organised an institutional level workshop on “Moodle as an Aid for Teaching and Evaluation” for the teachers of the college.
- Organised review meetings of the Principal with various departments, committees, clubs and fora and evaluated the activities done by them in the beginning of the academic year.
- One day annual academic planning was held in March 2016 at the college to chalk out the academic calendar and to formulate strategies for quality enhancement. The representatives from all departments presented their plans for the next academic year in the session.
- IQAC Coordinator is a representative in the Academic Council of the college and uses the forum to present its policies and concerns regarding quality enhancement and assurance.
- IQAC has played a role of liaison between the college and media to share various information regarding the college and its activities. IQAC also documented the various media publications.
- Conducts evaluation of various programmes conducted in the college and gives regular reports to the concerned.

2.15 Plan of Action by IQAC/Outcome

A plan of action is chalked out by the IQAC in the beginning of the year to ensure the quality enhancement and the outcome is evaluated by the end of the year.

Part – B
Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6		6	
PG	15	2	7	
UG	14	2	7	
PG Diploma	1		1	
Advanced Diploma				
Diploma				
Certificate	6		6	3
Others (MPhil)	3		3	
Total				
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	35
Trimester	
Annual	

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

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

**Please provide an analysis of the feedback in the Annexure*

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

The PG curriculum was revised with effect from June, 2016.
 A one credit course was proposed as a compulsory course for all UG students under services learning through relevant activities is implemented. A four credit course on Environmental Studies was introduced at the UG level.

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

MA Sociology; M Phil courses in Economics, Commerce and Physics; M.Sc Environment Science; BCA (Mobile Applications & Cloud Technology and BBA (Integrated Marketing & New Media) started.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	90	54	36		

2.2 No. of permanent faculty with Ph.D.

45

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6	1					1		7	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

10

40

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	63	32
Presented papers	7	15	0
Resource Persons	0	16	8

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

Course plan is prepared by every teacher and teachers adhere to it to a great extent.

Students are encouraged to attend seminars, conferences and workshops to update their knowledge and skills.

Every department organises at least one invited talk by eminent scientist or scholar

Internships are made compulsory by a few departments and almost all departments organise field trips and industry visit during the final semester of the programme.

Advanced Teaching methods such as ICT enabled teaching methods, Video lectures, motivational videos and software supported lectures are a regular practice in all teaching departments

Cluster learning, group discussions and remedial teaching are organised on regular basis.

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

172

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

The bar coding of answer books by the college is fully implemented. Online multiple choice examinations are conducted for a few courses. Double valuation of answer scripts are implemented for all the PG programmes. Revaluation and Challenge valuation of answer scripts facility are offered. Open forums of Parents, Teachers and Students are conducted after the internal examinations at UG and PG level and progress of the students are discussed. Development of a question bank for each course is under process.

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

As the college has become autonomous, all the teachers of every department are the members of the board of studies of the respective subjects. Curriculum development workshops are conducted by all the PG departments. Besides, 6 members of the faculty are serving as members of the PG Board of Studies of subject such as English, Economics, Chemistry, Zoology, Botany and Mathematics. 4 members of the faculty are serving as members of the UG Board of Studies of subjects such Sociology, Chemistry, Zoology and Physical Education. 10 PG departments conducted long workshops on curriculum restructuring for their PG programmes and finalised the scheme and syllabus.

IQAC organised a state level workshop on “The Philosophical Framework in Curriculum Design, Evaluation and Academic Mentoring”.

2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise distribution of pass percentage:

UG RESULTS

PROGRAMME	APPEARED	PASS	PASS %	Grade awarded				
				A+	A	B	C	D
BA ENGLISH	26	14	53.85	1	2	5	6	
BA ECONOMICS	61	31	50.82	5	9	12	4	1
BA SOCIOLOGY	39	7	17.95		3	3	1	
BA Animation	24	7	29.17			2	5	
BSc MATHEMATICS	37	22	59.46	5	11	6		
BSc PHYSICS	48	31	64.58	4	17	10		
BSc CHEMISTRY	45	34	75.56	6	23	5		
BSc BOTANY	33	10	30.30	2	6	2		
BSc ZOOLOGY	48	20	41.67	2	8	9	1	
BCom TAX	65	61	93.85	30	19	8	4	
B Com Tax SF	51	39	76.47	5	21	8	5	
BCom CA	65	32	49.23	3	10	16	3	
B Com TT	48	26	54.17		7	10	9	
BSc COMPUTER APPLICATION	35	8	22.86	1	2	3	2	

PG RESULTS

	APPEARED	PASS	PASS %	A+	A	B+	B
MA ENGLISH	14	9	64.29			7	2
MA ECONOMICS	14	8	57.14		1	5	2
MSc MATHEMATICS	11	7	63.64		3	1	3
MSC PHYSICS	10	7	70.00		3	4	
MSc CHEMISTRY-PURE	19	14	73.68		2	8	4
MSc CHEMISTRY - APPLIED	12	7	58.33		1	3	3
MSc BOTANY	12	5	41.67		1	3	1
MSc ZOOLOGY	10	7	70.00		2	3	2
Mcom	18	10	55.56		6	3	1
MSc AQUACULTURE	15	12	80.00		1	9	2

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

A one day Annual Academic planning workshop was organised on 31st March, 2016 in which the teaching, learning process was evaluated. IQAC insisted on the need for course plan and its effective implementation.

Feedback is collected regularly from teachers and students and the Principal gives the evaluation to the teachers and hold discussions with those teachers for whom corrections are required.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	3
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	14
Summer / Winter schools, Workshops, etc.	6
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	29	14		14
Technical Staff	1			

Criterion – III

3. Research, Consultancy and Extension

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

For improving the research climate, the college initiated a research wing of the college SHARE – ‘Sacred Heart Advanced Research Endeavour’. It improves the research climate in the campus by organising various workshops for the research scholars and guides. All researchers present the developments of their research in the research congress, the meeting of SHARE conducted twice in the academic year. This year the research meet was conducted on 11th July, 2015. IQAC shares information about various seminars and training programmes to the research scholars. IQAC also documents the research achievements of research scholars registered under the centre. Seed money for research is provided for aspiring PG students and teachers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		5	1	1
Outlay in Rs. Lakhs		162.23	10.74	60

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	7	5	1	1
Outlay in Rs. Lakhs	6.45	6.15	1.95	1.49

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	2	1
Non-Peer Review Journals	2	2	2
e-Journals		1	
Conference proceedings	5	9	2

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	DBT,DST, NHRC, MoEFCC, UGC	17297100	
Minor Projects	2	UGC	1925000	1515000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2015-16	KSCSTE	20000	20000
Any other(Specify)				
Total			19224100	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	7	2		4
Sponsoring agencies		UGC KSCSTE	UGC, KSHEC		KSCSTE

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="66.43"/>	From Management of University/College	<input type="text" value="2"/>
Total	<input type="text" value="68.43"/>		

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1						1

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="2"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="8"/>
National level	<input type="text" value="2"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="3"/>		
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="3"/>	Any other	<input type="text" value="8"/>

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

Towards an age friendly community 2015; The college organised an yearlong programme for the select 50 elderly people in Ernakulam city to make them familiar with and to use electronic gadgets for their daily life. They were taught how to use mobile phones for banking, for chatting, social networking etc. Age friendly college was carried out in collaboration with MAGICS, an NGO. This gave them an energising feel about the campus which they have left years ago.

Bio market: The College has initiated to establish a bio market in the campus for the public, students and staff. This gives an opportunity for buying and selling the bio agricultural produce with minimum profit and maximum quality. Hundreds of people use of it.

INSPIRE programme for the plus-two students by the Science Departments of the college during September, 2015.

Water testing facility for the general public implemented by Department of Chemistry and Bhoomitrasena Club continue their service.

Roof top bio-farming by the agricultural club in collaboration with National horticultural mission is continuing.

A seven day long NSS Special camp at Neriamangalam panchayath in Idukki district was carried out with 105 student volunteers and about 100 local participants during Christmas Vacation.

Organic fair was organised in collaboration with Organic Kerala Charitable Trust and Rajagiri College of Social Sciences, Kochi. 10.04.2016

Civil Service Institute trains both the UG and the PG students.

Suchitwabodhana Yajnam (an initiative by our extension centre *Mithradham*) was organised. It is a 15 day long campaign across the district with the target of clean Kochi by 2025 and it is led by our former faculty Dr. George Peter Pittappillil.

P. Sainath, eminent journalist and social activist gave a lecture in the Chavara Excellence for Social Transformation Lecture Series for the students and the public on 15.12.2015.

Sargapatham, an intercollegiate literary pentathlon was organised by the Speakers' Forum of the college on 19th November, 2015.

Sneha Sangamam was organised by Jesus Youth in which the over 100 destitutes were entertained in connection with Christmas, providing food, clothing and financial support besides the active interaction with the college students on December 2015. The destitutes were taken to the Lulu Mal, Kochi and introduced to the amusements there.

Visits to various orphanages were organised and financial support was provided to them by various fora/departments.

DAYA – a weekly food collection for the destitute by Department of Sociology (around 100 food packets).

Under the HEAL ((Heartian Extended Arm for Life) Cancer awareness programme for self-detection camp for girls students was organised on 30.11.2015.

A cancer survey in the three wards of the Corporation of Kochi was carried out under the leadership Student Development Office and Dept. of Econimcs. Details from 12000 people were collected and the survey report was published in the Heartian Alumni Meet on January 14, 2016. A cancer awareness programme was organised on 6th June, 2016. Dr V.P. Gangadharan led the programme.

A camp for free mammography test was organised under the HEAL programme. The camp was inaugurated by the Mayor of the Corporation of Kochi on 23.11.2015.

Continuous meetings with the ward members were arranged.

Film screening programme for public was conducted once in a month.

As part of the Swatch Bharat programme, the college initiated to clean the premises of the college.

Department of Botany organised a fruit exhibition, fuitipedia in which variety of fruits and information about the fruits were displayed.

On 12th December, 2015 the college organised a soil exhibition and a seminar about the soil.

CANCER AWARENESS SURVEY was conducted in collaboration with Kinder Hospital at two wards of Aroor, which included a full day training and three days field survey.22 students participated

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.3 Acre			
Class rooms	70			70
Laboratories	27			
Seminar Halls	4			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others - A model ICT enabled classroom was dedicated for the students of the Dept. of English		1	College	

4.2 Computerization of administration and library

Cataloguing of 15000 books into library software. Reclassification of old books is being done with the support of CPE. Main library and department libraries are networked.

All admission process was done through the administration software. Distribution of salary through MIS and network banking is comple.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	86039		2297	957305	86039	
Reference Books	8264		83	204789		
e-Books	N-LIST					
Journals	75	84000	Nil	Nil	75	84000
e-Journals	N-LIST					
Digital Database	N-LIST	5570				
CD & Video	423		Nil		423	
Others (specify)	Nil					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others

Existing	240	54	20	3	65	17	76	5
Added	15	5						
Total	255	61	20	3	65	17	76	5

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

Network has been improved by adding high performance firewalls and switches. A training on the use of moodle was organised to improve the quality of teaching learning process.

4.6 Amount spent on maintenance in lakhs :

i) ICT	8.3
ii) Campus Infrastructure and facilities	30
iii) Equipments	11
iv) Others	1.5
Total :	50.8

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the beginning of the year, the IQAC organised a 2 day Orientation Programme for the newly admitted students to familiarize them with the college, its activities, infrastructure, learning resources, services offered to students, the various clubs and cells and student support programmes.

At the end of the programme, the final year students were given a Life Guidance Programme to equip them for life.

Academic calendar and handbook were prepared and distributed to the students to disseminate information regarding the internal assessment, End Semester examinations, programme schedule etc.

Remedial coaching, student counselling services, parent teacher meetings, active student mentoring programme are all streamlined and made effective during the academic year. The details of the student service programme are printed and publicised through the college handbook.

A fulltime student counsellor is continuing her service in the field of student counselling.

Every programme intended for student support and progression was made known to the students using the public announcement system and through website of the college

The mentoring programme is strengthened.

The grievance redressal mechanism is made more effective by the interface meeting between the student council and the authorities.

An Induction cum awareness programme is organised for the I UG and I PG students in the campus to make them aware of the student support programmes as well as various clubs and fora functioning in the college.

Walk With Scholar (WWS) programme was initiated for outstanding UG students of six selected departments.

Student Support Programme (SSP) for slow learners is operative.

Parent teacher meeting is organised once in every semester and PTA executive meeting is convened every month.

5.2 Efforts made by the institution for tracking the progression

Every year, IQAC meets the faculty of various departments after the university results are published. In this meeting, the results are evaluated and strategies are formulated to improve upon students' performance.

Teacher evaluation and the performance of students are analysed by using statistical tools and records are maintained by IQAC.

Every department conducts meeting with the students along with their parents to discuss the performance of the students after every internal assessment. The fast learners are given academic counselling while slow learners are provided with remedial classes.

Feedbacks are collected from various stakeholders of the college every year and the responses are collated and evaluated. The relevant suggestions were incorporated in the planning for the upcoming year and the grievances addressed.

The best 6 students from various UG programmes accompanied by a teacher went to Juniata College, USA for their project work. 10 students from Nihon Fukushi University, Japan was in the campus for a month for a short term English course.

The placement of 131 smart students in leading banks and IT companies could be achieved through the efforts of the placement cell of the college. A finishing school was organised for all needy UG school students to make them employable.

All the students in the final year UG are motivated to be involved in outreach programmes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

(c) No. of international students

Men

No	%
899	38

Women

No	%
1479	62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1341	241	28	590	21	2221	1383	244	23	728	27	2378

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

<p>NET/SET Coaching Career counselling service Model aptitude test conducted by various agencies Civil Service Study Circle CAT examination coaching</p>
--

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="19"/>	SET/SLET	<input type="text"/>	GATE	<input type="text" value="4"/>	CAT	<input type="text" value="16"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="6"/>

5.6 Details of student counselling and career guidance

The coordinator of the cell interacted with the students and the class tutors and made sure that the students in need are supported by a professional counsellor. Each batch has undergone training by a professional counsellor regarding stress management, enhancement of the EQ etc. In these classes students are divided into groups and were made to practise various stress management techniques. The college has appointed a full time student development officer and student counsellor.

Career guidance workshops are organised by the placement cell with the support of the professional agency for the outgoing UG and PG students. Career counselling is offered by the faculty of the respective departments.

No. of students benefitted

700

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>		
Number of Organizations Visited	of	Number of Students Participated	Number of Students Placed	of	Number of Students Placed
8		400	145		

5.8 Details of gender sensitization programmes

1. Orientation for first year girls: Genesis A new beginning
A new beginning in Ability, Awareness and attitude. Classes were taken on Personality Devpt(Prof. Mary Metilda, Retd Principal Maharajas, Deepa Thomas, councilor, Adv. Thanuja, High Court and Dr Grace Thomas, Gynec led different sessions.
A Zumba dance session was conducted in the same eve
2. A creative eve on painting and fabric was conducted by Fevicryl Co.
3. Ms. Daya bai interacted with SWASTI members and spoke on the rights and powers of women
4. Set up a stall 'uppilittathu' in ED Club Fair Trade Mega Mela, an overwhelming demand for the sale items inspired enthusiasm in students
5. CANCER AWARENESS SURVEY was conducted in collaboration with Kinder Hospital at two wards of Aroor, which included a full day training and three days field survey.22 students participated

5.9 Students Activities

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

State/ University level

50

National level

28

International level

2

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	758950
Financial support from government	720	2831818
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

Additional cafeteria is established

Wifi facility for all students having their own laptops.

Lift facility is established in the main building.

Connectivity is established between all the buildings and this helps the students with physical disability

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Fashioning of an enlightened society founded on a relentless pursuit of excellence, a secular outlook on life, a thirst for moral values as well as unflinching faith in God.

Mission: To provide an environment that facilitates the holistic development of the individual, enables our students to play a vital role in the nation building process and contributes to the progress of humanity, disseminates knowledge even beyond the academia, instils in the students a feel for frontier disciplines and cultivates a concern for the environment by setting lofty standards in the ever evolving – leaner interface

6.2 Does the Institution has a management Information System

Yes. The admission process, details of the students admitted are entered in the MIS and can be retrieved for various purposes. The attendance, results of the internal and End Semester Exams can be retrieved by the students and teachers through MIS. The office automation is in progress.

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

6.3.1 Curriculum Development

Being an autonomous college, the college has formulated a new PG curriculum and syllabus and it will be implemented from the academic year 2016-17. Curriculum was updated for MPhil programmes in Economics, Commerce and Physics.

6.3.2 Teaching and Learning

The ICT facilities in the campus are maintained and improved by substituting with new programmes.

Bridge courses are offered by every department to warm up the students from various streams of plus-two into their programmes of their choice.

Orientation talks are arranged by the college and the department to prepare the students to make them aware of the career prospects after the completion of the UG and PG programmes.

Workshops were held for the new students to improve competency in English.

Tutorial and remedial classes are conducted regularly to prepare the students for their study.

Various departments of the college organised 16 Academic seminars to update the students of the recent developments in every subject.

Special classes are conducted to compensate the lost working days and to complete the instruction hours of the syllabus in time.

Compulsory seminars, assignments and open courses are offered for the students to overcome the tediousness of the conventional method.

Academic calendar with details of internal assessment and holidays are given in the College Handbook circulated at the beginning of the academic year.

6.3.3 Examination and Evaluation

Periodical class tests, two internal tests and an end semester examination for each course in a programme are conducted. Seminar presentation by students and assignments and viva-voce are conducted to assess performance of the students. Surprise test are conducted by some teachers to track the student progression. The evaluation of the answer sheet are conducted in a centralised camp under the supervision of the head of the department to minimize the errors during the evaluation. The results are published and the students are given chances to redress the grievances regarding the evaluation.

6.3.4 Research and Development

The faculty of the college had 16 International and 2 National research publications to their credit. In the present year 5 Major projects 7 Minor project are going on in various departments.

In addition to the projects fund, the management allotted 2 lakhs for supporting any socially relevant research projects (Sacred Heart Advanced Research Endeavour).

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is already automated using the LIS software Koha. Bibliographic details of 15000 backlog are entered into the library software. The Main library and the department libraries are networked.

6.3.6 Human Resource Management

The college has a self-appraisal system to evaluate the performance of the faculty. Feedbacks is collected from the students at the end of a semester. Corrective measures are taken based on the assessment. The vacant faculty posts were filled. Guest faculty were appointed in the beginning of the academic year. Newly appointed faculty were sent for orientation and refresher courses.

Apart from the office staff in the aided stream, many administrative staff and personnel were appointed by the management for the smooth functioning of the college.

6.3.7 Faculty and Staff recruitment

Faculty selection is done on the basis of merit adhering to the norms of the UGC and Govt. of Kerala.

6.3.8 Industry Interaction / Collaboration

The final year students visit factories and industries. PG courses like MSc Aquaculture and MA Multimedia also have industrial visit and training. BA English copy editor has an on the job training during the vacation after the 4th semester. Experts from industry are incorporated into various academic and advisory bodies

6.3.9 Admission of Students

The University rules are strictly followed. The college admits students for UG and PG programmes as per Government norms as the college was declared autonomous.

6.4 Welfare schemes for

Teaching	3
Non teaching	2
Students	2

6.5 Total corpus fund generated 3 Crore

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	College with external experts		
Administrative			Yes	IQAC

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

The college established an examination office with sufficient personnel. Prepared an examination manual. An examination committee is monitoring the quality of the activities of the examination wing on a regular basis. A workshop for the faculty is proposed on question setting strategies.

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

The Kerala Government granted autonomy to the college based on the recommendations made by the University after assessing the performance of the college in the past years.

6.11 Activities and support from the Alumni Association

Alumni gathering is organised at the department level and a college level common mega meeting is carried out once in a year (usually Second Saturday of January).

Alumni association support few of the extension activities of the college.

6.12 Activities and support from the Parent – Teacher Association

PTA scholarship is distributed to the students based on merit cum means criterion, PTA supports in resource mobilisation for infrastructure development and student support activities.

PTA executive has regular meeting and give their suggestion for improvement.

PTA general body is meeting annually once.

6.13 Development programmes for support staff

They were given regular training sessions in their respective domains.

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

Awareness for the reduction and reuse of the plastic usage in the campus.

National Environmental Awareness Campaign (The Centre for Environment and Development granted Rs. 15000 for the programme) this year.

Nature club, Bhoomitrasena Club, Haritasena and , tourism club are organising regular programmes for students to give environmental education.

New solar plant of 20 KV capacity is installed.

Rare and extinct trees & medicinal plants were planted in college premises as part of College botanic garden.

Criterion – VII

7. Innovations and Best Practices

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

Academic planning was done at end of March every year and the academic calendar was prepared by a representative group of teachers and administrative staff through a democratic approach under the leadership of IQAC. The proposal is discussed and approved in the faculty meetings.

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

All teachers are provided with the feedback on curriculum, teaching and evaluation.

All the computers in the campus were updated to the extent possible.

N-List password was issued to the PG students

A model class room was established with ICT facilities and modern amenities

A permanent student development officer and a student counsellor were appointed at the initiatives of IQAC.

Additional cafeteria is established

Wifi facility for all students having their own laptops.

Lift facility is established in the main building.

Connectivity is established between all the buildings and this helps the students with physical disability

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

Annual academic evaluation and planning for the upcoming year by a two day long workshop for teachers and administrative staff.

Assured financial support to any student in need and 'Earn while Learn' programme is effective for the students in the campus.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

College was a part of the annual Shuchitwabodhana yajnam – 15 days long Community awareness programme on cleanliness in Ernakulam District.

Organic farming promotion – regular upland paddy farming

College has been doing projects by Centre for Environment and Development every year.

Environment science was made compulsory for all UG programmes.

Culture of waste management and minimisation of plastic usage

Organic Fair and Farmer's meet are organised in association with Organic Kerala Charitable Trust and Rajagiri Outreach

Water recharging units were installed in the campus

7.5 Whether environmental audit was conducted? Yes No

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

SWOC analysis is performed at Department level and faculty level were conducted.

Improved Corrective measures for students were introduced.

8. Plans of institution for next year

Decided to go for the 4th Cycle of reaccreditation as per NAAC guidelines.

To make more classrooms as model classrooms with full ICT facilities.

To have more space for the conduct of internal and End Semester Examinations.

To have a more spacious room for IQAC office and student development office.

To have more facility for the international office

To have more international and national tie ups for research and teaching

To have an Industry Institute Interface by inviting experts from industry

To initiate a green audit for the campus and to have follow-up actions

To improve and update sports infrastructure facilities

Dr Joseph T. Moolayil

Name Dr Johnson X. Palackappillil CMI

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
