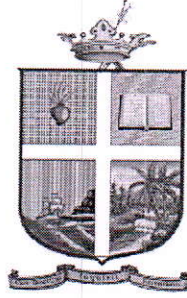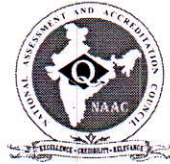# Annual Quality Assurance Report (AQAR)
2013-14

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

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

> Ernakulam

State

> Kerala

Pin Code

> 682013

Institution e-mail address

> office@shcollege.ac.in

Contact Nos.

> 0484-2663380, 0484-4044414

Name of the Head of the Institution:

> Dr. Johnson X Palackappillil CMI

Tel. No. with STD Code:

> 0484-4044418

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

1.4 **NAAC Executive Committee No. & Date:**
(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)*

EC/63/RAR/58 dated 23.03.2013

1.5 Website address:

www.shcollege.ac.in

Web-link of the AQAR:

http://www.shcollege.ac.in/Webpermission/Depts/pdf/AQAR/AQAR%202013-14.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Five Star		2000	2007
2	2nd Cycle	A+	91.70	2007	2012
3	3rd Cycle	A	3.3	2013	2018
4	4th Cycle				

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

01.03.2005

1.8 **AQAR for the year** *(for example 2010-11)*

2013 - 14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted 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

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✓ No ☐

Constituent College   Yes ☐ No ☐

Autonomous college of UGC Yes ✓ No ☐

Regulatory Agency approved Institution   Yes ☐ No ☐

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

Type of Institution   Co-education ✓ Men ☐ Women ☐

                  Urban ✓ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ✓ Science ✓ Commerce ✓ Law ☐ PEI (Phys Edu) ☐

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

Others (Specify)

1.12 Name of the Affiliating University *(for the Colleges)*   Mahatma Gandhi University, Kottayam

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

Autonomy by State/Central Govt. / University

| No |

University with Potential for Excellence [ ]   UGC-CPE [✓]

DST Star Scheme [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [✓]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [ ]

UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers | 28 |

2.2 No. of Administrative/Technical staff | 2 |

2.3 No. of students | 2 |

2.4 No. of Management representatives | 7 |

2.5 No. of Alumni | 8 |

2. 6 No. of any other stakeholder and

   community representatives | 9 |

2.7 No. of Employers/ Industrialists | 3 |

2.8 No. of other External Experts | 2 |

2.9 Total No. of members | 61 |

2.10 No. of IQAC meetings held | 1 |

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [15]

Non-Teaching Staff Students [2]   Alumni [ ]   Others [2]

2.12 Has IQAC received any funding from UGC during the year?   Yes [✓]   No [ ]

If yes, mention the amount [300000]

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 [1]

(ii) Themes   [Autonomy for colleges – A means of quality enhancement]

2.14 Significant Activities and contributions made by IQAC

- SWOC analysis of the institution was performed by seeking response from various stake holders of the institution namely the students, parents, the members of the faculty, the non- teaching staff and a few selected public.
- The internal quality assurance mechanism is strengthened by empowering the IQAC subcommittees on 7 evaluation parameters formulated by NAAC and remedial measures were initiated.
- A two day long annual academic planning was held at Kuttikkanam, near Thekkadi, a hill resort to chalk out the academic calendar and to formulate strategies for quality enhancement.
- IQAC organised a meeting of the principal with members of the faculty, non-teaching staff, students and parents to have their view and assessment about the quality parameters regarding the college.
- IQAC took the lead in preparing the application seeking autonomous status for the college to the UGC and the Govt. of Kerala.
- A workshop was organised for the members of the faculty on the theme "Autonomy for colleges – A means of quality enhancement". Dr. N.R. Madhava Menon, National Legal Educator and a bunch of experts from Chennai led the sessions.
- IQAC has completed student evaluation of staff, self-evaluation of staff and peer evaluation of the department and the college by utilising the service of the teachers in the neighbouring colleges.
- IQAC has played a role of liaison between the college and media to share various information regarding the college and its activities

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
• Course plan for academic instruction for each programme was proposed	• The proposal for course plan was partially implemented
• Young teachers were motivated to submit Minor and Major research projects to various funding agencies	• One major and 13 minor were sanctioned during 2013-14
• Proposed for effective MIS	• MIS was established
• Proposal for financial support for IQAC	• Rs.3,00,000 sanctioned by NAAC
• Proposed for strengthening remedial programmes for slow leaners	• Remedial programmes are conducted on regular basis by various department
• Quality improvement of administrative staff by training in ICT	• The workshop improved the computer skills of the administrative staff
• Evaluation of the members of the faculty by students was proposed	• Evaluation of the members of the faculty was conducted and the feedback was given to the teachers with notes by the principal
• Calendar of events for internal assessment proposed	• Internal assessments were conducted as per the schedule
• Calendar of events for various co-scholastic activities were proposed	• Most of the programmes were held as per the calendar published in the beginning of the year

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [✓]

The report was circulated in the college council

Provide the details of the action taken

- Introduction of new courses – Applied for MSc Aquaculture and B Com Marketing courses in the aided stream.
- UGC – CPE process – Rs.1.45 crore sanctioned
- New 4 smart class rooms were established
- Application for Autonomy sanction to Kerala State and the UGC was forwarded.
- New Academic and Administrative Software package AIMS (Academic Information and Management System) was installed.
- Negotiation for new and upgraded academic and administrative software package is initiated

Part – B

Criterion – I

I. 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			
PG	14		5	
UG	14		5	
PG Diploma				1
Advanced Diploma				
Diploma				
Certificate				5
Others				
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	28
Trimester	
Annual	

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

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

Feedback is collected from students, parents and alumni.
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.

> As an affiliated college, we follow the syllabus updated by the University

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

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
80	36	44		

2.2 No. of permanent faculty with Ph.D.

44

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
9	11							9	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	98	4
Presented papers	7	20	
Resource Persons		15	2

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

Fully ICT enabled classrooms for PG and UG courses, classes for slow learners by fast leaners (peer learning), cluster learning, focus group discussion by students in UG arts programmes, industrial and vocational training for selecting UG students. Finishing school for about 25 hours for UG and PG students seeking placements.

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

170

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

Steps are initiated by the college for bar coding of answer books, online multiple choice examinations, double valuation of answer sheets for core subjects

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

12	3	2

2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		A+	A	B+	B	Pass %
English	29		1	9	4	81.48
Economics	68		6	18	16	92.18
Sociology	29		2	5	4	68.97
B Com Taxation	70	5	30	16	11	100
B Com CA	68		1	23	27	100
Mathematics	23	1	1	8	10	91
Physics	43	1	9	14	8	95.35
Chemistry	37	1	8	12	8	94.6
Botany	28		3	10	11	93
Zoology	38		3	14	11	97.4
Computer Science	33		3	6	8	79

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

A two day Annual Curriculum planning workshop was organised on 2-3 May, 2013 in which the feedback by the various stakeholders where given due importance in the planning of the upcoming academic year.

IQAC designed and circulated a course plan format to various departments for time management of academic instruction.

Feedbacks were collected regularly from teachers & students and the principal gave the evaluation to the teachers and had discussions with the teachers where corrections are required.

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 imitated a research wing SHARE – 'Sacred Heart Advance Research Endeavour'. All researchers are to present the developments of their research in the research congress, the meeting of SHARE conducted twice in the last academic year. IQAC shares information about various seminars and training programme to the research scholars. IQAC has also documented the research achievements of research scholars registered under the centre.

Research scholars annual meet was held on 17.08.2013, Seed money for research are provided for aspiring PG students and teachers.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3	1	3
Outlay in Rs. Lakhs		8230000	3216000	4560000

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	22	13	
Outlay in Rs. Lakhs	80000	2510000	1845000	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	23	16	2
Non-Peer Review Journals	1	3	
e-Journals	2		
Conference proceedings	3	4	

3.5 Details on Impact factor of publications:

Range [.0964-6.828]   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		3216000	
Minor Projects	2	UGC	184000	1515000
Interdisciplinary Projects	1	CED	15000	15000
Industry sponsored				
Projects sponsored by the University/ College				

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	6
UGC – Faculty Improvement Programme	0
HRD programmes	4
Orientation programmes	13
Faculty exchange programme	1
Staff training conducted by the university	3
Staff training conducted by other institutions	11
Summer / Winter schools, Workshops, etc.	6
Others	1

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	38	4	0	0
Technical Staff	1	0	0	0

Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. [2] Chapters in Edited Books [2]

ii) Without ISBN No. [2]

3.8 No. of University Departments receiving funds from

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

DPE [ ]   DBT Scheme/funds [ ]

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

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

3.10 Revenue generated through consultancy [75000]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	8			14
Sponsoring agencies		UGC			UGC, Bio diversity Board

3.12 No. of faculty served as experts, chairpersons or resource persons [22]

3.13 No. of collaborations   International [2]   National [ ]   Any other [1]

3.14 No. of linkages created during this year [11]

3.15 Total budget for research for current year in lakhs:

From funding agency [3700000] From Management of University/College [100000]

Total [3800000]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
3				1		2

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   20
     and students registered under them   40

3.19 No. of Ph.D. awarded by faculty from the Institution   5

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

JRF 8   SRF [ ]   Project Fellows 3   Any other 1

3.21 No. of students Participated in NSS events:

University level 12   State level 10

National level [ ]   International level [ ]

3.22 No. of students participated in NCC events:

University level 25   State level 20

National level 3   International level [ ]

3.23 No. of Awards won in NSS:

University level [ ]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [2]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [2]

NCC [3]   NSS [3]   Any other [7]

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

1. INSPIRE programme for the plus two students by the Science Departments of the college

2. ASAP (Advance Skill Acquisition Programme) – Department of English and Computer Science

3. APTIS – Aptitude test for the students by Department English

4. Department of Sociology hosted the 40th National conference of Kerala Sociological from 13th to 15th December

5. Water testing facility for general public initiated and implemented by Department of Chemistry and Bhoomitrasena Club

6. Visit to Tea museum and Srishti an undertaking of Tata beverages corporation ltd.

7. Documentary on cleanliness drive in Nedumbassery panchayat

8. Organic paddy farming in 3.5 acres of land under the initiative of college

9. College students supported the farmers of Ezhupunna in Pokkali cultivation

10. Roof top bio-farming in collaboration with National horticultural mission

11. Health camp at Kothadu village by Rotract club 18, July

12. Diabetic camp at Ponnurunni village by Rotract club

13. A Cyclothon was organized by members of Yi (Young India) club.

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	67	3	UGC - 1000000	70
Laboratories	27			
Seminar Halls	4			
No. of important equipments purchased (≥ 1 lakh) during the current year.		1		
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		Solar System	Management 500000	

4.2 Computerization of administration and library

> Library is already automated using the LIS software Koha. Bibliographic details of 10000 backlog are entered into the library software. Main library and department libraries are networked. Administration and management software was introduced.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books			940	560666	81885	
Reference Books			53	63893		
e-Books						
Journals	65	65000	7	12000	72	77000
e-Journals						
Digital Database	1	4500	1	230000	2	27500
CD & Video	400		23			
Others (specify)	1(DELNET)					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	198	54	20	3	65	10	43	5
Added	18						18	
Total	216	54	20	3	65	10	61	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.

New server, software and service has been purchased for better MIS.

4.6 Amount spent on maintenance in lakhs:

   i) ICT   2

   ii) Campus Infrastructure and facilities   10

   iii) Equipments   2

   iv) Others   1

                    Total :   15

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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.

Every programme intended for student support and progression was made known to the students using the public announcement system.

In order to know each student personally by at least one faculty, the mentoring programme was redesigned and implemented.

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.

5.2 Efforts made by the institution for tracking the progression

Every year IQAC calls a meeting with the faculty of the department after the university results are published. In this meeting the results are evaluated and strategies are formulated to improve upon students' performance.

Results 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 on the performance of the students in every internal assessment. The fast leaners 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 response are collated and evaluated. The relevant suggestions were incorporated in the planning for the upcoming year and the grievances addressed.

The best five students in various UG programmes accompanied by a teacher was sent to Juniata College, USA for their project work.

The placement of 143 smart students in leading banks and IT companies could be achieved through the efforts of the placement cell of the college.

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
1711	317	40	1

(b) No. of students outside the state

43

(c) No. of international students

1

Men

	No	%
	742	36.59

Women

	No	%
	1286	65.41

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1143	228	23	576	15	1985	1172	234	25	581	16	2028

Demand ratio   Dropout % - 2%

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

- NET/SET Coaching

Career counselling service

Mock aptitude test conducted by various agencies

Civil Service Study Circle

CAT examination coaching

No. of students beneficiaries | 120 |

5.5 No. of students qualified in these examinations

| NET | 13 | SET/SLET | | GATE | 1 | CAT | |
| IAS/IPS etc | | State PSC | | UPSC | | Others | |

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 the students in need are supported by a professional counsellor. Each batch have undergone training by a professional counsellor regarding stress management, enhancement of the EQ etc. In these classes students are divided in to groups and practiced various stress management techniques. The college plans to appoint a full time student development officer by next year considering the importance of student counselling.

No. of students benefitted | 200 |

5.7 Details of campus placement

| | On campus | | | Off Campus |
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	400	143	

5.8 Details of gender sensitization programmes

The women's cell of the college organised an orientation programme 'Be Equipped' for women students. **Ageetha Beegum IPS**, Crime branch DSP of Ernakulum, inaugurated and shared some tips on self-defense techniques to the members of the women's cell.

Gynaecologist **Dr. Grace Thomas** took an interactive session on gynaecological problems among women titled 'Be Conscious of your Body'

Women's cell also conducted a programme called 'Be contributively'. Counsellor Ms. Deepa Thomas led the programme.

SWASTI, The Women's Cell initiated two sessions dedicated to the basics of Communication titled `**Communication- A Doorway to Open up'**. Over 150 female participants including students and faculty actively participated in these sessions held on 18th and 25th July.

A pro-life seminar on degrading value systems was organized for all final year UG and PG students. The half-day session was led by famous social worker Ugesh Pulican. He discussed various life-related topics such as drug abuse, abortion, divorce, happy married life, healthy food and success.

An interactive session on **'Human Rights and Women'** was organized by the club. Adv. Thanuja Roshan George, a leading lawyer from the High Court, engaged the half-day session which was followed by discussions.

Two faculty members participated in a survey conducted by Sakhi, a NGO to analyse 'how safe the cities are for women'.

Two sessions on the basics of communication – 150 students participated
A Practical training session on self-defence was provided to all the female students.

5.9 Students Activities

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

State/ University level	40	National level	22	International level	7

No. of students participated in cultural events

State/ University level	40	National level		International level	

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

Sports: State/ University level | 22 | National level | 11 | International level | 5 |

Cultural: State/ University level | 20 | National level | 2 | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	30	250000
Financial support from government	753	32,46,659
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |

Exhibition: State/ University level | 2 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 10 |

1. Community organic farming is continued at Thottarapuncha, about 25 km away from the college in a village. 3.5 acres are being cultivated.

2. Environment Day awareness and the message of clean city was conveyed to the public through a cycle rally organised by NCC and NSS in which 110 student participated for 3 hours in the city of Kochi on 05.06.2013.

3. The students of the computer science organised a seminar on Road Safety in Collaboration with the Kerala Motor Vehicle department. The Cartoon Academy conducted Cartoon Exhibition & Seminar on Road Safety on 24.07.2013

4. Women Cell organized a programme Pro-Life for final UG and PG students to an awareness against foeticide and tips for family life.

5. Organic fair cum seminar for public and farmers at town hall, Kochi in collaboration with Organic Kerala Charitable Trust.

6. 25 samples of water from various places of Ernakulam are collected and analysed by the Bhumitrasena Club of the College to give awareness of the quality of water and environmental pollution.

7. College organized a free medical camp for the public of Thevara on 21.08.2013

8. College organized a Free Eye Camp in collaboration with Vasan Eye Care on 28.11.2013

9. The college presented its artistic talents to the people of Ernakulam by a Stage show in the campus for three hours on January 11, 2013

10. A Five Day long 'INSPIRE' Programme was organized for 300 outstanding plus two students of the Kerala State in which they could interact with eminent scientists of India.

5.13 Major grievances of students (if any) redressed:

Drinking water facility is established in all floors of the building of the college and in all relevant places. Girl's retiring room is modified with adequate furniture and toilet facilities.
First aid kit is provided with Department of Physical Education and Chemistry

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 college purchased new hardware and software for a better way

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

6.3.1 Curriculum Development

Being an affiliated to Mahatma Gandhi University, the college follows the university syllabus. The college has 12 faculty members in various Board of studies in the university. Every year in a faculty meeting, the curriculum is reviewed and proposals are sent to the BoS of the University.

6.3.2 Teaching and Learning

The ICT facilities in the campus is maintained and improved by substituting with the newer programmes.
Bridge course are offered by every department to warm up the students from various streams of plus two into their programmes of their choice.
The 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 news students to improve competency in English.
Tutorial and remedial classes were conducted regularly to prepare the students for their study.
The departments of the college organised 23 Academic seminars to update the students of the recent developments in every subject.

Special classes were routinely 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 the learning 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

Faculty of the college had 23 International and 16 National research publications in their credit. In the present year 6 Major projects 40 Minor project are going on in various departments.

In addition to the projects fund, the management has 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 10000 backlog are entered into the library software. Main library and 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 were 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 with utmost discretion, 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.

MoUs were signed between department/college and industries.

Experts from industry were incorporated into various academic and advisory bodies

6.3.9 Admission of Students

University rules are followed. Students are allotted through the Centralised Allotment Process.

6.4 Welfare schemes for

Teaching	
Non teaching	2
Students	2

6.5 Total corpus fund generated

2.5 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	Rajagiri College of Social Sciences	Yes	Principal & IQAC
Administrative				

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?

> Being affiliated to the Mahatma Gandhi University, the college follows the university rules. The college has 12 Members in the Board of Studies of the University.

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

> The University and the government evaluated the functioning of the college and recommended the name of the college to UGC for autonomous status.

6.11 Activities and support from the Alumni Association

> Alumni gathering is organised in department level and as a common mega meeting once in a year (usually Second Saturday of January). New alumni chapters were formed in six places in US and one in UAE.

6.12 Activities and support from the Parent – Teacher Association

> PTA scholarship, PTA support in resource mobilisation for infrastructure development and college student support activities.
> PTA regular meeting, PTA general body

6.13 Development programmes for support staff

> Supporting staff were given training on Communication skills & Computer literacy, Support staff were sent to various colleges for training and experiencing the functioning of autonomy.
>
> They were given regular trainings in their respective domains.

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

> Awareness for the reduction of the plastic usage in the campus.
> National Environmental Awareness Campaign (College was given Rs. 15000 for the programme) this year.
> College botanic garden
> Nature club, Bhoomitrasena Club, Haritasena, tourism club
> New solar plant of 2 KV capacity was implemented and further planning for a 20 KV solar plant.
> Rare and extinct Trees & medicinal plants were planted in college premises.
> Environment Day, Earth Day, etc were observed

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.

> SWOC Analysis – Internal & External
> Academic year and calendar planning

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

> Endeavour for getting autonomy became a success
> Restructured the student union election system to make it more participatory.

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

> Assured financial support to any student in need
> 'Earn while Learn' programme

7.4 Contribution to environmental awareness / protection

> Shuchitwabodhana yajnjam – 15 days long Community awareness programme on cleanliness
> Organic farming promotion
> Culture of waste management and minimisation of plastic usage
> Organic Fare and Farmer's meet in association with Organic Kerala Charitable Trust and Rajagiri Outreach.

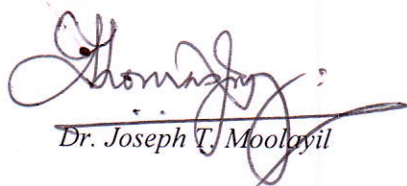7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

> SWOC analysis at Department level and faculty level were conducted.
>
> Improvised Corrective measures for students were introduced.

8. Plans of institution for next year

Autonomy
Spices garden
Furnishing of IQAC room
Smart class room
New academic building

Dr. Joseph T. Moolayil

Signature of the Coordinator, IQAC

Dr. Johnson X. Palackappillil CMI

PRINCIPAL
Sacred Heart College
Thevara, Cochin-682 013

Signature of the Chairperson, IQAC

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