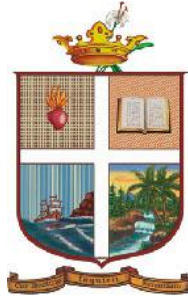


Annual Quality Assurance Report (AQAR) 2014-15



**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

I. Details of the Institution

1.1 Name of the Institution

Sacred Heart College (Autonomous)

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. MHC0GN 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/Images/Media/AQAR2014-15.pdf>

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 AQAR for the year (for example 2010-11)

2014-15

1.9 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

1.10 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, Kerala State.

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

Autonomy by State/Central Govt. / University

Yes

University with Potential for Excellence

UGC-CPE

DBT 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

9

Community representatives

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
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

Autonomy for Colleges – A Means to Quality Enhancement in Higher Education

2.14 Significant Activities and contributions made by IQAC

- IQAC organised a NAAC sponsored two day national seminar on ‘Autonomy for Colleges – a Means for Quality Enhancement in Higher Education’ with nationally renowned resource persons.
- Organised review meetings of the Principal with various departments, committees, clubs and fora and evaluated the activities done by them.
- A two day long annual academic planning was held in March 2014 at Rajagiri College, Kakkanadu, Ernakulam District to chalk out the academic calendar and to formulate strategies for quality enhancement. The representatives from all departments presented their plans for the next 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 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 give regular reports to the concerned.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
<ul style="list-style-type: none">• Course plan for academic instruction for each programme was proposed• Proposed for an effective online admission process• Proposal for financial support for NAAC sponsored National level seminar• Proposed for strengthening remedial programmes for slow learners and fast learners • Calendar of internal assessment proposed• Calendar of events for various co-scholastic activities were proposed• Proposal to Spices Board, Kerala for a project 'Sugandhawadi' Spice garden in the college	<ul style="list-style-type: none">• The proposal for course plan was implemented • Online admission process is partially implemented• Seminar was conducted on 8-9 January, 2015. • Remedial programmes are conducted on regular basis by various department. Special programmes are held for the toppers in every class. • Internal assessments were conducted as per the schedule • Most of the programmes were held as per the calendar published in the beginning of the year • Spices Board sanctioned the project and granted One lakh rupees

* 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

- At least one class room in all departments was converted into smart classroom.
- New Academic and Administrative Software package was installed. By next year, the package will be equipped to do all administrative works from admission to examination.

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.

The UG curriculum was revised and steps are being taken for the updating of the PG curriculum. A one credit course was proposed as a compulsory course for all UG students under service learning through relevant activities.

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

Proposed MA Sociology and M Phil courses in Economics, Commerce and Physics.
Proposed M.Sc Aquaculture (Aided) and M.Sc Environment Science.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
84	40	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
4	7							9	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	85	26
Presented papers	10	18	
Resource Persons		7	8

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 learners (by peer learning), cluster learning, focus group discussion by students in UG arts programmes, industrial and vocational training to make UG students employable.

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)

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 is offered

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 many teachers are members of the board of studies of MG University and participate in the restructuring of both UG and PG syllabus.

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	Division				Pass %
		A+	A	B+	B	
BA ENGLISH	30		2	8	7	63.33
BA ECONOMICS	63	1	7	16	11	80.95
BA SOCIOLOGY	30		2	2	6	60.00
BSc	31	3	9	7	8	93.55
BSc PHYSICS	46	1	13	13	11	95.65
BSc CHEMISTRY	41	1	9	15	7	85.37
BSc BOTANY	36		3	9	9	91.67
BSc ZOOLOGY	45		5	18	9	88.89
BCom TAX	66		25	20	13	96.97
B Com Tax SF	39		2	7	18	100.00
BCom CA	62		3	17	13	90.32
B Com TT	35			4	8	74.29
BSc COMPUTER	32		3	9	1	71.88

	APPEARED	PASS	PASS %	A+	A	B+	B
MA ENGLISH	16	7	43.75			7	
MA ECONOMICS	23	7	30.43			6	1
MSc MATHEMATICS	14	10	71.43	2	4	4	
MSc PHYSICS	9	3	33.33			3	
MSc CHEMISTRY-PURE	18	12	66.67			9	2
MSc CHEMISTRY - APPLIED	12	3	25.00			3	
MSc BOTANY	11	9	81.82		1	6	2
MSc ZOOLOGY	10	6	60.00		1	2	3
Mcom	22	16	72.73		5	8	3
MSc AQUACULTURE	12	9	75.00	8 first class			
MA Multimedia	2	2	100.00			2	

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

A two day Annual Academic planning workshop was organised on 30th and 31st March, 2015 in which the teaching, learning process was evaluated and decided to implement remedial measures with more vigour. The workshop suggested the enhancement of working time for scheduling the co-scholastic activities without affecting the instructional hours.

IQAC insisted on the need for course plan and its effective implementation.

Feedback is collected regularly from teachers & students and the principal gives the evaluation to the teachers and hold discussions with the teachers where corrections are required.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	4
HRD programmes	12
Orientation programmes	12
Faculty exchange programme	1
Staff training conducted by the university	
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	9
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	32	10	0	0
Technical Staff	1	0	0	0

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 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. This year the research meet was conducted on 2nd August, 2014. A talk on Plagiarism was also arranged as part of the research meet. IQAC shares information about various seminars and training programmes to the research scholars. IQAC has also documented 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		
Outlay in Rs. Lakhs		151.73 lakhs		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	32		
Outlay in Rs. Lakhs	2.95 Lakhs	40.1 lakhs		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	11	5
Non-Peer Review Journals			
e-Journals			
Conference proceedings	11		

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		UGC, DST, DBT	15173000	
Minor Projects	2	UGC	4010000	3042500
Interdisciplinary Projects	1	CED	16000	16000
Industry sponsored	1	Spices Board	100000	50000
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2014-15	KSCSTE	11000	nil
Any other(Specify)	1 year	UGC	Rs. 380000	
Total				

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		13	3		8
Sponsoring agencies		UGC, NAAC,	SH College		Bio diversity Board, Kerala, SH College

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	7000000	From Management of University/College	100000
Total	7100000		

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
4	1			1		2

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

13
43

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

6

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

JRF	9	SRF		Project Fellows	4	Any other	1
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3.21 No. of students Participated in NSS events:

University level	20	State level	10
National level		International level	

3.22 No. of students participated in NCC events:

University level	22	State level	
National level		International level	

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	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"/>
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="2"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="3"/>
		Any other	<input type="text" value="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. Water testing facility for the general public initiated and implemented by Department of Chemistry and Bhoomitrasena Club
3. Roof top bio-farming by the agricultural club in collaboration with National horticultural mission
4. A seven day long NSS Special camp at Palakkuzha panchayath in Ernakulam district with 105 student volunteers and about 100 local participants.
5. Organic fair in collaboration with Organic Kerala Charitable Trust and Rajagiri College of Social Sciences, Kochi. 10.04.2015
6. Civil Service Institute is established in the campus for the UG and PG students.
7. College participated in the Swachbharat – Cleaning programme of the corporation of Kochi on November 14.
8. Suchitwabodhana Yajnam (an initiative by our extention 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.
9. Dr. Manmohan Singh, former Prime Minister of India, inaugurated the Chavara Excellence for Social Transformation Lecture Series and gave an inspiring message on the role of students for social transformation in India.
10. Sargapatham, an intercollegiate literary pentathlon was organised by the speakers' forum of the college on 22nd January, 2015.

11. All Kerala intercollegiate youth meet was organised by the College Union on 13.02.2015.
12. Kerala Economic Association - First Annual Conference and seminar on Kerala's Development in Retrospect and Prospect was organised on 08.05.2015.
13. Sneha Sangamam was organised by Jesus Youth in which the over 120 destitutes were entertained in connection with Christmas, providing food, clothing and financial support besides the active interaction with the college students on December 16, 2014
14. Visits to various orphanages and provided financial support by various fora/departments.
15. DAYA – a weekly food collection for the destitute by Department of sociology (around 100 food packets).
16. HEAL ((Heartian Extended Arm for Life) was established as the extension outreach wing of SH College. First programme was launched as CCPP (Comprehensive Cancer Prevention Project) in January, 2015.
17. Kottakavandi, an initiative by School of Communication to have film shows for the people of villagers in north part of Kerala.
18. Film screening programme for public once in a month.

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 equipment purchased (\geq 1 lakh) during the current year.		1		
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (audio visual AC lab for School of Communication)		1	Management	

4.2 Computerization of administration and library

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	83741		1138	480129	84882	
Reference Books	8181		35	87500		
e-Books						
Journals	72	77000	3	4500	75	81500
e-Journals						
Digital Database	1	4500			1	4500
CD & Video	423		30		453	
Others (specify)	1(DELNET)	11500				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	218	54	20	3	65	10	61	5
Added	22					7	15	
Total	240	54	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.

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

4.6 Amount spent on maintenance in lakhs:

i) ICT

24

ii) Campus Infrastructure and facilities

14

iii) Equipment

12

iv) Others

8

Total:

58

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.

A fulltime student counsellor was appointed for the counselling service.

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

The mentoring programme was redesigned and implemented to reach every student by a teachers.

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 under planning.

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 three students from various UG programmes accompanied by a teacher went to Juniata College, USA for their project work. One student from Juniata College, USA attended a semester course in English and 10 students from Nihon Fukushi University, Japan was in the campus for a month for a short term English course.

The placement of 122 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
1883	338	49	1

(b) No. of students outside the state

40

(c) No. of international students

1+10

Men	No	%	Women	No	%
	827	37.21		1394	62.76

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1172	234	25	581	16	2028	1341	241	28	590	21	2221

Demand ratio 12:1

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	<table border="1"><tr><td>19</td></tr></table>	19	SET/SLET	<table border="1"><tr><td>3</td></tr></table>	3	GATE	<table border="1"><tr><td>1</td></tr></table>	1	CAT	<table border="1"><tr><td></td></tr></table>	
19											
3											
1											
IAS/IPS etc	<table border="1"><tr><td></td></tr></table>		State PSC	<table border="1"><tr><td></td></tr></table>		UPSC	<table border="1"><tr><td></td></tr></table>		Others	<table border="1"><tr><td></td></tr></table>	

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 has undergone training by a professional counsellor regarding stress management, enhancement of the EQ etc. In these classes students are divided

into groups and practised 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

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
8	347	122	Nil

5.8 Details of gender sensitization programmes

- The activities of the Women’s Cell were inaugurated by Ms. Aruna Sundararajan IAS on 25th July, 2014.
- Know your body types - A vibrant session for Fashion Designing by Shalini James, Designer.
- Training on paper bag and ornament making in the line with Go Green Policy. The paper bags made by the students were later used by various college activities.
- A workshop on Jewellery Making was also held under the leadership of Shobitha Thomas.
- As part of the anti-breast cancer movement the Women’s cell had a session on ‘Dance for a cause’, a Zumba dance training programme by Poornima Viswanathan, an alumnus of the college.
- An open forum was provided to Heartians to express their views on different forms of abuse against women as part of ‘Remembrance Day’ – A tribute to Nirbhaya.

5.9 Students Activities

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

State/ University level

42

National level

26

International level

4

No. of students participated in cultural events

State/ University level

41

National level

International level

1

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	30	250000
Financial support from government	780	26,85,000
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

- Reading week was celebrated by NSS in 2014 June
- SADAS – programme against drug, alcohol, suicide was organised by the students.
- Department of Sociology organised DAYA, a programme for collection and distribution of food to destitute.
- Students of the college organised an awareness rally and cleanliness drive to Fort Kochi on 15.08.2014.
- NSS organised *Karshakadinam* on 17.08.2014.
- A street play was organised against drugs and alcoholism by the College Union
- Environment Day was organised by the college in association with the Nature club, NCC &NSS and organised cleaning programmes.

5.13 Major grievances of students (if any) redressed:

Drinking water facility is expanded to various floors of the building of the college and is serviced regularly

Additional ceiling fans were fit in the classrooms in the second floor of the college.

Portable sound system was purchased for programmes outside the halls.

Steps are initiated to provide Wi-Fi facility for students having laptops

Canteen facility is improved.

More facility for photocopying by students

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 management process.

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 UG curriculum and syllabus and will be implemented from the academic year 2015-16. The PG board of studies has taken steps to update the syllabus. Curriculum was also developed for MPhil programmes in Economics, Commerce and Physics.

6.3.2 Teaching and Learning

The ICT facilities in the campus is 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.

The departments of the college organised 24 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 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 11 National research publications to their credit. In the present year 5 Major projects 37 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 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 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 copy editor has an on the job training during the vacation after the 4th semester.

MoUs is signed between the college and Concordia University, New York, US for twinning programme for UG students in commerce.

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 for UG by the University. The college admits students for PG as per Government norms as the college was declared autonomous.

6.4 Welfare schemes for

Teaching	4
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	No		No	
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?

The college established an examination office with sufficient personnel. Prepared an examination manual. An examination committee is monitoring the quality of 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

A new audiovisual AC laboratory was established for School of Communication.
New staff room established for Computer Science Department
A spice garden is being set up with the support of Spices Board.
All teachers are provided with the feedback on curriculum, teaching and evaluation.
All the computers were updated to the extent possible.
N-List password was issued to the PG students

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.

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

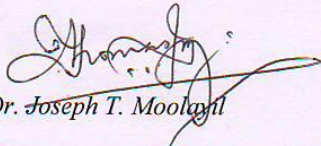
7.5 Whether environmental audit was conducted? Yes No

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

SWOC analysis is performed at Department level and faculty level were conducted.
Improved Corrective measures for students were introduced.

8. Plans of institution for next year

A model ICT enabled classroom
Lift for the PWD students
Wi-Fi facility for the needy students
New cafeteria for students
More Counselling facility for students
Start a student service and students development cell
To appoint a full-time student development officer to strengthen and coordinate co-scholastic activities.



Dr. Joseph T. Moolayil

Signature of the Coordinator, IQAC



Dr. Johnson X. Palackappillil CMI

Signature of the Chairperson, IQAC

