

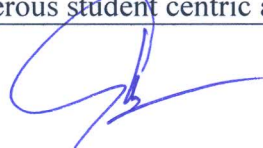
**PEER TEAM REPORT ON
INSTITUTIONAL
RE-ACCREDITATION OF**

**SACRED HEART COLLEGE,
THEVARA, KOCHI,
KERALA**

**Peer Team visit on
4th, 5th and 6th February, 2013**

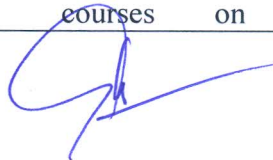
**PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF
SACRED HEART COLLEGE, THEVARA, KOCHI - 682013, KERALA**

Section –I. GENERAL	Information
1.1 Name & Address of the Institution	SACRED HEART COLLEGE, THEVRA, KOCHI – 680213, KERALA.
1.2 Year of Establishment	1944 (16-06-1944)
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties:	Arts, Science, Commerce, Computer, Vocational
• Departments:	Arts – 5, Science – 7, Commerce – 2, Computer – 1
• Programmes/Courses offered	UG 7, PG 10, Research 6, Others 8
• Permanent Faculty Members:	88 Guest Faculty - 39
• Permanent Support Staff:	Admn. – 39, Tech. - 5
• Students:	1850
1.4 Three major features in the institutional context (As received by the Peer Team)	<ul style="list-style-type: none"> • Sacred Heart College, Thevara, Kerala was established in the year 1944 by CMI missionary fathers of Kerala State, as a grant-in-aid Co-education college, affiliated to M.G. University, Kottayam and has been recognized by UGC under section 2(f) and 12 (b). • The college has got the status of “College with Potential for Excellence “ from the UGC for the second time and also rated with Five Star and A+ grades during the previous two NAAC assessments. • This college has achieved its reputation with its scintillating performance in the fields of science, arts, commerce and social sciences besides numerous student centric and holistic activities.



<p>1.5. Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure)</p> <p>1.6. Composition of the Peer Team which undertook the on-site visit:</p> <p>Chairman:</p> <p>Member Coordinator</p> <p>Member</p> <p>NAAC Coordinator</p>	<p>4th – 6th February, 2013</p> <p>Prof. G.N. Qazi, Vice-Chancellor Jamia Hamdard, Hamdard Nagar, New Delhi – 110062.</p> <p>Prof. A. Balasubramanian Professor and Director Educational Multimedia Research Centre University of Mysore Mysore.</p> <p>Mrs. Puran Prabha Sharma Former Principal, Han Raj Mahila Mahavidyalaya) 41, Windsor Park, Kabir Nagar Jalandhar.</p> <p>Dr. Sujata P. Shanbhag Assistant Advisor National Assessment and Accreditation Council (NAAC),Bangalore – 560072.</p>
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<p>Section – II: CRITERION WISE ANALYSIS</p>	
<p>2.1 Curricular Aspects:</p> <p>2.1.1. Curricular Design & Development</p>	<ul style="list-style-type: none"> • The institutional goals and objectives of the college have been clearly communicated through its prospectus and the curriculum designed by affiliating university are in tune with the core values of U.G.C. and NAAC. • A good number of programs are offered to enhance the competencies and employability of students. • Faculty designed their own curricula and offer courses on Computer Application,



	<p>Aquaculture and on value addition.</p> <ul style="list-style-type: none"> • The college adopts the curriculum designed by the M.G. University, Kottayam. • Thirteen faculty members are on the Boards of Studies and other academic bodies of the University and are involved in curriculum development.
2.1.2 Academic flexibility:	<ul style="list-style-type: none"> • Medium of instruction is English, subject options are as per the university regulations. • 11 inter - disciplinary programs, 11 in CBCSS courses, 1 annual system course and 23 courses are under semester system. • Project work is carried out by students in a few programs. • Research endeavors are visible at PG levels. Ph.D. programmes are offered at 6 Departments. • Out of 7 add on courses, 3 (2 UG & 1 PG) self financing courses are yet to be started. • Some Diploma and Certificate level courses are also offered, in addition to value addition programmes.
2.1.3 Feedback on curriculum	<ul style="list-style-type: none"> • Feedback mechanism from students is in place. • Students' feedback about performance of teachers is taken regularly. • Corrective measures on feedback at policy making level are to be initiated.
2.1.4 Curriculum updates	<ul style="list-style-type: none"> • Curriculum updation is done by the affiliating university. • Self designed job oriented short programs are offered by college as per local area needs. • A good number of teachers are members of B.O.S. Academic Council and Syllabus Structuring Committees of the University. • Attempts have been made to provide computer literacy to all first year students.
2.1.5 Best practices in Curricular Aspects (if any):	<ul style="list-style-type: none"> • 'English for Career' program in Spoken English to enhance professional competencies.

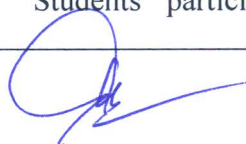


<p>2.2 Teaching, Learning and Evaluation:</p> <p>2.2.1 Admission process and student profile:</p>	<ul style="list-style-type: none"> • The college is following the admission policy of the affiliating university and the state government. • Wide publicity of admissions and programs done through college website, prospectus, newsletter and handbook etc.
<p>2.2.2 Catering to the diverse needs:</p>	<ul style="list-style-type: none"> • Remedial and bridge courses, special classes for disadvantaged groups and slow learners and skill development programs are in place. • Financial assistance, concessions and scholarships to economically weaker students exist.
<p>2.2.3 Teaching Learning Process</p>	<ul style="list-style-type: none"> • Predominantly lecture method is adopted in many courses. ICT enabled teaching is carried out in a few courses. • Academic calendar and students' handbook are prepared and followed. • Seminars, workshops, guest lectures by experts, interface with representatives of industry and scientific experts, to add to classroom teaching learning. • Initiatives are being taken to use the potential of ICT and smart class rooms, video conferencing and internet facilities.
<p>2.2.4. Teacher Quality:</p>	<ul style="list-style-type: none"> • About 50% teachers hold Ph.D degree, 25% hold M.Phil. degree, about 40% have qualified NET/SLET. • A few teachers have received Best Teacher Award and recognitions. • A good number of Post-graduate dept. teachers are recognized research guides who guide 55 number of research scholars. • 39 management faculty support teaching process in the self-finance courses.
<p>2.2.5. Evaluation Process and Reforms</p>	<ul style="list-style-type: none"> • Continuous evaluation system is followed based on internal assessment, unit tests, seminars, project work etc. • Evaluation systems are well communicated. • Informal Alumni feedback is obtained.



	<ul style="list-style-type: none"> • Network of departmental QACs on curricular activities, self assessment and peer assessment of teachers, is in progress. • Induction programs for staff and students exist.
2.2.6 Best Practices in Teaching Learning and Evaluation (if any)	<ul style="list-style-type: none"> • Some teachers have been recognized with honours and awards.

<p>2.3 Research, Consultancy & Extension</p> <p>2.3.1 Promotion of Research</p>	<ul style="list-style-type: none"> • Research committee coordinates and monitors research activities and faculty development programs. • Research projects funded by UGC, DST, CSIR and other agencies are on-going. • A good number of teachers availed FIP leave after the previous reaccreditation. • 34 Ph.Ds were produced during last five years.
2.3.2 Research and Publication output:	<ul style="list-style-type: none"> • Progress is visible in terms of international, national research publications, articles, books and other contributions. • Substantial number of Faculty attended national and international conferences /seminars. • The college organized 4 international, 12 national, 56 regional, 87 extension lectures and 10 training programs during the last five years. • The institution publishes 2 research journals.
2.3.3. Consultancy:	<ul style="list-style-type: none"> • A good number of teachers offer free consultancy services and act as resource persons to various departments and state agencies. • Formal consultancy has to be started.
2.3.4. Extension Activities:	<ul style="list-style-type: none"> • Three units of NCC (Army, Air, Navy) comprising 114 boys and 111 girls and 2 units of NSS comprising 55 boys and 149 girls carry out extension activities. • Students participated in village adoption,

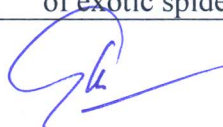


	<p>blood donation camps, tree plantation and environmental awareness, health and hygiene programs in collaboration with NGOs and local bodies.</p> <ul style="list-style-type: none"> • A few outreach activities exhibit neighbourhood networking and community service. • The Nature club of the college received a National Environmental Awareness Award, and the Principal got Green Golden Feather Environment Puraskar.
<p>2.3.5. Collaborations:</p>	<ul style="list-style-type: none"> • Institution has made attempts to establish MOUs with some international bodies like Nihon Fukushi University, Japan, Augsburg University, Germany, UC Berkeley and USA. However, these need to be streamlined. • Notable existing linkages are with IICT(Hyderabad, India) and Washington University(USA). • Academic collaborations exist with universities like Nagpur, Mysore, Mumbai, and Rauri.
<p>2.3.6. Best practices in Research Consultancy and Extension (if any)</p>	<ul style="list-style-type: none"> • Laboratory created out of the FIST grants of the DST. • A studio for recording video audio programmes.

<p>2.4 Infrastructure and Learning Resources:</p> <p>2.4.1 Physical facilities for learning:</p>	<ul style="list-style-type: none"> • The campus is spread over 12 acres of land with 17900 sq. mt. built-up area. • Sufficient number of classrooms and laboratories are in place to meet the current requirements. • There are conference halls, auditorium and student activity centre to promote all curricular and co-curricular activities. • Adequate sports facilities including gymnasium exist. These are to be fully utilized for the students of this college and given to others during spare time. • The institution has a power backup facility with a 66 KV generator and 2.5 KV wind cum solar generator.
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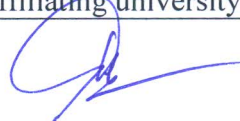
2.4.2. Maintenance of Infrastructure	<ul style="list-style-type: none"> • Provision is made in the college budget for maintenance and creation of additional infrastructure, whenever needed.
2.4.3. Library as Learning resource:	<ul style="list-style-type: none"> • The college library has 80168 books – 4010 text books and 5000 reference books. • The library subscribes to 25 periodicals, 98 journals (95 Indian, 3 International) and 50 magazines. • There is a book bank facility with 620 books, & 400 Cds & DVDs. • The library has access to DELNET, INFLIBNET and YMCA e-portals. • Open access system exists. • Reprography and internet facility are available. • 7 departments maintain their libraries with essential books for their faculty reference.
2.4.4. ICT as Learning Resources:	<ul style="list-style-type: none"> • Fully networked wi-fi campus and a browsing centre with 3 computers. • College has over 200 computers, good number of multimedia projectors and audio-video equipments. • There is a career guidance cell located within the library.
2.4.5. Other facilities:	<ul style="list-style-type: none"> • College has a fitness centre and a health club. • The sports ground has a 400 mtr. track and facilities of horse-riding, yachting, canoeing and speed boats. • A women's hostel with an intake capacity of 90 students exists, which needs to be expanded to accommodate more girl students. • There is a need to establish a boys hostel on the campus. • The college has a Canteen, transport facility, parking space for vehicles, student centre, separate rest rooms for boys and girls. • There is a biogas plant, botanical garden and herbarium with a collection of 200 rare medicinal plants. • The Zoology dept maintains a museum, butterfly garden, tissue culture lab, mushroom cultivation centre, hatchery, and a collection of exotic spider species.



<p>2.4.6. Best practices in the infrastructure and learning resources (if any):0</p>	<ul style="list-style-type: none"> • Eco-friendly green campus. • Optimum utilization of infrastructural facilities.
<p>2.5 Student Support and Progression:</p>	
<p>2.5.1. Student progression:</p>	<ul style="list-style-type: none"> • Fairly good results with a number of top rankers at the university level. • Dropout rate is very low. • A large number of pass-out students go for higher studies and employment. • About 5% get their placement through campus recruitment by MNCs and IT companies. • 52 students cleared NET/SLET exam during last five years.
<p>2.5.2 Student support:</p>	<ul style="list-style-type: none"> • College prospectus, annual calendar, hand book, biannual news letter are published, regularly. • Bridge courses and remedial courses, NET/SLET coaching, civil services entrance exam coaching are provided. • Financial support to the disadvantaged and needy students through concessions and scholarships are extended by the PTA and students welfare trust. • Suggestion Box for students to express their views exists.
<p>2.5.3. Student Activities</p>	<ul style="list-style-type: none"> • The institution has an elected Students Council and a local union comprising of class representatives. • Departmental news letters are regularly published. Many departments conduct cultural functions, annual cultural festival 'HeartiFest' and inter college functions. • Students are represented in various decision-making bodies of the college. • Discipline committee, Ethics committee and Anti ragging committee are in place to ensure smooth and congenial environment on the campus. • A good number of students participate in co-curricular and cultural activities.

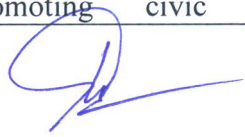


<p>2.5.4. Best practices in Student Support and Progression (if any)</p>	<ul style="list-style-type: none"> • Departmental alumni associations and exclusive career counseling are made available to students.
<p>2.6 Governance and Leadership</p>	
<p>2.6.1. Institutional Vision and Leadership</p>	<ul style="list-style-type: none"> • Vision and mission are based on national aspirations and educational vision of the organization and are in consonance with the objectives of higher education of the government. • Supportive and encouraging governing body meets twice a year. • The Principal provides effective leadership through well defined participatory administrative system. • Bursar is in-charge of welfare of non teaching staff and serves as a link between management and staff.
<p>2.6.2. Organisational Arrangements:</p>	<ul style="list-style-type: none"> • Governing body provides perspective and policy guidelines, administrative and financial support. • Effective internal coordination, quality control and monitoring are done through college council and IQAC.
<p>2.6.3. Strategy development and deployment</p>	<ul style="list-style-type: none"> • Some functions of administration are computerized. • Essential information related to courses, admission and students performance are made available online. • The college tries to augment its available physical and infrastructural facilities and mobilize some revenue.
<p>2.6.4. Human Resources Management</p>	<ul style="list-style-type: none"> • Annual Self appraisal of staff are done. • The Parents Teachers Association meetings are held regularly. • There is a College Co-operative Credit Society for supply of essential goods to students. • The faculty recruitment is done as per the norms of the UGC, State government and affiliating university.



	<ul style="list-style-type: none"> • About 5% of the sanctioned posts are yet to be filled. • The management provides fee concessions, scholarships and assistance to the needy students besides government scholarships and stipends.
2.6.5. Financial Management and Resource Mobilisation	<ul style="list-style-type: none"> • The College gets grant-in-aid from the government, development and research grants from various funding agencies besides collecting funds from parents of students and philanthropists. • Developmental assistance has also come from the Jubilee Trust and MPLAD schemes. • Internal and external audit is done.
2.6.6. Best practices in Governance and Leadership (if any)	<ul style="list-style-type: none"> • Healthy relationship between management and staff.

<p>2.7 Innovative Practices:</p> <p>2.7.1 Internal Quality Assurance System</p>	<ul style="list-style-type: none"> • College IQAC and departmental QAC function through periodical meetings. • Faculty development programs, essential core value learning programs, environmental and social awareness programs, campaigns and outreach programs in collaboration with other institutions are conducted. • The college encourages meritorious students and teachers by giving awards and prizes.
2.7.2. Inclusive practices:	<ul style="list-style-type: none"> • College adheres to government rules regarding quota in admissions and selections of faculty, some percentage of management quota is also made available for weaker sections. • The college has conducted various extension activities for promoting social welfare, awareness on government programs, and surveys of neighbourhood community for uplifting the rural masses.
2.7.3. Stakeholder Relationships	<ul style="list-style-type: none"> • Good stakeholder relationships exist. • Students, parents and alumni perception of the institution is good. • The institution places special attention in promoting civic sense and social



	responsibility.
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SECTION III: OVERALL ANALYSIS	
3.1. Institutional strengths	<ul style="list-style-type: none"> • Good governance, transparent administration and supportive management. • Qualified, dedicated and progressive teaching faculty and administrative staff. • Safe, congenial and peaceful environment to girl students; ‘Eco-friendly Green Campus’ recognized as ‘Bhoomitra Unit’ by state government. • Good performance by students in university exams. • Bagging of the ‘Best College of State Award’, for two times. • Twice NAAC accredited and rated with FIVE STARS and A+ Grade respectively. • Twice recognized by the UGC to obtain the status of “The College with Potential for Excellence” status. • Good infrastructure and other facilities with scope for further expansion. • College has taken adequate steps to implement most of the recommendations of previous NAAC peer team recommendations.
3.2. Institutional weakness:	<ul style="list-style-type: none"> • A few of the sanctioned posts are yet to be filled • Need to strengthen skill based employment oriented courses for women students to make them self-reliant. • Lack of adequate residential facilities to boys and girls at the campus.
3.3. Institutional Opportunities	<ul style="list-style-type: none"> • Introduction of more career oriented courses with flexible options for liberal Arts, Fine Arts, Social Sciences, law and languages. • Expanding more elective options in CBCS system.



<p>3.4. Institutional Challenges</p>	<ul style="list-style-type: none"> • Increasing and strengthening consultancy services. • Enhancing the occupancy level in hostel. • Providing wider choice of subjects and introduction of more courses relevant for women empowerment. • Introducing more choice-based courses to enhance students' proficiency and knowledge. • Obtaining more funds from research funding agencies. • Allocation of space for future courses amidst the present setting.
<p>Section IV: Recommendations for Quality Enhancement of the Institution</p>	<ul style="list-style-type: none"> • Teachers who have not yet obtained Ph.D. degrees may be motivated to acquire the same within a given time frame. • The College should make all efforts to obtain autonomous status. • More extension lectures may be arranged for the benefit of the faculty and students. • More collaborations with industries and other agencies should be explored, in order to carry-out more research projects and to offer consultancy services. • To initiate offering cutting-edge technology-oriented courses like Bio-technology, Forensic Science & Criminology, Animation, Garment-designing, Earth Sciences and Water Management, Business Administration, Community Development, HR Development and Multimedia at Diploma and PG degree levels. • To prepare to introduce courses in subjects like Music, Fine Art, Home Science, Dress Designing, Web designing, TV Newscasting, and Bio-informatics. • Obtain funding to offer vocational add on courses from UGC and other agencies. • Offer more short term and skill oriented courses with scope for entrepreneurship development. • Put all efforts to fill the vacant teaching and non-teaching posts. • Should augment bi-lateral linkages with reputed national and international



	<p>organizations for fruitful collaborations.</p> <ul style="list-style-type: none">• Initiate steps to offer programs like MBA, MCA, Diploma in Taxation & Insurance, Financial Management, Personnel Management, PG Diploma in Counseling, and courses in social work, travel and tourism, hospitality services, nutrition and dietetics and in physical education.• Establish an Entrepreneurship Development Cell to guide and assist the outgoing students in becoming Entrepreneurs.• To make the IQAC as a repository of all databases, and accountable for all-round development of the institution.
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I agree with the Observations of the Peer Team as mentioned in this Report.

Signature of the Head of the Institution

Seal of the Institution



Signature(s) of the Peer Team Members:

Prof. G.N. Qazi
Chairman

Dr. A. Balasubramanian
Member Coordinator

Mrs. Puran Prabha Sharma
Member

Place: Kochi, Kerala

Date: 6-2-2013