

SACRED HEART COLLEGE

(Autonomous)
Thevara, Kochi

ACADEMIC AND ADMINISTRATIVE AUDIT 2018



Xavier Board of Higher Education in India



Academic and Administrative Audit 2018

Xavier Board of Higher Education

Departments

1. Aquaculture	1
2. Botany	4
3. Chemistry	7
4. Commerce	12
5. School of Communication	16
6. Computer Science	20
7. Economics	24
8. English	28
9. Mathematics	32
10. Oriental Languages	36
11. Physical Education	38
12. Physics	40
13. Sociology	44
14. Zoology	47
15. Administration	50



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE

DEPARTMENT OF AQUACULTURE

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Sr. Annamma Philip, FMM, Secretary General, XBHEI and Dr. Ms. Ordetta Mendoza, visited the Department of Aquaculture on December 20, 2018 and interacted with the Head of the Department and faculty of the department. Earlier, Dr. V. C. George, the HoD made a presentation, which was followed by an interaction.

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier SJ,

Dr. D. Jeevan Kumar

Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



About the department:


The department of Aquaculture was started in 1994 as part of the Golden Jubilee celebrations of the college. The college felt the need to meet the growing demand for well-qualified and trained technical managers required by the aquaculture industry. The department offers a Post Graduate Diploma in Aquaculture and an M.Sc. programme in Aquaculture and Fish Processing. Being a vocational course it offers students on-the-job training at various seafood processing plants and aquaculture farms thus making them industry ready.

Commendations:

- The curriculum of the department is in keeping with the vision and mission of the college and has relevance to the latest local, national and global needs.
- The department has integrated cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum.
- Feedback is taken from students and alumni/ae while designing the curriculum for the department.
- The department has good infrastructure to meet its needs including a wet laboratory, Microbiology laboratory, Bioassay laboratory and a multispecies Ornamental Fish breeding hatchery.
- Students are given practical training in all aspects of aquaculture both insitu and ex situ.
- Mentoring is carried out in the department as and when required.
- Students are encouraged to attend seminars/workshops in aquaculture and related fields in order to expose them to the current trends in the subject.
- Experts in specialized subjects of fisheries/aquaculture are invited for delivering talks on related subjects.
- The department has forged strong bonding among the alumni/ae and they maintain this relationship.
- About 80% of the class of 2018 were placed in jobs while approximately 10% went for higher studies.
- Faculty have several publications to their credit.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier, SJ


Dr. D. Jeevan Kumar


Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



- Consultancy is offered by the department to ornamental fish farmers and people for whom ornamental fish breeding is a hobby, setting up aquariums and fish marketing.
- Consultancy is also given in fish processing units'viz., fish pickling, fish drying, fish canning and fish curing.

Recommendations:

- ✓ The department needs to revise the Programme outcomes, programme specific outcomes and course outcomes. The same to be uploaded on the college website.
- ✓ Attainment of course outcomes to be evaluated and communicated to stakeholders.
- ✓ Offer value-added courses to the students of other departments.
- Feedback on current curriculum must be taken from all stakeholders to help design and develop the curriculum during the next revision.
- ✓ Conferences, seminars and lectures maybe organized for students.
- 92 • Library resources maybe increased both in the central library as well as department library.
- 92 • The department may make efforts to increase student diversity and student strength.
- Encourage students to pursue higher degrees and also take up competitive examinations at the state and national level.
- ✓ Efforts may be made to obtain funding for research.
- Teachers from other states may be recruited.
- More collaboration with other institutions and academe-industry linkage may be pursued.
- Student Outreach Programmes to be given more attention.

Date: 12/02/2019

Place: Bangalore.



[Signature]

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

[Signature]

Dr. Fr. Joseph Xavier, SJ

[Signature]

Dr. D. Jeevan Kumar

[Signature]

Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE DEPARTMENT OF BOTANY

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Ms. Ordetta Mendoza, visited the Department of Botany on 19th December 2018 and interacted with the Head of Department and faculty. Dr. Giby Kuriakose, the HoD in charge made a presentation, which was followed by an interaction and an examination of the relevant documents.

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier SJ,

Dr. D. Jeevan Kumar

Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



About the Department:

The Department of Botany has been offering the Undergraduate Programme since 1957 and the Post graduate programme since 1984. It has been designated as a Research department and offers Ph.D. since 1988. Currently the Head of Department was not available for any interaction. There are 8 faculty members of who only 3 are adequately qualified as per the UGC eligibility criteria.

Commendations:

- The curriculum of the department is in alignment with the vision and mission of the college.
- Periodic revision of syllabi at both the UG and PG levels was done in 2015 and 2016 respectively.
- All the faculty in the department are involved in revision of syllabi
- 3 students awarded Ph.D. degrees.
- The programmes offer 6 short-term training courses for both UG and PG courses.
- ‘Hands-on training project’s for students in several areas including Bio-fertilizers and Biological control, Bio-pesticides and Bio-insecticides, Cultivation of Medicinal plants, Floriculture and Cut flower marketing, Flower arrangement and Vegetable carving, Landscaping and Garden designing, Mushroom cultivation, and Natural dyes and Mural painting to mention a few.
- Alignment of courses of the M.Sc. programme with the NET syllabus to help students take up NET exams.
- Internship for PG students is given credit weightage.
- Lesson /course plan is prepared by all the faculty members.
- Good IT infrastructure and ICT form part of the teaching pedagogy.
- Advanced learners and slow learners are identified and given various inputs to sustain their learning levels. Remedial classes are taken to improve learning outcomes.
- Good student teacher ratio - 21:1
- Mentoring is done by the faculty for all students for about 4-6 hrs. per semester.
- Giving incentives to students who pass NET while still in college and for high quality / standard research publications.
- Good infrastructure in the laboratories
- Adequate support staff are available
- Involvement of the department in
 - ‘Restoration of Orchids’ in Vythiri Govt. HSS, Waynad Dst. Kerala and ‘Training-Restoration of fallen orchids in semi-natural habitats,



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- Mushroom Cultivation and Fruit Processing,
- Vegetable Sapling and Orchid sapling Production & Marketing
- Plant Authentication Centre
- Digitization of Herbarium and inclusion of more specimens in the collection.
- Collaboration of the department with *Sugandhavaadi*.
- Spice Zone in the Museum with Collections of All spices with Fact File.
- MoU with Wild life Warden, Kanyakumari Wildlife Sanctuary, Kanyakumari Wildlife Division, Department of Forests, Tamil Nadu to carryout research experiments and inventories to find out a solution to eradicate an invasive plant species.
- Encouraging students gain an eco-friendliness through Nature Club and Nature camps


Recommendations:

- Faculty qualifications to be scaled up as per UGC criteria
- Feedback on curriculum to be taken from students, parents and alumni/ae and feedback to be considered while revising the curriculum.
- Student diversity as well as average pass percentage to be improved.
- Research output to be given importance and number of publications to be improved.
- To ensure that student intake during admissions do not drop.
- Value added courses for imparting transferable and life skills may be offered at UG level
- Evaluation methods can include more components.
- Add latest books in the library and standard journals need to be subscribed to.
- More courses to have experiential learning.
- Department must organize more seminars and conferences for students
- Faculty to take part in more conferences and seminars.
- Grants and funding for the department needs to be scaled up.
- Department can introduce peer review process to enhance teacher quality.
- Herbal garden desperately needs attention and care! Spice garden to be better maintained.
- Consultancy services to be initiated and developed.
- Alumni/ae engagement to be improved.
- Department to improve on its extension activities and highlight its distinctiveness.

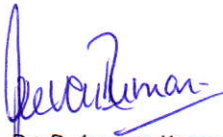
Date: 12/02/2019


Place: Bangalore.




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email: xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE DEPARTMENT OF CHEMISTRY

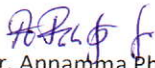
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

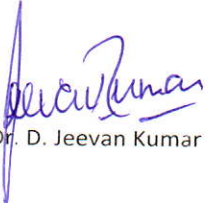
- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore & former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

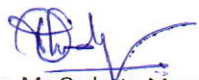
Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Sr. Annamma Philip, FMM, visited the Department of Chemistry on 19th December 2018 and interacted with the Head of Department and faculty. Earlier, Dr. K. B. Jose, HoD made a presentation to all the team members followed by an interaction. A verification of the relevant


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier, SJ,


Dr. D. Jeevan Kumar


Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



documents and visit to the laboratories and facilities of the department was carried out by Dr. Sr. Annamma Philip, FMM.

About the Department:

The department of Chemistry was established in 1944 and offered the Undergraduate programme in Chemistry from 1947. In 1962 the department began offering the Post Graduate Programme in Chemistry while Ph.D. was offered from 1998. The department has also been offering M.Sc. in Pharmaceutical Chemistry from 2001.

The Vision of the department is to form an enlightened group of wisdom seekers in Chemistry founded on relentless pursuit of excellence, a secular outlook and a thirst for moral values.

Its Mission is to provide an academic environment that facilitates holistic development of the individual with special emphasis on chemistry as a discipline, enabling the students to play a vital role in nation building and contribute to the progress of the humanity through the knowledge and skill that they have acquired. The mission also instills in students a thirst for frontier areas of chemistry and research, it also cultivates a concern for nature and environment along with technology up gradation.

The department is dynamic and vibrant exuding a strong research culture which provides an attractive ambiance to the young students.

Commendations:

- The curriculum of the department is in keeping with the vision and mission of the college and has relevance to the local, national and global needs.
- The department has incorporated courses and activities that integrate cross cutting issues relevant to environment and sustainability into the curriculum.
- Some of the faculty members serve on academic bodies of other institutions.
- The department has taken care to include several thrust areas / latest branches of Chemistry in the UG /PG course work.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier, SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- The department takes great care to consult experts in preparing the syllabi for the Board of Studies meeting. Care is also taken to be at par with the UGC model curriculum and UGC-CSIR syllabus prescribed for NET examination.
- ✓ • Several new courses have been added in the programmes during the last revision. *eg.*
- ✓ • Department offers a 3 month certificate course on Molecular Docking and Drug Designing.
- The department ensures that its curriculum is enriched in different ways by allowing students to undertake study tours and field trips, internships both at the UG and PG level and interact with experts.
- Feedback on the curriculum is obtained from Students, parents, Members of Board of Studies and Alumni/alumnae and is acted upon. The outgoing students are given an orientation on the necessity of giving feedback before they leave the institution.
- Student enrolment is good both at the UG and PG levels.
- Advanced learners are engaged in Walk with scholar programme, presentation of seminars, and interaction with leading scientists and industrial experts to update the knowledge. Slow Learners are given remedial coaching and more interaction with their mentors.
- Teacher: student ratio is approximately 1:16 for the UG and PG programmes.
- Detailed teaching plan is drawn up by all faculty of the department which is given to students at the beginning of the semester.
- Learner-centric methods (experiential, participative and problem solving methods) assignments, seminars using PPTs, projects are employed by the faculty to enhance teaching-learning.
- ✓ • The department has sufficient IT infrastructure in the department to aid in the teaching – learning process.
- ✓ • Students get some training for drawing chemical structures by using software such as Chems sketch and Chemdraw as well as Computational software such as Gaussian, Autodock, Pymol, Avogadro, VMD, and Gamme
- ✓ • There is a good mentoring programme with the mentor to mentee ratio being approximately 1:20.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier, S.J.



Dr. D. Jeevan Kumar




Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit




- Faculty are adequately qualified with 14 of the faculty holding Ph.D. Degree and 2 of them having received National recognition (Fellowships). 5 faculty have been recognized as research guides.
- Faculty have made significant scientific contributions to journals.
- The department has 5 Lab assistants / technical and supportive staff.
- 6 faculty members have been invited as resource persons to other institutions to participate in conferences /seminars.
- The department has also been inviting several renowned and eminent scholars, scientists and teachers to the institution to deliver lectures and interact with students thereby enriching their learning experience.
- Several workshops, seminars and lectures have been organized for the students each year.
- Faculty participate in conferences /seminars /refresher courses and workshops as a means of capacity building.
- The laboratories and other physical infrastructure in the department are good.
- Department has academe –academe linkages with some institutions in India and abroad.
- A number of scholarships are available in the department.
- Over 50% of the students proceed for higher studies.
- Students are encouraged to participate in academic programmes at the intercollegiate level.
- Few students have cleared the NET/SET/GATE examinations.
- Organized International seminar on “Negishi Coupling Reactions ” By Nobel Laureate Prof. Eiichi Negishi, February 2016 and
15th KVT International Seminar on New Trends in Applied Chemistry, February 2017
- **The best practice** in the department is the regular feedback of students and open forum with the Parents.

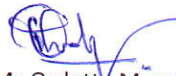
Recommendations:

- The department may offer more value – added courses and add – on courses for imparting transferable and life skills.
- The department may make efforts to attract students from across the country and abroad.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier, SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- Students of the department may be encouraged to take courses offered by other departments.
- ✓ • Teachers from other states may be recruited if possible.
- Faculty maybe encouraged to attend more training /specialized workshops /seminars to enhance their knowledge in newer areas of chemistry.
- Alumni/ae may be encouraged to increase the no. of private scholarships already available to students in the department.
- Alumni/ae engagement to be enhanced –both for financial and non-financial assistance.
- Make efforts to increase the number of students passing JAM/UGC-CSIR /GATE.
- ✓ • Students involvement in extension activities could be strengthened.
- ✓ • Industry-Academic linkages maybe fostered.

Date: 12/02/2019

Place: Bangalore



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier, SJ,

Dr. D. Jeevan Kumar

Dr. Ms Ordetta Mendõza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE DEPARTMENT OF COMMERCE


SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI


The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised

- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board- Administrative & Academic Audit (XB-AA Audit).


Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Joseph Xavier SJ visited the Department of Commerce on 19th December 2018 and interacted with the Head of Department and faculty. Earlier, the HoD, made a presentation,


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



which was followed by an interaction. Dr. Joseph Xavier also examined the relevant documents and available facilities in the department.

About the Department:

The department of Commerce was established in 1944. It is the first department that offered B.Com in the state of Kerala. In 1961, it began offering the M.Com programme in Commerce. The department became an approved research center in 1998. There are 10 Faculty members, of whom 3 have Ph.D. degrees.

This department has four programmes with one HOD and four coordinators, There is an aided course, one self-financing course which was started in 2004. There are two more B.Com programmes started in 2012. The department also has an add-on course in Capital Market.

The programmes have common examinations, Board of Studies and, and evaluation.

The mission of the department is to provide an environment that

- Facilitates the holistic development of the individual.
- Enables students to play a vital role in the nation-building process and contribute to the progress of humanity.
- Disseminates knowledge even beyond academia.
- Instills in the students a feel for frontier disciplines.
- Cultivates a concern for the environment.

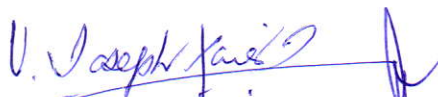
B.Com Aided

Commendations:

- The department has been bagging all the top ranks in the University both in UG and PG programs before it became autonomous.
- The department has a number of certificate courses like the Capital Market, SIDCO Certified practical accounting and tax practitioners



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,

Dr. D. Jeevan Kumar



Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



- The curriculum is updated and new courses like IFRS, Environmental Science and GST are added
- Both the UG and PG programs have internship
- The department organizes a number of State Level Workshops
- The dropout rate is nil which shows the quality of teaching in the department
- Many students of the department pursue higher education
- There is an active mentoring program and counseling given to needed students
- The department is keen on the learning of the students and organizes programmes like 'Doc the Talk' and 'Walk with the Scholar'
- It organizes remedial and tutorial programs for the weaker students.
- It has many illustrious alumni like Member of Legislative Assembly, IAS and IPS officers and CEO of well known companies
- The placement record is good. Students get placed in companies like Deloitte, McKinsey and co., Golden Sachs and many leading banks.
- The department has many publications including four books
- The infrastructure is praiseworthy. They have ICT enabled class rooms, Wi-Fi connectivity and provide computer accessibility to the students.
- Many faculty members occupy administrative positions in the college
- Study materials are shared with the students via Email.

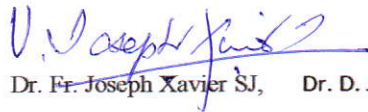
Recommendations:

Though the department is considered as one of the good departments of the college, there are certain areas that could be considered for improvement.

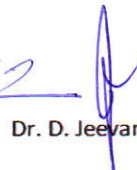
- The industry-institute interface could be improved
- The outreach program could be made more relevant and improved
- The faculty exchange programs could be considered seriously
- There could be more common meetings between the aided and the unaided faculty



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



- There is a visible difference between the aided program and the unaided program.
This could be bridged
- While the students of the aided program are doing well academically, there seems to be a need to pay attention to the students of the unaided programs.

Commerce (SF)

The students generally prefer the aided program and if they do not get that then they opt for the self-financing program. Eighty per cent of the admissions to the aided are based on merit and the same is the case with the self financing programs.

Commendations:

- The faculty work hard to make the students come up to a standard
- PTA meetings are held regularly and the contact between the faculty and the parents are good
- Remedial classes are held regularly for the weaker students
- There are some experienced teachers who have improved the quality of the program
- The faculty contact the parents when the students are absent for a prolonged period

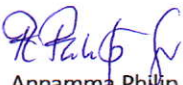
Recommendations:

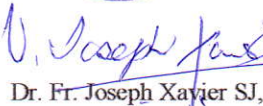
- As the dropout rate of the students is high, efforts could be made to improve the motivation of the students
- The attrition rate of the faculty is about 15 per cent. This could be due to the lower pay they get. The management could look into this
- The management could make greater efforts to improve the quality of the staff, as the students in the self-financing section may require more academic support.

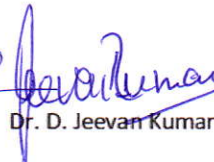
Date: 12/02/2019

Place: Bangalore




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE SCHOOL OF COMMUNICATION SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised

- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Fr. Joseph Xavier, SJ and Dr. D. Jeevan Kumar visited the School of Communication on 19th December 2018 and interacted with the HoD-in-Charge, Ms. Shanthi Mathai and faculty. Ms.

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier, SJ

Dr. D. Jeevan Kumar

Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



ShanthiMathai made a presentation, which was followed by an interaction, an examination of the relevant documents, and a visit to the studios and laboratories.

About the department:

The Department was established in 2016 and offers one UG course (BA in Animation and Graphic Design); five PG courses (MA in Digital Animation; MA in Communication and Journalism; MA in Cinema and Television; MA in Graphic Design; and MA in Multimedia) and a Certificate Course in Multimedia (from February 2018).

Commendations:

- Revision of curriculum of four of the five PG courses in 2015;
- Introduction of PG course in Digital Animation in 2016;
- Cross-cutting areas like gender, environmental sustainability, human values and professional ethics find sufficient space in the curriculum and in extra-curricular activities.
- Students' feedback is obtained through mentor meetings, class meetings, exit surveys (at the time of graduation), and alumni surveys.
- Feedback from all stakeholders including parents, members of the BoS, alumni/a/ae and employers.
- Curriculum is revised based on recent advances in technology.
- Preparation of course plan and providing the same to the students.
- Remedial classes are held for slow learners; extra assignments are given to fast learners.
- ICT-based tools and resources are available and well used in the department. There is a Media Incubation Centre.
- The Amphitheatre, Art museum of sculptures, historic paintings, etc. for the department.
- Students of BA in Animation and Graphic Design (BAAGD) and MA in Communication and Journalism (MCJ) taken on study tours.
- Internship for most of the programmes.
- Mandatory research work and submission of Dissertation Report for credit for MCJ, MADGA and MA in Cinema and Television (MACTV) Programmes.
- Department conducts academic peer review process.

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier, SJ

Dr. D. Jeevan Kumar

Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



- Sufficient technical and supportive staff in the department.
- Mandatory programme of Social Service of 40 hours (4 Credits) for all UG students.
- The ratio of Internal:External Evaluation is 50:50. This calls for a huge dedication and commitment in the teaching and learning process.
- Big emphasis on practical and hands-on learning, industrial visits, other field visits, and individual and group projects.
- Generation of Rs.5.55 lakh from UNICEF by 3 faculty members for consultancy services provided as well as Rs.40,000 from Cochin Shipyard.
- Under Extension activities, Faculty and students conduct programmes for UNICEF Incubator productions, 'Save Periyar' campaigns, Child Protection Awareness programmes, etc.
- The MoU signed with UNICEF for student consultancy work.
- The student enrichment programmes like workshops in Typography, Clay Modelling, film review, graphic novel, animation work, wood carving and printing, photography, theatre, Black Magic camera, visual media/journalism and media.

Recommendations

- ✓ The various courses offered are being handled by a large number of Guest Faculty, none of whom has a Ph.D. Invite qualified faculty to handle the guest lectures.
- ✓ Organise seminars or conferences for students as none have been organized by the Department during the last three years.
- ✓ Department can offer courses to students from other departments and permit student from this department takes courses in other departments.
- ✓ Department can conduct courses in collaboration with other departments/institutions/Universities.
- ✓ Pass percentage needs to be improved in the UG programme.
- Efforts can be made to revive the MA course in Multimedia which was discontinued in 2018.
- Improve the amount being received for research grants and projects.
- None of the Faculty members are recognized research guide, faculty can apply for the same.
- There is no evidence of Faculty publications in peer-reviewed/UGC notified journals.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier, SJ



Dr. D. Jeevan Kumar



Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



- More students to be helped to clear NET as only 1 student has cleared it in the recent past.
- Improve the department's infrastructure and equipment as lack of the same is a major limitation.

Date: 12/02/2019

Place: Bangalore.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier, SJ

Dr. D. Jeevan Kumar

Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE

DEPARTMENT OF COMPUTER SCIENCE

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Ms. Ordetta Mendoza, visited the Department of Computer Science on December 20, 2018 and interacted with the Head of Department and faculty. Earlier, Ms. Regitha Baiju, the HoD made a presentation, which was followed by an interaction.

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier SJ,

Dr. D. Jeevan Kumar

Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit




About the department:


The department was started in 2001 and offers two Undergraduate programmes (i) B.Sc. Computer Application and (ii) Bachelor of Computer Application with specialization in Mobile Application and Cloud Technology from 2016.

Commendations

- The curriculum of the department is in keeping with the vision and mission of the college and has relevance to the latest local, national and global needs.
- The department has integrated cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum,
- Feedback is taken from faculty and students while designing the curriculum for the department.
- Study trips, field visits and industrial visits have been organized for the students to hone their learning competencies.
- Students complete a 21-days internship as part of the teaching –learning process.
- The demand ratio of no. of seats to applications received ranges from 1:7 to 1: 10 in the last 3 years.
- Some of the faculty members hold PG engineering degrees.
- All faculty members prepare a teaching plan and this is made known to the students at the beginning of the academic year.
- Learner-centric methods which include experiential, participative and problem solving methods are employed by the department.
- Faculty use ICT in the teaching –learning and also show motivational videos to encourage students and inculcate in them values. Students are also given time to talk on any general topic to remove any stage fear and build confidence.
- Students to full time teacher ratio is approximately 13:1.
- Sufficient and good infrastructure especially with respect to computers and servers.
- Advanced and Slow learners are engaged in remedial teaching programmes.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- Bridge course for all first year students in computers, statistics and mathematics.
- Class Tests, surprise tests, viva, seminars, quiz and assignments, remedial classes as well as External and Internal examinations are used to measure student learning outcomes.
- The department offers a course on Internet Web Designing and Cyber Laws as an open course for students of other departments.
- Students of the department also take courses from other departments (in Economics and English for careers) as part of the curriculum.
- Economically weak students are given financial assistance.
- A few faculty members have taken efforts to publish articles and participate in conferences and seminars. Seminars are also organized for students in the department on various relevant topics as part of the student enrichment programme.
- The department encourages students' participation in programmes in other institutions at the state and national level.

Recommendations:

- The department has to rewrite the Programme outcomes, programme specific outcomes and course outcomes. The same to be uploaded on the college website.
- Attainment of course outcomes to be evaluated and communicated to stakeholders.
- Offer more value-added courses which impart transferable skills in the next curriculum / syllabus revision.
- Feedback on current curriculum must be taken from all stakeholders to help design and develop the curriculum during the next revision.
- More seminars and lectures in recent trends in Computer science to be organized for students.
- Library resources may be increased both in the central library as well as department library.
- Faculty maybe encouraged to scale up their qualifications and pursue Ph.D.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit




- The department may make efforts to increase student diversity and student strength especially in the BCA programme.
- Efforts must be made to increase the pass percentage.
- Encourage students to pursue higher degrees and also take up competitive examinations at the state and national level.
- Efforts may be made to increase consultancy and obtain funding for research.
- Teachers from other states may be recruited.
- More collaboration with other institutions and academe-industry linkage may be pursued.
- Student Outreach Programmes may be given more importance.
- Alumni engagement to be given more attention.

Date: 12/02/2019


Place: Bangalore




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,

Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email: xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE DEPARTMENT OF ECONOMICS SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised

- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. D. Jeevan Kumar visited the Department of Economics on 19th December 2018 and interacted with the Head of Department and faculty. Dr. P.E. Cherian, the HoD, made a presentation, which was followed by an interaction, and an examination of the relevant documents.

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier SJ,

Dr. D. Jeevan Kumar

Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



About the Department:

The department of Economics was established in 1944 and offered a BA degree programme from then until 1959 when it also began offering the MA programme in Economics. Ph.D. in Economics was offered from 1995 and M.Phil. in 2015. The department has also been offering a UGC Foundation course in Human Rights since 2011. There are 9 Faculty members, of who 4 have Ph.D. degrees. The mission of the department is to provide an environment that

- Facilitates the holistic development of the individual.
- Enables students to play a vital role in the nation-building process and contribute to the progress of humanity.
- Disseminates knowledge even beyond academia.
- Instills in the students a feel for frontier disciplines.
- Cultivates a concern for the environment.

Commendations:

- The curriculum adopted by the department is aligned to the vision and mission of the college.
- The BA Economics curriculum was revised in 2015, the MA Economics curriculum was revised in 2016; and the M.Phil. curriculum was revised in 2015.
- The thrust areas of the department are Microeconomics, Macroeconomics, Public Economics, Monetary Economics, Development Economics, Indian Economy and Statistical Tools for Economic Analysis.
- Feedback on curriculum is taken from students, parents and alumni. Feedback of the stakeholders is considered while revising the curriculum.
- Cross-cutting issues relating to gender, environment and sustainability are inculcated by organizing seminars, workshops and discussions.
- During 2017-18, 5 students were awarded Ph.D. degree.
- During 2015-16 and 2016-17, 10 students and 8 students respectively were awarded M.Phil. degrees.
- ICT-enabled class-rooms and ICT-enabled teaching techniques are employed by the faculty.
- Environmental Economics is offered as a Core Course in the BA and MA programmes.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- Department offers an Open Course titled, 'Foundations of Environmental Economics'.
- The teaching-learning process is student-centred and activity-oriented. Classroom teaching is supplemented by farm visits, industry visits, study tours, invited talks, workshops, discussions and debates.
- Students' opinion on the 'Muddiest Point' (confusing areas in the day's lecture) is collected, discussed and resolved in the class.
- Remedial classes are ostensibly held for slow learners.
- Departmental Council meetings are held monthly.
- A Mentoring System exists. Each faculty member is allotted 25 students. 2 hours per week are allotted in the time table for mentoring.
- Extension activities include organizing remedial classes for rural school children, visits to old age homes, destitute centres and homes for the differently abled. Students are encouraged to volunteer for relief work.
- 40 hours of compulsory social work/community service has been made a component of the BA Economics programme.
- Department has signed an MOU with SVUP School in Nettoor to implement an Extension and Outreach Programme called '*Janaparvam*'.
- As regards clearing the NET/SLET examinations, in the years 2015-16, 2016-17 and 2017-18, a total of nine students have been successful.
- Some of the distinguished alumni of the Department are serving as IAS and IRS officers and academics; some others have joined politics.
- Student enrichment programmes in the form of seminars, workshops and special lectures are organized regularly.
- Various methods used to measure student learning outcomes.
- Best Practices followed by the Department include the following: Internship, Programmes on Environmental Consciousness, Care for the Weaker Sections, Community Service, Energy Conservation, Cleanliness awareness, etc.
- Some of the Innovative Practices followed include: Weekly Academic Discussions on current economic issues, events and developments; coaching for UNC-NET examinations;



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



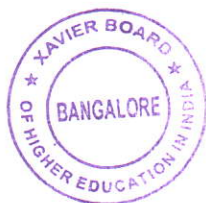
environmental visits; imparting of soft-skill training; placement training; establishment of an Entrepreneurship Cell; etc.

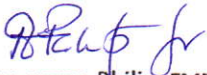
Recommendations:

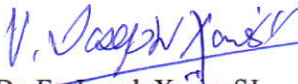
- The average Pass Percentage can be improved.
- Value Added Courses for imparting transferable and life skills may be offered.
- Need for starting add-on certificate and diploma courses in areas like Home Economics, both for college students and outsiders.
- Student diversity needs to be looked into.
- Scope for becoming a Centre for Excellence in Economics.
- *Scope for starting a Research Journal.*
- Need to increase research publications.
- Faculty need to acquire the required qualifications to continue to teach in the college.
- Percentage of classes taken by temporary faculty needs to be lowered.
- Too many students allotted to a faculty member for mentoring. All faculty in the department may be engaged in mentoring students.
- There is no enrolment for the Ph.D. programme during the last three years; this needs to be looked into.
- Only a few Faculty members are actively engaged in Research Projects; only 3 out of 9 Faculty members have publications in books and journals. This needs to be improved.
- Said to be the largest research department in the University, but there is no research room and no Research Coordinator.
- Department should acquire statistical software like SPSS.
- Limited consultancy – need to increase the same.
- Scope exists for introducing exchange programmes for both faculty and students.


Date: 12/02/2019

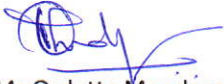
Place: Bangalore




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE

DEPARTMENT OF ENGLISH


SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

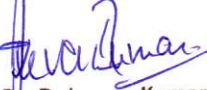
- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board- Administrative & Academic Audit (XB-AA Audit).

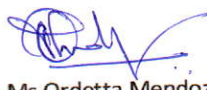
Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. D. Jeevan Kumar visited the Department of English on 19th December 2018 and interacted with the Head of Department and faculty. Dr. C.S. Francis, the HoD, made a presentation, which was followed by an interaction, and an examination of the relevant documents.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit




About the Department:

The department of English which was started in 1944 began offering a MA in English Language and Literature in 1964. The BA programme in English Language and Literature (Mode: II Copy Editor) was offered from 1998. The mission of the department is to emerge as a hub of literary and cultural studies by

- Making students effective communicators who can seamlessly integrate themselves into the global society.
- Instilling in students critical thinking skills and a spirit of enquiry
- Cultivating a taste for art and literature among students and
- Inculcating a concern for the other, including the environment.


Commendations:

- Curriculum in alignment with the Vision and Mission of the College.
- Revision of curriculum and syllabus for BA English being done periodically.
- Special attention paid, while designing/revising the curriculum, to sensitize students to issues of gender discrimination, environmental degradation, ideals of the Indian Constitution, human rights, human values and professional ethics.
- Feedback on curriculum is systematically collected from all stakeholders; feedback is summarized and discussed in the BoS. Measures such as academic monitoring system, result analysis and revised mentoring system – are the result of feedback.
- The sanctioned strength is filled up every year; girls outnumber the boys in both UG and PG programmes.
- The following measures are taken to improve the learning levels of students:
 - (a) 'Walk with a Scholar' (WWS) for advanced learners;
 - (b) 'Student Support Programme' (SSP) for slow learners.
- Some Faculty have created Blogs and students are encouraged to do assignments through the Blog; Quiz sessions are organized.
- Question Bank for the PG programmes, questions scrutinized by invited external experts.
- Adequate number of faculty (13) in the department including the 3 guest faculty.
- Faculty adequately qualified with 5 members holding Ph.D. degrees, 3 having M.Phil. degrees and the remaining 5 teachers pursuing Ph.D. degrees.
- Department offers an Open Course, 'English for Careers' for students of other departments.
- The average Pass Percentage of students is around 90%.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- A Project Handbook and Project Manual have been prepared by the Department.
- Physical facilities - the Department has 3 classrooms for UG and 2 for PG; there is a Seminar-cum-Reading Hall.
- IT infrastructure, there are 5 desktops and 3 laptops for use of Faculty; 15 desktops for use of students; Internet with Wi-Fi facility for Faculty; 2 Smart classrooms with LCD projectors; and 1 Language Laboratory.
- Time-tables and Course Plans are prepared and provided to students.
- Good student: teacher ratio.
- ICT tools and resources are utilized by teachers.
- Mentoring sessions are held regularly by class teachers with up to 30 students per teacher. Each teacher gives 2-3 hrs./student in a semester.
- Programme outcomes and course outcomes for all courses and programmes of the department being displayed on the institution website and communicated to students; both direct and indirect methods are used to assess the above.
- Department readying itself to become a Research Centre in the near future
- Plans to offer courses on Film Studies, Art and Literature, and Creative Writing.
- 7 new UG courses and 4 new PG courses added in the last 3 years.
- 9 Elective courses for PG students offered in the Fourth Semester; 3 courses offered as electives at the UG level.
- A Certificate Course in Business English which is offered for international students.
- Training given for BEC course offered by Cambridge University.
- Partner institution for conducting Communicative English Training under the Additional Skill Acquisition Programme of the Government of Kerala.
- UG students Hands-on training in Editing and Desktop Publishing skills given by experts from industry.
- Study Tours and Field Trips that are organized regularly.
- Internship for UG students in leading Newspaper / Magazine publishers and TV Channels and submission of report of the same.
- *On-the-Job* Training for students.
- One Faculty Member has published two books and more than a dozen articles in journals; a couple of faculty members have secured 'Best Documentary' awards.
- MOU with M/s Indocosmo Solutions to sponsor Japanese students to undergo a 10-month Certificate Course in Business English.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- MOU with Ministry of Human Resource Development of the Government of Afghanistan for Afghan students to undergo course in Communication Skills in English.
- 7 students cleared the NET/SLET examination in 2016-17; 3 students cleared the NET/SLET examination in 2017-18.
- In 2016-17, as well as in 2017-18, 80% of the UG students joined PG programmes, and 100% enrolled themselves for M.Phil./Ph.D. programmes.
- Existence of the Nostos-Alumni Association; alumnae, primarily serving as academics, and a few of them in journalism, have contributed to the department's growth and development.
- Students of the Copy Editing course bring out a magazine called, 'Koppee', giving them a platform to hone their IT and DTP skills. They also contribute significantly to the college journal, *Heartbeats*.

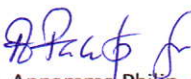
Recommendations

- More faculty members to register as research guides.
- Application for recognition as a Research Centre is pending before the University, department to take steps to ensure that recognition is obtained as soon as possible.
- There is a severe space constraint in the department. The physical and IT infrastructure are insufficient. College must take steps to augment the existing infrastructure.
- No recent projects have been sanctioned. Faculty must pursue major and minor research projects seriously.
- Publications are abysmally low for the level of a PG department.
- Faculty empowerment strategies need to be clearly enunciated.
- ICT in teaching –learning can be used more extensively.
- Improve student diversity in the department.
- All faculty members of the department can contribute to mentoring students.
- Departmental Internal Quality Assurance System may be introduced.
- A Placement Centre may be established in the department.
- Department needs adequate number of support staff.

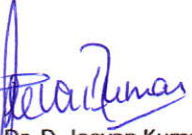
Date: 12/02/2019


Place: Bangalore.




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE DEPARTMENT OF MATHEMATICS


SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

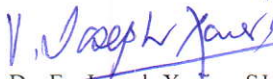
The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

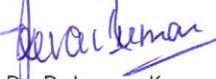
- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore & former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Sr. Annamma Philip, FMM, visited the Department of Mathematics on 19th December 2018 and interacted with the Head of Department and faculty. Earlier, Mr. M. P Sebastian, HoD made a presentation to all the team members followed by an interaction. A verification of the relevant


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier, SJ


Dr. D. Jeevan Kumar


Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



documents and visit to the facilities of the department was carried out by Dr. Sr. Annamma Philip, FMM.

About the Department:


The department of Mathematics was started in 1982 and offered an Undergraduate programme in Mathematics. In 1999 the department began offering the Post Graduate Programme in Mathematics.

The Vision of the department is to mould an enlightened community of wisdom seekers in Mathematics, founded on a relentless pursuit of excellence, inculcating moral values, discipline and faith in God.


Mission of the department is to provide an environment that facilitates, holistic development of the individual, enabling the students to develop a focused approach to their curriculum, inculcate quantitative skills and logical thinking ability to solve critical and complex problems in day-to-day life. The mission of the department is also to develop the capacity of the students to cater to the needs of the humanity and transform the society and inspire students to crave for deeper knowledge in Mathematics.

Commendations:

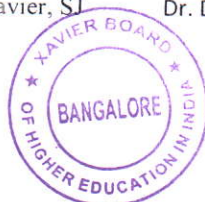
- The curriculum of the department is in keeping with the vision and mission of the college and has relevance to the local, national and global needs.
- The department has incorporated courses and activities that integrate cross cutting issues relevant to the environment and sustainability into the curriculum.
- Feedback on the curriculum is obtained from Students, parents, Members of Board of Studies and Alumni/alumnae.
- The demand for the UG programme is good with an average demand ratio of 45:1 and 16:1 for the PG programme.
- All faculty prepare a teaching plan which is given to students.
- Learner-centric methods (problem solving methods), assignments, projects, study tours and field trips are employed by the faculty to enhance teaching-learning.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier, SJ


Dr. D. Jeevan Kumar



Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit




- Teacher: student ratio is approximately 1:16 for the UG and PG programmes.
- Students are mentored for approximately 3 hrs. in a semester with the mentor to mentee ratio being 1:15.
- Currently standing at over 90%, the department may provide extra care to increase the pass percentage in UG programme.
- Students are encouraged to participate in academic programmes at the intercollegiate level.
- Basic Mathematics Learning Programme (BMLP) are offered for students opting for interdisciplinary courses.


Recommendations:

- ✓ The department has to elucidate Programme outcomes, programme specific outcomes and course outcomes. The same to be uploaded on the college website.
- The department may offer value – added courses and add – on courses for imparting transferable and life skills.
- ✓ Slow learners maybe given more attention just as advanced learners.
- ✓ More workshops / seminars and guest lectures maybe organized regularly for the students in order to give them opportunities to interact with experts.
- ✓ Faculty members to complete Ph.D. / obtain the qualification as per UGC criteria.
- ✓ Faculty maybe encouraged to attend seminars and conferences, etc.
- ICT infrastructure in the department maybe increased.
- The department may make efforts to attract students from across the country.
- Students of this department may be encouraged to take courses offered by other departments.
- Information regarding books and journals held in the Central Library pertaining to the subject may be furnished to the department.
- Department needs adequate number of support staff.
- Teachers from other states may be recruited if possible.
- ✓ Number of students passing NET /SET /GATE in the last three years is very low. More efforts maybe made to increase the same.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier, SJ


Dr. D. Jeevan Kumar


Dr. MsOrdetta Mendoza
Co-ordinator, XB-AA Audit

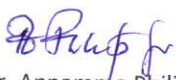


- ✓ Encourage students to get involved in extension activities.
- ✓ Information provided in the manual should be accurate. Typographical errors to be avoided.
- ✓ Alumni/ae engagement to be enhanced, both for financial and non-financial support.
- ✓ The few private scholarships for students available in the department may be increased with the help of alumni/ae.

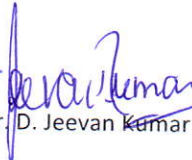
Date: 12/02/2019

Place: Bangalore




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier, SJ


Dr. D. Jeevan Kumar


Dr. MsOrdetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE DEPARTMENT OF ORIENTAL LANGUAGES


SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI


The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised


- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).


Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Fr. Joseph Xavier, SJ visited the department of oriental languages on 20th December 2018 and interacted with the faculty.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



About the department:

The department of oriental languages consists of Malayalam, Hindi, French and Sanskrit. All these language departments are located in the same place. These languages are taught as second languages.

Commendations:

- The students are taught to speak and write in French
- A diploma course in French is also conducted, focusing on communicative French. They have many interactive sessions with role plays and videos
- Malayalam is taught to inculcate the cultural heritage of Kerala
- There is more interaction with the students
- New trends in languages are taught
- The courses also concentrate on giving values through literature
- Seminars are held on performing arts

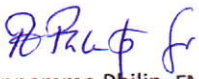
Recommendations:


- No research is done in the department as the faculty feel that their work load is high. They could be encouraged to do research and publish papers in their respective languages.
- Degree courses could be started in literature, especially in Malayalam
- The languages taught could focus on the latest trends in language learning rather than teaching only literature
- The students do not take the language classes seriously. They could be motivated to understand the importance of learning languages for communication.

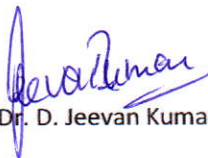
Date: 12/02/2019


Place: Bangalore.




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE DEPARTMENT OF PHYSICAL EDUCATION


SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

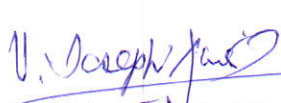
The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised

- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board- Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Fr. Joseph Xavier, SJ visited the department of Physical Education on 20th December 2018 and interacted with the Physical Director. The physical director explained the functioning of the department and showed the different facilities available.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



About the department:

The Department offers a “Physical Health and Life Education” course. It is an open course that is offered to the Fifth Semester Students. The course is to train the students in first aid, knowledge about the human body, fitness, and yoga. This is conducted in collaboration with a hospital.

Commendations:

- For competitive sports, there are 17 teams of men and 11 teams of women students
- The department trains students in cricket, basket ball, fencing, lawn tennis, volley ball, hand ball and shuttle.
- It associates with other associations available in the city like the Kerala Cricket Association
- Up to 10 students have represented the University
- It has a good indoor stadium and a well equipped gymnasium
- There is a separate fitness center for players
- The gym is available to the public for a price
- Alumni are permitted to use the walking track along the river side
- There are separate yoga classes for men and women


Recommendations:

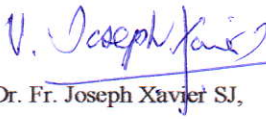
- The department could make its presence more by advertising the facilities available
- More students can be encouraged to use the gym
- Though good training facilities are available, those who use it are less in number. More students can be encouraged to use the facilities.

Date: 12/02/2019


Place: Bangalore




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE

DEPARTMENT OF PHYSICS

SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore & former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier, SJ

Dr. D. Jeevan Kumar

Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



Dr. Sr. Annamma Philip, FMM, visited the Department of Physics on 19th December 2018 and interacted with the Head of Department and faculty. Earlier, Mr. V. M. George, the HoD made a presentation to all the team members followed by an interaction. A verification of the relevant documents and visit to the laboratories and facilities of the department was carried out by Dr. Sr. Annamma Philip, FMM.

About the Department:

The department of Physics was started in 1954 and offered an Undergraduate programme until 1995 when it also began offering the Post Graduate Programme in Physics. From 1998 the department has been offering research leading to Ph.D. and in 2016 it started offering M.Phil programme.

The Vision of the department is to form an enlightened group of wisdom seekers in Physics founded on relentless pursuit of excellence, a secular outlook and a thirst for moral values.

The Mission is to provide an academic environment that facilitates holistic development of the individual with special emphasis on Physics as a discipline, enabling the students to play a vital role in nation building and contribute to the progress of humanity through the knowledge and skill that they have acquired. The mission of the department is also to inculcate in students a thirst for advancement of Physics and cultivate a concern for nature, environment and the society.

Commendations:

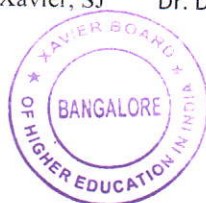
- The curriculum of the department is in keeping with the vision and mission of the college and has relevance to the local, national and global needs.
- The department has incorporated various courses and activities that integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum
- The demand for the UG programme is good with an average demand ratio of 50:1 and 20:1 for the PG programme.
- Faculty members, except one, are adequately qualified with 5 of them having Ph.D. degree.

Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier, SJ

Dr. D. Jeevan Kumar

Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit



- All faculty prepare a teaching plan which is given to students at the beginning of the semester.
- Lectures are often accompanied by demonstrations using physical models, ICT, group discussions, seminars, and laboratory.
- Learner-centric methods (experiential, participative and problem solving methods) such as assignments, hands-on learning in the laboratory, seminars, field trips and study tours are employed by the faculty to enhance the teaching-learning.
- Teacher: student ratio is approximately 1:21 for the UG programme and 1:2 for the PG level.
- There is a good mentoring programme in place, where the mentor spends approximately 3 hrs. per mentee in a semester. The mentor to mentee ratio being 1:20.
- ✓ Establishment of a new SPACE RESEARCH LABORATORY in collaboration with ISRO worth rupees 30 lakhs.
new Lab not

Recommendations:

- The department has to elucidate programme outcomes, programme specific outcomes and course outcomes. The same to be uploaded on the college website.
- ✓ The department may offer value – added courses and add – on courses for imparting transferable and life skills.
- ✓ Insufficient number of faculty in the department.
- ✓ Advanced and slow learners maybe given more attention as advanced learners only interact with faculty to decide on career options while slow learners are given remedial coaching only in the final year.
- ✓ More workshops / seminars and guest lectures maybe organized regularly for the students in order to give them opportunities to interact with experts.
- More faculty members to register as research guides.
- ✓ Research funding, collaborations with other institutions and consultancy maybe increased.
- ✓ Given the fact that there are more female students, women faculty need to be recruited.
- ✓ Being a research department the number of faculty publishing research papers is low.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier, SJ



Dr. D. Jeevan Kumar



Dr. Ms. Ordetta Mendoza
Co-ordinator, XB-AA Audit




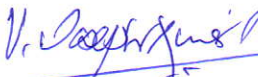
- ICT infrastructure in the department maybe increased.
- The department may make efforts to attract students from across the country.
- Currently standing at 90%, the department may take extra care to increase the pass percentage in both UG and PG programmes.
- Students of this department may be encouraged to take courses offered by other departments.
- ✓• Books and journals held in the Central Library pertaining to the subject are abysmally low.
The department may subscribe to more national / international journals.
- ✓• Department needs adequate number of support staff.
- ✓• Number of students passing NET /SET /GATE in the last three years is very low.
- ✓• Dire need to increase the extension activities of the department.
- ✓• Information provided in the manual should be correct. Typographical errors to be avoided.
- ✓• More student enrichment programmes may be conducted each year.
- Teachers from other states may be recruited if possible.

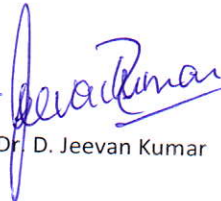
Date: 12/02/2019


Place: Bangalore




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier, SJ


Dr. D. Jeevan Kumar


Dr. Ms. Ordette Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE

DEPARTMENT OF SOCIOLOGY


SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI


The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:


- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).


Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. D. Jeevan Kumar visited the Department of Sociology on 19th December 2018 and interacted with the Head of Department and faculty. Mr. Benny Varghese, the HoD, made a presentation, which was followed by an interaction, and an examination of the relevant documents.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



About the Department:

The Department offers both UG and PG courses in Sociology. While the subject is being offered at the UG level since 1964, the PG course was started in 2015. The department Vision is to mould the young generation with social commitment and dynamism. The Mission is to create a thrust for broadening the horizon of knowledge, develop a critical bend of mind in understanding social realities and equip students to intervene effectively in the social transformation process.

Commendations:

- The curriculum of the department is aligned to the vision and mission of the college.
- Cross-cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics etc., are incorporated into the curriculum.
- Three new courses like Media and Society, Life-skill Education, Social Pathology have been introduced.
- Field trips and study tours are organized regularly to inculcate in students the social realities of the economically weak and those affected by natural calamities as well as migrant labour.
- Feedback on the curriculum is received from students, parents and alumni/ae.
- Remedial coaching is offered to slow learners.
- Faculty use ICT as a tool for teaching and learning.
- Discussions, debates and experiential learning techniques are utilized in the classroom.
- Student-Learning Outcomes are assessed through written examinations, classroom performance and oral presentations.
- An Open Course on 'Elements of Social Psychology' is offered to students from other departments.
- Mentoring is done in the department and the ratio of teacher to mentee is 1:30 for UG programme and 1:5 for PG programme.
- Four students have recently cleared NET/SLET examinations.

Recommendations:

- None of the teachers has a Ph.D. degree; they may be deputed for pursuing research degrees under the UGC's FDP.
- Need to introduce Add-on and Value-added courses.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit




- Only one teacher actively participates in conferences and workshops; others need to follow suit.
- The enrolment ratio of 7:1 for UG programme and <1:1 for PG programme. Efforts may be made to increase the number of students applying for these programmes through media.
- Adequate number of students from other ethnic and religious groups and states can be admitted to the department.
- The overall Pass Percentage is only 55%; this needs to be improved considerably.
- No Research Projects and Grants have been sanctioned to any of the teachers. Faculty can take measures to obtain funding from various sources.
- Faculty need to scale up publications in UGC/peer reviewed journals.
- Teacher: student ratio is very poor (1:55) and needs to be increased.
- Collaboration with other institutions may be considered.
- There is scope for phenomenal improvement in academic orientation and performance.
- Make efforts to meet the huge challenge in the maintenance of the popularity and scope of the subject, in an increasingly competitive scenario.
- Need for a proper mechanism to assess and ensure the attainment of course objectives and outcomes.


Date: 12/02/2019

Place: Bangalore.




Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



Tel. : 080 - 25584020
Email : xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

ACADEMIC AUDIT REPORT OF THE DEPARTMENT OF ZOOLOGY

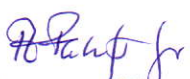
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

The Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from 19th to 21st December, 2018. The team comprised:

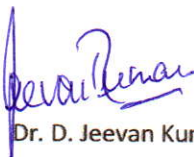
- **Dr. Sr. Annamma Philip**, FMM, Secretary General, Xavier Board of Higher Education in India, (XBHEI), Bangalore and former Principal, Stella Maris College (Autonomous), Chennai,
- **Dr. Fr. Joseph Xavier SJ**, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI,
- **Dr. D. Jeevan Kumar**, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- **Dr. Ms. Ordetta Mendoza**, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board-Administrative & Academic Audit (XB-AA Audit).

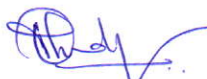
Prior to the visit, the department completed and submitted the Audit Manual developed and deployed by Xavier Board of Higher Education in India.

Dr. Ms. Ordetta Mendoza, visited the Department of Zoology on 19th December 2018 and interacted with the Head of Department and faculty. Dr. M.K. Raju, the HoD made a


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



presentation to all the team members followed by an interaction. An examination of the relevant documents, laboratories and facilities of the department was carried out by Dr. Ordetta Mendoza.

About the Department:

The department of Zoology established in 1952 offered an Undergraduate programme until 1959 when it also began offering the Post Graduate Programme in Zoology. From 1994 the department has been offering research leading to Ph.D. The department has made several strides as evident from the establishment of three specialized laboratories in the area of Arachnology, Neurobiology and Marine Biotechnology as well as being awarded funding under the DST-FIST Scheme, Govt. of India. The department has also contributed several articles in peer reviewed journals.

Commendations:

- The curriculum of the department is in keeping with the vision and mission of the college and has relevance to the local and national needs.
- The department has incorporated various courses and activities that integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum
- The department has been offering many value – added courses and 2 add –on courses.
- Introduction of newer courses such as Bioinformatics and Biostatics into the UG and PG programmes.
- The demand for the UG programme is good with an average demand ratio of 20:1 for UG programme and 15:1 for the PG programme.
- Senior faculty members are adequately qualified and hold Ph.D. degrees.
- All faculty prepare a teaching plan and learner-centric methods (experiential, participative and problem solving methods) such as assignments, project work, seminars, field trips, and study tours are employed by the faculty to enhance the teaching-learning.
- All courses carry a practical component.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar




Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit




- Most of the faculty use PPT / Videos as part of the teaching-learning process.
- Internal tests are conducted using MOODLE
- Teacher: student ratio is 1:20 for the UG programme and 1:3 for the PG level.
- Students are mentored for approximately 4 hrs. in a semester with the mentor to mentee ratio being 1:25 at the UG level and 1:10 at the PG level.
- Special mention must be made regarding infrastructure of the department especially the general Museum as well as the Arachnology museum.
- Advanced learners are assigned projects based on aptitude and attitude, group activity, team teaching and peer teaching while slow learners engaged in peer learning, remedial coaching and group activity to enhance team learning.
- Students of the department take courses from other related departments while the department offers courses to students of other departments.
- Students get ample opportunities to get involved in outreach activities through programmes organized by the institution.
- Sixteen students have passed the NET /SLET /GATE in the last three years.
- Good library resources and infrastructure facilities.
- Several MoU's signed with national and international Universities and institutes.
- Students encouraged to take part in programmes at the national and international level.
- The best practice of the department: (i) Compulsory field exposure through Nature Camps, field visits, study tour etc. (ii) Group activity – cuniculture, pisciculture, quail culture, apiculture and vermicomposting

Recommendations:

- The department has to elucidate Programme outcomes, programme specific outcomes and course outcomes. The same to be uploaded on the college website. Currently what is uploaded needs to be rewritten /corrected.
- Attainment of course outcomes to be evaluated and communicated to stakeholders.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit





Tel. : 080 - 25584020
Email: xavierboard@gmail.com
Web : www.xavierboard.org

XAVIER BOARD OF HIGHER EDUCATION IN INDIA

31, PRIMROSE ROAD, BANGALORE - 560 025, SOUTH INDIA

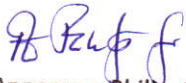
ADMINISTRATIVE AUDIT REPORT OF SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

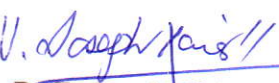
The Administrative & Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from Dec. 19-21, 2018.

The team comprised


- Dr. Sr. Annamma Philip, FMM, Secretary General, Xavier Board of Higher Education in India (XBHEI) and former Principal, Stella Maris College (Autonomous), Chennai
- Dr. Fr. Joseph Xavier, former Principal, Loyola College (Autonomous), Chennai and former President, XBHEI
- Dr. D. Jeevan Kumar, former Prof. of Political Science, University of Bangalore and currently Hon. Professor at Karnataka State Rural Development and Panchayat Raj University, Gadag, Karnataka
- Dr. Ms. Ordetta Mendoza, Member, XBHEI and former Head, Dept. of Bioinformatics, Stella Maris College (Autonomous), Chennai, and Co-ordinator, Xavier Board- Administrative & Academic Audit (XB-AA Audit).

Prior to the visit, the college completed and submitted the audit manual developed and deployed by Xavier Board of Higher Education in India. The AA Audit team visited the various offices, departments and facilities and interacted with faculty &


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



staff. The team members also interacted with the members of the Governing Body, Management Committee, administrative and supportive staff, students, alumnae and parents.

The team made note of the enormous strides made by the college in the field of Higher Education since its inception in 1944 and congratulates the Management, Principal, faculty and staff of the institution on its achievements.

About the College

Sacred Heart College, a premier center of learning was established in 1944 with a vision of becoming a center of excellence in all its endeavors of teaching, research, extension and nation building. The college is affiliated to the Mahatma Gandhi University, Kottayam, Kerala. The college was recognized by UGC under sections 2(f) in 1975 and 12 (B) in 2016. The college was last accredited by NAAC with 'A' grade, CGPA of 3.30 in 2013 and became an autonomous institution from 2016.

The Vision of the College is: '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 an unflinching faith in God'. The Mission of the institution is to provide an environment that:

- Facilitates the holistic development of the individual;
- Enables the 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 teacher learner interface.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



The total area of the college is 15.3 acres of which the built - up area accounts for 19201 sq.m and 5 acres have been assigned for sports. Additional land of 2 acres has been acquired and construction of a 9-storeyed building for administrative and academic purposes has just begun. The college also purchased 4 acres of land in association with Rajagiri College of Social Sciences for paddy cultivation at Arayankavu. New rooms for School of Communication were built. An amphitheatre has been set up in the Communication department since the last accreditation. After autonomy was granted, office for the Controller of Examinations was set up. Two classrooms in the department of English were converted as modern classrooms. The existing volleyball court and badminton court were being renovated as indoor courts with synthetic flooring. New classrooms for B. Com., research bay in the library, a new room for IQAC, and offices for Student Development, Career Development Office, the Air wing of the NCC, NSS, IGNOU study centre and an International office were also set up.

The total faculty strength is 139, comprising both male and female, 43% of who hold Ph.D degree. The college offers 16 undergraduate and 16 post graduate programmes and has University recognized Research Centers in six departments offering Ph.D. programme and 3 departments offering M.Phil. programme. The total number of students, both girls and boys, in the institution during the last 3 years was over 2600.

Commendations:

- ❖ The college has formulated a strategic plan (Vision 2020) and has initiated measures to execute the strategic plan.
- ❖ Participatory governance is in vogue. Twenty five committees are constituted with fair representation of primary and secondary stakeholders in decision making.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,




Dr. D. Jeevan Kumar




Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



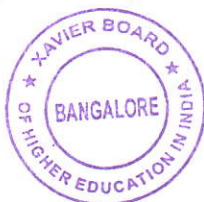
- ❖ The exercise of revising the curriculum and syllabi based on the concept of outcome-based learning has been initiated.
- ❖ The meetings of Governing Body, Managing Committee, Finance Committee, Library Committee, and meetings of the other committees (both statutory and non-statutory) are conducted regularly; and the minutes are recorded and followed up.
- ❖ The College has also constituted a grievance Redress Committee with senior faculty, Dean of student services, staff secretary, staff representative, HoDs and class teachers concerned and management representatives.
- ❖ The faculty strength stands at 139 of who 60 have Ph.D; 67 have NET qualification. Non-teaching staff numbering 50 serve as a facilitating force in administration.
- ❖ Student admissions are through an online system and managed by the Admission committee. Admission is based on merit and reservation policy.
- ❖ A well laid-out Academic Calendar is provided to all the faculty, staff and students at the beginning of the academic year.
- ❖ Remedial classes for slow learners and engagement of advanced learners by appropriate methods are in place.
- ❖ The demand for the programmes offered has registered an increasing trend.
- ❖ The college celebrates the National Festivals and observes the International Days.
- ❖ The college prepares its financial plan every year. All the financial transactions are automated and done through bank.
- ❖ Income generated from various sources is reinvested for development of the college.
- ❖ The college has 80 lecture rooms of which 50% have projection facility / smart board facility. It also has 25 science labs, 8 computer labs and 7 seminar halls.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- ❖ Admission process, fee collection, students' attendance, as well as the entire examination process (CIA, ESE, issue of Mark Statements) are automated.
- ❖ The library is spacious, automated and very well maintained. There are over 90,000 volumes and classification follows the DDC.
- ❖ The fee structure is displayed on the college website.
- ❖ The pass percentage has improved after the college became Autonomous.
- ❖ Around 80% of the students avail scholarship mostly from the Government.
- ❖ There is a functional student's union and the college follows the Lyngdoh Commissions recommendation in the conduct of student union elections.
- ❖ Anti-ragging Cell has been established. Notification of the same is displayed in the college in strategic places. No incident of ragging has been reported.
- ❖ The college has a Vibrant Women's Cell. It has organized programmes related to women's health, skill development, and self-defense. The college also has an Anti-sexual Harassment Cell.
- ❖ Potable drinking water is made available in all the blocks.
- ❖ Washroom facilities are available and kept clean
- ❖ Separate dining rooms for teaching and non-teaching staff and students are available.
- ❖ The college has a canteen with adequate infrastructure which works from 7.00 am to 9.00pm. The food served is good and the cost of food items is reasonable. The canteen is kept clean and hygienic.
- ❖ The campus is under CCTV surveillance.
- ❖ There are 40 fire extinguishers in the college. All the laboratories, auditorium, library and halls, offices, computer labs, etc. have fire extinguishers installed.
- ❖ The physical infrastructure of the college is insured.
- ❖ The college has an alternate power source with generator and a 15 KW on grid solar plant.


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- ❖ The Department of Physical Education organises occasional Yoga and Self-defense classes. The Women's Cell organises zumba dance for women students.
- ❖ Sports and games are given utmost importance. There are playgrounds and the college trains the students in Basketball, Cricket, Volleyball, Football, Badminton and handball.
- ❖ A 400 meter running track and a 600 meter walkway has been developed along with the playground. Two practice pitches for cricket training in the college ground are available.
- ❖ A gymnasium is available for the use of faculty, staff and students at a subsidized rate.
- ❖ Hostel facilities are available mainly for boys with 95 individual rooms.
- ❖ 12 shared rooms are also available for girls, 1 common room, 1 visitor's room and separate mess for the two hostels respectively.
- ❖ The college has a bank on campus, a stationary store, photocopying facility, free internet facility with Wi-Fi.
- ❖ There is an auditorium and two halls which are air-conditioned and used for conferences and meetings.
- ❖ A trained counsellor is available to counsel students. An average of 35 students meet the counsellor every year.
- ❖ The college has instituted a well-defined mentoring system to mentor students.
- ❖ Rainwater is harvested in the campus and this recharges in the well. The water so collected is treated and used for drinking and washing purposes.
- ❖ The garbage is segregated and disposed of appropriately.
- ❖ The college has a bio-gas plant.
- ❖ Energy audit was conducted in the college in 2015


Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI


Dr. Fr. Joseph Xavier SJ,


Dr. D. Jeevan Kumar


Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- ❖ The college has a Placement Cell. It provides training on resume-preparation, interview skills, group discussion, finishing school, etc.
- ❖ 124 students have been placed in job with salaries ranging from ₹5.2 lakhs to ₹1.15 lakhs per annum.
- ❖ The college has six recognized Research Centers; 8 major research projects and 31 minor research projects were completed by more than 40 faculty members.
- ❖ The faculty members have published over 108 research articles in international and national journals.
- ❖ NCC (Air Wing) and NSS are quite active with regular activities. NSS unit of the college was selected as Best NSS Unit of the affiliating M G University.
- ❖ The college has Student clubs to nurture and promote inherent talents of students.
- ❖ The college has mechanism to address and redress the grievances of the faculty, staff and students.
- ❖ The Internal Quality Assurance Cell (IQAC) of the college is functional.
- ❖ A registered and active Alumnae Association with regular activities is in place.

Recommendations:

- ❖ Ensure that faculty are adequately qualified as per UGC criteria.
- ❖ Non Ph. D. holders may be facilitated to complete Ph. D.
- ❖ Funded Research Projects may be taken up.
- ❖ Faculty may be encouraged to apply for more research projects.
- ❖ Faculty publications to be written in an appropriate format including on the college webpages.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- ❖ Student diversity in terms of students from other districts of Kerala and other states can be scaled up.
- ❖ Teaching – learning process to be made student centric with more components of experiential learning and problem solving methods.
- ❖ Evaluation process and reforms may be reconsidered in the light of making the examination process more transparent, smooth and stringent. More modern methods of assessing students can be considered.
- ❖ Question banks can be set up for each department and updated annually.
- ❖ Student satisfaction survey needs to be done every semester
- ❖ If possible, provide add-on courses which could be completed during the course of study, outside the class hours.
- ❖ Differential teaching-learning under the CBCS may be considered for some courses e.g. value added, add-on- courses and electives.
- ❖ The college may prepare a policy manual on i) Admissions ii) CBCS, iii) Examination system, iv) Human resources, and v) Extension programmes
- ❖ All policy decisions taken at meetings to be recorded, signed and maintained.
- ❖ Clubs and associations need to be made dynamic and vibrant.
- ❖ The college can explore the scope for collaborative interdepartmental projects as well as projects with external organisations.
- ❖ Use of gymnasium can be extended to female students too.
- ❖ Herbal garden to be maintained and other areas can be kept spruced up.
- ❖ Students and staff to be encouraged to speak in English and language lab facilities may be extended to students who require assistance.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI



Dr. Fr. Joseph Xavier SJ,



Dr. D. Jeevan Kumar



Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit



- ❖ More physically challenged students may be admitted in various programmes and the college can cater to their needs.
- ❖ Alumni/ae engagement to be strengthened especially in areas of job placements and training programmes for students.
- ❖ College website must carry dates of programmes, no typographical errors (e.g Nilgiri dhar – Fr. Gabriel Museum) especially under the webpage- ‘Civic Engagement’ and in English only since it is a public domain.
- ❖ Steps may be taken to improve the functioning of the IQAC.
- ❖ A quality assurance handbook addressing all the affected activities may be made available to all departments for consultation by all faculty members.

Date: 12/02/2019

Place: Bangalore.



Dr. Sr. Annamma Philip, FMM
Secretary General, XBHEI

Dr. Fr. Joseph Xavier SJ,

Dr. D. Jeevan Kumar

Dr. Ms Ordetta Mendoza
Co-ordinator, XB-AA Audit

