Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**Sacred Heart College**
Name of the head of the Institution	**Dr. Johnson X. Palackappillil**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04842870501**
Mobile no.	**9447155564**
Registered Email	**iqac@shcollege.ac.in**
Alternate Email	**principal@shcollege.ac.in**
Address	**Thevara, Kochi - 682013, Kerala**
City/Town	**Kochi**
State/UT	**Kerala**
Pincode	**682013**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	**19-Jun-2014**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Johnson K M**
Phone no/Alternate Phone no.	**04842870577**
Mobile no.	**9447187501**
Registered Email	**kmjohnson@shcollege.ac.in**
Alternate Email	**iqacshcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.shcollege.ac.in/wp-content/uploads/2020/01/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.shcollege.ac.in/wp-content/uploads/2019/12/S-H-College-2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**Five Star**	**95**	**2000**	**17-Apr-2000**	**16-Apr-2007**
2	**A+**	**91.7**	**2007**	**31-Mar-2007**	**30-Mar-2012**
3	**A**	**3.30**	**2013**	**23-Mar-2013**	**23-Mar-2020**

6. Date of Establishment of IQAC	**01-Mar-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Two Day National Level Workshop and Hands-on Training on Massive Open Online Course and e-learning	08-Aug-2019 2	25
Media workshop for US Consulate	17-Sep-2019 2	30
Certificate Course in Molecular Docking Drug Design	21-Sep-2019 30	30
Faculty training programme on Bloom	26-Oct-2019 1	26
Five Day Workshop on Skill Development in Research Writing	21-Jan-2020 5	20
FDP on Effective Mentoring	21-Feb-2020 1	60
Faculty Development Programme on Professional Ethics	17-Mar-2020 1	22
Workshop on MOODLE	18-May-2020 5	32
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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	FIST	DST	2019 1825	11000000
Institution	Autonomy	UGC	2014 2190	12000000
Institution	CPE	UGC	2014 1825	14500000
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No

Upload the minutes of meeting and action taken report	No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Two day Seminar on MOOC 2. Faculty Training on Blooms Taxonomy 3. Five Day Workshop on Skill Development in Research Writing 4. Workshop on Research Methodology 5. FDP on Outcome Based Education 6. FDP on Effective Mentoring 7. Faculty Development Programme on Professional Ethics 8. Workshop on MOODLE 9. Administrative training programme on Service rules

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Planned to conduct a workshop on Outcome Based Education	Conducted three Workshops on Outcome Based Eduction
Planned to organise workshops/seminars on New NAAC Accreditation Framework	Organised five workshops on New NAAC accreditation framework
Planned to undergo IV cycle of NAAC accreditation	IIQA submitted and approved. But could not submit the SSR due to the pandemic
Planned to undergo ISO certifcation	Started ISO certification process. But could not complete the process during the COVID pandemic
Planned conduct FDPs	Organised Sixteen FDPs
Planned to conduct a panel discussion on NEP	Organised a panel discussion on NEP
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	No

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The Management Information System (MIS) of Sacred Heart College (Autonomous) comprises of different portals developed and managed by the college. The Management Information System has eight modules. Administrator's Portal The Administrator Portal is accessed by a limited number of highly specialized administrative members of the Management like System admin, Principal, IQAC, Office administration, Library management, Account management and Examination cell. Principal's Portal The Principal's Portal displays the user management portal that provides access to details of admission, students profile, academic details of the students, achievements and mischievous activities, attendance timetable of individual staff and class, semester mark details, department details, faculty evaluation report. The user management page of the Principal leads to subsections such as Student, Admission, Programmes and Faculty. Faculty Portal The faculty login allows entry to various departments through individual user ids and passwords. The dashboard displays option to details of students on individual basis. The portal contains the profile summary. Faculty can take reports on faculty timetable, overall class attendance, attendance shortage list, attendance pending and present day attendance marking facility, subject wise attendance report and students data analytics graph. Student portals This module furnishes details of the students such as name and number, town/village, name of the parent or guardian, residential address and contact number, date of birth, nationality, religion, caste, community, and email address. Office administration Process like admission, admission register, students list, category wise list and promotion list are easily handled through the Controller of Examinations' portal. This page gives access to information and notification from the Controller's Office, exam related activities, course code, course name, course type, course order, internal external mark ratio, rules of conversion and exam date setting, question paper setting,

question bank setting question paper scrutiny, question paper selection and printing, hall ticket publishing, conducting exam, pseudo code generation, valuation, mark entry, pass board meeting etc. Internal Quality Assurance Cell IQAC portal gets all information related to the college. IQAC can access the department details and the staff details, IAC can monitor the admission procedures and its index mark calculation and evaluate whether the admission is done with respect to the government norms, see all the reports pertaining to staff, students admission, qualifying examination classwise student list, promotion list, exam application list, revaluation applicant list, scrutiny application list, students attendance shortage list, TC applicant list, class wise internal mark report, subject wise internal and external mark details, condonation applicants' list, faculty details, faculty training application list, faculty remuneration collected details, and students mentoring list. Library software Provides details of library transaction of all staff and students, books taken, due date, book returned information, fine related information, library accessed time reports and books damaged. This module facilitates entry and exit log, book transactions and learning management Account All the account is maintained and managed by Tally software, so that accounting is systematic and efficient.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
MSc	PSAQC	Aquaculture and Fish Processing	01/06/2019
MSc	PABOT	Botany	01/06/2019
MSc	PACHE	Chemistry	01/06/2019
MSc	PACPH	Pharmaceutical Chemistry	01/06/2019
MCom	PACOM	Finance and Taxation	01/06/2019

MA	PAENG	English	01/06/2019
MSc	PAMAT	Mathematics	01/06/2019
MSc	PAPHY	Physics	01/06/2019
MA	PSMCJ	Communication and Journalism	01/06/2019
MA	PSGRD	Cinema and Television	01/06/2019
[View File]()			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
No Data Entered/Not Applicable !!!				
[View File]()				

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
[View File]()		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
[View File]()		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college has a well-established system of feedback collection on curricular aspects from its different stakeholders such as students, parents, alumni, teachers and employers. Each stakeholder has a different survey tool containing very specific questions and their level of satisfaction pertaining to these questions are measured on a five point likert scale of "1 Strongly Disagree, 2 Disagree, 3Neutral, 4 Agree and 5 Strongly Agree". The students and teachers feedbackforms contain different sets of twelve questions, each seeking responses on very specific aspects of the curriculum. The parents are given feedback forms with six questions related to curriculum typed both in English and Malayalam. The questionnaire indented to collect feedback from alumni and employercontains nine and eight questions respectively. All these forms contain space to encourage the stakeholders to record their qualitative comments too. The feedbacks are collected from all the stakeholders by the IQAC through a feedback committee and analysed quantitatively using the software SPSS. The student and the teacher feedbacks are collected every semester. These are analysed separately for each programme and inclusive reports containing the highlights of the analysis as well as the qualitative comments of these stakeholders are submitted to each Department for their perusal and necessary action. The feedback from the other stakeholders (parents, alumni and employers) which would be more general are analysed by the IQAC and the reports are prepared based on the highlights of the analysis. This is communicated to the teaching staff/Library/BOS before the syllabus revision of each programme. The Principal gives his feedback to the teaching and non-teaching staff on the basis of the feedback collected from various stakeholders. He also urges the faculty and staff to make rectifications on the basis of the feedback received. One important area where feedback mechanism has brought about substantial change is syllabus revision. However, the feedback mechanism has impacted the overall functioning of the institution in terms of skill orientation, career orientation, employability, communication skill development, research and collaboration, internship, entrepreneurship development and field projects. The IQAC therefore collects an action taken report from all the Departments after each syllabus revision is done. The provision for online feedback is also available on the website. Besides this specific feedback on curriculum, the college also has a system of students evaluating faculty. This is one of the best practices of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses

	2019	1927	428	36	12	97
				courses	courses	

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
145	145	2	82	11	6

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Sacred Heart College has been always striving hard to equip its students to meet the all-round development of its students. The well-documented mentoring policy of the college aims at assuring the students with this support. All the students are assigned mentors who have the responsibility to mentor and guide the students. The mentoring process is a constructive way of understanding the different capabilities, aspirations, strengths and weaknesses of the students. A complete understanding of the students' needs and guidance to them form the major outcomes of thementoring policy. The college ensures a regular and organized review of the process of mentoring and based on the outcomes the college is committed to take necessary measures. The objectives of mentoring are to offer support to the students to make effective use of their potential and to create an environment where the well-being of the students is assured. It is also expected that the mentors provide significant assistance and opportunity to students who are on the verge of withdrawing or dropping out from their respective course of study. The Policy envisages to evaluate the effectiveness of the mentors and their mentee assessment and also to identify the challenges involved. The process of mentoring and the role of the mentor: A mentor is bestowed with the responsibility of mentoring and supporting a batch of 20 mentees. The mentor is expected to guide the mentee until the completion of the programme. In case the mentor has to leave the institution or discontinue mentoring he/she is supposed to share the mentee information with the new mentor. Also, the mentor is expected to sign a document stating the handing over of the mentees to the new mentor. When a new student joins the college, the mentor is expected to help the mentee to adjust and adapt to the new environment. The mentor is expected to assist the students to set their individual goals and provide adequate information on the academic needs to be fulfilled. The students can seek the help of the mentor in matters of Placements, Internships and Projects. In order to conduct a personalised individual assessment, a mentoring form is given to each student under the particular mentor. The mentor should conduct a periodical individual interaction with each mentee and review the progress. The mentor is supposed to maintain confidentiality regarding the information provided by the mentee. The mentor is expected to document the same as a confidential data. The reports on each student, prepared by the mentor, are subjected to periodical evaluation by a team of senior faculty members. The effectiveness of the mentoring policy is monitored by the committee consisting of the Principal, IQAC and Deans. Responsibility of the Mentee: Each mentee is expected to be regular and punctual for their individual sessions with the mentor. The mentees need to conform to the tasks and objectives set by the mentor. The mentees are expected to disclose their goals, needs, troubles and impediments to academics. The mentees must cooperate with the Mentoring Programme procedures.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2355	145	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
145	145	Nill	20	73

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,

International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
74	2355	3.14

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.shcollege.ac.in/academics/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.shcollege.ac.in/wp-content/uploads/2020/01/StudentsSatisfactionSurvey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Nill
View File

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
		No Data Entered/Not Applicable !!!		
		View File		

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	365	SWAK, DoECC, Government of Kerala	4	4
Any Other (Specify)	1825	Department of Science and Technology, Government of India	110	67.5
		No file uploaded.		

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

2

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
	No Data Entered/Not Applicable !!!	
	View File	

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
		No Data Entered/Not Applicable !!!		
		View File		

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
		No Data Entered/Not Applicable !!!			
		No file uploaded.			

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Zoology	3
Chemistry	2
Commerce	3

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	4	Nill
International	Chemistry	4	Nill
International	Botany	4	Nill
International	Environmental Science	1	Nill
International	English	1	Nill
View File			

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	4
Zoology	2
Environmental Science	2
Commerce	1
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	15	51	Nill	Nill
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
View File			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
No Data Entered/Not Applicable !!!				
View File				

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
House construction	NSS	5	300
View File			

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
House Reconstruction	District administration	Reconstruction of destroyed houses due to flood	10	120
Swacch Bharat	District administration	Beach cleaning	3	250
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3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
800	722.4

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Fully	18.11.04	2013

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

e-Books	3135000	5900	Nill	Nill	3135000	5900
e-Journals	6000	5900	Nill	Nill	6000	5900
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	236	Nill	Nill	Nill	236	Nill
Library Automation	1	1380000	Nill	Nill	1	1380000
Text Books	89586	Nill	736	289985	90322	289985
Reference Books	Nill	Nill	98	107185	98	107185
Journals	103	108153	3	6000	106	114153
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	369	165	369	22	64	35	50	200	33
Added	40	40	40	0	0	3	0	0	0
Total	409	205	409	22	64	38	50	200	33

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Studio	https://www.youtube.com/watch?v=_YlpO8L0foQ
Moodle	http://117.221.21.2:1025/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
100	94.49	200	196.35

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

Maintenance Policy The College shall have a well defined maintenance policy and strategy to upkeep its buildings, infrastructure, campus, instruments, machines and other facilities. This is achieved through regular checking, repair and corrective measures. Maintenance Personnel: Maintenance personnel include a supervisor, a team for sanitation, electricity, solar system, light sound, and all other facilities. They work under the direction of the Bursar and are given periodical in service training. Maintenance Facility: A maintenance workshop with cutting and welding facilities and basic carpentry unit, sanitary tools dedicated for electrical repairs and maintenance. Maintenance of the Diesel Generator shall be regularly done on an AMC. Electrical and plumbing maintenance shall be done by the maintenance staff. Solar Power System: shall be under AMC by an agency and weekly cleaning of panels shall be done by the general maintenance unit. Students of Physics may take it as part of their service learning and projects work. UPS, Air Conditioners and Lift shall be under AMC with experienced agency. Safety Equipment: An MOU shall be in force with a company with fire safety license that shall periodically maintain the gas extinguisher equipment in adequate numbers. Computers Networking: Computers and networking shall be under the care of a faculty. The ICT smart classrooms and computer facilities shall be maintained by technically skilled experts. All IT related systems shall be in good repair and maintained within 24 hours. CCTV cameras shall be maintained by a technically sound agency. Website: The college website shall be maintained and updated regularly by AMC with Corbel Technologies and updated regularly by an Engineering Graduate. The website committee shall continuously monitor the maintenance of the website. Ground: Ground and garden shall be maintained with the help of support staff under the supervision of the Bursar and Supervisor Sports Games: The College sports and games facilities hall be maintained by the support staff of the Department of Physical Education. Laboratories: All equipment for the science laboratories shall be purchased from standard scientific companies as per the norms by the government. Classrooms: The classes shall be properly maintained and in case of damage, carpenters and electricians shall carry out the maintenance. Reporting for Maintenance – (i) Any equipment/furniture/utility found in need of repair may be reported at the office. (ii) Emergency repairs could be reported to Bursar on whatsapp (ii) The ERP system shall create a menu to address repair and maintenance before the end 2020.

https://www.shcollege.ac.in/wp-content/uploads/2020/01/MAINTENANCE-POLICY.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial Aid	180	1891526
Financial Support from Other Sources			

a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill

No file uploaded.

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

View File

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	33
SET	2

GATE	6
CAT	1
Any Other	13

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an active Students' Union. Election to Students' Union is held democratically in conformity with the guidelines and procedures laid down by the College in accordance with the directions and recommendations of the Lyngdoh Committee. Election is held under the leadership of a senior faculty, appointed as the Returning Officer, with the assistance of Dean of Student Affairs. The elected Students Union is guided by a faculty council comprising of the Dean of Student Affairs and two staff advisors, one of whom is compulsorily a woman faculty. The council of class representatives (Student parliament), formed with two class representatives from each class (one boy and one girl) is constituted every year. This council elects the Students Union for that year. College union comprises the following members: • Chairman • Vice Chairperson • General Secretary • Two University Union Councillors • Magazine Editor • Arts Club Secretary • Two Lady Representatives • One representative from each year of UG PG courses • A nominated sports secretary The council of class representatives (Student Parliament) meets regularly and share students' ideas, interests and concerns with teachers and the management. The Students' Union meets once in a month and plans their activities. Principal and faculty will be observers of the meeting. The Students' Union organizes various activities like: • College Arts Festival "Hridya Sarga Sangamam" a creative and performing arts competition. • Inter Departmental Sports Competitions • Teachers Day • Freshers day • Interreligious festivals viz. Onam, Christmas, Ramzan, Holi etc • Celebrating National or International days of importance. • International Yoga Day • Flash mobs on social awareness during recess. • Campaigns for students to obtain documents such as passport, pan card, aadhaar, etc. • Free eye checkup and blood donation camps • Awareness rallies on issues of national and social importance • Medical camps, community services, etc. • Preparing the college team for University Youth Festival Office bearers of the Students' Council play a vital role in various administrative and academic bodies of the college: • The Students' Union chairman is a member in the following major committees: 1. Anti-ragging Ethics Committee 2. IQAC advisory Committee 3. Canteen committee 4. Environment Committee 5. Exam committee • General Secretary is a member of Antiragging Ethics committees. • Arts Club Secretary is a member of arts and cultural youth festival committees. •

Students 'Council representatives are members of internal complaints Committee, Antiragging Committee, Students Welfare committee and various clubs. • Student's nominees offer constructive feedback on curriculum, course content, teaching learning and evaluation systems etc. in department meetings. • Students' council representatives bring grievances of students to the notice of the college administration. • Students' Council members also share space in the dais with the dignitaries during important events like College Day, Association Day, Fine Arts Day and staff retirement functions.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association of Sacred Heart College (AASH) functions as a nodal agency for maintaining liaison with the alumni and involves them in the development and growth of the institution. It operates through its full-fledged web portal, http://aashheartians.fourthambit.com . In addition to this umbrella body, the college has alumni associations for individual departments and chapters in North America, Middle East, New Delhi, Bangalore and Chennai which meet at least once every year.These annual meetings renew their bond to their 'alma mater' and also provide an opportunity to draw feedback on the programmes offered by the college, their effectiveness and the expectations of the industry, as well as sensing the trajectory of advanced research. The association assists the college in instituting scholarships, organizing lectures as well as giving lectures, as well as providing financial and logistic support to the various programmes organized by the college. The alumni join the college in its annual cultural festival "Heartifest" by taking part in the cultural show and raising funds for the event. They regularly give feedback on the activities of the college and have always lent a helping hand in its march towards excellence. Some of our prominent alumni include: 1. Prof. K.V. Thomas, Former Union Minister and Chairman of the Public Accounts Committee of Parliament(Chemistry) 2. Late Mr. M.M. Jacob, Former Deputy Chairman of RajyaSabha(Economics) 3. Dr. T.M. Thomas Isaac, Finance Minister, Kerala State (Pre Degree) 4. Late Mr. K.M. Mani, Former Finance Minister, Kerala State (Economics) 5. Padma Shri Mammootty, Cine Artist (Pre Degree) 6. Mr. Hibi Eden, MP (Commerce) 7. Justice Antony Dominic, Chirman, Human Rights Commission, Kerala State Rtd. Chief Justice, High Court of Kerala 8. Dr. A. Ramachandran, Vice Chancellor, Kerala University of Fisheries and Ocean Studies (Zoology) 9. Dr. Thomas Thundath, Defense Scientist, USA (Physics) 10. Mr. NavasMeeran, Chairman, Eastern Group of companies (Commerce) Some of the notable activities/contributions of AASH/alumni during the period 20142019: • Cancer awareness and prevention initiatives in collaboration with Heal SH (Heartian Extended Arm for Life). • Active participation in the academic activities of the college by serving as members of "Boards of Studies" of various programmes and as 'Resource Persons' in "Alumni Lecture Series", as well as in career orientation classes and holistic education programmes. • Sponsoring a digital library for college. • Financial contribution to "Building Space for Excellence (BSE)," the Platinum Jubilee building project of the college. • Installing an elevator for the college. • Instituting various scholarships and endowments for needy and meritorious students. • Launching of AASH Music Band – "Hridayaragam Orchestra", the first of its kind in India, under the alumnus and noted playback singer, Mr. Jolly Abraham. • Preparation of Master Plan for the comprehensive development of Thevara in association with Delhi Metro Rail Corporation (DMRC) • Flood rescue and relief activities under the leadership of SHCNAF – Sacred Heart College NSS Alumni Fraternity.

5.4.2 – No. of registered Alumni:

3954

5.4.3 – Alumni contribution during the year (in Rupees) :

2088000

5.4.4 – Meetings/activities organized by Alumni Association :

8

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

I Building Space for Excellence: Sacred Heart College, established with a handful of students and teachers in 1944 has grown to an institution of 3000 students, 145 teachers, 135 research scholars, 14 departments and 7 research centres now. Due to the increase in the number of students in the UG, PG and research programmes, the institution felt an urgent need to create additional space for the smooth conduct of the existing courses as well as for the introduction of new courses due to the grant of autonomy. The College thus decided to construct a 7 storied building (BSE – Building Space for Excellence) across the road in the plot generously granted by the College Management. This was a collective decision taken by the management, faculty, PTA, Alumni and students in 2014. However, as the College is located in the coastal area, it had to get 10 permissions from the central, state and local governments. The college community succeeded in getting these permissions in 2018 after 5 years of struggle and hard work. The College under the Building advisory committee started the work and completed the piling work. The first six floors of the building are completed. The advisory committee works under the chairmanship of the former union minister and former faculty member of the College, Prof. K V Thomas. Teachers and non-teaching staff met several times and discussed the ways in which money could be raised to construct the building.They decided that they would contribute one month's salary or find donation worth their salary from other sources. The Parent-teacher association has been meeting on a regular basis to discuss the progress of the construction and has contributied significantly to the corpus fund. The alumni association and students have placed request in their forums and have raised some substantial contribution. The benefactors and well wishers' generous contribution is also making the project a success. This is a successful project. This dream project has become a reality because of the decentralisation and sharing of responsibilities and the trust which the management has invested in their stakeholders. II The Platinum Jubilee Celebration: Another major activity carried out successfully throughdecentralisation and participative management was the Platinum Jubileecelebration of the College. It was a mega event which was inaugurated by theVice -President of India. Jamboree, an Educational Expo for one week was a remarkable event. The result of the celebration was that it opened up the institution and institutional facilities for the public. Nearly 10000 people visited the various departments, science labs, museums and other facilities. Children from more than 50 schools visited the college and interacted with the faculty and researchers. The students of the College learned organisational procedures and strategies.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):	
Strategy Type	Details
Admission of Students	Sacred Heart College has been declared autonomous from the academic year 2014. MG University has authorized the College to carry out UG and PG admissions under the autonomous system.
Industry Interaction / Collaboration	The college has entered into agreements with several institutions and agencies in and outside the country. These linkages ensure international understanding and stimulate the academic pursuits among students and faculty. The institution associates with other institutes and industries to organize academic seminars, workshops, conferences, and student and faculty exchange, and outreach programmes. The institute industry interface ensures more exposure and employability to stakeholders of the college. The college has signed MoUs with institutions like Concordia College, New York, Binary University, Malaysia and EDCIL, MHRD. We have a few students from Afghanistan, Nepal, Botswana and Uganda.
Human Resource Management	The human resource policy of the college aims at ensuring a fair selection of qualified and talented people who would serve with commitment, character and values in harmony with CMI vision of higher education. The recruitment policy of the college is carried out as per the government regulations and selection is done without prejudice or partisanship. The college has well defined policy on service conditions, promotion, code of conduct and ethical values. The faculty and staff besides engaging in their regular duties are bound to join the college in carrying out the extension and outreach programmes.
Library, ICT and Physical Infrastructure / Instrumentation	The College is built on 17.665 acres and an additional 30 cents set apart for women's hostel and 119.4 cents paddy fields. The total area of 20314.44 sq.mts. can accommodate over 2500 students. The college has six well furnished halls, an open stage amphitheatre and well equipped classrooms. Space is provided for museums, studio, instrumentation room, NCC, NSS, IQAC and IGNOU offices

		besides class rooms and departments. Separate building to accommodate self financing courses is under construction. The library has a collection of over 91,000 books, 36 journals and several academic softwares. The ICT and infrastructure are sufficient to cater to the needs of the students.
Research and Development		The institution has created an ecosystem for its faculty and students to actively engage in innovation, entrepreneurship, community orientation and startups. The establishment of dedicated centers for research like, Space Research Lab, Arachnology and Biotechnology Labs, Computational Instrumental Lab, Water Quality Assessment and Nano Science Lab has facilitated the creation and transfer of knowledge. The Entrepreneurship Development Cell promotes entrepreneurial culture by forging relationships between industry and institute. College developed LED bulbs to supply in local communities. Students do fish cultivation, quail cultivation, cuniculture, apiculture, hamster, vermin compost, chocolate making, orchid tissue culture and vermin composting. They thus create and transfer knowledge.
Examination and Evaluation		Being new to self governed examination management processes, the college focused its attention on fine tuning the examination system in the academic year 201819. The Controller of Examinations Office is fully automated with all the procedures of examinations from admission to the award of degree through centralized Examination Management System. The college has developed its EMS for security, efficiency, and quick maintenance. The Examination Committee meets periodically to evaluate the examination processes and evaluation procedures and to make recommendations for efficient, transparent, objective and speedy processing of examination, evaluation, publication of results and immediate redressal of grievances.
Teaching and Learning		The teaching learning process in the college is meticulously organised. The curricular and co curricular activities are charted out in the academic calendar. The time table for the

	academic year is prepared in advance and is circulated among the faculty to prepare their lectures in advance. The faculty prepare course plans and are made available to students. Department meetings are held at regular intervals to assess the progress of academic sessions. College ensures the active involvement of parents in the teaching learning process through PTA meetings. The college conducts regular orientation programmes for teachers and students.
Curriculum Development	The curriculum is designed to suit the stipulations prescribed by the UGC, University and the Govt. The need at the local, national and global level is assessed by considering the viewpoints of various stakeholders and curriculum is framed accordingly. The curriculum design and development is carried out in congruence with the vision and mission of the institution. The curriculum is framed to foster critical thinking, exploration of knowledge, innovation, entrepreneurship skills, gender sensitisation, ethical view of life, values, preservation of environment and sustainable growth. The preparation of POs, PSOs and COs orient the entire academics to an outcome based education.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The planning and development of the college is carried out though Enterprise Resource Planning. The ERP of the college has 8 modules.
Administration	The Administrator Portal is accessed by a limited number of highly specialized administrative members of the Management like System admin, Principal, IQAC, Office administration, Library management, Account management and Examination cell. Process like admission, admission register, students list, category wise list and promotion list are easily handled through the Controller of Examinations' portal. This page gives access to information and notification from the Controller's Office, exam related activities, course code, course name, course type, course order, internal external mark ratio, rules of conversion and exam date setting, question paper setting,

	question bank setting question paper scrutiny, question paper selection and printing, hall ticket publishing, conducting exam, pseudo code generation, valuation, mark entry, pass board meeting etc.
Student Admission and Support	This module furnishes details of the students such as name and number, town/village, name of the parent or guardian, residential address and contact number, date of birth, nationality, religion, caste, community, and email address. Process like admission, admission register, students list, category wise list and promotion list are easily handled through the Controller of Examinations' portal. This page gives access to information and notification from the Controller's Office, exam related activities, course code, course name, course type, course order, internal external mark ratio, rules of conversion and exam date setting, question paper setting, question bank setting question paper scrutiny, question paper selection and printing, hall ticket publishing, conducting exam, pseudo code generation, valuation, mark entry, pass board meeting etc.
Finance and Accounts	All the account is maintained and managed by Tally software, so that accounting is systematic and efficient.
Examination	Process like admission, admission register, students list, category wise list and promotion list are easily handled through the Controller of Examinations' portal. This page gives access to information and notification from the Controller's Office, exam related activities, course code, course name, course type, course order, internal external mark ratio, rules of conversion and exam date setting, question paper setting, question bank setting question paper scrutiny, question paper selection and printing, hall ticket publishing, conducting exam, pseudo code generation, valuation, mark entry, pass board meeting etc.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	20	8	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
42	28	15

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: The College conducts a systematic internal and external audit every year to monitor its financial aspects relating to academic and non-academic activities. Internal audit is held twice in a year, by a committee constituted by the Management Council for a period of 3 years. The College keeps up the proper internal auditing to fully guarantee that the institutional funds are used carefully. Every department maintains a systematic record of their resources. As a result, inspection of the records is done frequently in person at department level and the suggestions are brought to the authority to rectify them timely. The Internal audit committee audits all financial transactions of the college, though they come under the general audit held annually by external agencies. External Audit: The external audit is conducted regularly by the Deputy Director of Collegiate Education and the office of the Accountant General of India. Financial audits are conducted regularly and separately for the following accounts: I. Personal Deposit Account: PD Account

is regularly audited by the Office Superintendent, its custodians and external auditor according to the provisions laid down in the Kerala State Service Rules for PD Account. The recommendations and changes suggested by the committee are incorporated before the mandatory external audit conducted by the DD Office at the end of the financial year. II. Autonomy Grant: The College internal audit team monitors the effective utilization of the Grant. The finance committee of the autonomous grant has an MG University representative (the university to which the college is affiliated) who can monitor the allocation and utilization of the autonomy grant. Moreover, the external audit report is mandatory for UGC to release the autonomy fund III. CPE Fund: The Planning Board and the Purchase Committee of the college monitor the effective utilization of CPE fund and it is subjected to internal and external audits. UGC committee also visits the college to physically verify the utilization of the CPE fund and to issue satisfaction report. IV. XII Plan General Development Grant: The general development grant was audited by external Chartered accountant and was submitted to UGC. The utilization of the grant had been monitored by the internal audit committee. V. DST FIST Fund: The utilization of the allocated fund is released through the PFMS system of Central Plan Scheme Monitoring System (CPSMS) and is managed by the committee for the DST –FIST fund. For government funds, audits are conducted as per their norms. The utilization certificates are verified and audited by the authorized Charted Accountants. Audit clarifications/objections if any are resolved immediately and anomalies are cleared with utmost care. There is a transparent and proper utilization of all allocated funds by the college as indicated by the Audit Reports received in the last five years. No audit report has ever raised any major objections to the utilization of funds under any scheme. VI. Jubilee Trust Fund: This fund is audited by both external and internal auditors and reports are available with the college office. VII. RUSA Fund: It

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO	No	Nill
Administrative	Yes	ISO	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Financial Support for various activities and scholarship 2. Members in various committees for infrastructure development, academic and quality enhancement. 3. Support for extension and outreach activities. 4. Support for maintaining discipline of the college. 5. Lead role in the organisation of Heartifest, the mega annual institutional fest.

6.5.3 – Development programmes for support staff (at least three)

1. Group Insurance Scheme for support staff (Mediclaim policy up to Rs. 1000.00 per annum) 2. Gratuity for self- financing staff 3. Pension for self-financing staff 4. Interest Free Loans for staff on request to meet emergency situations 5. College Credit Society provides loans to faculty and staff up to Rs 300000/ 6. Financial support for the construction of houses and to meet medical expenses 7. Preference to children of teaching and non-teaching staff for admission to various courses 8. Support to children of non-teaching staff who are economically challenged 9. Jobs on compassionate grounds are given to family members of the non-teaching staff 10. Free annual medical check-up 11.UGC norms are followed in the promotion of Self-financing faculty too 12.Encouragement to regular faculty to avail FDP/UGC Research Fellowships 13.Awareness programmes for Non-Teaching Staff 14. Free wi-fi facility on campus and email addresses using the institutional domain name to the staff members 15. Summer camps for children of staff members during summer vacation 16. The non-teaching staff organizes annual staff picnics, occasional tours and common celebration of festivals. The expense of the non-teaching staff tour is born bythe management. 17. Staff Hostel 18. Canteen facility at subsidized rates 19.Post office 20. Gymnasium- the staff are provided the facility at a nominal rate 21. Attractive remuneration packages for self-financing faculty 22.Computers, laboratories, and separate research room to facilitate research 23.Festival allowance of Rs. 1000.00 per annum 24. Benefit scheme after permanent tenure @ of a maximum of Rs. 500 per month, with equal contribution from the part of the staff concerned. 25. Credit benefit up to 150 of the benefit deposit with guarantee from two other staff members on the scheme. 26. Paid leave benefits for attending one academic programme in a semester (not exceeding two days). 27. Paid leave benefits for attending an academic programme – paper presentation etc. – abroad in a year 28. The permanent staff are eligible for gratuity at the rate of 15 days of Basic Pay and DA of last drawn salary for every completed year of service.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Attain autonomous status for the college Achieved 2. College started BA Animation and Graphic Designing, MA Digital Animation, MA Graphic Design, MA Cinema Television, BCA (Mobile Applications Cloud Technology), B Com Travel and Tourism, MA Journalism and Communication (MCJ), MSc Environmental Sciences and BBA – with focus on New Media. For community development a platform- HEAL was formed. An extension centre has been established 3. The College collaborates with various international universities. New additions include Concordia University, Binary University, University of Tolouse, Charles Darwin University, 4.All members of faculty who do not have PhD are encouraged to register for Ph.D. They are also supported to avail FDP. 9 teachers availed FDP after last NAAC accreditation. 17 teachers secured Ph. D 5. The College collaborates with many national institutions for various purposes such as publication, exchange, research, internship etc.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Know your Rights - A Legal awarness programme	12/07/2019	12/07/2019	78	45
Make them entrepreneur - Start up mission entrepreneurship skill training	22/08/2019	22/08/2019	175	97
Women and stereotypes - Engendering Public Spheres	26/08/2019	26/08/2019	124	45
Breast feeding awareness week celebration	01/08/2019	07/08/2019	22	13
Baking Series - Entrepreneur skill Training	29/11/2019	07/12/2019	35	Nill
Caste Gender and Sexuality: Thoughts on Transversal Politics' -Awareness Talk	16/12/2019	16/12/2019	140	75
Inclusivity:Seminar on Gender Inclusivity and Social awareness video with the hashtag, #equality4all, #celebration of Inclusion	18/12/2019	18/12/2019	212	104
Best Women Entrepreneur in Commerce intercollegiate fest Tandav	05/02/2020	06/02/2020	35	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
True to it's of vision of providing an environment that instils in the students a feel for frontier disciplines and cultivates a concern for the environment the College has been working in the area of environment and sustainability for the past 15 years. Understanding the current state of anthropogenic catastrophe and environmental disintegration which the world faces, the college has been constantly striving to impart a sense and consciousness of sustainability through the slogan "go-green, grow-green." The college emblem designed 75 years ago is replete with symbols representing interface with nature. SH is the first college in Kerala to have an Environment Policy of its own, focusing on awareness-creation, diversity, reuse, recycling etc. Sacred Heart was also the first College in Kerala to implement a mandatory Environment Course, subsequently, integrating it into the existing syllabus as per university directives. It started a new M Sc Environment Science in 2016 stressing field-outreach and research. The College has an organizational framework to implement the green-policy involving Primrose Nature Club, ENCON energy club, Bhoomitrasena, Tourism club, Bird Club, Agri-club, NSS, NCC, HEAL the College extension wing, Women's Cell-SWASTI, Jesus-Youth, SADAS, College Union and the Department Associations. The College has taken adequate steps to push forward this thrust area of the College and achieve a distinctive position. It has two major extension centres – Mithradham and Arayankavu Extension Centres – for solar energy conservation and research, organic farming, bio-diversity, ornithology and annual organic paddy farming involving 300-400 students. Energy Conservation: The campus is running fully on green energy. The College uses 470 LEDbulb/tubes which is 63.3 of the total bulbs/tubes. Water boiling in the college canteen is entirely done on energy generated from bio-gas from kitchen waste. The management residence kitchen energy needs are being managed by a huge gobar gas plant. Bicycle is promoted on the campus and a special award is given to regular bicycle users. Ten heat controlling energy-saver windillators are installed on roof-tops. Principal uses an electric-scooter for local Commuting. The College has set up two RWH tanks (50000 litres), a 1620m2 earthen-tank, and three wells for tapping rainwater. Automated flushing is introduced in the newly built toilets to save water.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	17
Provision for lift	Yes	17
Ramp/Rails	Yes	17
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	13/07/2019	15	Swachh Bharat	Environment and Sustainab	300

2019	1	1	24/08/2019	30	Village Reconstruction	Flood relief	250
2019	1	1	24/08/2019	10	Food Supply	Food and water shortage	120
2019	1	1	04/01/2020	3	Cleaning of public sign boards	Guidance to public to locate to travel routes	80
2019	1	1	05/06/2019	1	Environment protection awareness	Environment polution	50
2019	1	1	20/07/2019	30	Age Friendly College	Computer literacy of the aged	90

No file uploaded.

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Value Education	04/06/2019	College offered value education sessions during the orientation programme
Session on Professional Ethics	13/07/2019	The College organised a session on research ethics for the faculty and research students.
Session on Professional Ethics	08/06/2019	Session on Professional Ethics and Code of conduct to the newly recruited faculty during the induction programme.
Session on Human Values and Professional Ethics	15/02/2020	Session on Human values and professional Ethics

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value Education	04/06/2019	31/03/2020	2355
Mentoring sessions	04/06/2019	31/03/2020	2355
Student Retreat	18/01/2020	18/01/2020	680

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Sacred Heart College has always been very keen on taking serious measures to

keep the campus eco-friendly and environment friendly. Environment and sustainability being the thrust area of its distinctiveness, it had initiated several eco-friendly steps in the early 2000. Some of the major initiatives are listed below: The campus is plastic and flex free The college uses a 21 KV solar energy to minimize the use of electricity. The college organises Urjakiran project of Government of Kerala to spread awareness on the importance and need for energy conservation. The college maintains two rain water harvesting units and two water replenishing units. The college has an underground rain water harvesting unit of 500000 litres. The accumulated waste is segregated into green and non- green. Bio waste is converted into bio gas that is used in the college canteen and slurry is used for vegetable cultivation. Students are actively involved in the organic farming of vegetables on the campus. A bio-market was established on the campus where students and staff can sell and buy their organic products. 4 acers of paddy field is maintained by the college and is cultivated. It trains the students in the organic farming of paddy. The college organises an annual organic fair for the people of Ernakulum city in collaboration with Organic Charity Trust and Rajagiri College of Social Sciences. The college makes paper carry bags and discourages the use of plastic bags. The college celebrates all days connected with nature and environment and invites resource persons and activists to orient the students and staff. Primrose Nature Club and NSS participate in the Suchitwa Bodhana Yajnam' a district wide cleanliness drive jointly organized by Rajagiri Outreach and Mithradham.. As part of Suchithwa Bodhaya Yajnjam, Bhoomithrasena Club of the college distributed around 500 vegetable saplings at Thevara. They also collected plastic bottles milk covers and carry bags, as part of plasticrecycle campaign. The collected materials are recycled with the help of Central Institute of Plastic Engineering and Technology (CIPET). Mangrove conservation – The College preserves a small patch of mangroves nearthe college campus. The Nature Club of the college conserves a large area of Mangrooves near Nettoor railway station. Butterfly garden: There are two locations dedicated for butterfly garden, onebeing sheltered and protected by the school under the guidance of the college, the other directly by the college under the care of Zoology and Botanydepartments. Nakshatramarangal planting saplings corresponding to the zodiacsigns was a major initiative of the college. The campus boasts of two sets of Star Trees. Green audit: Green audits have been initiated in the college, which covers five areas such as water audit, energy audit, green campus audit, carbon footprint and waste audit.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES I. SERVICE LEARNING The mission statement of Sacred Heart College emphasises fourscore values associated with the formation its pupils. They are: (a). their development should be holistic (b), they should play a vital role in the nation building process, (c), they should contribute to the progress of humanity, and (d), they should disseminate knowledge beyond academia. With these objectives in sight the college has designed a project called Service Learning which acts as a platform for its students to learn through civic engagement. The objectives of the programme are as follows: a. To encourage their physical as well as mental well-being and encourage them to find joy in effort. b. To enable the students to relate the knowledge gained to the real life situations c. To build sensitivity towards the fellow beings and to the environment d. To assist the local community in improving the quality of their life. e. To engage the local community in educating them unsustainable practices in farming. f. To inculcate the value of cleanliness and the preservation of the natural environment. Service Learning: The Context Sacred Heart College is located within the limits of Kochi city and the vast majority of its students hail from the middle class, nuclear families from the urban

setting. Most of them have little contact with real world outside their home and class room. Their lack of exposure to the real world and its problems turn them insensitive and callous. Hence Service Learning Project is conceived primarily as an effort to sensitise the students to their surroundings. The series of activities are organised under four heads, namely, Sensitisation programmes, Awareness campaigns, Environment protection, and 'Swatcch' mission. According to the scheme of the undergraduate programme, every student in the college is required to do a minimum of 40 hours of Service Learning activities in order to complete the requirements for the completion of the programme with 1.5 weightage for manual work per hour and one extra credit. Service Learning: The Practice The college has adopted a multipronged approach to its Service Learning programme giving equal emphasis to sensitisation activities awareness campaigns environmental protection activities and sustainable farming practices. Sensitisation Programmes: As an institution that lays emphasis on holistic development, the college is committed to sensitising the younger generation and inculcating in them the value of love and care. Under the aegis of the service learning, a select group of students visit homes for the aged destitute wards, isolation wards and child cancer wards of hospitals on a periodical basis. They spend a day with the aged and destitute, helping the staff, interacting with the inmates. Another initiative provides training for retired and elderly person sin the use of computers, internet, smart phones, paper bag making, spoken English, French and Hindi besides fitness training. Awareness Campaigns: Our volunteers engage the local communities through awareness campaigns on mental and physical health. They organise cancer awareness classes with the support of medical practitioners. Periodical health check-up for the detection of cancer and lifestyle diseases, eye diseases etc., are held. Swatch: Clean Surroundings The Service Learning wing of the college has taken the task of cleaning public places which include removing the litter and plastic waste, beautifying vacant lots and creating awareness among the public about cleanliness. Protection of the Environment: In tandem with the Swatch campaign the Service Learning team has initiated a Reduce, Reuse and Recycle campaign. They collect used pens from the students, (around 5 kg/month!), recycle them and put them on sale through the Honesty Shop. Organic Farming: As fewer people, particularly the youth, enter into farming, Kerala is heading for a food crisis. A large chunk of agricultural land is lying as fallow land. Eight years ago, the college purchased nearly 2 hectares of fallow land in a nearby village, Arayankavu and has been doing organic farming with the involvement of student volunteers. Evidences of success: • The sensitisation programmes have been hugely successful as the participants are able to empathise with the aged and the suffering. For the inmates of these centres, the visit by the students is now an eagerly awaited event. • The age friendly programmes have provided the aged with a sense of independence and empowerment. • The swatch project is now being supported by the civic authorities. • The organic farming project has evoked the interest of the local community and is now returning to farming. Problems Encountered Resources Required In the initial stages, there was some degree of scepticism on the part of the students towards the activities of the Service Learning programme. However, as the students who were involved found them meaningful more students got enrolled and it has become an initiative of the students. In spite of the effectiveness of the programmes, the logistics involved are huge. Fitting the programme into the tight schedule of the semester based academic programme was the first challenge as most of the Saturdays are also used for academic activities. II. SHARE and Research Incubation SHARE (Sacred Heart Advanced Research Endeavour) is essentially a body formed in the college in 2010 with the aim of promoting a research culture among the students. The body consists of research scholars and research guides of the college and the faculty members with proven record in the area of research. SHARE coordinates the research programmes of various departments by facilitating inter-disciplinary

discussions, organising seminars on frontier areas, workshops, paper presentation sessions, as well as by helping them in applying for scholarships/fellowships, patents etc., It also supervises the allocation of seed money for research. Over the years, SHARE has observed that the students who join research programmes do not have adequate initiation into research and that proper initiation should be given to them at the UG and PG levels. Hence, in 2017 SHARE introduced a set of practices called 'Research Incubation' with the intention of improving the quality of UG and PG research projects and thereby providing the students with proper initiation into research. Objectives • Coordinate the research projects of students by preparing guidelines for UG and PG research projects. • Give necessary guidance and support to the research supervisors of various departments. • Assist researchers to patent their inventions/products. • Facilitate funding through the seed-money corpus of the college • Provide necessary assistance to those who apply for minor and major research projects funded by external agencies. Context (150 words) Although the MG University introduced a research project as a mandatory component for fulfilling the requirements for the award of UG or PG degree in the early 2000s, it was not given adequate emphasis by the colleges since very few students pursued research after their master's programme. However, since the late 2010s more and more students showed interest in pursuing research after their master's degree. This necessitated the additional efforts to orient the students towards research. The concept of "Research Incubation" is the result of many deliberations in the SHARE committee meetings and trial and error. Practice in Detail Research Incubation under SHARE begins with the selection of the topics for research at the UG and PG levels. In the first stage itself, students are allocated project guides and general instructions are given regarding the procedures to be followed for doing the project work. In the second phase, the candidate has to clarify questions regarding the objectives, methodology and outcome. In the final phase of the preparation of the project, SHARE supervises the plagiarism checking process and those which are found to have substantial amount of plagiarised content are returned to the candidates for resubmission. Obstacles Faced One of the major obstacles to the proper conduct of the programme is the paucity of time. Semester system being a roller-coaster ride, gives little time for activities of this kind. Plagiarism checking is often a thorny task as a number of students submit their work in the last minute for plagiarism checking. Evidence of Success Research Incubation has made significant improvement in the quality of the UG and PG projects. The rigorous scrutiny of the proposals encourages the students to write well-structured proposals. Another outcome is decrease in the complaints regarding the objectivity of the internal assessment of the project work. Project Journal is an objective document of progress of the work and it comes handy internal assessment. Resources Required • Organisation of seminars and workshops for research scholars requires substantial resources in terms of honorarium for the experts and other organisational expenses. • Seed money given for research projects and price money given to winners of the competition are areas where the college has to find resources. • Much of the activities of the incubation programme are conducted outside the class hours. Hence the availability of the faculty time as well as that of the library staff is important for the programme. Notes: The activities of the SHARE are coordinated by the Deans of Science and Humanities.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.shcollege.ac.in/iqac/?display=best-practices

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Sacred Heart College, true to its of vision of providing an environment that instills in the students a feel for frontier disciplines and cultivates a concern for the environment has been working in the area of environment and sustainability for the past 10 years. Understanding the current state of anthropogenic catastrophe and environmental disintegration which the world faces, the college has been constantly striving to impart a sense and consciousness of sustainability through the slogan "gogreen, growgreen." The college emblem designed 75 years ago is replete with symbols representing interface with nature. SH is the first college in Kerala to have an Environment Policy of its own, focusing on awarenesscreation, diversity, reuse, recycling etc. Sacred Heart was also the first College in Kerala to implement a mandatory Environment Course, subsequently, integrating it into the existing syllabus as per university directives. It started a new M Sc Environment Science in 2016 stressing fieldoutreach and research. The College has an organizational framework to implement the greenpolicy involving Primrose Nature Club, ENCONenergy club, Bhoomitrasena, Tourism club, Bird Club, Agriclub, NSS, NCC, HEALthe College extension wing, Women's Cell-SWASTI, JesusYouth, SADAS, College Union and the Department Associations. The College has taken adequate steps to push forward this thrust area of the College and achieve a distinctive position. It has two major extension centres – Mithradham and Arayankavu Extension Centre – for solar energy conservation and research, organic farming, biodiversity, ornithology and annual organic paddy farming involving 300400 students. Energy Conservation: Two ongrid solarunits on the campus 33kw capacity to produce on an average 2160 units monthly. The College uses 470 LED bulb/tubes which is 63.3 of the total bulbs/tubes. Water boiling in the college canteen is entirely done on energy generated from biogas from kitchen waste. The management residence kitchen energy needs are being managed by a huge gobargas plant. Bicycle is promoted on the campus and a special award is given to regular bicycle user. Ten heat controlling energysaver windillators are installed on rooftops. Principal uses an electricscooter for local commuting. The College has set up two RWH tanks (50000litres), a 1620m2 earthentank, and three wells for tapping rainwater. Automated flushing is introduced in the newly built toilets to save water. The success of this focus is evident in the awards recognitions the College has won in recent times. Best Principal Award 2016 by Retired Principal's Association (Rs 30000), Best Principal Award 2018 Xavier Board (Rs 2000) and AIACHE Award. Mr Jis Sebastian, Project fellow, Botany won Chandrasekhara Memorial Award for innovative research in conservation of Forests (Rs.40000, goldmedal), Dhruv (Arachnology), Young Naturalist Award by Sanctuary Asia 2017. College won Paristhiti Mitra2016 by CEERD, Best Campus award2016 by AgriHorticultural society, Best College Award2018 by Kerala Biodiversity Board (Rs.50000) and Palatulli Puraskaram for water conservation. Commerce Dept won first prize for waste recyclingmanagement project at Albertian Exhibition2017 (Rs.10000). Principal is on the expert committee on Social Impact Assessment of development projects of Ernakulam and of UGC for Swachch Campus.

Provide the weblink of the institution
www.shcollege.ac.in

8.Future Plans of Actions for Next Academic Year

1. To complete the IV cycle of NAAC Accreditation 2. To complete ISO Certification process 3. Organise a webinar on NEP 4. Organise 10 FDP 5. To introduce 7 new programmes in different disciplines 6. To improve the quality of research 7. To improve the different national rankings 8. To develop a new website