YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SACRED HEART COLLEGE, THEVARA, KOCHI
• Name of the Head of the institution	Dr. Jose John
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	04842870501
• Alternate phone No.	
• Mobile No. (Principal)	9447433901
• Registered e-mail ID (Principal)	principal@shcollege.ac.in
• Address	Sacred Heart College (Autonomous), Thevara Kochi, Kerala
• City/Town	Kochi
• State/UT	Kerala
• Pin Code	682013
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	13/06/2014
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the IQAC Co-ordinator/Director	**Dr. Johnson K M**
• Phone No.	**04842870577**
• Mobile No:	**9447187501**
• IQAC e-mail ID	**iqac@shcollege.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.shcollege.ac.in/wp-content/uploads/IQAC/AQAR/AQAR-2019-20.pdf
4.Was the Academic Calendar prepared for that year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**Five Star**	**95**	**2000**	**17/04/2000**	**16/04/2007**
Cycle 2	**A+**	**91.7**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 3	**A**	**3.30**	**2013**	**23/03/2013**	**22/03/2020**

6.Date of Establishment of IQAC	**01/03/2005**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	View File

9.No. of IQAC meetings held during the year	7	
• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Did IQAC receive funding from any funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

• The current year (2020-2021) has seen a tremendous change in the academic scenario attributed to the impact of covid pandemic. IQAC has initiated several orientation and training programmes to equip faculty members for on-line teaching. These measures resulted in the effective completion of teaching-learning process during both semesters.

• Significant progress has been made in the implementation of Outcome Based Education. The UG syllabus revision has been done based on OBE. The Programme Outcomes, Program Specific Outcomes and Course Outcomes have been thoroughly discussed and necessary directions in this regard have been given by IQAC. The OBE committee constituted by IQAC is finalizing the determination of attainment.

The autonomous status of the college has been renewed by UGC. IQAC has taken the lead role in making the UGC high level expert committee visit a grant success.

The college is awarded with ISO 21001:2018 certification for Educational Organizations Management System. IQAC has contributed substantially to the improvement of quality procedures in academics and administration.

The outreach and extension activities continued to be coordinated with the effective leadership of IQAC, under the banner of HEAL, organising regular outreach programmes. Service learning of the UG students is a major contributor towards this.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality

enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Submission of SSR	The SSR for the period of 2014 – 2019 has been successfully submitted.
ISO certification	The college is successfully certified with ISO 21001:2018 of Educational Organizations Management System.
Renewal of autonomy status	The autonomy status of the college is extended till 2026 after the visit of UGC high level expert committee.
OBE Based UGC curriculum	The UG syllabus revision process has been carried out in this academic year. The new syllabus will be based on outcome based education.
Organize training programmes for faculty	Organized several on-line training programmes for faculty to empower them for online teaching – learning process. The effective completion of both semesters is the best outcome for this measure. The teaching-learning process has been carried out through customized MOODLE platform.
Creation and setting up of a new extension centre	Second Extension centre at Arayankavu – SHCOOB – focussing on organic farming, ornithology and biodiversity has been opened on Feb 27, 2021. Introduced 21 species of fruits and vegetables in observation of the international year of plant health 2020 and international year of fruits and vegetables 2021.
Increase enrolment in SWAYAM-	The covid pandemic related lock-

NPTEL courses.	down situation has given enormous opportunity for students to study different on-line courses. IQAC has given orientation for students to actively enrol in SWAYAM-NPTEL courses. A large number of students could successfully complete various online courses offered by NPTEL.

13.Was the AQAR placed before the statutory body?	Nil

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	Nil

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
2020-21	30/03/2022

15.Multidisciplinary / interdisciplinary

In order to develop the all-round capacities of the students – intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the college is preparing to include multidisciplinary subjects as per the National Educational Policy 2020. Keeping in view the problems faced by the students, the college is planning to set up short term and vocational courses. The aim is to make the students equipped, so that they don't need to rely on Government jobs but instead pave a way towards self-employment. As the College is preparing itself to have more of multi-disciplinary subjects it tries to identify the programme learning outcomes along with courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme

achieves its goal.

16. Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) has been envisaged to facilitate the academic mobility of students with the freedom to study across the Higher Education Institutions in the country with an appropriate "credit transfer" mechanism from one programme to another. ABC is envisaged as per National Education Policy 2020. The college has not yet registered in the ABC portal. The registration process will be done in the coming academic year. A significant number of value-added courses are being offered by the college. Each value-added courses will be a given equivalent credit and the students will be encouraged to take value-added courses.

17. Skill development:

Sacred Heart College is taking efforts to strengthen the vocational education and soft skills of students in alignment with National Skills Qualifications Framework. A Computer Aided Drug Design course is conducted as part of NSQF. The Governing Council of the college took an important decision to offer different value-added courses for the students. It is mandatory for the students to study atleast one value added course during their study. The value-added courses are designed to impart skills in students. Paper pen making, soaps and sanitary formulations, food preservation techniques, fish processing are some of the vocational skills the students can achieve through different courses. Besides these, courses imparting soft skills are also offered by the college. The experts from industry are also invited to give students vocational training.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The additional languages department of the college offers different courses in several Indian languages like Hindi, Sanskrit and Malayalam. The department also offers various open courses in these languages to integrate the Indian language knowledge to the UG curriculum.

The college also promote bilingual mode of teaching to enable the slow learners to understand the concepts clearly. Several programmes are organized by the institution to enhance the knowledge on Indian culture and traditions in students. It is also decided to institute a museum to showcase the Indian culture and tradition.

19. Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

As an institution of Higher Education, Sacred Heart College is

committed to providing high quality educational products and services appropriate to the purpose of the organization, supportive of its vision, mission and framework of objectives, which take into account relevant educational, scientific and technical developments, meeting social responsibility, managing intellectual property and fulfilling the aspirations of learners and all other stakeholders, leading to a just and enlightened society.

The college is planning to introduce a seminar series to enlighten students about the integration of humanities and science disciplines. Deliberations are also made to chalk out a strategy to introduce interdisciplinary courses.

Outcome-based education or outcomes-based education (OBE), also known as standards based education, is an educational theory that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE; instead, classes, opportunities, and assessments should all help students achieve the specified outcomes. The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted. Through OBE enhances the traditional teaching methods are redefined and focuses falls on what the institute provides to students. It shows the attainment level of the students using statements like "able to do" (at the end of the course) in favor of students. OBE provides clear standards for observable and measurable outcomes.

Sacred Heart College has implemented OBE based curriculum for both UG and PG programmes.

20.Distance education/online education:

The college has a well customized on-line platform MOODLE for the on-line engagement of teaching learning process. The course teachers can create a course in MOODLE and enrol the learners. Lectures, tutorials and assignments can be uploaded in the MOODLE page so that students can access them. Even after the covid lock-down phase the faculty members are encouraged to create online courses as part of promoting blended learning.

Extended Profile

1.Programme

1.1	35

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1	**2689**
Total number of students during the year:	

File Description	Documents
Institutional data in Prescribed format	View File

2.2	**868**
Number of outgoing / final year students during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3	**2651**
Number of students who appeared for the examinations conducted by the institution during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1	**1354**
Number of courses in all programmes during the year:	

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	**152**https://assessment online.naac.gov.in/pu blic/index.php/admin/ get_file?file_path=ey JpdiI6Imo1S2VLNG03QmJ HdGt3NUNtN0NnYUE9PSIs
Number of full-time teachers during the year:	

InZhbHVlIjoiQWozSlNKV
m1rN3pFUjVuT3hDNmpvOH
prdE9IaFRpMUZiT3hDdHd
4M0RidnR2Zi

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

3.3	**152**
Number of sanctioned posts for the year:	

4.Institution

4.1	**767**
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	**107**
Total number of Classrooms and Seminar halls	
4.3	**295**
Total number of computers on campus for academic purposes	
4.4	**685.56**
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Sacred Heart College has always been at the forefront of higher education arena in the country, offering courses, catering to the needs of the society, industry and the nation. The institution assesses the educational requirements at the local, national and global level on the basis of the feedback of the various stakeholders and prepares the curriculum accordingly. Curriculum design and development is carried out in congruence with the vision

and mission of the institution. The motto of the college 'A Righteous Heart Seeks after Wisdom' has a pivotal role in shaping the academic activities of the institution.

The curricula developed is relevant to the local needs as manifested by its focus on sustainable development goals (SDG), organic cultivation, ecotourism, entrepreneurship development etc.. The curricula developed is relevant to National Needs which is reflected in the design of Curricula according to UGC and CBCSS regulations. The curricula developed is relevant to Global Needs which emphasise on critical thinking and deep domain knowledge, innovation, gender sensitisation, professional ethics, preservation of environment, sustainable development and global citizenship.

The college developed an OBE based curriculum and created a framework where the knowledge levels, skill-based competencies and ethical/social skills are aligned with each other.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	**Nil**

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

18

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

715

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

715

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

38

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

Professional Ethics, Gender, Human Values and Environment and Sustainability are highly valued by the College as they form part of

the vision, mission and core values of the institution. The institution has consciously integrated these issues into the day-to-day administration, approved curricula, value-added courses and co-curricular activities of the College.

The Program Outcomes of both UG and PG programmes outline the College's commitment to ethical values, and environment and sustainability. Plagiarism check report is made mandatory for the submission of all P G dissertations.

Several courses in the approved curricula address issues related to Gender issues, women empowerment, women entrepreneurship and gender-specific welfare measures. SWASTI, the Women's Cell organizes various programmes to sensitize students to the problems faced by women, as well as opportunities available to them.

Value education is conducted periodically for all the students to inculcate social and ethical values in them. The College umbrella body HEAL (Heartian Extended Arm for Life) ensure student participation in social service. UG students engage in Service-Learning programme for 40 hours. Several courses in the approved curricula have environment and sustainability as their thrust area. Promotes the manufacturing of cloth bags, paper pens and the use of recycled papers.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	*View File*
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

5

File Description	Documents
List of value-added courses	*View File*
Brochure or any other document relating to value-added courses	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

`175`

File Description	Documents
List of students enrolled	[View File](#)
Any additional information	**No File Uploaded**

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

`196`

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	[View File](#)
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	`A. All 4 of the above`

File Description	Documents
Provide the URL for stakeholders' feedback report	https://www.shcollege.ac.in/wp-content/uploads/PDF/2021/CURRICULUM-FEEDBACK-ANALYSIS-REPORT-2020-21.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	[View File](#)
Any additional information	**No File Uploaded**

1.4.2 - The feedback system of the Institution comprises the following	`A. Feedback collected, analysed and action taken made available on the website`

File Description	Documents
Provide URL for stakeholders' feedback report	https://www.shcollege.ac.in/wp-content/uploads/PDF/2021/CURRICULUM-FEEDBACK-ANALYSIS-REPORT-2020-21.pdf
Any additional information	**No File Uploaded**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1240

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

203

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The assessment of the learning levels of students immediately after their admission is an important aspect of the teaching-learning process in the college. While science and social science departments assess logical reasoning and basic knowledge of subjects, the humanities departments assess the language level and writing skill of the students through detailed self-introduction and writing tests. The slow learners are identified on the basis of the learning potential through entry tests and internal exams.

The slow learners are offered remedial programme after the first internal assessment test, mentoring system with a ratio of 1:20 to help both slow-learners and fast learners, tutoring system to provide individual attention and care, peer learning to give individual attention.

The fast learners are offered Walk with a Scholar (WWS) is a programme of the government of Kerala, which is being implemented in the college to support the fast learners. It offers the selected students the opportunity to listen to invited lectures, to bring about positive changes such as increased self-confidence, improved communication skills, better academic performance, increased awareness regarding higher studies and career options in one's academic field and improved interpersonal functioning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://aqar.shcollege.ac.in/2020-21/category/520?221-special-programmes-for-advanced-learners-and-slow-learners

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2020	2689	152

File Description	Documents
Upload any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student-centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences:

Sacred Heart College is known for its academic instruction and focus on student-centred and experiential learning. The status of autonomy as it has provided the institution with the opportunity to introduce core courses, open courses, elective courses, add-on and value added courses, OBE model and ICT integrated learning. CBCSS system adopted by the college has provided the students with the opportunity to choose their electives. The faculty follows student-centric and

participative teaching methods in the classroom. Teachers use several structural approaches, such as inductive-deductive approach, heuristic approach, discussion method, project and problem solving methods, concept mapping and constructivist approach and traditional methods.

The lecture method is supplemented by audio-visual presentations, which include PPTs, Videos, models, webinars, MOODLE on line courses etc. Internship and field visits are mandatory for most of the programmes. All the UG and PG programmes have project work during their final semesters. The laboratory practical sessions, practical records and procedural charts enable the science students to have experiential leaning and hands-on training in their disciplines. The invited talks, workshops, seminars and association related activities provide the students exposure and knowledge about the latest trends in their subjects.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional Information	https://aqar.shcollege.ac.in/category/59?2-teaching-learning-and-evaluation/23-teaching-learning-process/231-student-centric-methods

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Academic instruction at Sacred Heart College takes advantage of a plethora of ICT tools and technology enabled solutions to carry out the teaching, learning and evaluation processes. The faculty makes use of smart classrooms to enhance their lecture with multimedia content and dynamic presentations. The college has 289 computers for students' use and the computer-student ratio is 1: 8.4. Class rooms are ICT-enabled with high quality projector and Wi-Fi. A Learning Management System (LMS) on MOODLE is being used to coordinate learning activities and as a robust platform for sharing digital content with students. Learning materials, assignments and projects are frequently exchanged and valued through paperless means using the college's LMS. Teachers create lessons, manage courses, and interact with other teachers and students using this platform. The faculty members make use of Google Classroom and Google Meet for academic transactions. Teachers create multimedia rich PowerPoint presentations to enrich their lessons. Lectures are recorded and preserved as e-resources and accessed by students online and offline. Dedicated institutional G-suite email addresses with

unlimited cloud storage available on Google platform. Dedicated studio for the creation of learning resources such as video lectures, documentaries, interviews and news reports.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://aqar.shcollege.ac.in/2020-21/category/523?232-ict-enabled-teaching
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

152

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	**No File Uploaded**

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

The teaching-learning process in the College is meticulously organized in a participatory manner both in the Annual Planning Meeting as well as in the Department level meeting. The manifold curricular and co-curricular activities are charted out in accordance with a detailed Academic Calendar.

Academic Calendar Preparation:

- **The Academic Calendar committee collect the details of all the department level programmes and align them with the major programmes of the college.**
- **The Examination committee prepare the schedule of various examinations for the academic year.**

Teaching Plan:

- **The teaching plans for an academic semester are prepared by individual faculty/faculty members.**

- The Head of the Department convenes the meeting of all course coordinators and completes the process of course plan preparation.
- The consolidated course plans with the mapping are presented in the department meeting before they are sent to IQAC.

Adherence to Teaching and Academic plan:

- The Academic departments evaluate the progress of the course plans every month in its meeting.
- The Head of Department collects feedback from students informally about the course completion.
- The Principal collects the teacher evaluation feedback at the end of every semester.
- Principal and the college council recommend suggestions to ensure qualitative improvement of the teaching-learning process.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

152

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

78

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1216

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

14

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

146

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	View File

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The Office of the Controller of Examinations (CoE) is a fully automated facility with nearly all the procedures related to the examinations right from admission to the award of mark sheets are done through the centralized Examination Management System. The college has created a separate wing for software development and EMS maintenance.

- **Online Application:**

Submission of application and fee payment for the various programmes are done online

- **System based application processing.**
- **Admission Process through EMS.**
- **Attendance Marking: Once a student is enrolled, the system generates student lists and attendance is marked through the EMS. Faculty members are also provided with a mobile app to make the process time saving and efficient.**
- **Continuous Internal Assessment: Online entry of marks.**
- **Online Registration for Semester Examination.**
- **Hall ticket issued online.**
- **Barcoding system introduced instead of register numbers on answer scripts.**
- **Early preparation of the Examination Calendar.**
- **Online applications related to examination**
- **Online exam fee payment**
- **Certificate printing**

The Examination Committee of the college meets periodically to evaluate the examination processes and make recommendations for efficient, transparent, objective and speedy processing of the various examination related activities, early redressal of exam related grievances and early publication of results.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional Information	<u>https://aqar.shcollege.ac.in/2020-21/categor y/529?252-student-complaints-about-evaluation</u>

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

PO, CO Communication to Stakeholders

Students/Faculty

- **Orientation about POs, PSOs and COs**
- **CO mapping with PSOs and POs, assessment tools and their attainment during induction**
- **Orientation programmes for faculty on designing, mapping and attainment of POs, PSOs and COs**
- **Display of POs and PSOs in the respective classrooms**
- **Display of POs, PSOs and COs on the college website .**

The POs and PSOs are determined by:

- **The vision and mission of the College**
- **Developed by IQAC in consultation with experts and College Council and reviewed by the faculty in staff meeting**

Step 1: Curriculum alignment with POs, PSOs and COs

The syllabus of all programmes are mapped with POs, PSOs and Cos

STEP 2: Benchmarks

Benchmarks are determine by the course teachers and the department for each course and each programme.

STEP 3: Identification of Assessment Methods and Measures

Student learning is measured using:

Direct Measures :

In the direct measures students are required to demonstrate their knowledge and skills through assignments/seminars/ presentations/tests are a part of both assessment and evaluation.

Indirect measures

These include: student surveys, student entry and exit surveys, alumni surveys, employer surveys.

Step 4: Attainment Report Generation

Step 5: Using Attainment Report for Continuous Improvement

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://aqar.shcollege.ac.in/2020/item-criteria/208?2022202220222-teaching-learning-and-evaluation/26-student-performance-and-learning-outcomes/261-publication-of-po-and-co/display-of-pos-and-cos-for-all-programmes

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The attainment of POs, PSOs and Cos of a programme are measured using different methods, which include both direct and indirect measures. The indirect measures are used to supplement direct measurements. Indirect measurements are used when it is impossible to measure the learning objective directly. The POs, PSOs and COs are measured directly through course-embedded assessment method.

Rubric based measurement Process

- **In the rubric-based measures, students' work shall be assessed on the basis of rubrics**
- **Students' assignments/presentations etc. are part of both assessment and evaluation**
- **Faculty to give marks twice - for evaluation as a part of CIA (Continuous Internal Assessment) and based on rubrics for assessing the PSO**

- - All PSO assessments other than Embedded Questions are to follow rubrics of the respective PSO

Indirect Measures

- - Indirect measures supplement direct measures of learning by providing information about how and why learning is occurring
- - It include, student surveys about instruction, student entry and exit surveys, focus groups, alumni surveys, employer surveys etc.

Closing the Loop based on attainment report

The purpose of assessment is to improve the programme. Depending upon the assessment data, necessary changes are made in the programme architecture and delivery of the course.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://aqar.shcollege.ac.in/2020/item-criteria/209?2022202220222-teaching-learning-and-evaluation/26-student-performance-and-learning-outcomes/262-attainment-of-po-and-co/attainment-of-pos-cos

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

771

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

https://www.shcollege.ac.in/wp-content/uploads/PDF/2021/Student-Satisfaction-Survey-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Sacred Heart College has always realized the significance of research and has developed a rigorous research culture on the campus. It has evolved appropriate policies and practices and promoted the research involvement of the faculty, students and research scholars. As a result, the college has made considerable improvement in the development of research infrastructure in terms of space, equipment and support facilities resulting in more research output. The major research facilities available on the campus are:

- 7 Recognized Research Centres of Mahatma Gandhi University for Doctoral Research
- Special laboratories for:
    - Space Research Lab
    - Arachnology Research lab
    - Biotechnology Lab
    - Computational Chemistry Lab
    - Biochemistry Lab
    - Water Quality Assessment and Nano Science Lab
- Fr. Berchmans Central Instrumentation Lab with sophisticated instruments like High Performance Liquid Chromatography (HPLC), Lyophiliser, UV spectrometer and Fluorescent Microscope.
- Water Analysis Lab
- Desk Space and Cubicles with internet connectivity for researchers to work independently
- Separate Research Rooms for common classes and workshops

The College has a well-defined research promotion policy to motivate its faculty members and researchers to undertake scientifically and socially significant research work. The policy has a stated code of ethics for maintaining the integrity and authenticity of research.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<u>View File</u>
Provide URL of policy document on promotion of research uploaded on the website	<u>https://aqar.shcollege.ac.in/2020-21/item/160?items///research-facilities-and-policy-for-promotion-of-research</u>
Any additional information	<u>View File</u>

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	**No File Uploaded**
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	<u>View File</u>

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

1

File Description	Documents
e-copies of the award letters of the teachers	<u>View File</u>
List of teachers and details of their international fellowship(s)	<u>View File</u>
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

89.77

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

4

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	**Nil**
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

20

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

2

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	**Nil**
Any additional information	[View File](#)

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Sacred Heart College aims at imparting a spirit of innovation and entrepreneurship in the students by developing a scientific temperament and an innovative atmosphere. In order to achieve this end, the college has created an ecosystem for innovation, creation and transfer of knowledge through dedicated centres of research, entrepreneurship, community orientation and incubation. The arachnology research centre of the college is the second best in South Asia.

Entrepreneurship Development Club:

The Entrepreneurship Development Club promotes an entrepreneurial culture among students by organising exhibitions, workshops, trade fairs and talks by entrepreneurs. The club initiated the following in the college:

- Fungi culture
- Apiculture
- Pisciculture
- Quail culture
- Hamster rearing
- Cuniculture
- Vermiculture and vermicomposting
- Orchid cultivation through tissue culture
- Raising and selling of seedlings and saplings
- Cage fishing in collaboration with Central Marine Fisheries Research Institute.

Community Orientation

The College sustains a unique practice of organic paddy cultivation at its farm and extension centre at Thottarapuncha, Arayankavu. Another extension centre, Mithradham, functions as a concrete model

for sustainable living and development by providing an institutional structure for demonstration, education and training in environment and renewable energy

Incubation Centre

The college has an incubation centre which coordinates the small-scale start-ups initiated by the students.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

42

File Description	Documents
Report of the events	<u>View File</u>
List of workshops/seminars conducted during the year	<u>View File</u>
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**A. All of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	No File Uploaded
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

.2

File Description	Documents
List of research papers by title, author, department, and year of publication	[View File](#)
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

194036

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

120500

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Sacred Heart College, with its vision and mission of providing an environment that facilitates 'the holistic development of the individual, who can play a vital role in the nation building process and contribute to the progress of humanity', has striven hard to translate the mission into practice during the last 75 years. The college over the years has developed socially committed, professionally competent and intellectually contributing individuals for the development of the country. The extension/outreach programmes, which the college carried out in the neighbourhood and in its adopted villages (UBA) in the past, sensitized the students to social issues and helped them to create a sense of empathy and

concern for the fellow human beings. The college always made sure that all the students were exposed to social issues. Participation in the Outreach programme is an integral part of the curriculum and is mandatory for all students to complete a 40 hour Social Service Learning to complete the degree programme.

Heartian Extended Arm for Life (HEAL)

HEAL is the primary arm under which the extension and outreach programmes of the college are carried out. The two extension centres – SHCOOB and Mithradham – provide the platform for organising the extension/outreach programmes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[Nil](#)

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	[View File](#)
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

16

File Description	Documents
Reports of the events organized	[View File](#)
Any additional information	[View File](#)

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

2050

File Description	Documents
Reports of the events	View File
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

2

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

31

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Sacred Heart College has developed adequate infrastructure facilities for supporting teaching – learning process on the campus. The management in its relentless attempt for excellence has created state-of-the-art infrastructural facilities for the holistic development of students.

Class Rooms

- 81 well-planned and spacious classrooms and 12 spacious.
- Seminar Halls enabled with ICT facilities for innovative teaching and learning
- Spectacular Zoology and Botany Museums for providing experiential learning for life science students
- 92 LCD projectors, 12 Smartboards, 7 LED TVs, Media Lab and recording studio and e-content development facilities.
- 76 Wi-Fi access points and 200 Mbps Internet leased line facilities are available.

Library

- Spacious library with 2 reading rooms and a confab which can occupy a total of 25 students.
- A collection of 91000 books, 152 journals and periodicals, online databases, and digital library.

Laboratories

- Well-equipped laboratories with advanced equipment for cutting edge research and experiments in all Science Departments
- Language lab with 40 computers and software
- DST-FIST funded Central Instrumentation Facility
- Specialized laboratories are set up for Space Research, Arachnology, Computational Chemistry and Biochemistry.

Computing equipment and Facilities

- 200 MBPS leased connection, fully Wi-Fi campus
- 372 computers, 289 Computers for students' access
- 76 Wi-Fi access points.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://aqar.shcollege.ac.in/2020-21/category/558?4-infrastructure-and-learning-resources/41-physical-facilities/411-adequacy-of-facilities

4.1.2 - The institution has adequate facilities for cultural activities, yoga, sports and games (indoor and outdoor) including gymnasium, yoga centre, auditorium etc.)

With the vision and mission of achieving the "integral development of the individual persons" the College has developed adequate facilities on the campus for cultural activities, games, yoga and sports.

Cultural Activities

- Main auditorium with a large stage and green room
- State-of-the-art, fully air-conditioned auditoriums like Marian Hall and Melesius Hall
- Students' Centre
- Fr. Archangel Hall
- The Amphitheatre for celebrations.
- Lakeview grounds for organizing large-scale cultural events
- The College orchestra has an exclusive music room.

Yoga

- Yoga was introduced in the College in 2013 as a co-curricular activity
- Yoga is offered as an add-on course
- International Day of Yoga celebrations since 2015
- The School of communication produced videos of Yoga.

Sports and Games

The College is credited with infrastructure facilities for

- 1 basketball, 32.0x20.0 Mts
- 2 volleyball, outdoor 24.0x 15.0 Mts and indoor- 40x20 Mts
- 1 athletics, 200x150mts (1.22x 7 lanes)
- 1 football (100 x65mts)
- 1 cricket, centre wicket (20.12X2.64M)
- 3 cricket nets (4.88 X 1.02Mts)
- 1 shuttle badminton (13.41 X5.18M)
- 1 yoga, wrestling, judo (10.8 X 6.27M)
- 1 table tennis (9.28X4.73M)
- 1 Kabbadi (13X10 Mts)
- 1 handball (40X20mts)
- 1 fencing (106 Class Room)
- 1 softball (100 x65mts)
- 1 baseball (100 x65mts)

File Description	Documents
Geotagged pictures	View File
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://aqar.shcollege.ac.in/2020-21/category/559?412-facilities-for-co-curricular-activities

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

91

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

1060

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Sacred Heart College Library, named after the founder of the college, Rev Fr Francis Sales, with a collection of 91000 books and subscription to 152 journals and magazines is completely automated using integrated library management system. It has a spacious reference section besides 220 cubicles and research bay for students to sit comfortably and study.

Automation Software

- **Name of the ILMS Software: Koha**
- **Nature of Automation: Fully**
- **Version: 21.05.15.000**

Digital Database and Electronic Resources

- **UGC-NLIST membership, login ID and password for all members**
- **RFID entry system enabled**
- **D-Space software installed for building institutional repository**
- **Fully automated library supported by Koha,**
- **Opensource Software and OS are in operation eg: Koha, D Space, Ubuntu, Debian, Mint-Linux, etc.**
- **Completely Wi-Fi enabled and networked**
- **22 Desktops for free and fast browsing**

Library Facilities

- **DDC (Dewey Decimal Classification) system**
- **Turnitin plagiarism checker**
- **Researchers bay for Ph D, M Phil scholars.**
- **Scanning and reprographic facility available**
- **Unique Competitive examination and Civil service bay for students**
- **Mendeley Reference Manager and Research Methodology training for students and faculty members.**
- **Air-conditioned ICT enabled Library seminar hall with a seating capacity of 30**
- **72 Rare Sanskrit books published before 1930**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://aqar.shcollege.ac.in/2020-21/category/562?421-integrated-library-management-system

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

2.5084

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

108

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Sacred Heart College has sophisticated IT infrastructure developed and updated regularly, which comprises of computing equipment, server, software and high-speed Internet connectivity. The Institution has taken positive steps in providing state-of-the-art IT infrastructure with periodic assessment of the efficiency of existing facility.

IT Policy

- Ensures and secures all healthy and legal aspects for the usage of the IT Infrastructure from all the stakeholders.
- Makes aware all the stakeholders to follow the ethical usage of the IT Infrastructure and Copyright, Cyber Security, bullying, official email usage etc.

- The policy clearly articulates the provisions for the purchase of IT-related equipment like computing system, server, software and hardware and facilities like Wi-Fi, cyber-security, etc.

- The policy has defined the standards for the usage of internet facilities by stakeholders and standards against the misuse of internet browsing facility.

Cyber-Security

- FORTINET firewall is installed for securing connectivity
- Round the clock CCTV monitoring of Server Room
- Use of Secure Protocols (HTTPS, SSH)
- Use of Official Email Address for communications
- Secure Database for Exam Purposes.

Software

- College insists through its IT policy to follow the developers' software usage instructions
- The Policy promotes Free and Open-Source (FOSS) software.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2689	289

File Description	Documents
Upload any additional information	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus	A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	A. All four of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

281

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

A well-established infrastructure policy, designed, developed and revised in accordance with the statutory requirements, technological developments, and infrastructure requirements is being implemented in the college under the guidance of the Governing Council.

Infrastructure Maintenance committee

- The Infrastructure Maintenance committee of the College is headed by the Principal; however, the Bursar is primarily responsible for providing and maintaining the infrastructure. His responsibility is often shared by the Vice Principal and HoDs of the institution.

Maintenance of Campus Infrastructure

- The maintenance activities are overseen by a full time Supervisor under the Bursar and is assisted by 10 support staff.

Laboratory Facility

- The HoDs coordinate the upkeep of instruments and equipment in the laboratories with the assistance of the Lab Assistant.

Classroom Facility

- The HODs are assigned with the responsibility of the smooth functioning of classrooms. The classroom furniture is checked/ repaired regularly.

Information Technology Facility

- The Lab assistants under the supervision of the System administrators maintain the computers and related accessories in labs, classrooms and administrative areas.

Sports Facility

- The Physical Education faculty looks after the various courts and sports complexes on the campus.

Library Facility

- The library advisory committee and the librarian look after the maintenance of the libraries.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://aqar.shcollege.ac.in/2020-21/category/571?442-maintenance-and-utilization-of-academic-support-facilities

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

413

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

155

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	**A. All of the above**

File Description	Documents
Link to Institutional website	https://aqar.shcollege.ac.in/2020-21/category/574?513-capacity-development-skill-enhancement-activities-organised
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

83

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	View File
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

151

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

325

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

28

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

40

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	No File Uploaded

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Student Council – The College Union

The College Union/Students' Council is an elected body, which is empowered to promote and facilitate all the co-curricular and extra-curricular activities of the college and provide opportunities for the training of students as good citizens.

- Election to the College Union is held democratically in conformity with the guidelines and procedures laid down by the College in accordance with the recommendations of Lyngdoh Committee and MG University for forming student councils.
- Election follows the parliamentary system.
- The council of class representatives (Student parliament), formed with two class representatives from each class (one boy and one girl) is constituted every year.
- Union consists of a Chairperson, Vice-Chairperson (Female), General Secretary, Magazine Editor, Two University Union Councillors, Two Lady Representatives, Arts Club Secretary, Class Representatives and a nominated Sports Secretary.
- The elected Union is mentored and guided by Dean of Student Affairs.
- The council of class representatives meets regularly and share students' ideas, interests and concerns with teachers and the management.

Student Representations

- **Student bodies of each department, and the department Associations organize various events of the associations. They also prepare the students for inter-collegiate competitions and also hosts inter-collegiate fests and Intra-collegiate competitions.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	[https://aqar.shcollege.ac.in/2020-21/category/581?532-student-representation-in-committees-and-student-council](#)

5.3.3 - Number of sports and cultural events / competitions organised by the institution

27

File Description	Documents
Report of the event	[View File](#)
List of sports and cultural events / competitions organised per year	[View File](#)
Upload any additional information	[View File](#)

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association of Sacred Heart College (AASH) functions as a nodal agency for maintaining liaison with the alumni and including them in the development and growth of the institution. It operates through its full-fledged web portal alumni.shcollege.ac.in , and creates networking opportunities through various activities to foster relationship among alumni, students, faculty and management.

- **Has more than 5000 registered members, spread all over the world**
- **Has international chapters in North America and Middle East, as well as national chapters in New Delhi, Bangalore, Chennai and North East India.**
- **Has active alumni groups of sports students, as well as NSS**

volunteers.
- An Elected Executive Committee coordinates various activities of the association.
- Celebrates the third Saturday of every year as "Heartifest".

Alumni Contributions

Financial

- Helped the College in instituting scholarships, endowments and organizing invited lectures, national/international seminars

- Offered financial and logistic support for various programmes and activities
- Raised fund for the annual alumni homecoming day and cultural festival "Heartifest"
- Flood rescue and relief and activities under the leadership of NSS alumni.

Noted alumni are the members of the Board of Studies in various departments and contribute significantly to the curriculum review and revision.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	**Nil**

5.4.2 - Alumni's financial contribution during the year	**E. <2 Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Sacred Heart College, Kochi, founded on the CMI vision of education, focusses on the integral development of the individual who can

contribute to the nation building process and progress of humanity. The leadership of the College is dynamic and proactive; it designates and delegates responsibilities to the stakeholders for the successful implementation of its educational mission.

A strong leadership, which governs the institution with well-defined systems and organizational structure. The administrational structure includes, The Management Council, Governing Council, Academic Council, College Council, Staff Council and Departments.

The Finance Committee looks into the financial matters of the College and approves the purchases of the college. IQAC committee takes care of the different qualitative initiatives of the college based on stakeholders' feedback.

Decentralization of administration is ensured through faculty representation in the apex bodies like Governing Body, Academic Council and College Council. Participative administration is evident in different committees.

The long term and short-term strategic plans of the college are in alignment with the vision and mission of the college. The strategic goals are Strengthening Research Activities, Faculty Development & Consultancy, Student Support and Progression, Educational Leadership, Expansion of the Horizon of Knowledge Base and Infrastructure Expansion.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://aqar.shcollege.ac.in/2020-21/category/585?611-governanceleadership-in-tune-with-vision-and-mission

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The college effectively carries out its administration through a decentralized mechanism. The participative management enabled the formulation of directives and guidelines which are always in alignment with the academic, and administrative domains.

Case Study: Introduction of New Programmes

The Process of Implementation

- Discussion at different levels to introduce new UG programmes in BA English Language and Literature, BA Mass Communication and Journalism, BA Animation and Visual Effects and BSc Psychology.
- Introduction of new UG programmes new syllabus and curriculum designed in the institution

Participative Management

- Committees to examine the possibility of introducing the new programmes.
- Inputs from various stakeholders of the college
- Presentation of draft syllabi in the concerned departments/BoS.
- Discussion in the College Council and approval
- Approval in the Academic Council and forwarding to Governing Council and University for ratification.

Decentralization

- The Management Council under Bursar developed the infrastructure facilities and recruitment of staff
- The Library committee under the leadership of Librarian looked into developing library facilities
- The finance committee raised finance for the development of academic and infrastructure facilities.

Outcomes

- 4 new programmes addressing local/regional/ national/international needs.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://aqar.shcollege.ac.in/2020-21/category/586?612-effective-leadership

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The developmental agenda of the college is drawn through participatory management and it is implemented with the support of all its stakeholders including the management, faculty, parents and the alumni.

Activity Successfully Implemented: Building Space for Excellence (BSE)

In its efforts to attract the best minds and to provide them with the most conducive environment for creativity, research and innovation, the college had to find more space with state-of-the-art facilities. With this objective, the BSE project was launched with the participation of all its stakeholders. The proposal was to construct a new 7 storied building to house all innovative and self-financed programmes. Four floors of the building were completed during the academic year 2020-21.

The Management Council of the college acted as the core committee for the development of the project. The committee was in charge of the selection and approval of the architects and the construction contractors. Based on the proposal, a budget was prepared and the finance committee undertook the responsibility of identifying the different sources for financing the project. For each aspect of the building and infrastructure facilities suggestions were collected from the stakeholders and professionals.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://aqar.shcollege.ac.in/2020-21/category/587?621-effective-deployment-of-strategicperspective-plan
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The college has a well-defined system to plan and implement its policies and programmes for its smooth and efficient functioning.

Management Council consists of members of the trust that runs the

college. The management council takes decisions on the strategic planning. The Principal is the head of the institution and is responsible for administrative and academic activities.

Governing body, College Council and Staff Council are statutory bodies that take decisions on new programmes, examinations, results, fee structure, scholarships and facilitation of co-curricular activities. The Staff Council meets once in a month and takes decisions on the day-to-day administration of the college. Academic Council and Boards of Studies meet at least twice a year to prepare/approve the curriculum and syllabus for new programmes or review the existing programmes. IQAC advises the Governing Body on matters related to strategic planning, quality initiatives, infrastructure development, and framing of various policies.

The staff for the aided section is appointed in compliance with the guidelines of the government, and their service conditions laid down in the KER and KSR. The selection, promotion and the appraisal of the unaided staff are in accordance with the HR policy of the college.

File Description	Documents
Paste link to Organogram on the institution webpage	https://aqar.shcollege.ac.in/2020-21/item/239?items////the-functioning-of-the-various-institutional-bodies-is-effective-and-efficient-as-visible-from-the-policies-administrative-set-up-appointment-and-service-rules-procedures-etc
Upload any additional information	View File
Paste link for additional Information	https://aqar.shcollege.ac.in/2020-21/category/588?622-effective-functioning-of-institutional-bodies

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The College has effective welfare measures for the faculty and non-teaching staff and avenues for career development. Professional development is ensured through periodic training/workshops/seminars. The faculty is encouraged to make academic advancement and supporting staff are encouraged to update their administrative skill. The management ensures the wellness of its employees and enable them to optimize their potential.

Welfare Schemes

Education

- Educational assistance to children of economically weak non-teaching staff .

Avenues for career development/progression

- Incentives up to Rs 2000/- for research publication in peer reviewed and H/Indexed journals.
- Freedom to attend/organize national/international workshops/conferences
- Seed money for research
- Computers, laboratories, and separate research room for research.

Medical

- Group Insurance for self- financing faculty and staff
- Medical assistance for hospitalization

Financial assistance

- **Interest free Loans to faculty and staff to meet emergency situations**
- **College Credit Society loans up to Rs 500000/**

Other Benefits

- **Awareness programmes for Non-Teaching Staff**
- **Free Wi-Fi and email addresses using the institutional domain name**
- **Staff Hostel**
- **Post office**
- **Annual retreat and orientation for teaching and non- teaching every year.**
- **Gymnasium**
- **Canteen facility at subsidized rates**
- **Banking and ATM facility**
- **Day-care facility for staff children**
- **Celebration of festivals and National days**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://aqar.shcollege.ac.in/2020-21/category/590?631-effective-welfare-measures-for-staff

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

36

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

88

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

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. The Internal audit committee audits all financial transactions of the college, though they come under the general audit held annually by external agencies.

The external audit is conducted regularly by Chartered Accountants, Deputy Director of Collegiate Education and Accountant General' office.

Financial audits are conducted regularly and separately for the following accounts:

1. Personal Deposit Account is regularly audited by an external auditor.

2. Autonomy Grant is regularly audited by an external auditor.

3. 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.

4. Jubilee Trust Fund is audited by external and internal auditors.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

583.62

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	**No File Uploaded**

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Sacred Heart College follows a comprehensive strategy for mobilising funds for its varied developmental goals and to ensure the optimal utilisation of funds generated from various sources.

Mobilisation of funds

1. Earned Income (Fixed) – A major source of income under this category is the fees collected from students. The hostel fee also becomes a major part of the funds earned.

2. Earned Income (Variable) - The College raises funds for various activities through manifold sources.

The main sources are:

(b) Sponsorships - Various student initiatives including fests are supported by sponsors

(c) Consultancy services undertaken by the faculty.

(d) Alumni contributions also form part of the fund raising strategy

(e) Rental Income - The college infrastructure facilities such as the Playground, Computer Lab and Examination Halls are given for conducting examinations, online tests, and recruitment drives by government and public sector agencies on holidays; location for shooting films;

(f) Contributions from individuals and philanthropists is also a major source of fund and the college has received INR 1070.88 lakh

3. Funding from Government Sources - The funds from the central agencies include UGC fund under the scheme RUSA fund and Autonomous grant.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Practice I: Faculty and Staff Development Programmes

One major step of IQAC in the direction of ensuring academic quality has been the organisation of professional development and administrative training for faculty and administrative staff of the

college. The IQAC has meticulously planned and conducted training programmes. The programmes had significant impact on the development of subject knowledge, teaching skills and technical skills. The programmes covered areas like research and analysis, OBE, research paper writing, intellectual property rights, ICT enabled teaching, mentoring, research protocol and plagiarism.

Practice II: Coordination of Extension/Outreach Programmes and Introduction of Service Learning

Sacred Heart College's mission of equipping its students for nation building and serving humanity is clearly evident in its extension and outreach activities. The IQAC has been coordinating the extension and outreach programmes of the college for the past several years. The IQAC coordinates all the clubs in the college, particularly those which involve in the extension and outreach programmes and which come under the umbrella organisation HEAL (Heartian Extended Arm for Life). It resulted in the introduction of 40 hours of compulsory Service Learning for every UG student.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://aqar.shcollege.ac.in/2020-21/category/597?651-iqac-contributions

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

In order to review the teaching –learning and evaluation process, to examine the structures and methodologies of operations and to redefine the learning outcomes, the IQAC conducted Academic Audits, Annual Planning meetings, supervised syllabus revisions, conducted OBE workshops and SWOC analysis besides several other seminars, workshops and audits.

I. Syllabus Revision and Introduction of OBE:

IQAC conducted workshops on "Outcome Based Education". The IQAC articulated the graduate outcome and listed the core competencies and instructed every department to frame their syllabus according to the Revised Blooms Taxonomy (RBT). The articulation of outcomes and core competencies for each module has been able to bring about a qualitative change in the curriculum and syllabi of both UG and PG

programmes.

II. Academic Audit:

The Internal Audit: IQAC collected the self-evaluative reports of departments and the evaluative reports of peer teams and circulated them among departments. This has facilitated the departments to evaluate the quality of their teaching- learning and evaluation process. IQAC's meeting with individual departments resulted in the sharing of the best practices of the college and it helped the departments to benchmark their quality of teaching-learning and evaluation process.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	**A. Any 4 or all of the above**

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.shcollege.ac.in/wp-content/uploads/IQAC/IQAC_Annual_Report/IQAC-Annual-Report-2020-21.pdf
Upload e-copies of accreditations and certification	[View File](#)
Upload details of quality assurance initiatives of the institution	[View File](#)
Upload any additional information	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is highly sensitive to the pressing issues of gender and has taken concrete measures to address them effectively. All the programmes are organised on the basis of annual action plans and their ultimate aim is to achieve Gender Equity (GOAL-5 of the United Nations Sustainable Development Goals (UNSDG).

- The college offers courses in the curriculum which explicitly address gender related issues.
- Women faculty are appointed in administrative positions such as HoDs, Deans, and AC Members.
- The college conducts gender awareness, anti-ragging and anti-sexual harassment campaigns on different occasions.

- College is under 24/7 surveillance with the help of 50 CCTV cameras at all vantage points of the college.
- Hoardings, placards and sign boards on the campus to sensitise the students about gender issues
- A female staff/faculty to accompany girl students during industrial visits and field trips.
- Grievance redressal committee and prevention of sexual harassment committee are in place

- The professional counsellor of the college provides counselling and conducts various gender sensitisation programmes
- Dedicated common rooms with chairs and bed are available for girl students.
- Washrooms of the girl students have incinerator and napkin vending machine

- Well-furnished and developed Day Care centre to accommodate 50 children

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://aqar.shcollege.ac.in/2020-21/category/517?711-gender-equity

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment	A. Any 4 or All of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

The College has been making very distinctive contributions in the field of environment and sustainability during the last one decade with its conscious effort at guaranteeing the moral, social and legal responsibilities of creating an environment-friendly and sustainable world, devoid of waste and exploitation of nature.

- The waste management policy of the College ensures responsible production of waste, waste segregation, storage, handling, transport and disposal.

- College is a plastic free campus

- The major part of the food waste created on the campus is used in the biogas plant to produce renewable biogas energy. This energy is used in the canteen for cooking.
- There are separate bins for degradable and non-degradable waste in each class room, Red painted for plastic and related materials, and green for paper.

- The waste from the various rooms are collected in the waste segregation centre and scrutinized for segregation.
- Canteen wastewater is managed through sedimentation pits which are cleared periodically and the rest of the water passes into the traditional drain.
- The School of Communications uses a waste water treatment plant.

- MoU has been signed with M/s Aspire Greens, a government recognized agency to safely dispose of the e-waste

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:
 	
    1. **Green audit**
    2. **Energy audit**
    3. **Environment audit**
    4. **Clean and green campus recognitions/awards**
    5. **Beyond the campus environmental promotional activities**
	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.	A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	View File
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

Sacred Heart College, which is founded on the values and principles of St. Kuriakose Elias Chavara, the great social reformer who fought against the heinous practice of untouchability and other social evils of the 18th century Kerala, has incorporated into its constitutional culture, the democratic values of cultural, regional, linguistic and communal harmony. It strives to be an inclusive community by inculcating the values of secularism, regard for moral values and faith in God. The faculty, staff and students of the college is a cross section of diverse linguistic, regional, communal and socio-economic background.

Admission to UG and PG programmes is done according to University and government regulations. There is special reservation for SC, ST and other backward communities. Seats are also reserved under minority, cultural and sports quota.

The college celebrates the cultural, regional, linguistic and communal harmony and embraces these diversities by observing the days of cultural and regional importance.

Nationally important days like Republic Day, Independence Day, Gandhi Jayanti, National Youth Day, National Integration Day, Constitution Day etc are celebrated with due importance by the 3 wings of NCC and NSS.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

Sacred Heart College takes various initiatives to sensitize the students and faculty to the constitutional obligations: values, rights, duties and responsibilities, by organizing many events and programmes. The mission statement of the college itself insists that it should ensure to provide an environment that enables the students to play a vital role in the nation-building process and contribute to the progress of humanity. The college organized many common programmes to inculcate these values in the students and faculty.

The College begins the sensitization programme, where the Principal emphasizes the importance of constitutional duties of all the citizens and the need to transform ourselves into responsible citizens. The College makes use of all the possible platforms such as the website, Service learning record, teachers' diary, hand book and paper files supplied by IQAC to disseminate the constitutional values and fundamental duties. The preamble of the constitution is part of the common course which is taught in all the entire undergraduate programmes. National festivals like Independence Day and Republic Day are celebrated with ceremonial flag hoisting and parade by the NCC and NSS units of the college invoking patriotic and nationalist fervour in the minds of the community.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized	A. All of the above

File Description	Documents
Code of Ethics - policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sacred Heart College takes great care in promoting the national integrity of the nation and upholding the nationalist, democratic, and secular values envisioned in the constitution of India. The college promotes the principle of unity in diversity and instils in the students a democratic spirit which can transcend all the religious, caste, class and regional distinctions and divisions. In order to cultivate these values in the students, the college observes national, international commemorative days, events and festivals.

Independence Day and Republic Day, the two major days in the history of India are celebrated with ceremonial flag hoisting on the campus by the principal. Gandhi Jayanti Day is celebrated in the most appropriate fashion in the college proclaiming the institution's solidarity with the message of the Father of the Nation for a clean nation. The college conducts an exclusive cleaning drive of the institution as well as the neighbouring KSRTC bus station, market, housing colony etc.

Environment Day, Ozone Day, Water Day, Forest Week, Tiger Day, Wetlands Day and Earth Day are celebrated in the most appropriate manner. International Yoga Day is celebrated annually on June 21 with the active leadership of NCC and NSS.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	**No File Uploaded**
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

```
BEST PRACTICE I

   1.  Title of the practice: Service learning
   2.  Objectives of the Practice: To instil a sense of social
       commitment in students.
   3.  The Context: The college considers as its mission to instil in
       the students the dignity of labour and caring attitude.
   4.  The Practice: The student groups visit old-age homes;
       destitute/isolation wards and child cancer wards of hospitals
       periodically, weekly cleaning drives of public places,
       beautifying vacant lots and creating awareness among the
       public about cleanliness.
   5.  Evidence of success: The participants can empathise with the
       aged and the suffering.
   6.  Problems Encountered & Resources Required: The students as
       well as the public were sceptical initially.


BEST PRACTICE 2

1. Title of the Practice: SHARE and Research Incubation

2. Objectives of the Practice: Coordinate the research promotion
activities.

3. The Context: The college decided to create a forum for the
promotion of research.

4. The Practice: Organises a science congress every year.

5. Evidence of Success : Successful in ensuring the quality of
research of the Ph.D. scholars.
```

6. Problems Encountered and Resources Required: Paucity of time.

7. Notes: Plagiarism checking is often a thorny task.

File Description	Documents
Best practices in the Institutional website	https://www.shcollege.ac.in/iqac/?display=best-practices
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Sustainable Environment: Dissemination of a Sustainable Lifestyle

Over the past decade, the college has made systematic efforts to engage the students with its environment policy through programmes and projects that would inspire them to review their own lifestyle and environmental habits and inspiring others to care for nature through curricular as well as co-curricular means.

The Department of Environmental Studies was started in the college in 2016 as a response to the growing need for experts in the field of Environmental Science. Before offering a Master's programme, the college initiated in 2017-18, a mandatory add-on course in Environmental Studies for all UG students, the first of its kind in the country.

Mithradham, the non-conventional research centre located in Aluva is an offshoot of the college. The college has set up wind and solar energy generation units for its own power needs. In 2005, the college installed two on-grid solar-units with 33 KW capacity with an output of approximately 140 units per day. Now the college produces 155 KW solar power making the college one of the first in Kerala to go for 100% solar.

In order to sensitise the students to the significance of biodiversity, the college established a centre in a nearby village, Arayankavu.

File Description	Documents
Appropriate link in the institutional website	https://www.shcollege.ac.in/iqac/?display=distinctiveness
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

PLAN OF ACTION FOR 2021-22

Sacred Heart College strives for excellence through meticulous planning and well-thought-out plan of actions. The academic plan of action for the previous year had been badly affected by the Covid pandemic that swept worldwide. Hence the plan of action for the academic year 2021-22 has been drafted considering the impact of Covid pandemic on education. Important academic and administrative goals set for the academic year 2021-22 are enlisted below:

1. **Submission of SSR for 4th Cycle of NAAC Accreditation.**
2. **Institute Major and Minor Research Awards for the promotion of research.**
3. **Enrichment of online teaching – learning process through MOODLE software.**
4. **Organize faculty induction programme for newly appointed faculty members.**
5. **Organization of online and off-line professional and administrative training programmes.**
6. **Improving the NIRF ranking.**
7. **Devise a strategy for OBE attainment calculation and development of application in SHARMS.**
8. **Introduction of skill based value-added courses as part of promotion and implementation of NEP 2020.**
9. **Administrative and Academic Audit by external experts.**
10. **Enrolment of more foreign students.**