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XAVIER BOARD OF HIGHER EDUCATION IN INDIA

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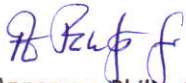
ADMINISTRATIVE AUDIT REPORT OF SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI

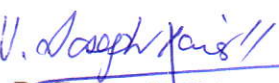
The Administrative & Academic Audit of SACRED HEART COLLEGE (AUTONOMOUS), THEVARA, KOCHI was conducted from Dec. 19-21, 2018.

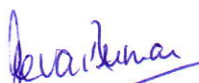
The team comprised


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

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


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

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

About the College

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

The Vision of the College is: 'Fashioning of an enlightened society founded on a relentless pursuit of excellence, a secular outlook on life, a thirst for moral values as well as an unflinching faith in God'. The Mission of the institution is to provide an environment that:

- Facilitates the holistic development of the individual;
- Enables the students to play a vital role in the nation building process and contributes to the progress of humanity;
- Disseminates knowledge even beyond the academia;
- Instils in the students a feel for frontier disciplines and cultivates a concern for the environment by setting lofty standards in the ever-evolving teacher learner interface.



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

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

Commendations:

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



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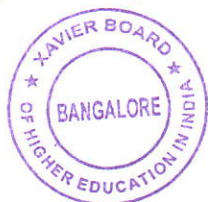
- ❖ The exercise of revising the curriculum and syllabi based on the concept of outcome-based learning has been initiated.
- ❖ The meetings of Governing Body, Managing Committee, Finance Committee, Library Committee, and meetings of the other committees (both statutory and non-statutory) are conducted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


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


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


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

Recommendations:

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



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



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

Date: 12/02/2019

Place: Bangalore.



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