

SACRED HEART COLLEGE, CHALAKUDY

Chalaky, Kerala-68030

**Annual Quality Assurance Report
(AQAR)**

2012-13

of

Internal Quality Assurance Cell

(IQAC)

Submitted to

The National Assessment and

Accreditation Council

Bangalore

1. Kindly provide the details of the institution

Name of Institution: Sacred Heart College Chalakudy
Year of Establishment of the Institution: 1980
Address Line 1: Railway Station Road
Address Line 2:
City/Town: Chalakudy
State: Kerala
Postal Code: 680307
Email Address: iqacshc@gmail.com

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2011
Current Grade: A
CGPA: - 3.08

3. Institutional Status: Grant-in-aid

4. Contact Person Details

Name of Head of Institution: Sr. Angel Rose
Contact Phone: 04802701159
Email: shcollegecky@gmail.com
Website URL: www.sacredheartcollege.ac.in
Name of IQAC Coordinator: Ms.Bindu Jose
Email: Bindutomy07@gmail.com

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for 0)

Under graduate (BA/B.Sc./B.Com etc.)	:	9
Post Graduate (MA/M.Sc./M.Com etc.)	:	6
Research Programmes (M.Phil/P.hD)	:	0
Certificate Programmes	:	0
Professional Programmes (B.Tech/M.Tech/ B.Ed/M.Ed/Medicine/Pharmacy/Paramedical /Nursing etc)	:	0
Other value added programmes		

Any other programme offered (Specify) :

6. Details on Programme Development (Enter a number; 0 for 0)

New programmes added during the year	:	0
New programmes designed	:	0
Programmes under revision	:	0
Interdepartmental collaborative programmes	:	0
Inter institutional collaborative programmes	:	0
Number of review committee recommendations implemented (Total)	:	0
Number of NAAC peer team recommendations implemented	:	2
Number of UGC/any other expert committee recommendations implemented:		0
Number of review committee recommendation under implementation:		0
Number of NAAC peer team recommendations under implementation:		2
Number of UGC/ any other expert committee recommendations under implementation:		0

7. Faculty Details (Enter a number; 0 for 0)

Total faculty strength required as per norms for all programmes	:	28
Total faculty on rolls	:	27
Faculty added during the year	:	0
Faculty positions vacant	:	1
Faculty left during the year	:	0
Total number of visiting faculty	:	3
Total number of guest faculty	:	24

8. Qualification of Faculty

PhD and Above	:	7
MPhil	:	7
Masters	:	13
Any other (Specify)	:	0

9. Faculty qualification improvement

PhD awarded to existing faculty	:	0
M.Phil awarded to existing faculty	:	0
Any other degree awarded to existing faculty	:	0

10. Administrative Staff Details (Enter a number; 0 for 0)

Administrative staff (total sanctioned)	:	14
Administrative staff (Actual strength)	:	22
Added during the year of reporting	:	-
Left during the year	:	0
Number of posts vacant	:	0

11. Technical Support Staff Details (Enter a number; 0 for 0)

Technical Support Staff (Total sanctioned strength)	:	0
Technical Support Staff (Actual strength)	:	0
Added during the year	:	0
Left during the year	:	0
Number of posts vacant	:	0

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

Year of establishment of IQAC	:	21/08/1980
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13. Composition of IQAC (Enter a number; 0 for 0)

Number of IQAC members	:	11
Number of Alumni in IQAC	:	1
Number of Students in IQAC	:	1
Number of Faculty in IQAC	:	6
Number of Administrative Staff in IQAC (VC, PVC, Registrar, Finance Officer)	:	0
Number of Technical Staff in IQAC	:	0
Number of Management Representatives	:	1
Number of External experts in IQAC	:	1
Number of any other stakeholder and community representatives	:	1

14. IQAC Meetings

Number of IQAC meetings held during the year	:	3
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15. Whether Calendar of activities of IQAC formulated for the academic year :

Yes

16. IQAC Plans for Development (Enter a number; 0 for 0)

Number of academic programmes proposed : 1

Number of value added programmes proposed : 1

Number of skill oriented programmes proposed : 1

Number of faculty competency and development programmes proposed : 1

Number of other staff development programmes proposed : 1

Number of student mentoring programmes proposed : 1

Number of cocurricular activities proposed : 1

Number of inter departmental cooperative schemes proposed : 1

Number of community extension programmes proposed : 2

Any other programmes proposed(specify)- 0

17. IQAC Plans for development & Implementation (Enter a number; 0 for 0)

Number of academic programmes implemented : 1

Number of value added programmes implemented : 1

Number of skill oriented programmes implemented ; 1

Number of faculty competency and development programmes implemented : 1

Number of other staff development programmes implemented : 1

Number of student mentoring programmes implemented : 1

Number of cocurricular activities implemented : 1

Number of inter departmental cooperative programs implemented : 1

Number of community extension programmes implemented : 2

Any other programmes suggested that are implemented: 0

18. IQAC Seminars and Conferences (Enter a number; 0 for 0)

Number of seminars/ conferences/ workshops organized by IQAC within the institution:1

Number of participants from the institution : 53

Number of participants from outside : 0
Number of external experts invited : 1
Number of external conferences/seminars/ workshops on institutional quality attended : 3
Number of events conducted with IQACs of other institutions as collaborative programs: 0

19. Did IQAC receive any funding from UGC during the year ? No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC

(Input 0 if NA/0) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC : 0

Amount Received from any other source including the college management : 0

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

IQAC coordinates and monitors all efforts of the institution towards promoting its holistic academic excellence. An orientation programme titled 'Teacher as Mentor' was conducted at the beginning of the academic year.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty : 0

Number of faculty members involved in curriculum restructuring /revision/syllabus development : 1

Number of programs in which evaluation process reformation taken up and implemented : 7

Number of active teaching days during the current academic year : 182

Average percentage of attendance of students : 96%

Percentage of classes engaged by guest faculty and temporary teachers : 65%

Number of self financed programmes offered : 8

Number of aided programmes offered : Aided-6/Cost Sharing-6

Number of programmes discontinued during the year : 0

23. Whether any systematic student feedback mechanism is in place ?

Yes

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken : 70%

25. Is feedback for improvement provided to the faculty? Yes

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year : 0

Number of minor research projects undertaken during the year : 3

Number of major ongoing projects : 0

Number of minor ongoing projects : 3

Number of major projects completed : 0

Number of minor projects completed : 0

Number of major project proposals submitted for external funding : 0

Number of minor project proposals submitted for external funding : 1

Number of research publications in peer reviewed journals: 1

Number of research publications in international peer reviewed journals : 0

Number of research publications in national peer reviewed journals : 0

Number of research papers accepted for publication in international peer reviewed journals : 0

Number of research papers accepted for publication in national peer reviewed journals : 0

Average of impact factor of publications reported : 0

Number of books published : 4

Number of edited books published : 0

Number of books (single authored) published : 2

Number of books (coauthored) published : 2

Numbers of conferences attended by faculty : 8

Number of international conferences attended : 4

Number of national conferences attended : 4

Number of papers presented in conferences : 3

Number of papers presented in international conferences : 1

Number of papers presented in national conferences : 2

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Number of conferences organized by the institution	: 0
Number of faculty acted as experts resource persons	: 4
Number of faculty acted as experts resource persons international:	1
Number of faculty acted as experts resource persons national	:1
Number of collaborations with international institutions	: 0
Number of collaborations with national institutions	: 1
Number of linkages created during the year	: 0
Total budget for research for current year as a percentage of total institution budget	: 0
Amount of external research funding received in the year	: Rs. 410,000/-
Number of patents received in the year	: 0
Number of patents applied for in the year	: 4
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	: 2
Number of PhDs awarded during the year	: 0
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	: 4%

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	: 399
Actual enrollment during the year	: 377
Student dropout percentage during the year	: 6%
Success percentage in the final examination across the courses	: 73.09%
Number of academic distinctions in the final examination and percentage	: 0
Number of students who got admitted to institutions of national importance:	3
Number of students admitted to institutions abroad	: 0
Number of students qualified in UGC NET/ SET	: 9
Number of students qualified GATE/ CAT/ other examination (Specify)	: 1

28. Does student support mechanism exist for coaching for competitive examinations? Yes

29. Student participation, if response is yes to Qn. 28

Number of students participated : 130

30. Does student counseling and guidance service exist ? Yes

31. Student participation, if answer to Qn. 29 is yes

Number of students participated : 70

32. Career Guidance

Number of career guidance programmes organized : 10

Percentage of students participated in career guidance programmes : 100%

33. Is there provision for campus placement? : no

34. If yes to Qn. 32

Number of students participated in campus selection programmes : 0

Number of students selected for placement during the year : 0

35. Does gender sensitization program exist ? : Yes

36. If Answer is Yes to Qn 34

Number of programmes organized : 10

37. Student activities

Number of students participated in external cultural events : 26

Number of prizes won by students in external cultural events : 5

Number of cultural events conducted by the institute for the students : 2

Number of students participated in international sports and games events : 0

Number of students participated in national level sports and games events : 1

Number of students participated in state level sports and games events : 2

Number of students participated in university level sports and games events: 20

Number of prizes won by students in international sports and games events: 1

Number of prizes won by students in national level sports and games events: 1

Number of prizes won by students in state level sports and games events: 1

Number of prizes won by students in university level sports and games events: 7

Number of sports and games events conducted by the institute for the students : 3

38. Composition of students

Percentage of Scheduled Caste : 19

Percentage of Scheduled Tribe : 0

Percentage of other backward communities : 26

Percentage of women students : 100

Percentage of physically challenged : 0.53

Percentage of rural students	:	82
Percentage of urban students	:	18

39. Scholarships and Financial Support

Number of students availing financial support from the institution	:	142
Amount disbursed as financial support from the institution	:	Rs. 115,000
Number of students awarded scholarship from the institution	:	56
Number of students received notable national/international achievements/recognition	:	1

40. Student initiatives

Number of community upliftment programmes initiated by students	:	5
Number of literary programmes initiated by students	:	2
Number of social action initiatives based on science / environment initiated by students	:	0
Number of student research initiatives	:	0

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created ?

Yes

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ?

Yes

43. Whether benchmarking is created for institutional quality management efforts ? No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

45. Is a Management Information System (MIS) in place ? no

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance
2. Student admission
3. Student records

4. Evaluation and examination procedures
5. Research administration
6. Others

(enter the respective details corresponding to the serial numbers)

1. All financial Procedures including Pay Roll are computerized and continued from previous year
2. Student Admissions- Online Application, all processes thereafter, such as issue of hall ticket – downloading and printing, result declaration and rank inquiry, registration of options and allotment are online - as in the previous year
4. Some of the examination processes are online
The Computerization in examination wing has progressed facilitating speedy publication of results and issue of mark lists and certificates
6. the University is implementing a scheme towards paperless office which will involve MIS in a large manner

47. Existence of learning resource management

edatabase in library	: Yes
ICT and smart class room	: Yes
e-learning resources (e Books, eJournals)	: Yes
Production of teaching modules	: no
Interactive learning facilities	: Yes

48. Internal Resource mobilization : Kindly provide the amount contributed

Research	: Rs. 200,000 /-
Consultancy and training	: Rs. 40,000/-
Student contribution	: 0
Alumni contribution	: Rs 18,000/-
Well wishers	: 100,000/-

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	: Rs. 352,571/-
Amount spent for student welfare	: Rs. 400,000/-
Amount spent for staff welfare	: Rs. 300,000/-

50. Is delegation of authority practiced? Yes

51. Does grievance redressal cell exist?

	Yes	No
Faculty	√	
Students	√	
Staff	√	

Remark: As practiced in the previous year, grievances are redressed at a decentralized level; the department council takes up issues if any and resolves them at their level. Common issues are tackled at the Registrars level. Policy issues if any, are dealt by the Syndicate.

52. Grievances received from faculty and resolved (Enter a number; 0 for 0)

Number of grievances received: **0**

Number of grievances resolved: **0**

53. Number of grievances received from students and resolved (Enter a number; 0 for 0)

Number of grievances received: **0**

Number of grievances resolved: **0**

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for 0)

Number of grievances received: **0**

Number of grievances resolved: **0**

55. Has the institution conducted any SWOT analysis during the year : Yes

56. The SWOT analysis was done by internal or by external agency : Internal

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

1. Women students
2. 26 acres of lush green campus- adequate space for growth and development
3. Proximity to railway station and national highway

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

1. Lack of research programmes
2. Government's reluctance to sanction aided UG and PG courses
3. Inadequacies of network connectivity

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

1. Government is sanctioning autonomy to colleges with 'A' grade
2. Accepts and advances in newer, broad topics of challenges in science and technology

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

1. The reluctance of students to opt traditional courses
2. Lack of sufficient number of aided PG courses reduces the chances of being upgraded to a research centre

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Started two new PG Courses
- Applied for one aided course
- Launched the new website of the college
- Additional audio-visual aids
- Addition of new books.
- Modernisation and renovation of Chemistry Lab

62. How do you perceive the role of NAAC in the quality development of your institution?

(Suggestions in bullet format to be given below)

- NAAC guidelines encourages to improve the quality of academics and research
- Helps to achieve national recognition