



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Sacred Heart College</b>
• Name of the Head of the institution	<b>Dr.Reena Ittyachan</b>	
• Designation	<b>Principal-in-Charge</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>04802701159</b>	
• Mobile no	<b>9947763648</b>	
• Registered e-mail	<b>shcollegecky@gmail.com</b>	
• Alternate e-mail	<b>principalshcollegecky@gmail.com</b>	
• Address	<b>Railway Station Road, Chalakudy, Thrissur</b>	
• City/Town	<b>Chalakudy</b>	
• State/UT	<b>Kerala</b>	
• Pin Code	<b>680307</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Women</b>	
• Location	<b>Semi-Urban</b>	

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Calicut University
• Name of the IQAC Coordinator	Dr. Shirley Jose K
• Phone No.	9605180125
• Alternate phone No.	9846603436
• Mobile	07019044663
• IQAC e-mail address	iqacshc@gmail.com
• Alternate Email address	libinfrancis@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://sacredheartcollege.ac.in/aqar/">http://sacredheartcollege.ac.in/aqar/</a>
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sacredheartcollege.ac.in/college-calendar/">http://sacredheartcollege.ac.in/college-calendar/</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	74	2004	16/02/2004	15/02/2009
Cycle 2	A	3.08	2011	16/09/2011	15/09/2015
Cycle 3	A+	3.55	2017	23/01/2017	22/01/2022

**6.Date of Establishment of IQAC**

16/08/2004

**7.Provide the list of funds by Central / State Government****UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Biotechnology	STAR College Scheme	DBT, GoI	2018 3	6300000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Support staff and students to get familiarised with online teaching and learning. 2. Training in smart classrooms 3. Promote conducting online co-curricular activities. 4. More focus to promote the employability of students. 5. Maintain green campus.</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
To enhance student intake by improving and publicising the image of the college through various social media platforms.	Social media became more active.
Facilitation of upgradation and updation of knowledge base and use of digital technology.	Teachers and students turned to be more aware on using the digital means for teaching and learning.
Complete the second floor construction of self-financing block.	It could not be completed yet.
To complete construction of open gym	The open gym is near to completion.
To enhance sports facilities and improve student intake in sports quota.	Courts, tracks are renovated. Increase in number of students interested in sports.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022	28/02/2022

## Extended Profile

### 1. Programme

1.1

18

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1

**1049**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

**615**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

**392**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1

**67**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2

**67**

Number of sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1	18
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	1049
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	615
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	392
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	67
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	67
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	47
Total number of Classrooms and Seminar halls	
4.2	61
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	143
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sacred Heart College is an affiliate of the University of Calicut and follows the mandated syllabus. The onset of the corona pandemic in 2020 caused the institution to rethink and refashion its entire curriculum delivery process just like all educational institutions across the globe. The sudden shift from face- to-face classes to online learning posed huge challenges in the process of teaching and learning. The college has sincerely attempted to focus on utilizing online learning tools and platforms for effective student engagement.

- Staff meeting was convened by the Principal to assess the situation in terms of accessibility and affordability for students
- Experimenting with online platforms like Google meet, Google classroom etc for both instruction purposes and to make study material available to all students

- Syllabus shared with students through Google classroom and creation of whatsapp groups for rapid dissemination of information
- Addressing issues relating to accessing technology including smartphones and reliable high-speed internet
- Uploading of video classes in the college You tube channel
- Making extra efforts to provide quality online classes
- Student Induction program was organized online
- Scanned copies of assignments and online student seminars were conducted

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-1.1.1_compressed_compressed-compressed.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-1.1.1_compressed_compressed-compressed.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

**Adherence to the academic schedule mandated by the University for teaching, examinations, semester breaks, and vacations**

- Preparation of a calendar of academic activities and events at the commencement of the academic year by the institution
- The student Induction Program was organized for the freshers in an online mode to give more comprehensive information and orientation about the college
- Online meetings were convened and follow-up measures were implemented by the Principal with the staff on a regular basis to ensure that activities were according to schedule
- Online examinations and seminar presentations, submission of assignments were conducted as per the timeline suggested by the University and the college calendar
- The timetable is prepared and timely conduct of internal exams is ensured by the Internal Examination Committee
- Special classes were engaged by faculty to complete the syllabus in case of any loss of working days due to the

**COVID pandemic**

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://sacredheartcollege.ac.in/internal/">http://sacredheartcollege.ac.in/internal/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**16**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<b>No File Uploaded</b>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

409

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- Invited talks were arranged in the online mode on diverse topics like human values, gender sensitization etc
- Informal sessions were handled by the faculty to instill values
- Many lectures and workshops were conducted as part of the online NSS camp
- Programs to inculcate social sensitivity among students, especially in the challenging pandemic environment were also organized
- The online student induction program organized included

sessions focusing on such values

- Gender empowerment lectures were organized under the auspices of the Womens' Cell
- Online entrepreneurship awareness program was organized for all students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

15

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

409

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://sacredheartcollege.ac.in/students/feedback/">http://sacredheartcollege.ac.in/students/feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://sacredheartcollege.ac.in/students/feedback/">http://sacredheartcollege.ac.in/students/feedback/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

383

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

197

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The challenges of online learning and absence of physical classrooms posed serious challenges to assess the learning levels of students. Concerted efforts were, however made towards this end. • Assessment of freshers was done using the score in the qualifying examination, participation in online classroom activities and performance in the first online internal examinations. • Close observation of learning styles by teachers. • Extreme care is exercised not to label any student as belonging to any category of learners Strategy for slow learners • Compensatory teaching • Remedial teaching • Incorporation of audio and visual materials • Providing peer tutors • Encouraging oral instead of written reports • Providing study aids while conducting tests • Teach learning skills • Frequently varying instructional techniques in the classroom • Special counselling facility for improving study • Mentoring by faculty mentors (Online) • Restoration and development of self confidence • Individual attention through whatsapp, phone calls and video calls • Drilling and repetition to make concepts more clear • Continuous monitoring of performance of slow learners • Using encouraging strategies to tap special talents of such students Strategy for advanced

learners • Engagement in peer teaching • Tutoring of slow learners • Additional references and study material • More challenging assignments/seminars • Participation in workshops/training programs/webinars • Online courses • Scholarships

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.2.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1049	67

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Efforts were made by the institution to incorporate student-centric methods in online learning as follows: • Multiple opportunities for interaction in the online mode provided • Opportunities for active learning by ensuring that content reaches students intellectually and emotionally( by uploading content prior to the class and instructing students to read it beforehand) • Participative learning through integration of debates and discussions in online classrooms • Student-student interaction using JIGSAW method by breaking a topic into several parts and students divided into small groups for seminar presentations • Personalization of learners' experience by packaging the same content into multiple formats like videos, graphs, charts, quizzes etc • Group project • Study groups • Engaging learners by using a mix of delivery methods - video, text, audio and presentation • Bringing in guest instructors/speakers • Student-teacher interaction fostered by holding open or by-appointment office hours through online platforms, phone or text messages • Regular uploading and updation of course content • Encouraging accountability on the part of students by reaching out personally

to students who do not log in for a certain number of days and do not complete assignments on time • Remind students how their knowledge and skills will help them make a difference in the world, even in small ways

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.3.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.3.1.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT tools were used by faculty even before the pandemic but like all educational institutions across the world, Sacred Heart College has adapted to the new ways of online learning. • Teachers have tried to optimize the potential of the existing and new educational platforms • A proactive approach has been adopted to utilize technology to reach every student • 100 % usage of ICT tools in the post-COVID scenario • Online tools like Google Meet, Google Classroom, Teachmint have been extensively used • Mobile applications like whatsapp, text messages, e-mails and phone have been utilized to reach each student and their parents • Online lectures, uploading of content in Google classrooms, sharing of information on digital apps, uploading of video lectures on the college You tube channel especially for students with limited have become the norm • Faculty encouraged to attend training programs and workshops to improve digital competence • Posting of course materials and creation of multimedia course material • Interactive learning sessions through digital spaces • Youtube links, e-books, educational podcasts and videos are used to supplement and enhance the quality of lecture delivery • ICT tools like OBS, Handbrake etc are used by faculty of Computer Science • Teachers use ICT for routine administrative tasks

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

383

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Strict adherence to the system mandated by the University of Calicut for the conduct of both continuous internal evaluation and end- semester examinations is the norm at Sacred Heart College.
- Improvement of the quality in the process of reforms in the continuous evaluation examination has been a constant endeavour at Sacred Heart College especially in administration and evaluation.
- The college has a full-fledged examination office headed by the Chief Superintendent of Examinations.
- The pattern and importance of internal assessment are explained to the students in the Student Induction Programme and also in the classrooms by the class teachers at the beginning of the programme.
- Tentative dates of test papers are planned well in advance by the IQAC in consultation with Examination Committee and Staff Council.
- Centralisation of conduct of test papers is adopted in order to instil seriousness of exams among students.
- The timetable is prepared by the Internal Examination Cell in consultation with the IQAC and College Council.
- Time limits are set for the faculty to value answer scripts and the marks are recorded and submitted to

the Principal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.5.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.5.1.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college being a constituent of the University of Calicut adheres to the guidelines set by the University in the conduct of internal and external examinations. A well -defined system is in place for dealing with internal/external grievances. • Internal examinations are conducted strictly as per University norms and communicated to the students well in advance • Strict adherence to timelines suggested in the academic calendar • Corrected answer scripts are distributed or mailed to students for verification • Grievances, if any, on the part of students is communicated to the course teacher (at the class level) • In the event of any dissatisfaction expressed by the student it is referred to the class teacher or the Head of the Department (at the departmental level) • At the college level, the Grievance Redressal Cell operates to address any complaints by students • A suggestion box is made available to students in the offline mode to submit their grievances confidentially • The services of a professional counsellor is also for this purpose • During the pandemic these grievances are dealt with through phone conversations, text messages or digital devices • University level grievances are handled by forwarding them through the external examination cell • The mentor-mentee system supplements the whole process

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.5.2.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.5.2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

- The broad framework of the prescribed syllabus outlines the course outcomes
- Teaching plans and teaching methodology designed by faculty by incorporating these course outcomes and student input
- Syllabus communicated to the students at the beginning of each semester
- Faculty serving as members of Board of Studies communicate any modification in syllabus and course outcomes, as and when necessary
- Internal and external assessment pattern, references, project work details and mode of evaluation are provided in the syllabus
- Academic flexibility, though desirable, cannot be achieved mainly due to the vast syllabus and the time constraint as well as the COVID pandemic
- Attempts are made by faculty to achieve course and program outcomes through other methods like online tests, seminar presentations, quizzes, debates, invited lectures, webinars related to course content etc
- The syllabus with course and program outcomes is uploaded in Google classrooms and on mobile apps like whatsapp
- Differential instructional methods like videos, text, audio and online presentations are utilized to achieve course outcomes
- Google forms are used to administer quizzes related to course content
- Study material related to course content is also uploaded on digital platforms

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.1.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- Online tests, question answer sessions, quizzes, assignments were conducted to evaluate course outcomes in addition to the criteria as mandated by the University
- Pre-examination revisions in the online mode is conducted to improve student performance
- Online PTA meetings are organized to identify the obstacles faced by students in realizing the course and program outcomes especially in the context of online classes (availability of smartphones, internet connectivity, financial issues, domestic work, care of aged, children)
- Faculty and management sincerely try to address these issues as and when deemed necessary
- Constant motivation by the Head of the institution and the faculty to upgrade their performance
- Motivational talks and alumni interactions are

organized to deal with any issues related to realization of program outcomes • Students' progression to higher education is also used as a criteria for measuring program outcomes • Webinars, workshops, project work, inter-departmental and inter-disciplinary activities are organized keeping in mind the realization of course and program outcomes

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.2-Attainment-of-Programme-outcomes-and-course-outcomes-are-evaluated-by-the-institution.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.2-Attainment-of-Programme-outcomes-and-course-outcomes-are-evaluated-by-the-institution.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

293

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.3.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.3.pdf</a>

### 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)

<http://sacredheartcollege.ac.in/students/feedback/>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research

**projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

4

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has undergone tremendous troubles in recent years starting from the flood of 2018. The college was completely damaged in the flood which cost around 5 crore damages to the building and infrastructure. Once the college saw the complete revamping after the flood, the Covid pandemic inflicted all across. The college has strived its best to transform itself to cope with such situations. Several programs and methods were introduced in recent years as part of innovative approaches for the creation and transfer of knowledge to the students. The major initiatives were :

1. Use of every possible online means to bring students actively to academics. Online webinars, competitions, and co-curricular activities were organized.
2. Organisation of entrepreneurship skill development programmes.
3. Extensive use of Youtube and related streaming platforms to bring the talents of the students to the forefront. Documentary videos are the best examples.
4. Students are motivated to mobilize their skillsets to initiate enterprises by themselves. Several students have started online businesses along with their studies.
5. Soft skills developments were given thrust and students are encouraged to attend the on-campus and off-campus placement programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

22

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers

**in national/ international conference proceedings year wise during year**

30

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A number of activities are conducted in recent years to sensitize the students to social issues. There were limitations to conducting extension activities due to Covid restrictions. However, the college has managed to create awareness among the students about the need to educate and empower society during periods of challenges.

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-3.4.1-merged-new-1_compressed.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-3.4.1-merged-new-1_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year****3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

16

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1000

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

46

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 equipment etc.

Sacred Heart College is the proud owner of a beautiful, green 26-acre campus with five buildings, forty-eight classrooms with proper ventilation and fans, ten staffrooms, 23 laboratories (Physics, Chemistry, Zoology, Computer Science), sixteen smart classrooms, thirty-one digitally enabled classrooms. Two hostels, a 2000 square feet auditorium, three seminar halls, a six-acre sports ground, a centre for excellence, an amenity centre, a canteen, library, washrooms, pay phone and parking facility covering 1000 square feet complete the picture. The institution has a policy for conception and constant upgradation of physical facilities to ensure a good teaching-learning environment. The adequacy of infrastructure is subject to regular examination

keeping in mind the needs of the students and the prerequisites of the departments. The classrooms of the respective departments possess the necessary provisions for use of LCD projectors, computers/laptops to facilitate the teaching-learning process. The college has seminar halls with LCD projectors, computers, internet connectivity and public address system. These halls are utilised for conducting seminars, workshops, conferences, guest lectures, training programs, faculty development programs etc. Every department has adequate classrooms for teaching both core and elective courses. The institutions has well-equipped laboratories as per University norms and is maintained periodically.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.1.1-DOC.docx-1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.1.1-DOC.docx-1.pdf</a>

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

The college provides ample facilities for students to participate in competitions at all levels. Outdoor and indoor facilities are available to students during and after college hours. The total area of the sports ground is 6 acres. A 400 meter 8-lane athletic track, a cycle track, a shuttle badminton court, a tennikoit court, a kho-kho court, a hand ball court, a kabaddi court, a tug of war court, an open gym, yoga hall, a dojo for karate classes are some of the facilities available among others in the college. Adequate space is available for cultural activities comprising a 2000 square feet auditorium, an open tiled area near the canteen and library, and a lawn in front of the auditorium. Appropriate and time-bound maintenance of sports infrastructure is ensured through cautious and optimal allocation of resources mobilised from the management, PTA and other sources. The services of external sports instructors are availed of when deemed necessary. This is especially so in the case of karate and cycling. The maintenance of sports facilities is supervised by the Physical Education Department in consultation with external experts and the management.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/criteria-4.1.2-.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/criteria-4.1.2-.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

27

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.1.3..pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.1.3..pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

60.5

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Sacred Heart College library is a two-storey building with a seating capacity of 100 divided between two floors. The library uses the latest technology in library science to provide the best learning environment to its users. The library was fully automated in 2009 and currently uses Koha ILMs software, Version 20.11. Bar coding technology with software is used for speeding up circulation of books. There are a total of 30 computers in the library comprising of 5 in the office and 25 in the Browsing Centre. 6000 e-journals have been subscribed through INFLIBNET and 31,35,000 e-books through N-list. The library is well-stocked with a collection of 26330 books on different subjects in the fields of sciences, economics, history, mathematics, commerce etc. The library subscribes to 75 journals and magazines of national and international repute. All prominent national dailies are also subscribed in the library. The library has reading areas in the ground floor and first floor. The library has set up a separate and dedicated internet service area for students. 25 PCs have been installed for students to access online resources. There is also provision for students to refer old question bank papers for preparing for examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://www.sacredheartcollege.ac.in/knowledgecentre/">http://www.sacredheartcollege.ac.in/knowledgecentre/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** B. Any 3 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

### 3.3

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

### 20

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution updated its IT facilities after the floods of 2018 where there was extensive damage to all computers and networks on the ground floor which housed the Computer Science department, lab, classrooms, the IQAC, Principal's office, Bursar's office, Administrative office, Browsing centre, Physics and Chemistry staff rooms, classrooms and laboratories. The college has a comprehensive IT policy to support and facilitate teaching, evaluation and administration through a secure e-supported environment. All computers in the campus are connected with LAN. Rising to the challenges of the COVID pandemic and the need to enhance digital teaching-learning experience, the college has focussed on upgrading the IT facilities. All buildings get wide and wireless computing network that allow students and staff to log on to the internet at any point of time. Currently there is a total of 148 computers, 11 WIFI routers. Internet facility is provided to all 148 workstations with 200 mbps Railnet and 40 mbps

BSNL lease line connection. The internet connection to all users is connected with individual username and password. All workstations are secured with licensed anti-virus facility additionally supported by firewall facility to block unnecessary content, monitor and track browsing activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.3.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

148

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

60.5

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The covid pandemic forced the institution to rethink, revisit and refashion the strategy for adequacy of infrastructural facilities. Since the physical classrooms, library, laboratories, auditorium, seminar halls, sports ground remained largely unutilized, immediate discussions and deliberations were conducted involving all stakeholders. The primary issue to be addressed was the extension of Wi Fi facilities to the entire campus and install high speed internet connectivity. Immediate steps were taken in this direction since virtual classrooms had supplanted physical classrooms. At the same time physical maintenance of the institution continued using the services of well-trained permanent and temporary staff. The bursar is made responsible for maintenance of the college infrastructure and estate. Annual maintenance contracts were also given for maintenance and upgradation of expensive IT equipment and networks and laboratory equipment. Technicians, electricians, gardeners are entrusted with the work of maintenance of technical, electrical gadgets, the sports ground and the garden respectively. Security staff and CCTV surveillance are given the task of safeguarding the facilities, infrastructure and equipment of the college. Greater use of renewable resources like solar-powered administrative offices and eco-friendly waste disposal have also been the priority of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

503

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

97

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-5.1.3-new-merged.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-5.1.3-new-merged.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

795

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

795

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

153

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

21

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

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

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

9

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The college does not have an elected students' union for the academic year 2021-22 due to the COVID pandemic. The students' council elected for the academic year 2019-20 continued their

duties during the year 2020-21 up to March 2020. However, students' representation is ensured through the nomination of class leaders for all UG and PG courses. These student representatives communicate all information as and when necessary, through online mediums and phone, etc. Students were actively involved in the online competitions organized in connection with the celebration of national festivals like Onam as well as offline celebrations of Kerala Piravi day, and Christmas. Representation of students in the different cells, committees, and associations, and clubs ensure that their needs and issues are addressed effectively.

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/college-union/">http://sacredheartcollege.ac.in/college-union/</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

97

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college is an active one and used to conduct an annual meeting every year. In the recent two years, the

meets were conducted via online mode due to the Covid-related restrictions. The meetings were attended by many alumni members and the college has also started a Telegram group for the Alumni members. The Alumni usually engage with the students of the college and they share their experience and journey to success. The Alumni-student interactions are made frequently.

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/alumni/">http://sacredheartcollege.ac.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Based on the staunch belief that well educated women form the foundation of a progressive society, the noble vision of the institution constitutes the core of all curricular, extra-curricular activities from the initial planning down to the level of implementation. The delivery of academic programs focusses on the continuous advancement of the personal, social, moral and economic well-being of the students. Strict adherence to the instructions of the University and the Government with respect to admission procedures ensures that students from the most backward sections are afforded the opportunity to study at the college. Consistent efforts are made to nurture and care for the students through different support systems. Instilling love for fellow beings, nature and the nation is an integral part of the unwritten syllabus of the institution. The clubs and NSS promote the vision and mission of the college. Scholarships, endowments assist in retaining the students till the end of the program. Remedial classes and career orientation programs also facilitate successful completion of courses. Webinars, conferences, workshops and invited lectures are frequently organized to supplement classroom

lectures. Online platforms are effectively utilized for the above purposes

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/about-us/vision-mission/">http://sacredheartcollege.ac.in/about-us/vision-mission/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and participative management is ingrained into the fabric of the governance of the college. All stakeholders have a voice especially in academic matters. The various departments work independently under the heads of the departments. Major policy decisions are taken by the Principal in consultation with the Manager. The Principal regularly convenes meetings of faculty and heads of the departments (both online and offline) strictly adhering to COVID protocol as and when deemed necessary. When classes became in the online mode the Principal convened a meeting of the faculty to discuss, plan and implement the way forward and face the challenges of online teaching and learning. The administrative staff were also involved in the process. Follow-up meetings were also conducted to monitor the progress of online education and to voice the concerns, issues and obstacles faced by both students and faculty. The management and faculty took immediate action to ensure that students are not left out from learning by identifying students who did not have access to smartphones and internet connectivity. Remedial measures were executed especially with respect to availability of smartphones. Online PTA meetings were also convened by the departments to address these issues and concerns.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has always believed in adapting to the rapid technological and sweeping changes happening in education even before the onset of the COVID pandemic. The realization that the traditional chalk and talk method needs to be supplemented by smarter technology to enhance the aesthetics of teaching culminated in the plan to install more smart classrooms. This being part of the perspective plan of the institution, the availability of funds was an issue which had to be addressed. The management in consultation with all stakeholders decided to request the concerned Member of Parliament to employ the MP fund for this purpose. The efforts were rewarded when sanction was accorded to utilize Rs ten lakhs to install smart classrooms in the college. A total of 16 smart classrooms are now a part of the campus, two each for the Science streams and one each for the arts and commerce streams at the UG level and one each for the PG classes in all streams. The digital boards, projectors, LED and internet facility are all in place to impart quality education when all classes become offline. Faculty of Science and Mathematics Streams use smart classrooms for their online classes also.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A decentralized and democratic organizational structure is in place ensuring effective and efficient functioning of the institutional bodies. At the uppermost layer there is a Managing Board comprising of the Patron, the Principal, the Vice Principal, Bursar and two educationists who are responsible for the formulation of broad policy matters. The staff council consisting of the Principal, Vice Principal, Bursar, Heads of the Departments, Librarian and three elected representatives assist the Principal in the day-to-day activities of the institution. Monitoring of quality initiatives is performed by the Principal with the assistance of the IQAC. The authority to make appointments is vested in the Manager of the college. Administrative authority belongs to the Principal who serves as

the link between the management and the staff. The administrative staff play a pivotal role in the timely and proper execution of plans and policies. The Vice Principal performs all the duties of the Principal in her absence. The Bursar is the head of finances, the estate the construction and development activities of the college. Heads of the Departments implement the decisions at the departmental level with the cooperation of the faculty. Curricular and extra-curricular activities are coordinated by the faculty members and the designated committees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

A friendly and cordial relationship between the management and the staff is part of the tradition of the college. The institution is like a family and is a space for sharing of joys and sorrows. The Principal maintains a warm relationship with the staff and is sensitive to their issues and problems. • Since the institution is an aided one, salaries of staff are paid in accordance with the

norms prescribed by the UGC and the State Government • Additional support is provided by the management during times of crisis • Advance salary facility provided to staff in need • A fund called 'Santhwanam fund' to meet medical emergencies of staff and students • Canteen facilities • On campus counselling facility • On campus hostel facility for female staff • Reservation of seats for children and wards of staff under management quota • Staff are felicitated on their achievements or commendable performance inside and outside the campus, both online and offline • Fee concession given to children of ministerial staff who are students of the college • Free use of college infrastructure for research/extension activity • Festival celebrations, retirement felicitations and get-togethers organized strictly observing COVID protocol • Constant encouragement to faculty to take up research and guideships and attend FDPs

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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)	No File Uploaded

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

26

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Self-appraisal and student evaluation is used for performance appraisal. The system works at two levels, namely research activities, teaching experience and qualification. Feedback collected from students is given equal weightage in assessment of

performance. The performance appraisal report is scrutinized by the Principal and communicated to the staff. Shortcomings, if any, are conveyed to the respective staff by the Principal. The completion of refresher and orientation courses, the need to speed up the process of promotion, the need to do research and apply for guide ships and the necessity for more involvement in paper presentations and publications is emphasized upon constantly by the Principal and management. Some faculty also collect informal feedback about their performance from students. The performance of the aided faculty is based on PBAS as stipulated by the UGC. Staff is congratulated and incentives are provided in acknowledgement of their achievements with respect to awards/prizes, publications and presentations. Faculty and non-teaching staff are commended on the successful conduct of various programs in the college. Assistant Professors on contract are given salary increments on the basis of their performances. Guidance is also given by the management to overcome any drawbacks.

File Description	Documents
Paste link for additional information	Nil
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 Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- A clear-cut strategy is followed for resource mobilization and utilization. Financial management is done in an efficient and effective manner
- A system of budgeting is in place for ensuring optimal utilization of available resources
- The finance and accounts operations of the college are subject to regular audit by auditors deputed by the Director of Collegiate Education, the Accountant General, the Chartered Accountants appointed by the Governing body and an Internal Audit body for self-financing courses authorized by the Manager
- Request for funds is forwarded to the concerned agency after discussion in the college council. Fund utilization is monitored by the concerned committees
- For programs funded by the UGC, DBT the utilization statements along with all details are certified by chartered accountants and further verified by college level committees
- Due importance is given to proper maintenance of finance accounts and errors are minimized. Necessary changes are made, as and when necessary,

adhering to the suggestions of various auditing agencies • No major audit objections were raised this year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

43.75

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The governing body is responsible for the functioning of the institution. An annual budget is formulated by the Principal in consultation with the Bursar, Administrative assistant, heads of the departments and is presented to the governing body for approval. The final decision on allocation of available resources is made by the Managing Board in consultation with the College Council and the IQAC. Since the college is an aided private institution, a major source of funding is the UGC and the State Government. Salary of permanent staff is paid by the Government of Kerala. Development projects are funded by UGC under various schemes like UGC grant, DBT Star funding etc. Special fee, tuition fee etc constitute another source of funding. A few self-financed UG and PG courses are an additional source. The PTA, benefactors, staff and management make their contribution to compensate the deficit. Faculty contributes towards college development fund and free ships and financial support to deserving students. Funds are also provided by well-wishers, NGOs, MLA fund, MP fund etc. The

management ensures financial support for augmentation of infrastructural facilities and for starting new programs. The funds are effectively utilized for the purpose it was granted and accounts properly audited and filed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC constituted in 2004 as per NAAC guidelines sets quality benchmarks, facilitates policy design to achieve them and monitor quality assurance measures. The IQAC comprises of representatives of all stakeholders and constantly strives to improve the efficiency and effectiveness of institutional resources. Student Induction Program Realizing that the goal of higher education is to nurture human beings responsible for their betterment and capable of sustaining society and nature besides enabling them to procure a position to earn their livelihood. Student Induction Programs are organized every year with the following objectives: • Help new students to adjust and feel comfortable in the new environment • Inculcate in students the ethos and culture of the institution • Help them in building bonds with other students and faculty members • Expose them to a sense of larger purpose and self-exploration After the onset of the COVID pandemic, online SIPs were organized for the students. Use of digital technology The COVID pandemic has resulted in a paradigm shift in higher education from classroom lectures to technology-based curriculum delivery. The institution rose to the challenge and has effectively employed alternative modes of teaching and learning. Modern day e-learning tools were quickly adopted and teachers adapted rapidly. FDPs in digital learning like MOODLE was organized by the IQAC and teachers were actively encouraged to participate in webinars/training programs to improve their technological proficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has in place a mechanism to review the teaching learning process. The IQAC has formulated different strategies for the progress of the college. For this purpose, the IQAC works closely with the college council. Data compilation for AQAR, SSR and NIRF has resulted in academic improvements. Internal evaluation, feedback system, discussions with parents, well-wishers and alumni complement the whole process. Council meetings, staff meetings, IQAC meetings, PTWA meetings, management committee meetings are forums for discussion and evaluation. Once a decision is made, it is communicated to the staff through the heads of the departments. It is communicated to the students by the head of the departments and the Principal through open assemblies. This helps in understanding the strengths and weaknesses of the institution and act upon it. Regular assessment methods like class tests, internal exams, seminars, assignments, projects, internal model viva, classroom participation are utilized effectively to ensure that students attain the prescribed outcomes. The IQAC encourages and guides faculty to introduce innovations in learning. Being an affiliated college imparting the curriculum in an innovative way is the only way to ensure that the students attain the prescribed outcomes, Choice is ensured for selection of open course in the fifth semester and electives are chosen according to batch preference.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for**

**B. Any 3 of the above**

**improvements Collaborative quality initiatives with other institution(s)**  
**Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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 institution being exclusively for women, has gender awareness, empowerment and equity inextricably intertwined in its vision and mission. Constant efforts are made especially in classroom spaces to inculcate the concern for gender equality. Teachers of the college play a strategic role and act as agents of change especially through what and how they teach. Efforts to break stereotyped generalizations and gender constructs among students is the norm at Sacred Heart College. All policies of the college are framed keeping in mind the fact that women are equal and responsible partners in socio-economic development. Gender awareness programs are spearheaded by the Women's cell and the NSS in association with the IQAC. The individual departments also organize events towards this end. International Women's Day, National Women's Equality Day were celebrated by the Women's cell by organizing webinars on 'Security of Women in Cyberspace' and International Day of Women and Girls in Science etc. The NSS unit organized invited talk on 'Protection of Women from Domestic Violence' Act. Safety and security is ensured through deployment of security staff and CCTV cameras installed in and around the campus. The services of a professional in-house counsellor is available to students and staff. Common rooms like the amenity center and state-of-the-art washrooms are also available.

File Description	Documents
Annual gender sensitization action plan	<a href="http://sacredheartcollege.ac.in/womens-cell/">http://sacredheartcollege.ac.in/womens-cell/</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://sacredheartcollege.ac.in/facilities/">http://sacredheartcollege.ac.in/facilities/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**The College has facilities to contain solid and liquid waste safely within its own premises. Chemicals from the laboratories are also treated safely.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<b>No File Uploaded</b>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

## Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

#### 7.1.6.1 - The institutional environment and energy initiatives 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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
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 socioeconomic and other diversities (within 200 words).**

**A climate of inclusion and belonging for both faculty and students is ensured at the institution. Both students within the district and from all other districts are given admission. Students from the minority and majority communities, from all socio-economic backgrounds and interior rural areas are given the opportunity to**

pursue their education at the college. Strict adherence to the single window system mandated by the University in all admission matters ensures inclusivity. Moreover, the teaching-learning process imbibes the spirit of total inclusiveness. Strategies adopted are as follows: ? Establish and create a climate fostering a sense of belongingness ? Teacher - student rapport built by learning students' names and getting to know them better through mentoring, online and phone chats etc. ? Treating each student as an individual ? Conveying the same level of confidence in the abilities of all students. ? Giving students guidelines for class components, so they know what learning they are accountable for, including the manner of grading. ? Address challenging classroom behaviours and attitudes. ? Value education classes that emphasise on all religious and ethical values. ? Morning prayers and assembly encompassing all religions. ? Emphasis on humanitarian values. ? A uniform code of conduct for all students. ? Uniforms for all students reinforcing the non-discriminatory treatment of students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

A number of events and programs were organized to mould students and faculty to become responsible citizens at the college. Orientation talks on constitutional values were conducted under the auspices of the NSS, Women's Cell and the Departments on various occasions. Oath-taking and flag-hoisting ceremonies are organized on all days of national importance. Realising that values are essential for positive human behaviour, the college places great emphasis on secularism, democracy and fosters an environment in which students and staff take pride in their cultural heritage. The concern of the college about the degeneration of values and proper conduct, the impact of online classes on students, dysfunctional families, financial problems, increased crime and violence, wide-ranging effect of social media etc especially in the context of the COVID pandemic has led to concretisation of goals in the following ways : ? Bringing in a proactive social conscience by encouraging philanthropic

activities especially through NSS and CSS ? Inculcation of the awareness regarding the interdependence between family, society, nation and the world through webinars, invited talks, celebration of national and local festivals, videos, films etc. ? Formation of 'Sannadha Sena' under the auspices of the NSS to provide assistance during crisis situations like natural calamities and pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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**

**4. Annual awareness programmes on Code of Conduct are organized**

**E. None of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs 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**

**Celebration of World Environment Day on June 5 by planting tree**

saplings with the goal of creating a diversity park. Tree saplings were also distributed to teaching and non-teaching staff ? Due to the COVID pandemic, International Yoga Day was observed by practising yoga in the homes. ? Oath-taking ceremony and online talk was conducted in connection with International Anti -Drugs Day/ ? World Youth Skill Day was observed as a part of which students posted videos demonstrating their skills in creating products from waste materials. ? Independence Day commemorated by hoisting the national flag and a message delivered by the Principal. ? Teacher's Day was celebrated by conveying wishes to all faculty. ? Online speech competition was organised in connection with Gandhi Jayanthi. ? Kerala Piravi was celebrated by conducting an online leaf collection competition with the objective of making students familiar with the plants in the locality. Prizes were distributed to students who collected maximum number of leaves. ? World Soil Day was observed in association with Kerala Agronomy Research Centre. ? Onam the National Festival and Christmas was celebrated with gusto and enthusiasm. ? In addition the library and departments observe Reading Day, National Integration Day, Ozone Day, Hiroshima and Nagasaki Day, Mathematics Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1 - Inclusive online teaching-learning

#### Objective

Adoption of strategies that aid in advancing equity, diversity, inclusion and belongingness in their distinct learning contexts during the COVID pandemic.

#### The Context

The online learning challenges of students varied in terms of type and extent. Students faced many obstacles in a home learning environment, such as availability of smart phones, high internet cost and limited interaction/socialization between and among students. Some other challenges faced were anxiety, depression, poor internet service and unfavorable home learning environment. These problems were aggravated in the case of marginalized students from remote areas. The challenge before the institution was to make online learning more accessible and inclusive.

## Best Practice 2

### Title of the Practice

Green Campus Clean Campus

### Objective

Sacred Heart College has always strictly adhered to promoting and nurturing a green and clean campus. The institution is committed to managing its campus in accordance with fulfilling its responsibilities in creating a sustainable environment. Adopting environment friendly practices and education has offered the college an opportunity to take the lead in inculcating an environmental culture both among the students and the staff.

### The Context

Reducing carbon footprint and in the process improving human footprint poses huge challenges and requires unprecedented efforts to reduce the adverse effects on the environment. This is especially in view of the fact that the institution was severely affected by the 2018 floods. Our interaction with the ecosystem and with each other becomes of paramount importance.

File Description	Documents
Best practices in the Institutional website	<a href="http://sacredheartcollege.ac.in/best-practices/">http://sacredheartcollege.ac.in/best-practices/</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Tremendous thrust and priority has been given by the college to its vision and mission of moulding competent young women armed with academic excellence, ethical principles, social sensitivity and spiritual sublimity equipped for innovative leadership. At Sacred Heart College, we believe that college life is not only about academics, games, friends and fun. It is also about fashioning students to learn to interact with other people and society and mould them into societally, environmentally responsible and gender sensitive citizens. Opportunities are provided to students to contribute to make the society in which they live in become a better place. Inculcation of social and moral values is an integral part of the unwritten syllabus of the institution. Visits to old age homes, gender awareness programmes, celebration of environment day, field visits, cleaning of railway station premises as part of Gandhi Jayanthi celebrations, celebration of National Integration Day, World Aids Day, collection and distribution of groceries to needy people during the COVID pandemic, energy conservation survey, cleaning of water bodies are some of the programs which were organised towards this end. The college. During the COVID pandemic, the NSS volunteers became COVID warriors when they cleaned the taluk headquarters hospital.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sacred Heart College is an affiliate of the University of Calicut and follows the mandated syllabus. The onset of the corona pandemic in 2020 caused the institution to rethink and refashion its entire curriculum delivery process just like all educational institutions across the globe. The sudden shift from face- to- face classes to online learning posed huge challenges in the process of teaching and learning. The college has sincerely attempted to focus on utilizing online learning tools and platforms for effective student engagement.

- Staff meeting was convened by the Principal to assess the situation in terms of accessibility and affordability for students
- Experimenting with online platforms like Google meet, Google classroom etc for both instruction purposes and to make study material available to all students
- Syllabus shared with students through Google classroom and creation of whatsapp groups for rapid dissemination of information
- Addressing issues relating to accessing technology including smartphones and reliable high-speed internet
- Uploading of video classes in the college You tube channel
- Making extra efforts to provide quality online classes
- Student Induction program was organized online
- Scanned copies of assignments and online student seminars were conducted

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-1.1.1_compressed-compressed-compressed.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-1.1.1_compressed-compressed-compressed.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

**Adherence to the academic schedule mandated by the University for teaching, examinations, semester breaks, and vacations**

- Preparation of a calendar of academic activities and events at the commencement of the academic year by the institution
- The student Induction Program was organized for the freshers in an online mode to give more comprehensive information and orientation about the college
- Online meetings were convened and follow-up measures were implemented by the Principal with the staff on a regular basis to ensure that activities were according to schedule
- Online examinations and seminar presentations, submission of assignments were conducted as per the timeline suggested by the University and the college calendar
- The timetable is prepared and timely conduct of internal exams is ensured by the Internal Examination Committee
- Special classes were engaged by faculty to complete the syllabus in case of any loss of working days due to the COVID pandemic

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://sacredheartcollege.ac.in/internal/">http://sacredheartcollege.ac.in/internal/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic**

**A. All of the above**

bodies during the year. Academic council/BoS of Affiliating University  
 Setting of question papers for UG/PG programs  
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

409

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- Invited talks were arranged in the online mode on diverse topics like human values, gender sensitization etc
- Informal sessions were handled by the faculty to instill values
- Many lectures and workshops were conducted as part of the online NSS camp
- Programs to inculcate social sensitivity among students, especially in the challenging pandemic environment were also organized
- The online student induction program organized included sessions focusing on such values
- Gender empowerment lectures were organized under the auspices of the Womens' Cell

- Online entrepreneurship awareness program was organized for all students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

15

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

409

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
Students Teachers Employers Alumni

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="http://sacredheartcollege.ac.in/students/feedback/">http://sacredheartcollege.ac.in/students/feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://sacredheartcollege.ac.in/students/feedback/">http://sacredheartcollege.ac.in/students/feedback/</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

383

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

197

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

The challenges of online learning and absence of physical classrooms posed serious challenges to assess the learning levels of students. Concerted efforts were, however made towards this end. • Assessment of freshers was done using the score in the qualifying examination, participation in online classroom activities and performance in the first online internal examinations. • Close observation of learning styles by teachers. • Extreme care is exercised not to label any student as belonging to any category of learners Strategy for slow learners • Compensatory teaching • Remedial teaching • Incorporation of audio and visual materials • Providing peer tutors • Encouraging oral instead of written reports • Providing study aids while conducting tests • Teach learning skills • Frequently varying instructional techniques in the classroom • Special counselling facility for improving study • Mentoring by faculty mentors (Online) • Restoration and development of self confidence • Individual attention through whatsapp, phone calls and video calls • Drilling and repetition to make concepts more clear • Continuous monitoring of performance of slow learners • Using encouraging strategies to

tap special talents of such students Strategy for advanced learners • Engagement in peer teaching • Tutoring of slow learners • Additional references and study material • More challenging assignments/seminars • Participation in workshops/training programs/webinars • Online courses • Scholarships

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.2.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.2.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1049	67

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Efforts were made by the institution to incorporate student-centric methods in online learning as follows: • Multiple opportunities for interaction in the online mode provided • Opportunities for active learning by ensuring that content reaches students intellectually and emotionally( by uploading content prior to the class and instructing students to read it beforehand) • Participative learning through integration of debates and discussions in online classrooms • Student-student interaction using JIGSAW method by breaking a topic into several parts and students divided into small groups for seminar presentations • Personalization of learners' experience by packaging the same content into multiple formats like videos, graphs, charts, quizzes etc • Group project • Study groups • Engaging learners by using a mix of delivery methods - video, text, audio and presentation • Bringing in guest instructors/speakers • Student-teacher interaction fostered by holding open or by-appointment office hours through online

platforms, phone or text messages • Regular uploading and updation of course content • Encouraging accountability on the part of students by reaching out personally to students who do not log in for a certain number of days and do not complete assignments on time • Remind students how their knowledge and skills will help them make a difference in the world, even in small ways

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.3.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.3.1.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT tools were used by faculty even before the pandemic but like all educational institutions across the world, Sacred Heart College has adapted to the new ways of online learning. • Teachers have tried to optimize the potential of the existing and new educational platforms • A proactive approach has been adopted to utilize technology to reach every student • 100 % usage of ICT tools in the post-COVID scenario • Online tools like Google Meet, Google Classroom, Teachmint have been extensively used • Mobile applications like whatsapp, text messages, e-mails and phone have been utilized to reach each student and their parents • Online lectures, uploading of content in Google classrooms, sharing of information on digital apps, uploading of video lectures on the college You tube channel especially for students with limited have become the norm • Faculty encouraged to attend training programs and workshops to improve digital competence • Posting of course materials and creation of multimedia course material • Interactive learning sessions through digital spaces • Youtube links, e-books, educational podcasts and videos are used to supplement and enhance the quality of lecture delivery • ICT tools like OBS, Handbrake etc are used by faculty of Computer Science • Teachers use ICT for routine administrative tasks

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

67

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

18

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

383

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

• Strict adherence to the system mandated by the University of Calicut for the conduct of both continuous internal evaluation and end- semester examinations is the norm at Sacred Heart College. • Improvement of the quality in the process of reforms in the continuous evaluation examination has been a constant endeavour at Sacred Heart College especially in administration and evaluation. • The college has a full-fledged examination office headed by the Chief Superintendent of Examinations. • The pattern and importance of internal assessment are explained to the students in the Student Induction Programme and also in the classrooms by the class teachers at the beginning of the programme. • Tentative dates of test papers are planned well in advance by the IQAC in consultation with Examination Committee and Staff Council. • Centralisation of conduct of test papers is adopted in order to instil seriousness of exams among students. • The timetable is prepared by the Internal

Examination Cell in consultation with the IQAC and College Council. • Time limits are set for the faculty to value answer scripts and the marks are recorded and submitted to the Principal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.5.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.5.1.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college being a constituent of the University of Calicut adheres to the guidelines set by the University in the conduct of internal and external examinations. A well-defined system is in place for dealing with internal/external grievances. • Internal examinations are conducted strictly as per University norms and communicated to the students well in advance • Strict adherence to timelines suggested in the academic calendar • Corrected answer scripts are distributed or mailed to students for verification • Grievances, if any, on the part of students is communicated to the course teacher (at the class level) • In the event of any dissatisfaction expressed by the student it is referred to the class teacher or the Head of the Department (at the departmental level) • At the college level, the Grievance Redressal Cell operates to address any complaints by students • A suggestion box is made available to students in the offline mode to submit their grievances confidentially • The services of a professional counsellor is also for this purpose • During the pandemic these grievances are dealt with through phone conversations, text messages or digital devices • University level grievances are handled by forwarding them through the external examination cell • The mentor-mentee system supplements the whole process

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.5.2.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.5.2.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

• The broad framework of the prescribed syllabus outlines the course outcomes • Teaching plans and teaching methodology designed by faculty by incorporating these course outcomes and student input • Syllabus communicated to the students at the beginning of each semester • Faculty serving as members of Board of Studies communicate any modification in syllabus and course outcomes, as and when necessary • Internal and external assessment pattern, references, project work details and mode of evaluation are provided in the syllabus • Academic flexibility, though desirable, cannot be achieved mainly due to the vast syllabus and the time constraint as well as the COVID pandemic • Attempts are made by faculty to achieve course and program outcomes through other methods like online tests, seminar presentations, quizzes, debates, invited lectures, webinars related to course content etc • The syllabus with course and program outcomes is uploaded in Google classrooms and on mobile apps like whatsapp • Differential instructional methods like videos, text, audio and online presentations are utilized to achieve course outcomes • Google forms are used to administer quizzes related to course content • Study material related to course content is also uploaded on digital platforms

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.1.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

• Online tests, question answer sessions, quizzes, assignments were conducted to evaluate course outcomes in addition to the criteria as mandated by the University • Pre-examination revisions in the online mode is conducted to improve student performance • Online PTA meetings are organized to identify the

obstacles faced by students in realizing the course and program outcomes especially in the context of online classes (availability of smartphones, internet connectivity, financial issues, domestic work, care of aged, children) • Faculty and management sincerely try to address these issues as and when deemed necessary • Constant motivation by the Head of the institution and the faculty to upgrade their performance • Motivational talks and alumni interactions are organized to deal with any issues related to realization of program outcomes • Students' progression to higher education is also used as a criteria for measuring program outcomes • Webinars, workshops, project work, inter-departmental and inter-disciplinary activities are organized keeping in mind the realization of course and program outcomes

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.2-Attainment-of-Programme-outcomes-and-course-outcomes-are-evaluated-by-the-institution.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.2-Attainment-of-Programme-outcomes-and-course-outcomes-are-evaluated-by-the-institution.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

293

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.3.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-2.6.3.pdf</a>

### 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)

<http://sacredheartcollege.ac.in/students/feedback/>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

#### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

##### 3.1.2.1 - Number of teachers recognized as research guides

4

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

##### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institution has undergone tremendous troubles in recent years starting from the flood of 2018. The college was completely damaged in the flood which cost around 5 crore damages to the building and infrastructure. Once the college saw the complete revamping after the flood, the Covid pandemic inflicted all across. The college has strived its best to transform itself to cope with such situations. Several programs and methods were introduced in recent years as part of innovative approaches for the creation and transfer of knowledge to the students. The major initiatives were :

1. Use of every possible online means to bring students actively to academics. Online webinars, competitions, and co-curricular activities were organized.
2. Organisation of entrepreneurship skill development programmes.
3. Extensive use of Youtube and related streaming platforms to bring the talents of the students to the forefront. Documentary videos are the best examples.
4. Students are motivated to mobilize their skillsets to initiate enterprises by themselves. Several students have started online businesses along with their studies.
5. Soft skills developments were given thrust and students are encouraged to attend the on-campus and off-campus placement programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

22

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

30

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A number of activities are conducted in recent years to sensitize the students to social issues. There were limitations to conducting extension activities due to Covid restrictions. However, the college has managed to create awareness among the students about the need to educate and empower society during periods of challenges.

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-3.4.1-merged-new-1_compressed.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-3.4.1-merged-new-1_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

16

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1000

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

46

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 equipment etc.

Sacred Heart College is the proud owner of a beautiful, green 26-acre campus with five buildings, forty-eight classrooms with proper ventilation and fans, ten staffrooms, 23 laboratories (Physics, Chemistry, Zoology, Computer Science), sixteen smart classrooms, thirty-one digitally enabled classrooms. Two hostels, a 2000 square feet auditorium, three seminar halls, a six-acre sports ground, a centre for excellence, an amenity centre, a canteen, library, washrooms, pay phone and parking facility covering 1000 square feet complete the picture. The institution has a policy for conception and constant upgradation of physical facilities to ensure a good teaching-learning environment. The adequacy of infrastructure is subject to regular examination keeping in mind the needs of the students and the prerequisites of the departments. The classrooms of the respective departments possess the necessary provisions for use of LCD projectors, computers/laptops to facilitate the teaching-learning process. The college has seminar halls with LCD projectors, computers, internet connectivity and public address system. These halls are utilised for conducting seminars, workshops, conferences, guest lectures, training programs, faculty development programs etc. Every department has adequate classrooms for teaching both core and elective courses. The institutions has well-equipped laboratories as per University norms and is maintained periodically.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.1.1-DOC.docx-1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.1.1-DOC.docx-1.pdf</a>

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

The college provides ample facilities for students to participate in competitions at all levels. Outdoor and indoor

facilities are available to students during and after college hours. The total area of the sports ground is 6 acres. A 400 meter 8-lane athletic track, a cycle track, a shuttle badminton court, a tennikoit court, a kho-kho court, a hand ball court, a kabaddi court, a tug of war court, an open gym, yoga hall, a dojo for karate classes are some of the facilities available among others in the college. Adequate space is available for cultural activities comprising a 2000 square feet auditorium, an open tiled area near the canteen and library, and a lawn in front of the auditorium. Appropriate and time-bound maintenance of sports infrastructure is ensured through cautious and optimal allocation of resources mobilised from the management, PTA and other sources. The services of external sports instructors are availed of when deemed necessary. This is especially so in the case of karate and cycling. The maintenance of sports facilities is supervised by the Physical Education Department in consultation with external experts and the management.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/criteria-4.1.2-.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/criteria-4.1.2-.pdf</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

27

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.1.3..pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.1.3..pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****60.5**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Sacred Heart College library is a two-storey building with a seating capacity of 100 divided between two floors. The library uses the latest technology in library science to provide the best learning environment to its users. The library was fully automated in 2009 and currently uses Koha ILMS software, Version 20.11. Bar coding technology with software is used for speeding up circulation of books. There are a total of 30 computers in the library comprising of 5 in the office and 25 in the Browsing Centre. 6000 e-journals have been subscribed through INFLIBNET and 31,35,000 e-books through N-list. The library is well-stocked with a collection of 26330 books on different subjects in the fields of sciences, economics, history, mathematics, commerce etc. The library subscribes to 75 journals and magazines of national and international repute. All prominent national dailies are also subscribed in the library. The library has reading areas in the ground floor and first floor. The library has set up a separate and dedicated internet service area for students. 25 PCs have been installed for students to access online resources. There is also provision for students to refer old question bank papers for preparing for examinations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://www.sacredheartcollege.ac.in/knowledgecentre/">http://www.sacredheartcollege.ac.in/knowledgecentre/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**3.3**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**20**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution updated its IT facilities after the floods of 2018 where there was extensive damage to all computers and networks on the ground floor which housed the Computer Science department, lab, classrooms, the IQAC, Principal's office, Bursar's office, Administrative office, Browsing centre, Physics and Chemistry staff rooms, classrooms and laboratories. The college has a comprehensive IT policy to support and facilitate teaching, evaluation and administration through a secure e-supported environment. All computers in the campus are connected with LAN. Rising to the challenges of the COVID pandemic and the need to enhance digital teaching-learning experience, the college has focussed on upgrading the IT facilities. All buildings get wide and wireless computing network that allow students and staff to log on to the internet at any point of time. Currently there is a total of 148 computers, 11 WIFI routers. Internet facility is provided to all 148 workstations with 200 mbps Railnet and 40 mbps BSNL lease line connection. The internet connection to all users is connected with individual username and password. All workstations are secured with licensed anti-virus facility additionally supported by firewall facility to block unnecessary content, monitor and track browsing activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.3.1.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-4.3.1.pdf</a>

#### 4.3.2 - Number of Computers

148

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution****A. ? 50MBPS**

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****60.5**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The covid pandemic forced the institution to rethink, revisit and refashion the strategy for adequacy of infrastructural facilities. Since the physical classrooms, library, laboratories, auditorium, seminar halls, sports ground remained largely unutilized, immediate discussions and deliberations were conducted involving all stakeholders. The primary issue to

be addressed was the extension of Wi Fi facilities to the entire campus and install high speed internet connectivity. Immediate steps were taken in this direction since virtual classrooms had supplanted physical classrooms. At the same time physical maintenance of the institution continued using the services of well-trained permanent and temporary staff. The bursar is made responsible for maintenance of the college infrastructure and estate. Annual maintenance contracts were also given for maintenance and upgradation of expensive IT equipment and networks and laboratory equipment. Technicians, electricians, gardeners are entrusted with the work of maintenance of technical, electrical gadgets, the sports ground and the garden respectively. Security staff and CCTV surveillance are given the task of safeguarding the facilities, infrastructure and equipment of the college. Greater use of renewable resources like solar-powered administrative offices and eco-friendly waste disposal have also been the priority of the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

503

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

97

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-5.1.3-new-merged.pdf">http://sacredheartcollege.ac.in/wp-content/uploads/2022/05/Criteria-5.1.3-new-merged.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### **5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**795**

##### **5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**795**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

153

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

21

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

9

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The college does not have an elected students' union for the academic year 2021-22 due to the COVID pandemic. The students'

council elected for the academic year 2019-20 continued their duties during the year 2020-21 up to March 2020. However, students' representation is ensured through the nomination of class leaders for all UG and PG courses. These student representatives communicate all information as and when necessary, through online mediums and phone, etc. Students were actively involved in the online competitions organized in connection with the celebration of national festivals like Onam as well as offline celebrations of Kerala Piravi day, and Christmas. Representation of students in the different cells, committees, and associations, and clubs ensure that their needs and issues are addressed effectively.

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/college-union/">http://sacredheartcollege.ac.in/college-union/</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

97

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college is an active one and used to conduct an annual meeting every year. In the recent two years, the meets were conducted via online mode due to the Covid-related restrictions. The meetings were attended by many alumni members and the college has also started a Telegram group for the Alumni members. The Alumni usually engage with the students of the college and they share their experience and journey to success. The Alumni-student interactions are made frequently.

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/alumni/">http://sacredheartcollege.ac.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** **E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Based on the staunch belief that well educated women form the foundation of a progressive society, the noble vision of the institution constitutes the core of all curricular, extra-curricular activities from the initial planning down to the level of implementation. The delivery of academic programs focusses on the continuous advancement of the personal, social, moral and economic well-being of the students. Strict adherence to the instructions of the University and the Government with respect to admission procedures ensures that students from the most backward sections are afforded the opportunity to study at the college. Consistent efforts are made to nurture and care for the students through different support systems. Instilling love for fellow beings, nature and the nation is an integral part of the unwritten syllabus of the institution. The clubs and NSS promote the vision and mission of the college.

Scholarships, endowments assist in retaining the students till the end of the program. Remedial classes and career orientation programs also facilitate successful completion of courses. Webinars, conferences, workshops and invited lectures are frequently organized to supplement classroom lectures. Online platforms are effectively utilized for the above purposes

File Description	Documents
Paste link for additional information	<a href="http://sacredheartcollege.ac.in/about-us/vision-mission/">http://sacredheartcollege.ac.in/about-us/vision-mission/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and participative management is ingrained into the fabric of the governance of the college. All stakeholders have a voice especially in academic matters. The various departments work independently under the heads of the departments. Major policy decisions are taken by the Principal in consultation with the Manager. The Principal regularly convenes meetings of faculty and heads of the departments (both online and offline) strictly adhering to COVID protocol as and when deemed necessary. When classes became in the online mode the Principal convened a meeting of the faculty to discuss, plan and implement the way forward and face the challenges of online teaching and learning. The administrative staff were also involved in the process. Follow-up meetings were also conducted to monitor the progress of online education and to voice the concerns, issues and obstacles faced by both students and faculty. The management and faculty took immediate action to ensure that students are not left out from learning by identifying students who did not have access to smartphones and internet connectivity. Remedial measures were executed especially with respect to availability of smartphones. Online PTA meetings were also convened by the departments to address these issues and concerns.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has always believed in adapting to the rapid technological and sweeping changes happening in education even before the onset of the COVID pandemic. The realization that the traditional chalk and talk method needs to be supplemented by smarter technology to enhance the aesthetics of teaching culminated in the plan to install more smart classrooms. This being part of the perspective plan of the institution, the availability of funds was an issue which had to be addressed. The management in consultation with all stakeholders decided to request the concerned Member of Parliament to employ the MP fund for this purpose. The efforts were rewarded when sanction was accorded to utilize Rs ten lakhs to install smart classrooms in the college. A total of 16 smart classrooms are now a part of the campus, two each for the Science streams and one each for the arts and commerce streams at the UG level and one each for the PG classes in all streams. The digital boards, projectors, LED and internet facility are all in place to impart quality education when all classes become offline. Faculty of Science and Mathematics Streams use smart classrooms for their online classes also.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

A decentralized and democratic organizational structure is in place ensuring effective and efficient functioning of the

institutional bodies. At the uppermost layer there is a Managing Board comprising of the Patron, the Principal, the Vice Principal, Bursar and two educationists who are responsible for the formulation of broad policy matters. The staff council consisting of the Principal, Vice Principal, Bursar, Heads of the Departments, Librarian and three elected representatives assist the Principal in the day-to-day activities of the institution. Monitoring of quality initiatives is performed by the Principal with the assistance of the IQAC. The authority to make appointments is vested in the Manager of the college. Administrative authority belongs to the Principal who serves as the link between the management and the staff. The administrative staff play a pivotal role in the timely and proper execution of plans and policies. The Vice Principal performs all the duties of the Principal in her absence. The Bursar is the head of finances, the estate the construction and development activities of the college. Heads of the Departments implement the decisions at the departmental level with the cooperation of the faculty. Curricular and extra-curricular activities are coordinated by the faculty members and the designated committees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

#### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

A friendly and cordial relationship between the management and the staff is part of the tradition of the college. The institution is like a family and is a space for sharing of joys and sorrows. The Principal maintains a warm relationship with the staff and is sensitive to their issues and problems. • Since the institution is an aided one, salaries of staff are paid in accordance with the norms prescribed by the UGC and the State Government • Additional support is provided by the management during times of crisis • Advance salary facility provided to staff in need • A fund called 'Santhwanam fund' to meet medical emergencies of staff and students • Canteen facilities • On campus counselling facility • On campus hostel facility for female staff • Reservation of seats for children and wards of staff under management quota • Staff are felicitated on their achievements or commendable performance inside and outside the campus, both online and offline • Fee concession given to children of ministerial staff who are students of the college • Free use of college infrastructure for research/extension activity • Festival celebrations, retirement felicitations and get-togethers organized strictly observing COVID protocol • Constant encouragement to faculty to take up research and guideships and attend FDPs

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year****6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

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)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

26

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Self-appraisal and student evaluation is used for performance appraisal. The system works at two levels, namely research activities, teaching experience and qualification. Feedback collected from students is given equal weightage in assessment of performance. The performance appraisal report is scrutinized by the Principal and communicated to the staff. Shortcomings, if any, are conveyed to the respective staff by the Principal. The completion of refresher and orientation courses, the need to speed up the process of promotion, the need to do research and apply for guide ships and the necessity for more involvement in paper presentations and publications is emphasized upon constantly by the Principal and management. Some faculty also collect informal feedback about their performance from students. The performance of the aided faculty is based on PBAS as stipulated by the UGC. Staff is congratulated and incentives are provided in acknowledgement of their achievements with respect to awards/prizes, publications and presentations. Faculty and non-teaching staff are commended on the successful conduct of various programs in the college. Assistant Professors on contract are given salary increments on the basis of their performances. Guidance is also given by the management to overcome any drawbacks.

File Description	Documents
Paste link for additional information	Nil
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 Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

• A clear-cut strategy is followed for resource mobilization and utilization. Financial management is done in an efficient and effective manner • A system of budgeting is in place for ensuring optimal utilization of available resources • The finance and accounts operations of the college are subject to regular audit by auditors deputed by the Director of Collegiate Education, the Accountant General, the Chartered Accountants appointed by the Governing body and an Internal Audit body for self-financing courses authorized by the Manager • Request for funds is forwarded to the concerned agency after discussion in the college council. Fund utilization is monitored by the concerned committees • For programs funded by the UGC, DBT the utilization statements along with all details are certified by chartered accountants and further verified by college level committees • Due importance is given to proper maintenance of finance accounts and errors are minimized. Necessary changes are made, as and when necessary, adhering to the suggestions of various auditing agencies • No major audit objections were raised this year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

43.75

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The governing body is responsible for the functioning of the institution. An annual budget is formulated by the Principal in consultation with the Bursar, Administrative assistant, heads of the departments and is presented to the governing body for approval. The final decision on allocation of available resources is made by the Managing Board in consultation with the College Council and the IQAC. Since the college is an aided private institution, a major source of funding is the UGC and the State Government. Salary of permanent staff is paid by the Government of Kerala. Development projects are funded by UGC under various schemes like UGC grant, DBT Star funding etc. Special fee, tuition fee etc constitute another source of funding. A few self-financed UG and PG courses are an additional source. The PTA, benefactors, staff and management make their contribution to compensate the deficit. Faculty contributes towards college development fund and free ships and financial support to deserving students. Funds are also provided by well-wishers, NGOs, MLA fund, MP fund etc. The management ensures financial support for augmentation of infrastructural facilities and for starting new programs. The funds are effectively utilized for the purpose it was granted and accounts properly audited and filed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for

institutionalizing the quality assurance strategies and processes

The IQAC constituted in 2004 as per NAAC guidelines sets quality benchmarks, facilitates policy design to achieve them and monitor quality assurance measures. The IQAC comprises of representatives of all stakeholders and constantly strives to improve the efficiency and effectiveness of institutional resources. Student Induction Program Realizing that the goal of higher education is to nurture human beings responsible for their betterment and capable of sustaining society and nature besides enabling them to procure a position to earn their livelihood. Student Induction Programs are organized every year with the following objectives:

- Help new students to adjust and feel comfortable in the new environment
- Inculcate in students the ethos and culture of the institution
- Help them in building bonds with other students and faculty members
- Expose them to a sense of larger purpose and self-exploration

After the onset of the COVID pandemic, online SIPs were organized for the students. Use of digital technology The COVID pandemic has resulted in a paradigm shift in higher education from classroom lectures to technology-based curriculum delivery. The institution rose to the challenge and has effectively employed alternative modes of teaching and learning. Modern day e-learning tools were quickly adopted and teachers adapted rapidly. FDPs in digital learning like MOODLE was organized by the IQAC and teachers were actively encouraged to participate in webinars/training programs to improve their technological proficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The college has in place a mechanism to review the teaching learning process. The IQAC has formulated different strategies for the progress of the college. For this purpose, the IQAC works closely with the college council. Data compilation for AQAR, SSR and NIRF has resulted in academic improvements. Internal evaluation, feedback system, discussions with parents, well-wishers and alumni complement the whole process. Council

meetings, staff meetings, IQAC meetings, PTWA meetings, management committee meetings are forums for discussion and evaluation. Once a decision is made, it is communicated to the staff through the heads of the departments. It is communicated to the students by the head of the departments and the Principal through open assemblies. This helps in understanding the strengths and weaknesses of the institution and act upon it. Regular assessment methods like class tests, internal exams, seminars, assignments, projects, internal model viva, classroom participation are utilized effectively to ensure that students attain the prescribed outcomes. The IQAC encourages and guides faculty to introduce innovations in learning. Being an affiliated college imparting the curriculum in an innovative way is the only way to ensure that the students attain the prescribed outcomes, Choice is ensured for selection of open course in the fifth semester and electives are chosen according to batch preference.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 institution being exclusively for women, has gender awareness, empowerment and equity inextricably intertwined in its vision and mission. Constant efforts are made especially in classroom spaces to inculcate the concern for gender equality. Teachers of the college play a strategic role and act as agents of change especially through what and how they teach. Efforts to break stereotyped generalizations and gender constructs among students is the norm at Sacred Heart College. All policies of the college are framed keeping in mind the fact that women are equal and responsible partners in socio-economic development. Gender awareness programs are spearheaded by the Women's cell and the NSS in association with the IQAC. The individual departments also organize events towards this end. International Women's Day, National Women's Equality Day were celebrated by the Women's cell by organizing webinars on 'Security of Women in Cyberspace' and International Day of Women and Girls in Science etc. The NSS unit organized invited talk on 'Protection of Women from Domestic Violence' Act. Safety and security is ensured through deployment of security staff and CCTV cameras installed in and around the campus. The services of a professional in-house counsellor is available to students and staff. Common rooms like the amenity center and state-of-the-art washrooms are also available.

File Description	Documents
Annual gender sensitization action plan	<a href="http://sacredheartcollege.ac.in/womens-cell/">http://sacredheartcollege.ac.in/womens-cell/</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://sacredheartcollege.ac.in/facilities/">http://sacredheartcollege.ac.in/facilities/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**The College has facilities to contain solid and liquid waste safely within its own premises. Chemicals from the laboratories are also treated safely.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<b>No File Uploaded</b>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge**

**B. Any 3 of the above**

<b>Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li>1.Restricted entry of automobiles</li> <li>2.Use of bicycles/ Battery-powered vehicles</li> <li>3.Pedestrian-friendly pathways</li> <li>4.Ban on use of plastic</li> <li>5.Landscaping</li> </ol>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <ol style="list-style-type: none"> <li>1.Green audit</li> <li>2. Energy audit</li> <li>3.Environment audit</li> <li>4.Clean and green campus recognitions/awards</li> <li>5. Beyond the campus environmental promotional activities</li> </ol>	<b>D. Any 1 of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
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 socioeconomic and other diversities (within 200 words).**

**A climate of inclusion and belonging for both faculty and students is ensured at the institution. Both students within the district and from all other districts are given admission. Students from the minority and majority communities, from all**

socio-economic backgrounds and interior rural areas are given the opportunity to pursue their education at the college. Strict adherence to the single window system mandated by the University in all admission matters ensures inclusivity. Moreover, the teaching-learning process imbibes the spirit of total inclusiveness. Strategies adopted are as follows: ? Establish and create a climate fostering a sense of belongingness ? Teacher - student rapport built by learning students' names and getting to know them better through mentoring, online and phone chats etc. ? Treating each student as an individual ? Conveying the same level of confidence in the abilities of all students. ? Giving students guidelines for class components, so they know what learning they are accountable for, including the manner of grading. ? Address challenging classroom behaviours and attitudes. ? Value education classes that emphasise on all religious and ethical values. ? Morning prayers and assembly encompassing all religions. ? Emphasis on humanitarian values. ? A uniform code of conduct for all students. ? Uniforms for all students reinforcing the non-discriminatory treatment of students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

A number of events and programs were organized to mould students and faculty to become responsible citizens at the college. Orientation talks on constitutional values were conducted under the auspices of the NSS, Women's Cell and the Departments on various occasions. Oath-taking and flag-hoisting ceremonies are organized on all days of national importance. Realising that values are essential for positive human behaviour, the college places great emphasis on secularism, democracy and fosters an environment in which students and staff take pride in their cultural heritage. The concern of the college about the degeneration of values and proper conduct, the impact of online classes on students, dysfunctional families, financial problems, increased crime and violence, wide-ranging effect of social media etc especially in the

context of the COVID pandemic has led to concretisation of goals in the following ways : ? Bringing in a proactive social conscience by encouraging philanthropic activities especially through NSS and CSS ? Incultation of the awareness regarding the interdependence between family, society, nation and the world through webinars, invited talks, celebration of national and local festivals, videos, films etc. ? Formation of 'Sannadha Sena' under the auspices of the NSS to provide assistance during crisis situations like natural calamities and pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic 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**  
**4. Annual awareness programmes on Code of Conduct are organized**

**E. None of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs 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

Celebration of World Environment Day on June 5 by planting tree saplings with the goal of creating a diversity park. Tree saplings were also distributed to teaching and non-teaching staff ? Due to the COVID pandemic, International Yoga Day was observed by practising yoga in the homes. ? Oath-taking ceremony and online talk was conducted in connection with International Anti -Drugs Day/ ? World Youth Skill Day was observed as a part of which students posted videos demonstrating their skills in creating products from waste materials. ? Independence Day commemorated by hoisting the national flag and a message delivered by the Principal. ? Teacher's Day was celebrated by conveying wishes to all faculty. ? Online speech competition was organised in connection with Gandhi Jayanthi. ? Kerala Piravi was celebrated by conducting an online leaf collection competition with the objective of making students familiar with the plants in the locality. Prizes were distributed to students who collected maximum number of leaves. ? World Soil Day was observed in association with Kerala Agronomy Research Centre. ? Onam the National Festival and Christmas was celebrated with gusto and enthusiasm. ? In addition the library and departments observe Reading Day, National Integration Day, Ozone Day, Hiroshima and Nagasaki Day, Mathematics Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice 1 - Inclusive online teaching-learning**

**Objective**

Adoption of strategies that aid in advancing equity, diversity, inclusion and belongingness in their distinct learning contexts during the COVID pandemic.

#### The Context

The online learning challenges of students varied in terms of type and extent. Students faced many obstacles in a home learning environment, such as availability of smart phones, high internet cost and limited interaction/socialization between and among students. Some other challenges faced were anxiety, depression, poor internet service and unfavorable home learning environment. These problems were aggravated in the case of marginalized students from remote areas. The challenge before the institution was to make online learning more accessible and inclusive.

#### Best Practice 2

##### Title of the Practice

Green Campus Clean Campus

##### Objective

Sacred Heart College has always strictly adhered to promoting and nurturing a green and clean campus. The institution is committed to managing its campus in accordance with fulfilling its responsibilities in creating a sustainable environment. Adopting environment friendly practices and education has offered the college an opportunity to take the lead in inculcating an environmental culture both among the students and the staff.

#### The Context

Reducing carbon footprint and in the process improving human footprint poses huge challenges and requires unprecedented efforts to reduce the adverse effects on the environment. This is especially in view of the fact that the institution was severely affected by the 2018 floods. Our interaction with the ecosystem and with each other becomes of paramount importance.

File Description	Documents
Best practices in the Institutional website	<a href="http://sacredheartcollege.ac.in/best-practices/">http://sacredheartcollege.ac.in/best-practices/</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Tremendous thrust and priority has been given by the college to it's vision and mission of moulding competent young women armed with academic excellence, ethical principles, social sensitivity and spiritual sublimity equipped for innovative leadership. At Sacred Heart College, we believe that college life is not only about academics, games, friends and fun. It is also about fashioning students to learn to interact with other people and society and mould them into societally, environmentally responsible and gender sensitive citizens. Opportunities are provided to students to contribute to make the society in which they live in become a better place. Inculcation of social and moral values is an integral part of the unwritten syllabus of the institution. Visits to old age homes, gender awareness programmes, celebration of environment day, field visits, cleaning of railway station premises as part of Gandhi Jayanthi celebrations, celebration of National Integration Day, World Aids Day, collection and distribution of groceries to needy people during the COVID pandemic, energy conservation survey, cleaning of water bodies are some of the programs which were organised towards this end. The college. During the COVID pandemic, the NSS volunteers became COVID warriors when they cleaned the taluk headquarters hospital.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The IQAC has identified the broad objectives which the college should strive to achieve during this period which are as follows: 1. To enhance student intake by improving and

publicising the image of the college through various social media platforms. 2. To create an environment for holistic development for students, faculty and non-teaching staff. 3. Facilitation of upgradation and updation of knowledge base and use of digital technology. 4. Complete the second floor construction of self-financing block. 5. Complete construction of open gym. 6. To encourage and facilitate research culture among students and faculty. 7. To upgrade library resources to include digital content which can be accessed by students and faculty online. 8. To enhance sports facilities and improve student intake in sports quota. 9. To implement the recommendations made by the audit team especially energy audit. 10. To devise techniques to enable various improvements in the existing teaching, learning and evaluation process and measurement of learning outcomes. 11. To encourage faculty to participate in syllabus framing, setting question papers, visit other institutions as resource persons etc. 12. To continue to provide formal education to deserving and needy students, by providing fee concessions, fee waivers, free uniforms etc. 13. To give additional thrust to campus placements initiatives.

14. To continue to organize extension activities for the benefit of the society. 15. To facilitate faculty exchange programs with other institutions.